

2011 HERITAGE PARADE INFORMATION

1. ENTRIES

All entries (COMPLETED [ENTRY FORM](#), ENTRY FEE) must be returned by THURSDAY, **SEPTEMBER 1, 2011** to:

LUCEARA W. CROSS
HERITAGE PARADE CHAIR
208 CARRIAGE COURT
Lexington, KY 40517
Email: heritageparade@insightbb.com
Phone: 859-373-9428

- Entry fee is **\$25.00 per REGULAR/NON-PROFIT ENTRY.**
- Entry fee is **\$250.00 per COMMERCIAL/BUSINESS/POLITICAL ENTRY** (\$260.00 with festival vendor booth). Fee is non-refundable. Contact Parade Chair at heritageparade@insightbb.com.
- ONLY ONE VEHICLE PER GROUP WILL BE ALLOWED. EXCEPTIONS MUST HAVE PRIOR APPROVAL FROM THE CHAIR. **NO EXCEPTIONS WILL BE MADE ON SITE.**
- Motorcycle clubs are limited to motorcycles and 1 other vehicle. Car clubs are limited to 6 vehicles. Each additional vehicle will be \$10.00 per vehicle.
- Bands are excluded from this fee.
- NO PERSONAL CHECKS ACCEPTED. **Cashier's Check/Money Orders should be made payable to the Lexington Roots and Heritage Festival Committee.** Receipts will be provided. Receipts for checks received after August 31st will be returned at check-in.
- EACH GROUP MUST HAVE PROPER SIGNAGE OR ORGANIZATION T-SHIRTS.

ALL ENTRIES MUST BE REGISTERED IN ADVANCE. There will be NO on-site registration!

THE FESTIVAL COMMITTEE RESERVES THE RIGHT TO REJECT ANY ENTRY AT ANY TIME PRIOR TO OR DURING THE PARADE.

- ONE representative for each entry should report to parade central check-in located at the intersection of Elm Tree Lane and Fourth. Check-in opens at 11:15 a.m. and runs until 12:15 p.m. The Parade will begin at 1:00 p.m.
- Each entry should be in position no later than 12:30 p.m. in case adjustments need to be made. Once assigned, you must remain in your position. Please have a driver with the car in case we need you to move. A Parade Marshall will be available to assist you and lanes will be clearly marked so that members of your group who arrive late need not individually check in.
- The [enclosed waiver](#) must be signed by all adults and turned in at PARADE CENTRAL upon check-in. Position numbers will not be assigned without a waiver. ****PLEASE NOTE:** If participants are under 18 years of age, their names must be listed on the waiver and be accompanied by a copy of the parental permission sheet (to be provided by the organization.) **PLEASE NOTE: No children under the age of six are allowed to ride on any float unit unless closely supervised by a responsible adult.**
- You will receive your parade position and vehicle permit at check-in. You cannot move into the parade line until you have been assigned a lane and a position! Parade vehicles should enter the check-in area from either end of FOURTH STREET and may temporarily park on the SOUTH side of FOURTH STREET

until you receive your position number. **ALL CARS MUST BE MOVED BY 12:00 P.M. SINCE THIS IS AN ACTIVE PART OF THE PARADE ROUTE.**

Remain in your assigned staging area until instructed to move toward the parade route by a Parade Marshal.

- Begin at Fourth and Elm Tree, head west, turn right onto ML King, right onto Fifth, right on Race Street down to Third. Right on Third and back to Elm Tree.
- Once on the parade route, please move at a steady pace to provide an interesting parade for the spectators. A steady pace must be maintained with minimum space between units. This is for safety reasons as well as for the enjoyment of the spectators.
- PLEASE MAINTAIN FORMATION UNTIL THIRD AND ELM TREE INTERSECTION. The Parade ENDS at Third and Elm Tree (i.e. There is no performance by bands or other groups).
- All vehicles MUST exit the festival area (west via Third Street) at the end of the parade. ** Walkers may stop or continue up Elm Tree Lane.
- **DON'T FORGET TO SMILE!!**

2. SAFETY REQUIREMENTS

1. Decorations around driver and primary vehicle should not impede driver's field of vision in any maneuvers along the parade route.
2. Decorations of the primary vehicle should allow full ventilation of exhaust fumes, and substantial ventilation of engine heat.
3. Drivers and all persons riding on the float should have available a means of quick exit.
4. At least one 4-lb. dry chemical fire extinguisher must be provided by the builder of each float, and shall be stowed in an accessible location.
5. Handholds or other support should be provided for all persons who are required to ride the float in a standing position. **CHILDREN IN OR ON VEHICLES MUST BE SEATED OR KNEELING WITH RAILINGS OR GUARDS TO HOLD ON TO.**
6. **No materials or items of any kind may be thrown from the float into the crowds.**
7. To ensure the safety of both participants and spectators, parade participants must make every effort to discourage spectators from coming on to the street and getting close to the parade vehicles.

Failure to adhere to any of these rules may result in removal from the parade or refusal of future participation.

3. SPECIAL FLOAT PROTECTION

THE COMMITTEE WILL NOT GUARANTEE PROTECTION OF ANY FLOAT. It is recommended that any group or organization provide their own maintenance and custody personnel and plastic or tarp covering in case of rain. No float or other entry may be brought to the parade line-up area until the day of the parade.

4. FLOAT STRUCTURE

The bed on which the float is constructed shall be sturdy and capable of carrying the loads imposed. Converted rubber-tired farm wagons are acceptable, but builders must be responsible for keeping tires up and quick maintenance throughout the parade. Motor power shall be jeep, van, pick-up truck, and, if approved, small garden tractors or golf carts for some units. Note that motor power must be approved with specifications for floats.

All vehicles used must have power sufficient to meet speeds high enough to comply with Lexington Festival instructions and signals.

5. DIMENSIONS

The maximum length towed by a single prime mover shall not exceed 55 feet. Floats may be in multiple units with each unit decorated to be an integral part of the same theme.

- No more than 1 vehicle per unit without special permission from Parade Chairperson.
- No more than 60 persons may accompany a unit.
- The maximum height shall not exceed 13 feet. The maximum width shall not exceed 12 feet.

6. PUBLIC ADDRESS SYSTEM

A public address system may be used for amplification of music or sound effects. Use for commercial messages is prohibited.

7. SIGNAGE

Lettering of any height is acceptable, if part of the float theme. Signs identifying sponsors may be a maximum of eighteen inches high with length proportional.

- Advertising slogans or messages prohibited.
- Corporate logos are acceptable but may not be the dominant theme.
- Signage must be positive in nature. We reserve the right to approve all signage and materials distributed on site. Failure to comply may result in removal from parade.

8. FLOAT RIDERS

All float participants shall take all reasonable and prudent safety precautions in the construction and operation of a float, including precautions regarding the number of persons who may safely ride on the float. Persons riding on a float do so at their own risk. Children below the age of eighteen (18) who wish to ride on a float must submit a signed permission slip from their parent or guardian along with the entry form. **Children six or younger may not ride on floats.**

THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT, THE ROOTS AND HERITAGE FESTIVAL COMMITTEE, ITS MEMBERS, OR SPONSORS ASSUME NO RESPONSIBILITY FOR THE SAFETY OF ANYONE RIDING ON FLOATS.

9. PARADE CONTROL

The Lexington Roots and Heritage Festival Committee will have supervision over the parade to ensure prompt and efficient dispersal of the floats. The builder is responsible for having the float ready to go. If any float fails to meet any of the specifications, or in any way impedes the prompt and orderly movement of the parade, the Parade Committee in its sole discretion and without liability to the builder or the sponsor may order such float to be removed from the parade. Such discretion on the part of the Committee will not be unreasonably and arbitrarily exercised. The Roots and Heritage Festival Committee may, at any time, require anyone whose behavior they deem inappropriate for the public to cease participation in the parade.

The Roots and Heritage Festival Committee recognizes that the Heritage Parade is a public event whose participants and viewers include persons of all ages. The broadcast of any music or messages containing obscene language from any float, vehicle, or participant in the parade is inappropriate for this sort of public event. Therefore, the Roots and Heritage Festival Committee will require any float, vehicle, and/or participant broadcasting music or messages containing obscene language to immediately cease such broadcast or immediately cease participation in the parade. Any parade participant excluded from participating for this reason shall not be entitled to a refund of any portion of the parade entry fee.