



Goblins on Grand

Instructions for Booth Participants - 2024

Good afternoon, Goblins on Grand participants! On behalf of Ponca City Main Street, thank you for participating in this fun event. Please review the event instructions below.

1. Plan to bring **EVERYTHING** you need for your booth. We will **not** have extra tables, chairs, extension cords, etc. **YOU MUST BRING ALL YOUR OWN SUPPLIES.** If you are planning to use an extension cord, it will need to be taped down to avoid tripping.
2. If your booth has electricity (booths #33-48 only), you are allowed **ONE** outlet. Many booths need electricity. Please be courteous to your neighbors.
3. Booth spaces are located between 1st and 6th Streets. Please enter from the **NORTH SIDE** of 1st, 2nd, 3rd, 4th, 5th or 6th Street. **AS SOON AS YOU ARE UNLOADED,** move your car out of the event area. Everyone is trying to set up in this short period of time, please be considerate of other booth participants. **THE QUICKER YOU CAN MOVE YOUR VEHICLE FROM THE EVENT AREA, THE BETTER!**
4. You can arrive as early as 4:00 p.m. to set up your booth. Booth spaces have been assigned according to registrations and are **FINAL.** A map is attached. Booths should be set up next to the curb in the street area, not on the sidewalk. Each booth must **be set up by 5:00 p.m.**
5. Trick-or-treating and games officially **start at 5:30 p.m. and end at 7:30 p.m.** Games should be designed for children ages 12 and under (please give appropriate candy for participation no matter the outcome of game). Please stop serving by 7:30, we will need to open the road as soon as possible.
6. The concession area/food trucks will be located on 4th & 5th Streets, with the street being blocked off from the alleyways between Central and Cleveland Ave. and across from Veterans Plaza to the alley.
7. **EACH BOOTH IS TO PROVIDE ENOUGH CANDY AND/OR PRIZES FOR 2,000 CHILDREN.** We recommend attendees bring their own bags to the event.
8. Farha is offering 10% off candy purchases for this event. Purchases must be made before the day of the event. Discount will only be applied for two uses per customer. If you run out of candy, Kaity Beaty from Farha will be available if you'd like to purchase more. Her cell number is (580) 749-0018.
9. Your booth will be **VERY** busy. Make sure you have plenty of help with your game to accommodate a large group of excited children. Also, **please plan for your game to be played very quickly** to prevent children from having to stand in line too long.
10. You must dispose of your trash in the appropriate manner. Numerous trash cans will be spread out throughout the event area. Chemicals such as dry ice are not permitted.
11. Be advised, we are a non-partisan 501(c)(3) non-profit organization. If you are running for political office, please abstain from campaigning at our event, this includes but is not limited to passing out flyers, wearing campaign T-shirt's, hanging campaign signs...etc.
12. Please feel free to call us at (580) 763-8082 with questions or concerns. We will be in and out of the office the week of the event in preparation for the carnival. Again, thank you for your time and commitment to making this evening special for the children of Ponca City. We are happy to host this event and your participation makes it a success!