



2018 Stillwater Lumberjack Days Parade Application Form



Sunday, July 22nd, 2018 – Steps off at 1:05 pm

Do Not Delay in Submitting Your Entry – Parade is Limited to 99 Units

Please Clearly Print All Information – Email Address is Required – Acceptance Notification will be Emailed

Official Unit Name (as it should appear in print): _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Entry Classification: (please choose only one; see Category Descriptions on next page)

- ⌘ ___ Single-Unit Parade Group (up to 40' long total)
- ⌘ ___ Multi-Unit Parade Group (over 40' in length)
- ⌘ ___ Non-Profit / Religious Group (discounted groups)

Unit Description with Décor (required, for the Parade Emcee): _____

Total Entry Length: _____ feet # of Participants: _____ # of Vehicles: _____

and Type of Pets: _____ None _____

Is There Music or Entertainment? Live _____ Electronic _____ Other _____ None _____

If Music, Please Briefly Describe: _____

Any Special Needs or Comments? _____

Liability Insurer for Parade Unit: _____

I acknowledge that I have thoroughly read all the enclosed information and represent that our parade unit will comply with the parade participation policies/guidelines described.

X _____ Date: _____

If accepted as a participant, I/we irrevocably grant the Stillwater Lumberjack Days Parade the exclusive right to use in any media our name, likeness, photos or reproduction of our performance for any purpose including promotion, advertising or otherwise. Furthermore, I/we hereby understand and agree to accept the risk of bodily injury and/or property damage which I/we may incur or cause a third party to incur because of my/our participation in the Stillwater Lumberjack Days Parade. With this understanding, I/we further agree to indemnify, defend and save harmless the Stillwater Lumberjack Days Parade, and their respective officers, agents, sponsors and employees from and against any and all claims, losses, injuries, suits and judgments arising from, or in connection with/my successors, assigns, heirs, executors and administrators, and any other persons or entity's who/which may have a claim based on my/our personal injuries and/or property damage. I/we further understand and agree that this save harmless and indemnification shall apply to any Director and all facilities that the Stillwater Lumberjack Days Parade may own and/or control. I/we understand and agree that the Stillwater Lumberjack Days Parade is televised and all participants in the parade relinquish all present and future television, video, and photographic rights by virtue of their appearance. Furthermore, I/we have read and agree to abide by the Stillwater Lumberjack Days Parade participation policies and guidelines, as described in the pages provided. Application must be signed. ALL entries are subject to approval by the Stillwater Lumberjack Days Parade Director/Board of Directors of The Locals.



GENERAL INFORMATION TO ALL PARTICIPANTS

The Stillwater Lumberjack Days Parade provides an opportunity to gather together as a community and commemorate the St. Croix Valley's Lumberjack era heritage. The parade is open to residents and organizations that fit into the outlined categories, subject to the approval by the Parade Director and the Board of Directors of The Locals.

Please complete and return the application form and entry fee by **Friday, July 6th, 2018** to receive the lower rate and ensure publication in advertising material. Ensure you include your email as the parade entry acceptance response and subsequent information will be emailed to you. Earlier registrants will be placed towards the front of their parade section. Parade entry fees are non-refundable. Payment options are check (preferred) or credit (contact Parade Director via email). Please communicate all line-up information to everyone in your group prior to the Stillwater Lumberjack Days Parade to avoid game-day confusion.

PARADE ROUTE

Starting at the corner of Churchill and Greeley Streets at Washington Square Park, the Stillwater Lumberjack Days Parade will advance north on Greeley Street to Olive Street, west one block to Owens Street, north to Laurel Street, east to Pioneer Park, ending at the dispersal area along 2nd Street just south of Pioneer Park. Assembly areas are at designated locations along Churchill Street, Holcomb Street, and at the Stillwater Junior High School parking lot. The parade route is approximately a mile and a half in length from start to finish, not counting the assembly area.

APPLICATION PROCESS

Complete the 2018 Stillwater Lumberjack Days Parade Application Form and return it to the address below, along with the application fee or any donation, made payable to **The Locals**. Applications arriving after July 6th, 2018 may be placed on a standby list. Parade is limited to 99 units only.

ENTRY FEE

All units in the parade must pay an application fee. Your payment **MUST** accompany your application. This application fee **IS NON-REFUNDABLE** unless the Parade Director does not accept your entry. Applications without the application fee included will not be accepted. Applications sent in with the incorrect fee will be returned. Returned checks are subject to a \$30.00 fee for NSF. **DON'T FORGET YOUR DISCOUNTS!**

CATEGORY DESCRIPTIONS

Single-Unit Parade Group: up to 40' in length.

Multi-Unit Parade Group: over 40' in length. Every additional 20' over 40' is \$100 onto the total.

Non-Profit / Religious Group: Must be a registered 501(c)3 non-profit organization or registered religious group.

	Single-Unit Group	Multi-Unit Group	Non-Profit / Religious Group
*Before July 6, 2018 Discount	\$200.00	Add \$100 for every 20' over 40'	\$100.00
After July 6, 2018	\$300.00	Add \$100 for every 20' over 40'	\$200.00
**Local Establishment Discount	-\$25.00	-\$25.00	-\$25.00
***Repeat Parade Group Discount	-\$25.00	-\$25.00	-\$25.00

Make checks payable to *The Locals* and mailed to 520 Eben Ct, Stillwater, MN 55082

DISCOUNTS

- ⤴ ***Early Registration:** Save \$100 by registering before July 6, 2018 – EASY DISCOUNT!
- ⤴ ****Local Establishment:** Save \$25 if parade group is officially registered under the following zip codes: 55082, 55003, 55043, 55001, 55042, 55115, 55090, 55128, 55047, 55125, 55129, 54016, 54082 (contact Parade Director via email if questions)
- ⤴ *****Repeat Parade Group:** Save an additional \$25 if parade group participated in 2016 or 2017 Stillwater Lumberjack Days Parade

_____ YES, I'd like to have a LIVE LINK on www.lumberjackdays.com. Please add \$20 to your application total and make note of the website address you desire to have posted _____.



GENERAL GUIDELINES

- The Stillwater Lumberjack Days Parade is limited to 99 units. An acceptance/rejection email will be sent after receiving your application and payment in full by check made out to **The Locals**.
- Creativity required. No unit will be “bare” or just an advertisement of display of itself. Please make it fun for the audience!
- This is a family-friendly parade; please choose parade unit décor and participant dress accordingly.
- Individual float length no more than 40' long per unit and 13-1/2' tall. Combined total for pull vehicle and float unit no more than 55'. Multiple individual float units allowed per group.
- No RVs or Buses unless specifically approved.
- No squirt or confetti guns of any type are allowed in the parade. Anything distributed from the parade entry must be pre-approved.
- Walking groups limited to 50 persons and all members should be 10 years or older. Our parade is over 1-1/2 miles long and weather will most likely be hot and humid.
- Stillwater Lumberjack Days does not provide vehicles/drivers, except for shuttle services for walkers from Pioneer Park back to Stillwater Junior High School at parade completion.
- No animal pickup provided; you must provide your own pickup. You must clean up any trash generated by your group, both in the assembly areas and along the parade route.
- No campaigning political groups or political campaigning allowed in or on the parade route.
- Stillwater Lumberjack Days reserves the right to refuse entry to any group for any reason.

INCLEMENT WEATHER POLICY

- The Parade Director plans to proceed with the parade, RAIN or SHINE, except for safety reasons. You may decline to march your unit(s); however, we request that you make provisions for foul weather, as we will not refund registration fees due to inclement weather.
- Should severe weather occur prior to the parade, the Parade Director will determine if it is sufficiently foul enough to cancel or delay the parade for safety reasons.

PARADE PARTICIPATION POLICIES

- Distribution of materials and candy from the unit: Due to safety concerns, no candy, printed matter, or materials of any kind can be **thrown** from floats, cars, fire trucks, or other parade units while on the parade route or in the assembly areas. Items may only be **handed out** by walkers during the parade or prior to the parade commencement point. Violators' materials may be confiscated and your unit may be asked to leave the parade.
- Distribution of Promotional Items: It is estimated that upwards of 10,000 spectators traditionally line the parade route for the Stillwater Lumberjack Days Parade. This information may help as you plan the amount of candy and promotional items you wish to distribute. Please note that the parade does not officially start until turning onto Greeley Street, so please limit your distribution of items until on Greeley Street, or bring extra items to account for the added distribution length. For safety, cleanliness, and environmental concerns, please note that neither confetti guns, squirt or water guns, nor water balloons are allowed in the Stillwater Lumberjack Days Parade.
- Please limit distribution of paper and handouts along the parade route. The Parade Director encourages participants to minimize paper and general waste that may wind up in city streets, parks, and yards. **NO STICKERS MAY BE DISTRIBUTED WHATSOEVER** by order of The City of Stillwater.
- It is strongly suggested that all decorative materials be fire resistant and safety ropes or rails are used if passengers are on board floats or open truck beds. Add drivers must possess a valid driver's license and have a 180-degree forward vision.
- Limited rest rooms are available at Stillwater Junior High School assembly area, the corner of Olive and Laurel Streets, and at the Pioneer Park dispersal area.

CODE OF CONDUCT

- Individuals and organizations participating in the Stillwater Lumberjack Days Parade are expected to perform courteously, in good taste, and with safety in mind at all times during the assembly, execution, and dispersal of the parade. This includes dress attire.
- NO smoking or alcoholic beverages of any kind will be allowed on or with the unit. The consumption of any alcoholic beverage by any parade participant is strictly prohibited. Fire or open flames on any unit is prohibited unless previously authorized by the Parade Director. Violators will be removed from the parade.



ASSEMBLY PROCEDURES

- Parade orders including assembly information (your group assignment, parade line-up number and time), any special information, and pertinent maps will be emailed to all registered parade entries on the Wednesday before the parade. The parade order is based in part on the date that applications are received.
- Your parade float and your parade unit participants may proceed directly to your assigned assembly location at the appointed line-up time. The Parade Director will determine the order of appearance for units in the parade to establish variety and best arrangement of the participants. In general, the first grouping is for governmental and Lumberjack Days connected units, the second group is for businesses and for-profit organizations, and the final grouping contains community and non-profit units. The Parade Director reserves the right to change the parade order without advance notice.
- Parade staff will be on hand at the Stillwater Junior High School Parking Lot by 10:30 am to direct units and participating members to the proper line-up location in the assembly areas for those needing additional assistance. It is the responsibility of the contact person for each parade unit to notify the unit's members of their line-up location. Your appearance spot may be altered or canceled if your arrival in the assembly area is not in time for the start of the parade.
- Once the unit is in position in the line-up area, the driver **MUST BE** in attendance at all times and available to move the unit as necessary. Unit support vehicles such as cars, buses, trucks, and trailers must be promptly unloaded and proceed to the Stillwater Junior High School parking lot or the dispersal parking area near Pioneer Park. No support vehicles will be allowed in the parade itself.
- Please plan to communicate all line-up information to everyone in your unit prior to the Stillwater Lumberjack Days Parade. Make sure every member of your unit is fully aware of the exact name your unit is registered under to prevent confusion with members and parade staff. This is a recurring deficiency and can only be improved by the responsible parade unit representative passing along this key information.

MUSIC

- If a unit requires music, it must be complementary to the unit and not disruptive to the audience or other participants. Please have consideration for other units with music in the parade; if your unit's music is too loud, other units cannot be heard. This is also true when passing the announcing stage – if your music is too loud, viewers sitting in this section cannot hear each unit description. The Parade Director reserves the right to control the level of the sound coming from your unit.

PARADE MOVEMENT

- The Parade Director and staff have worked hard to make sure the parade route is free of interruptions; therefore, units will **NOT** be permitted to stop and perform for longer than one minute. Any special effect drills that comply with the above statement must also be executed at a speed necessary to maintain the specified distances between parade units. Any unit violating parade movement requirements will not be considered for future Stillwater Lumberjack Days Parades. For all units that incorporate walkers, the Parade Director asks that walkers must be at least 10 years of age. If the Parade Director finds out walking participants are under the age of 10 years, they will be asked to ride on a float/unit or not participate in the parade altogether.

DISPERSAL AREA

- Continue moving throughout the dispersal area down 2nd Street just south of Pioneer Park until a parade marshal or police officer shows you where to stop. No exceptions so as to prevent backups along Laurel Street. A school bus will be available at the end of the dispersal area to return parade participants to Stillwater Junior High School.

UNIT DIMENSIONS

- Units **MUST NOT** exceed 12 feet in width. Maximum single unit length is 40 feet. Combined total for pull vehicle and float unit no more than 55'.
- Units **MUST NOT** be taller than 13-1/2 feet in height (there are overhead obstructions along the route). Units with parts that are taller than the 13-1/2 foot requirement must be lowered to participate in the parade.

EQUESTRIAN UNIT GUIDELINES

- Coggins Requirement – As of September 1, 1998, Minnesota law requires that equines that come together for public display (i.e., parade) must have a current negative Coggins Test. (MN Rule 1715.0125) A test is not required for suckling foals accompanying a negative dam. Proof of Negative Coggins Testing will be required with application before parade day.
- All Equestrian units must come prepared to clean up after themselves on the route.



CANINE UNIT GUIDELINES

- Rabies Vaccination Requirement – Minnesota law requires that any canines must have a current certification of rabies vaccination. All Dogs must be leashed with maximum 6' leash per City of Stillwater ordinance. Remember to clean up after all pets. A copy of current rabies certificate will be required with application before parade day.

MECHANICAL EQUIPMENT / LICENSED DRIVERS / DECORATIONS AND SIGNS

- Cars, trucks and mechanical equipment must be in good working order. All drivers and vehicles must be licensed and insured. Drivers must be adequately trained to safely operate their car, truck or float. Decorations and signs should be made of sturdy material that will hold up under adverse weather conditions. Please have a fire extinguisher near your float.

INSURANCE

- All motorized units must be covered by automobile insurance for bodily injury and property damage. Parade units must have comprehensive general liability insurance having a combined single limit of no less than \$300,000, covering bodily injury, personal injury, and property damage.

Mailing Address: *Stillwater Lumberjack Days Parade*

C/O David Ratte

520 Eben Ct.

Stillwater, MN 55082

(Note: This is a mailing address only. Please do not solicit here.)

Please make checks payable to: *The Locals*

Email Address: *parade.thelocals@gmail.com*

PARADE CONTENT POLICIES

Stillwater Lumberjack Days and The Locals, as a private organization and as sponsor of this parade, reserve the right to control the content and message of this parade. If the Parade Director determines a unit or participant's message or behavior is contrary to the sponsoring organizations principles, the unit or participant may be barred entry or removed from the parade. Entry fee is waived for active duty emergency vehicles. Stillwater Lumberjack Days cannot waive the parade fee for any other participating unit, nor do we accept trades of goods or services in exchange for the parade fee.