First Things First…

1. Take note of how everything was last stored in the trailer so that you can remember what the

inside of the trailer supposed to look like when you pack up.

2. Make sure you have a plan for where you want everything to go before setting up your Block

Party.

3. It’s a good idea to have a registration table where people enter the event area so you can obtain information for follow-up.

4. Establish a place where you can use the generator that will be out of the way but still central

enough to where it can be used (If you do not know how to start the generator there are

directions in the trailer.)

5. Make sure you do not have extension cords running through the middle where many people are walking.

6. Make sure to have the throwing games setup where people are throwing away from people and not at them.

Setting Up the Portable Tents

\*\*\*Note: You must have 4 people, one for each leg, to setup and takedown the portable tents. If you do not then you will risk breaking the tent. \*\*\*\*

**Setup:**

1. Remove the tent from the bag and stand it up.

2. With 4 people, one for each leg, walk the tent out so that it opens to its make size.

3. All together begin to stand raise the height of the tent by pulling up on legs and pressing

buttons.

4. Once the tent is at its max height, stake it down where you desire to have it. The stakes are in

the tent bags.

**Take Down:**

1. Reverse steps 1-4.

How to use Snow Cone Machine

What You Need:

1. Snow cone machine with scooper

2. Snow cone paper cups

 3. Syrup bottles with pumps

 4. Ice in a cooler

**Setup:**

1. Place Snow Cone machine on a level surface

2. Place snow cone cups nearby machine ready for

 serving

3. Place the ice that you are going to use in a holding cooler

4. Set up the bottles of syrup with the pumps attached ready to be used.

Making a Snow-Cone:

1. Lift handle and place ice in the top of machine.

2. Place the handle down so that it is in the ready position to grind ice.

3. Press the button to turn on the grinder and press down on the handle until all the ice has been pushed through.

4. You may need to do steps 1 -3 to have proper amount of ice for snow cones.

5. Scoop the grinded ice into a snow cone paper cup.

6. Pump the desired amount of syrup on the snow cone and enjoy!

**Cleanup**:

1. Unplug snow cone machine.

2. Wipe down and dry entire machine inside and out.

3. Clean and rinse out syrup pumps.

4. Place the pumps and scooper inside machine.

5. Place machine and syrup bottles back in the proper spot in the trailer

How to use Popcorn Machine

You need:

1. Popcorn machine with scooper

2. Popcorn packets (contains the popcorn kernel, butter, and salt, which makes it

easy)

3. Popcorn bags

**Setup:**

1. Place popcorn machine on a level surface.

2. Have popcorn packets and the bags ready to be used.

Making Popcorn:

1. There are three switches at the top of the machine. The first button

would be the heat switch, the second button is the motor and the

third button is the heat lamp that keeps the popcorn warm. Turn them all on.

2. Add the popcorn packet to the popcorn machine kettle.

3. Let the popcorn heat up and pop. Once you hear very few kernels popping,

carefully dump the kettle so that the popcorn is removed.

4. Turn the heat button off if you're not planning to make any more popcorn. If you

don’t the popcorn will burn and machine will begin to smoke and people will be

concerned.

5. Scoop popcorn into bags and serve.

**Cleanup:**

1. Turn off all the buttons and unplug the machine.

\*\*\*Note: The kettle is around 400 degrees so be very careful handling, use oven mitts or lots of paper towels so you do not get burned.

2. Unplug and remove kettle by turning kettle, as if you were dumping out popcorn, and lift it off

its holder. Ether let the kettle sit to cool down.

a. Once cool, clean out all the remaining oil and butter so that it is ready to be used for

next event.

b. Place kettle back in machine and plug back in.

3. Wipe out the entire machine so that no popcorn, butter, or oil remains. The metal basin can be removed to be wiped out as well.

\*\*\*Note: Be careful handling the doors on popcorn machine because they break easily.

4. Wipe off scooper and place back inside machine.

5. Place the popcorn machine in the proper place in the trailer

Setting Up the Inflatables

What You Need:

1. Bounce House, Dual Slide, Obstacle Coarse

2. Fan for each inflatable. \* Your electrical hook up may not carry the load for all three inflatables, Popcorn and Snow Cone Machines. The Generator on the trailer we not carry all items and other electrical sources will be needed.

3. People – a least 4-6 people who can lift heavy objects

4. Tarp (only if you are setting up on concrete)

**Setting up:**

1. Move inflatable to where you desire to set it up with hand truck.

**\*\*\*Note: paying attention to how the inflatable was folded up when unrolling it will make it easier for you when trying to roll it back up.\*\*\***

2. Unroll inflatable so that it is lying flat and entrance is facing where you want it.

3. Locate the all tubes where the fan goes on the opposite side of the entrance.

4. Take the inflatable fan(s) and strap it down. Tie up the other end by using the strap on the

tube.

5. Plug the fan into the generator and hit the on switch. Let it inflate until max size.

**6. Stake down all inflatables. If on a hard surface weights must be used. A minimum of 250 lbs. on each corner.**

**Running the Inflatables**:

Bounce House:

1. Have 2 people running the Bounce House; 1 letting kids in and 1 watching the kids and make

sure the fan does not get knocked over.

2. Let in between 4-6 kids depending on size and weight.

3. You can determine the appropriate time the kids spend in the bounce house.

**\*\*\*Note: If it begins to rain, turnoff the fan and cover the bounce house with a tarp ASAP.**

Obstacle Course:

1. Have 3 people- one at entrance, one watching the middle of the course, and one at the end.
2. Let in between 4-6 kids depending on size and weight.
3. 3. You can determine the appropriate time the kids spend in the bounce house.
4. **\*\*\*Note: If it begins to rain, turnoff the fan and cover the bounce house with a tarp ASAP.**

Dual Slide:

 1. Minimum of two people- one at entrance and one at exit.

 2. No more than Two Children at a time. One can be climbing up while the second is sliding done. This piece of equipment is tall and must be secured properly and child limit followed to prevent accidents.

 3. 3. You can determine the appropriate time the kids spend in the bounce house.

**\*\*\*Note: If it begins to rain, turnoff the fan and cover the bounce house with a tarp ASAP.**

**Take Down:**

1. Sweep out the Bounce House and then remove the stakes.

2. Make sure all the kids are out of the Bounce House and then remove the fan and untie the other

tube so that the house can deflate.

3. Let the Bounce house deflate by itself for at least five minutes before attempting to roll up.

4. Once deflated, fold the Bounce House into thirds with the tubes sticking out at the one end and the entrance at the other.

5. Starting at the entrance, have 2 or 3 people role up the Bounce House. You may have to do this twice because of the air.

6. Place the Bounce House back in bag. If it does not fit you will have to refold and reroll it until it does.

Take Down and Packing Up Notes

\*\*\*Very Important Note: If your event was rained out and the tents and Bounce House became wet during the event, you must find a place where they can dry out before folding them back up. If you do fold them back up wet they will mold. If you cannot find a place to dry them out before having to return the trailer inform the person who is receiving the trailer next that they will need to set them up and dry them out ASAP.

**\*\*Remember ! Place items back in the same location that they were taken from. This will insure all items are packed and the weight is evenly distributed.**

1. Make sure everything is dry and clean before returning equipment to trailer.

2. If you used the grill make sure you have dumped the coals and have let it cooled down before

returning to the trailer.

3. Have a person checking back in all the equipment that was taken out of the trailer so that

nothing is lost or accidently taken. See Check list !

4. Make sure everything is in its proper place in the trailer and secured down tightly so that it will

not move during the transportation of the trailer.

Remember: Do not leave the trailer a mess. Other people will be using the trailer after you, leave it in the same condition you would like to receive it.