

June 9, 2017

Dear Mayor Kabat,

As we enter final planning for Riverfest this year it is time to submit the collection of annual requests for our needs from the departments.

The setup/run/teardown dates for this year are:

RIVERFEST SETUP DATES: JUNE 23<sup>RD</sup> – JUNE 29<sup>TH</sup>

RIVERFEST RUN DATES: JUNE 30<sup>TH</sup> – JULY 4<sup>TH</sup>

RIVERFEST TEAR DOWN: JULY 5<sup>TH</sup> – 6<sup>TH</sup>

Here are our standard requests:

**BARRICADES (30):** These are for internal control and marking off sections of Front St south of State for our stage, vendor and water patrol parking areas. We would request them delivered by Wednesday June 28<sup>th</sup>. They will be ready for return anytime July 6<sup>th</sup>.

**PARKING SIGNAGE:** Handicap parking on Front St. north of State St. to Vine St. on the west (park) side of the street and on Front St. south of State St. up to the crosswalk that runs from between the Radisson and the park also on the west (park) side of the street. From Front St. after the crosswalk by the Radisson to the crosswalk running between the La Crosse Center and the park should be the "Parking By Riverfest Permit" signs. We will be using this area as temporary parking for vendors, entertainers and water patrol. We would ask that the signing be in place by the end of Thursday June 29<sup>th</sup>.

**ENTRANCE BARRICADES:** The setup with 6 of the concrete barricades. Once we are closer and an arrival time can be coordinated I will have someone there to assist with placement. Delivery and placement for these would be requested for Thursday June 29<sup>th</sup> so that the necessary setup trailers and vehicles can get in and out easily and so the public is minimally impacted. If a different day is needed please let me know. As early as you can get to them for removal on Wednesday the 5<sup>th</sup> would be great to restore the full entrance to the park.

That takes care of all the usual business. Please contact me with any questions, concerns or to coordinate scheduling for me to be on site. Thank you and all of the departments for your help with our City needs. We appreciate it greatly.

Sincerely,

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