City of WEST FARGO

WEST FARGO

WEST FEST

25th Annual West Fest Parade Registration ~ September 17, 2016

2016 Theme: "The Silver Edition"

Name of Group or Organization: _____

Full Mailing Address: _____

Contact Person: _____ Contact Phone Number: _____

E-mail Address: _____

Type of entry: (check all that apply)

- ☐ Float (limit of 1 unit per entry)
- ☐ Cycles (limit of 10 per entry)
- ☐ Machinery/Tractors (limit of 1 unit per entry)
- ☐ Semi-Trailer (limit of 1 unit per entry)
- ☐ Truck (limit of 3 per entry)
- ☐ Car (limit of 3 per entry)
- ☐ Walking Group
- ☐ Horses
- ☐ Marching Band
- ☐ Political

Size of unit: Length and Height of unit: _____

Please write the text that you would like read by the announcer to introduce your entry at the parade in the box below:
(**limit text to 240 characters, the committee has the right to edit the text entry as necessary**)

PARADE ENTRY FEES:

Business Entry.....$100
Non-Profit Entry.....$ 50
Cost for each additional entry.....$ 25

All entries must be prepaid and are non-refundable

CASH PRIZES:

Best in Theme.....$1000
Mayor's Choice Award....$ 500
Community Pride.....$ 500

**** PARADE ENTRIES DEADLINE IS SEPTEMBER 5TH. LIMITED SPACES AVAILABLE - SIGN UP SOON TO INSURE YOUR SPOT!!**
**** NO SAME DAY AS PARADE REGISTRATION ACCEPTED!!**

By checking the box below I agree that I/organization representative has read and agree to:

* The 2016 Parade Rules, Regulations and Schedule and agree to be bound by them and any other regulations adopted by the West Fest Committee.
* I understand that the Parade Committee has the right to refuse my parade registration or request
* RELEASE AND WAIVER: To the fullest extent permitted by law, I/ we hereby assume all risk of personal injury or death and property damage or loss from whatever causes arising while I/we are involved in connection with West Fest Activities and I/we hereby release the City of West Fargo and the West Fest Committee, including volunteers and parade committee members, from any and all claims relating to or arising out of activities in which I/ we are participants in connection with West Fest Activities, whether known or unknown, foreseen or unforeseen, liquidated, unliquidated, fixed, contingent, material or immaterial, disputed or undisputed, suspected or unsuspected, asserted or unasserted, direct or indirect, at law or in equity and I/we understand and acknowledge the significance of such release and waiver and I/we hereby assumes full responsibility for any injuries, damages or losses that I/we may incur as a result of its execution of this release and waiver.

☐ **This form is not complete without the box being checked** indicating the acceptance of the above statements Date: _____

Return completed entry form and payment to City of West Fargo: West Fest, 800 4th Avenue East, Ste 1, West Fargo ND 58078
Credit card payments will be accepted at City Hall or online, however a convenience fee will be applied.

Visit www.westfargond.gov/westfest for an official event schedule. Please call 701-433-5304 with any questions.

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2016 PARADE RULES AND REGULATIONS

The West Fest Parade is one of the largest parades in the State. It is a great opportunity to connect with the public and get the name of your organization/business out into the community. Our parade showcases businesses and non-profits from the many area towns. The West Fest Parade is the most widely attended event out of an entire weekend of festivities.
Sign up and be a part of the fun!

PARADE LINE-UP

The line-up for the parade will be done as you arrive for the parade. Line-up will begin at 9:00 AM at 4th Street and 4th Avenue near the Lodoen Center in West Fargo. The parade will begin moving at 11:30 AM with a start time of 12:00 PM. **PLEASE NOTE: NO ONE will be allowed to line up before 9:00 AM.** Once you are in line, you will not be allowed to leave your vehicle/float unattended. Your vehicle needs to be fueled and ready to go before entering the parade line-up and you need to have purchased your candy ahead of time.

PARADE ROUTE

The parade route will begin at the corner of 3rd Street and 2nd Avenue and will go to Sheyenne Street then to 10th Avenue and end at 2nd Street. Oversized units will be lined up at Sheyenne and Main. You will be contacted with specific line up instructions.

PARADE LINE-UP SECTIONS

The parade line-up is divided into two sections: **SPONSORED** and **GENERAL**. The **SPONSORED** section contains: City Officials, Elected Government Officials and Sponsors **ONLY**. They will lead the parade. The previous year's Best in Theme winner will be placed at the end of the reserved section. The **GENERAL** section contains all other entries.

HORSE UNITS

All horses will be required to wear a diaper for the safety of those who follow. **PLEASE NOTE**: parade officials will be watching to ensure that the units with horses comply with this requirement.

CANDY

In order to ensure the safety of children and other parade entries, each unit **MUST have one or more walkers per side of the float** to give candy to the spectators. We ask that the candy be thrown to the curb. If the float does not comply with these requirements, or if the walker does not appear to be doing his/her part, the float will be asked to discontinue throwing candy for the remainder of the parade. **If we see candy thrown from your vehicle, we will prohibit you from entering the parade in future years.** **DO NOT** distribute items from the tailgate of a vehicle. We **DO NOT** want children running in the street between parade units--**THIS MUST BE AVOIDED AT ALL COSTS.** Thank you for your cooperation.

POLITCIANS-POLITICAL ENTRIES *MUST READ*

If you are currently in an elected office then you will be placed in the sponsored section- You MUST be in the current title and not running for a newly elected office or campaigning to keep your current office. There will be no exceptions! No campaign signs for other offices are allowed in the sponsored section, your signs must only recognize the name and office of the current title holding politician. All those running or looking to change political offices will be placed in the general section on a first come, first serve basis. All political individuals MUST pay at the $50.00 non-profit level.

PARADE PERFORMANCES

We ask that you limit your short performance to **ONE** along the route, preferably in front of the reviewing stand.
Our primary concern is to keep the parade moving, we want to avoid any pauses in the parade route over a minute in duration.

PRIZES

Judging of entries will take place on September 17th at 10:00 AM. Winners will be presented with a poster to place on their entry prior to the parade and will receive special recognition in front of the grandstand. The prize checks will be issued after the next commission meeting after the parade.