



2017 Trick or Treat at Drakes Creek Event Guidelines



Registration

- There will be a \$15.00 charge per booth. All businesses or organizations must be registered for the event by **October 27th at 5:00 PM**. Registration is held at the Parks Department which is located in the City Hall Building at 101 Maple Drive North. A reservation will only be held for your business or organization once the \$15.00 fee has been paid. (Cash or Check Only)

Set-Up

- Booths will be spaced 15' apart to give space for decorations. **Every vendor booth is responsible for their own tent, tables, chairs, candy, decorations, labor, etc.** The Parks Department will not provide any set up materials.
- Check in, set-up, and decorating for the event can begin as early as 12:00 PM on the day of the event. Each business will need to check in at Drakes Creek Park Greenway by the entrance to the soccer fields. A Parks Department employee will be at the Greenway to check each business in and answer any questions. **This will be the only entrance to the Greenway.**
- Personal vehicles will be allowed to drive on the greenway to transport materials such as tents, wheat straw, generators, etc.
- Vehicles may not be used as decoration.
- All vehicles must be off of Greenway by 5:00 PM. **NO VEHICLES WILL BE ALLOWED TO PARK AT THEIR ASSIGNED BOOTH OR ON THE GREENWAY.**
- For safety, no vehicle access to Greenway after 5:00 PM. immediately prior to event.
- The Hendersonville Parks & Recreation Department will have the first booth.
- Booth numbers will be assigned when you or your organization check in on the day of set up on a first come first serve basis.

Decorations

- Decorations may consist of traditional Halloween themes. We encourage businesses to incorporate your logo, slogan, name, phone number, website, etc into your decorations.
- Lighting, tables, decorations etc. must be provided by each booth participant. Electricity will not be provided by the City of Hendersonville. Small, **quiet** generators may be used during the event and must be at least 75' behind the booth space. We encourage booths to use tiki torches, candles, lighted pumpkins, etc. to provide you with a dimly lit, "spooky" atmosphere.
- The Parks & Recreation Department will be awarding a trophy for the best overall decorated booth. This trophy will be kept at the winner's place of business for (1) one year. The trophy will be returned to the City prior to next year's event to be awarded to the new winner. An engraved plaque will be attached to the base of the trophy indicating the winners.
- Judging for the decorating competition will be at 5:30 PM with the trophy awarded prior to the opening of the Trail. The winner can then display the trophy at their respective booth.

Clean-Up

- **All booths and decorations are to be taken down and cleaned up immediately after the event, not the next day. There will be several trash cans for your convenience.**
- The Greenway access will be opened back up once the pedestrians have safely left the area.

General Information

- No "Money Making" services will be allowed by any businesses during the event. We also ask that nothing is served such as coffee, tea, cider, etc; as these activities slow down the line, therefore creating a much longer wait for the participants. **This event is for advertising and community enjoyment only.**
- Event is expected to draw an estimated crowd of 2,000 people. Flyers will be sent to local elementary schools in Hendersonville, as well as daycare centers and private schools. Please be prepared to give each child a minimum of (1) one piece of candy.
- The Trail will open at 6:00 PM. Please be prepared for the public at this time.

TRICK OR TREAT AT DRAKES CREEK

Booth Registration Form

Business Name _____

Business Address _____

Contact Name _____

Contact Email _____

Contact Phone Number _____

OFFICE USE ONLY

Checks payable to "City of Hendersonville"

\$15 fee

Cash

Check # _____

Parks Employee _____

