



**REGISTRATION FORM**  
**City of Allentown's Halloween Parade**  
**Department of Parks & Recreation**  
**3000 Parkway Blvd.**  
**Allentown PA 18104**  
**610-437-7757**

I/we the undersigned, do hereby submit our application to participate in the City of Allentown Parade scheduled for Sunday October 16<sup>th</sup>, 2016, with a rain date of Sunday October 23<sup>rd</sup>, 2016.

We understand that as participants we must follow the entry rules as attached and failure to complete all required forms (including narrative) may result in notification delay.

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

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

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

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

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

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

CATEGORIES: Check All That Apply

\_\_\_\_ Youth Band      \_\_\_\_ Float with Music      \_\_\_\_ Antique/Classic Vehicle [# of vehicles \_\_\_\_ (limited to 8)]

\_\_\_\_ Adult Band      \_\_\_\_ Float w/o Music      \_\_\_\_ Walking Group      \_\_\_\_ Dance Group

Please Describe Your Entry:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If a Float:      Length of Float \_\_\_\_\_      Width of Float \_\_\_\_\_      Height of Float \_\_\_\_\_

*The undersigned agrees to follow all rules and regulations set forth in the Parade Rules & Regulations (see 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 City of Allentown's Halloween Parade.*

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

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

**Return this completed form with your narrative by **October 5th, 2016** to**  
**City of Allentown, Department of Parks & Recreation**  
**3000 Parkway Blvd, Allentown PA 18104**  
**Fax: 610-437-7796 E-mail: Ryan.Griffiths@allentownpa.gov**



## General Parade Regulations

It is the intention of the City of Allentown to present the Halloween Parade as a fun, family oriented community event.

1. Entries that detract from the celebratory nature of the Parade will *NOT* be permitted to participate.
2. Parade participants must complete a registration application to enter in the City of Allentown's Halloween Parade (hereinafter referred to as "the Parade"). The City of Allentown (hereinafter referred to as "the City") encourages the submission of applications as early as possible. All applications are subject to the sole discretion of the City. The City 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 and will not be permitted to participate in the following year's 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 Committee. "No shows" for two consecutive years will be denied entry into the Parade for one year.
6. Entries will not be accepted the day of the parade.
7. In case of emergency (fire, ambulance, police, etc.), all participants shall move to the right side of the street.
8. All entries/participants are encouraged to reflect the theme this year, which is "Game On". All entries should reflect something that makes an Allentown Halloween Parade fun and exciting for everyone! The Parade Officials' decisions regarding adequate decoration pertaining to theme will be final!
9. 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 City. 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.
10. The maximum number of entries for any organization, club, group, or individual is three (3), except by special invitation of the Committee.
11. Entrants may not conduct any type of solicitation.
12. 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 approved by the Committee beforehand. Any entry violating this regulation will not be permitted to participate in the following year's parade.
13. 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. Any entry violating this regulation will not be permitted to participate in the following year's parade.
14. No drilling or performance will be permitted in the line of march unless it is in front of the Judging Stand. Performances at the Judging Stand are limited to 15 seconds, to ensure that the flow of the parade continues properly. Parade marshals will be present in each division to enforce this regulation in order to keep a consistent flow of the Parade.
15. Baton marching groups must march with a minimum of six (6) abreast.

16. Fire batons are not permitted along the Parade route or at the Fairgrounds.

17. 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 this regulation will not be permitted to participate in the following year's Parade and 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.

18. 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 not be permitted to participate in the following year's Parade and 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 City of Allentown before using such device at the Fairgrounds or along the Parade route.

19. 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.

20. 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 must use sidewalks or another street so as not to disrupt the marchers or obstruct the view of the spectators watching the Parade.

21. 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.

22. Units may contain no element higher than 16 feet, to provide clearance of overhead wires and traffic lights.

23. 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. Any participant disqualified under this regulation will not be permitted to participate in future parades. Parade Officials will remove any participant violating this regulation at his or her sole discretion. All Parade Officials' decisions are final.

24. 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. Any participant violating this provision will not be permitted to participate in the following year's Parade.

25. 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. Any participant violating this provision will not be permitted to participate in the following year's Parade.

26. 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.

27. If you decorate at the Fairgrounds, be sure to clean up after yourselves. We graciously receive the use of the Fairgrounds at no cost. Please be neat and courteous. Any participant who does not clean up at the Fairgrounds will not be permitted to participate in the following year's Parade.

28. At the end of the Parade, all Parade materials must be taken with you. On-street or residential trash receptacles may not be used for disposal of Parade materials.

29. Any groups that have animal participants must provide a clean-up crew.

30. 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 Official. 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 Official. 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 Official.

31. To ensure the safety of parade participants we will have specific areas at the end of the parade route 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 watch for signs at the end of the parade route as well.

Violators of parade rules and regulations will not be eligible for a prize, may be deemed ineligible for the 2016 parade, 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. 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.