



2010 2nd ANNUAL COTTLEVILLE SAINT PATRICK DAY PARADE GUIDELINES

On Saturday March 13, 2010, the City of Cottleville & St. Patrick's Day Parade along with Cottleville Fire Fighter's COMMUNITY OUTREACH Run for the Helmet will provide an opportunity for citizens and visitors to come together to celebrate St. Patrick's Day.

*****MANDATORY MEETING: All entries MUST have a representative at the Parade Participants Meeting on March 4, 2010 at 7 PM. The Cottleville St. Patrick's Day Parade Committee reserves the right to refuse participation or any entry that does not provide representation**

I. APPLICATIONS:

A. All entries must be postmarked by or turned in by NOON on March 3, 2010. Applications must be submitted with a complete description of the entry. A late fee of \$50 will be assessed for entries submitted after the March 3, 2010 deadline exceptions.

Fees are as follows:

Walking units and Clans - \$25.00

Commercial - \$50.00

Political - \$100.00

B. The entry described on your application is the only entry that will be allowed into the parade; please give an accurate count and length and height of all vehicles and trailers you are entering in the parade. Entries that show up at line up with extra vehicles or trailers may be excluded from the parade due to space restrictions.

C. All entries must maintain their speed and position throughout the parade. Maneuvering, sidestepping, countermarching, or any other action delaying the progress of the parade or creating large gaps along the line of march are prohibited.

D. Distance between parade entries should be kept at 50 feet. Any creating or maintaining a gap of more than 30 feet consistently throughout the parade will not be invited to participate in future parades.

- E.** No "For Sale" signs may be displayed on parade entries.
- F.** No entry may sell merchandise along parade route.
- G.** Improper use of the American Flag will not be permitted.
- H.** Any dispute may be presented to the Parade COMMITTEE for clarification during the Parade.
- I.** All vehicular entries must be completely restored. Entries missing bumpers, headlights, or having primer coat paint jobs will not be permitted in the parade.
- J.** Specific requests on parade line up positions will be considered, but cannot be guaranteed
- K.** Those planning entries should remember the audience is largely made up of children and the goal of the event is great family fun. The Parade Committee insists upon proper conduct throughout the staging area and parade route. No drinking, or carrying of cans or bottles is permitted in the parade! Parade Marshals throughout the staging and route areas will enforce this rule. Noncompliance on your part is grounds for immediate and unconditional removal from the parade.
- L.** Each entry must submit its own application if they are to be judged separately. Otherwise the entry will be judged as one.
- Example: A school color guard, baton twirlers, and float may be judged individually or as one unit.
- M.** If more than one entry is submitted, please list on the applications the order in which they are to appear. Example:
- Schools with cheerleaders, drum majors, band, drill team and alumni groups.
- All decisions of the PARADE COMMITTEE Office and safety officials are final.

II. FLOATS:

- Total Float dimensions must not exceed 60 feet in OVERALL length and 14 feet in width or height, including any tow vehicles.
- Any entry with a flat bed float or being towed must be fully skirted on 3 sides (two sides and back)

- Throwing candy, trinkets, or goodies to parade spectators is ***STRICTLY PROHIBITED!*** In the interest of Safety, these materials must be distributed by hand. Units not prepared to distribute these materials by hand may give them to Parade Marshals for distribution by other Walking Units. Candy should only be distributed in pre-wrapped, self-contained packages.

- Any entry with live animals must provide waste removal beginning with unloading of animals, along parade route, and until time animals are reloaded.

- No water guns or confetti cannons are allowed.

- The Parade Committee reserves the right to deny any entry it deems inappropriate.

- Waiver (see parade application) must be signed and completed

- **Floats must have at least four (4) wheel walkers total, one wheel walker on each side of the float and one wheel walker on each side of the vehicle.**

III BANNERS:

One banner must be displayed or carried in front of all ***judged entries***. Banner size requirements: minimum 2 ft. x 2 ft. to a maximum of 3 ft. x 25 ft. Banner carriers must be capable of maintaining the parade pace.

IV. WALKING UNITS:

A. No Units will be allowed to stop for special recognition or exhibition. The head of each parade unit is responsible for complying with this rule. Enforcement of this rule by Parade Marshalls and their assistants throughout the staging route areas will be vigorous.

B. All movement by parade participants must be FORWARD! Absolutely no rearward or delaying movements will be tolerated. It is crucial that the parade line continuously move forward.

V. COMMERCIAL ENTRIES:

A. Entries may be sponsored by an individual business or businesses in a mutual association.

B. Commercial entries must be 75% decorated toward the parade theme (vehicle and/or float).

C. Entry is limited to 60' feet OVERALL length and 14 feet in width or height, including any tow vehicles.

D. A logo or business name may be displayed on an entry; however, the entry should not be used primarily for advertising purposes and must exhibit the patriotic spirit of the parade theme. Business / Corporate signs are limited to two per entry. Maximum size per sign not to exceed

20% of total square footage of the float.

- E.** No entry may sell merchandise along parade route.
- F.** **Commercial entries are eligible to be judged.**
- G.** Entries for this category submitted prior to March 3, 2010 will be assessed a \$50 entry fee. Entries Submitted on or after March 3, 2010 will be assessed an additional \$50 late entry fee. After March 10, 2010 late entry fee increases to \$150 and all entries will be placed at the end of the parade lineup if space is still available.
- H.** Only a limited number of entries will be accepted in this category. Completing an entry form does not guarantee a spot on the parade roster. Entries are accepted on a first come - first served basis. Final determination for the number of entries in this category will be made March 3, 2010 by the PARADE COMMITTEE.

VI. DECORATIONS:

A. No limit. The use of ingenuity and creativity in the design and execution of an entry is encouraged and favored by the judging criteria.

VII. PERFORMANCE:

A. Groups performing along the parade route are highly encouraged. However the performance must be in a forward motion and/or marching routine.

B.DO NOT STOP FOR THE JUDGES REVIEW or TV STAND. Any entry that stops to perform shall be ineligible for an award.

VII. POLITICAL:

A. Current office holders and anyone seeking a political office are allowed to enter the parade - fees *per candidate* are located on parade entry

B. Individuals currently holding office in the City of COTTLEVILLE are expected to participate in the parade and are, therefore exempt from entry fees

C. POLITICAL CANDIDATES MUST DECORATE THEIR ENTRY. MAGNETS AND SIGNS ON THE SIDE OF CARS DO NOT COUNT. VEHICLE OR FLOAT MUST BE AT LEAST 50% DECORATED.