

# Saint Paul Winter Carnival

*The Coolest Celebration on Earth*

## 2012 Parade Details

### **126<sup>th</sup> King Boreas Grand Day Parade** *Presented by PreferredOne*

- **Saturday, January 28, 2012 - 2:00 p.m.**
- Theme: "Sounds Like Fun"
- Colors: Blue and White

### **126<sup>th</sup> Vulcan Victory Torchlight Parade**

- **Saturday, February 4, 2012 - 5:30 p.m.**
- Theme: "Sounds Like Fun"
- Colors: Red and Black

*Organized by*

***Saint Paul Festival & Heritage Foundation***

75 W 5th Street  
Landmark Center 429  
Saint Paul, MN 55102  
[www.winter-carnival.com/](http://www.winter-carnival.com/)

Phone: 651-223-4700  
Fax: 651-223-4707



### Dates To Remember:

**Dec. 5<sup>th</sup>, 2011 - Early Registration Due**

**Jan. 2<sup>nd</sup>, 2012 - Application Due**  
*(Including: Fee & Waivers)*

**Early Jan., 2012 - Parade Acceptance  
& Registration Number will be  
Announced**

**Jan. 10<sup>th</sup>, 2012 - Certificate of  
Insurance Due**

**Mid Jan., 2012 - Lineup Information  
will be Provided**

***\*Applications must be mailed and all  
parts received by the listed due date***

# Saint Paul Winter Carnival

## Fees:

The Fee & Waiver must be at the Foundation by January 2<sup>nd</sup>, 2012

Please make payments to “Saint Paul Festival & Heritage Foundation”.

- All Floats and Specialty units in the parades must pay a registration fee to cover, in part, the cost of processing, mailing, and handling of the applications.
- The registration fee is nonrefundable unless the Parade Committee does not accept your entry. Applications without registration fees received will be taken out of the accepted registrants on Jan. 26 and will be placed on a wait list in the event we need additional units.
- If your unit is not accepted into the parade, your check will be returned.

Entry Type	Application Fee	Early-Application Fee <i>Due by Dec. 5<sup>th</sup></i>
Commercial Entry	\$300 per parade	\$250 per parade
Official Winter Carnival Sponsor	Please consult sponsorship agreement	Please consult sponsorship agreement
Member of the SPFHF Uniformed Groups	\$0	\$0
High School Bands	\$0	\$0
Community Based Organizations	\$80 per parade	\$60 per parade
<i>*Optional Entry Fee: extra fee for disbursal of wrapped candy (SPFHF reserves the right to inspect all candy)</i>	\$10 per parade	\$10 per parade

***What is a commercial entry?*** Any unit who is a Corporation, or Small Business

***What do all other entries consist of?*** Non-profits, Community Organizations, Clubs, Individuals, & Politicians.

For more information on parade fees, membership, or the Ambassador Program call (651)223-7405

## Sponsorship:

All sponsors, partners, supporters, etc. for each unit must be listed in the unit application. This includes any signage, handouts, insignia, etc. related to any business or organization beyond that which the unit is primarily representing. Anything that will be handed or given out along the parade route must have prior approval.



## Deadlines:

Early-Application Due - **Dec. 5<sup>th</sup>, 2011**

Application Due: Application Papers, Fee, & Waivers - **Jan. 2<sup>nd</sup>, 2012**

Parade Acceptance & Registration Number will be Announced - **Early Jan., 2012**

Certificate of Insurance Due - **Jan. 10<sup>th</sup>, 2012**

Lineup Information will be Provided - **Mid Jan., 2012**

Final lineup will be determined by mid January and is always subject to change. Please be sure to get the required materials in by the deadline. Thank you in advance for your cooperation with this matter.

**\*This year we are requiring all applications to be mailed. All parts of the application must be received by the listed due date.**

## Insurance:

A current certificate of insurance covering the operation of your unit must be at St. Paul Festival and Heritage Foundation office no later than January 10<sup>th</sup>, 2012 and remain on file during the festival. This certificate must have the name of your organization or registration number on it.

**Comprehensive General Liability (CGL)** - this is required of **all** parade units.

1. This must be a certificate of insurance. We do not accept copies of policies, cards, etc. Your insurance company is very familiar with issuing certificates, so please ask them to do so.
2. The CGL must be at or exceed 1,000,000 covering bodily injury, personal injury, and property damage.
3. The ***Saint Paul Festival and Heritage Foundation*** must be named as additional insured on the certificate. (Please do NOT use SPFHF)
4. Please make sure the dates on the certificate match the dates that you will be a Winter Carnival participant.

**Grand Day Parade - January 28<sup>th</sup>, 2012**

**Torchlight Parade - February 4<sup>th</sup>, 2012**



## Auto Liability:

In addition to the CGL if there is any type of vehicle in your parade unit you must have this insurance for each float, vehicle, and trailer that will be in the parade). This certificate must have the name of your organization or registration number on it.

1. Once again, this must be a certificate. We do not accept copies of the insurance card, policy, etc.
2. The auto insurance must be on any auto or any scheduled auto.
3. The Auto Liability must be at or exceed \$500,000 covering bodily injury, personal injury, and property damage.
4. **Additional Named Insured:** The ***Saint Paul Festival and Heritage Foundation*** must be named as on the certificate.
5. **Cancellation Cause:** The insurance certificate shall state that the policies certified will neither be canceled nor reduced in limits without a **30 day notice** delivered to the Saint Paul Festival & Heritage Foundation office.

## Route:

A map and additional details will be sent to you by mid January.

## Waivers:

Every individual riding on or in your unit must sign and return the waiver form provided for you to print once all registration information is received. A waiver will be sent to you as an email attachment after we receive all parts of your registration. For your convenience, this waiver can also be found on our website: [www.winter-carnival.com](http://www.winter-carnival.com) under events—parades. Please mail all waivers for your unit at the same time. Do not fax waiver forms. These must be at the Foundation by January 2<sup>nd</sup>, 2012. *\*We will also be accepting waivers on the day of the parade solely for the organizations who may not know who will be participating until the day of.*



## General Guidelines:

**St. Paul Police Officers and Parade Officials will be monitoring these guidelines throughout each parade. Failure to comply will result in your removal from the parade.**

**Handouts:** The throwing of candy or other items from parade units is strictly prohibited. You may still distribute these items to the crowd as long as you have personnel walking no more than 4 feet from the curb, handing items to the crowd. The policy for candy distribution is “hand to hand”.

**Electrical:** Electrical wiring must be UL approved, in good condition and of sufficient capacity for their intended use. Wiring and lighting devices should be properly secured to the unit to avoid mechanical or personal injury. All connections must be made of approved electrical boxes or devices and all electrical circuits must be properly fused.

**Generators:** Portable generators must be securely mounted on vehicle or other substantial base. There must be a minimum of 12 inches between the generator and any light, combustible material. Generators must be equipped with firmly attached metal exhaust blinds that terminate either into a common exhaust for both vehicle and generator or to the exterior in the same manner as a vehicle exhaust. Gasoline-powered portable generators are to be located at the rear of the unit and properly muffled and vented to the ground. Must have one fire extinguisher on board.

**Personnel:** Children ten years of age or younger riding in a unit must be accompanied by a parent or adult chaperone. Please have all personnel warmly dressed: ear muffs, boots, blankets and gloves are highly recommended. ***ALCOHOLIC BEVERAGES ARE PROHIBITED DURING LINE-UP AND DURING THE PARADE.***

**Decorations:** Materials must be fire resistant or flame retardant. Whenever possible, units should reflect and incorporate the theme and logo of the Winter Carnival. Signs or banners must be of professional, finished quality. Wheels must be covered and finished with fringe or skirting.

**Illumination:** Adequate flood, spot and decorative lights powered by a self-contained power source must be provided for the Torchlight Parade. Wiring must be concealed from general view and all electrical circuits must be properly fused. (See also Electrical Requirements)

**PA Systems:** Portable amplification equipment for music or group singing is permitted, but please monitor the volume so sound does not overpower the musical units adjacent to your unit in the parade.



**Vehicle Restrictions:** Units with small engine powered or other fully decorated "accessory" units will be considered. Non-decorated trucks, vans, etc. will NOT be accepted and your unit will be asked to leave the assembly area. Semi-Truck trailers are NOT allowed in either parade.

**Horses:** Horse Units may be secured through [Lazy K Ranch at \(507\)789-5399](tel:5077895399).

## Float Specific Guidelines:

**Batteries:** A 12-volt battery, grounded to the engine, is required

**Brakes:** Separate hydraulic and emergency brake systems are required.

**Dollies & Wheels:** Wheel and dolly clearance must be made so no interference with chassis or any associated structure can occur during float operation. Dollies should be no less than 10 inches in diameter and four inches in width.

**Dispersal:** Each unit is responsible for picking up float riders in the designated area. The Parade Committee will give parking instructions after acceptance of application. Floats must be promptly broke down and removed from the dispersal area at the end of the parade.

**Mechanical & Equipment:** Engines and accessories must be in good mechanical condition. Radiators must have adequate air circulation, be permanently installed, kept filled through the completion of the parade and the cap must be easily accessible. Exhaust manifold must be vented through leak-proof pipe projecting beyond float apron. No flammable material may be near exhaust line. All wiring, fuel and brake systems must be securely fastened so they are not inadvertently worn or crushed. Uncovered engines must be clean and painted to blend with float decoration. Gasoline caps must be vented.

**Steering:** All extended steering must be braced every 36 inches and the steering column must be adequately secured at the bottom. A turn radius of 45 degrees (left and right) is mandatory.

**Tow Connections:** All towing connections between towing unit and float must have adequate safety couplings. Sharp or pointed edges shall not be left exposed on any part of the float. All motorized apparatus must have a 10-pound carbon dioxide or dry chemical fire extinguisher readily accessible to the operator.

**Tow Unit:** All tow units must be completely covered to correspond with the theme, color and appearance of floats. Detailed description and photo or sketch of the decorated tow unit must accompany all applications. Units arriving at line-up without tow covering will be immediately dismissed.

**Safety Requirements:** Seat belts, handholds or safety railing must be provided for persons on the float, whether standing or sitting. Personnel locations on each float must be reinforced to support the weight. A maximum of seven (7) people are allowed on a float bed. A first aid kit will be needed on each unit in the event that someone in your party is injured.



# Saint Paul Winter Carnival

**Frame:** All parts of the fully decorated float must clear the ground by a minimum of ten inches (except fringe) in order to clear surfaces and obstacles along the route.

**Inspection:** All floats are subject to general or safety inspections by parade officials, Saint Paul police department, or Saint Paul fire department. Any errors or omissions not corrected by the final inspection may be subject to dismissal from the parade and/or be ineligible for judging at the discretion of the Parade Official.

**Dimensions:** No Exceptions. Semi-truck trailers are not allowed.

Length: 25-45 feet

Width: 6-20 feet

Height: 15 feet max (Due to Skyways)

Ground: 16 inches minimum

## Questions:

Please contact Allie Zeman-Parades Coordinator

Email: [azeman@winter-carnival.com](mailto:azeman@winter-carnival.com)

Phone: (651) 223-7405

Organized by  
**Saint Paul Festival & Heritage Foundation**  
429 Landmark Center  
75 West 5<sup>th</sup> Street  
Saint Paul, MN 55102  
651-223-4700



Name of organization/parade unit: \_\_\_\_\_

Contact person\* \_\_\_\_\_

\*contact person must be available at parade staging area from start to finish.

Phone: (     ) \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: (number/street) \_\_\_\_\_

(city, state, zip) \_\_\_\_\_

Describe the Type (s) \*\* of vehicle (car, van, truck, etc.) \_\_\_\_\_

Will you be pulling a trailer/float? Yes \_\_\_\_\_ No \_\_\_\_\_ Length of your parade unit \_\_\_\_\_

Number of walking participants (Maximum of 30): \_\_\_\_\_

All communication will be via email, if you need a postal delivery please check here: \_\_\_\_\_

**IMPORTANT:**

This information will be the basis of the announcers' script for the televised broadcast of the parade. Provide a maximum of 30 words describing your organization and parade unit (description of your organization, mission statement or a message to the community) below:

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Print Name \_\_\_\_\_

**Office Use only**

Unit# \_\_\_\_\_

Payment received \_\_\_\_\_

Insurance received \_\_\_\_\_

Community –based verified \_\_\_\_\_

Check# or payment method \_\_\_\_\_