

munster **PARKS** AND RECREATION

Dear Business Owner:

Due to the Pandemic, in exchange for Pumpkins, Witches and Hayrides, we will be offering a Trunk or Treat to the community. This event will take place on Saturday, October 3 from 11am-2pm at Munster Town Hall Parking lot, 1005 Ridge Road, Munster, IN 46321.

As a vendor, you will be given one parking spot (9' x 16'). You will be responsible for decorating your vehicle and working out of your trunk. Be creative with your decorating as there will be a prize for best vehicle decoration! Check-in and set-up will begin at 9am. From 11am-12:30pm, those who wish to partake in the event, but do not feel comfortable socializing will have the option to "drive-thru". This means parents will open their trunk, place their child's trick-or-treat bucket in the back and drive through all the vendors. You, as the vendor will have the opportunity to drop candy and promo items in those buckets. Should families decide to socialize, 12:30-2pm will be their option. Families will have the opportunity to walk around, trick-or-treat, socialize, and have fun. Should you wish to have a game, contest or raffle at your spot or wish to sell product, that is just fine. At 2pm, a costume contest will take place on the Munster Town Hall steps. Should you wish to volunteer as a judge, please let us know. We will need 4 volunteers.

Due to COVID, all vendors will be socially distanced in the parking lot. It is highly recommended vendors wear masks during the event and have hand sanitizer available at your area.

Advertising will include Munster Parks and Recreation's Fall Seasonal Guide, MPR and Town of Munster website, social media, email blasts, flyers, posters, local newsprint media, banners around town and the electronic message board in Community Park.

We are limited to 52 spaces. Should you be interested, reply ASAP to guarantee your spot! An email will be sent to all confirmed vendors October 1 with more information. If you have any questions, please do not hesitate to contact me at (219) 836-6926 or jhiggins@munster.org. We truly appreciate your commitment to making our events possible.

Sincerely,



Jill Higgins

Superintendent of Recreation

TRUNK or Treat

munster
PARKS
AND RECREATION

Saturday, October 3

Munster Town Hall Parking Lot

11am-2pm

Business Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: (_____) _____

Business Phone: (_____) _____

Email: _____

_____ \$32.10 Vendor Fee (Includes 7% sales tax)

Payment options

___ Check (Check # ___) - Please make payable to Town Of Munster.

___ Credit Card - You will be contacted upon acceptance.

- Yes, I will be present the entire event from 11am-2pm.
- During the 12:30pm-2pm slot, I will be hosting a game, contest or raffle and/or selling my product.
- Yes, I am interested in being a costume contest volunteer.

Signature: _____ Date: ___/___/2020