



**Thursday, October 28, 2021**

**5:00 pm-7:00 pm**

**Moorhead Center Mall Parking Ramp**

**510 Center Ave, Moorhead, MN 56560**

Calling all ghouls and witches, join us for this  
**SPOOKTACULAR EVENT**

activities include:

Trick-or-treating in a controlled environment

Crafts, Games, and more!

**NOW ACCEPTING VENDORS!**

For more information, contact Moorhead Parks and Recreation

218.299.5340 or [moorheadparks.com](http://moorheadparks.com)



Parks and Recreation



## Parks and Recreation

2400 4<sup>th</sup> Ave S | Moorhead, MN 56560 | 218.299.5340  
moorheadparks.com | parkandrec@cityofmoorhead.com



August 4, 2021

Community Businesses, Members, and Organizations:

Moorhead Parks and Recreation will host a family-friendly and safe **Monster Mash Trunk or Treat** through the Moorhead Center Mall Parking Ramp. This will replace the traditional Haunted Mall event we have hosted the last number of years. We believe it is important to continue offering a safe and controlled environment for families to do trick or treating. Other craft and game activities are still planned for the outdoors.

We invite you to be a part of our **Monster Mash Trunk or Treat** event and set up a vehicle, pass out some candy, bring games or crafts for the families to enjoy, and promote your business! There is plenty of space available, so be creative and let's have another fun-filled evening!

The **Monster Mash Trunk or Treat** will take place on Thursday, October 28, 2021 from 5:00 pm-7:00 pm at the Moorhead Center Mall. This event is free and open to the public, and we estimate about 1,000 guests over the quick two hours. This makes for an excellent opportunity to market your business, but more importantly, a way to interact and engage with the community! Unless you are selling items, there is no fee for businesses that are participating and bringing their own candy!

### Vendor Information

- Costumes are encouraged!
- Vehicles must check in at the information booth before setting up. **This is where you will find out your location.**
- Setup will be the day of the event from 1:30 pm-4:30 pm. All vehicles must be parked in the lot by 4:30 pm. More information will be provided as the event nears. Parks and Recreation Staff will be on-site the whole time.
- Vendors are responsible for supervision of their own booth at all times.
- Moorhead Parks and Recreation is not responsible for lost or stolen items.
- Vendors must bring their own cash box and change.

If there are any questions, please give us a call at 218.299.5340.

Sincerely,

Trevor Magnuson  
Recreation Coordinator  
Moorhead Parks and Recreation



## Registration Form

**October 28, 2021  
5:00 pm-7:00 pm  
Moorhead Center Mall Parking Ramp  
510 Center Ave  
(Set up between 1:30 pm-4:30 pm)**

Please return by October 15 to:  
**Moorhead Parks and Recreation  
Attn: Trunk or Treat  
1300 15<sup>th</sup> Ave N  
Moorhead, MN 56560  
Or by email to:  
trevor.magnuson@cityofmoorhead.com**

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

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Selling Items (circle one) - **Yes or No** **\*If yes, please complete the attached ST19 Form\***

Description of Booth/Activity: \_\_\_\_\_

Vendors- Items Sold: \_\_\_\_\_

Special Requests: \_\_\_\_\_

### Payment:

Please Select:  Vendor Fee ... \$20 |  Business (needing candy) ... \$10 |  Business (w/candy)/Non-Profit ... FREE!

Payment Method: \_\_\_\_\_ Check (Payable to Moorhead Parks and Recreation) \_\_\_\_\_ Cash

\_\_\_\_\_ Credit Card: Please call 218.299.5296 with information.

I agree to follow the rules and guidelines of the Monster Mash Trunk or Treat.

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



## **2021 Rules and Guidelines**

### **Vendors must abide by the following rules and guidelines:**

- All vehicles and volunteers are asked to please dress in costume in the spirit of Halloween!
- Businesses are encouraged to pass out candy. Please indicate on registration sheet if you would like the City of Moorhead to purchase candy for you at a fee of \$10.
- Booth space is free if providing your own candy and not selling any items.
- The Monster Mash Trunk or Treat is an alcohol and tobacco-free event.
- Vehicles/booths must check in at the "Information" table to be assigned a spot.
- Vehicle/booth space is 2 parking spots. Vendor display and storage areas shall not extend beyond the space allowed.
- There will be no refunds due to inclement weather. Monster Mash Trunk or Treat will be canceled if Moorhead is in a severe weather warning. All cancellation decisions will be made at noon on the day of the event.
- Haunted Mall is held on city owned property - all products must be family friendly and not offensive. Vehicles/booths may not be organized around political or religious themes. Recreation Coordinator determines what can or cannot be sold.
- Supplies are responsibilities of the vendor/booth participant. No tables or chairs are provided.
- Vehicles/booths may begin setting up at 1:30 pm and must be ready by 4:30 pm. The event will end at 7:00 pm. You are asked to not leave the event early. Vendor/Booth must be packed up and out of the ramp by 8:00 pm.
- Vendors are responsible to clean up the area they occupy, and must maintain a clean and orderly area on all sides of their display.
- No pets allowed in vendor booths, with the exception of service animals with proper documentation.
- Vendors are responsible for insuring their booth and personal property.
- The City of Moorhead or the Moorhead Center Mall will not be held responsible for theft or damage to your property.
- Recreation Coordinator has the responsibility to implement policy on all operations on the day of the event as the need arises.
- Please report any issues to the Recreation Coordinator directly.
- All vendors are responsible for obtaining a Minnesota tax ID number and all necessary permits or licenses for their booth.
- Request a Minnesota Tax ID number by calling 800-657-3605 or going to [www.taxes.state.mn.us](http://www.taxes.state.mn.us).
- All food vendors must apply for a temporary food permit through the Minnesota Department of Health.
- Please contact Clay County Environmental Health at 218.299.5002 for more information.
- Questions regarding food can also be directed to the Minnesota Department of Agriculture at 800.967.2474 or [webinfo@mda.state.mn.us](mailto:webinfo@mda.state.mn.us).