

# REGISTRATION APPLICATION FORM

Allentown's 250<sup>th</sup> Anniversary Parade

"City Without Limits – Points of Pride" PARADE AND COMMUNITY FESTIVAL

I/we the undersigned, do hereby make application to participate in the Allentown 250th Anniversary Parade, Saturday, September 29, 2012, scheduled from 11:00am – 1:00 pm. ALL PARTICIPANTS MUST CHECK IN AT THEIR LOCATION WITH THEIR DIVISION PARADE MARSHALL IN ACCORDANCE WITH A SCHEDULE PROVIDED ONE WEEK PRIOR TO THE PARADE. ANY PARTICIPANT ARRIVING LATE COULD LOSE THEIR PRE-ASSIGNED POSITION.

We understand that as participants we must follow the entry rules as attached and failure to complete all required forms (including narrative) may DISQUALIFY THE REGISTRATION

Name of Organization: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Address of Contact: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number of Contact: Day \_\_\_\_\_ Parade Day \_\_\_\_\_

Email: \_\_\_\_\_

CATEGORIES: *Check One That Applies*

Youth Band     Antique/Classic Vehicle     Walking Group     Adult Band     Military

Float with Music     Float w/o Music     Youth Performer     Adult Performer

Other (Specify) \_\_\_\_\_

EACH OF THE FIRST FIVE DIVISIONS REPRESENTS A 50 YEAR HISTORICAL PERIOD (See attached PARADE DIVISIONS BY HISTORICAL PERIODS) AND THE SIXTH REPRESENTS THE FUTURE. ENTRIES WITH MUSIC, DRESS, DECORATIONS, ETC., APPROPRIATE TO THE PERIOD WILL BE GIVEN PREFERENCE IN SELECTION FOR PARTICIPATION AS WELL AS FOR PRIZES AND AWARDS.

INDICATE YOUR DIVISION PREFERENCE:

1762-1811 \_\_\_\_\_ 1812-1861 \_\_\_\_\_ 1862-1911 \_\_\_\_\_  
1912-1961 \_\_\_\_\_ 1962-2012 \_\_\_\_\_ The Future \_\_\_\_\_ Please assign \_\_\_\_\_

Please briefly describe the reason for your preference on the narrative page

The undersigned represents the above named organization and on its behalf agrees to follow General Parade and Community Festival Regulations and Float Safety Regulations attached. In addition, the applicant and all participants agree to indemnify and hold harmless the City of Allentown, and all its agents from and against all claims, losses, liabilities and expenses, including attorney fees and court costs arising from any circumstances occurring in or connected to the Allentown's 250th Anniversary Parade and Community Festival.

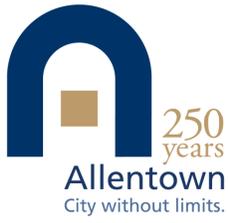
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Return this completed form with your narrative by JUNE 30, 2012

ATTN: Wendie Lazansky, Parade Coordinator - Allentown Brew Works, 812 W. Hamilton St., Allentown, PA 18101

call: 610.433.7777 ext. #25 for questions Fax: 484.223.3807 email: wendie@thebrewworks.com



## ENTRY NARRATIVE

The theme of our 250<sup>th</sup> Anniversary parade is: "Points of Pride in a City Without Limits." The purpose of our parade is to give the citizens of Allentown the opportunity to learn about and to celebrate the many people and accomplishments, past and present, that we can be proud of as Allentonians. Therefore the parade will culminate in a community festival showcasing Allentown with all its diversity. The parade and community festival will build a positive sense of community in the city, engaging people through participation, reflection, education and celebration.

**Judging and Prizes: First, second and third place cash prizes (\$500, \$300 and \$200) will be awarded on the basis of the number of votes cast in a "People's Choice" selection process. Categories include Best Band, Best Float, Best Representation of a Historical Event, and Best Example of Allentown Pride. Ballots will be provided through advance advertising and on the day of the parade and will be cast at the Voting Station at the Festival. Only one vote per person will be allowed in each category. To encourage voting, all those who vote will be entered in a raffle for multiple prizes from local merchants. All prizes will be announced before the end of the Festival.**

So that we can properly recognize your efforts, we are asking each group to supply us with the information requested below. This information will be utilized by our announcers as each group and/or float passes by, FOR ADVERTISING PURPOSES PRIOR TO THE PARADE AS WELL AS HELP IN THE JUDGING.

Help us give your entry the credit and attention it deserves by including the name of your organization in your narrative. Please remember that this parade is for THE COMMUNITY. Your comments should DESCRIBE YOUR "POINTS OF PRIDE", be upbeat, interesting AND BE no more than 50 words for the benefit of the spectators, judges and your fellow parade participants.

### INFORMATION

Division (if known) \_\_\_\_\_

**Reason for Division Selection:** \_\_\_\_\_

\_\_\_\_\_

Name of group and/or float \_\_\_\_\_

Theme of group and/or float \_\_\_\_\_ Number of Participants \_\_\_\_\_

If a Float, include dimensions if known at this time

Person in Charge or Director \_\_\_\_\_ Phone \_\_\_\_\_

Any Information that you would like to share with the audience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## General Parade and Community Festival Regulations

It is the intention of Allentown 250 Parade and Community Festival Committee to present the 250<sup>TH</sup> ANNIVERSARY PARADE AND COMMUNITY FESTIVAL as a fun, family oriented community event

1. Entries that do not contribute to or detract from the celebratory nature and purpose of the Parade and Community Festival will NOT be accepted.
2. Parade participants must submit a registration application to enter in Allentown's 250<sup>th</sup> ANNIVERSARY PARADE AND COMMUNITY FESTIVAL (hereinafter referred to as "the Parade"). The Parade and Community Festival Committee (hereinafter referred to as PCFC encourages the submission of applications to the PCFC as early as possible. Approval of applications is subject to the sole discretion of the City's PCFC. The PCFC is not obligated to provide any applicant with a reason for the denial of any application.
3. Applicants are responsible for communicating all rules and regulations to each member of his/her organization, group, company and/or entry. Each member of the organization, group, company and/or entry shall be responsible for reading the rules and regulations associated with the Parade. The violation of these rules and regulations by any member of the organization, group, company and/or entry before, during or along the Parade route will result in disqualification and immediate removal from the Parade.
4. Any application construed as a public hazard or likely to cause any unsafe condition at the Fairgrounds or along the Parade route will be denied.
5. A completed application to participate in the Parade will be taken as a firm commitment by the PCFC
6. Entries will not be accepted the day of the parade – GROUPS THAT SHOW UP THE DAY OF THE PARADE WILL NOT BE ALLOWED TO PARTICIPATE
7. In case of emergency (fire, ambulance, police, etc.), all participants shall move to the right side of the street.
8. Motorized go-karts, motorcycles, mini-bikes, mopeds, and bicycles are not permitted except as approved by the PCFC upon review of the entrant's application.
9. All entries/participants are encouraged to reflect the theme this year, which is "ALLENTOWN – POINTS OF PRIDE IN A CITY WITHOUT LIMITS". THERE ARE FIVE DIVISIONS, EACH REPRESENTING 50 YEAR TIME PERIODS, AND ONE "FUTURE" DIVISION. All entries should reflect something that makes THE PARADE fun and exciting for everyone!
10. All float and vehicle categories, including buses, must be at least 75% decorated. Exceptions to this rule include antique/classic cars, school royalty floats/vehicles, Grand Marshall Vehicle, and others as approved by the PCFC. Signs indicating the organization and theme are encouraged to be displayed on the front or sides of the entry. The Parade Officials' decisions regarding adequate decoration will be final! If you do not comply with this regulation, you will be disqualified.
11. The maximum number of entries for any organization, club, group, or individual is three (3), except by special invitation of the PCFC.
12. No person marching in the parade shall be permitted to carry or display, or cause to be displayed, any sign or other material that identifies him or her as a candidate for any elected or appointed office. *Political candidates may march in the VIP section of the parade, unless they are a member of another participating organization, in which case they may march with their organization.*
13. Due to safety concerns, the throwing of anything from floats or vehicles in the Parade is not permitted along the Parade route. Items may be handed out by walking participants but must be requested and approved by the PCFC beforehand in writing.
14. All Parade participants must stay in the line of march. Do not go into the crowd. The Parade route is narrow, many children and adults sit on the curb, and we do not want anyone to be hurt during the Parade.

15. No drilling or performance will be permitted in the line of march. Parade marshals will be present in each division to enforce this regulation in order to keep a consistent flow of the Parade.
16. Baton marching groups must march with a minimum of six (6) abreast.
17. Fire batons are not permitted along the Parade route or at the Fairgrounds.
18. Power tools, knives, swords, guns or replicas are not allowed to leave the Parade route and go into the crowd. Absolutely no firearms or weapons of any kind are permitted on the Parade route or at the Fairgrounds. Any entry violating will be prosecuted to the fullest extent permitted by law. The only exception to this regulation is for City of Allentown Police Officers, Police/Military Color Guards, fire police or other police officials patrolling the Parade route on the day of the Parade.
19. Explosives, fireworks, or any other exploding devices are not permitted along the Parade route or at the Fairgrounds. Anyone found with explosives, fireworks or any other exploding devices will be prosecuted to the fullest extent permitted by law. If a float decoration includes a "prop" or other item that may be construed as an exploding device, the entrant/participant must get prior approval from the PCFC and the City of Allentown before using such device at the Fairgrounds or along the Parade route. Any entrant/participant violating this provision will be escorted from the Fairgrounds and/or the Parade route
20. Children under six (6) years of age are NOT permitted to walk or march in the Parade but may ride on a Parade float and/or vehicle, only under the supervision of a responsible adult. All children six years of age and under must be supervised at all times.
21. When a unit reaches the end of the Parade, the participants are NOT permitted to come back through the line of march for the balance of the Parade. Participants are encouraged to enjoy the Community Festival, but in any event must not to disrupt the marchers or obstruct the view of the spectators watching the Parade.
22. All units must be identified so that spectators and television cameras can easily see the name of each unit or its sponsor. Identification on floats should be on both sides, running the entire length of the float or twenty (20') feet, whichever is the lesser. Participants carrying signs or banners should precede marching units, and all signs and banners must be carried and/or displayed in such a way as to assure they can be read even in rain or high wind.
23. Units may contain no element higher than 16 feet, to provide clearance of overhead wires and traffic lights.
24. Individuals and organizations in the Parade must perform courteously, in compliance with all regulations and with safety in mind at all times during the formation, execution, and dismissal of the Parade. Entries that detract from the celebratory nature of the Parade will immediately be disqualified from the Parade. Parade Officials will remove any participant violating this regulation at his or her sole discretion. All Parade Officials' decisions are final.
25. Parade Officials will be located along the Parade route to enforce the rules and regulations. The Parade Officials' instructions must be followed at all times. Parade Officials' decisions are final and not subject to review.
26. No participants are permitted to consume and/or possess alcoholic beverages anywhere along the parade route or at the fairgrounds. Any participant found consuming or in possession of alcoholic beverages will not be permitted to participate in the Parade and will be escorted from the Fairgrounds and/or the Parade route. All beverages (soda, iced tea, water, lemonade, etc.), must be in a non-glass, non-breakable container.
27. No participants are permitted to smoke or use tobacco products anywhere along the parade route or at the Fairgrounds. Any participant found smoking and/or using tobacco products at either the Fairgrounds or along the Parade route will not be permitted to participate in the Parade and will be escorted from the Fairgrounds or the Parade route.
28. No participants are permitted to use any illicit substances and/or possess drug paraphernalia along the parade route or at the Fairgrounds. Any participant found using illicit substances in any form regardless of the substance or form of use or in the possession of any illicit substances and/or using drug paraphernalia in any form or in possession of drug

paraphernalia will not be permitted to participate in the Parade, will be escorted from the Fairgrounds or the Parade route, and will be prosecuted to the fullest extent permitted by law.

29. If you decorate at the Fairgrounds, you must clean up your mess. We graciously receive the use of the Fairgrounds at no cost. Please be neat and courteous.

30. At the end of the Parade, all Parade materials must be taken with you. We have residents located at the end of the Parade who have complained about Parade participants using their trash receptacles. This is not permitted.

31. Horse units must provide a clean-up crew.

32. Floats may be assigned parking spaces at the end of the parade route. PCFC judges will review each float as it passes and they may again view the float in its parking space. Community Festival participants may vote in a "people's choice" while the floats are parked.

33. Any motorized vehicle required by the Commonwealth of Pennsylvania to be inspected must have a current inspection sticker and registration card. Registration card must be available upon request of any Parade Marshall. Only valid licensed drivers shall operate any motorized vehicle being operated along the Parade route. The drivers' valid license must be available upon request of any Parade Marshall. Further, each motorized vehicle and/or driver participating in the Parade must have valid insurance on the vehicle and/or driver. Valid insurance cards must be available upon request of any Parade Marshall. Photocopies of driver's license, registration card, and insurance card must be submitted with the registration application OR NO LATER THAN JUNE 30, 2012

34. To ensure the safety of parade participants we will have specific areas for buses and other parade vehicles to park and pick up in an organized and timely manner. Please refer to the parade line-up letter you receive closer to the parade date, and instruct all drivers to follow the Parade Marshal's directions.

35. The Parade will be a family oriented opportunity and participants are expected to dress accordingly. If you have any question regarding the suitability of the group/s attire please contact PCFC in writing with detailed information for approval. Groups not approved in advance and wearing apparel not suitable on the day of the event may be excluded at a Parade Marshalls discretion.

Violators of parade rules and regulations will not be eligible for a prize and may be removed immediately from this year's parade.

## Float Safety Regulations

1. Floats must have adequate brake systems, as well as an emergency backup system.
2. The driver of the float must have good visibility. This is especially important in a self-contained float.
3. Proper ventilation must be provided for the driver of a self-contained float.
4. The muffler must be wrapped in fireproof material if it is to be near any other surface.
5. Every float must have a cooling system sufficient to cool the engine.
6. No decorations may block the radiator or impede the wheels of operation of the float in any way.
7. Diesel trucks being used for floats are cautioned not to have an overload of fuel.
8. Gasoline tanks on self-contained units must be large enough to hold enough gas for the unit to complete the parade.
9. Batteries must be fully charged and of sufficient capacity to last the duration of the parade.
10. Electrical wiring must be an approved type for your use and be well insulated.
11. All wiring must be secured to the float or entry in a fashion as to minimize the risk of someone tripping over the wiring. All high-voltage (greater than 40 volts) junction points must be made in UL approved boxes or fixtures. All supply lines shall be current-limited by fuses or circuit breakers in a manner as to limit the current to the lowest possible for satisfactory operation, but in no case more than 250% of the normal load.
12. Generators must be securely mounted away from any flammable materials and be equipped with an exhaust line.
13. At least two (2) dry chemical fire extinguishers should be on each float, one at the rear of the unit and the other with the driver.
14. Any vehicles and all equipment must be checked for fuel, water, and any other vital liquids before reaching the assembly area.
15. On a self-contained float, the gas tank should be positioned as far from the driver as practical and be securely bolted to the frame.
16. The fuel tank must not be decorated in any way and is to be wrapped in fireproof material if it is located near the engine, exhaust, or battery.
17. Flexible connections should be used on fuel tanks to avoid leaks. Gas tank caps must be vented.
18. The driver of a self-contained float should have adequate space to maneuver and have easy access to exits in case of an emergency, and a carbon monoxide detector should be placed in the driver's compartment.
19. Safety railings, belts, back supports, or handholds should be provided for riders.
20. Even if a float is self-propelled, a tow hitch must be provided in case of an emergency.
21. Tires must be reasonably new and of good quality. A spare wheel and tire should be on each float with full access available for quick change in the parade route without the use of special equipment.
22. The steering mechanism must be capable of ordinary maneuvering with no less than a 45 foot turning radius. It is desirable to have as little play in the wheel as possible.