

# **EQUIPMENT HANDBOOK**

## **TRESS – TRAILER RESERVATION SYSTEM**



**CINCINNATI AREA  
BAPTIST ASSOCIATION**

[www.cincinnatiabaptist.com](http://www.cincinnatiabaptist.com)

**Pay On-line or send payments to:**

CABA Trailer

P. O. Box 232

Lebanon, Ohio 45036

For questions e-mail Diane at:  
[cabatrailer@gmail.com](mailto:cabatrailer@gmail.com)

## **PART 1: EVANGELISM IS OUR PRIORITY!**

Thank you for your interest in using one of our Block Party Trailers (BPT). These trailers and equipment are provided by the Southern Baptist churches in the Cincinnati Area Baptist Association (CABA). This great investment has been made because they have proven to be an effective way to gather people who are far from a saving relationship with Jesus as their Lord and Savior.

Event evangelism has many stages.

*Note: Every stage should include heartfelt prayer.*

1. Relationship building with people in the community that can initiate first contact.
2. Spiritual conversations often begin with a question, "Why are you doing this?"
3. A personal testimony, sharing your own experience in coming to faith in Christ.
4. The gospel that is truly good news by explaining what it means to turn from your sins (repent) and believe in Jesus as Lord and Savior. (See Acts 2:38.)
5. Renewal of a previous commitment that leads to disciples making disciples.

**EVANGELISM BOX:** In each trailer is a plastic box containing evangelistic materials, Bibles, and New Testaments. There are also items that help explain Southern Baptists such as the "Baptist Faith & Message" and "Meet Southern Baptists." Use this box and feel free to use your own evangelistic resources.

**TELLERS:** Block Parties are a lot of fun for those that attend. And Block Parties are a lot of work! There are people who do the set-up and tear-down, the cleaning, the watch care at the entrance and exit, the cooking, and driving. It's easy to be so busy putting on the event, that its main purpose is missed.

Tellers have only one job. They tell people the way to Jesus. All the volunteers who work the Block Party should be trained in evangelism. They should be ready in a heartbeat to respond to the way that the Holy Spirit is leading. Tellers may be rotated out throughout the event. However, Tellers should always be intentionally circulating colored beads, Three Circles, or any other tool that might be available. A "Bridge" presentation may just include Romans 6:23.

Tellers should be different ages and genders. Teen girls should interact with teen girls, older men with older men, and so on. A well-meaning middle-aged man ready to share Christ will be a barrier to a young single lady who has brought her child to the event. Having a young lady as a Teller will quickly relate to the young mother.

Finally, Tellers must enable follow-up with inquiries, needs, and decisions. They need to be able to record contact information and pass it along to the event coordinator.

## REPORTS:

**EVANGELISM:** Each church using the Block Party Trailer is expected to fill out the Evangelism Block Party Trailer Report. The link is found on TRESS and should be submitted to Diane directly after their event. **Churches not completing a form will not be eligible for future use.**

**ACCIDENT:** If any participant in an inflatable game requires medical attention, then an Accident Form is required to be completed and sent to Diane. Also, call Diane to let her know about the incident (513-687-4104).

## PART 2: INSTRUCTIONS FOR CABA TRAILERS

Thank you for your interest in using one of our Block Party Trailers (BPT). **Trailers may be reserved per use** at \$140 for CABA churches and \$200 for non-CABA churches. If it is your first time to use the trailer, this handbook should answer most of your questions. Over the past few years, there have been several cases of equipment being destroyed because of improper use. If you read these instructions, most problems can be avoided. Each BPT is approximately a \$22,000 investment. Please treat it as your own and return it in good condition.

When you request use of any BPT, **your reservation is not complete until the CABA office is in receipt of your Equipment Agreement and payment.** You may lose your reservation if this has not been completed within 40 days prior to your Event. Go to TRESS if you need to cancel your reservation.

**The #1 trailer is not for transport.** It holds 2 large tents and 3 extra food machines. These items can be scheduled to be picked up and returned to the **CABA Office located at 1021 Clough Pike, Cincinnati, Ohio 45245** once Diane receives your paperwork and payment. The Trailer combination will be sent to you at that time.

The #2 block party trailer will be picked up and returned to the **CABA Office located at 1021 Clough Pike, Cincinnati, Ohio 45245** unless directed otherwise. When returning the trailer, park the trailer behind the office building where you picked it up.

The #3 block party trailer will be picked up and returned to **First Baptist Church South Lebanon located at 505 W. Mason Road, South Lebanon, Ohio 45065** unless directed otherwise. Please pickup and return the trailer to the last space left of the red barn in the back of the church parking lot.

The #4 block party trailer will be picked up and returned to **Lakota Hills Baptist Church located at 6300 Tylersville Road, West Chester, Ohio 45069** unless directed otherwise. When returning the BPT to LHBC, park it behind the church two spaces to the right of the garage.

The #5 block party trailer will be picked up and returned to **First Baptist Church South Lebanon located at 505 W. Mason Road, South Lebanon, Ohio 45065** unless directed otherwise. Please pickup and return the trailer to the last space left of the red barn in the back of the church parking lot.

### **How to open the trailer and access keys:**

- You will be provided the combination numbers to your specific BPT when Diane sends you a confirmation email.
- Set the code then push in and pull out on the lock. Numbers must be lined up on the indented lines.

### **How to use the interior Master Lock box on each trailer:**

- After opening the side door, you will see a small lock box to the left on the wall. Pull the black cover up and you will see four digits. To open it, put the combination and pull down on the black button. The keys are inside for the wheel lock and hitch locks.
- Please make sure to return the keys to the lock box and lock it back.

Note: Keep trailers locked while in your possession as churches are being targeted for theft. Please follow these procedures to prevent the trailer from being stolen. Make sure that you park the trailer in a secure location to prevent someone from breaking in.

### **How to properly hook up the trailer:**

If you have not towed a trailer before, please consider using our delivery options noted on the Equipment Agreement or search Google for "How to Tow a Trailer Correctly." If you have any questions about the chains, see the safety training video on TRESS to learn how to use the safety chains correctly.

### **Steps to hook up a BPT:**

1. Do NOT tow #2, #3, #4 or #5 with the standard two-inch ball! These trailers require a **2 5/16" ball**.
2. Unlock and secure hitch locks in the trailer. We lose on average 2-3 big hitch locks each year. PLEASE keep up with it!
3. Get the correct height for your vehicle's hitch.
4. After backing up your vehicle, lock the hitch onto ball.
5. Use the small lock to secure the trailer to your vehicle.
6. Plug in the electrical plug. **If you do not have the seven-prong round connector, you will need an adaptor.**

\*\*\*A four-prong connector will NOT work and the brakes will not operate.\*\*\*

7. Check your tow capacity. The total weight for each of the trailers vary from 3,000 to 4,000 lbs. Church vans and 1/2-ton pick-up trucks are fine with this weight.

**\*\*\*Smaller SUVs and trucks may not handle this weight.\*\*\***

8. After securing the trailer, putting up the jack, and hooking up the lights, twist the safety chains and hook onto the hooks below your hitch. Make sure you have ample clearance for turning, etc.
9. Take the thin cord that controls the emergency brakes in case the trailer breaks loose from your vehicle and connect it to the hitch on your vehicle. **Do not connect to the chains.** This thin cord will pull on the brake mechanism and stop the trailer if it breaks free from your vehicle.
10. After making all connections, check the lights on the trailer. Tell Diane immediately if there are any lights that are out.

### **Ways to prevent damage to the trailer:**

1. Do not tow this trailer with a small vehicle that allows it to sit too far down on the ground as this will destroy the trailer jack. If the front of the trailer is leaning down, adjust by using a receiver that raises the trailer or use a bigger vehicle.  
\*\*\*Please help with this! There have been four jacks destroyed in the past.\*\*\*
2. Be very careful when backing up and turning. If you turn too sharply, this will damage the front stone guard on the trailer. Last year, this error resulted in the trailer being damaged on both sides of the stone guard. This was a costly repair that can be avoided if everyone takes their time when backing up and turning.
3. Hook the trailer up properly. (See steps listed above.)

### **IMPORTANT: How to assure that the trailer will not come loose from your hitch.**

1. Make certain you are using the correct size ball. Each BP trailer requires a 2 5/16-inch ball.
2. After locking the trailer ball coupler onto the hitch ball, lock the trailer coupler lock down and insert either a lock or a hitch pin. **Never tow a trailer without a hitch pin or lock.**
3. To double check to make sure the trailer coupler is locked properly pull forward a few feet then jack the trailer up without removing the hitch pin. If the jack begins to take weight off of the back of your vehicle and the coupler does not come loose from the ball, you are locked on tight. If the trailer comes loose, you have not properly connected the coupler to the ball. This is a great way to make sure the trailer does not come loose.
4. Follow directions below to make sure that the safety chains are properly connected.

### **Safety Chains**

Safety chains, also called breakaway chains, are your last line of defense if you have a hitch system failure or your trailer uncouples. You can be cited if an officer notices improper or missing chains and you could be criminally charged if your trailer uncouples, is not chained properly, and strikes another vehicle, pedestrian, etc.

The safety chains must be crossed under the trailer tongue to prevent the tongue from plunging into the pavement if the trailer uncouples. The chains must be long enough to allow the combination to turn without binding up, but not be so long that they drag on the ground. (You

can twist the chains together or draw them through the hitch rings and clip them back onto themselves to take up slack if the drawbar is short and the chains tend to drag.)

Obviously, safety chains need to be properly mounted to some structural element of the trailer tongue. The hooks or clips must be rated for the weight of the loaded trailer so that they won't fail during an emergency, and they should have clips or some similar device to prevent them from coming unhooked when towing over a rough road.

**FOOD IS NO LONGER PROVIDED.**

**Items you will need to purchase when using food machines:**

- 6-8' extension cords
- 1 scoop for sno-cones
- 1 scoop for popcorn
  
- Popcorn supply kits (6 oz. popper)
- Sno-cone syrup
- Sno-cone cups or cones
- Cotton candy mix
- Cotton candy cones or bags

**Ordering supplies for food machines:**

All needed supplies, including pumps and scoops, can be purchased from Gold Medal Products at 10700 Medallion Drive, Cincinnati, OH 45241. Your order may be placed by phone by calling (513) 769-7676. Gordon's Food Service also has supplies with various locations in the Cincinnati area. Below is a chart that will assist when planning what to use.

<b>Item</b>	<b>Servings per container</b>	<b>Amount to pick up for event</b>
Popcorn	250 servings	36 packets
Sno-Cone syrup	256 servings	4 bottles
Sno-Cone syrup (various flavors)	64 servings	1 bottle
Pumps for syrup		
Flossugar- for cotton candy	420 servings	6 cartons
Flossugar- for cotton candy (various flavors)	70 servings	per carton

## Dimensions of Inflatables: *(Note the weight!)*

**Bounce house: 16' wide X 20' long X 12' high; 280 lbs.**

**Monster Obstacle Course: 34' long X 12' wide X 12' high; 360 lbs.**

**Gladiator Joust: 20' wide X 26' long x 4' high; 242 lbs.**

**Noah's Ark Combo Game: Length 20', Width 19', Height 15', Weight 368 lbs.**

## PART 3: HOW TO USE INFLATABLES

1. Remove inflatables from the trailer using the provided dolly.
2. Lay out the provided tarp on which to place the inflatable. Place the game in a safe, flat area and away from walls, low power lines and hills.
3. Unroll inflatable on the tarp. **Keep track of the straps as they are needed to roll up each inflatable at the end of the event.**
4. Connect the air blower to the air sleeve on the game and tighten the sleeve around the blower.
5. Set the blower in position so that the air sleeve is straight, eliminating any kinks.
6. Make sure the blower is placed in a dry area. Only use heavy duty extension cords. If it begins to rain during an event, please take the blowers to a dry area.
7. Inflate the game by first closing the air vents on each side of the game. Do not allow anyone to walk on the game before it is fully inflated.
8. The bounce house is a self-contained unit and is ready to go upon being inflated.
9. Only use blowers during the time of your event. Make sure the intake area for the blowers is free from debris.
10. At the end of the event, deflate inflatables by turning off the blower and opening the air vents. Fold inflatables to remove air. After removing air and folding the inflatable, begin to tightly fold and roll the inflatable. **Each inflatable should be in a roll that is 4-5 feet long.** There are instructions on the trailer showing detailed descriptions of how to properly roll each inflatable.
11. After the inflatable is rolled tightly, lay the straps down and roll the inflatable onto the straps. Use a slipknot to tie the straps around each inflatable.
12. Using provided dolly, roll inflatables into trailer and place them against the wall.
13. **Inclement weather: If inflatables get wet, please let Diane know so that steps can be taken to prevent growth of bacteria.** If rain starts, immediately pack blowers and small items (such as jousting helmets & poles) on to the trailer. If the inflatables must be left out in the rain, fold them in half so that the bottom of the game is facing up. The bottom of the inflatables will not allow water to leak into the seams. To dry out the big games, you may need to run the blowers until the game is completely dry. **Please do not put it away wet.**

## General Inflatable Game and Safety Rules

1. **Make sure adults are always present to operate and monitor the games! In case of injury or lawsuit this will be the first question asked during an investigation!!**
2. Never allow shoes on the inflatable games. If this rule is obeyed the life of the inflatable games will be much longer.
3. **Do not allow more than the two participants and at most two helpers on the Joust.**
4. Do not allow dangerous or rough play on the games.
5. **Anchor games down using the provided spikes located in the trailer when used outdoors. Sandbag covers are provided for indoors or parking lot use. You will need to supply sand for the sandbags. **SANDBAGS, IF USED, ARE NOT TO BE PUT ON TRAILER AFTER EVENT.** High winds can blow the games over. Do not use in high winds!!**
6. Control the number of children allowed into the jumper depending on the size of the children. Too many will lead to possible injuries. A time limit may need to be imposed making some wait while others play. A good rule of thumb is 6-8 kids in the big jumper and 6 into the smaller jumper.
7. If the game begins to deflate remove all children from the game.
8. When playing on the joust game the provided head gear should be worn. Tell participants to try not to hit the opponent in the face and not lunge toward their opponent. Be strict when using this game. No one is allowed to sit on the side of the joust while it is being used.
9. Take time to train those who will monitor the games before an event.
10. Always keep your eye on the weather. A thunderstorm can have high winds that make these games dangerous.

**If there are high winds or possibility of high winds do not use these games since injury can result. A good rule of thumb is winds above 15 MPH are dangerous. If a thunderstorm is approaching, pack it up for the safety of all involved.**

***If rain approaches, please get blowers, food machines and all small articles like bungee vest, head gear, boxing gloves, bungee bean bags etc. inside. These items can be ruined if soaked. The big games will dry out easily. Also be aware that the tents will literally blow away in heavy wind and be torn apart. Take them down immediately in windy weather. To dry out the big games, you may need to run the blowers until the game is completely dry. Please do not put it away wet.***

### **Cleaning the food machines & inflatables:**

- Popcorn Machine: Remove bottom sections and wash with soapy water. Clean glass on both sides. Do not immerse the popper kettle in water but wipe down with soapy water and towel or sponge. The inside of the kettle should be cleaned well. **The kettle must be removed from the popper and laid on the bottom of the popcorn popper for transporting.** Failure to do so may result in breakage to the bolts holding the kettle.



- Cotton Candy machine: Take the bowl, net, plastic brackets, blue guard and immerse in water to clean. **Do not put water in or on the machine itself as this will ruin the machine.** Dispose of any excess sugar in a trash can. Before loading the machine on the trailer, hand-tighten the bolts until completely locked.
- Inflatables: Each inflatable should be wiped down with water if they are muddy or there have been spills. Inflatables may also be sprayed with disinfectant after use. If used outside, use the vacuum on the trailer to clean out any grass or leaves.

### Using the Generators:

**NOTE:** The generator is the most difficult piece to maintain. If you are totally dependent on the generators for your event, test each generator beforehand to make sure that they will start and function properly so that you can rent one, if necessary.

1. Check oil. If low, top off with 10 W 30 motor oil. **Do not run the engine if oil is low.** Do not run the engine without the proper level of oil.
2. Check gas. If gas needs to be added while the engine is hot, be careful as fire can result. **Each user must cover their gas expense.**
3. **Turn gas valve to “on” position. Turn to “off” position after using.**
4. Turn the shut-off switch to “on” position. When using the generator on the large BPT, turn the key to “on” position.
5. Choke engine. The generator on the small trailer will flood so do not over-choke.
6. Pull to start the engine then turn off the choke once the engine starts.
7. **Do not have games or food machines plugged in while starting the engine.** Turn power on one machine at a time to give the generator time to recover from the initial power surge.
8. For each of the Champion (Yellow) generators, one dual 20-AMP receptacle and a 30-AMP receptacle can be utilized. Inside the toolbox, there is an adaptor provided for the 30-amp receptacle. The 30-amp receptacle can be used to operate two games or two food machines. (You may choose to mix it up with one game and one food machine.) With the two generators, all three games can be used in addition to one food machine. Turn on one inflatable at a time and allow the blower to completely inflate the inflatable before turning on the next blower.

**\*\*\*CAUTION:** IF THE GENERATOR STOPS, THE GAMES WILL DEFLATE. Always have adults ready to help kids out of the inflatables.\*\*\*

9. **Turn off the gas when finished. If the gas valve is not turned to the “off” position on the generator, gas fumes will fill the trailer and any spark can start a fire. PLEASE be sure to turn off the gas valve!!!**

**\*\*\*If you are completely without a wall-power source for an event when using each bounce house, snow cone machine, cotton candy and popcorn, you will need to rent a third generator to run all machines properly and safely. 5-6 20-AMP circuits are needed to run all three games and three food machines.\*\*\***

### **Items that are often lost:**

Please keep track of the following items:

- Hitch locks
- Combination door locks
- Plastic connectors for cotton candy and the net which they hold
- Straps for games- each game has two straps
- Spikes to hold games in place
- Receiver and 2 5/16-inch ball for trailer

### **Items that are often broken:**

- Doors to popcorn machine
- Cotton candy machines due to not reading instructions. Reminder: the bolts on the top must be tightened for transporting and loosened for use.
- Generator due to improper oil level. Please check oil; do not overload.

### **Return Information:**

1. The trailer is to be cleaned, organized and ready for the next church to use. Please clean food machines and inflatables well, keeping the next church in mind.
2. The trailers should be returned on the scheduled return date and time as the next church may be picking it up for immediate use.
3. Return all items securely in marked locations. Use bungee cords where provided—all of them. Properly secure all food machines.
4. Take inventory of all items before returning the trailer, returning all items into their marked containers.
5. Be sure to lock all hitch locks and return the keys to the key boxes. The small hitch lock can be used to lock the hitch on while transporting the large BPT.

Note: **Do not put sandbags in the BPTs. They tend to burst open.** If another church is using the trailer the next day, call that church and warn them if the inflatables have been put away wet. Do everything possible to **avoid packing an inflatable that is even damp.**

## **PART 4: TENT INSTRUCTIONS**

The tents are kept in the #1 trailer at the CABA office.

**Address for pickup:** 1021 Clough Pike, Cincinnati, 45245

This is next door to Clough Pike Baptist Church and up on the hill behind CABA office.

**Combination for Trailer:** Available only upon receipt of paperwork and payment.

The tents are color-coded. We have a yellow and blue tent. The stakes and poles are color-coded also. Please do not take extra poles or stakes since someone else may be picking up the

other tents. If you get the blue tent, take only stakes and poles that have blue paint this is also true for the yellow tent.

**What to take:**

1. Tent Canopy (Please take the color that is assigned) The tents are all basically the same in quality. The blue tent is newer, but all should be in good shape.
2. 4 center poles that connect-together to make two long center poles. These are larger than the outside poles and heavier. Please make sure you do not take more than 4 of the big center poles since it is easy to mistake them for the side poles if you do not pay attention.
3. 12 outside poles.
4. 16 stakes to drive into the ground to hold the ropes.
5. 12 ratchet straps

IMPORTANT: If you notice a problem with a tent, please let the CABA office or Diane know so that we can repair it. Have a great event!

The following website may help if you need instructions about how to put up the tent:

<https://www.youtube.com/watch?v=GxfqABDOIIs>

**Again, if your plans change, please call Diane at (513) 687-4104**

The Cincinnati Area Baptist Association consists of churches cooperating for the Great Commission. We serve in nine counties in southwestern Ohio, Kentucky, and Indiana. The association is funded by gifts to CABA and the Dunn/Hopkins Annual Missions Offering.

Comments and suggestions are always welcome!