



## Entries Due NOON Friday, May 19th

### 2017 parade theme "Celebration of Flight" OFFICIAL PARADE ENTRY FORM

**Mail Parade Entry form to:**

City of O'Fallon  
Heritage & Freedom Fest Parade  
100 North Main Street  
O'Fallon, MO 63366

#### 1. CONTACT INFORMATION

ORGANIZATION: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

SECOND CONTACT: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

Notification calls to groups receiving awards will be made between Noon – 3:00 p.m. on July 4<sup>th</sup>.

Contact: \_\_\_\_\_ Telephone #1: \_\_\_\_\_

Telephone #2: \_\_\_\_\_

#### 2. JUDGING

Would you like your entry to be judged?  Yes  No

**Judged Parade Category:** Mark one category for your group to be judged.

\_\_\_\_\_ Most Patriotic Float

\_\_\_\_\_ Best Color Guard

\_\_\_\_\_ Best Musical Float

**Note:** To be considered for the Best Overall Entry and the Mayor's Choice Award, you must be a judged entry that fits the parade theme. Any entry will receive additional points for having any of the following: music, mechanical movement, and/of adhering to the parade theme. Organizations with multiple entries such as school marching bands, color guards, & cheerleaders must apply separately to be judged separately. The Best Overall Entry prizes are \$500, \$400, \$300.

#### 3. REQUIRED SECTION: No entry will be accepted until this section is fully completed

- Type of Entry (check all that apply):  Nonprofit  Commercial  Political  Livestock
- Will your entry be playing music?  Yes  No
- Overall length of entry (Include all trucks, cars, walkers, etc.)  
 15 ft  20 ft  25 ft  30 ft  35 ft  40 ft  Other \_\_\_\_\_ (Specify) NOT to exceed 60 ft.
- Height of Entry: \_\_\_\_\_ (Not to Exceed 14 feet)
- For line-up purposes, include the number of people, trailers, cars, trucks, etc. in your entry.  
No. of People \_\_\_\_\_ No. of Cars \_\_\_\_\_ No. of Trucks \_\_\_\_\_ No. of Trailers \_\_\_\_\_
- Age range of majority of participants in your entry/float. Walkers with children must have a minimum of four (4) adults.  
 8 years & under  8-12 years old  12-25 years old  25-65 years old  65 & older

**REQUIRED SECTION CONTINUED**

Describe your float or attach a drawing or sketch of your entry’s proposed design.

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**Items to be distributed (no paper handouts will be allowed):**

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**Parade Announcement:** In 15 words or less write what you want the parade emcee to read about your group as it passes the announcing stand. *Political Platform information or Sales Pitch information are not permitted.*

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**4. FEES**

**Commercial Entry: \$100**

**Political Entry: \$100 (per candidate)**

**Livestock Entry: \$25 (+commercial or political fee if applicable)**

**TOTAL: \_\_\_\_\_**

**REFUND POLICY:** Refunds will be given for cancellations made on or before June 1 less a service fee of \$5.00 or 10% (whichever is greater). No refund will be given for cancellations made after June 1. Refunds take 2 – 3 weeks to process.

**Parade Waiver**

**WAIVER AND RELEASE OF ALL CLAIMS  
AND ASSUMPTION OF RISK**

Please read this form carefully and be aware that in signing up and participating in the City of O’Fallon programs/activities, you will be expressly assuming the risk and legal liability and waiving and releasing all claims, damages or losses which you, your staff or your volunteers, minor child/ward might sustain as a result of participating in any and all activities connected with and associated with said programs/activities (including transportation services/vehicle operation, when provided).

I recognize and acknowledge that there are certain risks of physical injury to participate in these programs/activities, and I voluntarily agree to assume the full risk of any and all injuries, damages or losses, regardless of severity, that my staff or my volunteers, minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I, my staff or my volunteers, or my minor child/ward may have (or accrue to me or my child/ward) against the City of O’Fallon, including its agents, elected officials, employees, and volunteers (hereinafter collectively referred to as City of O’Fallon), including claims of negligence.

I do hereby fully release and forever discharge the City of O’Fallon from any and all claims for injuries, damages, or loss that my staff, my volunteers, my minor child/ward or I may have or which may accrue to me or my minor child/ward arising out of, connected with, or in any way associated with City of O’Fallon programs/activities, including claims of negligence.

I also agree to grant full permission to the City of O’Fallon to use my name, photo, video or recording for publicity or promotional purposes without obligation or liability to me, my staff or my family.

**MANDATORY MEETING: All entries MUST have a representative at the Parade Participants Meeting on Tuesday, June 21. The City reserves the right to refuse participation for any entry that does not provide representation.**

Your signature below confirms you have read and understood:

- ✓ The above Waiver and Release of All Claims and Assumption of Risk
- ✓ The rules / guidelines for the Heritage & Freedom Fest Parade

\_\_\_\_\_  
Signature of Participant

DATE \_\_\_\_\_

# 2017 O'Fallon Heritage and Freedom Fest Parade Guidelines



## Celebration of Flight

### General

- ♦ **\*\*\*NEW\*\*\*** In an effort to go “green” and reduce waste, paper handouts will no longer be allowed
- ♦ **\*\*\*NEW\*\*\*** Applicants must describe any items to be handed out, and only approved items will be allowed
- ♦ Entries must be post marked by NOON on May 19, 2017 fully completed.
- ♦ Creativity is highly encouraged for all parade entries.
- ♦ Bonus points are awarded for a) following theme b) music c) mechanical movement.
- ♦ Entries with live animals must take care of all animal waste before, during and after parade.
- ♦ Improper use of the American Flag will not be permitted.
- ♦ No water guns or confetti cannons will be allowed.
- ♦ Decorate entries using only fire resistant or flame retardant material.
- ♦ Towed floats must replenish candy behind the float or on the side of truck bed.
- ♦ Candy should be in pre-wrapped and self-contained packages.
- ♦ One support vehicle may be included per entry– must be listed in the application.

### Mandatory Meeting

**Wednesday, June 21<sup>th</sup>**  
**6:30 p.m.**  
**Multipurpose Room O'Fallon City Hall**  
**\*All groups must have a representative present\***

### Safety

- ♦ Children under the age of eight (8) should **only** ride on floats or vehicles under adult supervision.
- ♦ Do not throw candy from the float.
- ♦ **HANDING OUT FIREWORKS IS PROHIBITED.**
- ♦ Bike riders must adhere to state law regarding helmets.
- ♦ Children under the age of eight (8) are not recommended to ride bikes in parade.
- ♦ Bring enough water for walkers to last through the parade.
- ♦ It is mandatory to have 4 wheel walkers per float.
- ♦ Keep 30 ft. distance between parade entries!

### Parade Day

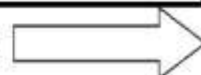
- ♦ Line up begins at 7:00 a.m.
- ♦ Check-in locations will be at each section.
- ♦ A parade coordinator will assign you a number and direct you to your line up area.
- ♦ All participants must be in place by 8:30 a.m.
- ♦ Designate a meeting place for your group for those being dropped off.
- ♦ No parking provided at the line up area or along the parade route.
- ♦ The entry described on your application is the only entry allowed into the parade.
- ♦ All entries must maintain their speed and position throughout the parade.

### Miscellaneous

- ♦ The use of alcoholic beverages is strictly prohibited.
- ♦ No entry may sell merchandise along parade route.
- ♦ If your float breaks down during the parade, move aside as soon as possible.
- ♦ Line-up requests will be considered, but cannot be guaranteed.
- ♦ Disputes may be presented to the Festival Manager for clarification during the parade.
- ♦ *The Heritage and Freedom Fest parade is part of a community-wide celebration in a family-oriented environment. It is not a public forum for debate of civic issues or public policy. The Festival office reserves the right to reject any entry that is inappropriate or at odds with the characteristics of the event.*

Please contact Cody Phelps, Festival Assistant for any questions regarding parade policies at  
CPhelps@ofallon.mo.us or 636-379-5574

**See reverse side for guidelines per entry type**





# Guidelines Continued

## All Motorized Entries

- ♦ Paper handouts are no longer allowed.
- ♦ All vehicles must be completely restored. Vehicles with missing parts or unfinished paint jobs are not permitted.
- ♦ Motorized vehicles must be operated by a licensed driver with liability insurance

## Floats

- ♦ Paper handouts are no longer allowed.
- ♦ **Float Dimensions**– Max 60 feet in **OVERALL** length, 14 feet in width or height, including tow vehicles.
- ♦ Any entry with a flat bed float or being towed must be fully skirted on 3 sides (two sides and back) for visual appeal.
- ♦ Entries must carry a fire extinguisher-at least 2-A, 10-B:C rating accessible to the operator.
- ♦ Floats must have hand holds for float riders.
- ♦ **Floats must have at least four (4) wheel walkers, one wheel walker on each side of float and one wheel walker on each side of vehicle.**

## Walking Units

- ♦ Paper handouts are no longer allowed.
- ♦ For multiple entries within a single organization– list the order they will appear on the application. Ex) Schools with cheerleaders, drum majors, band, drill team.
- ♦ Walkers with children must have a minimum of four (4) adults.
- ♦ Performances must be in a forward motion and/or marching routine.
- ♦ STOPPING TO PERFORM FOR JUDGES OR TV WILL RESULT IN DISQUALIFICATION.
- ♦ Any action delaying the progress of the parade or creating large gaps are prohibited.

## Signage Banners– carried Signs– affixed to float

- ♦ Paper handouts are no longer allowed.
- ♦ One banner or sign must be carried or displayed in front of all judged entries.
- ♦ Banner size requirements: minimum 2 ft. x 2 ft. maximum of 3 ft. x 25 ft.
- ♦ Banner carriers must be capable of keeping the parade pace.
- ♦ Signs cannot exceed 2ft. x 4ft.
- ♦ No "For Sale" signs may be displayed by entries.

## Commercial Entries

- ♦ Paper handouts are no longer allowed.
- ♦ Please see application for fees and deadlines.
- ♦ Commercial entries are eligible for judging.
- ♦ May be sponsored by an individual business or business in a mutual association.
- ♦ Commercial entries must decorate toward the parade theme.
- ♦ Entries must adhere to general float requirements.
- ♦ A logo or business name may be displayed but float must be further decorated.
- ♦ Floats should not be used primarily for advertising purposes.
- ♦ Entries may NOT sell merchandise along parade route.

## Political Entries

- ♦ Paper handouts are no longer allowed.
- ♦ Please see application for fees and deadlines.
- ♦ Political candidates must decorate their entry.
- ♦ Magnets and signs are not accepted as decoration.

## Awards

**Award ceremony will be held on the main stage at the Ozzie Smith Sports Complex on July 4 at approximately 4:30p.m. Winners will be notified between Noon-3:00 p.m. on July 4. Please give proper contact information on entry form**

### Most Patriotic Float

1<sup>st</sup> Place- \$200  
2<sup>nd</sup> Place- \$100

### Best Overall Entry

1<sup>st</sup> Place- \$500  
2<sup>nd</sup> Place- \$400  
3<sup>rd</sup> Place- \$300

### Best Musical Float

1<sup>st</sup> Place- \$200  
2<sup>nd</sup> Place- \$100

### Best Color Guard Unit

Plaques for 1<sup>st</sup> & 2<sup>nd</sup> Place

### Mayor's Choice Award

Plaque & magnetic placard to display during parade