

La Vergne Parks and Recreation 2009 Trail of Treats Guidelines

Set Up

- ✓ Set-up and decorating for the event may begin as early as 12:00pm on the day of the event.
- ✓ Each business or organization should have been assigned a booth number prior to the day of the event. The number will be painted on the ground. Booth set up should be done on the number assigned.
- ✓ One personal vehicle per booth will be allowed to drive on the trail to transport materials needed for the booth. (If a business/organization has more than one vehicle loaded for a booth, only one vehicle may unload at a time)
- ✓ All vehicles must be off of the trail by 1:00pm.
- ✓ **No vehicles will be allowed to park on the trail or by their booth.**

Decorations

- ✓ Decorations may consist of kid-friendly Halloween themes. We encourage businesses to incorporate their logo, slogan, name, phone number, website, etc. into their decorations.
- ✓ Lighting, tables, decorations, chairs, etc. must be provided by the booth participant. Electricity will not be provided by the City.

Clean Up

- ✓ All booths and decorations must be taken down and cleaned up immediately after the event. Trashcans will be available for your convenience.

General Information

- ✓ Booth participants are not allowed to sell anything during the event. This is for advertising purposes only.
- ✓ Last year's event drew around 1,500 children. Flyers will be sent out to all local elementary schools, daycare centers, and community buildings. Please be prepared to give children a minimum of one piece of candy.
- ✓ The Trail will open at 2:00pm and close at 4:00pm.
- ✓ We hope you have a good time and we appreciate your effort to bring a safe Halloween event to the City of La Vergne.