



FOUNDERS DAY COMMUNITY PARADE

GENERAL INFORMATION AND GUIDELINES

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

FOUNDERS DAY COMMUNITY PARADE: To celebrate the City of Rancho Cucamonga's birthday with a parade that provides entertainment, community spirit, and sharing this event for all to enjoy.

ENTRY REQUIREMENTS AND SELECTION:

- Entries are by invitation and subject to approval by Parade Organizers.
- Entries are selected on their entertainment value, uniqueness, size, and appearance.
- The parade is a "family fun" celebration and parade participants must be appropriate to be seen by all ages.
- Participants must be in uniform, costume or uniformed attire.
- All entries **MUST** showcase the parade theme.
- The Parade **will not** be used as a platform for any political or special interests.
- No entry will be entered into the parade whose purpose is to campaign for any office, promote any partisan political position or ballot proposal. No participant may advocate, oppose or depict any political, religious, social or other ballot or political issue or candidate in the parade.
- No unit may solicit funds while taking part in the parade, for any reason.

ENTRY APPLICATION FORM:

- The entry application form must be completed and signed with the understanding of the general rules and guidelines.
- The parade organizers reserve the right to reject any entry at any time. Staging instructions will be mailed approximately two weeks prior to the parade.
- The general information and guidelines listed are for the safety and quality of the parade. Failure to abide by these rules and guidelines and those presented with the parade information packages, may result in the entry's disqualification or elimination from the parade.

FORWARD MOTION PARADE:

- All entries are required to maintain a continuous forward motion during the parade. No stopping to perform anywhere along the parade route.

NO HANDOUTS, CANDY OR FAVORS:

- Nothing can be tossed or handed out along the parade route, curbside or behind the crowd due to littering policies. Tossing or distributing any items from the parade route is a serious potential liability factor, one that has resulted in injuries in other parades.

IDENTIFICATION SIGNS:

- Identification banners are encouraged for entries in the parade. Signs must be for identification purpose only and not as an advertisement.
- No phone numbers, addresses or websites listed please.

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 to the parade.

COMMERCIAL/BUSINESS ENTRIES:

- A commercial business entry will be charged a \$50.00 entry fee.
- The entry must adapt to the parade theme, be creative and decorative.
- The entry cannot be used as a “major” advertisement for the business.
- **Parade sponsors** will receive various incentives based on the level of participation. Sponsorship information is available by contacting the Community Services Department c/o Special Events at 1-909-774-2214 or email CSDinfo@cityofrc.us

TYPES OF ENTRIES CONSIDERED FOR THE PARADE

MARCHING MUSICAL UNITS: School Bands, Drum Corps, Independent Bands, etc.

- Marching musical units are requested to perform the parade route.
- Unit members are required to be in uniform attire.

FLOATS:

- We recommend push floats for this parade or decorated trailer.
- A description of the float design with size dimensions must be submitted with the parade application.
- Floats should not exceed 50 feet in length or more than 14 feet in height and 10 feet in wide.
- Tractor trailer trucks prohibited in the parade.
- Float guidelines are listed at the end of this document.

EQUESTRIAN / ANIMAL UNITS:

- Equestrian riders should be at least 8 years of age and accompanied by an adult trainer.
- Any animal deemed unsafe in the parade will be removed.
- All animal units must provide their own “clean-up” crew and equipment to follow their unit in the parade.

MARCHERS / SPECIALTY UNITS: Clowns, Color Guards, Marching Groups.

- Units will be considered on their entertainment value.
- Entries requiring vehicles to carry sound systems must notify parade organizers on the application.
- Carts or vehicles accompanying the entry must be decorated and lighted.

DRILL / DANCE/ CHEER: Dance troupes; drill teams, baton groups, etc.

- Must consist of 10 members or more to be considered.
- Routines must be choreographed for forward motion.

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 are not encouraged due to liability and safety concerns.
- Vehicles permitted in the parade will be restricted in numbers (example - car clubs will be limited to no more than 8 vehicles).
- **No** commercial or private vehicles are allowed in the parade without prior written approval by the parade staff.

PARTICIPANT AGE RESTRICTIONS:

- Walking 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 the float.

AWARDS

- **THEME AWARD:** *Awarded to the entry that exemplifies the parade theme*
- **PEOPLE'S CHOICE:** *The top entry chosen by our very own parade enthusiasts*
- **FOUNDERS AWARD** – *Awarded to the group that displays the most outstanding spirit and enthusiasm in their parade participation*
- **MOST ENTERTAINING:** *Awarded to the entry that displays the most showmanship and entertainment.*

PARADE FLOAT GUIDELINES

FLOAT DESIGN

- Floats must be of good quality and taste. Floats are subject to approval by the parade staff. Please provide rendering of float design.
- The parade theme must be incorporated into the float
- A float cannot be used as a major advertisement for the sponsoring organization or business. Commercial businesses sponsoring a float in the parade **MUST** be a parade sponsor.

FLOAT SIZE

- Stabilized props on a float are not to exceed 13.5' feet in height (from the ground) or width. Objects may exceed these requirements only if they can be controlled to allow proper maneuvering with regard to traffic lights, telephone wires, rail wires, corners and spectators.
- Floats, including tow unit, must not exceed 50 feet in length. The float must be designed to maneuver the several corners along the parade route without delaying the forward motion of the parade or causing potential hazards.
- Floats must be a minimum of 8 inches ground clearance from the frame. Nothing can drag on the roadway from the float. Proper clearance of materials from around the wheels of the vehicles must be incorporated to avoid any materials being caught in them.

SAFETY

- All rules and guidelines of the parade pertain to all participants including floats.
- A minimum of one U.L. approved, current dated, multipurpose, dry chemical 2A10BC fire extinguisher must be carried on all floats. The extinguisher must have certification as current or if a new fire extinguisher, must have sales receipt of purchase.
- All drivers and float personnel must be familiar with the location and correct use of the fire extinguisher. It must be placed in an easy accessible location.
- **No** smoking on or near any floats at any time.

INSPECTION

- All floats may be subject to inspection by Fire Department and Parade Personnel on parade day before the start of the parade.

DECORATED MATERIALS

- Decorated materials must be flame retardant and waterproof. Materials such as hay, straw, dried flowers, tissues, paper or other materials that have to be fireproofed or treated with fire retardant spray. Use floral sheeting, paint, or other fire and weather resistant materials. Live flowers or organic materials are allowed. Paints applied must be U.L. approved fire retardant or water based.

FLOAT DRIVERS

- All drivers must possess a valid motor vehicle operator's license and be adequately trained to drive their float. Drivers must be a minimum of 18 years of age.
- Once the float is position in the assembly area, a driver and representative must be in attendance at all times.
- The use of cell phones is prohibited while driving the vehicle on the parade route.

FLOAT VEHICLES

- Float beds must be sturdy and capable of carrying the weight to be imposed.
- Floats must be escorted to and from the parade site. If unescorted, proper running lights should be attached to the float vehicles.
- Float vehicles must be properly registered and insured.
- The float vehicle must be properly serviced for gasoline, water, oil, brakes, tires and battery prior to entry into the parade. **NO** extra gasoline, other than in the vehicle's tank, can be carried on the float vehicle.
- All vehicle exhaust systems must be clear of any decorative materials and properly ventilated.

ELECTRICAL WIRING

- An electrician should do all float wiring.
- Electrical wires and devices must be of sufficient gauge for the use intended. Wiring must be properly secured to the float to avoid mechanical damage and injury to float riders.

PORTABLE GENERATORS

- Portable generators used on the float must be securely mounted on the vehicle or other substantial base. A minimum of 12 inches clearance must separate any part of the generator from decorative materials.
- Generators must be equipped with firmly attached metal exhaust lines, installed so to terminate either at a common exhaust serving both vehicle and generator or to the exterior of the float in the same manner as the vehicle exhaust.

FLOAT RIDERS

- All passengers standing or sitting on the float **MUST** be wearing a safety belt or have handholds or other support while the float is moving.
- Absolutely no riders will be allowed to ride on the edge of the float. Any float with riders or articles hanging over the edge of the float any time before or during the parade will be subject to removal from the line of march.
- **No** children under the age of 13 will be allowed to ride on a float without adult supervision.
- All Riders and walkers should be in attire adapting to the float theme.
- **No** one is allowed ride the float as it is being transported to and from the parade site.

MUSIC/SOUND

- The applicant must notify the Parade Staff if the use of music or sound is intended. A description of this must be provided on the application. Music must maintain a volume that will not interfere with other participating parade units while in the line of march.

FLOAT SIGNS

- Signs on the float are for identification purposes only. It may state the float sponsor name and or the title of the float. One sign attached to each side of the float, or one sign attached to the front of the float is permitted. The Parade Staff recommends all sponsor signage not to exceed 2' by 10'.