



CARNIVAL AT A GLANCE:

Tuesday, October 31
6-8:30pm
Valdez Civic Center
Ballrooms

WHY HAVE A BOOTH?

- To have fun!
- To raise money for your organization!
- To promote your organization.
- To provide a safe and fun holiday for Valdez families!

TO SIGN UP FOR A BOOTH! SEE THE ATTACHED REGISTRATION FORM ON THE BACK PAGE.

HALLOWEEN CARNIVAL 2017

WE NEED YOU!

The Annual Halloween Carnival is back and Parks & Recreation would like YOU and YOUR ORGANIZATION to be a part of the fun! How, you may ask???

Local organizations will reserve a booth space with Parks & Recreation. Participating organizations then create a booth that may consist of a game, an activity, or food items that will be set up at the Carnival. On Halloween night, families will purchase tickets from Parks & Recreation and spend those tickets at each booth. At the end of the night, each booth will turn in their collected tickets and will get paid out (checks will be distributed on November 17th), based on the number of collected tickets.

Don't miss out! Having a booth at the Halloween Carnival is a great way to participate in a community event, while raising awareness AND money for your organization!

THE CARNIVAL TIMELINE

Monday, September 18th

Newsletter goes out

Monday, September 25th

Booth Registration **OPENS**

Friday, October 20th

Final day to register a **FOOD BOOTH.**

*All food handler permit numbers for booths selling meat are due!

Monday, October 23rd

Final day to register a

NON-FOOD booth.

Prize structure and participation costs are due to Parks & Recreation.

Wednesday, October 25th

Parks & Recreation will alert you if any changes need to be made to your booth no later than October 25th.

Friday, October 27th

Mandatory meeting for Booth Representatives @ 6:00PM in Civic Center Ballroom A.

Booth Vendors who do not attend the mandatory meeting will have \$5 deducted from their booth deposit.

Monday, October 30th

Civic Center Ballrooms open for booth set-up from 4:00PM—7:00PM

Tuesday, October 31st

Carnival Day!

9:00am— Civic Center Ballrooms will be open for booth set up.

5:15pm -All booths **must** be set up and ready.

6:00pm -Carnival Opens!

8:30pm -Carnival ends and Clean up begins.

9:00pm— Tickets are due to a Parks & Recreation staff member.

Friday, November 17th

Checks will be mailed out to participating organizations.

MAKE SURE YOU GET A FULL REFUND

ON YOUR BOOTH DEPOSIT DURING REGISTRATION:

Booths will receive a 100% refund on their booth deposit if they meet all Parks & Recreation criteria!

- Attend the mandatory meeting on Friday, October 27th.
- Booth is set up by 5:15PM on Halloween!
- Clean up properly once the carnival has finished.
- Once your booth is clean, please notify a Parks & Recreation staff member who will approve it and check you off the list.

Remember, \$20 will be deducted from your booth deposit if all criteria is not met!





CARNIVAL ACTIVITY IDEAS

A successful booth should be something creative, fun and unique. Families and friends should be amused and entertained - keep them coming back for more! Do you have a booth idea already?

If you are unsure of what to do let the Parks & Recreation Department help!

Call Rachel at 907-835-2531 or email at rsensabaugh@ci.valdez.ak.us

Pinterest, Facebook or other social networking sites are great resources for ideas as well.

Another tip for success—make sure your prizes coincide with the cost (# of tickets) to play your game and/or activity. For Example, if your game is 4 tickets and you're giving out a sticker, you will probably end up with disappointed customers. More expensive games/activities should have higher valued prizes. We strongly encourage booths to have small prizes to hand out to all participants so no child walks away empty handed. All games, activities, value of a ticket and prizes must be approved by Parks & Recreation before the carnival. **Please remember that Parks & Recreation reserves the right to make changes to a booth, the game/activity and ticket prices as needed. Parks and Recreation will alert you if any changes need to be made to your booth no later than Wednesday, October 25th.**

SIGN UP EARLY!

BOOTH IDEAS, THEMES, FOOD CHOICES, AND MORE ARE FIRST COME, FIRST RESERVED!



DO YOU PLAN ON SERVING FOOD AT YOUR BOOTH?

Food Booths need to comply with a few additional safety rules.

Any booth serving meat will likely require a food handler's permit from DEC. Any questions regarding which food items require a permit, call the Valdez DEC office at 907-835-8012.

We will want the DEC Food Handler's Permit number no later than Friday, October 20th.

Applications are available in the Alaska State Building on Meals Ave.

Food booths may accept cash or checks in addition to tickets.

When accepting both cash and tickets, the food item must cost the same.

Remember one ticket = 50¢
For example: if a bag of chips cost \$1.50, the participant can either pay \$1.50 in cash or three tickets.

Make sure to bring your own cash box & change!

At the end of the night, if any cash or checks have been collected, a total amount must be reported to a Parks & Recreation staff member.

You will need to provide your own EXTENSION CORDS.

If your booth requires electricity, please note on your registration form how many outlets you will need! This ensures that your booth is placed near an outlet!

A designated area will be provided in/near the ballrooms for participants to sit and enjoy your food and drink.

TICKET RULES



Tickets are 50 cents each and will be sold by Parks & Recreation during the Carnival.

Game and/or Activity booths must accept tickets only - no cash.

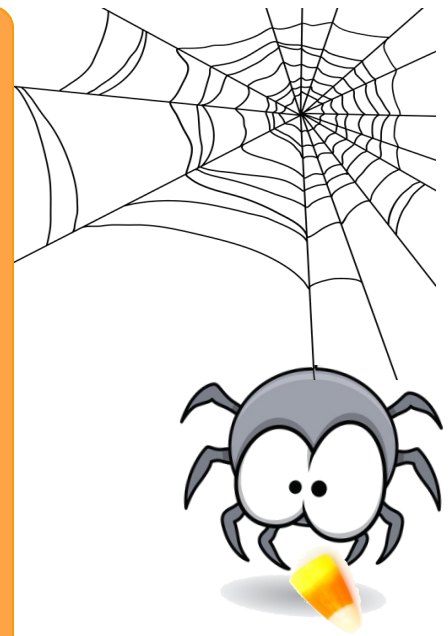
Game and activity booths should not charge more than 4 tickets for an activity.

Any exceptions to this rule **MUST** be approved prior to Monday, October 23rd (registration due date) and must have prizes that coincide with the ticket cost.

Remember, all booths must have a game and/or activity, cost/ number of tickets needed to play and prizes approved by Parks & Recreation before or on Oct 23rd.

Your organization is responsible for collecting tickets from participants and keeping them safe until the end of the Carnival. At the end of the Carnival, you must turn in all tickets you have collected to Parks and Recreation by 9:00pm.

Parks & Recreation will count your tickets and mail out checks to the participating organizations by Friday, November 17th.



SETTING UP YOUR BOOTH AT THE CIVIC CENTER

The Civic Center has graciously allowed us to use their spacious ballrooms. Let's keep it looking great!

Monday, October 30th

Civic Center Ballrooms open for booth set-up from 4:00pm—7:00pm

Tuesday, October 31st

Civic Center Ballrooms open for booth set-up from 9:00am– 5:00pm.

All booths must be set-up and ready by 5:15pm on Tuesday, October 31st!

Parks & Recreation will be doing a walk through at 5:15pm to ensure that all booths are prepared to open doors at 6:00pm.

Each booth requires a sign!

The sign must include;

- The supporting organization
- How many tickets your booth takes to participate
- If it is a food booth—how many tickets and/or cash value is needed per each item
- The game, activity or product that you are selling

If your booth requires electricity, please note on your registration form how many outlets you will need! This ensures that your booth is placed near an outlet!

Make sure to bring supplies for set-up

- Tape
Only masking tape is allowed on Civic Center walls. If you need tape for the floor, please let us know!
- Scissors
- Decorations—Balloons, props, backdrops etc..
- Booth Sign
- Prizes for all participants
- Extension Cord (s)—you will need to provide your own

Be creative! A well decorated booth attracts more customers!

If you have any questions regarding the Halloween Carnival, registering a booth, booth set-up OR you need help with an idea for your booth—

Please call: 907-835-2531

Or Email Rachel at rsensabaugh@ci.valdez.ak.us

Visit www.ci.valdez.ak.us/parks

www.facebook.com/ValdezAlaskaFun



Valdez Parks & Recreation

HALLOWEEN CARNIVAL 2017



Booth Registration Form

Food booth applications are due with payment by **Friday, October 20th.**

NON-Food booth applications are due with payment by **Monday, October 23rd.**

**Applications and payments must be dropped off at the Parks & Recreation Office,
located at 314 Clifton Drive (Civic Center) - 907.835.2531**

If your organization would like to sponsor more than one booth, please fill out a separate application for each booth.

Organization Name: _____
Physical Address: _____
Contact Person: _____
Contact Phone #: _____
Email: _____

FOR A GAME AND/OR ACTIVITY BOOTH:

Will you be using extension cords? Yes No How many outlets? _____

(No extension cord may be connected to more than one electrical device).

Please give a brief description of your booth and what it will entail: _____

Cost to participate (# tickets): _____

(1 Ticket = \$.50 ; remember, this is a fundraiser for your organization!)

Will there be prizes ? Yes No

If YES, what will the prizes be ? _____

(leave blank if not yet decided, information must be provided to P&R by October 20th.)

Does your booth need to be located next to another booth? If yes, please specify who and why: _____

FOR A FOOD BOOTH:

Will you require extension cords? Yes No

If yes, how many outlets will you need? _____

Will meat be served? Yes No

If yes, DEC Food Handlers' Permit is required by October 16th.

Permit # _____

(leave blank if not yet received, number must be provided to P&R by October 20th)

The food being served will be: _____

BOOTH DEPOSIT IS \$25.00. GROUPS THAT DO NOT ATTEND THE MANDATORY MEETING ON FRIDAY, OCTOBER 27TH WILL HAVE \$5 DEDUCTED FROM THEIR DEPOSIT. GROUPS THAT ARE NOT SET-UP BY 5:15PM ON OCTOBER 31ST OR DO NOT HAVE THEIR AREA CLEANED UP AND CHECKED OFF BY PARKS & REC WILL HAVE \$20 DEDUCTED FROM THEIR BOOTH DEPOSIT. ORGANIZATIONS THAT ATTEND THE MANDATORY MEETING, ARE SET UP BY 5:15PM, STAY OPEN TILL 8:30PM, CLEAN UP THEIR AREA AFTERWARDS, GET CHECKED OFF BY PARKS & REC AND MEET ALL ADDITIONAL CRITERIA WILL RECEIVE A 100% REFUND OF THE BOOTH DEPOSIT.

We have read and understand the rules and guidelines contained in this Halloween Carnival newsletter, and agree to abide by them. We understand that one representative from our organization needs to be present at the meeting on October 27th at 6:00pm in the Civic Center Ballroom A.

Signature _____ Date _____