



July 31, 2017

The Woodbury Parade Committee are pleased to invite your organization to participate in this year's Fall Festival Parade to be held on the evening of Saturday, October 7, 2017 (Rain Date: October 14th). This year's theme is **"LISTEN TO YOUR ART"**! We are challenging you to use this parade theme to entertain the citizens of the Greater Woodbury area and to have fun, but always remember that this is a family parade and to use discretion. If a parade committee member deems that a parade entry has inappropriate behavior or content, they will not be permitted to participate in or be removed from the parade. If you have any questions concerning the theme, please do not hesitate to reach out to the Parade contact person below. For the 5th year in a row, you have an opportunity to have your **\$10 application fee waived – simply submit your application so that we receive it by August 15, 2017 (One free entry per group/person).** You may simply complete and email the application to WoodburyEvents@gmail.com by August 15, 2017.

Please carefully read the enclosed Rules and Regulations and the Application Form.

All parade entrants and units are asked to assemble no later than 6:00 p.m. at the corner of Colonial Avenue and Broad Street (Route 45) in North Woodbury. Entrants whose applications are received by September 15, 2017 will be sent, prior to the parade, a line-up designation and a specific arrival time. When you arrive, volunteers will assist you in lining up. Go to the street assigned and remain there until you are instructed to move so we can keep Colonial Avenue clear. **ABSOLUTELY NO PARKING ON COLONIAL AVENUE!** Please consider car-pooling and arriving as a group. Traffic is very difficult, and additional cars only cause congestion and confusion.

The parade will start promptly at 6:30 p.m., proceeding south on Broad Street and ending just past the Comcast Cable and the old South Jersey Times buildings near Salem Avenue (AKA Kings Highway). The reviewing stand is at the end of the parade route.

In order to have a smooth-running parade, participation is by invitation only, with no day-of-the-event registration. Please complete and return the application form and \$10 fee no later than September 15, 2017. **The \$10 fee will be waived for all applications received by August 15th. (One free entry per group/person).** Any applications received after September 15th will be charged a \$15 late fee, for a total fee of \$25.00. We must have your complete application in advance, and cannot accommodate any last minute walk-ons.

If you have any questions, please contact Bob Law (856) 845-1300 x129 or WoodburyEvents@gmail.com. Thank you for your cooperation and we look forward to seeing you at the Woodbury Fall Festival Parade.

In the event of inclement weather, call (856) 845-1300 after 3:00pm on the day of the parade to hear a recording verifying cancellation or postponement. This is the time frame set by the City of Woodbury for cancellation/postponement. If possible, those submitting valid email addresses on their applications will receive an email notifying them if a postponement does occur.

GREATER WOODBURY FALL FESTIVAL PARADE

THEME: "LISTEN TO YOUR ART"

Saturday, October 7, 2017 (Rain Date: Saturday, October 14, 2017)

Entry Fee: \$10.00 (fee waived if received by August 15, 2017) Entry Deadline: September 15, 2017

Late Entry Fee – Additional \$15; Total of \$25.00 (after 9/15/17)

(Please make checks payable to the "City of Woodbury")

RULES AND REGULATIONS

1. All participants shall indemnify, save harmless and defend the City of Woodbury and the Woodbury Merchants Association, its elected and appointed officials, its employees, agents, volunteers and others working on behalf of the City and Woodbury Merchants Association, from and against any and all claims, losses, costs, damages, or injury including death and/or property loss, expense claims or demands arising out of or caused, or alleged to have been caused, in any manner by their participation in the parade.
2. **The parade starts promptly at 6:30 p.m. Your e-mailed or mailed confirmation will provide the time for you to lineup (between 5:00 and 6:00 pm) and your street location. Please consider car pooling to the staging site.** Parade goes on rain or shine. All units must prepare for rain or cold, as well as sun and heat. Unless the parade is canceled by the Parade Committee, all units will be expected to perform and no entry fees will be refunded.
3. All entrants will be checked before entering the parade line. Any entry that does not conform to its application, or all rules outlined in this application, will be disqualified and may not be allowed into the parade and entry fees will not be refunded. Entries depicting political endorsement, violence, drugs, illegal activities, or otherwise deemed inappropriate on parade day will be disqualified from judging, will not be allowed into the lineup and entry fees will not be refunded. Signs on any vehicles shall only bear the name and position of participants. No political signs will be allowed in the parade. Under no conditions shall any participant, unit or entry move to a different position within the parade line-up, before or during the parade, except at the direction of a Parade Committee Member.
4. All entrants must conform to the description stated on their application. The Parade Committee reserves the right to reclassify applicants. If you have changed the makeup of your entry, please call and let us know. For example, if you are going to have a group of marchers instead of a float, we need to know this in order to allocate enough space in the staging area as well as reclassify your entry so there is no confusion for the judges or officials. **This should be done at least two weeks prior to parade day.**
5. Parade participants may not jump onto or off of any unit and may not interfere with any other unit in the parade. All bicycle riders must wear helmets.
6. All drivers and vehicles must obey and conform to all NJ DMV and NJ DOT regulations. Drivers must also possess a valid driver's license and vehicles must have valid inspection and insurance as required by the State of New Jersey.
7. Alcoholic beverages or controlled substances are forbidden on any float, in any vehicle, or on the person of any participant during the Parade, or in any pre-parade or post-parade areas. Participants in possession of, or found consuming alcohol or controlled substances prior to or during the parade, will be removed from parade and will be subject to prosecution.
8. For safety reasons, **NO OBJECTS ARE TO BE THROWN.** No throwing of candy or gifts, and no shooting of spectators with Silly String or water (supersoakers, etc.) will be permitted. Distribution of candy or other items to spectators must be conducted by someone from your group who is walking along the curb and distributed **HAND-TO-HAND**. The distribution must not delay the parade or draw spectators into the street, due to safety concerns.

9. Everyone must proceed in a forward motion at all times and maintain a uniform distance from the unit in front of you. Unless directed by a Police Officer or Parade Committee member, no unit may stop for the purpose of performing, entertaining, etc. **Please do not delay the parade! Judges will disqualify any entry causing unnecessary delays.** If you have a mechanical problem, please move to the right side of the street and allow the parade to resume. For assistance, please locate a Police Officer or Parade Committee Member.
10. All **musical groups** are required to play through the entire parade route. Penalty points will be applied for insufficient playing time. All bands should choreograph their performance for all forward motion, even at judges' stand.
11. **Floats** should conform to the theme, be lighted for the parade, and must be equipped with a fire extinguisher. There will be no walking beside the float for safety reasons. **Floats** are recommended to have handholds or barriers to secure riders in the event of sudden stops or starts. Seating on floats should be attached to the float bed.
12. **Fire Companies:** Maximum of 1 vehicle per company (can have 2 vehicles if the second is an antique, i.e. prior to 1969, and second vehicle must ride side-by-side with the first), maximum of 6 riders per vehicle. Minimal sounding of bells or horns will be permitted this year, but doing so must not simulate an emergency response.
13. **Dance groups, Choral Groups, and Bands** are permitted to perform a maximum of two minutes at the Reviewing Stand. Play your own music using your own amplifiers. You will not be permitted to play any music through the public address system at the Reviewing Stand.
14. Other than #12 above, **NO SIRENS** may be sounded during the parade for entertainment purposes. **Sirens will only be sounded in an emergency. IF SIRENS ARE SOUNDED, please move immediately to the RIGHT side of the street and stop until all emergency vehicles have passes.** If the frivolous use of sirens occurs, violators will be prohibited from participating in future parades.
15. **Units with sound** or unusual noise must indicate so on the entry form. No offensive music may be played during the parade. **No public address systems may be used**, only amplification for music and singers.
16. All animals in the parade must be listed on the entry application. All animals must have updated vaccinations, be in good medical health and be able to cope with crowds, other animals, the prevailing weather, and the distance of the parade. The entry/group is responsible for the immediate removal of animal waste generated by the animals associated with the entry/group. The area is expected to be as clean as you found it. This includes the pre- and post-parade areas, as well as the parade route. Please remember, other parade participants will be following your entry on foot.
17. All judging will be done by the judges, whose decisions will be **final**. Please remember that the primary purpose of the parade is to **entertain** the community and to **have fun**. Please ensure that your parade entry is appropriate for children.

Parade Line-up

Due to a high volume of special requests (for example, to be placed at the beginning of the line-up, splitting entries so children can be involved with both entries, etc.) this year we will take applications on a ***first-come, first-served basis and after receipt of payment*** and will place entries accordingly. ***All requests should be noted on the applications - no verbal requests will be accommodated.*** The parade committee will attempt to accommodate as many requests as possible. Please keep in mind that the first several spaces are always reserved for our Parade Marshal, Dignitaries and special guests. Also note that we try to rotate units around each year so they are not in the same place every year. Please see "Confirmations" below for more details on receiving your line-up number and staging location.

Confirmations

Confirmations will be e-mailed or mailed approximately one week prior to the parade. You will be sent your lineup number and map, check-in time, reminders and last minute instructions. **No changes will be made to the line-up after it has been printed and sent to the judges.**

QUESTIONS? CALL BOB LAW AT (856) 845-1300 x129 or email
WoodburyEvents@gmail.com

GREATER WOODBURY FALL FESTIVAL PARADE
APPLICATION FORM

Entry Deadline: September 15, 2017

Entry Fee: \$10.00 (fee waived if received by August 15, 2017 – one free entry per group/person)

Late Entry Fee: \$25.00 (after 9/15/17) **Make checks payable to “City of Woodbury”**

Reply to: Woodbury Parade Committee
PO Box 180, Woodbury, NJ 08096
(856) 845-1300 x129
WoodburyEvents@gmail.com

THEME: “LISTEN TO YOUR ART”

Organization: _____

Sponsor (if applicable): _____ Phone: _____

Address: _____

Representative: _____ Phone: _____

E-Mail Address: _____

Year & Make of Vehicle, if applicable (Fire Truck, Antique Car, etc.) _____

Description of Float (Include size and type of vehicle (e.g. 30' flat bed trailer); music) _____

Age Category & Approx. # of Participants: _____

Will your Parade Entry have music? YES NO

Approx. space (footage) required for group/entry lineup _____

PARADE ENTRY TYPE Circle Only One

1. Parade Float 2. Marching Band 3. Fire/Rescue Apparatus 4. Antique or Classic Vehicle
5. Performing Group 6. Community Organization 7. Pageant Winner (not judged)
8. Other: _____

I, the undersigned, acting as the authorized representative, acknowledge that I have: 1) Read the parade rules and regulations; 2) Agree to notify ALL members of my entry/group of these rules prior to the parade; and 3) Will be the single point of contact for the entry/group and will assume responsibility for the conduct of ALL of the participants associated with the entry/group.

Name of Authorized Agent: _____

Signature of Authorized Agent: _____ Date: _____

OVER

The Parade is planned to be broadcast on the local cable channels. The Emcee and TV announcers will need information regarding your organization/vehicle, etc. so they can talk about you while you are on TV and in front of the judges/reviewing stand. The Parade Committee reserves the right to edit the information provided. While you are welcome to include some upcoming events and contact information, please exclude any business marketing.

Please be as descriptive as possible - NO MORE THAN 100 WORDS (exceptions may be made on a case-by-case basis).

In order to cut and paste your information into the Emcee and Judges' Booklets, please also email your write-up to WoodburyEvents@gmail.com

[illegible]

THANK YOU!