



LEXINGTON ROOTS & HERITAGE FESTIVAL
2017 HERITAGE PARADE
GENERAL INFORMATION

All entries (**COMPLETED ENTRY FORM**, ENTRY FEE) must be **REGISTERED (ONLINE OR BY MAIL) and PAID (online thru PAYPAL OR CASHIER'S CHECK/ M.O. by AUGUST 31. Make Checks /MO's payable to:**

LEXINGTON ROOTS & HERITAGE FESTIVAL and mail to
c/o HERITAGE PARADE
P.O. Box 11712
LEXINGTON, KY 40544-1712

1. ENTRIES AND FEES

- **Entry fee is \$25.00 per** Community/Non-Profit/Individual Entry.
- Entry fee is **\$250.00 per BUSINESS/ COMMERCIAL/POLITICAL ENTRY (\$265.00** with festival vendor booth). Fee is non-refundable.
- **ONLY 1 (ONE) VEHICLE PER GROUP WILL BE ALLOWED.** Motorcycle clubs are limited to 8 motorcycles and 1 other vehicle. Car clubs are limited to 6 vehicles. Each additional vehicle will be \$10.00 per vehicle. **EXCEPTIONS MUST HAVE PRIOR APPROVAL FROM THE CHAIR.**
NO EXCEPTIONS WILL BE MADE ON SITE.
- Bands and Drumlines are *excluded* from this fee.
- **NO PERSONAL CHECKS ACCEPTED. Cashier's Check/Money Orders should be made payable to the Lexington Roots and Heritage Festival. You will receive a payment confirmation via email.**
Receipts will be provided on request.
- **EACH GROUP MUST HAVE PROPER SIGNAGE OR ORGANIZATION T-SHIRTS.**
- **ALL ENTRIES MUST BE REGISTERED IN ADVANCE.**
There will be NO on-site registration!
THE FESTIVAL COMMITTEE RESERVES THE RIGHT TO REJECT ANY ENTRY AT ANY TIME PRIOR TO OR DURING THE PARADE.
- ONE representative for each entry should report to parade central check-in located at the intersection of Elm Tree Lane and Fourth Street. Check-in opens at 1:00 p.m. and runs until 2:15 p.m. The Parade will begin at 3:00 p.m.

- **A Parade Participant Waiver must be signed by all adults and turned in at PARADE CENTRAL at check-in.** Position lanes/numbers will not be assigned without a waiver. ****PLEASE NOTE:** If participants are under 18 years of age, their names must be listed on the waiver **AND** be accompanied by a copy of the parental permission sheet (to be provided by the organization. A sample form is posted on our website.)
PLEASE NOTE: No children under the age of six are allowed to ride on any float unit unless closely supervised by a responsible adult.
- You will receive your parade position and vehicle permit at check-in. You cannot move into the parade line until you have been assigned a lane and a position! Parade vehicles should enter the check-in area from either end of FOURTH STREET and may temporarily park on the SOUTH side of FOURTH STREET until you receive your position. **Please do not block intersection!**
 - **All cars must be moved by close of registration at 2:15 p.m. Since 4th street is an active part of the parade route.**
 - Remain in your assigned staging area until instructed to move toward the parade route by a Parade Marshal.
- Each entry must be in position no later than 2:30 p.m. in case adjustments need to be made. Once assigned, you must remain in your position. Please have a driver with the car at all times in case we need you to move. Parade Marshals will be available to assist you and lanes will be clearly marked so that members of your group who arrive late need not individually check in.
- The **Parade Route** begins at Fourth and Elm Tree, heads west (toward Broadway), turns right onto ML King, right onto Fifth, right on Race Street down to Third. Right on Third and continues back to Elm Tree.
- Once on the parade route, please move at a steady pace to provide an interesting parade for the spectators. A steady pace must be maintained with minimum space between units. This is for safety reasons as well as for the enjoyment of the spectators.
- PLEASE MAINTAIN FORMATION UNTIL END OF PARADE AT INTERSECTION OF THIRD AND ELM TREE. The Parade ENDS at Third and Elm Tree (**i.e. There is no performance by bands or other groups**).
- All vehicles MUST exit the festival area (west via Third Street) at the end of the parade. **** Walkers may disperse here or continue up Elm Tree Lane.**
- **DON'T FORGET TO SMILE!!**

2. SAFETY REQUIREMENTS

1. Decorations around driver and primary vehicle should not impede driver's field of vision in any maneuvers along the parade route.
2. Decorations of the primary vehicle should allow full ventilation of exhaust fumes, and substantial ventilation of engine heat.
3. Drivers and all persons riding on the float should have a means of quick exit.
4. At least one 4-lb. dry chemical fire extinguisher must be provided by the builder of each float, and shall be stowed in an accessible location.
5. Handholds or other support should be provided for all persons who are required to ride the float in a standing position. **CHILDREN IN OR ON VEHICLES MUST BE SEATED OR KNEELING WITH RAILINGS OR GUARDS TO HOLD ON TO.**
6. **No materials or items of any kind may be thrown from the float into the crowds. Candy and small trinkets may be gently tossed by walkers only.**
7. To ensure the safety of both participants and spectators, parade participants must make every effort to discourage spectators from coming into the street and getting close to the parade vehicles.
Failure to adhere to any to these rules may result in removal from the parade or refusal of future participation.

3. PICK UP/TRAILER/FLATBED/FLOAT RIDERS

All participants shall take all reasonable and prudent safety precautions in the construction and operation of a pickup, trailer, or flatbed used as a float, including precautions regarding the number of persons who may safely ride on the float. Persons riding on a float do so at their own risk. Children below the age of eighteen (18) who wish to ride on a float must submit a signed permission slip from their parent or guardian along with the entry form. **Children six or younger may only ride in pickups or trailers with sides rails and only if closely supervised by a responsible adult. They may not ride on open (flat) trailers or floats.**

THE LEXINGTON-FAYETTE URBAN COUNTY GOVERNMENT, THE ROOTS AND HERITAGE FESTIVAL COMMITTEE, ITS MEMBERS, OR SPONSORS ASSUME NO RESPONSIBILITY FOR THE SAFETY OF ANYONE RIDING ON FLOATS.

4. SPECIAL FLOAT PROTECTION

THE COMMITTEE WILL NOT GUARANTEE PROTECTION OF ANY FLOAT. It is recommended that any group or organization provide their own maintenance and custody personnel and plastic or tarp covering in case of rain. No float or other entry may be brought to the parade line-up area until the day of the parade.

5. FLOAT STRUCTURE

The bed on which the float is constructed shall be sturdy and capable of carrying the loads imposed. Converted rubber-tired farm wagons are acceptable, but builders must be responsible for keeping tires fully inflated and any maintenance throughout the parade. Motor power shall be jeep, van, pick-up truck, and, with approval, small garden tractors or golf carts for some units. Note that motor power must be approved with specifications for floats.

All vehicles used must have power sufficient to meet speeds high enough to comply with Heritage Parade instructions and signals.

6. DIMENSIONS

The maximum length towed by a single primary mover shall not exceed 55 feet. Floats may be in multiple units with each unit decorated to be an integral part of the same theme.

- No more than 1 vehicle per unit without special permission from Parade Chairperson.
- No more than 60 persons may accompany a unit.
- The maximum height shall not exceed 13 feet. The maximum width shall not exceed 12 feet.

7. PUBLIC ADDRESS SYSTEM

A public address system may be used for reasonable amplification of music or sound effects. Use for commercial messages is prohibited.

8. SIGNAGE

Lettering of any height is acceptable, if part of the float theme. Signs identifying sponsors may be a maximum of eighteen inches high with length proportional.

- Advertising slogans or messages prohibited.
- Corporate logos are acceptable but may not be the dominant theme.
- Signage must be positive in nature. We reserve the right to approve all signage and materials distributed on site. Failure to comply may result in immediate removal from parade.

9. PARADE CONTROL

The Lexington Roots and Heritage Festival Committee will have supervision over the parade to ensure prompt and efficient movement of all units. The group coordinator/builder is responsible for having the unit ready to go. **If any unit fails to meet any of the specifications, or in any way impedes the prompt and orderly movement of the parade, the Parade Committee may, at its sole discretion, and without liability to the builder or the sponsor order such unit to be removed from the parade.** Such discretion on the part of the Committee will not be unreasonably and arbitrarily exercised. The Roots and Heritage Festival Committee or Parade Committee may, at any time, require anyone whose behavior they deem inappropriate for the public to cease participation in the parade. The Roots and Heritage Festival Committee recognizes that the Heritage Parade is a public event whose participants and viewers include persons of all ages. The broadcast of any music or messages containing obscene language from any float, vehicle, or participant in the parade is inappropriate for this sort of public event. Therefore, the Roots and Heritage Festival Committee will require any float, vehicle, and /or participant broadcasting music or messages containing obscene language to immediately cease such broadcast or immediately cease participation in the parade. Any parade participant excluded from participating for this reason shall not be entitled to a refund of any portion of the parade entry fee.