

ITALIAN HERITAGE PARADE

PARTICIPANT GUIDELINES

(Please read the rules and guidelines carefully before signing application)

ENTRY REQUIREMENTS AND SELECTION:

- **ALL** parade entries **MUST** showcase an Italian 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 i
- Music is encouraged to accompany the entry
- No unit 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.
- No throwing of any candy or favors in the parade

ENTRY APPLICATION FORM:

- Entry applications must be received by **September 1**.
- The entry application form must be completed and signed with the understanding of the general rules and guidelines. Entry application available online at www.sfcolumbusday.org
- The parade organizers reserve the right to reject any entry at any time
- Applicants will receive notification of their acceptance within one week 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:

- A commercial business entry cannot be used as a “major” advertisement
- Any “For Profit” business or individuals representing a business, will be considered; however, **must** be a sponsor of the parade. The Parade Director determines the entry fee, unless that fee is waived at the sole discretion of the Parade Director.
- A commercial business entry cannot be used as a “major” advertisement for the sponsoring business. A creative entry is encouraged.
- Businesses may be an official “Parade Sponsor” and receive various incentives based on their level of participation
- This entry fee is waived for those sponsoring the parade within the official parade sponsor program

THIS IS A FORWARD MOTION PARADE:

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

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.

PARADE JUDGING:

- A panel of judges from the Pacific Coast Judges Association will judge all qualifying entries
- Parade award winners will be announced on the parade website

MARCHING MUSICAL UNITS:

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

FLOATS:

- 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

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 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
- Drivers of any type of motorized vehicle must be at least 18 years old

EQUESTRIAN / ANIMAL UNITS:

- 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

SPECIAL GUESTS / DIGNITARIES:

- Guests and Dignitaries are by invitation only. Only politicians currently in office are invited
- No campaigning, no literature or handouts or no political signs urging the election or defeat of any candidate for political office or any initiative will be allowed to appear in the parade, including signs appearing on any person, float, automobile (or other vehicle) or any moving or stationary structure which is part of the parade.
- The parade will provide an identification signs for the guest
- The invited guest, if confirms participation, must appear in the parade

PARTICIPANT AGE RESTRICTIONS:

- 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