



September 2018

Dear Prospective Participant:

The City of Gary Mayor's Office of Special Events, Gary Commission for Women and the Parks Department will present the Fall Harvest Festival for children and youth on, Wednesday, October 31, 2018 from 5:00pm-7:30pm. The event, an alternative to door-to-door trick or treating will be held at the Hudson- Campbell Sports and Fitness Center, 455 Massachusetts Street, Gary, Indiana 46402.

This year we have a special treat planned. In addition to our traditional harvest festival activities, the event this year will again feature **Trunk or Treat**, and that is where you come in.

We invite businesses, community clubs and organizations, fraternities, sororities, churches, etc. to join us in presenting this event for our community. You may join the festivities by registering a vehicle to participate with the trunk filled with candy that you will pass out to the children. We expect about 500 children to attend. Additionally, we plan to select three of the best decorated cars to win honors for your efforts. The flow of events are as follows:

- Event set up- 3:00pm to 4:30pm (No cars will be allowed in after 4:30pm)
- Games and Vendors- 5:00pm to 6:30pm
- Trunk or Treating- 6:30pm-7:30pm
- Event breakdown- 7:30pm-8:30pm

A Trunk or Treat registration form is enclosed. Please complete and return ASAP. You may also support the citywide event through sponsorship and donations. A sponsorship information and a request form is also enclosed.

Thank you in advance for participating and in helping to ensure that the children and youth in our community have a safe and fun Halloween event.

Sincerely,

Karen Freeman-Wilson, Mayor  
City of Gary





## Trunk or Treat Vehicle Registration Form

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

License Plate #: \_\_\_\_\_

Make and Model of Vehicle: \_\_\_\_\_

**Rules and Liability Release Form:** I acknowledge that my participation in this event, or that of my child, could involve risk of physical injury or damage to property. I expressly assume such risk and release and waive any claims against the City of Gary, its volunteers and employees, for any injuries to persons or damage to property, whether the result of negligence, breach of warranty or otherwise. I further agree to hold the City of Gary, its volunteers and employees, harmless for any injury to persons or property damage caused by involvement in this activity.

This assumption, waiver, and Image Release form is effective and binding. I have read and understand this Release form. I also authorize use of my name and picture and that of my child's to be released for use in event coverage and promotion for future events. (If under 18 years of age, parent or guardian must sign). By completing and returning both documents, I agree to be present at this event and adhere to all rules as stated.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Completed form must be turned in to the Mayor's Office of Special Events by Friday, October 19, 2018. Form may be dropped off at City Hall, Communications Department, 401 Broadway, 1st floor or sent via email to [gcarpenter@ci.gary.in.us](mailto:gcarpenter@ci.gary.in.us). For more information contact the Citizen Services Desk at 219-881-1300.





## Rules for this exciting event

1. There are 40 spaces available and will be assigned on a first come first serve basis. Please do not hesitate to register.
2. Electricity is NOT available on site.
3. All displays must include a decorated vehicle. Traditional booths with tents, tables, chairs, etc. are prohibited.
4. Participants should dress in a festive and appropriate costume and should be aware that children of all ages are expected to attend this event. Please avoid overly-scary displays and costumes.
5. All candies/snacks must be individually wrapped and sealed.
6. Please do not provide fruit or taffy apples
7. We ask that you consider providing healthy snacks or small prizes. The City of Gary will not be held responsible for any allergic reactions.
8. All registered vehicles must be in place by 4:00 p.m. No vehicles will be admitted after 4:00 p.m.
9. For Safety purposes, registered vehicles must stay at the event until the event ends at 7:30 p.m. No exceptions will be made to these times.
10. Vehicle must be manned throughout the duration of the event.

