

STARTING TOWN

Please note that this is a basic guideline for starting towns. You should refer to the individual committee sections in this handbook for a thorough understanding of committee responsibilities. This chapter details the differences you will need to prepare for since you are the starting town for RAGBRAI.

The additional events, activities and services are suggested to welcome the thousands of guests of RAGBRAI to your community and to RAGBRAI. The initial impression of RAGBRAI by the ride participants rests with you. The chapter details each of the 19 committees, noting the differences and additional responsibilities not listed elsewhere in this handbook.

Important Deadlines to Meet

Soon after you are named a starting town, RAGBRAI needs information from you that will be included in the official rider packets. A detailed explanation of each of these services is included in this chapter. You will receive forms to complete, but here is a condensed list for quick reference:

- 1) Airport Shuttles (Transportation)
- 2) Weeklong Vehicle Parking (Transportation)
- 3) RAGBRAI Expo Location
- 4) RIDE RIGHT & Driver Safety Meetings location

WE NEED THIS INFORMATION BY MARCH 10.

Committee Responsibilities

This chapter details each committee, noting the differences and additional responsibilities not listed in their individual committee chapters. You should refer to the individual committee sections in this handbook for a thorough understanding of committee responsibilities.

BEVERAGE GARDEN

Most starting communities suggest opening the Beverage Garden around **5:00 p.m. or later; earlier if adjacent to the RAGBRAI Expo.**

Consider satellite serving stations to open around 2:00 p.m. If the RAGBRAI Expo is not located near the main beverage garden, consider serving some beverages in the expo area. Providing shade is imperative if you want to attract a crowd before the sun goes down. Your Beverage Garden and

entertainment should be well publicized to attract the arriving guests and people from surrounding communities.

BUDGET

It is highly suggested to have your organization set up as a non-profit organization or work under the umbrella of an existing non-profit organization. Most starting towns have been able to find underwriters to sponsor the Opening Ceremonies, but only when the company could use it as a tax deduction.

CAMPGROUND

It is recommended that 90-95 acres be set aside, 10 additional acres than other overnight communities, for camping and support vehicles.

The campground area should be open Friday morning for guests arriving early. Post the opening time on your Web site. Most riders will arrive on Saturday between 10:00 a.m. and 8:00 p.m.

Make a plan for the Saturday evening after RAGBRAI ends. When people who had parked their cars for the week in the beginning town come back after the ride, they may not leave your town until Sunday morning. There is no need to plan anything special, just expect an influx of people.

It is also suggested to provide a short-term parking location near the baggage trucks for people to park that are dropping off RAGBRAI participants and wish to partake in some of your town's hospitality. This allows riders the opportunity to mingle easily with families and friends who brought them and are leaving in the morning.

RAGBRAI's baggage semi-trucks (see Baggage Trucks information in the Campgrounds Committee sections) will arrive around noon on Friday, and will need parking and loading space in the Main Campground overnight near the designated RAGBRAI camping. A large camping section should be roped off adjacent to the baggage truck parking space approximately 4 acres in size. We will also need space near the two semi-trucks for one truck and one 22' supply trailer. RAGBRAI will advise you of the needs.

Make sure that there are plenty of signs directing vehicles to the campground. If you have multiple campgrounds, make sure that each is clearly marked and signed for vehicles entering your town. Proper signage will help reduce traffic jams.

RAGBRAI XLIX - Overnight Town Handbook - 2022

Bike Shipping & Storage

RAGBRAI works with bike shipping companies that will accept bikes that are shipped for RAGBRAI and will have a set up in the main campground where people can pick up their shipped bikes. This information on bike shipping should appear on your Web site in advance of RAGBRAI. Bike assembly, for a nominal fee will also be available. The bike shipping company may need to leave a large trailer on site until the following Monday.

Bike shipping and storage contact information will be included in the riders' Participant Guides as well as on the RAGBRAI Web site.

COMMUNICATIONS

A good communication system should be in place to troubleshoot challenges as they arise. People with communications devices should be placed at points of entry to your community and at parking locations to divert traffic when necessary as roads begin to back up and parking lots fill. Public Safety and Law Enforcement Committees should be kept abreast of situations and work to keep traffic flowing at all times. All satellite Information Centers should also have communication devices.

ELECTRICAL

The Information Center and the communications location will need power and lighting beginning on Friday. The message boards at the Information Center will need to be well-lit beginning Friday night through Sunday morning. In addition, the three (3) RAGBRAI Merchandise and Trailers will need 125v, 30amp service on Saturday at the Expo. See Electrical Committee Chapter for more details.

ENTERTAINMENT

Starting towns will want to entice people who are dropping off riders, as well as those from surrounding towns to stay awhile and enjoy the hospitality. A wide variety of entertainment activities for people of all ages is key. The entertainment should start mid-afternoon Saturday with various activities and fun things for children to do. Entertainment should continue the rest of the day and into the evening with increasingly more activities and entertainment taking place as more people arrive.

The Entertainment Committee will be responsible for planning and coordinating three additional events. The events are the Opening Ceremonies, religious services and the option for entertainment at the RAGBRAI Expo.

Opening or Welcoming Ceremonies

Traditionally the starting town has an opening ceremony on Saturday evening on their main stage to kick off the ride and welcome the RAGBRAI participants to your community. Plan a celebration that will involve your entire community as well as the surrounding communities. Some of the more successful Opening Ceremonies drew crowds of over 10,000 people. The more creative you are, the more enjoyment the participants will feel.

Speakers at the ceremony have included local dignitaries-the mayor, the official starting-town host (Chamber of Commerce president or Convention & Visitors Bureau representative) and the First Lady of Iowa. It's up to each town to decide how the ceremony is conducted, but RAGBRAI officials strongly recommend it be held on Saturday evening and that the program is meaningful and enjoyable to all that may attend. If the main stage is not an option, consider holding opening ceremonies at a track/football stadium. Be sure to schedule yours in a location most riders as well as townspeople can easily get to.

Religious Services

A non-denominational church service and a Catholic Mass are usually planned for your guests. These services can be scheduled back to back in an auditorium or an outdoor amphitheater most often occurring at 5:00 p.m. and 6:00 p.m. The services should not conflict with Opening Ceremonies or regularly scheduled church services. Attendance will vary based on location, time, and the predominant denomination in town. For instance, we have seen Saturday evening mass, in a predominantly Catholic town, fill the local Catholic Church.

RAGBRAI XLIX - Overnight Town Handbook - 2022



RAGBRAI Expo Entertainment

If the RAGBRAI Expo is not located in the same area as your main entertainment/vendor area, this could be another opportunity to showcase local talent on the Expo stage. The Entertainment Committee can work together with the Expo organizers to secure entertainment that could be inter-mixed with scheduled Expo demonstrations. If live music is the entertainment of choice, it is preferable to showcase acoustic talent. The RAGBRAI staff will plan for and put on the RAGBRAI Expo. The Expo runs from 12 noon to 9 p.m. and attracts thousands of people on the Saturday before RAGBRAI starts. (See the RAGBRAI Bicycle Expo section)

FOOD & VENDORS

Although there will be an influx of riders and others arriving on Friday, the local restaurants will probably be able to handle food service on Friday through noon on Saturday. Some vendors have done well late Friday afternoon and evening if they are set-up at the Main Campground. Churches and non-profit organizations should plan to serve Saturday evening dinner. In starting towns, the heaviest mealtime demands probably won't begin until 6:00 p.m. Saturday continuing until late at night, because large charters and other groups don't arrive until late evening. But, many will have eaten dinner on the road before they arrive, so we moderately estimate that churches and other organizations should plan to serve about 5,000 meals to supplement local establishments.

Keep in mind that cities such as Council Bluffs and Sioux City (population 60,000 and 85,900 respectively) are much larger than towns such as Hawarden (pop. 2,700), Missouri Valley (pop. 3,500), Onawa (pop. 3,100) and many other communities where RAGBRAI has started, so

therefore have more food establishments to handle meals than the smaller towns.

No matter the size of your town it is imperative to have adequate food vendors at the Expo on Saturday. With attendance reaching 25,000, readily available food is important and recent starting towns have recommended that the Expo have at least 12-15 food vendors on site.

If you are contacted by non-food vendors who wish to sell merchandise on Saturday during the Expo, please refer them to RAGBRAI Marketing Director, Anne Lawrie – anne@ragbrai.com.

Sunday Morning Breakfast

RAGBRAI uses the following rule of thumb to estimate how many breakfasts a town should plan on serving: about 13% of all riders (approximately 1,300) will want breakfast in town before they leave; of those, we estimate one-half will want a full breakfast and the other half only a continental breakfast. The remaining riders will not eat before they leave town and will look for breakfast down the road. Fast-food establishments will have a tremendous business from 5:00 a.m. until around 8:00 a.m. because their breakfast sandwiches, etc., are easy to handle on the go. Many riders are anxious to get on the road because of the first day adrenalin that is flowing.

HOSPITALITY

Hospitality should work with the various committees to have plenty of people spread out through the community to welcome people as they arrive for the start of RAGBRAI. Information Centers on the way into town and even at rest stops on the interstate that lead into town are great places to welcome participants and make them feel at home.

Hospitality should also work closely with the Transportation Committee to have greeters in place at the airport to welcome arriving guests.

HOUSING

You may receive requests from guests for as early as the Thursday evening before RAGBRAI starts. Expect some requests from guests for the Saturday as RAGBRAI ends who had parked their cars for the week in your town and return after the ride.

INFORMATION CENTER

The main Information Center should be located at the Expo location, and open on Friday from 4:00 – 9:00 PM with a skeleton crew. The main Information Center should re-open at 6:00 a.m. on

RAGBRAI XLIX - Overnight Town Handbook - 2022

Saturday morning along with any satellite Information Centers throughout the community. The Information Center should be open as late as necessary to accommodate those that arrive late. It's confusing for people arriving in the dark to find campsites, especially if they are trying to find a particular group. You may even consider having a knowledgeable person available to take these people where they need to go because they will undoubtedly have baggage and bicycles to transport. In addition, it is recommended that the Information Center in the main campground be open and staffed on Sunday morning from 5:00 a.m. to 9:00 a.m. to help answer last minute questions from cyclists and support vehicle drivers.

The RAGBRAI Information and Merchandise trailers at the Expo will be open from noon until 9:00 p.m. on Saturday. RAGBRAI will set up a registration table preferably in the expo area. Plan on placing a local info center near this registration table.

Starting towns should provide message boards that are operational from Friday afternoon until people depart on Sunday. Obtain a supply of the support vehicle map and bike route map to hand out at the info centers. The map may be found at the RAGBRAI Information and Merchandise trailers.

We advise having Information Centers on all heavily traveled highways into your community to eliminate traffic congestion in town. Signs should be prominently displayed signaling that these are RAGBRAI Information Centers, and knowledgeable residents should staff each center. These highway Information Centers should only be planned when there is sufficient space for large vehicles to pull off safely with ample space to park. Large maps should be posted showing a direct route to the campgrounds along with other pertinent information.

In addition to easing some of the confusion and pressure at the Information Center in town, these highway centers also give drivers and passengers who have traveled a long way a chance to stretch their legs. They also give you a good opportunity to hand out your community's tabloid.

Although many participants are RAGBRAI veterans, 35% of them are participating for the first time and many of the RAGBRAI newcomers are visiting Iowa for the first time. Be sure that someone who has ridden RAGBRAI is available to answer questions. The logistical arrangements of RAGBRAI can be puzzling to first-timers, so provide plenty of maps marked with food,

entertainment, Beverage Garden, Expo and camping area locations.

LAW ENFORCEMENT

The Law Enforcement committee will have three areas of responsibility to coordinate. These include keeping the campgrounds quiet, traffic flow of arriving and departing vehicles and planning the route for the dip site if a safe route to the river can be identified.

Quiet Campgrounds

As in the other overnight host towns, one campground shall be designated as a "Quiet Campground". Starting towns, however, have a special challenge because of the adrenaline that flows the day and night before the ride starts. Because of this, it will be important to have adequate law enforcement available to enforce the standard 10:00 PM quiet time that applies to all campgrounds.

Traffic Flow

Cooperation between the police chief, sheriff's office, Iowa State Patrol and the Public Safety and Law Enforcement committees is necessary to keep traffic moving smoothly in a starting town. Starting towns always have a high volume of vehicles bringing riders from early morning until late afternoon and evening on the Saturday before the ride starts, which puts a strain on most law enforcement and public safety departments. It is of utmost importance that the traffic flows efficiently. This is the one thing riders will remember about your town (good traffic flow/bad traffic flow).

Approximately 1,500 of the vehicles will continue through the week as support vehicles for families and groups. Several hundred others will drop riders off and leave. About 100 or more will stay overnight with the rider and leave when the ride starts in the morning. There will be approximately 100 buses used for chartering riders and most of them will have a baggage truck with them carrying the gear for the riders. You will need to set aside a place near the campground for them to unload hundreds of riders, their bicycles and baggage. You may want to consider a plan that allows the vehicles to unload and then directs them out of the area immediately to keep the traffic flowing. The baggage trucks will continue as support vehicles through the week but the buses will leave.

Your traffic control plan should be formulated based on what works best with your town's infrastructure and road system. The main thing is to keep the traffic flowing in and out at all times.

RAGBRAI XLIX - Overnight Town Handbook - 2022

Law enforcement officers find a firm yet flexible attitude is sometimes necessary when dealing with the masses.

You can't have too much signage!

Be sure to publicize vehicle maps on the home page and have handouts with the parking areas well marked so people are able to drive straight to their destinations. It is suggested that you hand out the maps at the satellite Information Centers on the highways coming into your town.

MEDICAL

The First Aid Station should be open beginning at noon on Friday with a skeleton crew. The First Aid Station should re-open at 8:00 a.m. on Saturday morning. You may also consider a skeleton crew on Sunday morning to handle any minor accidents that occur in the campgrounds.

RAGBRAI BICYCLE EXPO

The RAGBRAI Bicycle Expo is the annual outdoor bicycle trade show that kicks off RAGBRAI and features the newest and latest in bicycling and associated industries. The Expo takes place in the starting town from 12:00 noon until 9:00 p.m. on Saturday, July 23, 2022, the day before the ride begins.

It is free and open to the public. All RAGBRAI participants, friends, family and community residents are invited. One doesn't need to be a cyclist to enjoy the Expo.



The annual Expo features RAGBRAI's official bike shops, sponsors, demo bicycle and equipment manufacturers from around the country and retailers that are associated with the cycling world. Everyone is excited to see the latest in cycling technology and the newest products on the market. Publicity's Marketing/Media Committee should promote the Expo to your community and surrounding towns to come and experience the happenings at the Expo. Expo information should also be featured on your Web site.

The RAGBRAI Expo will need approximately 4 city blocks of space. The Expo is typically held in the downtown area when the streets are wide enough and there is enough space for the entertainment area, food vendors and expo vendors. The Expo has also been held in huge, open parking lots that have an area of 450-500 parking spaces for cars. The area of a football field inside a track is approximately 1.5 acres, so the area of more than two football fields is needed. This specific area in town should be identified as the Expo site no later than **March 10** to properly plan for the RAGBRAI Expo. It is beneficial if a stage was arranged that could be used in the Expo area for local entertainment inter-mixed with Expo demonstrations. In 2021, the Expo area was located in the streets of downtown Le Mars along with the entertainment stage and food vendors. You should work closely with the Entertainment Committee to arrange entertainment.

Please secure the Expo location no later than 8:00 a.m. Friday, July 22, 2022 with No Parking to keep the area clear of vehicles. Some vendors set up on Friday, with the majority setting up on Saturday.

If any expo vendors ask for electricity and wi-fi supplied to their booth, RAGBRAI staff will work with you to locate these vendors in the best location for this.

It is imperative to have adequate food vendors at the Expo on Saturday. With attendance reaching 25,000, readily available food is important and recent starting towns have recommended that the Expo have at least 12-15 food vendors on site. Concession foods typically work best instead of full meals.

Additional RAGBRAI Expo needs

As mentioned earlier, the three RAGBRAI Merchandise trailers will be in the Expo area. They each require 125v 30-amp power. In addition, RAGBRAI will set in place a 40' x 60' Outlet Tent. RAGBRAI will arrange for rental and set-up of this tent. The 40' x 60' Outlet Tent will be set in place around noon on Friday and will need to remain in place until the following Monday.

Ideally this large tent will be secured using stakes in the ground, or small anchors drilled into the pavement. If drilled, the anchors leave about a 1/2" diameter hole that is filled in once the tent is removed. RAGBRAI officials will work with the town committee on the best method to secure this tent.

RAGBRAI XLIX - Overnight Town Handbook - 2022

RAGBRAI will also arrange for the rental of 100 8' tables and 200 folding chairs for use by the exhibitors in the expo. These will be obtained from a local company as well.

PUBLICITY

Publicity's Marketing/Media sub-committee should also promote the Opening Ceremonies and Expo to your townspeople and surrounding communities in a 50-mile radius to come and celebrate the start of RAGBRAI. This information should also be featured on your Web site. The Signage sub-committee must make certain that adequate signage is planned to help direct guests throughout your community.

PUBLIC SAFETY

The Public Safety committee will assist Law Enforcement with traffic planning and monitoring and adjusting during the event to keep traffic flowing at all times. They also have additional responsibilities in coordinating weeklong parking and planning the route for the dip site.

RIDE RIGHT

The RIDE RIGHT Committee will have three additional areas of responsibility to coordinate. These include coordinating the RIDE RIGHT video showing, the support vehicle drivers' safety meeting and planning and marking the route for the dip site. Ideally the Video and Driver's Meeting can be held in the same building, close to the RAGBRAI Expo.



RIDE RIGHT Video Showing

The RIDE RIGHT Committee should secure an indoor location, preferably air-conditioned, complete with a video screen and DVD player to show the 10-minute RIDE RIGHT safety video. We ask all riders to view the safety video prior to beginning the ride.

The video is shown at 2:00 p.m. and 6:00 p.m. on Saturday and should be in the same location as the support driver safety meeting if possible. Each video presentation and follow up questions takes about 30 minutes and requires one or two local RIDE RIGHT Committee volunteers to be present at all times. The statewide RIDE RIGHT Committee will also be on-hand. Have plenty of signage directing people to the RIDE RIGHT video showings.

Support Vehicle Drivers' Safety Meeting

The RIDE RIGHT Committee should secure a location, preferably air-conditioned, to conduct a support driver meeting. This should be in the same location as the RIDE RIGHT video showing and requires a room that will seat 1,000 attendees. The support driver meeting will be held from 4:00 - 5:00 p.m. on Saturday.

There should be plenty of signage directing people to the Support Vehicle Drivers' Safety Meeting. The Rider and Driver Safety meeting information is included in the Participant Guide, **so please provide this information to RAGBRAI by March 10.**

Dip-site Route

RAGBRAI riders have a ritual of dipping their rear tire in the Missouri River to begin their journey. RIDE RIGHT should work closely with Law Enforcement and the Public Safety Committees to devise a safe and enjoyable route to the river. The route can be an out and back, using the same roads to and from the river starting at the Main Campground. Because this route to the river most likely won't be patrolled, the safety of riders shall be considered above all else. Having a route to the river is not a requirement, so if a safe route to the river cannot be determined, consider "bringing the river" to the riders.

The RIDE RIGHT Committee should mark the route from the Main Campground out and back to the river. The RAGBRAI Director will provide the necessary signs to mark the route. The RIDE RIGHT Committee will also take down the dip site bike route signs at 8:00 p.m. on Saturday evening, to not confuse riders.

If a safe route is determined, the route map from the campground to and from the dip site should be publicized on your Web site and be posted at the main Information Center.

RAGBRAI XLIX - Overnight Town Handbook - 2022



SHOWERS, SANITATION & RECYCLING

RAGBRAI provides 84 regular portable toilets, 6 handicapped units and 24 handwash stations for the official campgrounds which will arrive in the starting town on Friday.

Due to the volume of participants at the Expo, the Showers & Sanitation Committee should arrange to have at least 12 portable toilets at the Expo. It is suggested that the units be placed on Friday to help minimize congestion on Saturday. In addition, two roll-off dumpsters, one for cardboard and one for trash, are needed to supplement the trash and recycling receptacles positioned throughout the Expo. Trash receptacles should be placed throughout the Expo, especially close to the food vendors and in the bike shop locations.

The starting towns typically see the most trash of any of the overnight towns due to the high volume of discarded bike boxes and other trash that can't be carried for the week. Be prepared to have trash receptacles out and in place by Friday morning. Extra dumpsters should be located at bike shipping.

Some participants will be seeking showers on Friday, Saturday and Sunday. Expo vendors and bike shop mechanics will be some looking for a shower late in the evening on Saturday, and some will want a shower early on Sunday. If it is a hot, humid day, more people will be looking for showers.

TRANSPORTATION

The Shuttle Committee will have three additional areas of responsibility to coordinate. These include

coordinating the airport shuttles, coordinating weeklong parking and a shuttle to the weeklong parking if this area is not close to the campgrounds.

Shuttle Service from Airport

About one hundred people will fly into an airport nearest the beginning town and will need transportation to the campground beginning on Friday morning. There is also a possibility that people will need transportation back to the airport after the weeklong ride is completed.

If you are between two airports you may need to coordinate service to both airports. Many charter services that work with RAGBRAI every year will pick people up, but the starting town should also coordinate with commercial shuttle companies for riders who aren't signed up with a charter. It is advised that you coordinate with a commercial shuttle company that can provide service from the airport(s) to your town. You will need to secure contact information for each shuttle company in addition to shuttle fees and the corresponding fee structure based on occupancy. Participants will be alerted that it is their responsibility to contact the shuttle company directly to make their own reservations.

Airport shuttle service contact information is included in the riders' Participant Guide, so **RAGBRAI will need the details of where people can e-mail or call to make arrangements by March 10.**

Weeklong Parking

Many riders will drive their vehicles to the starting town on Friday & Saturday, leaving them parked there for the week. Provide a secure area for these vehicles and charge the riders a fee based on the level of service and security provided. Parking fees have typically been in the \$50-\$75 range. Your community should set aside a secure area for at least 250 vehicles.

Weeklong parking should be offered only to registered riders since people without wristbands have not signed the RAGBRAI waiver. The riders should make arrangements for this privilege prior to arriving. Consideration should be given to selling week-long parking passes online, as recent starting and ending towns have had success with online sales. See a sample form at the end of this section that can be used to mail to the riders in response to their inquiries. Also, refer to a sample waiver (at the end of this section) for people leaving their cars for the entire week.

RAGBRAI XLIX - Overnight Town Handbook - 2022

Weeklong parking contact information is included in the riders' Participant Guides, so **RAGBRAI will need the details of where people can e-mail or write to make arrangements by March 1.**

Shuttle Service from Weeklong Parking

If the long-term parking lot for weeklong parking is a distance away from the campground, you might plan to have shuttle service available.

Transportation of people, bikes and baggage would be needed to go from the weeklong parking to the campground as needed. If riders have an opportunity to drop bags and bikes in the campgrounds first, then you'll need to only transport people from long-term parking.

VOLUNTEERS

A starting town needs as much help as possible in planning for RAGBRAI and the days that visitors are there. Smaller towns can be stretched to the limit, and many people will be pressed into helping in more than one area.

ENDING TOWN

Please note that this is a basic guideline for ending towns. You should refer to the individual committee sections in this handbook for a thorough understanding of committee responsibilities. This chapter details only the differences you will need to prepare for since you are the ending town for RAGBRAI.

It lists the additional events, activities and services that are suggested to welcome the thousands of guests of RAGBRAI to your community. The chapter details each of the 19 committees, noting the differences and additional responsibilities not listed in their individual committee chapters.

Important Deadline to Meet

Soon after you are named an ending town, RAGBRAI needs information from you that will be included in the official rider packets. A detailed explanation of services is included in this chapter. You will receive forms to complete, but here is a condensed list for quick reference:

- 1) Airport Shuttles (Transportation)
- 2) Weeklong Vehicle Parking (Transportation)

We need this information by March 10

WEB & SOCIAL MEDIA

The starting town Web site should post information on the following additional events and activities as well as provide additional maps/directions for people arriving for the start of RAGBRAI.

Additional Events and Services

The Web site should include information (who, what, when and where) on the following events: route to dip site, RAGBRAI Expo, RIDE RIGHT video showing, support vehicle drivers' meeting, religious services and Opening Ceremonies. Information should also be included for the following services: parking for the week, bike shipping and storage, shuttles to airport and shuttle to weeklong parking.

Additional Maps/Directions

The Web site should include directions/maps for all vehicle routes from major highways into the starting town campgrounds, directions/maps from the airport to the campgrounds and the dip site bike routes. The route to the dip site should have a map that clearly indicates the bike route to the river dip site complete with biking mileage

Committee Responsibilities

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RAGBRAI XLIX - Overnight Town Handbook - 2022

BEVERAGE GARDEN

Most ending town communities suggest having the Beverage Garden open from 9:00 a.m. to 3:00 p.m., or later than that if you are planning a celebration that involves people from your town and surrounding communities. Providing shade is imperative if you want to keep a crowd. Ending towns have a small-scale Beverage Garden.

When planning the Beverage Garden, be sure to remember that most people do not drink alcoholic beverages early in the morning. Also, keep in mind that many will be driving vehicles when they leave.

BUDGET

It is highly suggested to have your organization set up as a non-profit organization or work under the umbrella of an existing non-profit organization. Most ending towns have been able to find underwriters to sponsor the Closing Ceremonies (if you decide to hold a Closing Ceremony) but only when the company could use as a tax-deduction.

CAMPGROUND

It is recommended that approximately 5 acres be set aside to accommodate campers on Friday evening prior to RAGBRAI. Approximately 2 acres are typically needed to accommodate campers on the Saturday evening that RAGBRAI ends.

Friday/Saturday (Prior to the Event - July 22/23)

The campground area should be open by the Friday afternoon prior to the event. Showers, bathrooms and trash receptacles should be available for these guests. Be sure that showers are available late into the evening on Friday for late arriving guests and early (5:00 a.m.) on Saturday morning as people will look to get a quick jump on this day. Approximately 1,000 people camped in the ending town on the Friday evening before last year's ride.

Most of the riders will begin arriving around noon on Friday and continue to arrive throughout the evening. On Saturday morning, people will be arriving between 5:00am-8:00am to leave a vehicle in long-term parking. Most of these people who choose to park vehicles in the ending town are meeting a charter company to bring them to the starting town. Ideally the long-term parking will be close to the campground. (See the Transportation Committee paragraph for long-term parking)

It would be a good idea to see which of the large charter companies plan to leave from your community. A complete list of official charters and

where they offer service from can be viewed at www.ragbrai.com/charter-services.

Saturday (Last Day of the Event - July 30)

The campground area should be open by 6:00 a.m. Saturday morning on the last day of the event. Showers, bathrooms and trash receptacles should be available for these guests. Approximately 250 people typically camp in the ending town on the Saturday concluding the ride.

RAGBRAI's baggage semi-trucks (see Parking and Baggage Trucks information in the Campgrounds Committee sections) will arrive around 9:30 a.m. on Saturday, and will need parking and unloading space fairly close to the dip site or the long-term parking area. RAGBRAI's baggage semi-trucks are usually parked in the campground, but not on the last day of the event. This location should be easily seen from the dip site and very close and accessible for support vehicles to drive up and load baggage. RAGBRAI provides baggage security from 9:30 a.m. until 3:00 p.m.

A staging area will be needed where charters and large groups can meet to load bikes and luggage for the trip home after RAGBRAI ends. This area should be located near the campgrounds and/or long term parking area. Showers, porta-pots and some food options should be available at this location.

COMMUNICATIONS

It has been estimated that as many as 5,000 vehicles are in the ending town on the last day of RAGBRAI. A good communication system should be in place to troubleshoot challenges as they arise. People with communication devices should be placed at points of entry to your community and parking locations to divert traffic when necessary when roads begin to back up and parking lots are almost full. Public Safety and Law Enforcement Committees should be kept abreast of situations and work to keep traffic flowing at all times.

It is imperative to direct buses and other vehicles to their assigned staging locations. Transportation assigns staging locations to large groups meeting buses and other large vehicles. Communication is critical to keep the traffic flowing at all times.

Ham radio operators have worked extremely well in some previous ending towns to help direct the flow of traffic.

RAGBRAI XLIX - Overnight Town Handbook - 2022

ELECTRICAL

Be prepared if any committee needs electrical and lighting needs in place on the Friday before the ride begins. The Information Center and Communications will need power and lighting beginning at 6:00 a.m. on the ending Saturday morning. The message boards at the Information Center will need to be well lit.

The two RAGBRAI Information & Merchandise trailers request 125 volt, 30 amp power that will be set side-by-side near the dip site in town.

ENTERTAINMENT

You will have guests the weekend RAGBRAI begins and the weekend RAGBRAI ends, so let everyone know what is happening in your community.

Friday (Prior to the Event - July 22)

If there is any type of entertainment in your community for riders the Friday before the event begins, be sure to let the riders know about it. Approximately 1,000 people camped in the ending town on the Friday evening before last year's ride. It is not suggested that you plan something special, but rather inform your guests of the wonderful things that may be of interest to them. This could be letting them know about "things to do" including live bands playing at local establishments, a scheduled concert in the park or local attraction hours. Be sure to have this information posted on your Web site and prepare fliers to hand out at the campsite.

You might want to plan a shuttle to bring people to the entertainment areas of town if they are far from the campground. You should work with the Transportation Committee if this is desired.

Saturday

(Last Day of the Event - July 30)

Ending towns will want to entice people who are picking up riders in town to stay awhile and enjoy the hospitality, so they usually plan a wide variety of entertainment activities for people of all ages, especially for children.

The entertainment should start as early as 9:00 a.m. and should continue the rest of the afternoon until around 3:00 p.m. Providing entertainment to visitors in the ending town is very different from the starting and overnight towns. People will be arriving early, but, unlike the other days, they'll look for something to eat and then some type of entertainment to keep them occupied until the riders arrive.

If possible, your entertainment should be held in a shady area with tables and chairs provided so people can relax and visit with friends and family.

There is one additional event that the Entertainment Committee will be responsible for planning and coordinating. The event is the Closing Ceremonies. This is an option and not a necessity to host. Le Claire hosted a very memorable patriotic Closing Ceremonies in 2008.



Closing Ceremonies

Traditionally the ending town has a closing ceremony on the Saturday afternoon concluding the ride. The ceremonies are typically held in close proximity of the dip site and are scheduled for a time based on the distance of the ending day's mileage.

The ceremonies have been as early as 1:00 p.m. for short days or as late as 3:00 p.m. on long days. Plan a celebration that will involve your entire community as well as the surrounding communities. The more creative you are, the more enjoyment the participants will feel. If you can dream it, you can do it!

Speakers at the ceremony have included local dignitaries-the mayor, the official ending-town host (Chamber of Commerce president or Convention & Visitors Bureau representative) and RAGBRAI or Des Moines Register representatives. It's up to each town to decide how the ceremony is conducted, but RAGBRAI officials strongly recommend that the program is meaningful and enjoyable to all that may attend.

FOOD & VENDORS

You will have guests the weekend RAGBRAI begins and the weekend RAGBRAI ends, so plan accordingly.

RAGBRAI XLIX - Overnight Town Handbook - 2022

Friday/Saturday (Prior to the Event - July 21/22)

The Friday night and Saturday morning before RAGBRAI will give your local establishments the opportunity to pick up additional revenue from serving dinner and breakfast to approximately 1,000 people who are in town to join charters.

Many ending town communities have been successful with concession and snack foods at the campground on that Friday evening. People will be arriving at all hours and do not feel like wandering away from the campground to get something to eat.

For those that want a bigger meal but don't want to drive once they have parked their vehicles you might want to plan a shuttle to bring people to the restaurant areas of town if they are far from the campground. You should work with the Transportation Committee if this is desired. School buses or 15-passenger vans work well.

Many towns have put together a flier featuring a complete list of restaurants and pubs with mapped locations, hours of operation and Friday night specials. These fliers should be available in the campgrounds and handed to drivers of vehicles as they arrive.

Many ending towns have had success in pre-selling breakfasts for Saturday morning as well as boxed lunches for people to take on their charter buses. Typically 250 breakfasts are pre-sold and over 100 box lunches are sold that morning at \$7 or so. Towns claim that they could have served many more walk up guests looking for breakfast. It would be a good idea to contact all charter companies that plan to leave from your community in advance. You can obtain the contact information from RAGBRAI Staff.

Saturday (Last Day of the Event – July 30)

Local establishments should be able to handle breakfast for the support vehicle occupants who arrive as early as 6:00 a.m. to pick up riders the day RAGBRAI ends. The restaurants are there all year, paying taxes and serving the community, so they should be given first consideration for the added breakfast revenue.

Many towns have put together a flier featuring a complete list of restaurants with mapped locations, hours of operation and Saturday specials. These fliers should be available at the Information Center and handed to drivers of vehicles as they arrive in town.

Churches and non-profit organizations should be asked to set up food service at or near the dip site. Riders won't eat a full meal when they finish the ride, but will look for fast-food type sandwiches (hamburgers, turkey and brats) pasta salads and other light food they can eat before they travel. Meals should be planned from 8:00 a.m. until around 3:00 p.m.

Many ending towns have had success with non-profit groups selling a continental breakfast near the dip site for the early arriving support vehicles. Coffee, juice, muffins, bagels and fruit are typically served beginning around 6:00 a.m.



Bike Shipping

To accommodate riders who want to ship their bicycles home, arrangements should be made with RAGBRAI's shipping representatives to offer the service at a well marked area set up near the dip site. Harper's Cycling from Muscatine has coordinated the bike boxing service for the past 15 years and has been very efficient.

Bike shipping will involve preparing the bikes to safely ship and properly packing it. Harper's Bike Shop will be a valuable resource in helping plan for the bike shipping.

Bike shipping information is included in the riders' Participant Guides. RAGBRAI will provide details of where people can e-mail or write to make arrangements that the ending town can post on their Web site.

HOSPITALITY

Hospitality should work with the various committees to have plenty of people spread out through the community to welcome people as they arrive for the start of RAGBRAI on the weekend

RAGBRAI XLIX - Overnight Town Handbook - 2022

before the ride begins as well as the day RAGBRAI ends in your town.

Information Centers on the way into town are great places to welcome participants and make them feel at home.

There is one additional activity that hospitality will be responsible for planning and coordinating. The activity is the decorating of the dip site at the Mississippi River.

Decorating the Dip Site at the River

It is your job to make this something that they will always remember. All week the biker's goal has been to make it across the state and dip the front wheel in the Mississippi River to signify he/she has ridden approximately 500 miles in a week.



You'll want to make this ending as memorable as possible for the rider, for their friends and family who have come to pick them up and for the hundreds of sightseers who have never seen that many bicycles in one place in their whole lives! This is the ultimate photo opportunity of all of RAGBRAI. Make it memorable!

Some towns have had a decorated arch that the riders ride under at the beginning of the descent to the river, and some have put red carpet on the route. Some towns have a huge banner that says "Finish Line" or "485 Miles... You Did It!". Special

touches like these give the riders something to remember for many years to come and make great photo opportunities.



You may want to set up an area with tables and chairs in the shade, or covered with a tarp or umbrellas, offering a good view of the dip site so people can wait for riders. One town had bleacher seating with a good view of the dip site and a Jumbotron to watch the riders approaching as they entered the town. The photographers in the group should also be considered by providing them with an area having an unobstructed view of the site. Consider placing volunteers at the dip site to take pictures for the rides as they dip their tires.

HOUSING

Even though you are the ending town and most of the visitors will leave that day, a Housing Committee will be needed to handle the requests from the riders for private housing or just shower facilities for the Friday night before RAGBRAI starts and the Saturday night that RAGBRAI ends. **Be sure that your forms indicate which weekend the housing request is for.** More and more clubs and individual riders and their families will rest overnight after RAGBRAI ends before beginning their journeys home on Sunday morning.

The hotels and motels in most ending towns can handle the influx the Friday before the ride starts, but lodging facilities for the night the ride ends will have been booked months ahead. Most of the riders will camp out, but you may receive some requests for private housing, especially if the riders have been camping all week.

INFORMATION CENTER

The main Information Center should be located near the dip site and open beginning at 6:00 a.m. on Saturday morning and stay open until the crowds dissipate. RAGBRAI's Merchandise and Information trailer/Lost and Found will open at 8:00 a.m. and will close at 3:00 p.m.

RAGBRAI XLIX - Overnight Town Handbook - 2022

Ending towns should provide down-sized message boards so the riders can leave messages for each other. The most asked question will be “where do I need to go to meet my charter bus? Or, “where does the airport shuttle pick up?”

We advise having Information Centers on all heavily-traveled highways into your community to eliminate traffic congestion in town. Signs should be prominently displayed signaling that these are RAGBRAI Information Centers, and knowledgeable residents should staff each center. These highway Information Centers should only be planned when there is sufficient space for large vehicles to pull off safely with ample space to park. Large maps should be posted showing a direct route to the dip site and parking areas, along with other pertinent information.

You can't have too much signage to help direct people to the Information Centers. Be sure to work closely with Publicity's signage sub-committee to arrange for proper signage.

LAW ENFORCEMENT

Cooperation between the police chief, sheriff's office, Iowa State Patrol and the Public Safety and Law Enforcement Committees is necessary to keep traffic moving smoothly in an ending town.



It is of utmost importance that the traffic flows efficiently starting as early as 5:00 a.m. This is the one thing riders will remember about your town (good traffic flow/bad traffic flow). Traffic congestion is a major concern in both the starting and ending towns. The one difference is that the riders are unloading and staying overnight in the starting town, and the majority of riders in the ending town are loading and leaving that day.

A past ending town reported over 5,000 vehicles in town, including 200 large buses and the approximately 1,500 vehicles that have been with RAGBRAI all week for support. You will also encounter vehicles with trailers equipped to haul

hundreds of bicycles and Ryder-type trucks to haul their baggage. Campgrounds and Transportation Committees will work with large groups to assign parking locations for most groups with large vehicles.

Your traffic control plan should be formulated based on what works best with your town's infrastructure and road system. The main thing is to keep the traffic flowing in and out at all times. Law enforcement officers find a firm yet flexible attitude is sometimes necessary when dealing with the masses.

You can't have too much signage to help direct people.

Be sure to publicize vehicle maps on the web site and have handouts with the parking areas well marked so people are able to drive straight to their destinations. It is suggested that you hand out the maps on the highways coming into your town at the satellite Information Centers.

Dip-site Route & Safety

You should work closely with the Public Safety Committees to plan the route to the river "for bicycles only," and make the route to and from the dip site a divided one-way in and one-way out to relieve congestion. The dividers can be cones or snow fencing funneling riders to where they need to go. The dip site should have volunteers directing people out after they dip their tires.

The Hospitality Committee will have the responsibility of decorating the route leading to the dip site that usually features a large arch or other ornamental items.

MEDICAL

The First Aid Station should be open from 6:00 a.m. to 4:00 p.m. on Saturday and located near the dip site.

PUBLICITY

Publicity's Marketing/Media sub-committee should also promote the Closing Ceremonies and dip site festivities to your townspeople and surrounding communities in a 50-mile radius to come and celebrate the conclusion of RAGBRAI. Good locations to meet friends and family near the dip site should also be promoted. This information should also be featured on your Web site and in your tabloid.

The Signage sub-committee must make certain that adequate signage is planned to help direct guests throughout your community. Many of the

RAGBRAI XLIX - Overnight Town Handbook - 2022

vehicles arriving to pick up friends and family will not be familiar with the support vehicle signs that have been used all week, so directional signage in your community must be highly visible for all to see. Be sure to publicize vehicle maps on the web site with the parking areas well marked so people are able to drive straight to their destinations.

People that stay in town on Saturday evening may want to know church services for that weekend. This information should also be featured on your Web site and in your tabloid.



PUBLIC SAFETY

The Public Safety Committee will assist Law Enforcement with traffic planning and monitoring and adjusting during the event to keep traffic flowing at all times. They also help in the planning of the route for the dip site.

Dip-site Route & Safety

Your first concern is that the dip site is safe for the riders, which could mean hauling in gravel and sand, grading the site and doing general clean-up. You should work closely with Law Enforcement to plan the route to the river "for bicycles only," and make the route to and from the dip site a divided one-way in and one-way out to relieve congestion.

The dip site should have volunteers directing people out after they dip their tires. The RIDE RIGHT Committee will mark the route to the actual dip site with directional signage.

We recommend you designate at least a 25-yard area for the dip site. It should be well marked so the riders don't go into an unsafe place in the river. It's a good idea to have river officials alerted and a rescue boat on site in case a rider goes into deep water. We don't encourage people to dive in the river, but some do end up wading or jumping in.

RIDE RIGHT

The RIDE RIGHT Committee will have one additional area of responsibility that includes helping riders safely get to the dip site.

SHOWERS, SANITATION & RECYCLING

RAGBRAI provides 18 portable toilets, 1 ADA unit and a handwashing station at an agreed upon location with the Sanitation Committee and Action Services near the dip site. It is also recommended to have portable toilets at the long-term parking site for volunteers and guests. If there is a railroad crossing on the way to the dip site, plan on a few porta-pots at that location for riders waiting to cross the tracks.

The ending towns typically see more trash than most of the overnight towns due to the high volume of discarded items and other trash that people don't want to bring home or on a plane. Be prepared to have trash receptacles out and in place by 6:00 a.m. Saturday morning at the food areas and near the dip site. Be sure to have recycling containers as well and proper signage to alert the many out-of-town guests to Iowa's recycling programs.

Friday/Saturday (Prior to the Event - July 22/23)

The showers should be open by the Friday afternoon prior to the event. Be sure that showers are available late into the evening on Friday for late arriving guests and early (5:00 a.m.) on Saturday morning as people will look to get a quick jump on this day. Approximately 1,000 people camped in the ending town on the Friday evening before last year's ride.

Saturday (Last Day of the Event - July 30)

The shower area should be open by 6:00 a.m. Saturday morning on the last day of the event. The showers should be close to long term parking and the large group staging area. Approximately 250 people typically camp in the ending town on the Saturday concluding the ride.

TRANSPORTATION

The Transportation Committee will have several additional areas of responsibility to coordinate.

These include coordinating an entertainment/food shuttle on Friday before RAGBRAI, airport shuttles, a shuttle to the weeklong parking (if needed), shuttles to assigned parking lot (if needed),

RAGBRAI XLIX - Overnight Town Handbook - 2022

coordinating weeklong parking and assigned parking for large vehicles.



Shuttle Service to Entertainment/Food on Friday before RAGBRAI

Shuttle service should be considered for the Friday late afternoon and evening before RAGBRAI begins. For people who don't want to drive once they have parked their vehicles you might plan a shuttle van to bring people to restaurants, pubs and entertainment areas if they are a distance from the campground.

Shuttle Service to/from Airport

Although RAGBRAI is ending in your town, you will receive requests for information about shuttle service from the airport on the Friday before the ride starts for riders who will arrive that day to meet a charter taking them to the starting town the next day. Many riders also will inquire about shuttle service to the nearest airport after the ride is over.

If you are between two airports you may need to service both airports. Many charter services that work with RAGBRAI every year will pick people up and drop people off, but the ending town should also have the service available for riders who aren't signed up with a charter.

The towns usually charge the riders a fee based on the level of service and distance to the airports. The riders arrange and pay for this service ahead of time in most cases. Towns typically charge \$30 to \$40 for this service for riders with wristbands and a \$40-\$50 charge for riders without bands.

Any shuttle service should be prepared to transport large bags such as military duffel bags and a bike box that measures about 53" L x 30" H x 8" W for each person.

Most shuttle providers designate a meeting location at the airport so arriving guests know where they should go to catch the shuttle. It would be advantageous to have someone stationed at the airport. You could pick up some extra business! You should work closely with Hospitality to arrange for airport greeters. A meeting location to catch the shuttle back to the airport that is easy to find and well marked should also be located near the dip site.

There is a good sample of the airport shuttle form at the back of this section that can be modified for your community. Be sure to post on the Web site as soon as possible.

Airport shuttle service contact information is included in the riders' Participant Guides, so RAGBRAI will need the details of where people can make arrangements by March 1.

Shuttle Service to Week-long Parking

If the long-term parking lot for weeklong parking is a distance away from the dip site you may plan to have shuttle service available. Transportation of people, bikes and baggage would be needed to go from the dip site to the weeklong parking as needed. The towns usually charge the riders a fee based on the level of service and distance. A nominal fee of \$2 is usually charged.

Shuttle Service to Assigned Parking

If the assigned parking lot for large vehicle parking for large groups is a distance away from the dip site you may plan to have shuttle service available. Transportation of people, bikes and baggage would need to go from the dip site to the assigned parking as needed. The towns usually charge the riders a fee based on the level of service and distance. A nominal fee of \$2 is usually charged.

Week-long Parking

Many riders who are meeting charters will drive their vehicles to the ending town on the Friday & Saturday before the ride starts and leave them parked there for the week. On Saturday morning, most will arrive between 5:00 a.m. and 8:00 a.m.

Provide a secure area for these vehicles and charge the riders a fee based on the level of service and security provided. Parking fees have typically been in the \$50-\$70 range if pre-arranged and up to \$80 on the day of.

In 2017, Lansing worked with local businesses to provide parking for over 1000 vehicles. This proved profitable for both the businesses and the city of Lansing.

RAGBRAI XLIX - Overnight Town Handbook - 2022

In 2016, Muscatine parked 950 vehicles and the Muscatine Booster Club made a \$35,000 profit!

In 2015, Davenport parked over 800 vehicles and charged \$55 per vehicle. The parking locations were St. Ambrose College and the city parking ramps. Almost all registered and paid in advance.

In 2014, Guttenberg charged \$50 (until July 1) and \$70 (after July 1 and day of event). They parked over 1,100 cars, with 1,000 registering before the event. After the event, Guttenberg recommended a separate lot or area for the extra-long vehicles. They had several RVs and truck/trailer combinations and extra big pickups with crew cabs or large boxes.

Fort Madison in 2013, charged \$55 for patrolled parking and \$65 for secured parking. They parked 715 cars. In 2012, Clinton charged \$45 for those that registered in advance and \$60 for day of parking. Dubuque offered indoor parking for \$55, with close to 100 cars parking indoors. It is your community's decision on how much to charge for these services.

Dubuque parked 855 cars and collected \$32,760 in parking fees. Burlington parked 750 cars with about 200 people purchasing the day of.

Weeklong parking should be offered only to riders with wristbands since people without wristbands have not signed the RAGBRAI waiver. **NO EXCEPTIONS!**

Your community should set aside a secure area for about 900-1,200 vehicles. The riders should make arrangements for this privilege prior to arriving. See a sample form at the end of this section that can be used to mail to the riders in response to their inquiries and should be posted on your Web site. Also, refer to a sample waiver (at the end of this section) for people leaving their cars for the entire week. This form should also be put on the web page.

WEB & SOCIAL MEDIA

The ending town Web site should post information on the following additional events and activities as well as provide additional maps/directions for people arriving for the start of RAGBRAI.

Additional Events and Services

The Web site should include information (who, what, when and where) on the following events: Dip site and Closing Ceremonies. Information should also be included for the following services: parking for the week, bike shipping, shuttles to

You will probably also have requests to park at the location for two full weeks as some riders will bike across the state to the start of RAGBRAI. Others might arrive mid-week. Some people might have to retrieve their vehicles mid-week due to injuries or illness in their families. You should be flexible to attempt to accommodate special needs.

Weeklong parking information is included in the riders' Participant Guides, so RAGBRAI will need the details of where people can e-mail or write to make arrangements by March 1.

Assigned Parking Area for Large Vehicles

Large groups have a variety of large vehicles used to transport people, bikes and luggage back to their hometowns. You will also encounter vehicles with trailers equipped to haul hundreds of bicycles, large buses and Ryder-type trucks to haul their baggage.

The RAGBRAI office will furnish you with e-mail and mailing lists of the large organized clubs and teams so you can inquire about their parking needs for these large vehicles. From this information you can assign parking locations for these large vehicles. A map should be provided to these parking locations. Clubs and teams that do not return a request are on their own for parking. (See sample Club/Team Vehicle Parking and the back of this section)

VOLUNTEER

An ending town needs as much help as possible in planning for RAGBRAI and the days that visitors are there. Smaller towns can be stretched to the limit, and many people will be pressed into helping in more than one area.

You should plan for as many volunteers as possible near the dip site including greeters directing bikes, taking rider's pictures at the dip site, directing riders in and out of the dipping location and at all parking lots. airport, shuttle to weeklong parking, assigned large vehicle parking and shuttle for assigned parking.

Being able to easily access forms for parking and shuttles online will help make the process of registering people prior to the ride much easier.

Additional Maps/Directions

The Web site should include directions/maps for all vehicle routes from major highways into the ending town dip-site location, from the airport to the campgrounds, to all parking locations, to all shuttle

RAGBRAI XLIX - Overnight Town Handbook - 2022

pick-up locations, and from the dip site to the airport.

You should also have suggested locations for riders to meet friends and family arriving in town to meet them. Directions and a map to these locations would be helpful.



RAGBRAI XLIX - Overnight Town Handbook - 2022

Sample of Davenport Dip-Site and Downtown Area Maps



Sample of Dubuque Shuttle Information



Shuttle Service Dubuque, IA | July 23, 2010 - July 31, 2010

In Dubuque

Friday, July 23 & Saturday, July 24, 2010

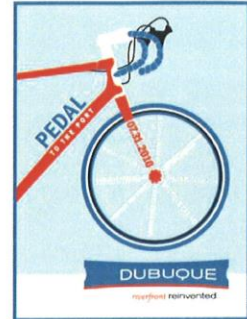
Should you be arriving in Dubuque through the Dubuque Regional Airport and need shuttle service to the campgrounds, please contact Julie Kronlage at the information below by July 2, 2010.

* Cost for shuttle service will be \$5 per person

Shuttle service from the Long Term Parking areas to the Campgrounds

Friday, July 23 | 8 a.m. to 10 p.m.

Saturday, July 24 | 6 a.m. to 2 p.m.



Saturday, July 31, 2010

Shuttle service will be available to the Dubuque Regional Airport from the Port of Dubuque from 5 a.m. to 1 p.m. Visit www.flydbq.com to view flights out of Dubuque. Car Rental facilities open until 1:00 p.m.

* Cost for shuttle service will be \$5 per person

* Should you be staying overnight at one of the local Dubuque hotels on Saturday, July 31, travel arrangements on Sunday, August 1 can be made with most hotel properties

Deadline for reservations:

Friday, July 2, 2010

To make a reservation contact:

Julie Kronlage

300 Main Street Suite 200, Dubuque, IA 52001

jkronlage@dubuquechamber.com

563-557-9200

From Dubuque to the Quad Cities Airport

Shuttle service from Dubuque, IA to the Quad Cities International Airport in Moline, IL will be available by making your travel arrangements with one of the services below.

Please contact the shuttle company for pricing and availability:

Tri-State Travel | 800.779.4869 | www.tristatetravel.com

Stratton Charters | 866.733.8746 | www.strattoncharters.com

ACT II Transportation | 800.769.8891 | www.actiitransportation.com

Airport Express | 800.393.2219 | www.limosbyexpress.com

Eastern Iowa Shuttle Service, LLC | 800.880.4269 | www.eishuttle.com

RAGBRAI XLIX - Overnight Town Handbook - 2022

Sample of Le Claire Shuttle Information

Shuttle Service to Quad City International Airport



Shuttles will be provided to riders on Saturday, July 26, 2008 starting at 10:00am and ending at 6:00pm. Shuttles will be available every hour on the hour.

PLEASE NOTE: Rider will register directly with shuttle provider to arrange service not with LeClaire RAGBRAI Committee.

COST

Shuttle cost will be \$30.00 per person.

THE QUAD CITY INTERNATIONAL AIRPORT (QCIA)- Airport Code: MLI

The Quad City International Airport (QCIA) serves travelers from throughout Eastern Iowa and Western Illinois regional areas. There are currently five airlines serving 8 nonstop hub cities. All but one daily flight are on jet aircraft.

For a list ground transportation & airline providers and the latest flight information, [click here](#).

[Download AMTRAK information here](#)

Shuttle Registration Form from LeClaire on July 26 to QCIA

First Name:

Last Name:

Address:

City:

State:

Zipcode:

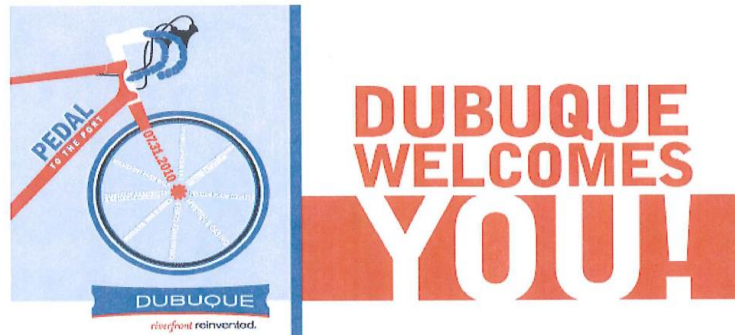
Phone:

Email:

AMTRAK

* Please specify if looking for AMTRAK Shuttle

Sample of Letter Sent to Clubs and Charters



The community of Dubuque and its 60,000 residents welcome you to explore and indulge in our Masterpiece on the Mississippi during RAGBRAI this summer.

PLAN NOW!

ORDER T-SHIRTS \$10

FLIGHTS & SHUTTLES

HOTELS

With over 1800 sleeping room accommodations, if you are coming in July 23-24 or planning to stay on July 31, contact one of our hotels today to reserve your room. From national chains to local B&Bs, Dubuque offers you comfy accommodations in upscale settings.

JULY 31ST

PARKING

VEHICLE:

We are encouraging all small vehicles to park in the ramps in downtown (3rd Street, 5th Street, Iowa Street.) If you have someone meeting you to pick you up, please plan to meet them at one of these ramps.

CHARTER:

Large support vehicles will be parked in the Port of Dubuque in the large green space lot located on

RAGBRAI XLIX - Overnight Town Handbook - 2022

5th Street. If you are a group that is traveling with a large vehicle, please notify Julie Kronlage at jkronlage@dubuquechamber.com so we can make accommodations.

ENTERTAINMENT

PARTY IN THE PORT ALL DAY & ALL NIGHT!

Bands, beverages and food will be available at the Alliant Energy Amphitheater. After you dip your tire at the American Trust River's Edge Plaza, relax & unwind and **celebrate your great accomplishment!**

Live music from 9 am to 10 pm!

Dubuque Rotary Rock-n-Soul on the River kicks off at 6 pm. Enjoy the music of Chicago based band Coop DeVille.

The Dubuque County Fair offers live music from the bands Theory of a Deadman & Saving Abel in their grandstand. The 57th Annual Dubuque County Fair runs July 27-August 1.

ATTRACTIONS

Dubuque County was named the top Tourism County by the Iowa Tourism Office for 2009. Make sure you stop in and check out our great sites!

BIKE VALET

We want you to explore Dubuque while you are here! We will be setting up a fenced in tent that will serve as a Bike Valet for Saturday, July 31. Check your bike with us and go out and enjoy Dubuque. Bike Valet hours will be 9 am to 6 pm. **FREE OF CHARGE!**

SHOWERS

On July 23rd a mobile unit with 22 heads will be at the Campgrounds. The Dubuque Community Y will also be open for showers during the day.

On July 31st mobile units with shower heads will be available in the Port of Dubuque. The Dubuque Community Y will also be open for showers during the day

RAGBRAI XLIX - Overnight Town Handbook - 2022

LONG-TERM Parking Registration/Waiver (sample)

**REGISTRATION/WAIVER & CHECK MUST BE RECEIVED BY JULY 1
TO RECEIVE PARKING SPACE CONFIRMATION.**

Long-term parking will be provided for RAGBRAI participants by completing this form. **NO WRISTBAND, NO PARKING!** Participants will be allowed to park their vehicles at the High School parking lot during the seven-day event for a fee of \$20. The area will be patrolled by the local police department on a regular basis. The Committee is not responsible for any damages to vehicles during their stay in this parking arrangement. A confirmation and parking pass will be returned to you if there is space available for your vehicle.

The long-term lot will be open from Friday, July 22, at noon and again at 4:00 a.m. on Saturday, July 23, until the buses are gone. If you need to make arrangements outside of these scheduled hours, please contact us at parking@anytownragbrai.com

Please fill out this form COMPLETELY.

Complete a separate form for each vehicle space requested

VEHICLE OWNER			
WRISTBAND #			
ADDRESS			
CITY, STATE, ZIP			
DAYTIME PHONE		EVENING PHONE	
DRIVERS LICENSE #			
ARRIVAL DATE/TIME			
E-MAIL			

VEHICLE INFORMATION			
LICENSE PLATE #		MAKE	
MODEL		YEAR	
COLOR			

RELEASE OF LIABILITY WAIVER

If you agree to these conditions for parking your vehicle during the week of RAGBRAI, sign and date below. Unsigned waivers will **NOT** be accepted.

Vehicle Owner	Date

Return this form & check (made payable to RAGBRAI Committee) by July 1 to
Jack Park, 111 Lot Street, Your Town, IA 51111

LONG TERM PARKING UPDATE

ATTENTION LONG TERM PARKERS:

Parking IS NO LONGER AVAILABLE ONLINE. If you still need to purchase a parking pass, you may purchase at WILL CALL on July 18th and 19th. WILL CALL be located inside the Mississippi Valley Welcome Center. WILL CALL times are the following: July 18th from 12:00noon- 10:00pm and July 19th from 4:00am-4:00pm.

If you have purchased your long-term parking pass and have not received your long term parking pass, you must come to WILL CALL to pick up your parking pass.

If you purchased a box lunch and have not received it, please go to WILL CALL and pick up your box lunch ticket there. (WILL CALL information above) Box Lunches will be available to pick up on July 19th at the Welcome Center's gazebo from 4am-9am.

Camping will be available in the lot next to long term parking. Once you have parked your car, your car is there to stay. If you choose to leave, you forfeit your parking spot and run the risk of not having another space available for you to park. Per order of the Police Chief, no campfires will be allowed on camping site.

There will be a trolley bus shuttle taking you from Long Term Parking to downtown LeClaire where you can experience our shops and restaurants and get a chance to see the dip site location where you will be dipping your bicycle tire on the 26th. The trolley will also be taking you to Pebble Creek Golf Course for the official Spokes & Ropes Kick Off party. This trolley will give you an advantage to experience the route you will be riding into LeClaire on July 26th. Trolley will be running from 3pm-Midnight. Admission of \$5.00 for Spokes & Ropes party at Pebble Creek- live bands, food, drinks and fun from 3pm-Midnight.

Breakfast will be available at the Welcome Center for riders on Saturday, July 19th from 5am-9am. Breakfast will be a-la-carte and will be available for purchase at the Welcome Center. Please come into Welcome Center's parking lot and follow signage to breakfast location.

CHARTER & TEAM BUS PARKING

Friday, July 18, 2008

For charters coming in on the Friday before RAGBRAI, please park next to the long-term parking lot adjacent to the Mississippi Valley Welcome Center. Your charters will be placed along Eagle Ridge Road facing east allowing easy departure to Interstate 80. Signage will be provided for you to follow.

DIRECTIONS from I-80: Please take exit 306 and follow the signs to the Primary Welcome Center. Take Highway 67/ North Cody Road to Eagle Ridge Road. Once on Eagle Ridge, please turn right along Stagecoach Trail. At stop sign, turn left along Iowa Drive. There will be a left-hand turn onto Eagle Ridge Road- please park along side the road. This is where you will be parked until departure on Saturday, July 19, 2008. Signage will be provided for you to follow.

Saturday, July 26, 2008

For charters and teams arriving into LeClaire for the last day of RAGBRAI, please follow all signage for charter/ team bus parking. You will be able to turn your bus to face southbound along Highway 67 via May Street turnabout. By facing southbound, you will be able to exit LeClaire and get onto Interstate 80 as easily as possible. Parking will be based on first come first serve basis.

DIRECTIONS from I-80: Take exit 306 and turn left (north) onto Highway 67/ Cody Road. Highway 67/ Cody Road will be blocked off from Eagle Ridge Road to May Street. You will be allowed to turn around via May Street turnabout in order to get your bus facing the correct direction to enable easy access to I-80. Signage will be provided for you to follow.

CLUB/TEAM PARKING REQUEST FOR LARGE VEHICLES

Please complete and return this form by June 30 to secure locations for large vehicles at the end of RAGBRAI on Saturday, July 25, 2009 in Ending Town, Iowa. We will contact you with parking assignment and location by July 10, 2009.

RAGBRAI XLIX - Overnight Town Handbook - 2022

TEAM/CLUB NAME: _____

GROUP CONTACT

NAME: _____ PHONE: _____

CELL PHONE (TO CONTACT DURING EVENT) _____

E-MAIL ADDRESS: _____

NUMBER OF SCHOOL BUSES: _____

NUMBER OF CHARTER BUSES: _____

NUMBER OF LARGE TRUCKS: _____

NUMBER OF CARS: _____

NUMBER OF PEOPLE MEETING VEHICLES: _____

APPROXIMATE TIME SUPPORT VEHICLES TO ARRIVE IN TOWN: _____

APPROXIMATE TIME SUPPORT VEHICLES DEPART TOWN: _____

Please submit to:

John Parkinson, 111 Riverside Lane, Ending Town, Iowa 54514

OR E-MAIL: JOHNP@ENDINGTOWN.COM
Must submit by June 30, 2009.

**If you do not submit a request, you
will have to find your own parking
locations.**

CLINTON RAGBRAI 2012 LONG TERM PARKING

Registration & Waiver along with payment must be received by July 10, 2012, to guarantee parking space.

Long-term parking will be provided for RAGBRAI participants by completing and submitting the accompanying form with payment. Participants can park their vehicles in the enclosed lot at 1101 So. 2nd St., owned by Union Pacific Railroad, or at other lots in the vicinity. The fee is \$45. Parking will be offered on a space available basis on July 20 and July 21 for \$60. We make no guarantee of space available. These areas will be under limited surveillance and patrolled by local police.

The Clinton RAGBRAI Committee, City of Clinton, Union Pacific, Archer Daniels Midland, and the Clinton Convention and Visitors Bureau are not responsible for any damage or loss from vehicles parked during the RAGBRAI event, or any injuries to participants or drivers.

If you register and pay for long-term RAGBRAI parking, you must park at the site designated for you. If you park in other lots or on streets in the community, you may be ticketed and towed under authority of city ordinances relating to parking in excess of 24 hours.

You will receive confirmation of receipt of your registration, notification of your parking site, and a parking pass before July 20, 2012. Parking lots will open for RAGBRAI participants at noon July 20, 2012, close at 10:00 pm, and re-open at 4:30 am July 21, 2012, closing at 9:00 am. Bring your pass with you to park. Shuttle service from the parking sites to the campground area will be provided during these hours.

Mail your payment, payable to Clinton RAGBRAI Committee, or credit card information, along with the registration form, to the address below:

CVB/RAGBRAI
721 So. 2nd St.
Clinton IA 52732

|



LONG TERM PARKING APPLICATION

PLEASE FILL THIS FORM OUT COMPLETELY

Vehicle owner _____

Address _____

City _____ State _____ ZIP _____

Drivers License Number _____ State _____

Arrival Date _____

Email _____

Wrist Band # _____

Charter Name (if any) _____

Vehicle License Plate _____ State _____

Vehicle Year _____ Make _____ Model _____ Color _____

RELEASE OF LIABILITY WAIVER

By your signature, you agree to the conditions for parking. Sign and date below.
Unsigned waivers will not be issued long-term parking.

Vehicle owner
signature _____ Date _____

Credit Card (circle one): MasterCard VISA Discover

Card # _____

Expiration Date _____

CVC Code _____

Make checks payable to: CVB/RAGBRAI

If your parking application is not accepted, we will promptly return your payment.