



## Parks & Recreation

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2701 Cypress Point Drive  
Missouri City, Texas 77459

Phone: 281.403.8637  
[www.missouricitytx.gov](http://www.missouricitytx.gov)

Dear Potential Partner:

The Missouri City Parks and Recreation Department is hosting Tricks & Treats in the Park on Saturday, October 23 at Buffalo Run Park (1122 Buffalo Run Blvd., Missouri City, TX 77459) from 4:00-6:00 p.m.

The event will feature the chance for families to experience a safe and fun evening. We are reaching out to local businesses and organizations like yours to sponsor a booth with a game/activity or host a touch-a-truck vehicle at the event. Businesses that host a booth or display a vehicle are welcome to distribute coupons, promotional items, product information and literature about their company but are not permitted to perform screenings or sell any products at the event. We provide this opportunity for local businesses and organizations to get the word out about their company or product and make a presence in the local community.

*If you choose to **host a booth or a vehicle** at this event, you will be required to:*

- Provide a fun game or activity for children to participate in (ex. bean bag toss, basketball hoop, etc.)
- Provide at least 3,000 pieces of candy. We ask that you provide a piece of candy to each child that participates in your tour or activity. We understand that children may come back to your booth multiple times, you do not have to provide them with a second piece of candy, and you are welcome to ask them to visit the other booths so that everyone else has a chance to participate.
- Feel free to decorate your vehicle or booth in a festive, kid-friendly manner.
- Pay a participation fee of \$25 for non-profits and \$50 for all other companies and organizations. (A 501(c)(3) is required for all non-profits).
- If dressing in costume, it will be "kid-friendly".
- Bring any type of coupons, promotional items, product information or literature about your company that you would like to hand out to the community
- Arrive between 2:00-3:00 p.m. for set-up and stay through the entire event until 6:00 p.m. No one is permitted to leave early, even if you run out of candy.
- Have your vehicle parked in the designated vendor parking area and ready to greet guests by 3:45 pm.

*If you choose to participate as a **touch-a-truck booth** at this event, in addition to the requirements above, you will also need to:*

- Send a picture of your designated vehicle(s) by **October 4, 2021** along with any unique elements you'd like to share
- Provide a kid-friendly tour of your vehicle and showcase any unique elements- no additional activity/game will be necessary

Prizes will be awarded to the following categories:

- Most Interactive Activity
- Best Decorated Booth
- Best Decorated Vehicle

*Missouri City Parks & Recreation will provide 1 table and 2 chairs upon request.*

If you would like to participate, fill out the registration form and send it with payment by **Monday, October 18** to the Recreation and Tennis Center, Attn: Allison Vickery, 2701 Cypress Point Drive, Missouri City, TX 77459. If you are paying by credit card you can email your registration form with payment information provided on the form.

Sincerely,

Allison Vickery, Recreation Specialist  
281-403-8639; [allison.vickery@missouricitytx.gov](mailto:allison.vickery@missouricitytx.gov)

**CITY OF MISSOURI CITY**

## TRICKS & TREATS IN THE PARK 2021 - REGISTRATION FORM

Registration forms and payment are due by Monday, October 18 at 5:00 p.m.

Name of Business/Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip Code

**I will be participating in the following portion of the event (choose one only):**

Partner Booth

Touch-a-Truck Booth

**My company or organization will provide the following game/activity or vehicle (please provide a brief description):**

\*Game/activity requests will be accepted on a first-come, first-serve basis, if we receive duplicate requests, we may ask your group to provide a different one. Your game/activity will not be approved until your registration and payment have been processed and you have received a receipt.

**I would like to request the following from Missouri City for my booth:**

1 Table

2 Chairs

### **Registration Fee/Payment Information**

Standard Registration Fee: \$50

Non-Profit Registration Fee: \$25  [please attach a copy of your 501(c)(3) form]

### **Method of Payment:**

If the event cancelled due to inclement weather, you will receive a refund.

Cash  Check  Check # \_\_\_\_\_ Credit Card

If you would like to pay by credit card, please fill out the following:

Type of Card: \_\_\_\_\_ Name on the Card: \_\_\_\_\_

CC# \_\_\_\_\_ Expiration Date: \_\_\_\_\_ CVC: \_\_\_\_\_

### **By signing below, I agree to the following:**

- I will provide a tour or activity for children to explore a vehicle and 3,000 pieces of candy.
- Arrive between 2:00-3:00 p.m. for set-up and remain parked through the entire event until 6:00 p.m.
- I will have my vehicle ready to go by 3:45 pm.
- I understand that 1 table and 2 chairs will be provided for my area (upon request) and if I need more, I am responsible for supplying it.
- I understand that there will be no electricity provided.
- I will not leave my booth unattended at any time. Missouri City is not responsible for booth items being damaged.
- I will not perform screenings or sell any products at the event.

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