

HALLOWEEN PARADE PACKET

2021 THEME: Masquerade on Main Street

REGISTRATION DEADLINE: POSTMARKED BY TUESDAY, OCTOBER 12, 2021

Entries postmarked after Tuesday, October 12 will be assessed a \$35 late fee and will be positioned at the end of the parade. ALL PARADE ENTRY FORMS/FEEs RECEIVED AFTER OCTOBER 25 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 12-4PM October 19-22. Remaining packets will be mailed to entrants Monday, October 25. ALL ENTRY FEES ARE NON-REFUNDABLE.

REGISTRATION FORM (PLEASE PRINT)

ORGANIZATION NAME: _____

CONTACT PERSON: _____ TITLE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

EMAIL ADDRESS: _____

DAYTIME PHONE NUMBER: _____ EVENING/CELL NUMBER: _____

SECTION 1: ENTRY TYPE

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.:

Return Completed Packet With Payment To:
Edwardsville/Glen Carbon Chamber of Commerce
1 North Research Drive Edwardsville, IL 62025

EMAIL: office@edglenchamber.com PHONE: 618-656-7600 FAX: 618-656-7611

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SECTION 2: ENTRY CATEGORY

- CHAMBER MEMBER LARGE COMMERCIAL (15+ FT Employees) \$70
- CHAMBER MEMBER SMALL COMMERCIAL (1-14 FT Employees) \$70
- CHAMBER MEMBER LARGE NON-PROFIT/RELIGIOUS ORG (Gross Receipts \geq \$200K & Total Assets \geq \$500K) \$50
- CHAMBER MEMBER SMALL NON-PROFIT/RELIGIOUS ORG (Gross Receipts $<$ \$200K & Total Assets $<$ \$500K) \$50
- NEIGHBORHOOD / YOUTH GROUPS \$50
- NON-CHAMBER MEMBER (BOTH COMMERCIAL & NON-PROFIT/RELIGIOUS ORGANIZATIONS) \$170
- SELECT: Large Commercial Small Commercial Large Non-Profit Small Non-Profit

NOTES: Large and small non-profit entry criteria based on current IRS tax exempt organization filing requirements. Each vehicle will be charged the entry fee. Non-decorated entries not permitted. Ed/Glen Chamber 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.

SECTION 3: JUDGING

WILL YOUR ENTRY PARTICIPATE IN THE JUDGING CONTEST?

- YES NO

NOTE: See 'Judged Entries' page.

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SECTION 4: PARADE ENTRY NARRATIVE

Your entry description should be upbeat, interesting, family-friendly, brief (no more than 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 judging stand and will run on ECTV. Imagine you're reading your comments aloud to an estimated 20,000 people ranging in age from three to 93 years. Does it capture and hold everyone's attention for a moment? If so, it's perfect! We reserve the option to edit narratives for length and appropriateness. **Entries with narratives not provided will be announced only by business/organization name and line-up number. Please provide your 50-word narrative in the below space.**

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SECTION 5: PROCEDURES & 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. Line-up begins at 4PM Sunday, October 31, 2021 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 by 5:30PM.** The announcement will be posted on the Ed/Glen Chamber's website at **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.**

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SECTION 5 (CONTINUED): PROCEDURES & 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.

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 in parade packets) in the front passenger side of float/vehicle. 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 them. 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 family-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.

HALLOWEEN PARADE WAIVER

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SECTION 6: CONSENT WAIVER & PHOTO RELEASE

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.

SECTION 7: ACKNOWLEDGMENT OF REGULATIONS & CONSENT WAIVER

- I have read and understand the 2021 Edwardsville/Glen Carbon Chamber of Commerce Halloween Parade Rules & Regulations.
- I understand that campaigning and political entries are not permitted in the parade. This includes clothing, signage, brochures, giveaways, and any other materials considered political in nature.
- I fully acknowledge and accept the consent waiver, liability release, and implications as described in Section 6.
- I accept full responsibility for the parade entry I am submitting.

SECTION 8: AUTHORIZED REPRESENTATIVE INFORMATION

AUTHORIZED REPRESENTATIVE (PRINT NAME)

AUTHORIZED REPRESENTATIVE (PRINT TITLE)

AUTHORIZED REPRESENTATIVE (SIGNATURE)

DATE

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JUDGED ENTRIES

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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 5:30PM 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 12-4PM October 19 through October 22), be prominently displayed on 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:

CHAMBER MEMBER LARGE COMMERCIAL: 1st, 2nd & 3rd Place Plaques

CHAMBER MEMBER SMALL COMMERCIAL: 1st, 2nd & 3rd Place Plaques

CHAMBER MEMBER LARGE NON-PROFIT/RELIGIOUS ORG: 1st Place \$100, 2nd Place \$75, 3rd Place \$50

CHAMBER MEMBER SMALL NON-PROFIT/RELIGIOUS ORG: 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 awarded to the highest-scoring 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)

Craftsmanship in 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 awarded to entries with lights, special effects, or sound effects.

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