

BOOTH APPLICATION FORM - Halloween in the Garden

Annmarie Garden, Saturday, October 24, 2009, 11:00am-4:00pm

Sponsored by: Solomons Day Care Center, Dominion Cove Point LNG, Solomons Towne Centre, Gateau Physical Therapy, Jan Kleponis/O'Brien Realty, and COMCAST.

Deadline to apply is Oct. 10 All applications are subject to approval by the director of Annmarie Garden. The director reserves the right to reject any application that is deemed unsuitable for a family audience.

How to submit this form:

Mail: Annmarie Garden, P.O. Box 99, Dowell, MD 20629 **Fax:** 410-326-4887 **Email:** gardenevents@chesapeake.net
Please call us when you fax or email to ensure it has come through!

Name of Organization/Business: _____

Contact Person: _____

COMPLETE Address: _____

Phone: _____ **Email (REQUIRED!!)** : _____

Website address: _____

COMPLETE List of what you will be handing out: _____

General Information: Halloween in the Garden is a Fun, FAMILY-FRIENDLY community event. It is a great way to support a local charity (Holiday Food Basket Program) and market your goods and services! Every year, we welcome thousands of kids to Annmarie Garden for this spooktacular event! To see photos of past Halloween events, please visit our website at www.annmariegarden.org.

Booth Space: Organizations are invited to reserve a booth space along Annmarie Garden's lovely Wooded Path. You are asked to decorate your space, wear costumes, and hand out FREE gifts or candy to our trick-or-treaters. As the booth spaces along the wooded path are set amidst the trees, each space varies slightly in size and shape, but all spaces are at least 60 sq ft. Cars cannot be driven to the booth, but a shuttle service is provided, and help is available unloading and loading your supplies.

Fees: Suggested payment of \$15-20 per booth: **There is no required fee to participate in Halloween in the Garden, but each organization is encouraged to make a donation to help defray the cost of presenting the event. A donation of \$15-20 per booth is typical. All donation benefit Ann's Circle, Inc., the 501 c 3 non-profit organization that supports Annmarie Garden. All checks should be made out to "Ann's Circle, Inc."**

Annmarie Garden will provide:

- Assistance transporting your supplies to and from your path spot
- One table
- Marketing and press releases for the event

YOUR business/group will provide:

- A SMALL GIFT or CANDY for 2000-3000 children – as each child will visit at least 60 booths, we suggest you give out only one item per child. You are also allowed to hand out **FAMILY FRIENDLY** marketing materials.
- Chairs
- Decorations for your booth & costumes for your booth workers
- LOTS of enthusiasm and spirit!

I/WE intend to participate in Halloween in the Garden at Annmarie Garden. I have read the SET UP Rules and do hereby happily agree to them – and I will give copies of these rules to all my booth workers!

Signature of organization representative

Date

YOUR APPLICATION IS NOT COMPLETE UNTIL YOU RECEIVE EMAIL CONFIRMATION FROM ANNMARIE GARDEN THAT YOU HAVE BEEN APPROVED.

Approval date: _____

SET UP Rules for *Halloween in the Garden*
Saturday, October 24, 2009, 11:00am – 4:00pm
Annamarie Garden, Dowell Road, Solomons

Set Up Time: Saturday, Oct. 24, 8:00-10:30am. All participants are to enter the garden through the **Front Gate** where you will check in with a staff member. Assistance will be provided to help transport your supplies to your path spot. **Once your vehicle has been unloaded, you must IMMEDIATELY MOVE YOUR VEHICLE OVER TO THE PARKING FIELD adjacent to the garden!!**

NO PARKING in the garden for **ANYONE**; this is in order to provide the maximum security for visiting children. We **WILL** note your license plate number when you check in. The Front Gate will close promptly at 10:30am and will not reopen for vehicular traffic until 4:15pm (at the earliest).

ABSOLUTELY NO PETS are allowed! Any exceptions must be approved by Garden Director.

PLEASE NOTE: This is a **RAIN** or **SHINE** event. Should there be inclement weather, please dress appropriately. If you wish to use a tent, we suggest you visit the Garden beforehand and check the dimensions of your booth spot. All booth spots are spacious, but sometimes the trees and vegetation prohibit the use of a tent. Don't be surprised the day of the event – check beforehand!

Hand out **FREE GIFT** or candy to 2000-3000 trick-or-treaters **AND DRESS IN COSTUME!!!!** We suggest you hand out one (1) item to each child. By the time a child walks the whole path, they will have a **full bag of goodies**. You may also hand out information on your business, but no religious or indecent materials may be distributed. This is a family event!! Since this is all about Halloween – **YOU MUST DRESS UP.....**it helps decorate the path!!! **GOLDEN PUMPKIN** awards will be presented to the best decorated booths.

A NOTE ABOUT CANDY/GIFTS: in the past, a number of booths have run out of candy/gifts. This is a well attended event. Please come prepared with extra supplies **OR** have a back up plan, i.e. designate someone to go get more goodies. We suggest buying candy/ gifts in bulk at places like BJs, Oriental Trading, etc.

Literature & Costumes: To ensure that your organization is passing out suitable promotion materials, a representative of Annmarie Garden will come to your booth during the event and inspect your promotional materials. And folks, remember this event is attended by predominantly small children, horribly scary or gruesome costumes are simply inappropriate.

ALL visitors to the event will be asked to donate **\$1.00, which will benefit the Holiday Food Basket Program**. This donation will be accepted at the beginning of the path by the Food Basket Program volunteers.

Please note that **EARLY BREAKDOWN OF BOOTHS IS NOT ALLOWED**. This event is open to the public from 11:00am until 4:00pm. By signing the **BOOTH APPLICATION FORM**, you are agreeing to host a booth for the duration of the event. Breakdown begins at 4:15. All vehicles must re-enter through the Front Gate. Help will be available to shuttle your belongings. Breakdown must be complete by 6:00.

PLEASE SHARE ALL THESE SET UP RULES WITH YOUR VOLUNTEERS AND WORKERS!!

Interested in sponsoring this event?

Please call 410.326.4640 or email gardeninfo@chesapeake.net with any questions.