

2017 EDWARDSVILLE/GLEN CARBON CHAMBER OF COMMERCE HALLOWEEN PARADE THEME: Fairy Tales

Please complete/sign the **Registration Form & Consent of Waiver/Regulations** and mail with check to:
 Edwardsville/Glen Carbon Chamber of Commerce
 1 North Research Drive
 Edwardsville, IL 62025
 (checks payable to Ed/Glen Chamber)

REGISTRATION DEADLINE: Postmarked by Tuesday, October 10

Entries postmarked after Tuesday, October 10 will be assessed a \$25 late fee and will be positioned at the end of the parade. **ALL PARADE ENTRY FORMS/FEEES RECEIVED AFTER OCTOBER 24 WILL BE RETURNED.** Halloween parade packets, which include line-up numbers and maps, will be available for pick-up at the Ed/Glen Chamber office from 9AM-4PM October 17-20; remaining packets will be mailed to entrants on Monday, October 23. **ALL ENTRY FEES ARE NON-REFUNDABLE.**

Purchase of sponsorship package does not void terms as stated on registration & rules/regulations forms.

REGISTRATION FORM (Please Print)

NAME OF ORGANIZATION: _____
 CONTACT PERSON & TITLE: _____
 MAILING ADDRESS: Street _____
 City _____ ST _____ ZIP _____
 E-MAIL ADDRESS: _____
 PHONE: (Day) _____ (Cell or Evening) _____

1. PLEASE INDICATE 1) type of entry; 2) dimensions (LxWxH) Max 44'x7'x13'; 3) number of walkers:

____ Truck/Float	Dimensions _____	# Of Walkers _____
____ Truck Only	Dimensions _____	# Of Walkers _____
____ Car Only	Dimensions _____	# Of Walkers _____
____ Walkers Only	Dimensions _____	# Of Walkers _____

Brief description of entry including sound effects, music, lights, etc. _____

2. CATEGORY:

- Chamber Member Large Commercial (15+ FT Employees) \$ 60
 - Chamber Members Small Commercial (1-14 FT Employees) \$ 60
 - Chamber Member Large Non-Profit/Religious Org (Gross Receipts >= \$200K & Total Assets >= \$500K) \$ 40
 - Chamber Member Small Non-Profit/Religious Org (Gross Receipts < \$200K & Total Assets < \$500K) \$ 40
 - Non-Chamber Member (Both Commercial & Non-Profit/Religions Organizations) \$150
- Circle large or small according to criteria above:
Large Commercial Small Commercial Large Non-Profit Small Non-Profit
- Neighborhood & Youth Groups \$ 40

Large and small non-profit entry criteria based on current IRS tax exempt organization filing requirements. Each vehicle will be charged the fee. Non-decorated entries are not allowed.

Chamber of Commerce makes final determination on categories.

Parade lineup is established according to protocol and public safety concerns.

Parade lineup is NOT created in order of entries received.

3. **WILL YOUR ENTRY PARTICIPATE IN THE JUDGING CONTEST?** Yes___ No___ (See 'Judged Entries')

4. **PARADE NARRATIVE**

Your entry description should be **upbeat, interesting, family friendly** and **brief** (approximately 50 words), and must include the name of your business or organization. Your narrative will be read by the parade announcer as your entry passes the reviewing stand and will run on ECTV. Imagine you're reading your comments aloud to 20,000 people ranging in age from 3 to 93 years. Does it capture and hold everyone's attention for a moment? If so, it's perfect! We reserve the right to edit parade entry narratives.

2017 NARRATIVES WILL ONLY BE ACCEPTED:

1. via email or as an emailed Microsoft Word document;
2. and must include the name of your entry as listed on parade registration form.

Email your narrative to: Kathy Hentz - office@edglenchamber.com

Deadline is Tuesday, October 10.

Entry narratives received after October 10 will include only the business/organization name.

5. **CONSENT WAIVER**

Every participant or duly authorized representative of the participant must read the regulations and procedures form and read and sign this waiver before they can participate in the parade. Signature(s) below indicate that each person has read, understands and agrees to be bound by the terms and information provided in this waiver. There are risks associated with participation in the Halloween parade and its related activities. These risks may include but are not limited to: bodily injury, death and/or loss of property by theft or otherwise. The undersigned states that on behalf of the group named above, its staff, employees, volunteers, agents, officers, directors, members and/or their heirs, assign its successors, in consideration for an entry in the Halloween parade, hereby releases and agrees to indemnify and hold harmless the Edwardsville/Glen Carbon Chamber of Commerce and their staff, employees, volunteers, agents, officers, directors or members from any and all liability, actions, suits, demands or claims of any nature arising from or connected with in any manner, participation in the Edwardsville/Glen Carbon Chamber of Commerce Halloween Parade and related activities. The undersigned also gives permission to the Edwardsville/Glen Carbon Chamber of Commerce to use any photos taken during the Halloween parade to promote Edwardsville, Glen Carbon and the Edwardsville/Glen Carbon Chamber of Commerce.

6. **REGULATIONS**

- I have read and understand the 2017 Edwardsville/Glen Carbon Chamber of Commerce Halloween Parade Rules & Regulations

Authorized Representative (please print)

Authorized Representative Title

Authorized Representative Signature

Date



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Judged Entries

- **ALL ENTRIES, whether judged or not, must arrive by 5pm due to traffic constraints.** Floats may arrive at the assembly area as early as 4pm. Floats arriving after 5pm will be disqualified from the judging competition.
- **NO JUDGING will occur in the line-up areas. Entries will be judged from the grandstand near Mojo's Music on Edwardsville's Main Street.**
- **It is important that your line-up number (which will be included in your parade packet available at the Ed/Glen Chamber office on October 17 through October 20), be prominently displayed in the passenger side of your vehicle. This will allow judges to quickly identify judged entries during the parade. ALL FLOATS, WHETHER JUDGED OR NOT, MUST DISPLAY ENTRY NUMBER IN PASSENGER WINDOW. Entries with no visible number on the passenger side of the vehicle will be disqualified from judging.**
- Professional (leased/rented) floats are **not** eligible for judging.
- **Decision of the judges is final.**
- **Awards will be given in the following categories:**
 - **Large Commercial** (15 + full time employees)
 - 1st, 2nd, & 3rd place plaques
 - **Small Commercial** (fewer than 15 full time employees)
 - 1st, 2nd, & 3rd place plaques
 - **Large Non-Profit/Religions Org** (Gross Receipts \geq \$200K & Total Assets \geq \$500K)
 - 1st Place \$100; 2nd Place \$75; 3rd Place \$50
 - **Small Non-Profit/Religions Org** (Gross Receipts $<$ \$200K & Total Assets $<$ \$500K)
 - 1st Place \$100; 2nd Place \$75; 3rd Place \$50
 - **Neighborhood & Youth Groups**
 - 1st Place \$100; 2nd Place \$75; 3rd Place \$50
- The **GRAND PRIZE** winner will be chosen from the best of the five 1st place winners and will receive a plaque.
- **JUDGING CRITERIA INCLUDE:**
 - CLARITY OF THEME PORTRAYED:** (*Maximum 5 Points Awarded*)
How well the float incorporates the parade theme.
 - WORKMANSHIP:** (*Maximum 5 Points Awarded*)
The craftsmanship in the float creation: detail, design, use of colors & materials.
 - ORIGINALITY:** (*Maximum 5 Points Awarded*)
Uniqueness of float, concept and creative use of materials.
 - PIZZAZZ:** (*Maximum 5 Points Awarded*)
Extra points will be awarded to entries with lights, special effects, or sound effects.



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2017 Edwardsville/Glen Carbon Chamber of Commerce Halloween Parade Rules & Regulations

Please read all procedures and regulations carefully. Any willful infraction(s) will result in the immediate disqualification of your entry and/or removal from the parade. The Edwardsville/Glen Carbon Chamber of Commerce's decision in all cases will be final.

PROCEDURES

1. Parade line-up begins at **4pm** in the Woodland Elementary School & Lincoln Middle School parking lots.
2. Restrooms are available through the gym entrance of Lincoln Middle School.
3. Judging will occur at the grandstand near Mojo's Music on Edwardsville's Main Street. *NO JUDGING will occur in the Woodland Elementary School & Lincoln Middle School parking lots.*
4. **The parade will begin promptly at 6:30pm.** You must be in place and ready to go!
5. **Floats not in place by 5pm will be disqualified from judging.** Late arrivals cause serious traffic flow concerns.
6. The parade will leave Lincoln Middle School parking lot at Schwarz & West Streets, then travel east on St. Louis Street to Vandalia Street, then north on North Main Street and will disband at High Street. **Follow the specific instructions of police officers at the end of the parade. Once you are off the roadway/parade route, DO NOT immediately stop and unload.**
7. **In case of inclement weather, the Edwardsville/Glen Carbon Chamber of Commerce will make a determination between 5 and 5:30pm.** The announcement will be posted on the Ed/Glen Chamber's website at www.edglenchamber.com and on the organization's Facebook page. If no announcement is made by 5:30pm, spectators and participants may assume that the parade will begin promptly at 6:30pm. The Ed/Glen Chamber works closely with the Edwardsville Police Department to assess any public safety concerns due to inclement weather; the parade will occur rain or shine, provided public safety is not at risk. **In the case of parade cancellation due to weather/safety concerns, the event will not be rescheduled; refunds will not be issued.**

REGULATIONS

1. **Line-up**
 - a. During set-up in the float line-up area, please keep all noise down.
 - b. No alcoholic beverages may be consumed or displayed prior to or during the parade.
 - c. Use public containers to discard any trash or take it with you when you depart.
 - d. No parking of non-parade related vehicles on school grounds.
2. **Entries**
 - a. All entries shall be respectful and appropriate for a family environment.
 - b. No undecorated vehicles will be allowed in the parade.

- c. Any undue noises that shall become offensive to the other participants such as air horns, sirens, etc., will not be allowed.
 - d. All motorized vehicles in the parade must be operated by an individual at least 18 years of age with a valid driver's license.
****ID may be requested**** All vehicles and trailers (floats) must have valid registration and insurance card in their possession at all times.
 - e. All entries must display line-up number (provided by the Ed/Glen Chamber in parade packets) at the front of float/vehicle **on the passenger side** of vehicle/float (in side window). Do not exchange line-up numbers with other parade participants. Floats not in line-up order will be disqualified from judging.
 - f. **Floats are to be no taller than 13'6"** due to power lines and stop lights along the parade route. **Maximum length, including trailer, hitch & vehicle, is 44'**; **maximum width, wheel-to-wheel, is 7'**; weight limit is 37 tons. These dimensions are the maximum allowance due to safety concerns. Measure your trailer, hitch & vehicle prior to completing entry form to ensure your float complies.
 - g. **Dogs must be restrained** (i.e., on a leash) and you must clean up after animals. Other animals will not be allowed in the parade.
 - h. As a reminder, in 2012 the Ed/Glen Chamber's board of directors elected to discontinue allowing elected officials and/or candidates for elected office to register as participants in the parade. This decision was based on feedback received over many years that residents and officials alike would prefer we move in this direction, and as an effort to keep the parade kid-friendly.
Campaigning of any kind is not allowed in this parade, no exceptions.
3. **During the Parade**
- a. For safety purposes an adult chaperone, other than the driver, must ride with youth in the back of pickup beds. In addition, **an adult walker must be at each vehicle wheel.**
 - b. All passengers should be secured in or on the vehicle.
 - c. The distribution of candy along the parade route is encouraged, however, for safety purposes, **candy should not be thrown from any vehicle or float. This is according to City of Edwardsville safety procedures; the Edwardsville Police Department will be watching for violations.** *Please assign walkers to distribute the candy.* Walkers should distribute candy as far off the road as possible to avoid children running into the streets. Persons distributing items while walking must keep up with the pace of the parade.
 - d. All vehicles shall be propelled at a safe speed.

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