



Friday, October 31, 2025

5-7 pm

MSUM parking Lot

1104 7th Ave S, Moorhead

Calling all ghouls and witches, join us for this
SPOOKTACULAR EVENT

activities include:

Trick-or-treating in a controlled environment

Coloring, games and more!

NOW ACCEPTING VENDORS!

For more information, contact Moorhead Parks and Recreation.

218.299.5446 | moorheadparks.com



Parks and Recreation



Parks and Recreation

2400 4th Ave S | Moorhead, MN 56560 | 218.299.5340
moorheadparks.com | parkandrec@cityofmoorhead.com



August 16, 2022

Community businesses, members and organizations:

Moorhead Parks and Recreation will host a family-friendly **Monster Mash Trunk or Treat** at the MSUM Parking Lot on October 31. This is a safe and controlled environment in which families can trick or treat.

We invite you to be a part of our **Monster Mash Trunk or Treat** event and set up a vehicle, pass out some candy, bring games or crafts for families to enjoy, and promote your business! There is plenty of space available, so be creative and let's have another fun-filled evening!

The **Monster Mash Trunk or Treat** will take place on Friday, October 31, 2022 from 5 to 7 pm at the MSUM Parking lot. This event is free and open to the public, and we estimate about 1,000 guests over the quick two hours. This makes for an excellent opportunity to market your business, but more importantly, a way to interact and engage with the community! Unless you are selling items, there is **no fee** for businesses that are participating and bringing their own candy.

Vendor Information

- Costumes are strongly encouraged!
- Vehicles must check in at the information booth before setting up. **This is where you will find out your location.**
- Setup will be the day of the event, 1:30-4:30 pm. All vehicles must be parked in the lot by 4:30 pm. More information will be provided as the event nears. Parks and Recreation Staff will be on site the whole time.
- Vendors are responsible for supervision of their own booth at all times.
- Moorhead Parks and Recreation is not responsible for lost or stolen items.
- Vendors must bring their own cash box and change.

If there are any questions, please give us a call at 218.299.5446.

Sincerely,

Steven French
Special Events
Moorhead Parks and Recreation



Registration Form

Monday, October 31, 2025
5-7 pm
MSUM Parking Lot, 1104 7th Ave S,
Moorhead
(Set up 1:30-4:30 pm)

Please return by October 15 to:
Moorhead Parks and Recreation
Attn: Trunk or Treat
1300 15th Ave N
Moorhead, MN 56560
Or by email to
steve.french@moorheadmn.gov

Name: _____

Business Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Selling Items (circle one) - **Yes or No** *If yes, please complete the attached ST19 Form*

Description of Booth/Activity: _____

Vendors - Items Sold: _____

Special Requests: _____

Payment:

Please Select: ☐ Vendor Fee ... \$20 | ☐ Business needing candy ... \$10 | ☐ Business w/ candy or nonprofit ... FREE!

Payment Method: _____ Check (Payable to Moorhead Parks and Recreation) _____ Cash

_____ Credit Card: Please call 218.299.5446 with information.

I agree to follow the rules and guidelines of the Monster Mash Trunk or Treat.

Signature: _____ Date: _____



2025 Rules and Guidelines

Vendors must abide by the following rules and guidelines:

- All vehicles and volunteers are strongly encouraged to dress in costume in the spirit of Halloween!
- Businesses are encouraged to pass out candy. Please indicate on registration sheet if you would like the City of Moorhead to purchase candy for you at a fee of \$10.
- Booth space is free if providing your own candy and not selling any items.
- The Monster Mash Trunk or Treat is an alcohol and tobacco-free event.
- Vehicles/booths must check in at the Information table to be assigned a spot.
- Vehicle/booth space is two parking spots. Vendor display and storage areas shall not extend beyond the space allowed.
- There will be no refunds due to inclement weather. Monster Mash Trunk or Treat will be canceled if Moorhead is in a severe weather warning. All cancelation decisions will be made at noon on the day of the event.
- The Trunk or Treat is held on city-owned property - all products must be family-friendly and inoffensive. Vehicles/booths may not be organized around political or religious themes. The Recreation Coordinator determines what can or cannot be sold.
- Supplies are the responsibility of the vendor/booth participant. No tables or chairs are provided.
- Vehicles/booths may begin setting up at 1:30 pm and must be ready by 4:30 pm. The event will end at 7 pm. You are asked to not leave the event early. Vendor/booth must be packed up and out of the ramp by 8 pm.
- Vendors are responsible to clean up the area they occupy and must maintain a clean and orderly area on all sides of their display.
- No pets are allowed in vendor booths, with the exception of service animals with proper documentation.
- Vendors are responsible for insuring their booth and personal property.
- The City of Moorhead and MSUM will not be held responsible for theft or damage to your property.
- Recreation Coordinator has the responsibility to implement policy on all operations on the day of the event as the need arises.
- Please report any issues to the Recreation Coordinator directly.
- All vendors are responsible for obtaining a Minnesota tax ID number and all necessary permits or licenses for their booth.
- Request a Minnesota Tax ID number by calling 800-657-3605 or going to www.taxes.state.mn.us.
- All food vendors must apply for a temporary food permit through the Minnesota Department of Health. Please contact Clay County Environmental Health at 218.299.5002 for more information.
- Questions regarding food can also be directed to the Minnesota Department of Agriculture at 800.967.2474 or webinfo@mda.state.mn.us.

Operator Certificate of Compliance

Read the information on the back before completing this certificate. **Person selling at event:** Complete this certificate and give it to the operator/organizer of the event. **Operator/organizer of event:** Keep this certificate for your records.

Do not send this form to the Department of Revenue.

Print or Type

Name of Business Selling or Exhibiting at Event

Minnesota Tax ID Number

Seller's Complete Address

City

State

ZIP Code

Name of Person or Group Organizing Event

Name and Location of Event

Date(s) of Event

Merchandise
Sold

Describe the type of merchandise you plan to sell.

Sales Tax Exemption Information

Complete this section if you are not required to have a Minnesota tax ID number.

- ☐ I am selling only nontaxable items.
- ☐ I am not making any sales at the event.
- ☐ I participate in a direct selling plan, selling for _____ (*name of company*), and the home office or top distributor has a Minnesota tax ID number and remits the sales tax on my behalf. This is
- ☐ a nonprofit organization that meets the exemption requirements described below:
- _____ Candy sold for fundraising purposes by a nonprofit organization that provides educational and social activities for young people primarily aged 18 and under (*MS 297A.70, subd. 13[a][4]*).
- _____ Youth or senior citizen group with fundraising receipts up to \$20,000 per year (\$10,000 or less before January 1, 2015) (*MS 297A.70, subd. 13[b][1]*).
- _____ A nonprofit organization that meets all the criteria set forth in MS 297A.70, subd. 14.

Sign Here

I declare that the information on this certificate is true and correct to the best of my knowledge and belief and that I am authorized to sign this form.

Signature of Seller

Print Name Here

Date

Daytime Phone

PENALTY — Operators who do not have Form ST19 or a similar written document from sellers can be fined a penalty of \$100 for each seller that is not in compliance for each day of the selling event.

Information for Sellers and Event Operators

Operators/organizers of craft, antique, coin, stamp or comic book shows; flea markets; convention exhibit areas; or similar events are required by Minnesota law to get written evidence that persons who do business at the show or event have a valid Minnesota tax ID number.

If a seller is not required to have a Minnesota tax ID number, the seller must give the operator a written statement that items offered for sale are not subject to sales tax.

All operators (including operators of community sponsored events and nonprofit organizations) must obtain written evidence from sellers.

Certain individual sellers are not required to register to collect sales tax if they qualify for the isolated and occasional sales exemption. To qualify, all the following conditions must be met:

- The seller participates in only one event per calendar year that lasts no more than three days;
- The seller makes sales of \$500 or less during the calendar year; and
- The seller provides a written statement to that effect, and includes the seller's name, address and telephone number.

This isolated and occasional sales provision applies to individuals only. It does not apply to businesses.

Sales Tax Registration

To register for a Minnesota tax ID number, call 651-282-5225.

A registration application (Form ABR) is also available on our website at **www.revenue.state.mn.us**.

Information and Assistance

If you have questions or want fact sheets on specific sales tax topics, call 651-296-6181.

Most sales tax forms and fact sheets are also available on our website at **www.revenue.state.mn.us**.

For information related to sellers and event operators, see Fact Sheet #148, *Selling Event Exhibitors and Operators*.

We'll provide information in other formats upon request to persons with disabilities.