

Greater Severna Park and Arnold Chamber of Commerce
Tele. 410-647-3900 - Fax 410-647-3999 - Email info@severnaparkchamber.com
1 Holly Avenue, Severna Park, MD 21146

INDEPENDENCE DAY PARADE APPLICATION

Spring 2014

You are cordially invited to participate in Severna Park's Independence Day Parade! The parade is scheduled for **Friday, July 4 at 10:00 a.m.** In recognition of the 40th anniversary of the parade, the theme of our parade is **"Celebrating 40 Years of Community Spirit"**. In observance of Independence Day, floats, walking units, cars, bands and bikes will be parading down Benfield and Evergreen Roads to downtown Severna Park on July 4th. Prizes will be awarded for the best units. We hope to include as many groups and units as possible in our 2014 parade. We particularly want to encourage entries from our business and communities in the Greater Severna Park and Arnold area. The parade will culminate with a **Festival at Cypress Creek Park**. The festival is open to any business or non-profit group and is an ideal place to hold a fundraiser for charity. There will be no duplication of food booths and availability is on a first-come, first-served basis. If you are interested in an application for the Festival, call Linda Zahn at the Chamber (410-647-3900) or email info@severnaparkchamber.com

If you have questions about the Parade or Festival, please contact **Linda Zahn at the Greater Severna Park and Arnold Chamber of Commerce (410-647-3900)**. Independence Day Parades are a national institution and an important part of our communities. We hope to have the "biggest and best" this year, and we look to you for your support. We hope you will participate in 2014, and for many years to come! **Commercial entries that are NOT members of the Greater Severna Park Chamber of Commerce may enter with a fee of \$50.00. Note: The fee can be applied to their first year of membership.** All other entries (communities, clubs and non-profit organizations) are free.

NAME _____ PHONE _____

FAX _____ EMAIL _____ ADDRESS _____

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Type of Participation:

BAND _____ EQUESTRIAN UNIT _____ VINTAGE VEHICLES(s) _____

FLOAT-Community _____, Commercial _____, Other _____

WALKING ENTRY – Community _____, Commercial _____, Other _____

Parade Theme for 2014: "Celebrating 40 Years of Community Spirit"

Award Categories include:

BEST OVER ALL - THEME PRIZE - MOST PATRIOTIC

COMMERCIAL - 1ST, 2ND, 3RD

COMMUNITY ENTRY - 1ST, 2ND, 3RD

ORGANIZATION/CLUB/NON-PROFIT - 1ST, 2ND, 3RD

<See reverse side>

GREATER SEVERNA PARK AND ARNOLD CHAMBER OF COMMERCE
1 Holly Avenue, Severna Park, MD 21146

Spring, 2014

Dear Parade Participant:

We're excited about our July 4th parade this year – a celebration of the parade's 40th anniversary. Beginning in 2014, there are some **changes to our policy** as far as the parade. We will be following **procedures** similar to those adopted by the City of Annapolis for their parades. Also, **we will not be holding the Cypress Creek Festival this year**. As in years past, the parade will conclude at Woods Memorial Presbyterian Church where it will disband.

For commercial parade entries, a **Certificate of Insurance** will be required and it is requested that the Greater Severna Park and Arnold Chamber be named as an **Additional Insured**. In addition, there is a set of **Parade Safety Rules, Agreement, and Certification** and that document is an important change in our policy and procedures.

The Parade Safety Rules, Agreement, and Certification require sign off by everyone involved in your entry who wishes to be in the parade on July 4th. Minors must be signed off for by their parents or guardians. **There are no exceptions to this rule.** **On parade day our staffers will be checking each unit to be sure there has been sign off by each person, and issuing wrist bands to those approved to march. If children are not signed off they will not be allowed to participate and must be picked up by their parents/guardians.**

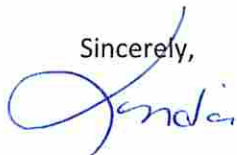
We will have blank copies of the Parade Safety Rules, Agreement, and Certification on site for anyone who requires them, but in the case of minors, they must be signed off by parents/guardians. No one else has the authority to sign for them.

We realize that this policy will result in additional work for parade participants, so we're providing adequate notice. In addition to this mailing, the **Parade Application, Parade Safety Rules, Agreement, and Certification**, and **Guidelines** are all posted on our website. Our goal is to run a great parade, and one that is also as safe as possible for everyone involved.

Please read the Rules, Agreement, and Certification, and provide it to all involved in your parade entry so that the sign off forms can be returned to the Chamber in a timely fashion. They will be attached to your parade entry.

If you have questions, please call us at 410-647-3900 or email us at info@severnaparkchamber.com.

Sincerely,



Linda S. Zahn, CEO
Greater Severna Park and Arnold Chamber of Commerce

Greater Severna Park and Arnold Chamber of Commerce

GUIDELINES for the Independence Day Parade

A PARADE SAFETY RULES AGREEMENT & CERTIFICATION MUST BE SIGNED

TOPIC: 2014 INDEPENDENCE DAY PARADE, sponsored by the Greater Severna Park and Arnold Chamber Of Commerce – tele. 410-647-3900

TO: REGISTERED PARTICIPANTS

DATE: FRIDAY, JULY 4, 2014 (RAIN OR SHINE)

TIME: 10:00 a.m. – PROMPT

CHECK IN opens at 8:30 a.m. at OUR SHEPHERD LUTHERAN CHURCH AND ST. MARIN'S IN-THE-FIELD EPISCOPAL CHURCH ON BENFIELD ROAD. Both parking lots will be used for line-up. Registered participants will be contacted ON WEDNESDAY, JULY 2nd OR THURSDAY, JULY 3rd to receive their line up location for the parade. You will be told whether you should check in at Our Shepherd or St. Martin's on July 4th. IT IS VITAL THAT THE PARADE BE IN PLACE, AND READY TO MOVE OUT BY 9:30 A.M. Late arrivals end up in their cars in backed up traffic waiting to pull in to the lot and get into the lineup – and the parade is stepping off! Being on time is critical to keeping your place in the parade!

IT IS MANDATORY THAT THE PARADE SAFETY RULES AGREEMENT & CERTIFICATION BE SIGNED IN ORDER TO PARTICIPATE IN THE PARADE..BY EVERY PERSON PARTICIPATING WITH YOUR ENTRY. MINORS MUST HAVE SIGN OFF BY A PARENT OR GUARDIAN. THERE ARE NO EXCEPTIONS.

ON THE MORNING OF JULY FOURTH, REGISTRATION TABLES WILL BE POSITIONED AT THE ENTRANCE TO OUR SHEPHERD AND ST. MARTIN'S AND REGISTRATION OFFICIALS WILL HELP YOU FIND YOUR EXACT LINE-UP POSITION ON THE LOT.

PARKING: DUE TO SEVERELY LIMITED PARKING SPACE, YOU ARE ENCOURAGED TO DROP OFF PARADE PARTICIPANTS AND TAKE YOUR NON-PARADE VEHICLES TO A CONVENIENT LOCATION NEAR THE SEVERNA PARK VILLAGE SHOPPING CENTER, SEVERN SCHOOL OR THE COMMUNITY CENTER.

PARADE ROUTE: All units step off from OUR SHEPHERD AND ST. MARTIN'S promptly at 10:00 a.m. The parade will proceed down Benfield Road. Coordinators will be available to regulate activity at both locations to ensure that activity proceeds smoothly. The parade will continue down Evergreen Road, bearing LEFT on Riggs Avenue. Participants will turn right at B&A Blvd., LEFT on Cypress Creek Road and proceed to Woods Memorial Presbyterian Church, where it will disband. There will be a reviewing stand in front of Bank of America, where judges will evaluate the participants.

IMPORTANT: MAIL A BRIEF DESCRIPTION OF YOUR ENTRY (OR FAX TO 410-647-3999) FOR THE MASTER OF CEREMONIES TO USE IN HIS

-over-

INTRODUCTION WHEN YOU APPEAR BEFORE THE REVIEWING STAND! THIS SHOULD BE BRIEF AND INCLUDE: 1) THE NAME OF THE ENTRY; 2) WHO IS SPONSORING THE ENTRY; 3) THE THEME, OR WHAT YOUR ENTRY IS REPRESENTING. MAIL AS SOON AS POSSIBLE TO THE ATTENTION OF LINDA ZAHN, GSPACC, 1 HOLLY AVE., SEVERNA PARK, MD 21146

GUIDELINES:

- 1) CHECK-IN BEGINS AT 8:30 A.M. AND CHECK-IN AT THE REGISTRATION TABLE AT THE CHURCH IS REQUIRED. WHEN YOU CHECK IN YOU'LL BE GIVEN A NUMBER AND THE NUMBER MUST BE DISPLAYED ON YOUR ENTRY IN A PROMINENT PLACE. ENTRIES WITHOUT NUMBERS WILL NOT BE JUDGED.**
- 2) KEEP YOUR ASSIGNED PLACE!**
- 3) NO BLATANT COMMERCIALISM; NO PERSONAL CAUSES WHICH DO NOT PROMOTE PATRIOTISM OR LOVE OF COUNTRY.**
- 4) PROPER ATTIRE FOR A FAMILY-ORIENTED EVENT IS REQUIRED. NO SKIMPY OR SUGGESTIVE OUTFITS.**

THEME: _____

QUESTIONS: Call Linda Zahn, GSPACC CEO (410-647-3900) or email info@severnaparkchamber.com. THANK YOU FOR PARTICIPATING IN OUR 2014 INDEPENDENCE DAY PARADE. WE HOPE YOU CONTINUE TO PARTICIPATE FOR MANY YEARS TO COME!

**GREATER SEVERNA PARK AND ARNOLD CHAMBER OF COMMERCE
PARADE SAFETY RULES, AGREEMENT, & CERTIFICATION**

Purpose

The Chamber's purpose in adopting these Parade Safety Rules, Agreement, & Certification (the "Rules") is to create a safe event for all applicants, participants and spectators who participate in the annual Independence Day Parade.

The Applicant, as defined at the end of these Rules, and all its participants, including, but not limited to, all drivers, walkers, and performers (each a "Participant" and collectively, "Participants"), are required to review these Rules prior to submitting a parade entry and to sign these Rules *indicating* that they have read and understand these Rules, and that they and all vehicles are in complete compliance with these Rules before the parade begins, that they shall keep all vehicles and trailers in complete compliance with these Rules at all times during the parade, that they will obey all of these Rules at all times during the parade, and that they acknowledge the Chamber's right to enforce these Rules at all times and in any manner the Chamber deems advisable.

Rules

1. Vehicle Licensing and Registration. Vehicles and trailers shall be properly licensed and registered with the state of Maryland.

2. Vehicle Maintenance. Brakes, wheels, tires, exhaust pipes, lights, horns or other sounding devices, and all other mechanical and electrical components of all vehicles, trailers and specialty vehicles, including, but not limited to, scooters, ATV's and segways, shall be in good condition and in complete legal working order. Brakes shall be in a condition sufficient to stop any vehicle in a quick manner, and with a loaded trailer as applicable. No extra gasoline may be carried on any vehicle or trailer at any time during the parade. Vehicles shall be capable of maintaining a minimum constant speed of ten (10) miles per hour.

3. Vehicle Servicing. All vehicles to be used in the parade, including those pulling trailers and self-propelled vehicles, shall be serviced for gas, oil, water, tire inflation and battery charging prior to reporting to the staging areas for the parade.

4. Towing. All trailer hitches and connections to a vehicle shall be in good condition and in complete legal working order on the date of the parade, and shall comply with all applicable laws and standards. Primary and secondary connections shall be appropriate for the normal and anticipated loads.

5. Vehicle Insurance. Vehicles licensed for highway use shall have proof of insurance in terms and coverage satisfactory to the Chamber, and such proof shall be kept in the vehicle at all times on the date of the parade and presented to the Chamber upon its request.

6. Vehicle Decorations & Driver Vision. Decorations shall not cover the exhaust pipe or be placed in a position where they may interfere with the exhaust system. Exhaust pipes shall clearly extend beyond all decorative materials on the vehicle and trailer. All decorations shall be made of fire retardant materials. Decorations shall be designed to allow the driver one hundred eighty (180) degrees clear vision to the front and sides of the trailer and vehicle. If one hundred eighty (180) degrees vision cannot be provided to the driver for any reason, one or more spotters with clear vision of all obstructed areas shall be in or on the vehicle or trailer at all times during the parade, and shall act as a guide for the driver. All vehicles, with or without an attached trailer, must be able to make a ninety (90) degree corner within two (2) traffic lanes.

7. **Communication with Driver.** One or more spotters shall be located on every trailer at all times during the parade, in order to immediately communicate with the driver of the tow vehicle about any problem or concern on or about the trailer that needs to be addressed.

8. **Drivers.** Drivers shall minimize abrupt starts and stops. Drivers shall maintain an adequate distance of at least five (5) seconds between other parade vehicles, and shall give special attention to maintaining a safe distance from all walkers and performers. Drivers shall have a valid driver's license, which shall be kept in the vehicle at all times during the parade, and drivers shall be in competent condition to safely operate the vehicle on the date of the parade. **Drivers must be 21 years of age or older.** No hot roding, hole shots, wheelies, or similar actions shall be allowed during the parade. Drivers shall not deviate from the Chamber-designated parade route at any time or for any reason, unless expressly directed to do so by the Chamber.

9. **Performers.** Performers shall keep up with the pace of the parade and the vehicles in the parade. Performers shall not act or perform in any manner that causes a temporary or permanent stopping or slowing of any vehicles in the parade.

10. **Animals.** Horses, dogs, cows, and any other wild or domestic animals shall not be brought to or included in the parade, or in or on any vehicle or trailer in the parade, **without the prior written approval of the Chamber.** Animals should be properly restrained. Service animals are an exception to this rule.

11. **Riders.** Children under thirteen (13) years of age shall be under constant adult supervision during the parade, and shall remain seated at all times when the vehicle is running, regardless of whether the vehicle is in motion or has temporarily stopped. Standing Participants on any vehicle or trailer shall have a device to hold, such as safety rails, barriers, or ropes, which are sufficient to prevent falling on or from the vehicle or trailer. No passenger shall cling to or ride on the outside of any vehicle at any time, regardless of whether or not the vehicle is in motion. Riders shall either remain properly inside the vehicle or on the trailer once the parade begins and at all times during the parade when the vehicle is running, regardless of whether the vehicle is in motion or has temporarily stopped.

12. **Helmets.** **Anyone riding any type of motorcycle, 4-wheeler, bike, or other similar vehicle in the parade shall wear proper helmets at all times during the parade.**

13. **Fire Extinguisher.** At least one 5-pound ABC fire extinguisher shall be carried in an easily accessible, easy to reach, designated location on the trailer or in the tow vehicle. Open flame displays, roman candles, fireworks and other similar items which may present fire risks or hazards are prohibited on all trailers and vehicles in the parade.

14. **Electrical System.** All electrical systems used during the parade shall be in good condition and in complete legal working order. No bare wires or exposed electric connections are permitted.

15. **Alcohol and Drugs.** There shall be no consumption of alcohol or smoking on any vehicle or trailer. No person operating a vehicle, trailer or other motorized vehicle in the parade shall be under the influence of alcoholic beverages or unlawful drugs of any type.

16. **Giveaways.** **No objects shall be thrown from any vehicle or trailer during the parade.** The Applicant, and its Participants, who wish to provide give aways shall have walkers along the edge of the parade route to hand out the give aways. Those walkers passing out the giveaways should be adults or of an age approved by the parade organizers. Giveaways shall be handed to individual spectators by the walkers, and shall not be thrown into any spectator areas.

17. Firearms. No person shall discharge firearms, noise makers, fireworks, or similar items at any time during the parade.

18. Due to repeated complaints, **super soakers and water guns** are banned from the parade.

19. Driver's visibility should not be impaired by anything. No people should be riding on hoods; no decorations blocking the vision of the driver are permitted.

19. Safety Spot Checks. The Applicant and each Participant understand and hereby agree that the Applicant and its Participants are jointly and exclusively responsible for the safety and compliance of every vehicle and trailer driven, used and/or included in the parade, including the need to perform safety checks of such vehicles and trailers prior to and throughout the parade.

20. Non-Compliance. The Chamber, including any member of the Chamber's Special Events Detail, which includes but is not limited to the Chamber's Officers and Board members, employees, volunteers, and any other designee or authority having jurisdiction over the parade, reserves the right in its sole discretion and at any time to issue a warning to the Applicant or its Participants, to order immediate correction of any non-compliance at any time before or during the parade, or to permanently and immediately remove from the parade any person, vehicle or trailer that fails to comply in any manner and at any time with these Rules. Failure to heed any warning, comply with these Rules, or correct any failure as ordered shall result in the Chamber's immediate and permanent removal of such person, vehicle, and/or trailer from the parade, and may bar participation in any future parades or special events. The Chamber shall have the right, in addition to any other available rights or remedies, to proceed at any time or from time to time to protect and enforce all rights and remedies available to the Chamber, by suit or any other appropriate proceedings, whether for specific performance of any covenant, term or condition set forth in these Rules, or for damages or other relief, or proceed to take any action authorized or permitted under applicable law or regulations.

21. Other Safety Matters. The Chamber reserves the right in its sole discretion, at any time, and by any member of the Chamber Special Events Detail, which includes but is not limited to the Chamber's Officers and Board of Directors, employees, and any other designee or authority having jurisdiction over the parade to review and require the Applicant and all its Participants to comply with the Rules and/or correct any additional matter(s) of safety not currently addressed in these Rules. Failure to comply with these Rules or correct any such additional matter(s) shall be deemed as and treated as a non-compliance, as described above in Paragraph 20 of these Rules.

22. Chamber Contact. Questions about these Rules shall be directed to the Greater Severna Park and Arnold Chamber of Commerce by telephone at 410-647-3900.

23. Legally Binding. The Rules are a legally binding and enforceable agreement.

24. Governing Law. The Rules and its interpretation shall be governed by Maryland law. The venue for all actions pursuant to the Rules shall be the Courts of Anne Arundel County, Maryland.

Printed Name:

Witness:

Printed Name:

Cell Phone #:

Date:

E-mail:

Printed Name:

Printed Name:

Cell Phone #:

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Cell Phone #:

Date:

E-mail:

Witness:

Parent/Legal Guardian of Minor, Continued

Printed Name:

Printed Name: Date:
Cell Phone #: E-mail:
Minor's Name:
Minor's Age:

Printed Name:

Printed Name: Date:
Cell Phone #: E-mail:
Minor's Name:
Minor's Age:

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