

Inver Grove Heights Days

*P.O. Box 2031
Inver Grove Heights, MN 55076*

Dear Friends,

Summer will soon be here and so will thoughts of community festivals and parades!

2019 Inver Grove Heights Days will be held September 6th thru 8th, and we would like you to be part of our city celebration.

The 24th Annual Inver Grove Heights Days Parade will take place Saturday, September 7th.

Enclosed is a parade unit entry form, a liability waiver release and required proof of insurance information. Return completed forms and a check for the entrance fee by July 31, 2019. Incomplete forms and/or unpaid entrance fees will not be processed. Please be sure to include all required forms and a contact email address.


We love to see new units enter each year and if you participated in years past, we hope you will join us again this year!

Additional parade line up information and your unit line up number will be emailed to you after the Labor Day Weekend. The parade will begin at 11am, sharp, with line-up starting a 9:30am. Parade guidelines are on the backside of this letter.

If you have any questions the Parade Director can be reached by email rrreitberger@yahoo.com

We look forward to your participation in the 2019 Inver Grove Heights Days Parade!

Sincerely,

A handwritten signature in cursive script that reads "Robin Reitberger".

Robin Reitberger
Inver Grove Heights Days, Parade Director

INVER GROVE HEIGHTS DAYS

PARADE GUIDELINES

To provide an enjoyable and safe parade for everyone the committee has established the following guidelines for parade participants. We would appreciate your cooperation in observing these standards. Please copy and share this with your participant.

Adhering to these guidelines will help make a safe and enjoyable event for everyone.

1. **NO ITEMS TO BE THROWN FROM THE UNIT** (including water or candy). All items must be handed to the parade spectators. Also, all items must be suitable for a family audience.
2. **NO ALCOHOL.** Inver Grove Heights Days is a family event and no parade participants will be allowed to carry or have in their possession alcohol at any time before or during the parade.
3. All animal units are required to provide their own cleanup.
4. No changing of lineup positions will be allowed the day of the parade. The Inver Grove Heights Parade Committee will do its best to accommodate all requests for unit location prior to parade day, however there are many variables in mapping out the parade lineup. Any deviation can cause significant gaps for the viewing audience and the television broadcast.
5. Each unit entered must carry a general liability policy covering their unit with IGH Days named as additionally insured for that day.
6. Participant agrees to conduct themselves in an orderly manner in full compliance with applicable laws and regulations. Violators will be asked to leave.
7. To the extent permitted by law, parade participant hereby agrees to protect, indemnify, defend, and hold harmless Star City Days, Inc., Inver Grove Heights Days Committee it's members and agents, against any claims, losses or damages to persons, property, and costs. Arising out of, or connected with the event, including but not limited to, the set-up, removal, maintenance, occupancy or use of parade route or a part thereof by participant.

INVER GROVE HEIGHTS DAYS PARADE UNIT ENTRY APPLICATION

*SATURDAY, SEPTEMBER 7th, 2019
11:00 A.M. SHARP! (9:30 Line-Up)*

Name of Unit: _____

Type of Entry (check one or more)

☐ ANIMAL

☐ DANCE LINE

☐ FLOAT

☐ ROYALTY

☐ BAND/DRUM LINE

☐ COSTUMED CHARACTER

☐ MOTORIZED MUSIC

☐ NOVELTY

☐ CLOWN CLUB

☐ COLOR GUARD

☐ POLITICAL

☐ OTHER (DESCRIBE)

Please write or attach a complete description and/or information about the unit for cable TV scripts (i.e. history, how far you came, royalty or others riding on unit, information about your festival, etc.

Motorized Unit Dimensions (Length in feet): _____

Number of People participating in your parade unit: _____

How much space will unit require in parade staging area? _____

Contact Person: _____

Address: _____

City, State, Zip code: _____

Contact Phone: _____

E-Mail: _____

Parade Unit Entrance Fee - Political & Business \$100.00

Incomplete forms or entries submitted without entrance fees will not be processed. A \$ 25.00 late fee will be imposed for ALL entries post marked after the July 31st Deadline. Acceptance of applications received after August 20th is at the pleasure of the Parade Director. Not responsible for lost or misdirected mail.

Please return completed form, waiver agreement, certificate of insurance and payment by July 31th, 2019 to:
P.O. Box 2031

Inver Grove Heights, MN 55076-2031

E-Mail: rrreitberger@yahoo.com

INVER GROVE HEIGHTS DAYS PARADE LIABILITY WAIVER AND AGREEMENT

I the undersigned have agreed for our own benefit to participate in the Inver Grove Heights Days Parade connected with and under the direction of Star City Days, Inc.

I understand that inherent in our participation is the risk of serious personal injury and property damage. I/we understand that the Inver Grove Heights Days Parade will not provide us with protection against injury and damage, and I assume all risk of such injury and damage to myself and others under my direction and control, and to my property and all other property under my direction and control.

I hereby waive and release any claim we have and may have in the future against Inver Grove Heights Days, Star City Days, Inc. and its volunteers, partner, and principals. Furthermore, I release any claim for any other damage that I might sustain, whether caused in whole or in part by the negligence of such officers, directors, agents, partners, principals, and volunteers, which occurs during or because of our participation in the Inver Grove Heights Days Parade.

Furthermore, I represent that myself or anyone operating a vehicle in the Inver Grove Heights Days Parade or in conjunction with the event has a valid license to drive such a vehicle and has appropriate vehicle and liability insurance.

I agree that there will be no use of Alcohol, Fireworks, Explosives, or any other items that may be considered illegal, or inappropriate for a public event. Furthermore, we understand that the Inver Grove Heights Days parade director and his/her representatives are the final authority in decisions of appropriateness, and we agreed to abide by her/his decisions.

I understand that parade route and line up information will be sent to us approximately 5 days prior to the event. I understand that if we arrive for line up late we may lose our place in the lineup and be placed in the parade line up at the parade director's discretion or not at all.

I furthermore agree to obey and abide by the rules set forth by the parade director, parade committee, Inver Grove Heights Days Committee and Star City Days, Inc. and any direction given, by the Inver Grove Heights Days Parade Director or Inver Grove Heights Committee Members and volunteers, including but not limited to, abstaining from throwing candy or other items from parade units and the laws regarding consumption of alcohol by drivers, passengers, or unit participants during line up, on the parade unit, along the parade route or at the end of the parade.

NAME OF UNIT: _____

SIGNATURE: _____ DATE: _____

NAME (PLEASE PRINT): _____

INVER GROVE HEIGHTS DAYS PARADE UNIT INSURANCE DECLARATION

I the undersigned declare that the insurance information listed below is true. I further declare that the policy listed below will be in force on the date of the event.

Unit insured by: _____ Policy Number: _____

(Insurance Certificate must be attached with Star City Days, Inc. named as additional insured.)