

Circus City Festival Parade Application Form
July 20, 2019, 10:00 a.m.

Celebrate! Our Past, Our Present, Our Future

Applications are welcome from all interested parties. However, the Parade Committee reserves the right to reject any entry at any time should it be determined to detract from the basic purpose of the Circus City Festival and the pleasure of the parade audience.

The receipt of this application **DOES NOT** guarantee acceptance into the Circus City Festival Parade.

You must complete the enclosed form applicable to your type of unit. **Complete all sections of the form and submit any required attachments.** Incomplete applications will be returned to the applicant for completion at the discretion of the Parade Committee. If you have questions, please call the Festival Office, 765-472-3918.

Checklist—Be sure these are included with your application by June 1, 2019.

- Entry form completely filled out
- Float at least 50% circus related
- Sketch or photo of entry (including relation to circus)
- Signed waiver of liability
- Announcer's copy (keep it short)
- Length of unit for staging purposes (front to back)

APPLICATION DEADLINE IS JUNE 1, 2019

Written notification of acceptance will be mailed by June 21, 2019

IMPORTANT: PLEASE READ RULES AND PROCEDURES SECTION BEFORE COMPLETING APPLICATION FORM

RULES & PROCEDURES FOR ALL ENTRIES

1. All applications must be completed. Incomplete applications will be returned at the discretion of the Parade Committee.
2. The Circus City Festival Parade Committee reserves the right to bar or remove from the parade any entry which refuses to follow all instructions from parade officials and/or Law Enforcement personnel.
3. All applications approved by the Parade Committee will receive an invitation to participate in the 2019 Circus City Festival Parade at 10 a.m. All dignitaries and celebrities participation is by invitation only from Circus City Festival Parade Committee.
4. No additional vehicles or persons (including cars, scooters, marchers, etc.) will be allowed to accompany units unless the Parade Committee deems them essential to the quality or safety of the unit. Approved accompanying vehicles must be declared (i.e. golf carts or wagons for bands). **The number of vehicles or persons with each unit must be specified on the application and be approved by the Committee.** Only that number approved will be allowed to participate in the parade.
5. All applications must be accompanied by a signed waiver of liability.
6. **No gifts, merchandise, literature or other materials may be distributed along the line of the parade route. This policy will be strictly enforced by officials and Law Enforcement personnel. Candy may be distributed by walking at curbside. All candy items to be distributed must receive approval from the parade directors and be disclosed in the application.**
7. Consumption or possession of alcoholic beverages or illegal substances is forbidden by anyone anywhere throughout the parade or on any entry or on the person of any participant.
8. Spacing between each unit will be enforced by parade officials. Units are required to close the gap between itself and the preceding unit when directed by parade officials. Each unit must appoint a unit captain to pace the unit and work with the Parade Officials.
9. An entry which fails to appear for the Parade without first notifying the Circus City Festival Office, or an entry which does not comply with all rules, will jeopardize future invitations to participate in the Circus City Festival Parade.
10. Any entry which has displayed on it the name of a company which is in business for profit must be determined by the Parade Committee to be a sponsor and must disclose any such advertising for consideration by the Parade Committee. Additionally, any not-for-profit entry which carries the name of a commercial business must also comply with this provision. Any such advertising which is not first approved by the Parade Committee will be removed in the parade marshaling area prior to the parade!
11. Participants must be at least 5 years of age to walk the parade route. The minimum age to ride on any unit is five years old. Participants less than 10 years of age must be directly supervised by an adult. (Exceptions must be approved by the Parade Committee.)
12. Participants must arrive at their designated marshaling spot by **9:00 A.M.**, or they will not be allowed to participate. This policy will be strictly enforced to avoid confusion as parade time approaches.
13. The maximum number of people permitted in a unit is 45 with the exception of bands and military units. Exceptions must be approved by the parade committee and submitted with original application.
14. Use of automobiles shall be limited to the following.
 - Convertibles for dignitaries as determined and provided for by the Parade Committee
 - Approved units such as antique cars & trucks
 - Police and fire units
15. Trucks and tractors will not be permitted except as approved in float rules.
16. All banners used for identification purposes should meet certain specifications. A carried banner should be weighted at the bottom. Only approved signage which appears on the application sketch or photograph will be permitted.

17. All performances, acts or demonstrations must be accomplished while moving forward.
18. The application form must be accompanied by a sketch or photograph of the unit.
19. A written description of the unit and biographical information about the organization must accompany the application. This information will be read from the reviewing stand and for radio coverage. Please ensure its accuracy and indicate any unusual pronunciation and phonetic spelling. This information is subject to review by the Parade Committee.
20. In order to assure your participation in the 2019 parade, this application must be received at the Festival Office no later than **June 1, 2019**. Be sure to keep a copy for your records.
21. All entrants are responsible for arranging for any power, helium, or other supplies necessary for set-up and tear down of their unit.
22. All entrants are responsible for walking/inspecting the route before the parade to make sure their unit can clear any wires, trees, street lights, corners, etc. along the route, including staging areas and routes and disembarking areas.

POLITICAL UNITS

1. The following positions are eligible for an entry in the Circus City Festival Parade:

President or Vice President of the U.S.	Mayor of the City of Peru
Governor of the State of Indiana	Miami County Commissioners
State Senators and Congressmen	Miami County Sheriff
State of Indiana Elected Officials	Miami County Judges
Miami County Political Parties/Candidates	

(Candidates running for office must be with their party)
2. Participation must be by elected official and not a representative of the official.
3. Elected officials may be accompanied by no more than three (3) non-candidate persons.
4. Giveaway materials such as hats, buttons, stickers, pamphlets, etc. which are strictly political or advertising in nature are **NOT** permitted. Candy may be handed out with permission of Parade Committee.
5. No political signs of any sort—ex.: reelect, elect, vote for with a name
6. Candidate may wear t-shirt (not sign) identifying self.

FLOAT UNITS

1. A float shall consist of a low flat trailer, mobile home frame or other suitable frame with pneumatic-tired wheels.
 2. All applications **MUST** be accompanied by a sketch, picture or drawing of the proposed entry. The final entry must adhere to the original concept. **Original concept must be at least 50% circus or theme related.** Any variation or change requires prior approval of the Parade Committee. If a variance has not been granted, the entry is subject to elimination (on the grounds of misrepresentation) prior to the parade.
 3. The only approved towing unit is a decorated garden tractor under 25 horsepower. Self propelled units (those in which the towing unit is an integral part of the float design) are acceptable and are encouraged. Any other type of towing unit will be subject to final approval of the Parade Committee.
4. The following size restrictions apply:

	<u>Minimum</u>	<u>Maximum</u>
Length	12'	60'
Width	7'	12'

Height	No Minimum	14'
Clearance	1'	3'
Skirting	1"	3"

5. Framework of the float may be steel, aluminum, wood or other solid material covered by chicken wire or other suitable material. The outer surface may be poms, foil paper mache', live or artificial flowers, cloth, festoons, fringes, petal papers, grass mat or painted surface. Lettering may be cut from wall board or other material to which paint, glitter, foil or other covering is applied.
6. Animation is highly desirable, but not required. When transporting the float to the parade site, it is a good idea to cover it with polyethylene for protection from sun, wind and rain.
7. The following safety measures are required.
 - Handholds or other support for personnel standing on the float
 - a. A fire extinguisher aboard the float or propulsion unit.
 - b. Safety type couplers for all towing connections
 - c. Carefully secured lug nuts on all wheels
 - d. Reasonably new tires of good quality
 - e. Children must be supervised by at least one adult
8. At least 50% of the float design should be relate to the parade theme . The sponsor's name on either commercial or non-commercial entries may appear on the float or on a banner preceding the float. Only authorized signage (that which appeared on the approved sketch or drawing) will be permitted.
9. Parade officials may disqualify an entry at any time if, in their opinion, the entry is not observing fully the parade rules and regulations.
10. The total number of people per unit, riding and/or walking, is 45.

BAND UNITS

1. Bands are encouraged to perform over as much of the parade route as possible for the enjoyment of the crowd. Bands must perform while passing in front of the reviewing stand located on the South side of East Main Street at Broadway.
2. No unit including bands is permitted to stop to perform during the parade. All special movement, acts or demonstrations must be accomplished while moving forward.
3. Bands may not be followed by transportation buses or other large vehicles. This rule will be ***strictly enforced.*** Decorated golf carts or wagons will be allowed.
4. Bands may be identified by banners or signs preceding the group or by signage that is an integral part of the group. Vehicles may not be used to identify bands.
5. The band is encouraged to dress appropriately. If the band chooses not to wear regular uniforms, then it should select the dressiest uniform possible for summer weather. While uniforms are not included in the judging criteria, visual appeal has an impact on the judges.
6. A stipend can be paid to high school marching bands to help defray transportation costs.
7. All units must be at the specified marshaling spot on time or they will not be allowed to participate.

CLOWNS

Clowns must perform at the time they pass the reviewing stand and are encouraged to perform throughout the parade as much as possible while moving forward for the enjoyment of the crowd.

EQUESTRIAN UNITS

Equestrian units may not be followed by transportation trailers or trucks of any kind.

WALKING UNITS

A maximum of 45 people per unit, including sign bearers. Each walking unit must have a

choreographed activity or routine designed to entertain the people along the parade route. The routine/act should be performed while the unit is moving with the parade and should continue along the entire parade route. (This doesn't have to be elaborate...just simple, clever and entertaining).

MOTORIZED UNITS

No unit is permitted to stop to perform during the parade.

All special movements/acts/demonstrations must be accomplished while moving forward.

Strictly Enforced: Please keep pace with units in front of you so not to hold units up that are behind you.

Units must perform while passing reviewing stand. No unit shall stop at reviewing stand.

*****If you need help or ideas for your group, please call the Festival Office at 765-472-3918.**

Insurance Requirements for all Entries and Vendors:

All entries and vendors are required to provide CCFI with a certificate of liability insurance in the amount of \$1,000,000.00. Include CCFI and the City of Peru as an additional insured. No applications will be accepted without an insurance certificate included. No vendor will be allowed to set up without first providing us with a certificate of liability insurance. All entries and vendors agree to hold harmless, indemnify and pay all reasonable attorney fees occurred by CCFI and the City of Peru in the defense of a suit or claim brought upon them as a result of any action by the undersigned concessionaire, their agent or employee or parade entrant.

CIRCUS CITY FESTIVAL, INC.
Rules and Regulations
Saturday, July 20, 2019 - 10:00 a.m.

These basic rules for all parade participants are based on preserving the authenticity of the event and the safety of the spectators and participants.

- All entries are to be in position by 9:00 a.m. The parade will start promptly at 10 a.m. *If you miss your position and starting time, you will not be allowed to fill in elsewhere.*
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- All performing by units must be done while moving forward. *No unit will be permitted to*

stop to perform.

- Political entries must be float entries by the respective political parties. All other political entries or dignitaries will be by invitation only. Give away materials which are strictly political and advertising are **NOT** permitted. **Banners, signs, etc. for campaigning will not be permitted.**
Party recognition signs will be permitted; Ex. Miami Co. Republicans, Miami Co. Democrats, Miami Co. Tea Party.
- Trucks and tractors will not be permitted except as approved float escorts.
- At no time may candy, leaflets, etc. be thrown into the crowd from the parade units. Candy may be distributed by walking at curbside. ***Candy to be distributed must receive approval from the parade directors and be disclosed in the application.*** No gifts merchandise, literature, or other materials may be distributed along the parade route.
- Sponsors may submit a banner for approval. The banner, if accepted, must be carried in front of the specific unit. No signage or other materials may be attached to the historic wagons or other types of entries.
- Sponsors are welcome to volunteer individuals to assist the parade workers on the morning of the parade.
- Parade coordinators will be located throughout the marshaling area. You must follow the directions of the parade coordinators and the Police Department to insure the safety and well-being of everyone involved.
- All entries are to maintain distance and speed until reaching the de-marshaling area of Broadway and Canal Street.
- The Parade Committee reserves the right to reject any application or to exempt special units, which it has invited to provide special interest or emphasis of theme, from the rules.
- Only 1st place certificates will be given in the following categories:
Marching Units, Bands, Musical Performance, Floats, Clowns, Horse pulls, and Equestrian.

Circus City Festival, Inc.
Parade Application

Title of Entry: _____

(As it should appear for publication)

Contact Personnel / Person in Charge of Entry: _____

Address _____

(Street)

(City)

(State) (Zip)

Work Phone: _____ Home Phone: _____ Email: _____

Type of Entry: (Please check one)

**Please give Complete Dimensions for floats, wagons, and calliopes.
Please enclose picture or drawing of floats, wagons, and motorized entries.**

____ Floats

Type: _____ Length: _____
Width: _____ Height: _____

____ Marching Band	# of participants _____	How far from Peru _____	How many buses _____
____ Musical Bands (non-marching)	Type: _____		
____ Honor/Color Guard	Type: _____		
____ Clowns	Type: _____		
____ Calliope	Type: _____		
____ Animals	Type: _____		
____ Circus Wagon	Type: _____		
____ Equestrian Unit	Type: _____	# of horses: _____	#of riders _____
____ Horse Teams (wagon pull)	Type: _____		
____ Motorized Unit	Type: _____	#participants: _____	
____ Queen / Court	Type: _____		
____ Special Entry	Type: _____		
____ Other	Type: _____		

Will you be passing out candy? Yes No

Will your unit have audio effects (i.e. Music)? Yes No

If yes, describe _____

****Please note: A Total of 45 people are allowed per unit. This does not include Bands.**

Any wagons or first aid equipment must be decorated.

Water for animals will be provided in the Marshaling Areas.

Brief description of entry used for announcing purposes: _____

PARADE ENTRY WAIVER OF LIABILITY

I, the undersigned, as group representative, hereby release, remise and forever discharge Circus City Festival, Inc., its officers and directors, severally or jointly, the Circus City Festival Parade Committee and all volunteers of and from any and all liability, claims, actions and possible causes of action which may accrue to any member of the group from every and any loss, damage and injury (including death) that may be sustained while participating in the parade.

Application will be void if not accompanied by the waiver.

DATED: _____ Signed: _____

NAME OF GROUP: _____

**HOLD HARMLESS AGREEMENT
(MUST BE SIGNED BY PERSON IN CHARGE)**

I (we) assume all risk of bodily injury or property damage that I/We may incur in participating in the Circus City Festival Parade and I/we hereby, for myself, my child, my heirs, executors and administrators do hereby, expressly and forever waive and release any and all claims against and agree to hold harmless the Circus City Festival, Inc. and all their respective officers, employees, agents, representatives, successors, or assigns of any kind from any and all claims which may be made for any cause whatsoever arising as a result or in connection with the participation of me or my child in the herein mentioned event.

SIGNATURE: _____ TITLE: _____

Thank you for your application. Please mail to:

**Circus City Festival, Inc.
Attn: Parade Committee
154 N Broadway, Peru, IN 46970**