



46th Annual Troutdale SummerFest Parade

The 46th annual Troutdale SummerFest will be held on **Saturday, July 21st, 2018**. Festivities will begin with performances in Troutdale's Mayor's Square before the parade. **The parade will begin at 11am in downtown Troutdale and end at Glenn Otto Park, a little over half a mile away. The parade will conclude by 12:00 or 12:30, depending on the number of entries.** It will be broadcast by Metro East Media. The parade will be followed by afternoon entertainment and vendors in Glenn Otto Park. Afternoon entertainment and vending are being arranged separately from the parade.

Please return this application to the West Columbia Gorge Chamber of Commerce office at 107 E. Historic Columbia River Hwy., in downtown Troutdale. **The parade application deadline is Saturday, July 15th, 2018. Entry fee for the parade is \$25.**

If you have any questions regarding the Parade Policies, Requirements and Safety Regulations, please email the Chamber at info@westcolumbiagorgechamber.com. You will receive information regarding your check-in time, staging position and parade number by email the week of the event. We look forward to a wonderful parade!

Sincerely,
The SummerFest Committee

Parade Policies, Requirements and Safety Regulations

Parade Coordinator and Volunteers

- 1) The Parade Coordinator and volunteers have the authority to organize and coordinate the parade.
- 2) The Parade Coordinator and the Committee Chair reserve the right to remove any entry from the parade prior to, during the staging, or any time during the parade, if an entry is not conforming to the policies, requirements and safety regulations stated below.

Parade Fee and Waiver

1. The entry fee is \$25. Please send a check along with your printed and signed waiver (and proof of insurance, if necessary). Registration is not complete until this fee is paid and the signed waiver is received.

Parade Day Instructions

- 1) **Parade arrival time is 9:00 - 10:00 a.m.** The parade will begin at **11:00 a.m.** Entrants will receive information as to arrival time, street staging assignment and parking by email the week of the event.
- 2) **Check In:** The contact person (only one person please) for your group will need to register at the sign-in booth on Buxton Street.
- 3) **Parade Escort:** You will be assigned an escort to walk with you and/or your group. Please listen to this person throughout the parade so that the parade can proceed in an orderly manner without large gaps.
- 4) **Parade Number:** You will be issued a large number. Please display it on the right hand side of your entry so the parade announcer can identify and announce your group.

Vehicle Insurance

- 1) All vehicles in the parade need to be insured. Please send a photocopy of the auto insurance for each vehicle along with your waiver.
- 2) Drivers need to remain with their vehicles at all times and behind the wheel when motors are on.
- 3) Drivers must be 21 years of age or older.

Animal Entries

- 1) Entries with large animals (such as horses) need a commercial certificate of liability insurance in the amount of \$1 million, adding the City of Troutdale and the West Columbia Gorge Chamber of Commerce, their officers, employees, and/or volunteers as additionally insured. Please send a copy with your entry fee and waiver.
- 2) Dogs need to be on leash at all times whether walking in the parade or on a float.
- 3) Any animal who appears unsafe may be asked by the Parade Coordinator or Committee Chair to leave the parade.
- 4) Equestrian groups need to remove animal waste.

Throwing of Candy

- 1) Please do not throw candy into the crowd or onto the street. This is a liability issue.
- 2) If you have candy or any items you wish to give to the crowd, please have a person at least 14 years of age hand the candy or items directly to the audience along the parade route.
- 3) Any entry violating this policy may be cited by the Multnomah County Sheriff's Department.

Noises during Parade

1. Please do not use firecrackers, caps, blanks, gunshot or any other device emitting noise that might startle the audience, participants, horses or other animals.
2. Any entry violating this policy will not be allowed to participate in future parades, and will be asked to pull out of the parade immediately.

Participant Age Requirements

- 1) Parade applications need to be submitted and signed by an adult of at least 18 years of age who is the authorized representative for an organization or group.
- 2) Adult supervision 18 years of age or older need to accompany an entry on the day of the event.



Parade Application

Name of Organization/Individual:

Name of Primary Contact:

Mailing Address:

Phone Number: Alternate Phone Number:

Email address:

Please choose one:

Community Entry (not-for-profit organization)

Commercial Entry (for-profit organization)

Please write a description of your entry for the parade announcer. Include the history of the entry, number and ages of participants, and anything of interest to the audience. If you are using a motorized vehicle, what kind will you be using? (car, truck, bus, trailer, float, etc.) *Please remember to send a photocopy of your insurance information along with your waiver.*

If you are using a motorized vehicle, what is the length of the motorized vehicle?
If it is a single car, you may write "car".

If you will be using animals in your entry, please describe what kind and how many.
Please remember to send your certificate of liability along with your waiver if using a horse or other large animal.

Will you be playing music (either live or recorded)?

Will you need time for a short routine in front of the announcer?
(Please limit routines to one minute.)