

DECORATION AND TREAT GUIDELINES

As a Safe Halloween sponsor, your group is responsible for decorating your assigned location **according to the following guidelines** and to provide volunteers to operate the location from 5:00 to 9:00 on Friday, October 30th and, Saturday, October 31st, 2009.

DECORATIONS:

When planning your decorations, keep in mind that Safe Halloween is a family event. We discourage the use of excessive gore, violence, or extremely frightening or intense scenes. All decorations should be in good taste and contain NO satanic symbols.

- Please bring your own tools, ladders, etc. No Museum equipment can be loaned.
- None of the following materials can be used on museum buildings or booths.

NO TAPE OF ANY KIND (i.e.: Duct, masking, electrical, etc.)

NO CREPE PAPER (The color will run if it gets damp)

NO STAPLES, NAILS, TACKS OR WIRE

NO PAINT OF ANY TYPE

NO OPEN FLAMES (Electrical outlets are available, you must supply your own extension cords.) Please contact a museum staff member before plugging in any electrical equipment.

- **Suggestions for attaching decorations:**

Garden ties - String or some other type of soft cord - Rubber suction cup hooks - Florist's tape

TREATS:

- Please keep in mind that most people attending want a substantial candy treat. Edible treats must be "ready to eat" and **individually wrapped**. Your treat may have a business or organization name on it as long as it is non-political in nature.
- **NO "penny" candy (i.e.: gumballs, single sticks of gum, etc.)**
- **Suggestions:**
Fruits Nuts Small toys Mini candy bars Raisins Potato Chips & Snacks
- **If you have a question, have your treat approved prior to the event.**
- **No products may be sold during the event.**

VEHICLES:

- **No vehicles on the grounds** except for deliveries.
- **NO DRIVING OR PARKING ON THE LAWN** without Museum permission.
- **All vehicles must be off the grounds by 5:00 pm.**

CLEAN UP:

- Sponsors are responsible for cleaning their own area.
- A dumpster will be provided for all trash, including pumpkins.
- Do not put pumpkins in regular trashcans.
- If you cannot haul the trash to the dumpster, please bag and place by the street.
- **All decorations must be removed from museum grounds by Tuesday Nov. 3 at 4:30pm.**
- **Any decorations left on November 3, 2009 will be discarded.**

Note: Safe Halloween is a NO SMOKING event.