

ALL REGISTRATIONS MUST BE RECEIVED BY THE STATED DEADLINE OF DECEMBER 22nd

You will be notified regarding acceptance by January 13, 2009. Please do not call the Saint Paul Festival and Heritage Foundation prior to that date. Once you have completed your application you will have access to your application status on the website. Your acceptance into the parade is based on your application. The committee reserves the right to dismiss your unit from the parade route if it differs greatly from the original description or photograph.

Deadlines

Application due – **December 22, 2008**

Application Fee, Waivers, and Unit Photograph (if not submitted online) - **December 22, 2008**

Parade Acceptance and Registration Number will be announced – **January 13, 2009**

Certificate of Insurance due - **January 12, 2009**

Lineup Information will be provided- **January 13, 2009**

Final lineup will be determined by **January 13, 2009**. If everything is not completed correctly by this time you will not be able to participate in the 2008 parades. Deadlines are determined to ensure the office and parade participants have sufficient time to correct mistakes in applications/waivers/insurance/payment. **THANK YOU** for your advanced cooperation with this matter.

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. For example – a community festival may be sponsored by a local pizza company who wishes to hand out coupons along the parade route. That information must be listed in the application or the pizza company will not be allowed on the parade route.

Insurance

A current *certificate of insurance* covering the operation of your unit **must be at The Foundation NO LATER THAN January 12th, 2009** 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 regardless if you additionally need auto or not.

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 \$1,000,000.00** 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 refer to the Foundation as SPFHF)
4. Please make sure the dates on the certificate **MATCH** the dates that you will be a Winter Carnival participant.

Grande Day Parade - January 24, 2009

Torchlight Parade – January 31, 2009

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. **CANCELATION CLAUSE:** 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.
6. Please make sure the dates on the certificate **MATCH** the dates that you will be a Winter Carnival participant.

Grande Day Parade - January 24, 2009

Torchlight Parade – January 31, 2009

Line-Up Order(Figure out after Fridays meeting)

This is determined by the parade committee to establish variety and to ensure the even flow of the parade. Parade numbers will be assigned, below are the areas you will assemble in depending upon your line-up numbers. Your unit must be in the proper line-up position at the appointed time, or your appearance may be altered or canceled.

Check-In

This will be at Print Street and Broadway. Members of the parade committee will be at this location to direct you toward your designated numbers.

Support vehicles

these vehicles will be able to drop off and park in the designated area. Members of the parade committee will be at this location to direct you toward your designated area.

Pre-Staging

if you need this **please indicate** this in your application. This will be located at Print Street parking lot.

Participants

Vehicles wishing to drop off parade participants may do so only at (Print Street & Broadway); once participants are dropped proceed to exit down 4th Street & Broadway look for open meters or available parking lots.

Fees

The Fee & Waiver must be AT the Foundation by December 22, 2008

- All Float and Specialty units in the parades must pay a registration fee to cover, in part, the cost of the processing, mailing, and handling of the applications.
- **THIS 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 12/23/08 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
Commercial Entry* Foundation Member	\$300 per parade
Commercial Entry* Non-Foundation Member	\$500 per parade
Official Winter Carnival Sponsor	Please consult sponsorship agreement
Saint Paul Winter Carnival Uniformed Group	\$0
High School Bands	\$0
All other Entries	\$50 per parade

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

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

Out of Town Dignitaries that are part of the Ambassador Program will have all parade fees waived

For more information on parade fees, membership, or the Ambassador Program call 651.223.7406

Waivers

EVERY INDIVIDUAL riding **ON or IN** your unit must sign and return the *waiver form* provided for you to print at the end of registration, or at www.winter-carnival.com. Please **mail** all waivers for your unit at the same time. **Do not fax** waiver forms. **These must be AT the Foundation by December 22, 2008.**

General Guidelines

St. Paul Police Officers and the 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 (1) FIRE EXTINGUISHER ON UNIT.**

Judging: Judging will take place during the parade by qualified judges who have no connection with any parade participants. The judge's decisions are considered final.

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 AT ALL TIMES DURING LINE-UP AND DURING PARADE APPEARANCE!!!**

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. No cars or convertibles are permitted in the parade for Visiting Royalty.

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

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.

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

Signature _____

Date _____

Please Print Name