

2018 Albany Downtown Twice Around Parade Application

Name of Entry: _____

Entry (float, band, equestrian unit, kind of vehicle): _____ Approx. Length: _____

Company or Group: _____

Contact Name: _____ Phone: _____

Email: _____ Cell: _____

Mailing Address: _____ Entry Type (circle one): Civic Group Church

_____ Business Just For Fun

_____ Status (circle one): New Entry Participated last year

RELEASE

I give the Albany Downtown Association the absolute rights and permission to copyright and/or publish, or use any photographic or video images of this parade entry, in which may be included in whole or part, or composite or distorted in character and form, in conjunction with my own or fictitious name, or reproductions thereof in color or otherwise, for art, advertising, trade or any other lawful purpose whatever.

I hereby waive any right that I may have to inspect and/or approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied.

I agree, for all participants in this parade entry and hereby release, indemnify and hold harmless, the Albany Downtown Association, its planning committee, sponsors, and volunteers from all liability, claims, demands, and causes of action whatsoever, arising out of my participation in the **2018 Downtown Twice Around Christmas Parade**.

I agree to abide with the rules of the Albany Downtown Twice Around Christmas Parade, and to follow the direction of the Parade Staff.

Name: _____ Company/Group: _____

Signature: _____ Date: _____

Parade Date: Sunday, December 2, 2018

Parade start time 5:00 pm

Entrants must check in by 4:00 pm

Mail or hand deliver the application form to: Albany Downtown Association, 126 Ferry St. SW, Albany, OR, 97321 or scan and email it to debi@albanydowntown.com.

Entry Deadline: Thursday, November 29, 2018

2018 Albany Downtown Twice Around Parade ~ Participant Rules

Parade Date: Sunday-December 2, 2018, Parade start time 5:00 pm

1. Entries must reflect a Holiday theme. All entries are encouraged to use lights.
2. **Santa Claus is provided by the Albany Downtown Association. NO OTHER SANTA IS ALLOWED.**
3. Entries may be historical, humorous, or modern in design, as long as they are in good taste. Remember a large part of the audience will be children.
4. Please identify only the sponsor(s) and/or builder of your entry/float. No other advertising is permitted. The advertisement may take up 20% of the entry.
5. Entries may not exceed ten (10) feet in width and twelve (12) feet in height.
6. Entries may use sound amplification for musical purposes, but not for addressing the audience. No speeches or campaigning please! Music/sound must be no louder than 80-90 decibels.
7. The Parade will be held RAIN OR SHINE. Dress warm, be safe and have fun!

Before the Parade

Staging Area Opens at 4:00 pm

Staging area is Water Avenue and the parking lots between Broadalbin and Ferry

1. Each entry will be assigned a location in the parade, you will receive your entry number at check-in.
2. You are responsible for notifying all of your participants of your position.
3. Water Ave. will be limited to floats/entries and traffic dropping off material or people. **NO PARKING!**
4. Please check in by 4:00 pm, the Parade will start promptly at 5:00 pm.

Judging

1. Judges will evaluate the entry's interpretation of the Parade theme.
2. All entries (except marching bands and equestrian units) will be judged at 4:00 pm.
3. Marching and equestrian units should be in place at 4:00 pm. Judging will be during the parade.

During the Parade

1. For the safety of all, no materials may be thrown along the parade route. This includes candy, flyers, literature, etc. However, walkers alongside entries may hand out candy.
2. Parade speed is a maximum of 5 mph. Entries who falter may be asked to step aside and let others pass.
3. **For the safety of participants and enjoyment of viewers, please maintain 25 feet (2 car lengths) between entries.**
4. All motorcyclists **MUST** wear helmets - **DON'T RISK INJURY OR FINES!**
5. Dress warmly and prepare for any kind of weather. Bring extra clothing and warm blankets for children.
6. Animal entries (dogs, horses, goats, etc.) **CLEAN UP AFTER YOUR OWN ANIMALS.** (Both on the parade route and in the staging area). All animals must be on a leash/halter or otherwise under control.

End of Parade

1. At the end of the Parade floats and equestrians please return to Water Ave. to disband. Walkers/Marching units may gather at the Community Tree for the tree lighting.
2. **DO NOT STOP IN THE MIDDLE OF THE STREET.** (Stopping holds up the parade progress).

Please Note:

- * Failure to adhere to the Parade rules may result in a one-year suspension from participation in the parade.
- * In case of severe freezing temperatures or snow/ice, the parade may be postponed. The decision will be announced on area radio stations and the ADA Facebook page or call (541) 928-2469.

LOST CHILDREN

Lost Children will be brought to the Christmas Tree to be reunited with family.

APD will be called as appropriate.