

2009 RIVER FALLS DAYS – “FIESTA DE LA KINNI”

PARADE ENTRY INFO

JULY 10TH, 2009

PARADE INFO

www.rfchamber.com

DATE:

Friday, July 10th, 2009

TIME:

6:30 p.m.

THEME:

“Fiesta De La Kinni”

Keep our parade
fun...decorate your float with
this theme in mind.

REGISTRATION

DEADLINE:

Wednesday, June 10th, 2009
\$15 late fee after June 10th
Register early – parade will
fill!

AWARD CATEGORIES:

- Best Use of Theme
(non-profit)
- Best Use of Theme
(commercial)
- Most Humorous Unit
- Judges’ Choice Award

LINEUP

INFORMATION:

Confirmation and lineup
information will be sent in
late June.

PRESENTED BY:



RIVER FALLS
AREA CHAMBER OF COMMERCE
& TOURISM BUREAU

214 N. Main Street, River
Falls, WI, 54022

The River Falls Days Committee would like to invite you to participate in the 2009 River Falls Days Parade on Friday, July 10th at 6:30 p.m. It is a great chance to increase visibility in the community for your business or organization.

The parade packet is available online at www.rfchamber.com. Please contact us if you’re not able to access this information. Also, check this site frequently for the latest event information.

Please review the parade policy carefully so we can continue to maintain a high-quality parade for all to enjoy.

To register for the parade simply print the parade packet, review the information carefully and return the following items to the Chamber by **Wednesday, June 10th, 2009:**

- Completed Registration Form
- Signed Policy Acknowledgement and Agreement Form and
- Payment (please include a \$15 late fee after June 10th)

Return the Participation Waiver forms for all parade participants by the deadline indicated on that form.

Register early as the parade will be limited to 120 units and will fill early! Unregistered units will not be allowed to participate in the parade.

Please forward this letter to anyone you think might be interested in participating in the parade.

If you have any questions, please feel free to contact the Chamber office at (715) 425-2533 or nick@rfchamber.com.

Sincerely,

Nick Carstens
Program and Event Coordinator

2009 RIVER FALLS DAYS

"Fiesta de la Kinni"

PARADE

FRIDAY, JULY 10TH

6:30 P.M.

REGISTRATION FORM

Registration Deadline: Wednesday, June 10th, 2009

Parade entries will be limited to 120 units. Unregistered units will **not** be allowed to participate.

Name of Group/Organization Participating: _____

Contact Person: _____

Phone: _____ Email:* _____

Address: _____

City, State & Zip: _____

* Number and final lineup information will be sent via email in late June or early July.

Length of Parade Unit (ft. long): _____ Number of Vehicles: _____ (2 maximum)
Number of people: _____ Performing for judges? No or Yes (30 sec. max)

Check all that apply to your parade unit:

- | | | |
|---|---|--|
| <input type="checkbox"/> Live Music | <input type="checkbox"/> Handing out Literature | <input type="checkbox"/> Marching Band |
| <input type="checkbox"/> Recorded Music | <input type="checkbox"/> Handing out Candy | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Dancers/Gymnasts | <input type="checkbox"/> Walkers | <input type="checkbox"/> Community Royalty |

Entry Fee (After registration deadline a \$15 late fee must be included with payment):

- | | | |
|--|--|--|
| <input type="checkbox"/> \$20.00 Member Non-Profit | <input type="checkbox"/> \$50.00 Member Commercial | <input type="checkbox"/> \$75.00 Political Campaigners** |
| <input type="checkbox"/> \$25.00 Non-Member Non-Profit | <input type="checkbox"/> \$60.00 Non-Member Commercial | <input type="checkbox"/> Community Royalty |

Please list any special considerations that the parade committee needs to know about (i.e. royalty members are also in school band): _____

Parade Announcer Information

This information will be available to the parade announcers during the parade. Use an additional page if necessary.

Please check method of enclosed payment: Check Cash

Please note: All entry fees are non-refundable ~ no exceptions.

Please return this registration form, parade policy acknowledgement form, and payment to:

River Falls Area Chamber of Commerce & Tourism Bureau

214 North Main Street, River Falls, WI 54022 For event information: www.rfchamber.com

2009 River Falls Days Parade Policy River Falls Area Chamber of Commerce & Tourism Bureau

Thank you for applying for participation in the River Falls Days Parade. In an effort to make this a pleasant and safe experience for everyone, all participants must read this Policy and agree to abide by it. One representative from your parade unit will be required to sign the Authorization and Agreement form which appears at the end of the Policy and mail it to the Chamber, along with the other application documentation and applicable entry fee.

Staging Area

Arrival Time: A final parade letter will be sent to you in late June. You must arrive at the staging area at the time specified in that letter. Late arrivals will be denied participation and parade entry fees will not be refunded.

Traffic: Please be aware that there will be motorized traffic and foot traffic within the same areas. Motorized vehicles should maintain a very low rate of speed and use extreme caution when navigating the staging area. Please take the proper safety precautions to keep this area safe for everyone.

Parade Route

Distance Requirements: Unless safety is an issue, you must maintain a distance of no more than one-half block between you and the parade unit in front of you. If the parade unit in front of you is a school marching band, you may maintain a distance of up to one full block.

Judging Area Requirement: If you are immediately behind a school marching band, you may not proceed into the Judging Area until the marching band has completely exited the area. The Judging Area begins approximately one block before the Review Stand at 2nd & Elm Streets, and extends approximately one block past it. The Judging Area will be clearly marked.

Marching Band Performance Stops: Bands are the only parade units allowed to make brief performance stops throughout the parade route, not just in the Judging Area. Once each performance has ended, they briefly march at a quicker pace in order to close the gap between them and the unit in front of them. Please make every effort to keep pace with marching bands as they close the gaps after each performance stop.

Pace: You must maintain slow, but **steady** forward motion throughout the parade route. With the exception of High School Marching bands, slowing or stopping will not be allowed, except in cases where safety is an issue, and except in the area immediately in front of the Reviewing Stand. We ask that you cooperate fully with Parade Officials who may ask you to keep moving, or to move faster, at **any point** during the parade route. The Chamber reserves the right to remove units that are too slow or that repeatedly interrupt the flow of the parade.

Sound/Noise: If your parade unit will include a loud horn, siren, music or amplified sound of any kind, you must include that information on your parade application. This is essential so that you can be placed in an area that will cause the least amount of disruption to school marching bands. Excessive noise near any school marching band will not be allowed. Should your horn, siren, music, etc., be deemed to be too loud at any point along the parade route, you may be asked to lower the volume. If that is not possible, you may be required to discontinue making the noise altogether. **IMPORTANT:** If a school marching band is **anywhere** in the Judging Area, **horns, sirens or excessively loud sounds of any kind are strictly prohibited** until the marching band has completely exited the Judging Area. The Chamber reserves the right to remove units that do not make adjustments to sound if requested to do so by Parade Officials.

Unit Length Requirements: The total, maximum length of your parade unit, including vehicles, walkers, floats, trailers, animals, etc., must not exceed 30 feet. All parade units will be limited to two motorized vehicles.

Walkers: Since unit speed must be maintained, walkers **must** be able to keep up to motorized vehicles/floats. Distributing candy or other give-a-ways must be done in a manner that will not slow the pace of the parade.

Water Restriction: You may use squirt guns, etc., throughout the parade. However, spraying water toward the Reviewing Stand is **strictly prohibited**, as it presents an electrical hazard.

Miscellaneous:

All drivers of motorized vehicles **must** be at least 16 years of age and have a valid driver's license. Motorized vehicles must have their own liability insurance to relieve the River Falls Area Chamber of Commerce and Tourism Bureau from any liability.

All Parade Officials and Police Reserves will be clearly identified.

Candy or other give-a-ways must not be thrown from moving vehicles; they may only be handed out by walkers.

This Policy must be made available to all participants in your parade unit.

Alcoholic beverages are not permitted in the staging area or along the parade route.

All entries with livestock must have their own waste removal equipment immediately following their unit. Units without waste removal equipment will be moved to the end of the parade.

All entry fees are non-refundable – no exceptions.

Your full cooperation with Parade Officials in the staging area and along the entire parade route will be expected. Thank you.

The Chamber

Policy Acknowledgement and Agreement Form
2009 River Falls Days Parade
River Falls Area Chamber of Commerce & Tourism Bureau
(please complete and return this form with your entry form and payment)

I (whether individually or as a representative of a business or organization) acknowledge receipt of the River Falls Days Parade Policy and it is my intention to comply with it.

I further intend to cooperate fully with Parade Officials in the staging area and along the parade route.

I understand that non-compliance with any portion of the Parade Policy by anyone in my parade unit may result in the removal of my unit from the parade.

I further understand that my entry fee will not be refunded if I am denied participation.

I assume responsibility for providing this Policy to all members of my business or organization who may wish to participate in the Parade.

Date

Name of Company/Organization (if applicable)

Signature

Printed name of signature above

I assume responsibility for providing this Policy to all members of my business or organization who may wish to participate in the parade.

Please complete and mail this form to the Chamber office, along with your completed entry form, signed parade waivers and entry fee.

River Falls Chamber of Commerce and Tourism Bureau

214 N. Main Street
River Falls, WI 54022
Ph. 715.425.2533
Fax 715.425.2305
info@rfchamber.com



2009 River Falls Days Parade Participation Waiver

Friday, July 10, 2009

**** Organizations must make additional copies of this form for signature by each participant and return to the River Falls Area Chamber of Commerce at 214 N. Main Street by Friday, July 3.**

I, the undersigned, have agreed for my own benefit to participate in various events and activities during the year 2009 in connection with and/or under the directions of the River Falls Days Celebration and the River Falls Area Chamber of Commerce & Tourism Bureau.

I understand that inherent in my participation in such events and activities, such events to included with out limitation, parades, is the risk of serious personal injury and property damage to myself and all others under my direction and control, and to my property under my direction and control. I hereby waive and release any claim I have or may have in the future against River Falls Days or the River Falls Area Chamber of Commerce & Tourism Bureau, and any of their officers, whether or not caused in whole or in part by negligence of such officer, directors, employees, agents and volunteers, which occurs during or as a result of my participation in any of the events and activities held in connections with and/or under the director of the above-referenced entities. I understand that the negligence of myself, or a participant, results in injury to others or damage to property, the River Falls Area Chamber of Commerce & Tourism Bureau shall be held harmless and will indemnify the participant. Furthermore, in the event I agree to operate a vehicle in connection with any of the events and activities held in connection with and/or under direction of River Falls Days and the River Falls Area Chamber of Commerce & Tourism Bureau, I represent that I am validly licensed to drive such vehicle in the events and /or activities and that I have purchased automobile insurance and have liability limits of at least \$100,000/\$300,000.

Signature _____ Date _____

Print Name _____ DOB _____

Name of Unit/Organization _____

All participants, including unit drivers, float personnel, members of novelty units, and riders and drivers of horse units must sign and submit this form to the River Falls Area Chamber of Commerce & Tourism Bureau prior to the event specified.

2009 River Falls Days Parade Policy
River Falls Area Chamber of Commerce & Tourism Bureau

RIVER FALLS DAYS PARADE POLICY SNAPSHOT
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Responding to feedback from spectators and marching band coordinators we are implementing a new parade policy. Please review this carefully and observe these rules so we can continue to maintain a safe, high-quality parade for participants and spectators. Thank you for your cooperation and your participation.

Please share this information with the float driver and all participants of the float.

- Drivers of motorized vehicles **must** be at least 16 years of age and have a valid drivers' license.
- Maintain steady, forward motion throughout the parade route, except in cases where safety may be in an issue.
- Moving vehicles cannot wait for walkers; walkers must keep up.
- Candy or other give-aways must not be thrown from moving vehicles.
- **All entries with livestock must have their own waste removal equipment immediately following their unit. Units without waste removal equipment will be moved to the end of the parade.**
- Maintain a distance of no more than one-half block between your unit and the one in front of you (or up to one full block, if the unit in front of yours is a school marching band).
- Please be prepared to adjust your pace in order to close gaps that may be created by parade units in front of you.
- If a marching band is in the Judging Area on 2nd Street, you may not enter it until the marching band has exited **completely**.
- **Horns, sirens or excessively loud sounds of any kind** are prohibited while a marching band is in the Judging Area.
- Your unit may pause in front of the Reviewing Stand at 2nd and Elm for **no more than** 30 seconds.
- Spraying water from squirt guns, hoses, etc., toward the Reviewing Stand is strictly prohibited.
- **If you are the parade coordinator for your business or organization, it is your responsibility to provide the Parade Policy to ALL participants in your parade unit.**

Your full cooperation with Parade Officials in the staging area and along the entire parade route will be expected. The Chamber and/or Parade Officials reserve the right to remove parade units at any time for failure to comply with any portion of the parade policy.

Again, thank you and enjoy the parade!

The River Falls Area Chamber of Commerce and Tourism Bureau