

Monclova Community Center
2025 Trunk or Treat – Vendor Form
Wednesday, October 15th 6PM – 7PM

NOTE: We hope to have around 275 kids and ask that each vendor be able to **supply 275 treats. *Candy must be individually wrapped.** Also, there will be a **PRIZE** for the best decorated vehicle (feel free to add games and other activities to your spot). As a vendor your logo will be added to our flyers (there is an example attached in the email).

The Monclova Historical Foundation agrees to provide a space to:

Business Name: _____

Contact: _____

Address: _____

Phone Number: _____ License Plate Number: _____

Email Address: _____ (We will use your email to send updates on the event)

FOR PROFIT BUSINESSES: # of parking spaces requested: _____ for **\$20/space** = TOTAL: \$ _____

Note: Outdoor space (9'x18' – standard parking lot space size)

NON-PROFIT: # of parking spaces requested: _____ for **\$15/space** = TOTAL: \$ _____

Note: Outdoor space (9'x18' – standard parking lot space size)

CORPORATE MEMBER or MCC BUSINESS RENTER: 1 parking lot space will be provided for **FREE** _____

Note: Outdoor space (9'x18' – standard parking lot space size)

The above named individual agrees to the terms of this contract, and also to indemnify and hold harmless the Monclova Historical Foundation, the Monclova Community Center, and their employees and agents from all liability, claims, demands, damages or cost, for or arising out of the use of the Monclova Community Center, whether it be caused by the negligence of indemnitor, or the Historical Foundation, Monclova Community Center and/or their employees and agents. They also agree to the rules & regulations stated below on page 2.

Signature _____ Date _____

Contracts should be completely filled out, signed, and returned by 10-01-2025 along with payment to: Monclova Historical Foundation

Attn: Trunk or Treat
8115 Monclova Road
Monclova, OH 43542

Please make your check payable to the Monclova Historical Foundation. Spaces are limited.

For questions please email: Monclovacommunitycenter@gmail.com

Please return this sheet with your payment. Thank you!

KEEP THIS PART FOR YOUR REFERENCE

Rules and regulations:

Set-up/Tear down:

1. Vehicle Set-up time (3:00 PM-5:45 PM). No set-up is allowed before 3:00 PM.
2. Vendors are responsible for securing any items in and around their vehicle, as not to cause harm or injury to any persons or property.
3. Vendors must supply their own tables/chairs/tents/etc.
4. Vendors are required to keep their area clear of garbage during the event.
5. Vendors must get prior permission from the MHF to use electrical outlets.
6. Vendors bringing a tent/canopy are not permitted to use stakes, please-use weights for hold-down.
7. In addition, each exhibitor is responsible for furnishing all labor, materials, and equipment required for setting up, taking down, and removing of displays.
8. Vendors MUST clean up all items & messes in their space including hay/straw after the event. If you need a broom, one will be provided for you. All garbage can be disposed of in the blue dumpster located to the back of the building.

Vehicle Spaces:

1. The Monclova Historical Foundation will assign a space to each vendor at its discretion. A map will be emailed out prior to the event to indicate spots assigned.
2. In the event a vendor does not plan to use their space, they must notify the MHF by 11:00am on the day of the event.
3. No vendor may begin taking down his or her display until one (1) minute past closing time. The Monclova Historical Foundation assumes ZERO liability for your items left unattended.

Fees/Fines:

1. A service charge of \$25 will be assessed for any check that is returned for insufficient funds or other causes.
2. A cleaning charge of \$25 per incident may be assessed to any vendor if parking spot clean-up is not performed.
3. Vendors will not be able to participate again until all fees & fines are paid.
4. Any refunds issued will be at the discretion of the Monclova Historical Foundation.

Vendor Conduct:

1. Vendors will not be disruptive and will be courteous and honest.
2. No vendor will bring firearms, smoke, drink alcohol and/or possess or use any controlled substance while at the event.

Weather:

1. If rain occurs during the set time event, there is a rain date set the week after.

Authority:

1. The MHF reserves the right to remove any person/vendor who does not comply with the rules and regulations stated above.