



Kankakee Area Jaycees - Activity @ Halloween Festival

Date of Event: Sunday October 20, 2019

Location: Farmers Market Parking Lot

Activity Contract Jaycees Halloween Festival:

Contact: Amy Laws Email: kankakeeareajaycees@gmail.com (815) 630-7051

Organizations and businesses setting up an activity must provide their own equipment ie: canopies, tables, chairs, activity materials, prizes (if applicable) etc. No electricity or running water is available. This is an outdoor venue.

The goal is to bring different organizations and businesses together to run all age friendly Halloween themed activities that will be free to participate in.

We're looking for people to run: A Halloween themed selfie booth. Cauldron toss. Witch hat ring toss. Bean bag toss. Bingo. Face painting. Pumpkin tic-tac-toe. Pumpkin bowling. Halloween themed arts and crafts. Your own idea!

If you decide to run an activity that involves rewarding a prize, fresh food items such as pizza slices etc. cannot be awarded as prizes. In 2018 an estimated over 2,000 children attended and played games. Please keep that number in mind when coming up with prizes and prepare for the possibility of more in attendance.

Materials and information about your business or organization can be made available in your activity space. Your business or organization will be advertised along with the activity you will be running on social media and the event website. Because we will be advertising these activities, we ask that in the event you no longer intend to run an activity, please contact us ASAP.

Activities will take place in the Farmer's Market parking lot. This event will run from 10am to 4pm. Set up begins at 7am but **must be finished by 9:45am**. No vehicles will be allowed to drive onto the parking lot to set up after 9:30am. Those running an activity are asked to arrive, unload their items in their spot and move their vehicle before setting up. Vehicles cannot remain parked in the activity area during setup. Break down begins at 4pm.

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COMPANY: _____

CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

Description of activity you wish to run:

[] By check marking this box and initialing here _____ I accept that I am responsible for my own liability insurance policy for this event. Kankakee Area Jaycees will not be held responsible for any liability, lost, stolen or damaged merchandise. Kankakee Area Jaycees will not be held responsible for any injury incurred during the event.

Signature _____ Date _____

Send this form to:

Kankakee Area Jaycees

Attn: Amy Laws

P.O. Box 1991

Kankakee, Illinois, 60901

A PDF Scan of this form is acceptable and can be mailed to:

kankakeeareajaycees@gmail.com