

**ANNUAL  
PARK CITY 4TH OF JULY  
2016 PARADE  
Information and Application  
2016 Parade Theme: “America – Let the Spirit Continue”**

The Annual Park City 4<sup>th</sup> of July Celebration is organized by the City of Park City and the Park City Chamber/Bureau. Our goal is to provide a safe and fun-filled day that celebrates our Country's independence with our unique and funky community traditions. We welcome both our local community as well as our many visitors to celebrate this day with us and our many community partners.

TO ALL PARADE APPLICANTS:

MANDATORY MEETING AT THE JIM SANTY AUDITORIUM AT THE PARK CITY LIBRARY ON WEDNESDAY, JUNE 29, 2016 AT 7:00 PM. A REPRESENTATIVE FOR YOUR PARADE ENTRY MUST ATTEND OR YOUR FLOAT WILL NOT BE INCLUDED IN THE PARADE.

*IF YOUR PARADE ENTRY IS SELECTED TO PARTICIPATE IN THE PARADE, IT IS MANDATORY THAT EACH PARADE ENTRY SUPPLY TWO SAFETY MONITORS TO ACCOMPANY ITS ENTRY/FLOAT DURING THE PARADE. Volunteer Safety Monitors must be at least 18 years of age and must walk beside, in front of, or behind the float entry. Monitors cannot ride inside of vehicles or on floats.*

### **Volunteer Opportunities**

If you are interested in volunteering at this fun event, please contact Joel Fine at [Joel@FineProperty.com](mailto:Joel@FineProperty.com) or (435) 901-2171. Any additional help is greatly appreciated.

### **Parade Entry**

Thank you for your interest in participating in the 4th of July Parade.

ALL PARADE APPLICATIONS WILL BE REVIEWED AND APPROVED OR DENIED BY A JURY. Completed applications and associated fees must be received no later than Monday, June 13, 2016, at 5:00 PM. Applications submitted without an application fee will not be considered. Late fees will apply if an application is received before the deadline, but payment is not received until after the deadline. All application fees are non-refundable.

The Parade Committee will notify all applicants of their application's status no later than June 24. The notice will indicate your entry status (selected/denied). If your application is selected, an entry number and the time you must report to the bottom of Swede Alley will be included as part of the notice. Line-up times will range from 8:30 AM-10:45 AM. If you have not received notification by Friday, June 24, contact Jenny Diersen at 435.615.5188 or Bob Kollar at 435.658.9608.

Those who are in charge of parade floats need to consider:

- How will you and the members of your float get to the event? Can you take Park City transit? Can you carpool? Where specifically will you meet your carpool? After the parade, where will you meet your family, friends, and parents of children in your float? Please do not just jump off the float when you see people. We ask this of you in order

to keep you safe. Please make a plan for meeting up with your friends/family after the parade has ended. Those on your float cannot get off of the float until the float reaches the 7-11 on Park Avenue.

- Make sure to wear comfortable shoes and clothing. The parade route is over one mile long. Wear sunscreen and a hat and bring water.
- Who is in charge of driving the float? When and where will the float be decorated? How will it get transported to the parade route? Where will you take your float after the parade? Please take precautions if using an oversized vehicle.

### **Parade Criteria:**

Applications will be scored using the following criteria:

- (1) Completed application form with associated application fee and attachments as required.
- (2) Float/entry design as described in the Entry Description section below:
  - Materials – What materials will be used to cover what percent of your float? Include a detailed list of materials.
  - How does your float's design fit the theme of the parade?
  - How does your float's design represent the theme of your organization/business/community?
- (3) Relevance to the spirit and theme of Independence Day and Park City.

### **Parade Awards:**

We value the uniqueness of our community. It is our community, our unique history and our culture that visitors come to Park City to experience. We challenge each parade applicant to think about how they can engage with the crowd of spectators. How can you innovate, create, tell your story? Remember, our community consists of people of all ages and cultures. How will your parade entry speak to them all? To honor your work, this year we will be giving awards in the following categories:

Community Spirit  
Humor & Funk  
Crowd Engagement/Crowd Favorite  
Youth Award  
Heritage/Traditions/History  
Curiosity/Oddity/Talent

### **Parade Categories & Fees:**

Why do we charge fees? – Parade application fees help offset parade-related expenses such as security, trash, road closures, etc. Application fees are assessed according to the status of the parade entry in the categories listed below. To encourage timely submittal of applications, late applicants will have to pay double the application fee.

1. For Profit Business – Application Fee \$400; Late Application Fee \$800
2. Non-profit Business- Application Fee \$200; Late Application Fee \$400
3. Individuals/Community Members – Application Fee \$100; Late Application Fee \$200

**ALL APPLICATIONS ARE DUE**  
**MONDAY JUNE 13 AT 5:00 P.M.**

**LATE APPLICATIONS ARE DUE**  
**MONDAY, JUNE 20 AT 8:00 A.M.**

**NO APPLICATIONS WILL BE ACCEPTED AFTER MONDAY, JUNE 20 AT 8:00 A.M.**

Applications can be emailed to [jenny.diersen@parkcity.org](mailto:jenny.diersen@parkcity.org) or dropped off at the front desk of the Park City Chamber Office at 1850 Sidewinder Drive, Suite 320, Park City, Utah 84060

Dimensions & Descriptions

Dimensions and a description of your entry, including how it relates to the 4<sup>th</sup> of July Parade Theme must be included with the application. Include your entry's total combined length of all vehicles (including the appropriate spacing between vehicles) so we can allow the appropriate space for the pre-parade line-up of your entry on Swede Alley.

SIZE: Maximum height: 14 feet. Maximum width: 10 feet. Maximum length: 40 feet. These are maximum dimensions; your float may be smaller. Maximum number of vehicles per entry is three (3). Exceptions to size and quantity restrictions may be possible with prior written approval.

SIGNAGE: All vehicle entries must be identifiable during the parade (organization, individual, etc.) with at least two signs—one sign facing spectators on each side of the street and using large letters. Walking entries may carry only one sign. Signs with your entry number will be provided as you enter Swede Alley for line-up.

ADVERTISING: Signs provided by a sponsor should be in good taste so as not to detract from your entry and are subject to approval by the Parade Committee

**Parade Rules:**

*Definition of Rules:*

*One set of explicit or understood regulations or principals governing conduct within a particular activity.*

Why do we have rules?

Our utmost concern is the safety of our citizens and visitors. Please read the rules that we have below and understand that these rules are to ensure your safety and the safety of others. We want you to have fun, but you must do so in a safe manner so please read and follow each of the rules set forth below.

Construction & Safety

All entries must be constructed in a manner that ensures they are safe to operate and will not present a safety concern to other participants and spectators. We encourage you to be creative in your decorations and design of the float, but please be considerate of the safety of both those who are on your float and those who are spectating in the crowd. The Parade Committee may require, at any time including during the staging of floats on Swede Alley, that an item be removed from a float because it is deemed unsafe. Refusal to remove the item may prevent the parade float/entry from participating in the parade.

Operation & Transportation of Parade Entry

Only persons with valid driver's licenses are permitted to operate or assist in the operation of motorized vehicles. All motorized vehicles must have working brakes. Brake checks must be

administered prior to the parade start. All drivers operating vehicles must attach current proof of automobile insurance. Weaving, swerving and irresponsible driving are strictly prohibited.

Non-motorized entries (foot traffic, bikes, wagons, sleds, etc.) MUST be under control at all times and be able to keep up with the pace of the parade.

### Safety Regulations

**SAFETY IS INCREDIBLY IMPORTANT TO PARADE ORGANIZERS. PLEASE READ THESE RULES CAREFULLY AND FOLLOW THEM AT ALL TIMES DURING THE PARADE.**

1. Alcohol is strictly prohibited on all floats.
2. Mind the gap! The leader and Volunteer Safety Monitors of each float need to mind the gap between your float and the float in front of you. Gaps create a potential safety hazard because the crowd will run between floats. Keep in mind that those driving floats have limited visibility.
3. NOTHING may be thrown by individuals participating in the parade. Throwing items causes people and children to run into the street to collect items, which creates a safety hazard. Additionally, the clean up from 4<sup>th</sup> of July is a large effort. Please pick up after yourselves.
  - a. Items may be directly HANDED out to those viewing the parade from people walking along floats. These items include, but are not limited to, stickers, candy, water balloons, small toys or unique promotional items. We ask that you do not hand out paper/fliers in an effort to maintain community sustainability goals. There are a lot of people on the parade route, so please plan accordingly.
  - b. Squirt guns, water pistols and water balloons are allowed only in specifically marked zones along the parade route. Please understand that these zones are created and enforced for the safety of both parade participants and parade spectators. Do not use water in non-water zones.
  - c. There are several “funky zones” that have been created to increase crowd engagement and add a bit of funk to the parade. Please be creative in how you are going to uniquely engage with the crowd in these zones.

### Parade Route, Staging and Pick Up

Participants on parade floats/entries may be dropped off prior to the parade on the top of China Bridge parking structure via the Marsac Avenue entrance. At the end of the parade, all participants must wait to leave a parade float/entry until after the float/entry has reached the 7-Eleven on Park Avenue. Participants will not be allowed to leave the float at the entrance to City Park. This area must be free of congestion including all parade floats/entries/participants. Parents are highly encouraged to set up a pre-determined location (other than the entrance to City Park) to meet back up with their children who participated in the parade.

# 2016 ANNUAL PARK CITY 4TH OF JULY PARADE APPLICATION INSTRUCTIONS

## Scoring Applications

Parade applications will be scored using the following criteria:

- (1) Completed application form with associated application fee and attachments as required;
- (2) Float/entry design as described in the Entry Description section below.

Materials – Describe what materials will cover what percent of your float.

Noise or Sound—Describe any music, sounds, noises that your float will feature.

Unique Features of the Float Design—Describe any unique features.

- (3) Relevance to the Theme of this year’s Parade (America – Let the Spirit Continue) and/or the Spirit of Independence Day.

How does your float’s design fit the theme of the parade?

How does your float’s design fit the theme of the organization/business you represent?

## Parade Categories & Fees:

Application fees for those applications submitted after the deadline are double the application fees for those applications submitted before deadline. Don’t be late.

<input type="checkbox"/> For Profit Business	\$400 if submitted before deadline; \$800 if submitted after deadline.
<input type="checkbox"/> Nonprofit Business	\$200 if submitted before deadline; \$400 if submitted after deadline.
<input type="checkbox"/> Individual Community Members/ Neighborhoods	\$100 if submitted before deadline; \$200 if submitted after deadline.
<b>Total Amount Enclosed</b>	

**ALL APPLICATIONS ARE DUE  
MONDAY, JUNE 13 AT 5:00 P.M.**

**LATE APPLICATIONS ARE DUE  
MONDAY, JUNE 20 AT 8:00 A.M.**

**NO APPLICATIONS WILL BE ACCEPTED AFTER MONDAY, JUNE 20 AT 8:00 A.M.**

Make checks payable to “Park City Chamber/Bureau” (No credit cards accepted. Cash accepted only if delivered in person.) Please mail your application and check to:

**Park City Chamber/Bureau, 4<sup>th</sup> of July Committee, P.O. Box 1630, Park City, UT 84060**

**Applications can be dropped off at the front desk of the Park City Chamber Office at 1850 Sidwinder Drive, Suite 320, Park City, Utah 84060**

## Dimensions & Descriptions

Dimensions and a description of your entry including how it relates to the 4<sup>th</sup> of July Parade Theme must be included with the application. Include your entry’s total combined length of all vehicles (including the appropriate spacing between vehicles) so we can allow the appropriate space for the pre-parade line-up of your entry on Swede Alley.

SIZE: Maximum height: 14 feet. Maximum width: 10 feet. Maximum length: 40 feet. These are maximum dimensions; your float may be smaller. Maximum number of vehicles per entry is three (3). (Exceptions to size and quantity restrictions may be possible with prior written approval of the Parade Committee.)

SIGNAGE: All entries must be identified (organization, individual, etc.) with at least two signs facing each side of the street and using large letters. Walking entries may carry only one sign. Signs with your entry number will be provided as you enter Swede Alley for line-up.

ADVERTISING: Signs provided by a sponsor should be in good taste so as not to detract from your entry and are subject to approval by the Parade Committee

### Vehicles

<input type="checkbox"/> Non-Motorized
<input type="checkbox"/> Skateboard <input type="checkbox"/> Scooters <input type="checkbox"/> Bicycles <input type="checkbox"/> Other, please specify _____
<input type="checkbox"/> Motorized
<input type="checkbox"/> Classic/Vintage <input type="checkbox"/> Motorcycles <input type="checkbox"/> Oversized <input type="checkbox"/> Other, please specify _____

Animals – please list all types and number of animals:

Pick up the poop! Animal droppings left on the road are a hazard to those parade floats/entries that follow. If your float/entry includes animals, you must make arrangements to clean up all animal droppings as you proceed along the parade route. Failure to do so may result in expulsion from this and future parades.

<input type="checkbox"/> Dogs
<input type="checkbox"/> Horses
<input type="checkbox"/> Other?

### Youth

Why do we ask this? – The parade route can be long; we want to ensure you are considering the length of the parade. Are the kids walking or sitting on the float? Where will they meet the float and where will they meet their parents when the parade ends? Youth MUST be supervised by an adult at all times.

<input type="checkbox"/> Youth under 10. How many?
<input type="checkbox"/> Youth over 10. How many?

### Performance

Performances are exciting during the parade, but they are one of the primary causes of large parade gaps which can cause safety hazards for other parade floats/entries and for spectators. Performances are not required, but if you plan to have one as part of your float/entry, please describe the type of performance you are planning to have. Performances may not exceed 30 seconds in length. Please keep moving forward.

<input type="checkbox"/> Dance
<input type="checkbox"/> Cheer
<input type="checkbox"/> Band /Live Music
<input type="checkbox"/> Oddity/Curiosity/Talent
<input type="checkbox"/> Other

# 2016 4<sup>TH</sup> OF JULY CELEBRATION PARADE ENTRY APPLICATION FORM

Applications received without a complete description below will NOT be considered. If your entry description changes, please forward those changes to Joel Fine at [Joel@FineProperty.com](mailto:Joel@FineProperty.com) as soon as possible but no later than June 29.

Contact & Float Information
Name (First & Last) (Primary Contact):
Name (First & Last) (Secondary Contact):
Mailing Address:
Street:
Street 2:
City, State, Zip:
Business (name of business/organization, if applicable):
Title for Float Entry:
Primary Contact Phone (Day of Parade):
Primary Email Address:
Secondary Contact Phone (Day of Parade):
Secondary Email Address:
Name of person who will attend the mandatory meeting on 6/29/2016

1. Why do you want to participate in the Park City 4<sup>th</sup> of July Parade?

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2. **Description of Entry:** Provide a detailed description of how your entry will be decorated. Keep in mind that this is the only description of your float that the Review Committee will have to judge whether or not it will be included in the Parade so be sure to include all relevant details including what percentage of the float will be decorated with what materials. Include music, other sounds, and/or animals and any other unique features. This description should also address how you or your organization represents the theme of the parade, the spirit of Independence Day, and the community of Park City.

**3. Dimensions & Information** for entry:

Width (max. 10 ft.)		Height (max. 14 feet)	
Overall Length (max. 40 feet)		Total # of Vehicles (Max. 3)	
Type of Vehicle #1		Type of Vehicle #2	
Type of Vehicle #3		Other Vehicle Info	
Total # of Youth		# of Safety monitors (2 required)	
# of People in vehicle		# of People on float/not in vehicle	
# of people around float/walking		Total # of Animals	
Total # of people		Are you performing?	
Type of performance		# of times performing on parade route	
Time Length of Performance		Other info about performance	
Banner		Is your float sponsored by another business or organization? If so, will you have advertising indicating as such?	
Handout Items:		Do you plan to participate in the water zones?	
# of years of participation in the parade:			

4. Please provide the names and contact information for your two (2) **safety monitors**.

***SAFETY IS ALWAYS A PRIORITY DURING THE PARADE. IT IS MANDATORY THAT EACH PARADE ENTRANT SUPPLY TWO SAFETY MONITORS TO ACCOMPANY ITS PARADE ENTRY.***

*Safety Monitors must be 18 years of age or older and must be able to walk along side, in front of or behind the parade entry. Safety monitors cannot drive floats or ride inside of vehicles or on floats.*

NAME	EMAIL	PHONE #

5. Do you have any **special requests** related to line-up position? Please explain the reason for your request. (Efforts will be made to accommodate requests, but there are no guarantees.)

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6. Public **Announcement to accompany your entry**. The statement should be 50 words or less, exactly as you want it announced to the crowd. Make this a fun and interesting description. Print or type your script clearly. The announcers will be reading from it. (If more space is needed, attach a separate page.)

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7. List names of people riding on the float that you would like announced by the parade announcers. To avoid mispronunciation of names, spell names just as they sound.


8. What suggestions do you have for improving the parade next year?

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9. What suggestions do you have for parade themes or fun zones?

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10. Are you or your business interested in being contacted regarding sponsorship of the parade or providing prizes for the float entries?

<input type="checkbox"/> Yes, please contact me at the following phone/email:
<input type="checkbox"/> No, I am not interested at this time
<input type="checkbox"/> Maybe, I need more information

**Indemnification –Read & Sign:**

Party A, defined as a person wishing to be in the 4th of July Parade in Park City, Utah, shall indemnify and hold harmless Park City Municipal Corporation and Park City Chamber/Bureau, their officers, agents, and employees from and against any and all claims, damages, demands and liabilities of any nature, including all costs and expenses (including attorney’s fees) for or on account of all injuries to or death of any person and on account of all damage to property of any kind, whether tangible or intangible, or loss of use resulting there from, proximately caused by the negligence or the comparative negligence of Party A, its officers, agents, and employees in the performance of obligations under this application and/or arising out of any activity related to this application.

All Safety Regulations, as described herein, must be adhered to throughout the parade.

I have read and understand the above paragraph and the Entrance Requirements and Safety Regulations on the preceding pages.

SIGNATURE (REQUIRED): \_\_\_\_\_ DATE: \_\_\_\_\_

Name Printed: \_\_\_\_\_