



2018 PARADE APPLICATION & INFORMATION

2018 Parade Date: September 1, 2018 10:30am

Thank you for joining us for the 26th Anniversary Matthews Alive Parade!
Please take a moment to read this document in its entirety.

Fill out pages 3-4 and send, along with your fees, to our Parade Director. Keep a copy for your records.
If you have questions or concerns, feel free to contact us!

I. General Information

- Fees:

Non-Profit Organizations

Walking Group	\$ 25
Float Riders	\$ 25
Vehicle	\$ 25
Rented Float from Festival	\$ 475
Your Own Float	\$ 75 **Pay by check. Refunded on parade day if your float depicts this year's theme: "Peace, Love, & Harmony!"

All Other Organizations or Individuals

Walking Group	\$ 50
Vehicle (antique & Personal)	\$ 50
Vehicle (business branding)	\$ 75
Elected Official (Incumbents only, no campaigning)	\$ 50
Queen (each entry)	\$ 25
Rented Float from Festival	\$ 500
Your Own Float	\$ 100 **Pay by check. Refunded on parade day if your float depicts this year's theme: "Peace, Love, & Harmony!"

- Government organizations (city, county, state, federal and active US military) are exempt from fees. This exemption does not apply to elected officials.
- All groups (except Town of Matthews Commissioners) must provide own parade transportation and must list vehicle description(s) on application.
- Accepted entries will receive a map and instructions two weeks prior to parade. The parade starts promptly at 10:30am on September 1st, rain or shine; entries are to be in assigned staging location by 9:30am.
- Matthews Alive Board of Directors reserves the right to exclude any parade entry for any reason.

II. Deadlines:

- Rented Floats from Festival, the float applications and fees must be received by **August 10th** to be eligible to participate in the parade.
- All other applications and fees must be received by **August 24th**.

Please return Application & Fees to:

Matthews Alive - Parade Director

PO Box 2578

Matthews, NC 28106

For more information: MatthewsAliveParade@Yahoo.com

III. Parade Rules and Regulations:

- Groups, riding or walking, must have a designated adult (over 21 years of age) with them at all times during the parade; Adult will be responsible for the conduct and safety of all groups.
- Drivers must be 21 years of age or older and have a current driver's license. Please follow direction and pace set by parade staff and police representatives. Float drivers must have towing experience, adequate view of any float, and effective communication to float riders and any walkers or spotters.
- **No candy or other items are to be thrown from parade entries**, however, walkers beside the entry will be allowed to safely hand candy or other items to the crowd (no bottled or canned drinks, please).
- For the safety of participants, attendees, and spectators, the noise level from any parade entry cannot exceed 85 decibels (no loud sirens, horns, music, etc.).
- Entries cannot exceed 17-feet in height.
- Horse/animal entries are required to clean up staging and re-loading areas (manure bags are strongly recommended). All animals must be in good health and be able to cope with crowds, other animals, and a somewhat chaotic environment.
- No motorized vehicles, smoking, alcoholic beverages, or glass containers are allowed on floats. Riders must remain on the float throughout the route, keeping arms and legs above the sides of the flatbed.
- Matthews Alive is not responsible for items left on floats or along the parade route.

IV. Insurance Requirements:

- All entries should make sure that their participants are covered by their organization's Comprehensive General Liability Insurance policy. If you do not have liability insurance, your insurance company can advise you on securing "Event Insurance" to cover your participation in the parade. All parade entries must sign the liability clause in this application in order to participate. Matthews Alive, Inc. can require evidence of insurance coverage of up to \$1,000,000 in order for entries to participate.

V. Commentator/Branding Information:

- Promote your group or business while having a lot of fun! Use professional signage in front of your entry, on the flatbed of your float, on the back wall of your float, or on the side of your vehicle. The name of any float entry/purchaser will be on the sides of each float--provided by the Festival.
- To help promote our parade entries, we will be providing an emcee and PA system with speakers in the heart of the route. Please write a short narrative about your entry as you would like it read by the emcee (30 words or less). **ALL ENTRIES MUST PROVIDE A NARRATIVE TO PARTICIPATE IN THE PARADE.** If you are a float, make sure we have narratives about your group/company, as well as any riding group that is different from you. Please send these narratives in as early as possible—the later their arrival, the more opportunity for mistakes and misreads.

The Committee reserves the right to edit and approve these narratives for time and content, and cannot guarantee accuracy (although every effort will be made to announce the information you provide).

VI. Application:

- Describe Your Parade Entry (check all that may apply and explain as necessary):

Vehicle	_____	Sports Mascot	_____	Marching Unit or Band	_____
Rented-Float	_____	Business Mascot	_____	Equine	_____
Your own Float	_____ **	Elected Official	_____	Beauty Queen	_____
Shriners Unit	_____	Other Walking Unit	_____	Other	_____

**** Enter your own float for free! If your own float is decorated to depict our 2018 theme Peace, Love, & Harmony!," pay by check, and we will return your check to you on parade day!**

- Approximately, how many in your group will be in parade: _____
- Length of vehicle, or float and tow vehicle: _____ feet
- Any additional description of parade entry, depiction of parade float theme:

- Entry Contact**

Name of Business or Organization: _____

Contact Person: _____

Address: _____

City: _____

State: _____ Zip _____

Phone: _____

Event Day Cell: _____

Email: _____

Check one, if you are a float:

Our group/company is purchasing a float, and our own members/staff will be riding on the float.

Our group/company is purchasing a float, but we are hosting a different group to ride on our float.

Name of riding group: _____

(Please be sure to write an additional narrative about your riders)

Our group/company is purchasing a float, but we are interested in finding a different group to ride on our float. (Parade staff may be able to help with this issue)

- Fees Enclosed: \$ _____

Check # _____

● **Entry Narrative(s)** (approx. 3 sentences) & less than 40 words in total!

Applicant shall indemnify and hold harmless the Town of Matthews, Matthews Alive!, Inc. and Matthews Alive Board of Directors, their agents, volunteers, elected officials and employees from and against all losses, costs, damages, expense and liability caused by an accident or other occurrence in bodily injury, including death, sickness and disease to any persons, or damage or destruction of property, real or personal, arising directly or indirectly from operations, products or services rendered at the Matthews Alive Parade. Applicant agrees to waive, release and discharge the Town of Matthews, Matthews Alive, Inc. and Matthews Alive Board of Directors, their agents, volunteers and elected officials and employees, of and from any and all claims, demands, costs, liability and causes of action whatsoever that may arise as a result of participation in the Matthews Alive Parade, including but not limited to, any claims, causes of action, liability, damages, demands and costs related to injury to any of the Applicant's person or property. Applicant grants Matthews Alive Festival Inc. the unlimited right to use and/or reproduce photographs of applicant's (and its members') participation in the parade for the internal or external promotional and informational activities of Matthews Alive Festival Inc. This waiver and release shall inure to the benefit of the Town of Matthews, Matthews Alive, Inc. and the Matthews Alive Board of Directors, and shall bind Applicant along with its employees, heirs, legal representatives, assigns and successors in interest of the Applicant or any member thereof. Matthews Alive! Inc. reserves the right to exclude or remove entries from the Parade for any reason.

I, the undersigned, have read and agree to abide by the above, and all information and Rules and Regulations set forth in this Matthews Alive Parade application.

Organization: _____

By (Printed Name): _____

By (Signature): _____

Date: _____

Thank you again for joining the Matthews Alive Parade! If you have any questions or concerns, do not hesitate to call or email. We look forward to seeing you soon!