

The Richfield 4th of July Committee, Inc.

Invites you to participate in the

31st Annual Richfield 4th of July Parade

Attracting on-street crowds of an average 10,000 spectators, this parade is one of the most well known 4th of July events held in Minnesota.

APPLICATION INSTRUCTIONS:

1. The following is all the information you need to apply for participation in the Richfield parade. Even if you have participated in this parade in the past, please read all the information carefully. Requirements have changed and past participation does not guarantee acceptance for the 2010 parade.
2. This packet contains general information and rules that must be followed by all units. Not following the guidelines could result in dismissal from parade line-up and from future 4th of July parades. We want the parade to be enjoyable and SAFE for participants and spectators alike.
3. Parade participants are classified according to the type of unit they are (commercial, non-profit, political). Page 5 contains the guidelines for your specific type of unit. The application is page 6 of this packet. If you have questions on the information, please email Kelly Mertes at kmertes@cityofrichfield.org or call 612-861-9361.

Richfield 4th of July Committee, Inc.
Rick Jabs, 2010 Parade Chair
rjabs@richfield4thofjuly.com
Web: www.richfield4thofjuly.com

RETURN ALL APPLICATION MATERIALS TO THIS OFFICE

OFFICIAL PARADE COMMUNICATION OFFICE
Richfield Recreation Services Department
7000 Nicollet Avenue
Richfield, MN 55423
Phone (612) 861-9361
Fax (612) 861-9388
Web: www.cityofrichfield.org

About the Richfield 4th of July Celebration

The Richfield 4th of July, Inc. committee is made up of volunteer community members.

"The primary purpose of Richfield 4th of July, Inc. is to advance and promote the observance of Independence Day in the City of Richfield, Minnesota. In so doing, the celebration provides patriotic expression, family participation, amusement, community cohesiveness and homecoming". This year's parade will be our 31st and our theme will be "Under The Big Top"! Decorate around the theme – ideas include: circus items, clowns and circus characters.

IMPORTANT REMINDER FOR 2010:

In an effort to provide acceptance and lineup information to all units two weeks prior to the parade date (July 4th), we will begin creating the lineup in early June. Therefore, **ALL APPLICATION MATERIALS MUST BE POSTMARKED BY THE DEADLINE OF JUNE 1** (see page 5 for what your unit fee would be classified as), or you will not be considered for the parade.

General Rules:

- **The following four items must be submitted for your application to be considered for participation by Tuesday, June 1.**
 1. Completed application & waiver forms
 2. Entry Fee (check made out to Richfield 4th Of July Inc.)
 3. Description and/or Photograph or Drawing of what your unit will look like.
 4. Proper insurance papers verifying adequate coverage. Walking units are excluded from insurance requirements when approved by the Richfield 4th of July parade committee.
- **The Waiver on page 7 must be signed by one person in your unit and turned in to the Recreation Services office by Tuesday, June 1.** Each unit is responsible for emergency medical information of each individual member of your unit. This will assist if any emergency medical situation occurs during the setup time and actual parade.
- Please check the Richfield 4th of July web site to make sure we have received your application materials. The web site will be updated as new entries come in. It is your responsibility to check the web site to see that we have received your application. By checking you will know if your application was lost in the mail or not submitted by another individual.
www.richfield4thofjuly.com
- The parade committee will review your application upon receipt and, if you are accepted you will receive notification AFTER June 21st. Please do not call the Richfield Recreation Services office or Richfield 4th of July, Inc. prior to that date.
- Your acceptance into the parade is based upon your application. The committee reserves the right to dismiss your unit from the parade route if it differs greatly from the original description or photograph. All Commercial, Political and Non-Profit units must be an individual entry.

- **Required insurance coverage:**

ALL Vehicle Units:

Applicants must provide automobile insurance with minimum limits of \$100,000 per person, \$300,000 for bodily injury and \$100,000 property damage. (You can send a copy of your current insurance card showing this coverage to satisfy this requirement).

Additional Requirements for Organizations/Commercial Units:

Organizations and/or Commercial Units must provide Comprehensive General Liability (CGL) insurance having a combined single limit of no less than \$300,000 covering bodily injury, personal injury and property damage.

- A. **ADDITIONAL NAMED INSURED** – The Richfield 4th of July, Inc. is to be named as an additional insured with respect to any liability arising from the sponsors' participation in the Richfield 4th of July Celebration/parade.
- B. **CANCELLATION CLAUSE** – The insurance certificate shall state that the policies certified will neither be canceled or reduced in limits without a 30-day notice delivered to the Richfield 4th of July, Inc. office.

WALKING UNITS ARE EXCLUDED FROM INSURANCE REQUIREMENTS WHEN APPROVED BY THE RICHFIELD 4 th OF JULY PARADE COMMITTEE.

- All Commercial, Political and Non-Profit units must be an individual entry.
- Lineup order is determined by the parade committee to establish variety and to insure the even flow of the parade. Your unit must be in the proper line-up position at the appointed time, or your appearance in the parade may be altered or canceled.
- Units must provide all of their own equipment. The Richfield 4th of July, Inc. cannot provide any equipment to parade participants.
- Animal units will be considered an Organization/Commercial unit under required insurance coverage and must provide their own clean up. Violators will be asked to leave the parade.
- Refunds will be granted with written notice of cancellation postmarked by June 7, 2010. No other refunds will be issued for any reason.
- Cancellation Policy: The parade will take place rain or shine. No refunds will be issued because of weather. In case of inclement weather decisions will be made by Richfield Public Safety.
- Set-up: Units must be completely set up at their designated line up position by 12:00 (noon). Any units that arrive after noon will be moved to the end of the parade. Set-up time will begin at 11:00 am.
- Supervise Children: All children 12 and under must be directly supervised by a responsible adult. The conduct of the participants is the responsibility of the sponsoring organization. Children may not jump on/off of moving vehicles/floats.

- **ALCOHOLIC BEVERAGES ARE PROHIBITED** at any time or under any circumstance during line-up or during parade appearance!
- **Candy: Please hand out candy during the parade; everyone loves to get candy and other fun items to take home. THROWING CANDY OR OTHER ITEMS TO SPECTATORS IS PROHIBITED.** THIS RULE WILL BE STRICKLY ENFORCED BY PARADE OFFICIALS. **Please understand that you may still distribute these items to the crowd, but it must be handed to the recipient. Again, please remember – for the SAFETY of everyone involved – if you intend to distribute items, you must have personnel walking no more than 4 feet from the curb, handing items to the crowd.** If you violate this rule you will be asked to leave the parade route. Please make sure everyone in the group is aware of this rule and obeys it so the parade can be enjoyable and safe for everyone. **The policy for distribution is all candy and other handouts must be given out by hand, not thrown to parade spectators.** See MN Statute 169.42. All items must be suitable for a family audience.
- **WATERGUNS & PROJECTILES ARE PROHIBITED.** Units may not employ squirt guns, super-soakers or any other device to spray any liquid or toss any sort of unapproved object to the crowd or on the parade route.
- Richfield Public Safety Officers, Reserve Officers and Parade Officials will be monitoring unit behavior & actions throughout the parade. Failure to comply with rules will result in your removal from the parade and possible removal from future parades.
- Television: As of application mailing time, we do not have plans to broadcast the parade on a major network, but there may be cable broadcasting along the route. We do require a detailed, written description of your unit with you application.
- **Unit Decoration: We encourage you to have a theme to decorate your unit around! This year is Richfield’s 31st Annual 4th of July Parade, and our theme is “Under The Big Top”, please consider this as a decorating theme. As always Red, White & Blue or Stars and Strips make the day special! Be Creative!**
- Parade Route: The 2010 Parade will begin at the corner of 70th Street and Nicollet Avenue. It will travel north on Nicollet Avenue towards 66th Street. When the parade reaches 66th Street it will turn east-bound (right) concluding at 11th Avenue.



ENTRY FEES

If you do not know what your entry falls under please call 612-861-9361.

Commercial	\$ 70
Political	\$ 70
Non-Profit Organization	\$ 35

Unit Definitions

Commercial: Any unit whose main theme is promotion of a company, restaurant or product is considered a commercial entry.

Political: (limited to first 12 entries)

Political candidates from the Democratic Party (DFL), Republican Party (GOP), or an independent/third party are invited to participate in the parade. On the day of the parade the political candidate or incumbent must be present and must ride the parade route in a vehicle. Parade entry may involve 1 average size vehicle, in which the candidate or incumbent rides with whomever fits in the vehicle with them. **Political candidate volunteers are not allowed to walk along side of the vehicle; volunteers are encouraged to hand out information prior to the start of the parade (must be completed by 1:00 pm) and then are invited to join in the parade as spectators.**

Non-Profit: Any unit whose organization/agency holds a 501-C3 Federal Tax ID

* All Commercial, Political and Non-Profit units must be an individual entry.

Applications will not be accepted for any crusading movement of a general controversial nature.

Richfield 4th of July Committee, Inc.

WAIVER AGREEMENT

I, the undersigned, have agreed for my own benefit to participate in the Richfield 4th of July Celebration parade sponsored by the Richfield 4th of July Committee, Inc.

I understand that inherent in my participation in such events and activities, such events to include without limitation, parades, is the risk of serious personal injury and property damage. I understand that the Richfield 4th of July Committee, Inc. will not provide me with protection against such injury and damage, and I assume all risk of such injury and damage to myself and all others under my direction and control, and to my property and all other property under my direction and control. I hereby waive and release any claim I have or may have in the future against the Richfield 4th of July Committee, Inc. and any of their officers, directors, employees, agents and volunteers, for any personal injury, property damage or other damage I may sustain, whether or not caused in whole or in part by the negligence of such officers, directors, employees, agents and volunteers, which occurs during or as a result of my participation in any of the events and activities held in connection and/or under the direction of the above-referenced entities.

Furthermore, in the event I agree to operate a vehicle in connection with any of the events and activities held in connection with and/or under the direction of the Richfield 4th of July Committee, Inc. I represent that I am validly licensed to drive such vehicle in the events and/or activities and that I have purchased automobile insurance as required by Minnesota law, and that I am responsible for complying with all laws that apply to me as a driver of a vehicle.

I also agree to obey by the rules put forth by the Parade Committee of the Richfield 4th of July Committee, Inc., including (but not limited to) abstaining from throwing candy or other items from parade units and the consumption of alcohol during lineup, on parade unit or along the parade route. I agree to share all rules with the members of my unit.

Date

Signature of Unit Representative

Name of Unit or Organization _____

One person in your unit must sign and submit this form to the Richfield 4th of July Committee, Inc. by Tuesday, June 1, 2010.