



# Lamp Post Decorating Guidelines

- Decorations must include a scarecrow and be Halloween/Fall in nature.
- Decorations must not exceed 2' wide on each of three sides of the lamppost
- Decorations may not protrude or block the sidewalk.
- **In past years, some of the decorations have been very large and have been hard on the grass at the base of the lamppost. Some decorations have caused the grass to die and the county has had to replant new grass as a result. Please be considerate of this issue when designing your decorations. This is supposed to be a lamppost decorating contest, rather than a lamppost and surrounding ground area decorating contest. If we continue to harm the county's lawn, we may not receive permission to continue this wonderful tradition.**
- Poles can be decorated anytime beginning Saturday morning, 10/3 and must be completed prior to PumpkinFest, Saturday 10/08.
- Decorations are to be left up through Halloween and must be removed by November 5<sup>th</sup> by the contest entrant.
- The lampposts are subject to weather damage and/or vandalism. Keep this in mind when decorating since there will be no reimbursement for loss.
- Lamp posts may not be drilled.
- PumpkinFest committee is authorized to remove any decorations in bad taste.
- Please use zip strips to attach decorations to the pole to avoid damage to the pole.
- Decorations should be secured using zip strips or coated wire.
- Banners may not be affixed to the lampposts due to City ordinances. (You may add a small sign no larger than 12"x12" with your organization's name or business name as part of your decoration.)

Judging will be done on Saturday, October 8 at 1:00 p.m. First, Second and Third Place will be decided by our judges and will be awarded at 2:00 p.m. next to the Bandstand. First Place \$50 Chamber Cash; Second Place \$40 Gift Card to a local restaurant and Third Place \$20 Gift Card to a local restaurant.

**Please complete the Hold Harmless Agreement and mail to:  
Charity Wright, Action Graphics, 511 Park Street, Waterloo, IL 62298.**

Note: There are a total of 21 lamp posts available to be decorated and will be assigned on a first come, first served basis. Send in your registration form early to reserve your space.

Thanks!

# Hold Harmless Agreement & Registration Form

## Lamp Post Decorating Contest

I hereby release, waive, discharge Monroe County, the City of Waterloo, and the Waterloo PumpkinFest Committee and all of their members, staff, and/or employees, and covenant not to sue and hold harmless from any and all liability, claims, costs, and expenses whatsoever arising out of or related to any loss, damage, or injury that may be sustained in the decorating and/or dismantling process of the fall decorations on the lampposts located on the property of the Monroe County Courthouse, adjoining the streets of the City of Waterloo. Please note this includes vandalism or weather damage to the decorated pole you have reserved for the decorating contest.

\_\_\_\_\_  
Business/Organization Name (if applicable)

\_\_\_\_\_  
Representative Name

### Lamppost Choices

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

(Lampposts are assigned first come, first served. You will be notified of your actual lamppost number.)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Cell Phone Number

\_\_\_\_\_  
Amount Enclosed

\_\_\_\_\_  
Date

Please sign and mail form to Charity Wright, Action Graphics, 511 Park Street, Waterloo, IL 62298.