

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 Thursday, October 30th and Friday, October 31st, 2008.

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. 4 at 4:30pm.**
- **Any decorations left on November 4, 2008 will be discarded.**

Note: Safe Halloween is a NO SMOKING event.