

## ***Equipment Usage & Clean-up for CNBC Alberta Block Party Trailer***

In addition to the following, please read and follow manufacturers' instructions on our website or in the Block Party Trailer Notebook.

### **Popcorn Machine**

1. Plug the machine in and turn it on. Let the pot warm up for 5 minutes before trying to pop the corn.
2. When putting in the popcorn packs, put it all in at the same time (popcorn, oil and seasoning) and follow the instructions on the popcorn package.
3. When the corn begins to pop the kettle cover will raise up. Lift the cover all the way up when the corn finishes popping. A magnet will hold the cover to the top of the machine. Dump the kettle by pulling the large black handle down as far as it will go, pull towards you and then back up. When the pan is empty, return the handle to its original position.
4. Repeat popping steps for additional popcorn packets.
5. Turn off the kettle heat and agitator switches and close the kettle cover when you are not popping more corn.
6. When cleaning the pot, while it is still warm, use only a soft cotton cloth. Do not attempt to clean until the kettle cools.
7. Do not use an ammonia based cleaner (ex: Windex) on this unit. It will ruin the Plexiglas.

### **Sno- Cone Machine**

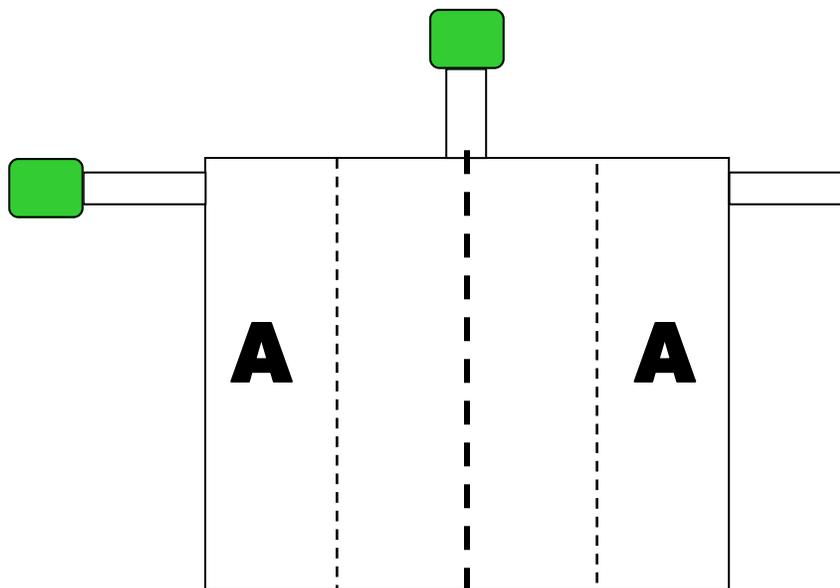
1. Block or cubed ice can be used. Ice should be approximately 3"-4".
2. Fill the hopper to within an inch of the top with ice cubes or blocks.
3. Turn the switch to the "on" position.
4. While pushing the motor switch apply downward pressure to the pusher handle. Apply firm and even pressure to make the best snow. Too much pressure will result in snow that is coarse; too little pressure will make the snow mushy.
5. Never stick any object into the hopper around the shaver area. Debris could damage the blades.
6. Attach push pumps to the sno-cone flavouring dispensers.
7. Do not use an ammonia based cleaner (ex: Windex) on this unit. It will ruin the Plexiglas

8. Thoroughly clean the push pumps to remove ALL sugar and sticky liquid.

**\* There is a white container on the trailer which contains a spray bottle and towels that can be used to clean up after your event. The bottle has a simple vinegar and water solution that is suitable for all of the equipment. Please do not put dirty/wet towels back on the trailer – but take them home to be washed and return them to Grace Family Church as soon as you can. THANKS😊**

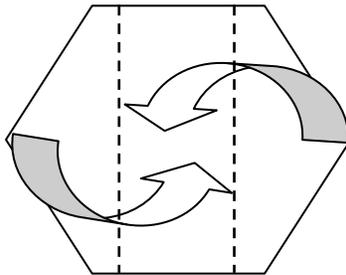
### **Inflatable Units**

1. Wall-E Bouncer/Slide Unit
  1. This unit weights about 370 lbs and it is recommended to have a minimum of 4 people to unload, set-up and take down.
  2. Place on a flat surface that is free of rocks and any sharp objects. Use the large tarp underneath if not setting up on grass.
  3. There are three large vent tubes on the Wall-E unit; 2 on the rear/side and one in the rear/middle. Two of these tubes will have a blower attached while the third will need to be tied up so that air will not escape until you are ready to deflate. There is also a zipper section in the back that should be closed when inflating and then opened when you deflate and fold-up the unit



4. When folding up the unit – keep all air vents open and air tubes extended so that the air will escape as you roll up the unit

5. Fold over the two sides (**A**) to meet in the middle
  6. Fold one side over the other
  7. Have people walk carefully on the unit (clean shoes are fine) to push air out of the unit.
  8. Roll the unit up towards the air tube (this will be the last part to fold in once you have the unit completely rolled up)
  9. Secure the unit with two straps
  10. Put the bag over the bottom end of the unit and slide it down before securing tightly to the dolly
2. Sports Galore Unit – no tarp is necessary but position unit with enough room for kids to throw the items at the three sides of the unit. The blower is positioned in the centre of this 3-sided tower unit. Notice how the unit is folded when you unpack it. When flat – this is more of an octagon shape and you will fold it in thirds by taking the two points of the sides and folding them over



3. Little Tykes bouncer – very simple set up and should be placed on top of a small tarp if not located in grass

### **Generators**

1. Make certain generator is on a flat, level surface
2. Fill generator with desired amount of gasoline (see notes below)
3. Disconnect all electrical loads from the generator. Never start or stop the unit while electrical devices are plugged in or turned on.
4. Turn the master breaker to the "OFF" position
5. Turn the ignition switch to the "ON" position
6. Turn the fuel valve to the "ON" position
7. Move the choke lever to the "CHOKE" position
8. Pull the starter cord slowly until resistance is felt and then pull rapidly

9. As engine warms up, move the choke lever to the "RUN" position
10. Turn the master breaker to the "ON" position
11. Plug in the electrical cords to the generator
12. Turn on the electrical devices

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13. **Large Generator** will run for 8 hours when the fuel tank is full with 28 litres of regular-unleaded gasoline. If you need the generator to run for a 4 hour event – then you will only need 14 litres of gas. (The gas container provided with the trailer will hold 10 litres. A recommendation is to put about 7 litres in the large generator and the remaining 3 litres in the small generator. Refill the gas container and have it on hand as the gas indicator gets low for each generator. Have one person designated to operate and trouble-shoot the generators during the event.)
  14. **Small Generator** will run for at least 8 hours when full (15 litres).
  15. Run off all fuel before loading the generator into the trailer. **Do not load generators into the trailer with fuel in the tank.**

### **BBQ Grill**

1. There are two propane tanks on the trailer however you will need to make sure you have enough propane for your event. You can arrange with the Block Party Trailer Coordinator to pick up the propane tanks ahead of time and make sure they are filled.
2. The grill has a simple electric starting button and the two sides of the grill are operated separately by two propane tanks.
3. Cleaning brushes and various cooking utensils are provided.
4. Clean the grill after use by using the scrub brushes and also wiping down the other surfaces of the grill.

### **Sound System**

1. You will need to provide your own MP3/ipod/cd player with a standard 1/8 inch plug-in connection for headphone output.
2. There is a cord provided with a 1/8 inch input for your music player and the other end is a ¼ inch connection for one of the four channels on the sound board.