



2018 OFF TO RHODYLAND

Grand Parade Application

Sat. May 19, 2018 – 1:00pm Parade Start

Application must be received by May 5th, 2018.

Late entries **MUST** be approved

DO NOT COMPLETE THIS BOX

Official Use Only

Date Received

_____ Application

_____ Publicity

_____ Indemnity

_____ Insurance

Check this box if you would like your unit to be judged. If box is left blank, you will not be judged.

(Festival Floats are judged at **10 am**. Commercial, Community entries and Car Clubs will be judged at **10:30 am**. All other units are judged during the parade)

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. **This fee must accompany this application.**

CHECK THE TYPE OF ENTRY YOU ARE APPLYING FOR:					
<input type="checkbox"/>	*Commercial/Political - \$100 FEE must be enclosed with application (if motorized, insurance required)		<input type="checkbox"/>	Festival Float - no fee – insurance required if motorized	
<input type="checkbox"/>	Community (Other) motorized- other entries in vehicles – no fee – insurance required. Includes vehicles with walkers.		<input type="checkbox"/>	Community – non motorized (Drill/Group/Walking group/other) - no fee	
<input type="checkbox"/>	Equestrian – no fee – insurance required		<input type="checkbox"/>	Community Float– no fee – such as a decorated flatbed trailer - insurance required if motorized	
<input type="checkbox"/>	TAIL END GANG REQUIRED		<input type="checkbox"/>	Car Club – no fee – insurance required	
Other notes we should be aware of:					
<input type="checkbox"/>	AAAA Band	<input type="checkbox"/>	AAA Band	<input type="checkbox"/>	AA Band
<input type="checkbox"/>	B Band	<input type="checkbox"/>	Middle School/Jr High Band	<input type="checkbox"/>	High School/Middle School Combined
<input type="checkbox"/>	A Band				
<input type="checkbox"/>	Drill/Flag Team				
How many busses will you be bringing?					

You will be notified via email that your application has been received. Please Provide Email!

Name of Organization: _____

Person to receive parade instructions: _____

Address: _____ City: _____ State/Province _____

Zip Code: _____ Email Address: _____

Primary Phone Contact #: _____ Secondary Phone Contact # _____

Official Use Only

Line Up # _____

PUBLICITY INFORMATION

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

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

Describe your Entry in 50 words or less - PLEASE PRINT LEGIBLY

Official Name of Unit:

DESCRIPTION (Unit nickname, colors, style, number of members, history, etc.)

INDEMNIFICATION and Parade Rules 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, abide by all the rules set forth in this application packet and 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):

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

Date: _____

Please keep these Rules and Regulations for your reference.

**PORT TOWNSEND RHODODENDRON FESTIVAL ASSOCIATION
Parade Rules and Regulations**

YOU WILL BE NOTIFIED UPON RECEIPT OF YOUR APPLICATION via Email.

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 articles 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. Any 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. 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 by 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 at check-in!

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 prior to the beginning of the parade. The Board's decision is final.

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 **\$100.00**. 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 at the time of the parade.

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 HAVE proof of insurance with the vehicle throughout the parade.*** 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*** for more than 30 seconds 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. Judges are located along the entire parade route and are not primarily at the reviewing stand. We would appreciate bands performing as they pass by the reviewing stand for the enjoyment of our VIPs. 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 and future involvement in this 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.

***To Stay updated on Rhododendron Festival Events, please like us on facebook
www.facebook.com/rhodyfestival***

Please make sure the following items have been completed:

- Application - Do you wish to be judged? Please check the box.
- Indemnity and Parade Rules Agreement - completed and signed.
- Publicity Information
- Commercial and Political Units - Fee included
- Certificate of Insurance for motorized and equestrian units