

SPECIAL EVENT COMMITTEE APPROVAL FORM

MEETING DATE: ~~7/11/2018~~ 8/8/2018

EVENT NAME: Windigo Fest

ORGANIZER: Windigo Society - Dawn Dabeck

EVENT DATE: Oct. 5-7, 2018

NEW OR RECURRING: Recurring

LOCATION/DESCRIPTION: Halloween event with hearses, music, contests, blood driv, art exhibits, performances & parade. Use of traffic control items for parade, tables, bandwagon, trash cans, benches & stanchions. Waiver of noise ordinance, street closure & no parking restrictions along parade route, stake permit, assistance from PD

ESTIMATED CITY COSTS:

POLICE	743.6
FIRE	0
PARKS	2145
RECREATION	
STREETS	536
TOTAL DEPT. COSTS	3424.6

ESTIMATED EVENT HOLDER CHARGES:

LATE APPL. FEE (<60 days)	
DELIVERY CHARGES	350
(if delivery requested)	
WAIVED -ROOM TAX	3774.6
NON-WAIV. STAKE PERMIT	50

COMMITTEE CONCERNS:

COMMITTEE DECISION:

APPROVE

DENY

COUNCIL ACTION REQUIRED:

Closure of Franklin St. from S 6th-8th, parking restrictions along parade route on Sat. on 8th St. from Washington to State St. & lift downtown parking restrictions; Waiver of noise ordinance until midnight on Fri. & Sat.; Permission for vendors to sell food & alcohol on City property

ITEMS TO INCLUDE IN LETTER:

Talk to Library Director ^{for approval} regarding porta potty placement

City of Manitowoc
SPECIAL EVENTS APPLICATION FORM

NOTICE: This application must be turned in to the Parks Office a minimum of 60 days prior to the date of the event. Your Certificate of Insurance must be on file in the City Clerk's Office a minimum of 10 days prior to the date of the event. If you have questions, please see the Special Event Guidelines & Policy for a list of contacts.

1. Name/Description of Event: Windigo Fest + Parade
2. Date of Event: _____ If multiple days, Start Date: 10/5/18 End Date: 10/7/18
Include dates and times needed for setup and take down / cleanup.
3. Time Event will Begin Setup: 10/4/18 1:00 AM/PM Actual Start Time: 10/5 5:00 AM/PM Finish Time: 10/7 6:00 AM/PM
4. Name and Complete Address of Organization/Individual Organizing the Event:
Windigo Society
Name of organization responsible for event
Dawn Marie Dabeck Telephone # PRIOR TO event (920) 683-3268
Name (first, middle, and last) of event organizer

Telephone # DURING event () - _____
Contact name DURING event (if different)
719 A Franklin Street
Street Address
Manitowoc, WI 54220 E-mail address dbyd@hotmail.com
City, State, Zip of event organizer
Is the sponsoring organization a 501(c)(3) organization? ☒ Yes ☐ No
5. Location of the Event: Generally describe your event and its purpose and attach a DETAILED map or diagram of your event. Also, indicate the direction of the route, if any, including all turns and the number of traffic lanes to be used. Maps of the City and its parks are available online at www.manitowoc.org.

please see map one

Will the event be held in a Manitowoc park or utilize any park facilities? ☐ Yes Which park? _____ ☒ No

What park facilities will be needed (buildings, tennis courts, ball diamonds, disc golf courses, etc.)?

Have you reserved the park &/or park facilities? ☐ Yes ☒ No If no, please contact the Parks Division at (920) 686-3580.

Does the event require streets to be closed? ☒ Yes ☐ No If yes, which street(s): Franklin St 8th - 6th
10/6 8th St. from State St. to Washington (parking)
It is YOUR RESPONSIBILITY to provide federally approved traffic control items; however they may be rented from the Streets & Sanitation Division.

Will the event be held on the sidewalk? ☒ Yes ☐ No

6. Mariners Trail Permit:

Will any portion of the Mariners Trail be used? ☐ Yes ☒ No

If yes, where on the trail will the event begin:

Where on the trail will the event end:



When use of the trail is requested, consideration is given to how the public's use of the trail will be affected. Set up / take down and clean up, as well as other services provided by a City staff may be billed on a cost-recovery basis. **The event organizer must provide a copy of event liability insurance naming BOTH CITIES as co-insured at least 10 days prior to the event. Permits do not allow "exclusive use" of the trail and the general public must be allowed to share the permitted areas.**

This agreement is made and entered into by and between the Cities of Two Rivers and Manitowoc, Wisconsin, hereinafter called "City" and the above-named individual, hereinafter called "Permittee." The parties agree as follows: Bookings must be made no earlier than 12 months in advance. The Permittee understands his/her responsibility is to set up, clean up and restore premises within the time period listed above.

Limitation of Use: Permittee agrees that the number of persons on the rented premises during the rental period shall not exceed the capacity of the facility and that no intoxicating liquor or fermented malt beverages shall be served to minors. Permittee agrees to use premises rented for the purpose stated above and no other. In the event this Limitation of Use is not complied with, Permittee shall be charged and agrees to pay a fee of \$200.

Permittee agrees to abide by the rules and regulations contained in this agreement.

FOR OFFICE USE ONLY:

Signature of City of Two Rivers designee: _____

Date: _____

7. Tell Us About Your Event:

What is the estimated attendance at your event, including observers? 5000

How many vendors will be at your event? 50 How many vehicles? TBD

Do you require any special parking restrictions? ☒ Yes ☐ No If yes, what type, when, and where:

no parking on parade route 3pm - after parade + 2 hr parking ban
Parking on grassy areas of a park is not allowed without prior approval. Contact the Police Department if traffic control is needed. lifted

Will food be prepared and/or served at the event? ☒ Yes ☐ No

You are responsible for obtaining any necessary permits for food from the Manitowoc County Health Department.

Will you be having a band or amplified music? ☒ Yes ☐ No

Will a loudspeaker or similar electric sound amplification system be used outdoors? ☒ Yes ☐ No

If yes, what hours: 5pm-Midnight 10/5 8am-Midnight 10/6 10am-6pm 10/7

Will the City need to provide any special electrical assistance or lighting (of ball diamonds, etc.)? ☒ Yes ☐ No

If yes, please describe:

Vendors + stages will need electricity
Contact the Parks Division at 686-3580 with questions.

Will any of the following services be required? ☐ Clean-up ☐ Street-sweeping

For help defining your parking, clean-up, & traffic control needs, please contact the Streets & Sanitation Division at (920) 686-6550.

Will any fireworks or pyrotechnic devices be used during the event? ☐ Yes ☒ No

If yes, contact the Fire Department at (920) 686-6540 to secure the proper permits for firework usage.

Will animals be present at the event? ☐ Yes ☒ No If yes, please indicate what types of animals, how many are expected, and where they will be located. unless presented in parade for costume contest

What toilet facilities will be made available to your participants? ☐ Indoor ☒ Outdoor

Please describe the toilet facilities that will be provided, including their locations and the number of units:

15 portable toilets
see map 1

Will alcoholic beverages be served/sold? ☒ Yes ☐ No If yes, a "Special Class B" license will allow sale/service of beer and/or wine. Please contact the City Clerk's Office at (920) 686-6950 to obtain a license.

In the case of a premise with a current alcohol license, do you need an extension of your premise? ☐ Yes ☒ No If yes, give a detailed explanation under #5.

Do you require a waiver of the restriction to serve alcohol in a park? ☐ Yes ☒ No

8. Equipment Needed for Your Event:

Equipment rental charges will apply unless a waiver of some or all fees is approved. A non-waivable delivery fee will be charged if delivery/pickup by City personnel is needed. Delivery fees are based on total rental costs.

To make arrangements to pick up the items yourselves, please contact the Parks Division at 686-3580. All items must be picked up and returned weekdays between 7:00 A.M. and 2:30 P.M. It is the renter's responsibility to sign in all materials in the Streets & Sanitation office or with a Parks staff member prior to unloading at the time of return. It is unacceptable to drop off rental materials outside of return hours and without signing them in.

Please indicate where and when the items should be delivered:

Please indicate the total number of items requested:

Streets & Sanitation Division Equipment (686-3580):

	# Needed		# of Days*	Cost/Day		Total
Barricades						
2'		X		\$3.00	=	Flashers
3'		X		\$3.00	=	Flashers
8'	<u>6</u>	X	<u>3</u>	\$4.00	=	<u>72</u>
Rail type-long	<u>6</u>	X	<u>3</u>	\$2.00	=	<u>36</u>
Rail type-short		X		\$2.00	=	
Channelizer Drums		X		\$3.00	=	
Cones						
18"		X		\$1.50	=	
28"		X		\$1.50	=	
Safety vests		X		No charge	=	No Charge
Snow fence						
Rolls		X		\$4.00	=	
Posts		X		No Charge	=	No Charge
Post driver/pounder		X		No Charge	=	No Charge
Traffic signs		X		\$2.00	=	Description
		X		\$2.00	=	Description
		X		\$2.00	=	Description
Traffic signs (Portable)		X		\$3.00	=	Description
		X		\$3.00	=	Description
		X		\$3.00	=	Description
Other (list items and amounts)						

Parks Division Equipment (686-3580): Do NOT count any picnic tables, garbage cans, etc. already located at the park.

Banquet tables, 8'	<u>6</u>	X	<u>3</u>	X	\$5.00	=	<u>90</u>
Park benches	<u>30</u>	X	<u>3</u>	X	\$7.00	=	<u>630</u>
Picnic tables	<u>20</u>	X	<u>3</u>	X	\$7.00	=	<u>420</u>
Risers, platform		X		X	\$15.00	=	Description
Security stanchions	<u>12</u>	X	<u>3</u>	X	\$ 5.00	=	<u>180</u>
Tent, 10'x10'		X		X	\$30.00	=	
Tent, 10'x20'	<u>1</u>	X	<u>3</u>	X	\$35.00	=	<u>105</u>
Ticket booths, outdoor		X		X	\$15.00	=	
Trash cans	<u>20</u>	X	<u>3</u>	X	No Charge	=	No Charge
Wenger portable bandwagon, 35x8'***	<u>1</u>	X	<u>3</u>	X	\$240.00	=	<u>720</u>

Other (list items and amounts):

TOTAL RENTAL CHARGES \$2253.00

*Include the day of return but not the day of pickup/delivery. Items must be picked/returned weekdays between 7:00 am and 2:30 pm.

***The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

If you are requesting delivery/pickup by City personnel, the following non-waivable delivery fees will apply.

DELIVERY FEES	
Total Cost of Items Rented	Delivery Fee
\$0.00 - \$100.00	\$ 50.00
\$100.01 - \$250.00	\$ 75.00
\$250.01 - \$500.00	\$125.00
\$500.00 - \$1,000.00	\$250.00
\$1,000.01 and above	\$350.00

Delivery fees will be adjusted based on actual items rented.

9. Stake Permit: There is a \$50.00 NON-WAIVABLE stake permit fee per event, if any items will be staked into the ground. The event organizer is responsible for ensuring Diggers Hotline is contacted a minimum of three business days before set-up.

Will any of these items (or items of similar nature) be erected or placed on the event grounds?

Tent or canopy ☒ Yes ☐ No
 Fence ☐ Yes ☐ No
 Sign ☐ Yes ☐ No
 Bounce house skull inflate ☐ Yes ☐ No If electric, where will item be plugged in? city
 Other ☐ Yes ☐ No If electric, where will item be plugged in?

If yes for any, give a detailed explanation under #5.

10. Safety and Security for Your Event:

Do you have the correct level of insurance for your specific event? ☒ Yes ☐ No

Please see the Special Events Insurance Form to ensure you have the proper coverage. You must submit the insurance certificate AND required endorsements to the City Clerk's Office at least 10 days before your event.

Do you need assistance from the Police or Fire Departments? ☒ Yes ☐ No If yes, please describe:

we will be hiring reserve deputies again along with our own

Dawn Daback (920) 483-3268 () -
 Name of Security Coordinator Phone # before event Phone # the day of the event

Do you have a plan in place to deal with medical emergencies that may occur during your event? ☒ Yes ☐ No

The City reserves the right to require a detailed written public safety plan.

11. Fees & Reimbursement: Unless waived by the Special Event Committee, the standard fees for all rentals and licenses will apply. The City may also require reimbursement for extraordinary expenses. Charges will apply for lost, stolen, or damaged equipment. Stake Permit Fees, License Fees and Delivery Fees will not be waived.

Is a waiver of some or all fees requested? ☒ Yes ☐ No

If yes, please explain what fees you desire waived or reduced and the reason(s): we are asking for all fees to be waived since this is a public event to benefit the growth of tourism and increase local business sales

Will money be collected, tickets or concessions sold, registration fees charged, or money raised in conjunction with the event?

☒ Yes ☐ No

If yes, explain and list specific charges vendor space, beverages,

What are your estimated revenues and what will the revenues be used for? we hope to raise \$20,000 this year to be used for making next years event bigger & better

Please attach any additional information which you feel will assist the committee in evaluating your request. The City reserves the right to request a current financial report for the previous two years indicating all expenses and all revenues of the group/organization. see attachment for 2017 financials

12. Legal Notice

I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses, stake and fireworks permits, and other necessary licenses and permits are in addition to the fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for the denial of the event.

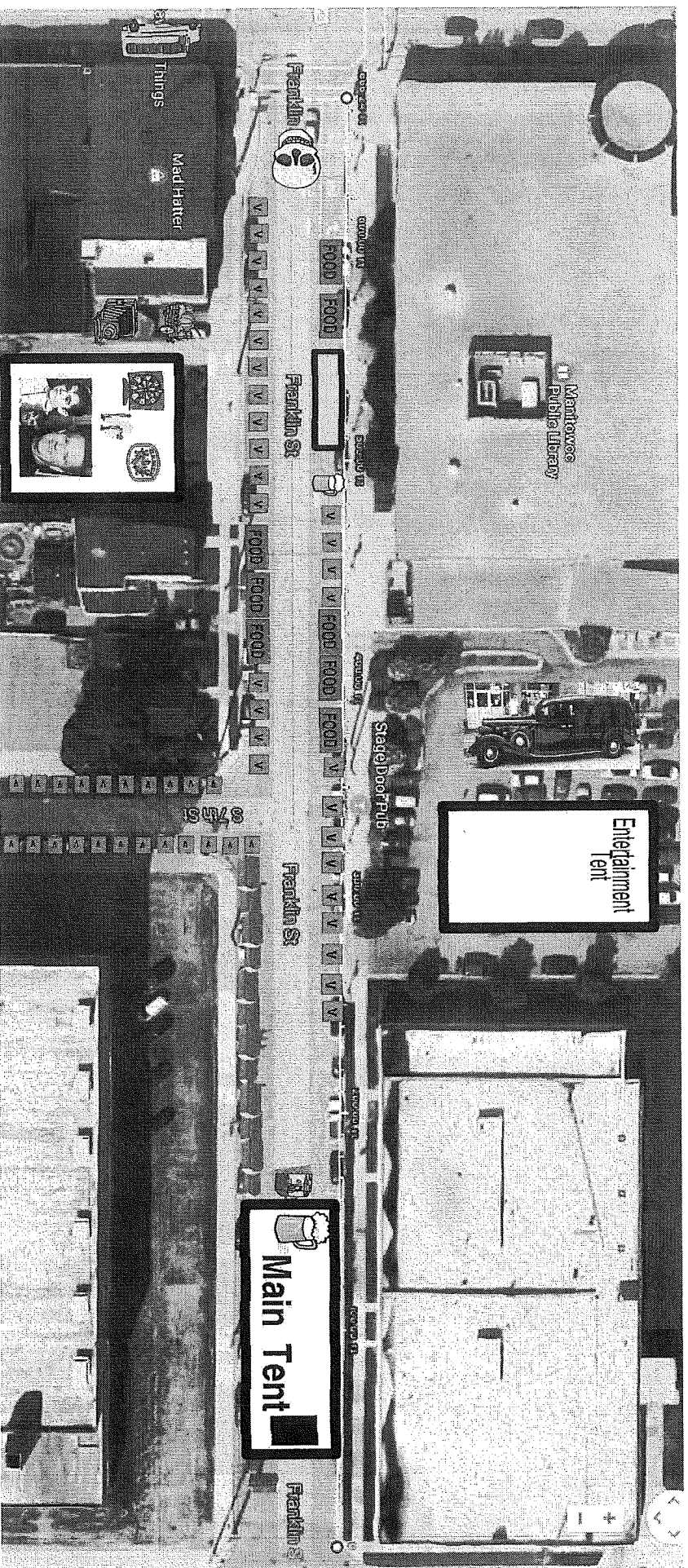
The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for any injury, loss or damage to said property or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge that I have received, read and understand the Special Events Policy and agree to be bound by all requirements as stated in the Special Events Policy and it is hereby incorporated by reference into this signed agreement.

Date of birth of applicant 8 / 12 / 65

Signature of Applicant: Dawn Dabek

Date: 3 / 8 / 18

Map 1 Festival Grounds



Bus pickup for historical cemetery tour.



Midwest Hearse Association



Bandshell from the city of Manitowoc



Vendor 10x10

Pallbearer Relay



Restrooms



Food vendors



Pumpkin wagon



Skull inflatable



Carnival Games



Photo Op area

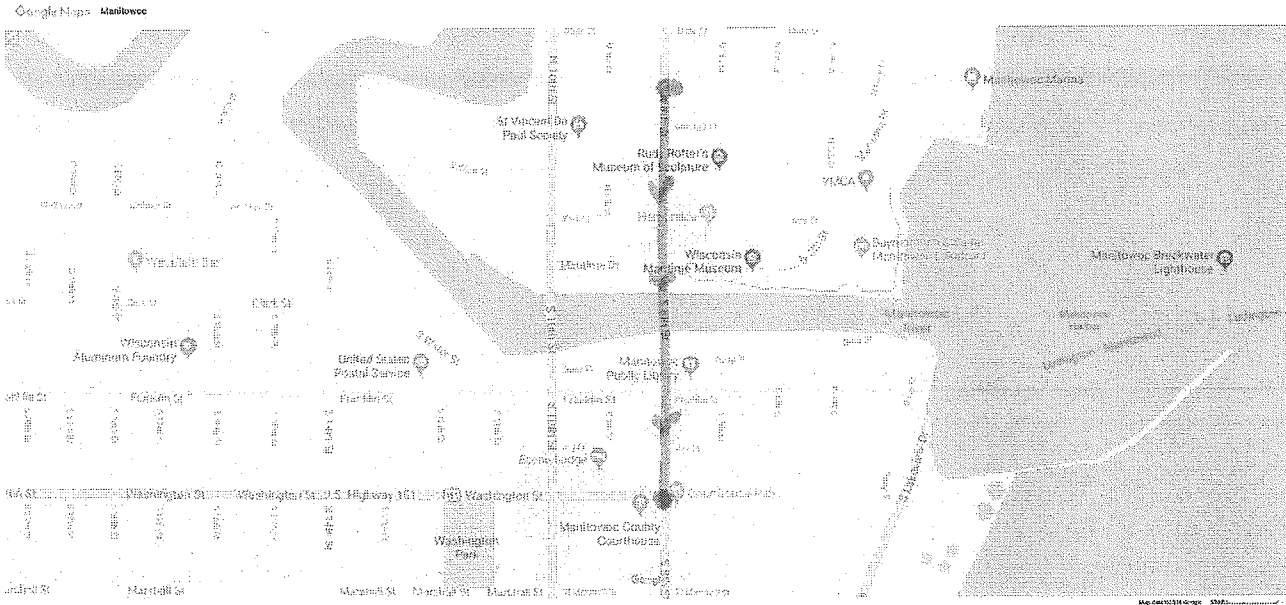


Beer tent



Ticket Booth

map 2 Parade Route



Manitowoc
Wisconsin 54220

Coordinates: 44°11'N 111°30'W



Manitowoc

Manitowoc is a city and the county seat of Manitowish County, Wisconsin, United States. The city is located on Lake Michigan's western shore and is the largest city in the county.

Population: 11,716 (2010)
Mayor: David Brown
Area code: 920

Website

More Photos

Category	Photo
City	
Area	

→ Parade

Costume
Parade
7:00 PM
October 6th

About parking

<i>Expenses</i>		<i>Beverages</i>	
<i>Entertainment</i>		x=*Blood Energy Drinks	506.54
xRoad Trip	4000.00	xJohnson Brothers	922.50
xMatik	1000.00	xBudweiser	2193.25
xBeer Club Dark, Kallas,	donated	xMiller	1326.05
xRatbatspider, Gof Rockers	donated	xPetskull Beer	Donated
xSkully (Tarot)	500.00	xPepsi	165.00
xDeadgar Winter	donated		5113.34
xDavid Burke (photographer)	300.00	<i>Advertising</i>	
xKnotty Bits 500July	1000.00	xEntertainer	500.00
xTravel Leaders	1560.46	xSnapchat Filter	39.98
xPeter Quintz	75.00	xRazor	800.00
	8435.46	xWAPL	2550.00
		xHauntedwi.com	750.00
<i>Misc.</i>		xWI Media	2050.00
xFleet Farm (misc)Brennan	40.83	xPrinting USA 4000	194.13
x=Frank's Radio 6units	81.90	xBadger Office City	47.25
xBarb Art Supply	81.16+19.13=100.29	xGo Daddy	63.64
x=Drill Rental	121.80	x=Printing USA	168.55
X*Light Bulbs (Tent)	24.36	x=Facebook ads	1596.76
x=*Skull lights/trophy	94.50	x=Banners on the Cheap	324.66
X*Wine cups/Cathy	108.37	X*Skull blow up	458.00
x=*Tickets	20.37		9542.97
x=Zip ties	10.34	X*Apperal	3820.00
x=Certificate card stock	23.93	<i>Prize money payout</i>	
x=Hobby Lobby	10.97	xCostume	1000.00
x=Office Max	3.28	xCake	100.00
x=License City	20.00	xSidewalk chalk	1000.00
xStake fee	50.00	xDark Art	500.00
X*Non Profit App	275.00		2600.00
x=*Game Prizes	1675.65 have 1247.15		
xClaran Misc	66.21	Total Expenses	42,180.16
X*Checks	19.00		
x=Chalk	176.97	<i>Income</i>	
x=*Blood stand	46.85	Sponsorships	7600.00
xStage	708.75	3D Chalk Art	1200.00
xTents	2570.00 x675.00pd July	Vendor Fees	1300.00
xB&M port-o-pots	777.00	Room Tax Grant (city)	13,000.00
xAmvets table rental	65.00	JEM Grant (state)	5,000.00
xNichols Electric	1165.00	Beverage Sales (Friday)	4560.00
xBus	125.00	w/tip jars (Saturday)	15,198.79
xReserve Deputies	550.00	Apparel Sales	2445.00
xMPU	738.14	Games	745.00
X*Jim Schwitzer-games	93.47	Cemetery Tours	670.00
xFilm CCC	120.41	Tarot	200.00
X*Original \$100 to open acct	100.00	Cake sold	26.00
	9983.39		51944.79
<i>Insurance</i>			
xWest Bend Mutual	1185.00	2017 Profit	11,264.63
x -checks cashed			
= -paid on Dabeck CC			
/ -checks sent but not cashed			
* -still have for next year			
*\$3422.11+apperal=3430			

Sponsorship	Amount	Signed	Paid			Windigo2017		Paid
Novaks	\$1500	X	X					
Bank First	\$1500	X	X					
Gary's	\$200	x	X		Pour House	\$500	x	X returne
Wenzels	\$500	x	X					
Digger Dave	\$500	x	X					
Chewey's	\$500	X	x		Vendors	Amount	Signed	Paid
Tippy's	\$500	X	x		Paradise	\$150	Yes	Yes
Ryan's	\$500	x	x		Mini Donut	\$150	Yes	Yes
Sm Moose	\$500	x	x		Liv&Lil Locs	\$100	Yes	Yes
Sand Pipe	\$250	x	X cash		StnkyGbln	\$150	x	x
TR Clthn Co	\$1500merch	x	X merch		Deadgar	No charge	X	X
Jgm Plting	\$150	x	x		RtbtSpider	No charge	X	X
Seagull	\$500	x	x		Svge Henry	\$150	x	x
Silver Val	\$500	x	x		Lukas	No charge		
					Firestrmbns	\$150	X	X
					Cardac Dip	\$150	x	x
					Paul Hynek	\$150	x	x
3D Chalk		Deposited	Paid		Kettle crn	\$150	X	X
Mad Httr	\$100	x	X					
K9 Perf	\$100	x	X		Digger Htln	20173701271		
Natural Mkt	\$100	x	X dropped					
EvlDrMrAbl	\$100	X	x		Lakeland	Truck		
IQ Group	\$100	x	X		Behnke	Filled holes		
Mike Howe	\$100	x	x		All States	Drilled holes	crane	
Hrt & Hmst	\$100	x	X		Terry Fox	storage		
Ivy Trails	\$100	x	x		Randy/Keeny	kegerator		
Dwntn Dc	\$100	x	x					
Library	\$100	x	x					
Aspire	\$200	x	x					

3780 Wristbands used throughout the weekend. These were given to 21 and older attendees drinking alcohol.

42 Entries were submitted for the parade.

The Dark Art contest at the CCC had over 30 pieces entered from all over Wisconsin.

All food and merchandise vendors from 2017 have asked to come back for the 2018 Festival. We also have had several new ones contact us about joining in.

The 3 Friday night historical cemetery tours sold out before 7:30. We plan on doing a few of these throughout the year as well as at the festival next year.

All entertainers have asked to participate again next year.



Windigo Fest is a celebration of all things **Halloween** taking place Friday October 5th, Saturday October 6th and Sunday October 7th 2018. The spine-chilling festival takes place in historical downtown Manitowoc, Wisconsin on Franklin Street, right outside the chamber door of the town's "quaint" little tourist destination know as Dead by Dawn Dead & Breakfast. All Hallows Eve enthusiasts with a hunger for the strange and unusual can experience a weekend filled with various seasonal activities including outstanding music, costume contests, dark art exhibits, bizarre performances, the historical cemetery bus tour, and Windigo team competition and Pall Bearer relay. On Friday evening, at 5:00pm, we will kick off the event. After a day full of Halloween havoc on Saturday at 7pm, a parade heading backwards on North 8th Street, beginning at Bank First National, will display the Midwest's best competitive costumes. Wisconsin's award winning band, Road Trip, will follow on the main stage. Join in on one of the many prize winning contests, enjoy some kick ass music, or just slither into the horrific hoopla that Windigo Fest has to offer! Come for the day or stay for the weekend...but don't be caught dead without checking out the second annual All Hallows Eve Windigo Fest!

The Windigo Fest Parade will embellish historical downtown Manitowoc with decorated floats, marching bands, performance groups, costume extraordinaire, and anyone who want to display their affection for the macabre. Windigo Fest invites you to participate in our Parade on Saturday, October 6th at 7:00 p.m. In celebration, our 2nd annual event, we will be awarding trophies and cash prizes in many categories!

Float, Mini Float, Specialty Unit, Band. Trophies awarded in each category.

Costume Categories / Prizes / Awards

1. Youth Class: for ages 13 and under. Judging for the youth will take place before the parade at 4:00pm on the bandwagon on Franklin Street. 3 Places will be Awarded Trophies and the top 3 will kick off the Windigo Fest Parade. A parent or guardian must accompany all contestants in the Youth category, age 13 or under.

2. Adult Parade and Costume Contest Event 1st Place \$700, 2nd, \$200, 3rd \$100

3. Adult Honorable Mentions. Bloodiest, Scariest, Weirdest, Best Execution, Funniest, Most Whimsical.

The costume contest will occur during and after the parade. Participants must be lined up in their designated position no later than 6:30. This *will* take place in any weather so be prepared!

Date: Saturday October 6th, 2018 Time: 7:00pm (Must be lined up by 6:30).

Location: Park Street and North 8th Street (Bank First National parking lot) to Washington Street.

You can be assured that the details will be seen and your adherence to character is paramount.

All costumes must be entered by the person who created it. Models may be utilized to showcase your costume. However, the creator need not be present with the model at the contest to be eligible for award consideration. If you choose to use a model, be sure to include all your information on your application.

All costumes and props must be of original construction or show major modifications/alterations to pre-existing materials. No costumes that are purchased or otherwise obtained from a professional or retail source will be accepted for judging, *but are welcome to join in the parade. Exceptions are made for wigs, shoes, jewelry, belts & accessories. The more of your costume you make, the more impressed the judges will be!* All participants must legibly complete a costume contest entry form. Forms will be available at the Mad Hatter in Manitowoc or you may go to www.windigofest.com and print it. Contestants must participate in the parade at 7:00pm October 6th to showcase their costume or prop. After the parade all contestants must go to the Windigo Fest Costume area for close up judging. Awards will be presented at approximately 10:30 during the band break. A parade application form and waiver must be submitted along with a \$5 entry fee by October 1st. Walk ups are welcome, anyone signing up after October 1st, the fee will be \$10.

All costumes, props, and weapons must adhere to local, state and federal laws and policies. No live steel, no functioning or previously functioning projectile weapons, no fire, smoke and/or pyrotechnics must be approved. If you have special requests or need special permission for anything out of the ordinary or anything listed above, please send your written request to dbyd@hotmail.com.

No indecent exposure or nudity. No profanity or lewd behavior allowed. Any contestant who violates this rule will immediately be removed from the parade and be disqualified from the contest.

The judges' decisions are final.

Dead by Dawn Productions LLC and the Windigo Society management reserves the right to modify, update, or amend *these rules at any time.*

Dead by Dawn Productions LLC and the Windigo Society may record or photograph contest entries at its discretion. Entry into this contest constitutes an agreement by the entrants to allow Dead by Dawn Productions LLC, Windigo Fest, and the Windigo Society to use their likeness or image in any current or future advertisement, promotion, or product. Now, for the most important rule.....Have fun!

Any questions about the contest not addressed? Call (920)683-3268

This manual is published by Windigo Fest to help participants, sponsors and workers understand the rules and regulations, policies and relationships that affect them. It also acts as a guide for parade participants in the construction, design and safety criteria involved with the parade. We want everyone to enjoy the parade, yet keep it safe for participants and spectators.

Please read all information before completing your application.

It is very important that you read ALL information carefully. The first portion of the manual contains general

information and rules that must be followed by all units. Parade participants are now classified according to the type of unit they are: float, specialty, band, etc. and each type of unit has guidelines specific to that unit. The last page is the application and waiver.

The following items must be returned and completed by the deadline to be considered for participation:

- ⊗ Completed application(s) with signed waiver
- ⊗ Application fee
- ⊗ Proposed script for emcee

DEADLINE for all applications is Monday, October 1st, 2018.

General Rules and Regulations

The Windigo Fest Parade Committee reserves the right to dismiss any unit or person from the parade at any time for failure to follow any of the following rules and regulations.

Distribution of Materials

- ⊗ No candy, samples or materials of any kind can be thrown or tossed while on the parade route.
- ⊗ Unit members walking near the crowd line may hand out items, with pre-approval by the Parade Coordinator. Please list any items you would like to distribute on your application.

Announcer / Order of Appearance

The Parade will be announced by an emcee and a detailed, written description of your unit is required as part of your application for our broadcast announcer.

The Parade Coordinator will determine the order of appearance for all units in the Parade. The order is determined based on time of application received, variety and best utilization of participants, and logistics.

Your appearance/ line-up spot may be altered or cancelled if your arrival in the assembly area is not the time established in the acceptance packet.

Code of Conduct

Individuals and organizations participating in the Windigo Fest Parade are expected to perform courteously, in good taste and with safety in mind at all times during the assembly, execution and de-staging of the parade. No alcohol allowed in parade.

Vehicles

Drivers of all vehicles in the Parade and those entering the parade line-up area must have a valid driver's license, have proper proof of insurance as required by state law, and must be at least 18 years old.

Assembly / Line-up Area

Once the unit is in position in the line-up area, drivers should be in attendance at all times and available to move the unit as necessary.

Unit support vehicles, i.e., parents dropping off children, horse trailers, vehicles bringing in props, etc. will NOT be allowed into the line-up area. During assembly, the streets become very congested, one-way routes full of pedestrians. Unless a vehicle is a registered parade entry, driving on these streets is prohibited. Please pass this information on to your participants!!

Parade Movement

The Windigo Fest Committee and Parade Committee has worked very hard to make sure that the parade route is free of interruptions; therefore, units will NOT be permitted to stop and perform, except for pre-determined production units. All maneuvering, choreography, and marching styles must be performed while moving forward.

Inclement Weather Policy

Should inclement weather occur prior to the parade, Festival officials will determine if it is sufficiently safer to cancel or delay the parade. You may decline to participate when weather threatens to damage uniforms, props or instruments.

The Windigo Fest Parade Committee plans to proceed with the parade, rain or shine. We request that you make provisions for bad weather, and we will not refund registration fees because of parade delay or cancellation due to inclement weather.

Definitions of Units

FLOATS

In its most basic definition, a float is "a flat topped vehicle without sides for carrying displayed objects in a procession or parade". If you add your own creative touch, a float can turn into anything you can dream up. You can build floats on *trailers, trucks, cars, recreational vehicles – almost anything that can move. Most floats, however, start with a flat platform* such as a truck bed or a trailer and are generally pulled by a small tractor, or truck, which is also included in the decorative scheme.

MINI FLOATS

Mini floats are small, possibly motorized vehicles that do not qualify as full-size floats (golf carts, scooters, 3-wheelers, go-carts, derby cars, shopping carts etc.) These vehicles travel by wheels but are not street-legal and will most likely be brought in on a trailer. All entries must be decorated.

SPECIALTY UNITS

Specialty units are defined as non-motorized, entertaining, and creative. A specialty unit is not just a group of people walking down the street, but it could be a group of people in colorful costumes incorporating the spectacular use of choreography, props and theme to entertain the crowd. Examples include: cultural performance/ dance groups, drill teams, clown clubs, and horse units.

AWARDS

Windigo Fest awards will be given to the parade entries based on the categories listed above.

Judging will take place on the corner of 8th and Franklin Streets by qualified judges, and close ups for adult costumes immediately after the parade in the designated costume contest area on Franklin Street. Awards will be dispersed at approximately 10:30 pm during the band break by the main tent.



Name/Organization: _____

Address: _____ E-mail: _____

Daytime Phone: _____ P.M. Phone: _____

Type of Unit: _____ Float _____ Specialty Unit (please select one):

_____ Clown Club _____ Color Guard _____ Dance _____ Band _____ Decorated vehicle

_____ Canine * _____ Equestrian * _____ Other _____ Adult Costume

** All animal entries must provide their own method of clean-up on the route (i.e., "pooper scoopers")*

Description of Entry and Costume: _____

Number of participants: _____ Float or entry length (including motor) _____

Information or parade script – to be read by emcee, should be attached on a separate page.

COSTUME & PARADE WAIVER

I, _____, as a representative for the

_____ (organization) understand that I am (we are) choosing to participate in the

2017 Windigo Fest Parade at my (our) own risk and neither the City of Manitowoc nor the Windigo Fest Committee nor

Bank First National nor the Windigo Society accepts liability or responsibility regarding animals, vehicles, equipment or

personal injury during this event. I also understand that throwing candy or other items is prohibited and that by violating that

or other safety provisions, we acknowledge that we can be removed from the parade. I have read and understand the rules of

the Windigo Fest Parade and Costume Contest.

Enclosed: \$10 Entry Fee made to the Windigo Society

Signature: _____ Date: _____

Submit signed application, fee (if applicable) and script to: Windigo Society
719 A Franklin Street, Manitowoc, WI 54220 (920)683-3268

WINDIGO FEST PARADE WAIVER FORM

WAIVER OF DAMAGES THAT MAY ARISE FROM ACCIDENT OR INJURY DURING PARTICIPATION IN THE WINDIGO FEST PARADE EVENT

1. **Authority:** I represent to the Windigo Fest Parade Committee that I am fully authorized for and bind the undersigned entrant regarding our entry in the 2018 Windigo Fest Parade. On behalf of the entrant, I agree that our Entry and all persons associated with it shall comply with all rules prescribed by the Committee as deemed necessary for the efficient and safe conduct of the parade and all related activities. I agree to conduct our Entry and myself in a proper, appropriate manner during the event and related activities and not to engage in any activity that is dangerous or likely to cause harm, injury or damage to the person or property of others.
2. **Indemnification:** as a condition of being a participant of the parade, I agree on behalf of all participants in the Entry, to assume full responsibility for my conduct and the conduct and activities of our Entry and to indemnify and hold the City of Manitowoc, Windigo Fest, Dead by Dawn Productions LLC, Bank First National, and the Windigo Society harmless from any liability, claim, loss or expense (including attorney's fees) caused or arising from (a) any conduct or negligence by me or any person or part of our Entry that causes harm, damage, or injury to myself or others (b) any breach or omission of my representations or warranties, (c) any claim by my participants, employee, subcontractor or supplier, or (d) any infringement or violation by myself or others in the Entry of the rights of others.
3. **WAIVER and RELEASE:** I, _____, (name of Participant/Sponsor), do hereby release and discharge the City of Manitowoc, Bank First National, Windigo Fest, the Windigo Society, and Dead by Dawn Productions LLC, their officers, agents, volunteers, and employees from all claims, demands, and causes of action of every kind whatsoever for any damages and/or injuries which may result from my participation or the participation of my child or the participation of anyone involved with our Entry in the Windigo Fest Parade.
4. **ACKNOWLEDGEMENT OF RESPONSIBILITY:** I, _____ (name of Participant/Sponsor) do voluntarily agree to participate in this Event and the undersigned acknowledges that there may be some hazard of personal accident or injury during the participation of said event and willingly accepts responsibility for any personal injury that may arise from this voluntary participation. The undersigned agrees to hold the City of Manitowoc, Windigo Fest, the Windigo Society, Bank First National, and Dead by Dawn Productions LLC harmless in the event of a personal injury or accident involving any participant of said Entry.

PLEASE READ THE FOREGOING BEFORE SIGNING: THIS DOCUMENT IS A WAIVER OF RIGHTS AND AN ACCEPTANCE OF RESPONSIBILITY.

Name of Participant/Entry/Sponsor: _____

Name of Responsible Party (please print): _____

Signature of responsible party: _____

Date: _____

WINDIGO FEST FOOD & VENDOR APPLICATION

- WHERE:** 600 & 700 Blocks of Franklin Street
Manitowoc, WI 54220
- WHEN:** Friday October 5th 5:00pm-11:00pm
Saturday October 6th 10:00am-11:00pm
Sunday October 7th 11:00am-5:00pm
- SET-UP:** Day of event – Friday October 5th from 1:00pm-4:00pm
All additional vehicles **MUST** be moved out of the festival grounds by 4:00pm on the day of the festival. Necessary inspections will begin prior to opening.
- DEADLINE:** All applications must be submitted by August 31st, 2018.
- VENDOR SPACE:** Booth space is limited to a single 10'x10' booth (including all wires, poles, etc.) with a good roof that can withstand wind, rain, and other inclement weather. If your booth is a bit different in space, please let us know, we will work with you. Come prepared for all types of weather, you must secure your booth in case of windy conditions and no stakes will be aloud. All items being sold or displayed must be contained in booth space.
- ELECTRICITY:** Vendors must list all electrical connections on application. Electrical arrangements must be made prior to your arrival. 15amp/110 volt only. Last minute electrical changes will not be accepted.
- WEATHER:** *The festival will not be canceled because of rain. This is an outdoor event; be prepared for any type of weather. Tents, canopies, and pop-ups must be secured to withstand the weather. Tents will not be allowed to be staked into the ground.*
- CERTIFICATE OF INSURANCE:** **(Food Vendors Only)** A current Certificate of Insurance is required for all food vendors naming Dead by Dawn Productions LLC, Windigo Fest, and the City of Manitowoc and an additional insured. Certificate of Insurance is required before set up.
- REQUIREMENTS:** The exhibitor will be responsible to be open during the entire festival. You cannot vacate early. Your booth must be neat, attractive, and well-maintained. Signage with visible and clear pricing is required. You are responsible for setting up, maintaining, and removing your own booth, merchandise, and trash. All vendors, must decorate, their booth or trailer for Halloween and have at least one item featured with that theme. A trophy will be awarded to the with the best Halloween theme and display.
- APPLICATION CHECKLIST:** Please mail or email the following items for approval:
- Application
 - Payment
 - Food menu with pricing if applicable (otherwise items sold)
 - Affirmation and Liability release
 - Certificate of Insurance
 - Photo of your booth/ any high-quality photo for our website and advertising in a JPEG format

KEEP THIS COVER SHEET FOR YOUR INFORMATION

FESTIVAL PROCEDURES, CONDITIONS & RATES

GENERAL INFORMATION

This document contains pertinent rules and regulations that govern the operations of WINDIGO FEST. We are extending invitations to vendors who submit fully executed applications with required enclosures and payments (see application page) by the August 31st, 2018 deadline. Priorities for space will be reviewed based on past participation, date of receipt of fully executed application and type of product/item. WINDIGO FEST strives to maintain a balance and diversity in vendor offerings, and quality offerings. All applications and products are reviewed so that we may maintain this balance. Our goal is to keep standards high and promote a safe, successful and fun festival. The policies and regulations set forth in this document are designed to maintain order and to regulate activities on the Festival site. Regulations will be enforced.

PROCEDURES

The following application and agreement must be fully completed, signed and returned with the following enclosures to be considered for participation:

1. A photograph of the concession set-up and detailed description of products/items to be sold is required for vendors who wish to participate. (Send to dbyd@hotmail.com)
2. \$100.00 vendor fee with a completed and signed application by July 31st, 2018. If vendor fee is not paid by August 31st, 2018, vendor fee will be \$150. If you are not accepted for the Festival your check will be returned to you by September 30th, 2018.
3. Certificate of Insurance naming Windigo Fest, Dead by Dawn Productions LLC, and the city of Manitowoc as an additional insured.

CONDITIONS

1. All locations will be assigned by Windigo Fest staff. While written location requests will be considered, placement will be at the sole discretion of Windigo Fest staff. Use of city property is strictly limited to assigned location.
2. Exhibitor/Concessionaire parking is not provided, except for specified set-up/load-in and break-down/load-out times, vehicles will not be permitted at event site. Vehicles will be removed immediately when asked to be by Windigo Fest staff.
3. A photograph of the concession set-up and detailed description of products/items to be sold is required with the application before the application can be approved. All items food vendor/concessionaire wishes to sell are subject to approval by Windigo fest staff. Any product not specified in the application will not be allowed at the Festival, unless permission is sought and given, in writing. Items will be removed from the concession stand when asked by Windigo Fest staff during the festival if they were not approved. Failure to abide may result in not being asked back to the festival in future years.
4. Food/Concessionaire must provide a certificate of insurance to Windigo Fest by August 31st, 2018.

INSURANCE VERIFICATION

Each exhibitor must provide Windigo Fest. with a certificate for Comprehensive General Liability and Automobile Insurance, \$1,000,000 minimum plus Workers Compensation as provided by the statutory limits of \$100,000 each accident, \$500,000 disease policy limit and \$100,000 disease for each employee.

Windigo Fest & Dead by Dawn Productions must be listed as additional insured under general liability in relation to show participation, on the certificate under "Description of Operations / Locations / Vehicles/ Exclusions added by Endorsement / Special Provision".

There are two exceptions to the Workers Compensation requirement (1) Canadian exhibitors and (2) any vendor that is self-employed with zero employees; this exhibitor must submit a date/signed letter stating "I am self-employed with zero employees and therefore exempt for carrying Workers Compensation.

Exhibitors who retain subcontractors must have those subcontractors submit certificates as outlined for exhibitors. The exhibitor must provide that subcontractor's certificate when providing its own certificate. Certificates are required with deposit. All payments and forms must be sent to Windigo Fest no later than the deadline date August 31st, 2018. If there is a problem with your insurance please contact us at 920-683-3268.

5. All signs and displays must be of a professionally produced nature. Prices of items must be displayed.

6. Food/Concessionaires and vendors are required to keep a neat, presentable booth always. Tables should be covered. Empty boxes and trash will not be permitted around the booth. This looks unprofessional and sloppy.

7. It is the sole responsibility of each exhibitor/concessionaire to obtain the applicable and appropriate state and local licenses and permits as well as payment of taxes pertaining to their operation. Please note: Food vendors should expect inspection of food operations by Manitowoc County Health Department.

8. A limited number of electrical hook-up will be available (SEE Application). You can also use propane or battery power to run your booth. Generators may only be used with Windigo Fest approval. Vendor agrees to hold Windigo Fest, and Dead by Dawn Productions LLC, and any officers and/or owners of the company harmless for any damage to equipment caused by any malfunction.

9. Windigo Fest will provide day and night security, but food/concessionaire and vendors agrees to hold above-listed organizations harmless for any injury, theft or other loss that may occur to property or person during the load-in/set-up, event, break-down/load-out of the Festival.

10. SALE OF BEVERAGES WILL BE RESERVED EXCLUSIVELY FOR WINDIGOFEST. Windigo Fest also reserves the right to restrict which items will be sold, to include exclusive

agreements with national product lines and those who have entered an agreement with Windigo Fest to be the "official" vendor, such as: soda, beer, wine and Festival T-shirt.

11. Food/Concessionaires and vendors are not to begin striking their display until Sunday October 7th at 5:00pm. Exhibits must remain open until event closing, even if exhibitor is sold out. Leaving early makes the festival look in disarray; and concessionaires who leave early will not be invited to participate the following year.

12. All vendors must decorate for Halloween and be dressed in costume.

13. REMINDER: INSURANCE ** Please note: All vendors are required to submit proof of insurance see #4 above. Proof of this insurance must be mailed with your application to Windigo Fest no later than July 31st, 2018, or vendor space will be released to vendors on our waiting list. Mail to:

Dead by Dawn Productions LLC
719A Franklin Street
Manitowoc, WI 54220
Attn: Festival Committee

14. Security will be provided (as a courtesy) for the vendor booths each day of the event.

WINDIGOFEST WILL NOT BE HELD LIABLE OR BE RESPONSIBLE FOR LOSS, THEFT OR DAMAGE.

If you are looking for accommodations, there is Baymont Inn and Suites just a few blocks from Windigo Fest (walking distance), as well as nearby (within 3 miles) Holiday Inn, AmericInn, super 8, and quality Inn.

WINDIGOFEST FOOD & VENDOR APPLICATION

Business Name: _____

Contact Name: _____ Phone: _____ - _____ - _____

Street or PO Box: _____

City: _____ State: _____ Zip: _____

E-mail Address (required): _____

Nature of goods to be sold: _____

Were you a vendor last year / Do you want the same space? _____

Number of vehicle passes: _____ 0 _____ Anticipated date & time of set-up: _____

Do you have (please circle): Facebook, Twitter, Instagram Hashtag: _____

The deadline is August 31st, 2018. Vendor hereby requests permission to display and sell the products and/or services listed above. Further, the Windigo Fest, Dead by Dawn Productions LLC, reserves the right to approve any product/item a vendor may wish to sell or dispense as well as limit the number of concessions selling the same product/item. DO NOT bring items to the Festival unless previously approved. On the day of the Festival, our standards committee will be monitoring compliance.

I have read and understand and will abide with WINDIGO FEST general information, procedures, rates and conditions.

By signing this application, I acknowledge that the Festival is subject to various weather conditions and state and federal safety and health regulations. No refund of application fees. Exhibits must remain open until closing no earlier than 11pm on Friday and Saturday, and 5:00pm on Sunday.

Applicant Signature: _____ Date: _____

Please Print Name: _____

The above named has read and understands the general information, procedures and conditions and seeks admission as a concessionaire.

Dead by Dawn Productions LLC reserves the right to refuse any application. Submission of this application does not guarantee a space.

WINDIGOFEST FOOD & VENDOR APPLICATION

1. PROPOSED MENU OFFERINGS:

List the items you want to sell at the festival. Please try to be as specific as possible and list projected selling prices. Any changes in menu must be submitted in advance, in writing, and approved by the committee.

2. REMINDER: No beverages or otherwise, may be sold without prior approval of the Festival Committee. The sale of alcoholic beverages is strictly prohibited.

3. LIMIT: If the festival committee feels your projected selling prices are too high, we will let you know. Offerings must stick to the theme of the festival.

4. Submitting your application does not guarantee acceptance into the event. Vendors selling similar items will be limited.

Item	Price

Please, if you have any food or menu related questions, call Dawn Dabeck at 920-683-3268.
Your menu and pricing must be clearly labeled at your booth.

WINDIGO FESTIVAL FOOD & VENDOR APPLICATION

_____ 10'x10' Vendor Space (call if need different)
\$150 if paid after July 31st, 2018 \$100.00 = \$ _____

_____ Electricity (15 amp/110 volt only)
Extension cords & lights not provided \$50.00 (per line) = \$ _____

_____ \$10 Fee if Paying with Credit Card

Total Amount Enclosed

= \$ _____

NOTE: Electrical arrangements must be made prior to your arrival. Last minute electrical changes will not be accepted. (NO GENERATORS PERMITTED EXCEPT WITH WINDIGO FEST APPROVAL!)

PAY BY CHECK

Please make all checks payable to Dead by Dawn Productions LLC

Mail to:

Dead by Dawn Productions LLC
719A Franklin Street
Manitowoc, WI 54220
ATTN: Festival Committee

PAY BY CREDIT CARD

By supplying the following information, your credit card will be charged for the full fee, as per your application, upon your acceptance as a Vendor at WINDIGOFEST on July 30th & 31st, 2018. It will show on your statement as The Mad Hatter.

Business Name: _____

Please Circle: Visa MasterCard American Express Discover

Name on Credit Card: _____

Card #: _____ Exp: _____ / _____

Security Number: _____

Billing Address of Credit Card: _____

Phone Number: _____

Authorized Signature: _____

If you are not accepted for the Festival your payment will be returned by September 30th, 2018.

AFFIRMATION & LIABILITY RELEASE

I, _____, hereby affirm that I have been well advised and *thoroughly informed of the inherent hazards and policies of the event*. I know that by participating in the 2018 WINDIGO FEST, I am exposing myself to certain known and unknown liabilities in my direct and indirect actions with the public and invitees of this event. I also understand that if I choose to hire help for the event, that I am directly responsible for their actions or injury. I hereby personally assume all risks associated with my voluntary participation in this event for any harm, injury or damage that may befall me or any employee or temporary help, because of my participation, whether foreseen or unforeseen. I understand and agree that Dead by Dawn Productions LLC, the city of Manitowoc, Windigo Fest, located in Manitowoc County in the state of Wisconsin, their members and/or directors and officers may not be held liable in any way for any occurrence about my participation in the 2018 WINDIGO FEST that may result in injury, death, or other damages to me or my family, heirs, or assigns, and in consideration of being allowed to participate in this event, I hereby personally assume all risks in connection with said event for any harm, injury, or damage that may befall me, including all risks connected therewith, whether foreseen or unforeseen; and further to save and hold harmless said event and persons from any claim by me, or my family, estate, heirs, or assigns arising out of my participation in this event. I further state that I am of lawful age and legally competent to sign this affirmation and release, or that I have acquired the written consent of my parents or guardians; that I understand the terms herein are contractual and not a mere recital; and that I have signed this document of my own free will. It is my intention by this instrument affirmed by my signature below to exempt and release 2018 WINDIGO FEST and Dead by Dawn Productions LLC, Manitowoc, their members, directors and officers from all liability whatsoever for personal injury, employer's liability and workers' compensation, property damage or wrongful death arising out of or during my participation in this event.

I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS AFFIRMATION AND RELEASE BY READING IT BEFORE I SIGN IT.

Company Name

Signature of Participant

Date

Print Name