

PARADE GUIDELINES AND APPLICATION

OCTOBER 4TH



COUNTLESS HAWKEYESTM
ONE SPIRIT
HOMECOMING 2013

2013 HOMECOMING PARADE

General Parade Guidelines

Application is due Friday, September 20, 2013 at 5pm

Only the first 110 applications will be accepted due to space limitations. Late fee of \$25 is applied if application is submitted after the deadline. Absolutely NO applications will be accepted after 9/27 at 5pm.

(PLEASE SEE ATTACHED APPLICATION)

The following rules and guidelines are to be met by all entrants in the 2013 Homecoming Parade: Friday, October 4th, 2013. Any violation of these guidelines will result in forfeiture of participation in the parade. Entry fees will NOT be refunded for any reason including inclement weather. Please retain these instructions and bring them to **your assigned mandatory parade meeting at 7pm or 8pm on Monday, September 30, 2013 in the Nebraska Room (335) of the IMU**. Questions may be directed to the Homecoming Parade Directors: Lindsay Hamilton (lindsay-hamilton@uiowa.edu) or Jake Murphy (jacob-a-murphy@uiowa.edu).

Completely fill out the application form. Incomplete applications will not be accepted.

1. An entry fee is required of EVERY entry and must accompany the application. There are four entry classes, each of which may occupy a space NO LONGER THAN 60 FEET IN LENGTH AND 12 FEET IN HEIGHT. Further descriptions of each class follows:
 - Class 1:* Traditional float entries: may consist of a maximum of one motorized vehicle pulling one non-motorized vehicle. A maximum of 30 people may be present on or around the entry
 - Class 2:* Walking and non-motorized entries: may consist of a maximum of 60 people on foot, person-powered, or animal-powered vehicles* (example: bicycles, big wheels or horse and carriage).
 - Class 3:* Motorized vehicles without floats (example: cars or tractors): The number of vehicles included in this entry space will be dependent on the size of the vehicles. In such entries there must be an interval between vehicles equal to the vehicle length (example: for a vehicle six feet in length, there must be a six foot distance between that and all other vehicle(s) in the entry). If the vehicles are of varying sizes the space between vehicles must be equivalent to the length of the largest vehicle in the entry.
 - Class 4:* Miscellaneous entries: those that do not fit into any of the above three categories. These entries will be considered unique and will be reviewed on a case-by-case basis by the Homecoming Council. All decisions by the Homecoming Council are final.

Entries exceeding the above restrictions must pay an additional \$100 entry fee for each additional entry space needed. Any entry which is found to be in violation of any parade or university policies and/or state or local laws during the parade or parade line-up will be removed without refund of entry fee.
2. **A MANDATORY MEETING WILL BE HELD FOR ALL ENTRIES.** A representative from your entry is required to attend. Failure to do so will result in loss of entry fee and disqualification from the parade. The position of each entry will be announced at this time and this list will be reviewed. You will be assigned a meeting time of either 7pm or 8pm. This meeting will be held Monday, September 30, 2013, in the Nebraska Room (335) of the IMU.
3. NO alcoholic beverages or illegal substances will be allowed on or near the entries prior to or during the parade. If alcoholic beverages and/or illegal substances or their containers are found, or the person operating any type of vehicle (example: motorized, bicycles, etc.) is suspected of having consumed alcohol, the entry will be pulled from the parade. Police assistance will be used if necessary.
4. Entries may not display advertisement for alcohol or tobacco (examples: banners, logos, etc.) on their float.
5. **NO candy, leaflets, food, pencils, or other items may be THROWN** from the entries at any time. **HOWEVER, candy, leaflets or other items may be HANDED out**, under the following circumstances: A minimum of two persons must be on each side of the entry, at the outermost edges of the street at ALL TIMES, to pass out items to spectators. No stickers are to be handed out at any time. Entries violating this policy will be removed from the parade and entry will not be refunded. This will be enforced by parade security and the Iowa City Police.

2013 HOMECOMING PARADE

General Parade Guidelines (cont'd)

1. All entries with motorized vehicles **must carry a minimum 2A 10B: five pound fire extinguisher.** It must be shown upon request to parade personnel prior to and/or during the parade. In addition, entries must yield right of way to all emergency vehicles at any time during staging process and parade.
2. All entries including children ages 12 and under will be required to have a ratio of one adult to every ten children.
3. Proceed to your assigned location in the parade staging area at 3pm so that line-up can be positioned properly. The parade will begin at exactly 5:45pm and the flow of entries will proceed according to the parade route and staging area maps.
4. DO NOT bring extraneous vehicles into the staging area. Additional vehicles will delay the start of the parade and will be towed at the owner's expense.
5. At the end of the parade route, please be considerate of those following you and clear the area quickly. Explicitly follow the direction of parade personnel.
6. All floats competing in float competition will be judged by a panel of judge consisting of students, faculty, staff and community leaders. One float will be awarded "Best of Show" for fulfilling the requirements of: use of theme "Countless Hawkeyes, One Spirit," creativity and uniqueness, and school spirit.
7. Under no circumstances will a group be allowed to stop during the parade. (Specifically marching bands should not stop to perform). The parade will move at a constant flow and will only stop in the event that the preceding entry stops. If any entry cannot proceed at any point during the parade, (i.e.. mechanical breakdown, etc.) please exit the parade route at the nearest possible exit or move to the side of the parade route and immediately inform the next entry to continue around you.
8. Any participants who wish to have animals in their entry must indicate use on the attached application. Entrants are responsible for the cleaning and disposal of any waste produced by the animals. If you are planning to have an animal as part of your parade float, you must have proper approval from the city. Call 319-356-5295 as soon as possible.

Failure to abide by the above policies will result in dismissal from the 2103 Homecoming Parade without refund.

Applications will not be processed without payment in full by the scheduled application deadline.

Group Type	Fee
Community group (non-student organization)	\$150
UI Department	\$100
UI Student Organization	\$50

PARADE APPLICATION

2013 Homecoming Parade Application

All applications must be submitted with full payment to The Hub, located on the first floor of the Iowa Memorial Union, or mailed to: The Hub, 138 IMU, Iowa City, IA 52242. Application deadline is September 20, 2013 at 5pm.

Organization Name(s): _____

Type of Organization (*Student Group, UI Department, or Community Group*): _____

Contact Person: _____

Email Address: _____

Street Address: _____

City/State: _____

Telephone: Work: _____ Home/Cell: _____

Competing in Float Competition: ☐ Yes ☐ No

Entry Class: ☐ 1 ☐ 2 ☐ 3 ☐ 4

(*See parade guidelines for definitions of classes*)

Indicate Use of Animals: ☐ Yes ☐ No

If Yes, please describe: (*see parade regulations*)

Write a 2 to 3 sentence description of your entry and organization. This description will be used by the announcer during the parade so please be specific. Your time given here will save time on the part of the Parade Committee Volunteers and will ensure an accurate description of your entry for the viewing public. *Please give as much detail as possible. Description of float may be revised closer to parade date by Homecoming Council approval.

PARADE APPLICATION

2013 Homecoming Parade Application

In the space below, please provide a sketch and written description of the float's design and theme. Please include the number of motorized and non-motorized vehicles (hay racks, trailers, etc.) and the number of people in the entry. Your application will not be processed without the sketch and description.

Group Type	Fee
Community group (non-student organization)	\$150
UI Department	\$100
UI Student Organization	\$50

I have read and fully understand the parade rules and guidelines, and agree to abide by them. I understand that any violations of the attached rules will result in possible removal from the parade and forfeiture of my entry fee.

Signature: _____

Date: _____ Amt. pd.: _____

Only the first 110 applications will be accepted. Late fee MUST accompany all applications submitted after 5pm, Friday, September 20th, 2013, to The Hub, located on the first floor of the Iowa Memorial Union, or mailed to The Hub, 138 IMU, Iowa City, IA, 52242. **No applications will be accepted after September 27th.**

Office Use Only:

Paid: ☐ Yes ☐ No Amount \$ _____

Line Up# _____ Date Received: _____

Staff Receiving: _____