



Fall 2022

Dear Community Partner,

The Marlboro Township Recreation Department will host its **14th Annual “Trunk or Treat” on Sunday, October 30th from 2:00-4:00p.m. in the Recreation Center parking lot.** This popular event attracts hundreds of families and features a children’s Trunk or Treat setup and a costume parade, complete with prizes for various categories!

Each year we invite local businesses, organizations and families to help make Halloween extra special, and we hope we can count on you for your support this year. Businesses and organizations will be acknowledged in our event promotional materials and gain brand exposure at the event.

Here is how you can participate:

Trunk Participant – Show off your holiday spirit by decorating your car and filling your trunk with candy!

- Draw attention to your business with a creative display families will remember
- Prize awarded for the best display!
- Registration is free but is required
- Businesses and organizations must provide a Certificate of Insurance (see page 2 for details)
- Participating cars **MUST** enter the Rec Center parking lot between 12:30 -1:30p.m.

Table Vendor – Highlight your brand with an individual on-site table display

- Represent your brand in-person, display literature and distribute promotional items
- Vendor **MUST** supply appropriate items to be given to children free of charge such as candy, stickers, pencils, etc.
- Registration is free but is required, along with a Certificate of Insurance (see page 2 for details)
- Space is limited to the first 20 businesses/organizations that register
- Participants **MUST** enter the Recreation Center parking lot between 12:30 – 1:30p.m.

Note: No electrical hook-ups. Silent generators may be used only **IF** pre-approved by the Recreation Dept. and must be accompanied by a fire extinguisher.

Candy Donation – Cannot attend the event but want to donate candy?

- You may provide us with your business/organization’s literature to be displayed on one collective “Community Partner” table
- Donation **MUST** include a minimum 5 lbs. of candy
- Registration is free but is required (see page 2 for details)
- Please bring candy to the Recreation Center no later than Friday, October 28th

Marlboro Recreation Center parking lot is located at 1996 Recreation Way



How to Register for Trunk or Treat

All registrations must be submitted through Community Pass by October 28th. If you already have an account, **proceed to step 2** to register. If you are new to Community Pass you will need to create an account for your business/organization using the following link:

<https://register.communitypass.net/marlboro>. Call the Recreation Center at 732-617-0100 for assistance.

1. CREATE AN ACCOUNT

a. Complete information about your business/organization

Address: This should be your business/organization's address

Name of Organization: **See example below for how to enter first and last name.**

First Name – Marlboro Township

Last Name – Recreation

Email Address: please use business/organization's email address

b. After the above information is completed select "create"

2. REGISTER AS A "TRUNK" OR "TABLE" OR "CANDY ONLY"

a. Go to <https://register.communitypass.net/marlboro> and enter your user name and password

b. On your account home page select "**Browse Activities**" in yellow near the bottom of page

c. Select "**Special Events 2022**"

d. Verify all account information is accurate then select "**continue.**" Under Trunk or Treat 2022 select a Trunk space OR Table space OR Candy only.

e. Fill out the event form, check off the event policies, and select "**continue**"

3. **BUSINESSES AND ORGANIZATIONS** THAT REGISTER AS A "TRUNK" OR "TABLE" MUST PROVIDE A CERTIFICATE OF INSURANCE*

a. COI must indicate a minimum of \$1,000,000 in coverage

b. COI must include "**Marlboro Township is listed as Additional Insured**" in the "Description of Operations" box AND also list Marlboro Township as the Certificate Holder with our address: 1979 Township Drive, Marlboro, NJ 07746 (both of these areas are on the bottom left corner of the COI)

c. Please email your COI to jrubin@marlboro-nj.gov no later than October 28th (if you recently participated in Marlboro Day we may be able to use the same COI, email us to inquire)

Please note: COI should list Marlboro Township and utilize the Township address, it should NOT reference the Recreation Department or list the Recreation Center address

Families who bring decorated trunks do not need to supply a COI

If you have questions or would like more information regarding the event please contact either Amy Guiliano aguiliano@marlboro-nj.gov or Jani Rubin jrubin@marlboro-nj.gov