

2009 Winter Festival Nighttime Holiday Parade Application

Application DEADLINE: Friday, October 16, 2009, or until filled

Magic on Monroe Street

The Winter Festival Committee, Director and Parade Chairman reserves the right to accept or deny any parade application and will have the final determination of placement for all participating units. Completing the application does not guarantee a position in the parade. All applications are reviewed for quality and content and you will be notified of acceptance or denial in the parade. Applications will not be accepted without the following documentation, no exceptions.

1. Completed Application Form
2. Photo, sketch or artist's rendering of proposed entry
3. Entry Fee in full (with late fee, if applicable)
4. Copy of Driver's Insurance Card and Driver's License
5. Parade Commentary
6. Signed Liability Disclaimer

It is mandatory that the following application form be completely filled out in order for you to be considered for entry in the parade:

Name of Sponsor/Organization: _____

Contact Person: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Please select only (1) of the following in the classification section. This information will be used to determine the category in which you will be judged. In the features section, please check ALL that apply. (All walking units must perform. Due to time limitations, we will not accept any non-performing walking units.)

CATEGORY	CATEGORY	CATEGORY	CATEGORY
BUSINESS/CORPORATION/MISC. \$135.00 per unit This fee shall apply to all, but not limited to the following: a. all radio stations b. all television stations c. all restaurants d. all business and corporations e. political candidates f. all daycare, preschool facilities g. individuals	NON-PROFIT AGENCY/CHARITABLE ORGANIZATIONS: \$60.00 per unit (a copy of your non-profit license must be submitted with your application) This fee shall apply to all, but not limited to the following: a. non-profit/charitable organizations b. clubs c. civic groups	SCHOOLS: \$50.00 per unit This fee shall apply to all, but not limited to the following: a. Public Schools b. Universities c. Technical Schools Marching Bands: No Charge	RELIGIOUS ORGANIZATIONS: \$75.00 per unit This fee shall apply to all, but not limited to the following: a. all churches & religious organizations, facilities & houses of worship.

Fees: The following breakdown of fees is PER UNIT (vehicle). A "unit" is described as (1) float with tow vehicle; (1) band; (1) vehicle, etc. Please make checks payable to: Tallahassee Friends of Our Parks Foundation, Inc. IMPORTANT: All applications received after the October 16, 2009 deadline will be required to pay a \$25.00 non-refundable Late Fee. All fees received after the deadline must be paid in cash, money order or cashier's check. No refunds will be granted after Friday, November 6, 2009.

Checks returned for insufficient funds will be assessed a \$25.00 non-refundable fee and checks must be made good no later than November 6, 2009 in order for you to be eligible to participate.

Parade commentary: On a separate sheet of paper, please type in Bold lettering, the wording your group would like the parade announcer and the television commentator to use to describe you. Please keep in mind that the Nighttime Holiday Parade is not to be used as a venue for a commercial and your information will be edited as deemed necessary by the Parade Committee. Please limit your commentary to describe your merits, accomplishments, etc. and give a brief description of your float (materials used to make it, hours it took to build, etc.)

Please submit your application, all required documentation and payment to:

Nighttime Holiday Parade

912 Myers Park Drive, Tallahassee, FL 32301

QUESTIONS? (850) 891-3856 or (850) 891-3860 Fax: (850) 891-3874

Email: Toni.McDonald@talgov.com

Web: talgov.com

AGREEMENT

I, _____ (Applicant/Authorized Representative), hereby acknowledge that I have read the Rules and Regulations associated with being an entertainer at the Winter Festival and have thereby duly informed all entry participants (my fellow entertainers, employees, volunteers, representatives, agents, etc.) of said Rules and Regulations, and agree that Applicant and all participants in this entry will heed all Winter Festival Committee rules and regulations and directives, whether written or oral, and all applicable laws and ordinances.



**City of Tallahassee
Winter Festival – A Celebration of Lights, Music and the Arts
LIABILITY DISCLAIMER**

The City of Tallahassee Winter Festival does not provide liability insurance for the protection of participants, spectators, merchants or others who participate in Winter Festival activities.

In consideration of being permitted to participate in such activity, the participant does hereby release and forever discharge the City of Tallahassee, its officers, officials, employees and agents, jointly and severally from any and all actions, cause of action, claims and demands for, upon or by reason of any damage, loss or injury, which hereafter may be sustained by participants, merchants, spectators, or others in consequence of participating in the City of Tallahassee Winter Festival activities. This waiver and release expressly includes any action, cause of action, claim or demand based upon any act, omission or negligence by the City of Tallahassee its officers, officials, employees or agents.

This release extends and applies to, and also covers and includes all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability and the consequences thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local or territorial law or statute providing in substance that releases shall not extend to claims, demands injuries or damages which are unknown or unsuspected to the person executing such release at the time of such executive, are hereby expressly waived.

I hereby agree on behalf of my heirs, executors, administrators and assigns to indemnify the City of Tallahassee, its officers, officials, employees and agents and all members and officials of the Winter Festival Committee, jointly and severally, and to hold the same harmless from and against any and all attorney fees, which may at any time be incurred by them or claimed against them by reason of my participation in the Winter Festival. This hold harmless and indemnity provision expressly includes any action, cause of action, claim or demand based upon any omission or negligence by the City of Tallahassee, its officers, officials, employees or agents.

Signature, Authorized Representative/Applicant

Date

Print, Authorized Representative/Applicant

Phone

Winter Festival Parade Rules and Regulations

1. Nothing is to be thrown or tossed in the formation area OR along the parade route. Throwing items is a serious safety issue and will be strictly enforced and violators will be removed.
2. Parade participants are ONLY allowed to hand out promotional gadgets, small toys, trinkets and wrapped candies. Participants are prohibited from handing out any printed materials – coupons, brochures, flyers, leaflets, booklets, etc. CD's/DVD's, or glass/breakable items.
3. Florida Statute §790.531(1) makes it unlawful to openly carry firearms. No exceptions are permitted for parade events. Safety concerns demand any article resembling a firearm displayed to view will be subject to inspection by police officers. All parade participants are strictly prohibited from firing any blanks. Absolutely no firearms – real or fake – are to be carried by parade walkers or mounted or carried on any float.
4. Parade lineup assignments, maps and other pertinent information will be handed out at a MANDATORY MEETING, which will be held the first week of November (time and date TBA). If accepted, an authorized representative for each group is required to attend the meeting.
5. Non-performing walking units/groups will NOT be allowed to participate in the parade due to time limitations.
6. SANTA will arrive at the end of the parade. THERE WILL BE NO SANTA IMPOSTERS ALLOWED in the parade!!!
7. Float Structure Requirements and Restrictions: **A.** Minimum length- 8 feet wide by 10 feet long. **B.** Maximum Height: 14 feet 6" from street level. **C.** Any alterations of dimensions must be pre-approved by the parade chairman. **D.** All decorations must be made of non-flammable materials.
8. Float Mechanical Requirements and Restrictions: **A.** All towing vehicles must have safety chains between the pulling unit and the float. The float must be secured (Florida Statute 316.50) **B.** Tires should have the proper amount of air and be in good condition. **C.** Brakes and pulling capacity must be checked prior to the parade. **D.** The framework of any towed unit must be high enough off the ground to clear all obstacles along the parade route and at disembarkment. **E.** Brakes and headlights must be in good working order.
9. Safety Requirements and Restrictions: **A.** No sharp projections, which might result in injury, should be used as a prop or in the construction of the parade entry. **B.** All units are required to have tagged fire extinguishers. **C.** All float passengers must have proper seating or handrails to lean against. Passengers must stand or sit away from the edges of the float. **D.** Candles or other open-flame items are not permitted on floats. **E.** Generators on floats are permitted and must have a separate tagged fire extinguisher. **F.** All units are required to have a stocked first aid kit. **H.** Each vehicle must have a spotter to ride with the driver.
10. Decorating and Music Requirements and Restrictions: **A.** All entries, including tow vehicles, are required to utilize the Winter Festival Theme. **B.** All participants, including drivers, must be festively attired, no Santa suits, beards, wigs, etc. will be allowed. **C.** All entries are to be FULLY decorated, to include all sides of the entry, tow vehicle and flatbed parts, with garland, lights, festooning, tinsel, etc. **D.** Decorating ONLY with lights is not acceptable – no exceptions. **E.** All music must be holiday related or related to the Winter Festival Theme.
11. Any entry stopping to perform for the parade judges, television crews or audience may be eliminated from the judging process.
12. All performing groups such as bicycles, skateboards, scooters, rollerblades, etc. are required to wear protective pads and helmets.
13. All groups using animals of any type in the parade are required to have a clean up/pooper scooper crew following the unit. Participants are also responsible for cleaning up after their animals in the staging and disembarkment areas. If you do not clean up after the animals, we will hire a clean up crew and the invoice will be sent to you for payment.

14. All entries are required to have (2) festively dressed banner carriers. 3' x 8' banners with 6" x 2" lettering are required to proceed each unit. The banners are used as rapid identification of each unit for the parade announcer, judges and television commentator.
15. Parade entries must follow the directions of the parade officials.
16. Parade entries must keep pace with the line of the march. No Counter marching or any other maneuver contrary to the forward progress of the parade will be allowed.
17. Alcoholic beverages and other controlled substances are forbidden on any float, in any vehicle or on the person of any parade participant, to include at staging, during the parade and the disembarkment. Participants who consume alcohol prior to parade start are not permitted to enter the line of march, and people who use alcohol or other controlled substances during the parade will be removed.
18. Personal use of the Winter Festival logo is strictly prohibited and is implemented for use exclusively by the Winter Festival Committee.
19. Conduct deemed inappropriate by the parade chairman, festival officials or law enforcement will immediately disqualify entrant and will be dismissed from the parade. The Winter Festival Committee reserves the right to remove from the parade, either prior to the staging, during staging or at any time during the parade, any entry not conforming to the rules and regulations or any entrant who refuses to follow instructions of police or parade officials.
20. Applications fee are non-refundable after November 6, 2009. If you cancel prior to November 6, 2009, please submit a letter requesting your refund. A \$25.00 Cancellation Fee will be deducted from your entry fee. Please allow 6-8 weeks for your refund.
21. All application entry fees and late fees received after October 16, 2009 must be paid for in cash, money order or cashier's check.
22. All checks returned for insufficient funds will be assessed a \$25.00 service fee and must be made good no later than November 6, 2009 and must be paid in cash, money order or cashier's check. Permission will not be granted to participate until the issue is taken care of.
23. Application received after the Friday, October 16, 2009 deadline will be assessed a \$25.00 non-refundable late fee.
24. The City of Tallahassee, its employees, event sponsors and volunteers are not responsible for neglect, damage to your parade entry, theft or personal bodily injury to you, your employees, your representatives, your volunteers and your guests while participating in the Winter Festival. This includes traveling to and from the event, pre-event set up, during the event and post-event tear down.
25. Please note that all components related to this application and the parade are subject to change.

Important Notice: Due to the Homeland Security Advisory System, all activities, events, and other Winter Festival Components are subject to change or cancellation. Notification of such changes or cancellations will be submitted accordingly.

If a person with a disability requires an accommodation to participate or if special seating arrangements are needed, requests must be made to the event coordinator seventy-two (72) hours prior to the event.

The City of Tallahassee Parks and Recreation Department reserves the right to photograph/videotape facilities, activities, and program participants for potential future use without compensation.

A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE.

PARADE TIME SCHEDULE – SATURDAY, DECEMBER 19, 2009
FLOAT STAGING – 2:00 P.M. – 5:00 P.M.
PARADE START – 7:15 P.M. SHARP

NIGHTTIME HOLIDAY PARADE APPLICATION PACKAGE
CHECK LIST

- Completed application form**
- Entry fee in full – checks made payable to:
Tallahassee Friends of Our Parks Foundation
- Signed and dated Liability Disclaimer**
- Copy of Driver’s License**
- Copy of Driver’s Insurance Card**
- Parade Commentary (on separate sheet, typed)**
- Photo, sketch or artist’s rendering of your entry**
- Two (2) festively dressed banner carriers**
 - 3’x 8’ banner with 6”x 2” lettering**
 - Tagged fire extinguishers on board**
 - First aid kit on board**

IMPORTANT DATES TO REMEMBER

- Parade ~~ Saturday, December 19, 2009, 7:15 p.m.**
- Festival Hours: 3:00 p.m. until 10:00 p.m.**
- Parade Application Deadline: October 16, 2009, or until filled**
- All Checks returned for insufficient funds will be assessed a \$25.00 service fee and must be made good no later than November 6, 2009, and must be paid in cash, money order, or cashier’s check**
- \$25.00 non-refundable late fee: Mandatory after October 16, 2009.**
(Applications and fees received after the deadline must be paid in cash, money order, or cashier’s check)
- \$25.00 Cancellation fee in effect prior to November 6, 2009**
- No entry refunds after November 6, 2009**

Winter Festival – A Celebration of Lights, Music, and the Arts “Magic on Monroe Street”



Public Safety Regulations

All Public Safety Regulations as set forth by the City of Tallahassee and the Tallahassee Police Department will be strictly enforced before, during and after the event. Such regulations are for the welfare and the safety of all spectators and participants.

- Throwing or tossing of items from floats, vehicles or walkers is strictly prohibited.
- Music and background sounds may not contain any sound that resembles a firearm, gunshot, cannon or any other type of weapon or startling sounds.
- **Absolutely no firearms (real or fake) may be carried by parade walkers or mounted or carried on a float or vehicle. (Exceptions will apply to official law enforcement officials and military units with approval of the Committee.)**
- **Alcohol consumption is strictly prohibited before and during the parade. Violations of this regulation will result in participants' removal from the parade and such actions may jeopardize future participation in the Nighttime Holiday Parade and other festival components and may jeopardize future involvement.**