

## **CELEBRATE KIRKLAND 2023**

### **General Parade Entry Rules and Guidelines**

These rules and guidelines are for the safety and quality of the inaugural City-managed Celebrate Kirkland parade.

#### **ENTRY APPLICATION FORM:**

- The entry application form must be completed and signed with the understanding of the general rules and guidelines. The entry application is available online. To apply, visit [www.kirklandwa.gov/CelebrateKirkland](http://www.kirklandwa.gov/CelebrateKirkland).
- Ability to apply begins April 1, 2023. Application deadline is June 16, 2023.
- Applicants will receive notification of their selection within approximately two weeks of receipt. First review of applicants will start on April 10.
- Parade Entry fees (if applicable) will be collected upon an entry application's selection.
- More detailed staging instructions will be emailed to selected entries approximately two weeks prior to the parade.

#### **ENTRY SELECTION**

- Entry selections will be made by the City of Kirkland, in its sole discretion.
- Entry selection will be limited to approximately 100 entries to ensure parade length.
- Entries will be selected by City Staff based on their entertainment value, uniqueness, size, appearance, community appeal, and reinforcement of the basic mission of the parade.
- Entries highlighting our area's cultural diversity are highly encouraged to apply.
- Restrictions on the number of entries within types or categories:
  - No more than three car clubs will be selected to participate in the parade, and the selected car clubs are limited to 8 cars per club.
  - No more than three equestrian groups will be selected to participate in the parade.
  - Other types or categories may be limited based on City Staff's review of the variety of applicants.

#### **PARADE ENTRY AWARDS:**

- Award categories: Kirkland Best in Show, Spirit of Kirkland, Most Patriotic, We Care About Kirkland, Support Local Kirkland, and Sustainable Kirkland.
- Judging will take place in the staging area. Music and dance entries will be judged near the staging area, but in a designated space so as not to disturb neighbors. Floats can stay where they are.
- Winning parade entries will be announced during the parade and will be led along the parade route with an accompanying awards banner, provided by and held by designated volunteers, indicating your award-winning category to spectators.
- Trophies will be given post-parade.

## **REFUND REQUESTS AND PARADE CANCELLATION:**

- Cancellations: City Staff may determine that due to a significant act of nature or other serious situation the parade must be cancelled. In the event of parade cancellation, all parade entrants would be notified as soon as possible and will be provided a refund without needing to request one.
- In the event that a selected entry desires to withdraw its application, the entry must notify City Staff and may request a refund. The City will provide applicants a 50% refund on parade entries if the notification and request is made before June 2, 2023. After June 2, 2023, no refunds will be issued.

## **RULES APPLICABLE TO ALL ENTRIES**

### **GENERAL RULES**

- All parade entrants and their participants must follow the directions and instructions of City Staff and parade volunteers both in the staging area and along the parade route.
- Failure to abide by City Staff instructions and/or the rules and guidelines in this document and those presented to selected entries with their parade information package may result in an entry's removal from the parade.
- Smoking by any participant of a parade entry and on any float is prohibited in the staging area and along the parade route.
- Consumption or possession of alcoholic beverages or illegal substances before or during the parade is forbidden by any participant, and alcoholic beverages or illegal substances are prohibited from being on any float or participating vehicle.
- Parade participants may not be under the influence of alcohol or drugs at any time during the parade or staging.
- Nudity and profanity by parade participants is prohibited in the staging area or along the parade route.
- No handguns or other firearms or facsimiles of firearms except for police and active military units are permitted in the parade.
- Parade participants may not possession any dangerous weapons during the parade.
- Squirt guns, water blasters or soakers, silly string or other items that may be potentially dangerous to spectators or participants are strictly forbidden.

### **FORWARD MOTION REQUIRED**

- This is a forward motion parade. All entries are required to maintain a continuous forward motion during the parade. No stopping along the parade route is allowed unless arranged by the City Staff.
- All entries are required to stay within the parade route and not deviate from the parade route.

### **PARTICIPANT AGE RESTRICTIONS:**

- Walking participants must be at least 5 years old or older.

- Children must be under adult supervision at all times. There must be a least one adult escort for every six children under the age of 13 years.
- Young children riding on a float must have adult supervision both on the float and walking next to the float.

### **RESTRICTED DISTRIBUTION OF FAVORS OR PRINTED MATERIALS**

- No objects or materials are to be thrown, sprayed, or discharged in any way or at any time along the parade route while in a float or as part of an entry.
- Adults may walk beside their parade entry to hand out promotions, pamphlets, candy, or toys. Paper products are discouraged due to post-event litter concerns.

### **IDENTIFICATION SIGNS & ENTRY PROMOTION**

- Identification banners are encouraged for entries in the parade.
- Signs must be for identification purposes only and not as a major advertisement or political statement. Identification signs and banners can include name, logo, and website.
- City Staff may require removal of any signs or banners that do not comply with these requirements.
- Celebrate Kirkland sponsors with pre-approved sponsor benefits outlined per agreement are allowed additional promotions. Depending on the sponsor level, a City-provided banner will be displayed ahead of the sponsored entry by City volunteers in addition to the entry's identification signage.

### **MUSIC AND SOUND**

- Music is encouraged to accompany all entries.
- The applicant must notify the City Staff if it intends to use music or sound. Music must maintain a volume that will not interfere with other participating parade units while in the line of march.
- No profanity in music.
- Use of music and sound is prohibited in the staging area before and after the parade so as not to disturb neighbors living in the area.

### **VEHICLES**

- Commercial business vehicles such as vans, tankers, farm machinery, tractor-trailers, and other large vehicles must be disclosed at the time of entry application. Advanced approval is required by City.
- Drivers of any type of motorized vehicle, including floats, must be at least 21 years old.
- All vehicles and trailers used in the parade must be properly registered and insured and drivers must have proper license. Proof of insurance must be submitted in advance to the City.
- Driver must have 180° forward vision.
- Exhaust system should be beyond any and all decorations so that drivers or riders are not exposed to carbon monoxide fumes.

- Riding on top of or outside of vehicles without belts, harnesses or handholds or other support is prohibited.
- Maintain 35 feet behind the preceding entry.
- Engine revving is strictly prohibited. Violating this rule will result in immediate removal from the parade.
- Fire extinguishers rated 2A-10BC are required on all motorized decorated vehicles. Fire extinguishers must be mounted consistent with state regulations.
- Fire or open flame (including candles) on any entrant is prohibited; all decorative materials must be fire retardant. *Bales of hay are not fire retardant.*
- See "FLOAT GUIDELINES" below for additional requirements for float entries.

### **SPECIAL GUESTS / DIGNITARIES**

- Special Guests and Dignitaries are by invitation only. Special Guests and dignitaries may be invited to participate with a parade entry or be invited to sit in the grandstand.
- Dignitaries are typically elected officials and business sponsor invitees.
- Special Guests are parade entries adding extra value to the parade as determined by the City.
- Dignitaries will not be required to complete an entry application form.
- Special Guests will be required to complete an entry application form but will have their entry fee waived.

### **DISBANDING THE PARADE**

- The parade ends once you are past Heritage Hall heading north on Market Street. Once you reach this point, please stop playing any music and stop organized dancing or other performance and continue to walk straight back to the staging area to avoid causing stoppages in the parade behind your entry.
- Once back in the staging area, please slowly and safely clear the area. Your role in the parade is now complete.

### **SPECIAL RULES APPLICABLE TO MARCHING OR MUSICAL UNITS (Clowns, Color Guards, Scout Groups, Drill/Dance/Baton, Marching Bands, etcetera)**

- Musical units are requested to perform the entire parade route.
- Unit members are highly encouraged to be in uniform if applicable.
- Entries requiring vehicles to carry sound systems must notify the City on the application. Carts or vehicles accompanying the entry must be decorated.
- Drill/dance routines must be performed in a forward motion. Routines that require stopping or reverse motion are not permitted.
- The City Staff will select a limited number of entries who will be allowed to perform for 60 seconds (or less) in front of the grandstands. You can indicate in your application if you wish to be considered for a grandstand performance.

### **SPECIAL RULES APPLICABLE TO EQUESTRIAN / ANIMAL UNITS**

- Any animal deemed unsafe by City Staff before or during the parade will be removed from the parade line-up.
- Any equestrian rider showing inability to control their animal before or during the parade will be deemed unsafe at the discretion of the City Staff and will be removed from the parade line-up.
- All animal units must provide their own "clean-up" crew to follow their unit in the parade.
- Equestrian riders must be at least 12 years of age.
- All equestrian entries must be accompanied by a minimum of two adult trainers who are walking.
- Other animals, such as dogs, must be well-behaved, must be leashed or otherwise restrained, and must not engage with spectators along the parade route.

### **SPECIAL RULES APPLICABLE TO PARADE FLOATS:**

#### **GENERAL FLOAT REQUIREMENTS**

- See "VEHICLES" section above for specific vehicle requirements and for float driver requirements. In addition, drivers must be adequately trained to drive their float.
- Parade entries must provide a rendering or description of their float design during the application process.
- Parade floats are encouraged to be festive.
- A float entry may participate in the parade as part of engaging in the community/region they do live and/or do business in.
- Floats cannot exceed 50 feet in length (including tow vehicle), 13 feet in height and 10 feet wide. (Some exceptions apply with advanced approval. If you have questions or want to request an exemption, please contact the City parade contact.)
- Stabilized props on a float are not to exceed 13 feet in height (from the ground) or 10' width. Objects may exceed these requirements only if they can be controlled to allow proper maneuvering regarding traffic lights, telephone wires, rail wires, corners and spectators.
- Floats, including tow unit, must not exceed 50 feet in length. The float must be designed to maneuver the several corners along the parade route without delaying the forward motion of the parade or causing potential hazards.
- Floats must be a minimum of 12 inches ground clearance from the frame. Nothing can drag on the roadway from the float. Proper clearance of materials from around the wheels of the vehicles must be incorporated to avoid any materials being caught in them.
- Compressed gases (such as helium) and generators shall be properly secured and safeguarded.
- The float vehicle must be properly serviced for gasoline, water, oil, brakes, tires and battery prior to entry into the parade. NO extra gasoline, other than in the vehicle's tank, can be carried on the float vehicle.
- Decorative lighting must be UL approved and rated for outdoor use.

- All floats may be subject to inspection by Fire Department and Parade Personnel on parade day before the start of the parade.
- Each float should have one passenger in the cab whose duty it is to monitor activity on the float so that the driver is not distracted from operating the vehicle.
- Once the float is positioned in the staging area, a driver and representative must be in attendance at all times.
- The use of cell phones is prohibited while driving the vehicle on the parade route.
- Exceptions to float size and scope are at the sole discretion of the organizers and must be pre-approved in advance of participation.

### **ELECTRICAL WIRING**

- An electrician is highly recommended to perform electrical wiring on your float.
- Electrical wires and devices must be of sufficient gauge for the use intended. Wiring must be properly secured to the float to avoid mechanical damage and injury to float riders.

### **PORTABLE GENERATORS**

- Portable generators used on the float must be securely mounted on the vehicle or other substantial base. A minimum of 12 inches clearance must separate any part of the generator from decorative materials.
- Generator exhaust must be such that it does not pose a hazard to participants.
- Generators must be equipped with firmly attached metal exhaust lines, installed so to terminate either at a common exhaust serving both vehicle and generator or to the exterior of the float in the same manner as the vehicle exhaust.

### **FLOAT RIDERS**

- All passengers standing or sitting on the float MUST be wearing a safety belt or have handholds or other support while the float is moving.
- No children under the age of 13 will be allowed to ride on a float without adult supervision.
- Absolutely no riders will be allowed to ride on the edge of the float. Any float with riders or articles hanging over the edge of the float any time before or during the parade will be subject to removal from the line of march.
- Riders must remain on the float once the parade begins.
- No one is allowed to ride the float as it is being transported to and from the parade site. Exceptions to this are upon moving from the staging area to embark onto the parade route.

### **FLOAT SIGNS**

- Signs on the float must be for identification purposes only.
- Float signage: Your sign may state the title of the float. One sign attached to each side of the float, or one sign attached to the front of the float is permitted. Float signs should be in proper dimension to the float and not oversized. The City Staff recommends all attached signage not to exceed 2' by 10'.

- Parade sponsor banner: In addition to the float signage, depending on the sponsor level, a City-provided banner will be displayed ahead of your float by City volunteers.

### **CONTACT INFORMATION**

Questions? Contact Jazmine Quintero, Program Coordinator at [jquintero@kirklandwa.gov](mailto:jquintero@kirklandwa.gov) or call 425-587-3312. Or Maryke Burgess, Recreation Supervisor at [mburgess@kirklandwa.gov](mailto:mburgess@kirklandwa.gov).