



Entries Due NOON Friday, May 27th

2011 parade theme: "Celebrating the American Spirit"

OFFICIAL PARADE ENTRY FORM

ORGANIZATION: _____

CONTACT NAME: _____

MAILING ADDRESS: _____

CITY _____ STATE _____ ZIP _____

DAYTIME PHONE: _____ EVENING PHONE: _____

E-MAIL: _____ FAX _____

SECOND CONTACT: _____ TELEPHONE: _____

In case your group is receiving an award (notification calls will be made between Noon – 4:00 p.m. on July 4TH):

Contact _____ Telephone #1 _____

Telephone #2 _____

Would you like your entry to be judged? Yes No

Judged Parade Category: (Mark preferred judging category. Entries will be judged in only one category.)

Commercial entries are eligible for judging this year.

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 music and/or mechanical movement. Entries will also receive bonus points for basing their float on the parade theme. The Best Overall Entry prizes are \$500, \$400, \$300.*

Is music included with your entry? Yes No

Required: 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.

Required: Height of Entry: _____ (Not to Exceed 14 feet)

For line-up purposes, include the approximate number of people, trailers, cars, trucks, etc. in your entry.

No. of People _____ No. of Cars _____ No. of Trucks _____ No. of Trailers _____

Required: Age range of majority of participants in your entry/float

- 8 years & under
- 8-12 years old
- 12-25 years old
- 25-65 years old
- 65 & older

Required: Describe your float and attach a separate sheet of paper – With a drawing or sketch of your entry’s proposed design

Required: Please print or type in 15 words or less exact information 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.*

Political and Commercial Parade Categories

POLITICAL ENTRIES: If the entry is from an individual currently holding or seeking to be elected to a public office the appropriate entry fee must accompany the entry form. Individuals currently holding office in the City of O’Fallon are expected to participate in the parade and are, therefore, exempt from entry fees. **FEES listed are PER CANDIDATE. Political entries MUST be decorated**

\$25 City Office
 \$50 County Office
 \$100 State/Federal Office

COMMERCIAL ENTRIES: Commercial entries ARE eligible for judging.

- A. Refer to Parade Guidelines for additional information.
- B. Fees:
 - \$50 prior to May 27, 2011
 - \$100 submitted May 28 through June 15, 2011
 - \$150 after June 15, 2011 – if space is still available

AMOUNT ENCLOSED FOR POLITICAL AND COMMERCIAL PARADE CATEGORIES \$ _____

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 Wednesday, June 22. The City reserves the right to refuse participation for any entry that does not provide representation.

I have read and understand the above Waiver and Release of All Claims and Assumption of Risk. Your signature below represents your understanding of this policy.

Signature of Participant

DATE _____

2011 O'Fallon Heritage & Freedom Fest Parade GUIDELINES

On Monday, July 4th starting at 9:30 a.m., the City of O'Fallon Heritage & Freedom Fest Parade will provide an opportunity for citizens to come together to celebrate Independence Day.

I. **PARADE THEME:** “Celebrating the American Spirit” – Show us your interpretation of the American Spirit overcoming obstacles and reaching unforgettable milestones throughout history.

Only parade entries that are decorated to this theme will be eligible for the Best Overall Prizes.

II. **APPLICATIONS:**

- A. All entries must be postmarked by or turned in by NOON on May 27, 2011. Applications must be submitted with a complete description of the entry. A late fee of \$50 will be assessed for entries submitted after the May 27th deadline – no exceptions. (Refer to Section III. B. for Commercial entry late fees)
- B. The entry described on your application is the only entry that will be allowed into the parade; please give an accurate count and length and height of all vehicles and trailers you are entering in the parade. Entries that arrive at line up with extra vehicles or trailers may be excluded from the parade due to space restrictions.
- C. All entries must maintain their speed and position throughout the parade. Maneuvering, sidestepping, countermarching, or any other action delaying the progress of the parade or creating large gaps along the line of march are prohibited.
- D. Distance between parade entries should be kept at 30 feet. Any unit creating or maintaining a gap of more than 30 feet consistently throughout the parade will not be invited to participate in future parades.
- E. No “For Sale” signs may be displayed on parade entries.
- F. No entry may sell merchandise along parade route.
- G. Improper use of the American Flag will not be permitted.
- H. Any dispute may be presented to the Festival Coordinator for clarification during the parade.
- I. All vehicular entries must be completely restored. Entries missing bumpers, headlights, or having primer coat paint jobs will not be permitted in the parade.
- J. **Total Float dimensions must not exceed 60 feet in OVERALL length and 14 feet in width or height, including any tow vehicles.**
- K. Specific requests on parade line up positions will be considered, **but cannot be guaranteed.**
- L. Those planning entries should remember the audience is largely made up of children and the goal of the event is great family fun.
- M. Each entry must submit its own application if they are to be judged separately. Otherwise the entry will be judged as one. Example: A school color guard, baton twirlers, and float may be judged individually or as one unit.
- N. If more than one entry is submitted, please list on the applications the order in which they are to appear. Example: Schools with cheerleaders, drum majors, band, drill team and alumni groups.
- O. All decisions of the Festival Office and safety officials are final.

III. **FLOAT REQUIREMENTS:**

- All decorative materials must be fire resistant or flame retardant.
- ***Any entry with a flat bed float or being towed must be fully skirted on 3 sides (two sides and back) - this makes the entry esthetically appealing to the audience.***
- ***Any entry with live animals must provide waste removal beginning with unloading of animals, along parade route, and until time animals are reloaded.***
- No water guns or confetti cannons are allowed.
- Candy should only be distributed in pre-wrapped, self-contained packages.
- The Festival Office reserves the right to deny any entry it deems inappropriate.
- Waiver (see parade application) must be signed and completed when entry is submitted.
- All floats must carry a fire extinguisher; at least 2-A, 10-B:C rating accessible to the operator.
- ***Floats must have at least four (4) wheel walkers total, one wheel walker on each side of the float and one wheel walker on each side of the vehicle.***

A. BANNERS:

- A. One banner must be displayed or carried in front of all **judged entries**. Banner size requirements: minimum 2 ft. x 2 ft. to a maximum of 3 ft. x 25 ft.
- B. Banner carriers must be capable of maintaining the parade pace.

B. COMMERCIAL ENTRIES:

- A. Entries may be sponsored by an individual business or businesses in a mutual association.
- B. Commercial entries must be decorated toward the parade theme (vehicle and/or float).
- C. Entry is limited to 60' OVERALL length and 14 feet in width or height, including any tow vehicles.
- D. A logo or business name may be displayed on an entry; however, the entry should not be used primarily for advertising purposes and must exhibit the patriotic spirit of the parade theme.
- E. No entry may sell merchandise along parade route.
- F. **Commercial entries are eligible to be judged.**
- G. Entries for this category submitted prior to May 27, 2011 will be assessed a \$50 entry fee. Entries submitted between May 28 and June 15 will be assessed an additional \$50 late entry fee. After June 15 the late entry fee increases to \$150 and all entries will be placed at the end of the parade lineup if space is still available.
- H. Only a limited number of entries will be accepted in this category. Completing an entry form does not guarantee a spot on the parade roster. Entries are accepted on a first come – first served basis. Final determination for the number of entries in this category will be made June 1 by the Festival Office.

C. DECORATIONS:

- A. No limit. The use of ingenuity and creativity in the design and execution of an entry is encouraged and favored by the judging criteria.
- B. Entries with a flat bed trailer or being towed must be fully skirted on 3 sides.
- C. Any entry will receive additional points for music and or mechanical movement.
- D. Entries will receive bonus points for decorations that fit the parade theme.

D. PERFORMANCE:

- A. Groups' performing along the parade route is highly encouraged. However the performance must be in a forward motion and/or marching routine.
- B. DO NOT STOP FOR THE JUDGES REVIEW or TV STAND. Any entry that stops to perform shall be ineligible for an award.

E. POLITICAL

- a. Current office holders and anyone seeking a political office are allowed to enter the parade – fees *per candidate* are as follows :
 - i. City Office - \$25
 - ii. County Office - \$50
 - iii. State/Federal Office - \$100
- b. Individuals currently holding office in the City of O'Fallon are expected to participate in the parade and are, therefore exempt from entry fees
- c. **POLITICAL CANDIDATES MUST DECORATE THEIR ENTRY. MAGNETS AND SIGNS ON THE SIDE OF CARS DO NOT COUNT. VEHICLE OR FLOAT MUST BE AT LEAST 50% DECORATED.**

F. SUPPORT VEHICLES:

- A. Motorized entries (floats, cars, etc.) will not be permitted to have a support vehicle unless approved by the Festival Office prior to the parade line-up.
- B. Marching units and walking entries are permitted to have one decorated support vehicle.
- C. The support vehicle must be described on your parade application or will not be permitted in the parade line-up.

IV. SAFETY RULES:

- A. No child under eight years of age will be allowed to **walk** in the parade. They may ride on floats, vehicles or bicycles under adult supervision.
- B. No water guns or confetti canons of any sort are allowed.
- C. Materials used in each entry should be fire-retardant and not of a dangerous nature.
- D. **DO NOT THROW CANDY OR ANYTHING ELSE FROM A VEHICLE OR FLOAT.** If your entry is spotted throwing candy multiple times throughout the parade, you will be asked to leave. Entries that distribute candy along the parade route while towing a float must replenish supplies out of the side of the truck bed or the back of the trailer/float.
- E. Bike riders must adhere to state and local laws regarding helmets. It is recommended that children under the age of 8 not be allowed to ride bikes in the parade due to its length and overall safety concerns.
- F. Organizations with walkers must bring and provide water before, during, and after the parade.
- G. Hand holds should be provided for float riders.
- H. Float entries must have one wheel walker on each side of the float and truck for a total of 4 wheel walkers. (see float requirements)

V. MANDATORY MEETING:

- A. A mandatory meeting will be held for all parade entries **on Wednesday, June 22 at 6:30 p.m.** In early June you will receive a reminder notice with information on where this meeting will be held.
- B. **All entries must have a representative at this meeting.**
- C. The Festival Office reserves the right to refuse participation for any entry that does not provide representation at this meeting.
- D. Line-up and other critical information will be distributed / shared at this meeting.

VI. LINE-UP:

- A. Line up will begin at 7:00 a.m.
- B. All parade participants must be in place by 8:30 a.m.
- C. If you have participants being dropped off, please designate a meeting place.
- D. There will be no parking at the line up area or along the parade route.

VII. CHECK IN:

There will be a sign-in location at each section. A parade coordinator will assign you a number and direct you to your line up area.

VIII. JUDGING:

- A. Categories for judging are:
 - Most Patriotic Float
 - Best Color Guard Unit
 - Best Musical Float
 - Best Overall Entry

- Mayor's Choice Award
- B. Floats may only win in one category – (i.e. – best overall entry will not be awarded first place in any of the other categories)
 - C. **BEST OVERALL ENTRY:** Cash prize awarded for the best overall entry, selected following the parade. To be eligible for this entry you must A) be a judged entry and B) Decorate float to parade theme. Prizes for Best overall will be \$500 – First Place, \$400 – Second Place, \$300 – Third Place
 - D. **MAYOR'S CHOICE AWARD:** Plaque awarded to the entry that best depicts the parade theme chosen before parade begins at the line-up area, between 8:15-8:45 AM. Float must be complete and operational when the Mayor and Judges inspect the floats. Floats not completed or present will not be considered for this award. Winner will receive a magnetic placard to be affixed to the tow vehicle.
 - E. **MOST PATRIOTIC & BEST MUSICAL:** Winners of Most Patriotic and Best Musical float will receive a cash prize of \$200 for first place and \$100 for second place.
 - F. **BEST COLOR GUARD UNIT:** Winners of Best Color Guard will receive a plaque for first and second place in this category
 - G. Parade judges will be in front of Assumption Church.

IX. AWARDS:

- A. Winners will be notified between Noon and 4:00 p.m. on July 4. It is critical that the contact information be accurate on the parade entry form. Award ceremony will be held on the main stage at the Ozzie Smith Sports Complex on July 4. Time is TBD.

X. MISCELLANEOUS INFORMATION:

- A. **No alcoholic beverages are allowed at the line up area or parade route.**
- B. If your entry breaks down during the parade, move to the side of the road as soon as possible.
- C. Failure to follow PARADE GUIDELINES may result in your entry not being permitted to participate in the parade and your group will not be invited to take part in future years.
- D. *The Festival Office reserves the right to reject any entry they deem inappropriate or not representative of this community celebration. This includes any and all organized groups that appear to be participating for the purpose of protesting for or against a cause.*
- E. *Questions can be emailed to msteinmann@ofallon.mo.us or call 636.379.5574.*
- F. **Mail PARADE ENTRY form to:**

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

Thank you for your participation!