



Official Parade Entry Application
PARADE DATE: SATURDAY, APRIL 28, 2018 – 12:00P
(please print legibly)

Date Application Completed: _____

Name of Organization: _____

Mailing Address: _____

City/State/Zip: _____

Contact Person: _____

Primary Phone #: () Alternate #: ()

E-mail Address: _____

Web Site Address: _____

Alternate Contact Person: _____ Phone#: ()

Number of Members in Entry: _____ 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: _____

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 Butter & Eggs Parade. With this understanding, I/we further agree to indemnify, defend and save harmless the Petaluma Downtown Association, Inc., City of Petaluma, 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 Petaluma Downtown Association, Inc., City of Petaluma 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 Butter & Eggs 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: _____

ENTRY INFORMATION

Commercial Business
 Non-Profit Community Organization
 School

Description of entry:

(check all boxes that apply)

<u>MUSICAL UNIT:</u>	<u>SPECIALTY UNIT:</u>
<input type="checkbox"/> Scholastic Band <input type="checkbox"/> Community/Independent Band <input type="checkbox"/> Other Explain Other: _____ Number of members: _____	<input type="checkbox"/> Drill Team <input type="checkbox"/> Dance Team <input type="checkbox"/> Scouting Unit <input type="checkbox"/> Military/Veterans Unit <input type="checkbox"/> Costumed/Novelty Unit Number of members: _____
<u>EQUESTRIAN:</u>	<u>VEHICLES:</u>
<input type="checkbox"/> Individual <input type="checkbox"/> Team/Posse <input type="checkbox"/> Horse Drawn Carriages Number of horses: _____ (limit 6 horses)	<input type="checkbox"/> Antique/Vehicle <input type="checkbox"/> Car Club <input type="checkbox"/> Other Type Vehicle If other, describe: Vehicle: _____ (limit 10 cars)
<u>FLOATS:</u>	
<input type="checkbox"/> Professional Built <input type="checkbox"/> Amateur/Self Built	Theme/Title: _____ Length _____ Width _____ Height _____
Float Description and Decorative Materials: _____ _____ _____	

Please provide script information for Parade Announcers. Up to five sentences. (print LEGIBLY) use separate paper if necessary

- * We have completed both sides of the entry form
- * A copy of a drivers license is attached for any vehicle in the unit
- * We have read, and agreed to the parade rules
- * We have attached a five sentence script for the announcers
- * We have attached proof of insurance for any vehicle, or any animals we are bringing in the parade
- * We are including our check for the entry fee (please make check out to Petaluma Downtown Association)

Please note that incomplete applications will be returned and subjected to fees due at the time they are completed

Return original entry application with payment to:
BUTTER & EGGS PARADE
Petaluma Downtown Association
210 Lakeville Street
Petaluma, CA 94952
 707-762 9348

Last DEADLINE FOR ENTRY MARCH 19



PARADE RULES AND GUIDELINES

Deadline for last entries - March 19

Parade Date: **Saturday, April 28, 2018**

Start Time: 12:00 noon (rain or shine)

Location: Downtown Petaluma, California

Theme: "A Parade is Hatched!" Celebrating the 100th anniversary of National Egg Day held in 1918. Petaluma's National Egg Day Parade was featured in newsreels, where floats with giant chickens boasted that Petaluma, home to six million hens laying 600 million eggs, Petaluma was proclaimed as the "Egg Basket of the World!"

Parade Route: One mile – The parade will start at the corner of D Street and Fourth Street. It will proceed on Fourth Street to Kentucky Street, right onto Washington Street, right onto Petaluma Boulevard North to Petaluma Boulevard South and end at D Street.

Anticipated Attendance: 25,000 +

Parade organizers will approve applicants. Notification of acceptance will be emailed.

Parade entries: Required to be entertaining, creative and exciting. Participate with a float, push float, band, colorful costumes, uniformed attire, drill, dance team or comical routines, antique or unique vehicles, etc. **Think out of the box!** All parade entries will be selected based on how well they theme their presentations around the Parade theme of "A Parade is Hatched!" Some suggestions follow to start your thinking: you could take the original concept and hark back to the original beginnings of the Egg Day Parade, portray famous makers of the past (Lyman Byce, Brainerd Jones, McNear etc), showcase your own history and how your business or non-profit was hatched. As a nonprofit you could share your legacy of community engagement, gardens clubs, individuals and groups with a creative mission and service clubs with civic roots, making a difference, and of course this year we want to honor "Sonoma Strong" and all those that supported and responded during the October fires.

Clover Kids Parade: Clover Stornetta Farms is again sponsoring a Parade for youngsters 8 & under. It will start at 11:30 a.m. at 4th and D St. and move along the regular parade route to the Kids Area in the A Street Parking Lot, approx. 4 blocks. Only pre-schools, primary grade classes or clubs, mothers clubs, and other similar groups will be in this parade. Application is available online at www.petalumadowntown.com or call 762-9348

Please read general parade guidelines. Respond early to be considered for placement in our parade. For updated information on the parade, please visit our website at www.petalumadowntown.com

IMPORTANT PARADE ENTRY APPLICATION FEES AND DEADLINES

Entry Fees are not refundable. If for any reason an entry is not accepted into the line-up, fees will be returned. Once accepted into the line-up, fees are not refundable.

Non-Commercial entries are parade units entered by an individual, academic school, nonprofits with fewer than 100 employees, service club, or youth group. They cannot promote commercial or financial businesses. **One non-commercial entity per application.**

Commercial entries are parade units entered by commercial or financial businesses and nonprofits with more than 100 employees. **One business per application.**

BUTTER & EGGS PARADE Early Bird Fees/Deadline: FRIDAY, MARCH 9, by 8 AM

FEES for entries received COMPLETE

Non-commercial \$50

Commercial Entry \$300

Youth Bands Educational & School (Band ONLY) No Fee

CLOVER KIDS PARADE Fees

Non-commercial \$25

Commercial Entry \$75

BUTTER & EGGS PARADE Regular Fees/Deadline FRIDAY, MARCH 16, by 8 AM

FEES for entries received COMPLETE

Non-commercial \$70

Commercial Entry \$550

Youth Bands Educational & School (Band ONLY) \$20

KIDS PARADE Fees

Non-commercial \$50

Commercial Entry \$150

BUTTER & EGGS PARADE Late Entry Fees MONDAY, MARCH 19, by 8 AM

COMPLETED entries pay the following fees and will be accepted ONLY if space is available.

Non-Commercial \$100

Commercial Entry \$650

Youth Bands Educational & School (Band ONLY) \$40

KIDS PARADE Fees: Only if space available – late fee would apply

ENTRY REQUIREMENTS AND GUIDELINES

Please read before submitting application

ENTRY REQUIREMENTS AND SELECTION:

- **ALL** parade entries **MUST** showcase parade theme
- Entries applicants are all subject to approval by Parade Organizers
- Entries are selected on their entertainment value, uniqueness, size, and appearance
- The parade participants must “family friendly” appropriate to be seen by all ages
- The Parade **will not** be used as a platform for special interests
- No entry 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.
- Non-Commercial entries are parade units entered by an individual, academic school, nonprofits with fewer than 100 employees, service club, or youth group. Entry cannot promote commercial or financial businesses. One non-commercial entity per application.

ENTRY APPLICATION FORM:

- Entry applications must be received by
- The entry application form must be completed and signed with the understanding of the general rules and guidelines.
- All vehicles in parade must provide drivers license of driver of vehicle and current insurance.
- The parade organizers reserve the right to reject any application or entry at any time
- Applicants will receive notification of their acceptance within two weeks of receipt
- Staging instructions will be mailed approximately two weeks prior to the parade
- The rules and guidelines are for the safety and quality of the parade. Failure to abide by these rules and guidelines and those presented with the parade information package, may result in the entry's removal from the parade

COMMERCIAL/BUSINESS ENTRIES:

- Commercial entries are parade units entered by commercial or financial businesses and nonprofits with more than 100 employees. One business per application.
- Parade sponsorship information is available with Marie McCusker - Petaluma Downtown Association - Phone - 707-762-9348 (office) - Email - marie@petalumadowntown.com
- A commercial business entry cannot be used as a “major” advertisement

THIS IS A FORWARD MOTION PARADE:

- All entries are required to maintain a continuous forward motion during the parade. **No stopping**

NO TOSSING CANDY OR FAVORS:

- Nothing can be tossed from the parade route or curbside due to liability policies set forth by the parade insurance company and the City. NO handouts of food items or merchandise without prior authorization from the organizers.

IDENTIFICATION SIGNS:

- Identification banners are encouraged for entries in the parade
- Signs must be for identification purpose only and not as an advertisement or political statement.

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, prior to the parade date.
- Entries absent on parade day without proper notification may not receive future invitations.

MARCHING MUSICAL UNITS:

- Musical units are requested to perform the one-mile parade route.
- Unit members are required to be in uniform attire.

WALKING GROUPS MUST BE COSTUMED: Walking groups are limited to 50 walkers.

FLOATS: Must be decorated and safe

- Floats cannot exceed 50 feet in length (including tow vehicle), 13 feet in height and 10 feet wide.
- Float entries must follow the "Parade Float Guidelines" that will be mailed following receipt of the entry application.
- All vehicles must be properly insured and drivers must have proper drivers license
- All passengers standing or sitting on the float **MUST** be wearing a safety belt or have handholds or other support while the float is moving.

SPECIALTY UNITS: (Clowns, Color Guards, Drill/Dance/Baton, Scout Groups)

- Units will be considered on their entertainment value or uniqueness
- Plain clothed marching entries will not be accepted.
- Entries requiring vehicles to carry sound systems must notify parade organizers on the application. Carts or vehicles accompanying the entry must be decorated
- Drill / Dance routines must be choreographed for forward motion. No stopping to perform

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 may not be accepted due to safety concerns
- Vehicles permitted in the parade will be restricted in numbers, no more than three car clubs and clubs limited to limited to 6 cars per club
- **No** commercial or private vehicles are allowed in the parade without prior written approval by the parade staff
- All vehicles must be properly insured and drivers must have proper drivers license for vehicle

EQUESTRIANS/ANIMALS:

- No more than 6 horses per entry. No more than three equestrian groups will be accepted in the parade
- Any animal deemed unsafe in the parade will be removed.
- All animal units must provide their own "clean-up" crew to follow their unit in the parade.
- Equestrian riders should be at least 12 years of age and accompanied by an adult trainer.
- All equestrian entries **MUST** have trainers walking with every two horses.
- **ANIMALS MUST BE NOTED ON FORM:** If you are bringing animals with your unit they must be identified on the Parade Entry Form. Horses, dogs, cows, reptiles, and any other wild or domestic animals shall not be in the parade without specific written approval by the Parade Committee. All entrants with animals must submit proof that there is insurance in place to cover the animal's activity.

SPECIAL GUESTS / DIGNITARIES:

- **ELECTION/ISSUE CAMPAIGNING:** NO participant may advocate, oppose or depict any political, religious, social or other ballot or political issue or candidate in the parade. The Butter & Egg Days Parade will not permit itself to be used as a platform or advertising vehicle for any candidate or issue. No election signs, themes, or colors may be displayed. Units discovered to have political advertising, or to be distributing political advertising along the route, will be removed from the line-up. Currently serving elected officials who represent the Petaluma area will be invited to ride in the parade. Black and white signs will be provided which identify only their current status. They may not campaign for re-election, or for another office, nor may they display or distribute electioneering materials or election colors or shirts on the Parade Route. Candidates, and others, are invited to rent a booth in the Festival Area for electioneering purposes

PARTICIPANT AGE RESTRICTIONS:

- Walking participants must be at least six years old or older.
- There must be a least one adult escort for every six children under the age of 13 years.
- Young children riding on a float must have adult supervision on and around them.

ALL ENTRIES MUST BE SAFE. Vehicle and float drivers must be able to have a clear view of the front of the vehicle. Floats must be constructed of fire-safe materials and must carry a fire extinguisher. Appropriate area for vehicle exhaust must be designed into the float/unit. All floats must have secure seating, or hand-holds for standing riders. **Breaking any of the following safety protocols will subject units to immediate removal from the Parade.** Units removed from the parade will not be permitted into the parade line up the following year.

- **DO NOT USE AIR HORNS.** Air horns may not be used by any unit in the parade.
- **DO NOT THROW CANDY.** Throwing of any candy, merchandise or other items is prohibited. Items must be handed to spectators.
- **DO NOT HAND OUT** food items or merchandise along the parade route without prior authorization from the organizers.
- **DO NOT proceed in an unsafe manner.**
- **DO NOT interfere in any way with other units.**
- **Comply with ALL Parade Marshal requests.**
- **DO NOT drink any alcoholic beverages** in the staging area, or along the route. **ALCOHOL IS PROHIBITED.**
- **Equestrian Units MUST have a Pooper Scooper.**
- **DO NOT Jump on or OFF** any moving float or vehicle.

Questions/Contact:

Ray Pulver, Parade Coordinator - Upbeat Parade Productions

408-629-2520 - Upbeatparades@aol.com

or

Marie McCusker - Petaluma Downtown Association

707-763-0344 – marie@petalumadowntown.com