

# PORT TOWNSEND RHODODENDRON FESTIVAL ASSOCIATION

## *Parade Rules and Regulations*

***YOU WILL BE NOTIFIED UPON RECEIPT OF YOUR APPLICATION***

***VIA E-MAIL – PLEASE PROVIDE!***

**Please keep these Rules and Regulations for your reference.**

***2010 THEME – “DIAMOND JUBILEE”***

**Please read** the sections that pertain to your entry carefully.

### ***GENERAL RULES***

Entries must observe all applicable rules and regulations or be barred from the Parade. The Rhododendron Festival and the Parade Committee reserve the right to remove from the Parade, prior to assembly, at assembly, or at any time during the Parade, any entrant not conforming to these rules and regulations or any entrant refusing to follow instructions of Police or Parade Officials.

The following rules and regulations **will be** enforced:

- Alcoholic beverages are forbidden on any float, in any vehicle, or on the person of any participant. A person consuming alcohol prior to parade start will not be permitted in the Parade.
- ***For safety reasons, parade participants may not throw candy or any other article out onto the street or to spectators along the parade route. Nothing may be tossed or handed out which might require or tempt spectators to move into the street to retrieve. Walkers may accompany the entry and hand appropriate items directly to spectators. An entry or person ignoring this rule will be promptly removed from the Parade by officials.***
- Parade participants may not mingle with or solicit Parade spectators.
- Entries may display a wide variety of designs so long as they are in good taste.
- All units and vehicles must be decorated in some fashion.
- All floats must meet the safety requirements of the Festival.
- **NO BUSES OR OTHER VEHICLES WILL BE ALLOWED IN THE STAGING OR DISPERSAL AREAS:** Float and other support vehicles are allowed in the staging area only with a pass (available at check-in) and must vacate the staging area no later than the time set for judging.
- Please report to any Parade Official any breakdowns that prevent the Parade from moving forward in an orderly fashion.
- All entries must maintain a forward motion and may not stop for long periods of time to perform along the parade route – keep the parade moving please!
- Entries must obey all directions from Parade officials, particularly if told to close the gap or to stop doing something against these rules and regulations.
- At the conclusion of the Parade, entries must follow the directions of the Parade Officials to properly disperse. All entries must vacate the dispersal area immediately after the end of the parade at Washington & Adams Streets. Performing groups are **not** allowed to stop and finish a number in progress at the end of the parade. All units must quickly move through the entire dispersal area (groups on foot must move to the sides of the street), allowing ensuing parade entries to move through.

### ***ASSEMBLY TIME, AREA ASSIGNMENT, AND ENTRY NUMBER***

Your assembly area, assembly time, and information about the check-in point, will be forwarded to you in early May VIA E-MAIL. Your official parade position will be given at the check-in point upon arrival in Port Townsend on the day of the Parade – ***please remember to stop and pick up your parade number.***

Anyone not shown on the official entry list will not be allowed on the parade route. All units advocating, opposing, or depicting any political or social issues are subject to approval of the Board of Directors of the Rhododendron Festival Association. The Board's decision is final and will be issued in writing to the entrant.

### ***ENTRY FEES***

Commercial entries that represent a business or corporation, or any entry displaying or advertising a business or corporation name, and political candidates running for office this year will be required to pay an entry fee of **\$50.00**. This fee **must accompany** the entry application. Community entries (local community groups or individuals not representing or advertising a business), community floats, school bands and drill or marching units are not commercial entries.

### ***INSURANCE REQUIREMENTS***

All floats, motorized vehicles and equestrian entries **MUST** provide their own insurance and provide proof of insurance with the completed application, or forward before the day of the parade. ***PLEASE ENSURE THAT THE APPLICANT'S NAME IS ON THE CERTIFICATE!***

All floats and motorized vehicles **MUST** provide a certificate of insurance for bodily injury and property damage with combined single limits of \$300,000. The certificate must name the Rhododendron Festival Association, Jefferson County, and the City of Port Townsend as additional insured on their policy. Car clubs and private vehicles may submit their private insurance card for vehicle liability insurance in lieu of a certificate of insurance.

All equestrian units **MUST** provide proof of insurance for bodily injury and property damage with combined single limits of \$50,000. A copy of your insurance card or declarations page for homeowner's or comprehensive personal liability insurance is all that is required.

We **MUST** have evidence of your insurance in our possession setting forth the limits of liability provided and the name of your insurance company **BEFORE** we can accept your entry into the Grand Parade.

### ***MOTOR VEHICLE GROUPS OR MOTORCYCLE GROUPS***

Each group entry will be limited to 25 vehicles or motorcycles. **ALL** vehicles or motorcycles in the group must provide proof of insurance. In keeping with the spirit of a parade, all vehicles should be decorated.

### ***FLOAT REQUIREMENTS***

- Floats must be entirely decorated. No part of the vehicle on which the float is built shall be visible.
- Floats should not exceed 13.5 feet in height or 16 feet in width. The length of the float should be governed by the proper proportions for the design and should be so constructed that it will be able to make the turns at street intersections.
- Maximum length will be 60 feet per unit and clearance to the ground from the float frame will be a minimum of 8 inches.
- Sponsors must furnish drivers for their floats. If in view, drivers must complement the float.
- Police escort will be provided for floats from the float setup area to the Parade staging area and again from the Parade dispersal area to the float setup area. (Small floats and local community floats may set up in the staging area after checking in but support vehicles must clear the area prior to judging.)
- Float drivers must remain with their floats at all times in the staging area until they have completed the Parade and the float is returned to the setup area or the place designated by the sponsor. Your float is valuable and you should make plans so that it will not be a hazard to traffic before, during or after the Parade.
- No person is permitted to ride on a float in the Grand Parade other than those persons designated by the sponsor to appear thereon.
- All participants riding on floats must be anchored/seat belted to the float and using handholds while the float is in motion.

### ***BANDS, MARCHING UNITS AND VOCAL GROUPS***

Bands and/or marching units from communities sponsoring a float are automatically invited to participate in the Grand Parade. Please copy the application form and include one for each unit.

All marching units ***must maintain a forward motion and may not stop and perform*** along the parade route. Routines, which cause a unit to hurry in order to catch up with the group in front of it, will not be permitted. *Please be considerate of others performing in the parade.*

Band directors and all marching units **must** obey all directions from Parade officials, especially if told to close the gap, stop performing reverse maneuvers, etc. Bands and Marching Units **are not** allowed to stop to perform at the reviewing stands. Judges are located along the entire parade route and are not primarily at the reviewing stand. We would, however, appreciate bands performing as they pass by both reviewing stands for the enjoyment of our VIPs. Failure to adhere to this rule will result in point deductions or **disqualification** from judging. Please assist in keeping the gaps closed.

Vocal groups must perform numbers in good taste and subject to approval by the Board of Directors of the Rhododendron Festival Association. Any offensive language will automatically eliminate you from the Parade.

***Bands and music groups are not allowed to stop and finish a song in progress at the end of the parade.***

All marching units must vacate the dispersal area **immediately** after the end of the parade, moving quickly to the sides of the street to disperse to allow ensuing parade entries to move through.

Vans and buses should drop off band members at one of the **designated** parking areas. Buses **will not** be allowed in the staging area. Directions for buses will be sent VIA E-MAIL in early May. ***Buses can also pick up instructions at the CHECK IN POINT coming into town.***

### ***HORSES/ANIMALS***

- ***Each rider or group must provide its own clean-up unit.***
- Any rider showing inability to control their animal will be removed from the Grand Parade by the Parade officials.
- Each group or individual is responsible for leaving the areas they use as clean as they found it.
- Each rider or group must provide proof of insurance.

**Please keep these rules and regulations for your reference.**

**RHODODENDRON FESTIVAL ASSOCIATION**  
**2010 GRAND PARADE APPLICATION FORM**  
**SATURDAY, MAY 15, 2010 - 1:00 p.m. Parade Start**

**DEADLINE FOR ALL ENTRIES:** Completed application and all required forms and fees must be received no later than **May 5, 2010**. Late entries will be accepted at the discretion of the Grand Parade Chairman. Additional information can be obtained at [www.ptguide.com/rhodyfest](http://www.ptguide.com/rhodyfest).

Questions can be directed to: [RhodyGrandParade@mail.com](mailto:RhodyGrandParade@mail.com) **via e-mail**.

**SECTION 1: IDENTIFICATION (all entries) – Please print legibly.**

NAME OF ENTRY:	
NAME OF SPONSOR (if different):	
CONTACT PERSON:	Phone:
Contact Street:	
Contact City, St., Zip:	
<b>E-MAIL – MUST PROVIDE FOR COMMUNICATION PURPOSES &amp; CONFIRMATION</b>	
Please print e-mail legibly _____	

**SECTION 2: ENTRY TYPE (all entries) Classification (check one)**

	<b>Community</b> - Non-profit and service organizations. Community entries (local community groups or individuals not representing or advertising a business), community floats, school bands and drill or marching units that are not commercial entries.
	<b>Commercial - \$50.00 entry fee</b> -- Commercial entries that represent a business or corporation, or any entry displaying or advertising a business or corporation name, and political candidates running for office this year will be required to pay the entry fee. <b>This fee must accompany this application.</b>
	<b>Non-commercial</b> - entries that are neither a community group nor a commercial unit, such as a non-profit marching unit or a car club.

**SECTION 3: INSURANCE & OTHER REQUIREMENTS**

All floats, motorized vehicles and equestrian entries **MUST** provide their own insurance and provide proof of it with application. We **MUST** have evidence of your insurance in our possession setting forth the limits of liability provided and the name of your insurance company **BEFORE** we can accept your entry into the Grand Parade.

**Floats and Motorized Vehicles** must provide a certificate of insurance for bodily injury and property damage with combined single limits of \$300,000. The certificate must name the Rhododendron Festival Association, Jefferson County, and the City of Port Townsend in the additional insured section on their policy.

**Car/Motorcycle Clubs and Private Vehicles:** **ALL** cars or motorcycles in the group must provide proof of insurance, and that proof may be their private insurance card (for each entered vehicle) for vehicle liability insurance in lieu of a certificate of insurance. Each group entry will be limited to 10 vehicles or motorcycles.

**Equestrian Units** must provide proof of insurance for bodily injury and property damage with combined single limits of \$50,000. A copy of your insurance card or declarations page for homeowner's or comprehensive personal liability insurance is required.

**Floats** must be entirely decorated. No part of the vehicle on which the float is built shall be visible. Floats should not exceed 13.5 feet in height or 16 feet in width. The length of the float should be governed by the proper proportions for the design and should be so constructed that it will be able to make the turns at street intersections. Maximum length will be 60 feet per unit and clearance to the ground from the float frame will be a minimum of 8 inches. Sponsors must furnish drivers for their floats. If in view, drivers must complement the float.

**Don't forget to fill out the back of this page**

SECTION 4: **JUDGING** - All floats must meet the safety requirements of the Festival. Check a category and supply information indicated in that row.

<b>X</b>	<b>Category</b>	<b>Other Information</b>		
	Float			
	Vehicle (Circle one)	Antique	Classic	Decorated
	Car/Motorcycle Club	# participating:		
	Specialty Vehicle	Explain specialty:		
	Equestrian <b>(TAIL END GANG REQUIRED!)</b>	Group Name:		
		Individual Name:		
	Band, School (Circle WIAA School classification, or #of students)	AAAA (1,201 +) 600)	AAA (600-1,200)	AA (301- 600)
		A (151-300) High	B (1-150)	Middle School/Jr.
		Dressing Room Needed?	Yes	No
	Baton	Name:		
	Band, Military	Unit Name:		
	Band, Specialty	Explain specialty		
	Specialty Music	Explain specialty		
	Drill Team/Flag Team	AAAA (1,201 +) 600)	AAA (600-1,200)	AA (301- 600)
		A (151-300) High	B (1-150)	Middle School/Jr.
		Dressing Room Needed?	Yes	No
	Specialty Drill	Explain specialty		

SECTION 5: **SPECIAL NEEDS** - Please list anything you feel we should know regarding your placement in the Parade line up. We will try to accommodate your needs, if at all possible.

SECTION 6: **SUBMISSION** - This application is submitted by (Please **print** name, address, phone number)

Name:	Phone:
Address:	
AUTHORIZED SIGNATURE:	

Send completed Application, Publicity Information, Indemnification Agreement, and Fee, if required, to:

ATTN: RITA HUBBARD  
Rhododendron Festival Association - Grand Parade  
P.O. Box 766  
Port Townsend, WA 98368  
Direct questions to Rita Hubbard –  
[RhodyGrandParade@mail.com](mailto:RhodyGrandParade@mail.com) – or 360-531-0889 for cell phone.

## PUBLICITY INFORMATION

**IMPORTANT!!**. In order to give your entry the best possible publicity, it is important that you fill out this portion with as much detail as possible.

This page will be separated from the application and is the **only** information the Grand Parade Announcer will use to describe your entry when it passes the main reviewing stand. Thank you

*PLEASE PRINT LEGIBLY*

Official Name of Unit:
Sponsored By (if different):
DESCRIPTION (Unit nickname, colors, style, number of members, history, etc.)
Special Features:
Awards/Honors:
If Band or Drill Team, Name of Director:
Name(s) of Key Personnel (Royalty, Drum Major, Baton, Etc.):

If there is any other information you would like our announcer to know, please attach additional page to this application.

## **INDEMNIFICATION AGREEMENT**

I/We wish to participate in your Rhododendron Festival Grand Parade. The individual(s) or organization identified below shall, as a condition for participation, indemnify and hold harmless the City of Port Townsend, Jefferson County, and the Rhododendron Festival Association from any and all claims, lawsuits, losses, damages or expenses on account of bodily injury or property damage arising out of their participation in the Rhododendron Festival. Further, the said individual(s) or organization will defend on behalf of the City and the Festival Association all claims or suits for bodily injuries or property damage arising out of their participation in the Rhododendron Festival.

Organization/Business/Individual(s) Name (printed):

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Authorized Organization/Business/Individual(s) Signature(s):

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Date: \_\_\_\_\_