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MEF Trunk or Treat 2023 | Saturday, October 7, 2023

MHS Parking lots  
VENDOR/TRUNK PARTICIPANT INFORMATION AND RULES

**GENERAL VENDOR INFORMATION**

**Applications for Entry**

Complete and return the Vendor Application Packet via mail or drop off at the School City of Mishawaka Office located in the School City of Mishawaka Administration Building at 1402 S. Main St., Mishawaka, IN 46545, to the attention of Jane Wright, Executive Director. Cash, check or money orders accepted. Checks and money orders must be made payable to the “Mishawaka Education Foundation.” If you wish to pay with a card, please contact Jane Wright at foundation@mishawaka.k12.in.us.

**Set-up**

You will have until 3:30 pm to set up. If you need more time, please feel free to let Jane Wright or Heidi Peebles know. We are happy to accommodate. **There is NO driving in the Mishawaka High School parking lot between 3:30 and 7:30 pm.**

**Booth Space**

All businesses or other activity must be conducted within the designated area only. **Tents must be weighted.** All spaces are on asphalt.

**Closing & Tear Down**

You may not tear down and leave the parking area before 7:30 pm. Once the Event concludes at 7:30 you may tear down your booth space and drive in the parking lot area.

**Parking**

There is no parking at your vendor space or in the area of the Trunk or Treat unless you plan to use a car for distribution of treats. After unloading and setting up, all vehicles must be moved to the designated parking areas outside of the market.

**Fees and Refunds**

Application fee of $50 is required with the application. The application fee is waived for non-profit organizations and individuals. Application fees received and processed from accepted vendors are **non-refundable, no exceptions. \*Note: Electric and water are available for food truck vendors only.\***

**Weather**

In the event of severe weather, the event will be cancelled. This will depend on the severity of the storm. We will attempt to give a 48-hour notice. However, the weather in Indiana can be unpredictable.

**TRUNK OR TREATERS**

Vendors who fall under the Trunk or Treat category are welcome and encouraged to:

* Set up a booth, table or trunk of a car
* Bring individually wrapped candy that has been store bought or a child-friendly giveaway to pass out to trick or treaters
* Bring business paraphernalia to promote your business
* Decorate the booth, table or trunk of car to reflect a Super Hero or Halloween theme
* Dress up in costumes

**REQUIREMENTS/ RESTRICTIONS**

* Item distributed must be individually wrapped and store bought
* Provide items for 1000 trick or treaters
* Homemade food, beverages, items, etc. are not acceptable.

**ALCOHOL:**

* Alcohol is not permitted on the Mishawaka High School grounds.

**FOOD & BEVERAGE (Food Trucks)**

Food and beverage vendors must have the necessary permits, at least seven (7) days prior to the event, with the St. Joseph County Health Department (if needed). Alcohol sales are not permitted on the Mishawaka High School parking lot.

Logo, company name

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