

# **FALL FESTIVAL PARADE**

## **RULES AND REGULATIONS**

1. All participants shall indemnify, save harmless and defend the City of Woodbury, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of the City, from and against any and all claims, losses, costs, damages, or injury including death and/or property loss, expense claims or demands arising out of or caused, or alleged to have been caused, in any manner by their participation in the parade.
2. **The parade starts promptly at 5:30 p.m. Your emailed or mailed confirmation will provide the time for you to line up (between 4:00 and 5:00 pm) and your street location. Please consider carpooling to the staging site.** Unless there is severe weather, the parade goes on rain or shine. All units must prepare for rain or cold, as well as sun and heat. Unless the parade is canceled by the Parade Committee, all units will be expected to perform, and no entry fees will be refunded.
3. All entrants will be checked before entering the parade line. Any entry that does not conform to the application or all rules outlined in this application will be disqualified, may not be allowed into the parade, and entry fees will not be refunded. Entries depicting political endorsement, violence, drugs, illegal activities, or otherwise deemed inappropriate on parade day will be disqualified from judging, will not be allowed into the lineup, and entry fees will not be refunded. Signs on any vehicles shall only bear the name and position of participants. No political signs will be allowed in the parade. Under no conditions shall any participant, unit or entry move to a different position within the parade line-up, before or during the parade, except at the direction of a Parade Committee Member.
4. All entrants must conform to the description stated on their application. The Parade Committee reserves the right to reclassify applicants. If you have changed the makeup of your entry, please call and let us know. For example, if you plan to have a group of marchers instead of a float, we need to know this in order to reclassify your entry, ensuring there is no confusion for the judges or officials. **This should be done at least two weeks prior to parade day.**
5. Parade participants may not jump onto or off any unit and may not interfere with any other unit in the parade. All bicycle riders must wear helmets.
6. All drivers and vehicles must obey and conform to all NJ MVC and NJ DOT regulations. Drivers must also possess a valid driver's license, and vehicles must have valid inspection and insurance as required by the State of New Jersey.

7. Alcoholic beverages or controlled substances are forbidden on any float, in any vehicle, or on the person of any participant during the Parade or in any pre-parade or post-parade areas. Participants in possession of or found consuming alcohol or controlled substances prior to or during the parade will be removed from the parade and will be subject to prosecution.
8. For safety reasons, **NO OBJECTS ARE TO BE THROWN**. No throwing of candy or gifts and no shooting of spectators with Silly String or water (super soakers, etc.) will be permitted. Distribution of candy or other items to spectators must be conducted by someone from your group who is walking along the curb and distributed **HAND-TO-HAND**. The distribution must not delay the parade or draw spectators into the street, due to safety concerns.
9. Everyone must always proceed in a forward motion and maintain a uniform distance from the unit in front of you. Unless directed by a Police Officer or Parade Committee member, no unit may stop for the purpose of performing, entertaining, etc. **Please do not delay the parade!** Judges will disqualify any entry causing unnecessary delays. If you have a mechanical problem, please move to the right side of the street and allow the parade to resume. For assistance, please locate a Police Officer or Parade Committee Member.
10. All **musical groups** are required to play through the entire parade route. Penalty points will be applied for insufficient playing time. All bands should choreograph their performance for all forward motion, even at the judges' stand.
11. **Floats** should conform to the theme, be lighted for the parade, and must be equipped with a fire extinguisher. There will be no walking beside the float for safety reasons. **Floats** are recommended to have handholds or barriers to secure riders in the event of sudden stops or starts. Seating on floats should be attached to the float bed.
12. **Fire Companies:** Maximum of 2 vehicles per company (can have 3 vehicles if the second is an antique, i.e., prior to 1969, and the second vehicle must ride side-by-side with the first), maximum of 6 riders per vehicle. Minimal sounding of bells or horns will be permitted this year, but doing so must not simulate an emergency response.
13. **Dance groups, Choral Groups, and Bands:** To ensure safety, keep a consistent flow, and to avoid large gaps, this year, there will be **walking judging**. There will be no stopping for performances. Judges will be walking throughout the parade route and judging performers as they walk. **Stopping or unnecessary delays during the parade route to perform is not permitted.**

14. Other than #12 above, **NO SIRENS** may be sounded during the parade for entertainment purposes.

- a. **Sirens will only be sounded in an emergency. IF SIRENS ARE SOUNDED, please move immediately to the RIGHT side of the street and stop until all emergency vehicles have passed.** If the frivolous use of sirens occurs, violators will be prohibited from participating in future parades.

15. **Units with sound** or unusual noise must indicate so on the entry form. No offensive music may be played during the parade. **No public address systems may be used**, only amplification for music and singers.

16. All animals in the parade must be listed on the entry application. All animals must have updated vaccinations, be in good medical health, and be able to cope with crowds, other animals, the prevailing weather, and the distance of the parade. The entry/group is responsible for the immediate removal of animal waste generated by the animals associated with the entry/group. The area is expected to be as clean as you found it. This includes the pre- and post-parade areas, as well as the parade route. Please remember, other parade participants will be following your entry on foot.

17. All judging will be done by the judges, whose decisions will be **final**. Please remember that the primary purpose of the parade is to **entertain** the community and to **have fun**. Please ensure that your parade entry is appropriate for children.

#### Parade Line-up

Due to a high volume of special requests (for example, to be placed at the beginning of the line-up, splitting entries so children can be involved with both entries, etc.), this year we will take applications on a first-come, First-served basis and after receipt of payment, and will place entries accordingly. All requests should be noted on the applications - no verbal requests will be accommodated. The parade committee will attempt to accommodate as many requests as possible. Please keep in mind that the first several spaces are always reserved for our Parade Marshal, Dignitaries, and special guests. Also note that we try to rotate units around each year so they are not in the same place every year. Please see "Confirmations" below for more details on receiving your line-up number and staging location.

#### Confirmations

Confirmations will be e-mailed or mailed approximately one week prior to the parade. You will be sent your lineup number and map, check-in time, reminders, and last-minute instructions. No changes will be made to the line-up after it has been printed and sent to the judges.