



Received by (name, date):	
Paid by (circle one):	<b>Cash / Check / Card</b>
Date paid:	

## 2023 Spooktacular Trunk Registration

RC Sports Center Parking Lot  
8303 Rochester Avenue  
Saturday, October 21, 2023  
3:00 p.m. – 6:00 p.m.

Name of Organization/Company \_\_\_\_\_

Name of Person to Contact \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Contact Number (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

*\*Please provide the best contact information to contact you on the day of the event.*

Activities at Trunk (i.e, prize wheel, games, spooky surprise, etc) \_\_\_\_\_

### GENERAL TRUNK INFORMATION

- A \$50 vendor charge will apply to ALL trunks. No refunds unless the City cancels the event. Marketing materials from your organization will be allowed.
- Trunk set-up will begin at 12:00 p.m. **Please have Trunk set-up completed by 2:00 p.m.**
- One parking space will be provided to park 1 car (Trunk) and the other space is extra room for your group. Upon request, additional space may be granted. You may purchase an additional trunk space, if needed.
- We highly encourage you to decorate your area in a festive manner, and to have a surplus candy than you think you will need for the trunk-or-treaters. We have an expected attendance of 5,000.
- 3 winners will receive gift cards for the **Trunk Decorating Contest**. Voting will be done anonymously.
- We encourage all groups to identify their organization at their trunk in some manner.
- Please try to be mindful of children with food allergens and have alternative options to candy to pass out if needed.
- If you plan to use any machines requiring power such as fog machines, noise machines, blinking lights, etc. please let us know. The City will not provide power sources.
- In case of adverse weather conditions, the event will be cancelled.

### APPLICATION & PAYMENT SUBMISSION

**Applications and payments must be submitted by Thursday, October 5, 2023.** Application and payment may be processed in-person at our City Hall location (10500 Civic Center Dr. – Monday – Friday 7am – 4:30pm) with our Finance department. You may also submit your application and payment via mail to the following address below:

City of Rancho Cucamonga City Hall  
ATTN: Jessal Salas – Community Services Department  
10500 Civic Center Drive  
Rancho Cucamonga, CA 91730

**Forms of payment accepted:** Check (payable to City of Rancho Cucamonga), Cash, or Debit/Credit Card. Payment must be submitted to the Finance Department Cashier front counter.

For more information, email at [SpecialEvents@CityofRC.us](mailto:SpecialEvents@CityofRC.us)

The undersigned acknowledges receipt of the 2023 Spooktacular community event rules and regulations outline by the City of Rancho Cucamonga and agrees that he/she will comply with the stated rules. Non-compliance will result in removal of the vendor from entertainment/food portion of event. The undersigned also agrees to indemnify and hold harmless the City of Rancho Cucamonga from all damages, liabilities, costs, and expenditures.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_