



Dear 2018 Halloween Parade Participant,

Thank you for registering for the 2018 Dubuque Halloween Parade scheduled for Monday, October 29th.

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 SAFETY 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 Scott Meyer to make arrangements.

BANNERS

Please have a sign with your name on it to identify yourself or your group to those watching [and judging] the parade.

JUDGING

Judging will be done throughout the parade. The 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 **Scott Meyer** with Townsquare Media of Dubuque at **563.690.2949**.



MONDAY, OCTOBER 29, 2018

Townsquare Media of Dubuque, in conjunction with Pinnacle Cellular & Satellite and the McGrath Family of Dealerships, proudly presents the 2018 Dubuque Halloween Parade. 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. We ask that all floats and walking groups have a large sign identifying their group during the parade. We also ask that all floats 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 2018 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.

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. Please select from the options below.

OCTOBER 23, 2018
5:30pm – 6:00pm

OR

OCTOBER 25, 2018
5:30pm – 6:00pm

Meetings held at Townsquare Media of Dubuque / 5490 Saratoga Road

Registrations must be received by Wednesday, October 17th.

For additional information – please contact Scott Meyer at 563-690-2949 or scott.meyer@townsquaremedia.com

WE WOULD LIKE TO PARTICIPATE!

Group Name: _____

Contact Name: _____

Email Address: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip: _____

Approximate number of people in Group: _____ Average Age of Participants: _____

CATEGORY

- Float Walking Group Marching Band

REGISTRATION FEE

- School Band – No Charge Non-Profit - \$25.00 Business - \$75.00 Politician - \$100.00

RETURN REGISTRATION FORM AND PAYMENT TO:

Pinnacle Cellular and Satellite / 4th & Locust or JFK & Asbury
McGrath Family of Dealerships / 3325 University Avenue [Chevrolet] or 2075 Holliday Drive [Hyundai / VW]
CASH or CHECK ONLY – Make checks payable to McGrath Automotive Dubuque