



MONDAY, OCTOBER 28, 2019

Townsquare Media of Dubuque proudly presents the 2019 Dubuque Halloween Parade, presented by McGrath Automotive! Your participation and support of this community event is welcomed and appreciated. Lineup begins promptly at 5:30pm at Jackson Park. The parade begins at 6:30pm and ends at Washington Park. All floats and walking groups must have a large sign identifying their group during the parade and must supply two [2] escorts to walk along each side of your float throughout the entire parade route.

DUE TO PUBLIC SAFETY CONCERNS, THE CITY OF DUBUQUE, THE DUBUQUE POLICE DEPARTMENT AND THE PARADE SPONSORS HAVE DECIDED THAT PARADE ENTRANTS WILL BE PROHIBITED FROM DISTRIBUTING ANY MATERIALS TO ATTENDEES OF THE 2019 DUBUQUE HALLOWEEN PARADE. THIS INCLUDES CANDY, COUPONS OR FLYERS. ANY ORGANIZATION FOUND TO BE VIOLATING THIS POLICY WILL BE IMMEDIATELY REMOVED FROM THE PARADE AND PROHIBITED FROM PARTICIPATING IN FUTURE HALLOWEEN PARADES. THIS IS A TRADITIONAL, FAMILY-FRIENDLY EVENT. PLEASE CONDUCT YOURSELVES ACCORDINGLY.

To ensure compliance with all parade rules and policies, a representative from your group is required to attend one of two public safety meetings. Information packets will be distributed to all participants, including your lineup information. Meetings will be held on:

OCTOBER 22, 2019

5:30pm — 6:00pm

Meetings held at Townsquare Media of Dubuque / 5490 Saratoga Road

OCTOBER 24, 2019

5:30pm — 6:00pm

REGISTRATION DEADLINE EXTENDED!

ENTRIES MUST BE RECEIVED BY FRIDAY, OCTOBER 18TH!

For more information, contact Tim Koehler at 563-557-1040 or timothy.koehler@townsquaremedia.com.

WE WOULD LIKE TO PARTICIPATE!

Group Name: _____

Contact Name: _____

Contact E-Mail: _____ Contact Phone: _____

Group Mailing Address: _____

City: _____ State: _____ Zip: _____

Approximate Number Of Participants: _____ Average Age Of Participants: _____

CATEGORY:

Float

Walking Group

Marching Band

ENTRY FEE:

School Band
No Charge

Non-Profit
\$25.00

Business
\$75.00

Politician
\$100.00

INFORMATIONAL MEETING CHOICE:

October 22, 2019, 5:30-6:00pm

October 24, 2019, 5:30-6:00pm

RETURN REGISTRATION FORM AND PAYMENT TO:

Townsquare Media of Dubuque, 5490 Saratoga Road
CASH or CHECK ONLY -- Make checks payable to Townsquare Media



Dear Halloween Parade Participant:

Thank you for registering for the 2019 Dubuque Halloween Parade scheduled for Monday, October 28th. Volunteers in orange shirts will be available in all staging areas to answer your questions and provide information. The parade will begin at 6:30 PM - but with a large number of entries it will take some time to get everyone started on the route, PLEASE BE PATIENT! Some groups will have to wait before going. To avoid gaps in the parade, please be ready to move when signaled by the parade officials.

PARADE LINEUP

You are asked to report to the street section assigned to you. Organizational Floats will be located on Main Street between 15th and 17th streets. Business Floats will be located on 15th Street east of Main Street. Marching Bands will be located on 15th Street west of Main Street. We will have a preset parade lineup. You will receive your assignment and arrival time at the MANDATORY informational meeting prior to the parade. We will be staggering the arrival times to help alleviate congestion in the assembly areas and reduce the wait times for organizations scheduled at the end of the parade lineup. Remember that parade lineup begins at 5:30 PM. Please do not arrive any earlier as the streets are not closed until then. Walking groups are asked to assemble in Jackson Park. There will be parade staff in each area to help you get lined up properly.

PARADE VEHICLES

We ask that all vehicles in the parade use their parking lights only and maintain a safe distance from the group ahead of you. Each motorized float or vehicle must have two adults along each side of your entry for the entire parade route. If children are also walking along your float or vehicle, please insure that they are a safe distance away, especially when turning corners.

CANDY

For the safety of everyone - and to prevent spectators from pushing out into the streets — the parade organizers prohibit the distribution of any materials by parade participants. This includes candy, coupons, flyers or other promotional materials. If you are observed violating this safety requirement, you and your group will be escorted from the parade route immediately and will lose the privilege of participating in future parades. Please inform all of your volunteers of this requirement. The parade organizers WILL BE distributing candy along the parade route. Designated volunteers will walk the sidewalks of the parade route to distribute candy to the children in attendance. This way we can control the process and keep attendees off the street. We are accepting donations of candy [and promotional swag] to distribute along the parade route. If you have candy or swag you would like to have us hand out, please contact Tim Koehler to make arrangements.

BANNERS

Please have a sign identifying yourself or your group to those watching [and judging] the parade.

JUDGING

Judging will be done throughout the parade. Results will be published in the Telegraph Herald within two days.

POLICE REGULATION

Officers of the Dubuque Police Department and the Auxiliary Police will be on hand for crowd control. This is a family-friendly event and disrespectful or inappropriate language and behavior will not be tolerated. Please be patient during the parade. We ask for your cooperation to insure a safe and fun experience for everyone.

WEATHER

In the event of adverse weather conditions, the parade will be canceled. Local media outlets will be notified and the cancellation will be posted on social media.

If you have any questions, please contact Tim Koehler at Townsquare Media of Dubuque at 563-557-1040.



I, _____, as the representative for
(please print name)

(please print group name)

have read and reviewed the 2019 Dubuque Halloween Parade Participant Overview.

I understand the rules and expectations and by signing this form, I, as an agent of my entry, agree that my entry and all those involved will uphold and adhere to all stated and implied rules.

I understand that I or a representative of my/our group must attend one of the public safety meetings hosted by the Townsquare Media and the City of Dubuque Police Department.

I understand that the tossing/handout of candy or other materials is prohibited.

I pledge that I and those who represent our entry will behave in a respectful and considerate manner. We understand that foul language and inappropriate behavior will not be tolerated.

We are aware that our entry can be dismissed from the parade by the City of Dubuque Police, the Police Auxiliary, and by staff and volunteers at any time for any reason.

We understand that all entry fees are non-refundable.

Signature

Date