CONSIDERATIONS FOR YOUR FLOAT OR DECOR FOR THE 2018 HERITAGE & FREEDOM FEST PARADE

THINK ABOUT...
FAMOUS PEOPLE, PLACES, OR HAPPENINGS DURING THE PAST 100 YEARS
1920'S, 1930'S, 1940'S – 2000'S...
AMERICAN ERA'S
GOOGLE AND PINTEREST ARE SOME WONDERFUL TOOLS FOR BRAINSTORMING!

HAPPY CREATING!

JENNIFER HOISINGTON
CITY OF O'FALLON, MO - TOURISM & FESTIVALS
JHOISINGTON@OFALLON.MO.US
Entries Due NOON Friday, May 18th

2018 parade theme
“America Through the Ages”

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 4th.

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/or 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

☐ Type of category (check one that applies): ☐ Walker  ☐ Float  ☐ Band  ☐ Vehicle (not pulling a float)  ☐ ______________ Other

☐ 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
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.

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Parade Waiver

INDEMNIFICATION, RELEASE AND INSURANCE

Vendor Status: The parties hereby acknowledge and agree that Vendor has sought to use, for a limited time period during a City Event, a portion of premises operated by the City for Vendor’s own private purposes. Vendor shall not be considered as an employee or representative of the City of O’Fallon.

Vendor hereby represents and warrants to the City that, if Vendor is required to carry Workman’s Compensation Insurance by applicable law, then Vendor has procured and maintained Workman’s Compensation Insurance covering Vendor and Vendor’s employees as required by applicable law.

Acknowledgement of Consideration Received by Vendor: Vendor hereby acknowledges that the ability to participate in City’s Event and showcase Vendor’s goods or services in a booth or canopy space at the Event provides Vendor with valuable exposure and a marketing opportunity to a large number of people. Vendor hereby acknowledges the sufficiency of that consideration in exchange for Vendor’s release and indemnification obligations.

Release: The parties agree that the City is not liable for personal injury or for damage to or loss of personal property in or about the premises of the event including the portion of the premises used by Vendor, regardless of the cause of such injury, loss or damage.

In exchange for valuable consideration received by Vendor, the sufficiency of which is acknowledged by Vendor above, Vendor does, on behalf of Vendor and Vendor’s employees and representatives, hereby release, relinquish and discharge all actions, claims, demands and liability whatsoever against the City of O’Fallon, its officials, agents, and employees, arising out of or happening in connection with Vendor’s participation in and presence at the Event or use or occupancy of the premises. The Vendor agrees that this is a full and final release of all claims and shall apply to all anticipated and unanticipated injuries and damages resulting from Vendor’s participation, use and occupancy described in this agreement.

FURTHERMORE, VENDOR AGREES TO RELEASE, EXONERATE AND HOLD HARMLESS THE CITY OF O’FALLON, ITS OFFICIALS, AGENTS AND EMPLOYEES, FROM ANY AND LIABILITY EVEN THOUGH THE CLAIM, OR LOSS OR CASUALTY IS ATTRIBUTABLE TO THE NEGLIGENCE OF THE CITY OF O’FALLON, ITS OFFICIALS, AGENTS OR EMPLOYEES.
Indemnification: The Vendor shall indemnify, protect and hold harmless City from and against the loss, cost, claims, demands, damage and/or expense arising out of any demand, claim, suit or judgment for damages to property and injury to or death of persons including the officers, agents and employees of either party herein, including payment under any workmen’s compensation law or under any plan for employee’s disability or death benefit which may arise out of or be caused in whole or in part by the fault, failure, negligence or alleged negligence of the Vendor, its agents, servants or employees.

Liability Insurance: In order to cover Vendor’s indemnification obligations under this agreement, Vendor agrees to procure and maintain throughout the period of the Vendor’s use and occupancy of the premises, sufficient general liability insurance which shall be subject to approval by the City.

Additional Insurance: SEE ATTACHMENT A

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 Wednesday, June 20. 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

_________________________________________ DATE ________________________________

Signature of Participant
INSURANCE REQUIREMENTS – the Vendor Applicant shall need to be able to comply with the following:

GENERAL:
The Vendor shall provide an original Certificate of Insurance naming the City of O'Fallon is an “Additional Insured” on the Vendor’s Commercial General Liability policy during the Term of the Agreement. This requirement of insurance does not limit the Vendor’s liability under the Agreement in any manner.

WORKER’S COMPENSATION INSURANCE
Statutory limits “X’d” on the Certificate and limits of amounts no less than $500,000

COMMERCIAL GENERAL LIABILITY INSURANCE:
Vendor shall provide Bodily Injury and Property Damage Liability Limits of $1,000,000/Per Occurrence/$3,000,000/General Aggregate. Additional Insured status must be provided to the City and confirmed by copy of such endorsement. An umbrella/excess liability policy can be used to attain the required limits.

COMMERCIAL AUTOMOBILE LIABILITY INSURANCE:
The Vendor shall maintain Commercial Automobile Liability Insurance Coverage for $3,000,000 Combined Single Liability Limit. An umbrella/excess liability policy can be used to attain the required limits.

INDEMNITY:
The Vendor shall, at all times, fully indemnify, hold harmless, and defend the City and its officers, members, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way arising from this Agreement by the Vendor and its employees, or because of any act or omission, neglect or misconduct of the Vendor, its employees and agents or its subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise. Such indemnity shall not be limited by reason of the enumeration of any insurance coverage herein provided.

Nothing contained herein shall be construed as prohibiting the City, its directors, officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them. The Vendor shall likewise be liable for the cost, fees and expenses incurred in the City's or the Vendor's defense of any such claims, actions, or suits. The Vendor shall be responsible for any damages incurred as a result of its errors, omissions or negligent acts and for any losses or costs arising from this Agreement as a result of its errors, omissions or negligent acts.
2018 O'Fallon Heritage and Freedom Fest Parade Guidelines

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 18, 2018 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 and decorated – must be listed in the application.

Mandatory Meeting

Wednesday, June 20th
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.
♦ HANCLK 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 Jennifer Hoisington, Festival Manager for any questions regarding parade policies at jhoisington@ofallon.mo.us or 636-379-5605

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.

Seconds

- Float Dimensions – Max 60 feet in OVERALL length, 14 feet in width or height, including tow vehicles.
- Any entry with a flatbed 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

- 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.

BANNERS – carried & SIGNS – affixed to float

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.
  - Commercial vehicles must be decorated more than 50% or will not be permitted event day.
  - 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

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<tr>
<th>Most Patriotic Float</th>
<th>Best Overall Entry</th>
<th>Best Musical Float</th>
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<tr>
<td><strong>1st Place</strong>- $200</td>
<td><strong>1st Place</strong>- $500</td>
<td><strong>1st Place</strong>- $200</td>
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<tr>
<td><strong>2nd Place</strong>- $100</td>
<td><strong>2nd Place</strong>- $400</td>
<td><strong>2nd Place</strong>- $100</td>
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<td><strong>3rd Place</strong>- $300</td>
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<tr>
<th>Best Color Guard Unit</th>
<th>Mayor’s Choice Award</th>
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<tr>
<td>Plaques for 1st &amp; 2nd Place</td>
<td>Plaque &amp; magnetic placard to display during parade</td>
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