



RANCHO  
CUCAMONGA

# SPOOKTACULAR

SATURDAY, OCTOBER 25  
3:00 P.M. – 6:00 P.M.

RC SPORTS CENTER  
8303 ROCHESTER AVE.



Carnival Games



Fun Zone



Trunk or Treat

RCpark.com



TO BE COMPLETED BY STAFF

Received by (name, date):	
Paid by (circle one):	Cash / Check / Card
Date paid:	

## 2025 SPOOKTACULAR TRUNK APPLICATION

RC Sports Center Parking Lot  
8303 Rochester Ave.  
Saturday, October 25, 2025  
3:00 p.m. – 6:00 p.m.

Name of Organization/Company: \_\_\_\_\_

Main Contact: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

*\*Please provide the best contact information to contract you on the day of the event.*

Activities at Trunk (i.e., prize wheel, games, spooky surprise, etc.): \_\_\_\_\_

### GENERAL TRUNK INFORMATION

Thank you for your interest in joining us for our annual Spooktacular Event! This is a popular community event that brings out over 5,000 attendees for a fun, safe, and festive Halloween experience. Please review the following guidelines to ensure a smooth and successful event:

- **Vendor Fee:** A \$50 fee applies to all participating trunks. This helps offset event costs. Refunds will only be issued if the City cancels the event.
- **Marketing Materials:** You're welcome to display signage or distribute materials representing your organization at your trunk.
- **Setup Time:** Trunk setup begins at 12:00 p.m. and must be completed by 2:00 p.m. to be ready for the start of the event.
- **Space Allocation:** Each group will be assigned two side-by-side parking spaces, one for a single decorated vehicle (your "trunk") and one for extra space to set up decorations or accommodate your staff. Only one vehicle is allowed per registered trunk. If you'd like to bring additional vehicles or require more space, please contact us in advance to request approval or to purchase an additional trunk space.
- **Organization Identification:** Please display your organization's name or logo somewhere at your trunk so guests know who you are.
- **Decorations & Candy:** Get festive! Creative and eye-catching decorations are encouraged. Please plan to bring enough candy for up to 5,000 children. The City will not provide candy for trunks.
- **Allergy Awareness:** We ask that you consider providing non-candy or allergy-friendly options for children with dietary restrictions.
- **Decorating Contest:** We're hosting a Trunk Decorating Contest with gift card prizes for the top three trunks. Judging will be anonymous and based on creativity and spirit.

- **Use of Power Equipment:** If you plan to use fog machines, sound effects, lighting, or any other equipment requiring power, please let us know in advance. Note: The City will not provide power sources, extension cords, or generators.
  - **Weather Policy:** In the event of inclement weather, the event may be canceled. Participants will be notified as early as possible.
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## APPLICATION & PAYMENT SUBMISSION

**ALL APPLICATIONS AND PAYMENTS ARE DUE BY THURSDAY, OCTOBER 9, 2025.**

You may submit your application and payment in one of the following ways:

**In Person:** Visit City Hall at 10500 Civic Center Drive, Monday–Thursday, 7:00 a.m. to 4:30 p.m. Payments are processed at the Finance Department Cashier counter.

**By Mail:**

City of Rancho Cucamonga  
ATTN: Crystal Gallegos – Community Services Department  
10500 Civic Center Drive  
Rancho Cucamonga, CA 91730

**By Email:** Submit your completed application and arrange payment by emailing [SpecialEvents@CityofRC.us](mailto:SpecialEvents@CityofRC.us).

Accepted payment methods include check (payable to City of Rancho Cucamonga), cash, or debit/credit card. Please note: All payments must be processed through the Finance Department at City Hall.

For questions or more information, contact us at [SpecialEvents@CityofRC.us](mailto:SpecialEvents@CityofRC.us).

The undersigned acknowledges receipt of the 2025 Spooktacular community event rules and regulations outlined by the City of Rancho Cucamonga and agrees that he/she will comply with the stated rules. Non-compliance will result in removal of the vendor from entertainment/food portion of event. The undersigned also agrees to indemnify and hold harmless the City of Rancho Cucamonga from all damages, liabilities, costs, and expenditures.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## SPOOKTACULAR 2025 – TRUNK VENDOR FAQ'S

The City of Rancho Cucamonga invites you to be a part of a “**spooky**” night by becoming a trunk-or-treat vendor for the annual **Spooktacular** event. Join us on Saturday, October 25, 2025, at the RC Sports Center for a fun-filled afternoon of community engagement and putting smiles on all those in attendance! This event invites families to experience trick-or-treating in a safe environment and an opportunity to partake in the pre-paid fun zone and carnival filled with crafts and games!

### WHAT IS A “TRUNK-OR-TREAT”?

A Trunk-or-Treat is a unique spin on your average trick-or-treating that allows the community to have all the trick-or-treating fun without crossing streets or worrying about traffic. Community partners and local businesses/organizations participate by parking their cars in the designated lots – in this case, it would be in the RC Sports Center main parking lot. Trunk vendors open their trunks, or back of their vehicles, and decorate them! If a trunk is not available, you are more than welcome to decorate your area with the available resources you have (with EZ ups and/or tables). **Trunk vendors are required to be self-sufficient in providing candy and/or giveaways for 5,000 people.**

### HOW MUCH IS IT TO PARTICIPATE AND HOW DO I SIGN UP?

To participate as a trunk vendor, you will need to complete the application above and submit a payment of \$50.

**Submit your application and payment no later than Thursday, October 9, 2025.**

Submission options include:

- **In Person:**  
City Hall – Finance Department  
10500 Civic Center Drive  
Monday through Thursday, 7:00 a.m. – 4:30 p.m.
- **By Mail:**  
City of Rancho Cucamonga  
ATTN: Crystal Gallegos – Community Services Department  
10500 Civic Center Drive  
Rancho Cucamonga, CA 91730
- **By Email:**  
Email your completed application to [SpecialEvents@CityofRC.us](mailto:SpecialEvents@CityofRC.us). Staff will follow up with payment instructions.

### WHY SHOULD MY ORGANIZATION CONSIDER PARTICIPATING IN THE TRUNK-OR-TREAT?

Participating in the annual Spooktacular event as a vendor will provide your business/organization a wonderful opportunity to take part in a community-wide event meant to create life-long and meaningful memories. In addition, participating as a trunk vendor will provide your business/organization the opportunity to display or give out your marketing material at a citywide event with an approximate attendance of 5,000 people. There will be many walks of life at the event that range from young children to older adults.

## WHAT'S INCLUDED/INVOLVED IN PARTICIPATING AS A TRUNK VENDOR?

Each group will be assigned **two side-by-side parking spaces**: one for your **single decorated vehicle (your “trunk”)** and one for extra space to accommodate decorations or staff. **Only one vehicle is allowed** per registered trunk.

If you would like to bring an additional vehicle or require more space, please contact us in advance to request approval or to purchase an additional trunk space.

### **As a trunk vendor, you are responsible for:**

- Providing and handing out pre-packaged treats (please plan for up to 5,000 children).
- Staffing your trunk throughout the event.
- Offering non-candy or allergy-friendly options, if possible, to accommodate children with dietary restrictions.
- Decorating your space, attendees love it, and you could win Best Decorated Trunk!

You're also encouraged to promote your organization with brochures, giveaways, or signage. However, the primary focus should be on creating a fun experience and engaging with the community through treats and festive spirit.

## WHO CAN HAVE A TRUNK AND WHAT CAN I EXPECT?

All are welcome to trunk-or-treat as it is a free component of the event! To ensure your experience is beneficial and the community attending is engaged, we are relying on our community partners and local businesses to be self-sufficient when being a trunk vendor. All trunk vendors will be required to decorate their trunks, attend the event for its entirety, and supply prepackaged candy to approximately 5,000 people in attendance.

## IF YOU ARE UNABLE TO ATTEND THE EVENT, THERE ARE OTHER WAYS TO SUPPORT!

If you are interested in supporting the event but are unable to attend, there are sponsorship opportunities available. If you are interested in becoming an event sponsor, please visit [RCpark.com](https://rcpark.com) for more information.

If you have any additional questions about becoming a trunk vendor, the application, or sponsorship opportunities, please email [SpecialEvents@cityofrc.us](mailto:SpecialEvents@cityofrc.us).