



Discover Staples
Railroad Days 2024

Planning has begun for Railroad Days 2024, and the tentative lineup of events is proving to be the best yet! We look forward to your participation in making this long-standing Staples tradition a success.
Please fill out and return the attached form to Discover Staples by August 1, 2024

Railroad Days Parade

Registration: Saturday, August 17, 2024 8:00 am – 9:30 am – Centennial Auditorium at Staples Middle – High School (401 Centennial Dr, Staples, MN 56479)

Parade Start Time: Saturday, August 17, 2024 10:00 am

- All items must be given at the curb by walking along the parade route next to spectators. It is very dangerous for spectators to run into the street for candy or other hand-outs. **No throwing is permitted.**
- Riders on the roof or hood of vehicles are not permitted. Drivers and all vehicles participating in the parade must have insurance as required by the State of Minnesota. Drivers must also possess a valid driver's license.
- Parade units must line up in the space they have been assigned.
- During the parade, the driver must maintain 20' – 30' (2-3 car lengths) from the preceding unit.
- No one may step on or off a float or any motorized unit until it is at a COMPLETE stop.
- All decorative materials should be flame retardant. The use of open flames on any entry is PROHIBITED
- **No alcohol or glassware is allowed in the parade.** Bottled water and cans of soda are permitted.
- The parade begins promptly at 10 a.m. Due to the size of the parade and traffic limitations, motorized units should be in position by 9:30 am. Walking units should be in position by 9:45 am. If units are not in place by the time in which they are assigned, they may lose their spot in the parade.
- Parade units must at all times keep forward movement and not stop unless it is required to keep a safe distance from unit ahead.
- At the end of the parade, if a motorized unit needs to stop to drop-off or pick-up people, the unit must pull into the designated area on the right of 6th Street and Michigan Ave NE near 3M. All other motorized units must continue moving NE on 6th Street or return to the Elementary School via Dower Ave. Walking units may disperse at Michigan Ave NE.



Railroad Days 2024

Please fill out the following form to confirm your Staples Railroad Days Participation

Completed forms and payment can be mailed to Discover Staples – PO Box 133, Staples, MN 56479 or dropped off at Timberlake Hotel. Hard copies and payment can be picked up in person if you desire, please call 218-894-3974 or email staplesrailroaddays@gmail.com to arrange for a board member to pick up your completed form.

Please don't hesitate to contact us with any questions!

CONTACT INFORMATION:

Company Name

Contact Person's Name

Company Email Address

Contact Phone Number

Mailing Address

City/State/Zip

OPPORTUNITIES:

_____ \$25 Parade Registration

UNIT INFORMATION:

_____ **Motorized**

_____ **Walkers**

_____ **Horses**

Total Space Requested _____ feet

Once we receive your completed form, a board member will contact you the week of the parade to discuss event arrangements as well as logistics and spacing.

PAYMENT INFORMATION:

_____ Please send me an invoice (All Payments Due July 14, 2024)

_____ Complimentary - Event Sponsor (Silver & Higher)

_____ I have enclosed a check made payable to **Discover Staples**

\$ _____
Total Commitment

Authorized Signature