

ITALIAN HERITAGE PARADE

PARTICIPANT GUIDELINES

(Please read the rules and guidelines carefully before signing application)

THE ITALIAN HERITAGE PARADE: To celebrate Columbus Day with a parade that provides entertainment, community spirit, and fun for all to enjoy.

ENTRY SELECTION: All parade entries are by invitation only and are subject to approval by the Italian Heritage Parade organization. Entries are selected on their entertainment value, uniqueness, size, and appearance. The parade is a “family fun” celebration and parade entries must be appropriate for all ages. All units should adapt the parade theme in their entry. The Italian Heritage Parade **will not** be used as a platform for special or political interests.

No unit will be entered into the parade whose purpose is to campaign for any office, promote any partisan political position or ballot proposal. No unit may solicit funds while taking part in the parade, for any reason.

COMMERCIAL BUSINESS ENTRIES: Any “For Profit” business or individuals representing a business, will be considered; however, **must** be a sponsor of the parade. The Parade Director determines the entry fee, unless that fee is waived at the sole discretion of the Parade Director. A commercial business entry cannot be used as a “major” advertisement for the sponsoring business. A creative entry is encouraged. Businesses may be an official “Parade Sponsor” and receive various incentives based on their level of participation. This entry fee is waived for those sponsoring the parade within the official parade sponsor program.

MARCHING MUSICAL UNITS: Marching musical units are requested to perform over the entire 1.5-mile parade route.

SPECIALTY UNITS/NOVELTY/MARCHING GROUPS: Drill, Dance, Baton, Gymnastics teams, Clowns, etc. must consist of six members or more to be considered. Units will be considered on their entertainment value. Entries requiring vehicles to carry sound systems must notify the parade organizers on the application submitted. Decorated carts or vehicles are required. Parades are entertaining, thus a marching group should be entertaining and perform along the route. Marching groups should be in uniformed attire.

VEHICLES: Vehicles considered for entry must be antique or unique. Commercial business vehicles such as vans, tankers, farm machinery, tractor-trailers and other large vehicles are not encouraged due to liability and safety concerns. Vehicles permitted in the parade will be restricted in number. No commercial or private vehicles are allowed in the parade without prior written approval by the parade staff. The blowing of sirens in the parade is **not allowed**.

SPECIAL GUESTS: Special Guests are by invitation only. They may consist of local, regional and/or state representatives currently in office or local, regional, and/or national celebrities or notable person.

EQUESTRIAN/ANIMAL UNITS: The participants must have control of their animals at all times. Equestrian riders should be at least 8 years of age and accompanied by an adult trainer. Any animal deemed unsafe in the parade will be removed. All animal entries must insure the animals are provided water for the potential hot day. We ask animal units to provide a “clean-up” crew to follow their unit in the parade. If a unit cannot provide, please notify parade organizers in advance.

FLOATS: Floats must be a decorated trailer that is self-propelled or pulled by a tow vehicle. The Parade Committee must approve float designs. It is **encouraged to have the** tow vehicle decorated and incorporated into the float theme. A description of the float design with size dimensions must be submitted with the parade application. Floats should not exceed 50 feet in length, including the tow vehicle, or more than 14 feet in height or 10 feet in width. Any float over these size requirements must receive written permission from the parade staff. **Float applicants must follow the “Italian Heritage Parade Float Guidelines” that will be mailed following receipt of entry application.** A portable 2A10BC fire extinguisher, current dated, must accompany the float. Young children riding on a float must have adult supervision on and around the float.

PARTICIPANT AGE RESTRICTIONS: Walking participants should be at least six years old. There must be a least one adult escort for every six children under the age of thirteen years old. Please remember that one mile or more is a long walk for young children.

PARADE JUDGING: A panel of community judges will judge all qualifying entries. Judges’ decisions are final. Parade award winners will be announced shortly following the parade and posted on the parade website.

CANCELLATION POLICY: Only a significant act of nature will cancel the parade, of which all units would be notified. If, for some unforeseen reason, your unit is not able to participate in the parade after being accepted, you must contact the parade staff at least two weeks prior to the parade date. Entries that cancel within two weeks of the parade without substantial reasons may jeopardize future invitations. Entries absent on parade day without proper notification may not receive future invitations to the parade.

ENTRY APPLICATION FORM: The entry application form must be completed and signed with the understanding of the general rules and guidelines herein. Entry forms that are improperly completed will be contacted for clarification. The parade organizers reserve the right to reject any entry at any time and all decisions are final.

Applicants will receive notification of acceptance. Staging instructions will be mailed approximately **two weeks prior to the parade date.** The general rules and guidelines listed are for the safety and quality of the parade and all participants. Failure to abide by these rules and guidelines and those presented with the parade information packages, may result in the unit's removal from the parade.

FORWARD MOTION PARADE: All entries are required to maintain a “forward motion” during the parade and while drilling. Parade officials may change pace or stop forward motion to maintain suitable space between entries.

**Italian Heritage Parade
c/o Upbeat Parade Productions
5320 Cedar Grove Circle
San Jose, CA 95123
Phone/Fax - 408-629-2520**

COLUMBUS DAY CELEBRATION, INC.
ITALIAN HERITAGE PARADE
Official Entry Application

Application for entry must be received by: **September 1, 2011**
PARADE DATE: SUNDAY, OCTOBER 9, 2011 – 12:30 P.M.
(Please type or print legibly)

Full Name of Organization: _____

Mailing Address: _____

City/State/Zip: _____

Contact Person: _____

Primary Phone #: _____ Alternate #: _____ FAX #: _____

E-mail: _____ Web: _____

Alternate Contact Person: _____ Phone: _____

Number of Members in Unit: _____ Number of adults: _____ Children: _____ (ages) _____

Other than bands, does unit have sound or music? Yes No If yes, describe: _____

Are any vehicles required to accompany this unit? (Vehicles will be limited & must be approved) Yes No

If yes, describe: _____

Have you participated in the parade before? Yes No If yes, how many times? _____

Is your unit prepared in the event of inclement weather (rain gear, jackets, etc.): Yes No

(NOTE: The parade takes place rain or shine.)

Comments or requests: _____

I/we hereby understand and agree to accept the risk of bodily injury and/or property damage which I/we may incur or cause a third party to incur as a result of my/our participation in the Italian Heritage Parade. With this understanding, I/we further agree to indemnify, defend and save harmless the Columbus Day Celebration, Inc., City and County of San Francisco, its Boards, its Commissions and their respective officers, agents, contractors and employees from and against any and all claims, losses, injuries, suits and judgments arising from, or in connection with/my successors, assigns, heirs, executors and administrators, and any other persons or entity's who/which may have a claim based on my/our personal injuries and/or property damage. I/we further understand and agree that this save harmless and indemnification shall apply to and all facilities that the Columbus Day Celebration, Inc., City and County of San Francisco may own and/or control. I/We understand that segments of the media will be present at the parade and I/We grant an unconditional release for all rights of publications, press, radio and television present and future, along with all video and photographic rights by virtue of their appearance. Furthermore, I/we have read and agree to abide by the Italian Heritage Parade guidelines and rules, as shown in the pages provided and those to be presented with the participant's information package if my unit is accepted.

Organization: _____ Date: _____

Authorized Representative Signature: _____

Authorized Representative (print): _____ Title: _____

- Parade Application must be signed.
- ALL entry applications are subject to approval by the parade organizers.
- Please make a copy for your records

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• **UNIT INFORMATION** •

(See guidelines for your unit type, check unit type below and sign the application when complete)

Commercial / Business (entry fee required)

Non-Profit / Community Organization

<u>MUSICAL UNIT:</u>	<u>MARCHING UNIT:</u>
<ul style="list-style-type: none"> • Marching: <li style="padding-left: 20px;">Middle School _____ <li style="padding-left: 20px;">High School _____ <li style="padding-left: 20px;">College _____ <li style="padding-left: 20px;">Bagpipe _____ <li style="padding-left: 20px;">Drum & Bugle _____ <li style="padding-left: 20px;">Military Band _____ <li style="padding-left: 20px;">Independent _____ • Non-Marching: _____ 	<ul style="list-style-type: none"> • Military Unit _____ • ROTC/JROTC Drill Team _____ • Drill/Dance/Baton _____ • Veteran/Auxiliary Unit _____ • Scouting Unit _____ • Specialty/Novelty Unit _____
<u>EQUESTRIAN:</u>	<u>VEHICLES:</u>
<ul style="list-style-type: none"> • Individual _____ • Teams _____ • Horse Drawn Carriages _____ • Other _____ 	<ul style="list-style-type: none"> • Antique Vehicle (Number of) _____ • Vintage Vehicle (Number of) _____ • Other Vehicle (Number of) _____
<u>FLOATS:</u>	
<ul style="list-style-type: none"> • Professional Built _____ • Amateur/Self Built _____ 	Theme/Title: _____ Length _____ Width _____ Height _____
Description and Decorative Materials: _____ _____ _____	

Please provide information that can be used by the Parade Announcers to introduce your unit/formation. Use an additional sheet if necessary. (Please type or print LEGIBLY)

Return original entry application to:

ITALIAN HERITAGE PARADE
C/O UPBEAT PARADE PRODUCTIONS
5320 Cedar Grove Circle
San Jose, CA 95123
 408-629-2520 (phone/fax) – upbeatparades@aol.com