Deadline: Friday, October 21st

Turn this form in:

Mail: PO Box 1201, Moses Lake WA 98837

In person: Obra Project – 205 S Division St. Moses Lake, 98837

Email: director@downtownmoseslake.org

**Event Introduction:**

The Downtown Moses Lake Association is thrilled to host your team at our newest event, Downtown Harvest Festival! We are inviting community organizations to set up a booth along Third Avenue to host a fall festive activity! This is a unique opportunity to interact with our community and celebrate the season!

Rather than focusing on Trick or Treating, we are asking participating organizations/businesses to put their budget toward a small activity – potentially with candy as a participation prize!

The DMLA is implementing a sponsor system to assist organizations with little to no budget to participate in community events. Sponsors are organizations that would like to participate but are unable to provide the manpower. If you choose to have a sponsored booth, we will provide you with signage that you will be responsible to make visible within your setup.

**Activities:**

The Downtown Moses Lake Association has a list of potential fall activities for your organization to pick from – see below! If your organization would like to plan an activity that is not listed, please provide a brief description in the “other” section.

Each organization is responsible for purchasing the materials necessary for their selected activity. The DMLA can financially assist limited organizations with the help of sponsors.

**Check In:**

All participants must check in at the DMLA booth upon arrival. DMLA staff/volunteers with direct you to your designated area.

**Time:**

The event will start at 1:00pm to accommodate families with sensory issues and special needs. This hour is intended to be a quieter/less crowded event. There will be no live music at this time.

At 2:00pm there will be live music in Sinkiuse Square for the duration of the event. Everyone will be welcome at this time.

To maintain a professional and sustainable event, we ask that all participating organizations are completely set up by 12:45pm and do not tear down until 5:00pm. Organizations are invited to begin setting up at 11:30am, Saturday October 29th. If more time is needed, please contact the DMLA.

**Decorating Contest:**

As an additional effort to make this a fun and festive event, we are challenging community organizations to a decorating contest. The business/organization with the best decorated fall booth, will win a prize from the Downtown Moses Lake Association!

**Contact Information:**

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

Event Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Details:**

Will your organization require a sponsor? \_\_\_Yes \_\_\_No

Would your organization like to participate in the “Best Decorated Booth” contest? \_\_\_Yes \_\_\_No

Will you need any additional accommodations for this event? \_\_\_Yes \_\_\_No

\*There is very little electricity available in Downtown. Electricity will be provided to interested organizations on a first come first served basis.

If yes, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will your organization be selling product and/or services during the event? \_\_\_Yes \_\_\_No

\*Organizations that accept money for product or services are required by the City of Moses Lake to provide an active UBI number, general liability insurance listing the City and DMLA as additional insured and complete a separate concession application. The City of Moses Lake will collect 15% of gross sales for all for-profit organizations and 10% of gross sales for all non-profit organizations. If yes, the DMLA will follow up with necessary forms for organization to complete.

If yes, please describe sales: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will your organization be hosting a drawing or raffle? \_\_\_Yes \_\_\_No

If yes, please describe:

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Will your organization be handling/serving food of any kind? \_\_\_Yes \_\_\_No

\*If yes, the Downtown Moses Lake Association will contact you to ensure the appropriate permits and licenses required by the Grant County Health District have been obtained.

If yes, please describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please put a check by the activity you would like to host at your booth:

**Easy:**

\_\_\_ Pumpkin Ring Toss - Put a fall twist on the old classic by using pumpkins and hula hoops to make this ring toss fun for everyone.

\_\_\_ Pumpkin Bowling - Set up pins at the end of an alley made of hay bales (or anything else you would like to use) and use a pumpkin as a bowling ball. Let the laughter ensue.

\_\_\_ Photo Booth – Create a fall themed back drop for families to pose in front of!

\_\_\_ Pin the Bow on the skeleton – Purchase or create a skeleton poster. Buy a few cheap bows for participants to pin while keeping their eyes shut! (Or purchase disposable blind folds).

\_\_\_ Yard Games - Set up a few of the classics for families to enjoy. Find a giant Jenga set, an oversized connect four and so on. Of course, any opportunity to incorporate the fall theme is encouraged!

\_\_\_ Fall Coloring Pages – Set up a craft station Downtown! Print out coloring pages, purchase crayons and maybe even host a coloring contest!

\_\_\_ Misc. Fall Craft – Pinterest and Google have endless crafts that are not listed here! Use your imagination and think outside the box!

**Moderate:**

\_\_\_ Mummy Wrap - Each team has a designated mummy and the rest are the wrappers. Make sure to have lots of toilet paper on hand. Give people a minute to wrap as much as they can and the team with the most wrapped mummy wins.

\_\_\_ Pumpkin Painting/Pumpkin Craft – If your organization has an in with a pumpkin farmer or would like to purchase mini pumpkins and paint, this activity will be a hit!

\_\_\_ Floating Pumpkins – Find a pack of mini pumpkins and a cheap kiddy pool! Write numbers on the bottom of each pumpkin and pair it with a candy. Once a kid chooses a pumpkin, provide them with the designated candy!

**Advanced:**

\_\_\_ Obstacle Course - An obstacle course always gets your heart racing — whether you’re competing or cheering friends or family members on. Get creative using everything from pool noodles to buckets, cones and more.

\_\_\_ Hay Maze – If you have access to hay bales, maybe consider a small-scale hay maze for toddlers!

\_\_\_ Face Painting – Do you know an artist with access to skin-safe paint? Have them paint pumpkins, leaves or other fall ideas!

\_\_\_ Antique Tractors – These make for a wonderful and festive photo op!

\_\_\_ Other:

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