**2015 HOMECOMING PARADE**

**General Parade Guidelines**

**Application is due Friday, September 25, 2015 at 5pm**

Only 135 applications will be accepted due to space limitations. Late fee of $55 is applied if application is submitted after the deadline.

(PLEASE SEE ATTACHED APPLICATION)

The following rules and guidelines are to be met by all entrants in the 2015 Homecoming Parade: Friday, October 9, 2015. Any violation of these guidelines will result in forfeiture of participation in the parade. Entry fees will NOT be refunded for any reason including inclement weather. Please retain these instructions and bring them to your assigned mandatory parade meeting at 7pm or 8pm on Monday, October 5, 2015 in the Iowa Theater (formerly Bijou) in the IMU. Questions may be directed to the Homecoming Parade Directors: Robert Hart (robert-f-hart@uiowa.edu) or Harmony Pace (harmony-pace@uiowa.edu).

Completely fill out the application form. Incomplete applications will not be accepted.

1. An entry fee is required of EVERY entry and must accompany the application. There are four entry classes, each of which must follow the vehicle/float dimensions: Height: 12ft, Length: 60ft, Width: 100in. (including rails), Street Clearance: 12 in. above ground.
   - **Class 1:** Traditional float entries: all participants must provide their own pulling mechanism and transportation (if applicable). The pulling mechanism must consist of a maximum of one motorized vehicle. A maximum of 30 people may be present on or around the float entry.
   - **Class 2:** Walking and non-motorized entries: may consist of a maximum of 60 people on foot, person-powered, or animal-powered vehicles (example: bicycles, big wheels or horse and carriage).
   - **Class 3:** Motorized vehicles without floats (example: cars or tractors): The number of vehicles included in this entry space will be dependent on the size of the vehicles. In such entries there must be an interval between vehicles equal to the vehicle length (example: for a vehicle six feet in length, there must be a six foot distance between that and all other vehicle(s) in the entry). If the vehicles are of varying sizes the space between vehicles must be equivalent to the length of the largest vehicle in the entry.
   - **Class 4:** Novelty Unity entries (ex: military equipment, fire equipment, antique vehicles, etc.): those that do not fit into any of the above three categories. These entries will be considered unique and will be reviewed on a case-by-case basis by the Homecoming Council. All decisions by the Homecoming Council are final.

Entries exceeding the above restrictions must pay an additional $100 entry fee for each additional entry space needed. Any entry which is found to be in violation of any parade or university policies and/or state or local laws during the parade or parade line-up will be removed without refund of entry fee.

2. **A MANDATORY MEETING WILL BE HELD FOR ALL ENTRIES.** A representative from your entry is required to attend. Failure to do so will result in loss of entry fee and disqualification from the parade. The position of each entry will be announced at this time and this list will be reviewed. You will be choosing a meeting time of either 7pm or 8pm. This meeting will be held Monday, October 5, 2015. **It is very important that one member attends this meeting!**

3. NO alcoholic beverages or illegal substances will be allowed on or near the entries prior to or during the parade. If alcoholic beverages and/or illegal substances or their containers are found, or the person operating any type of vehicle (example: motorized, bicycles, etc.) is suspected of having consumed alcohol, the entry will be pulled from the parade. Police assistance will be used if necessary.

4. Entries may not display advertisement for alcohol or tobacco (examples: banners, logos, etc.) on their float.

5. **NO candy, leaflets, food, pencils, or other items may be THROWN** from the entries at any time. **HOWEVER, candy, leaflets or other items may be HANDED out,** under the following circumstances: A minimum of two persons must be on each side of the entry, at the outermost edges of the street at ALL TIMES, to pass out items to spectators. Entries violating this policy will be removed from the parade and entry will not be refunded. This will be enforced by parade security and the Iowa City Police.

6. All entries with motorized vehicles must carry a minimum 2A10B: five pound fire extinguisher. It must be shown upon request to parade personnel prior to and/or during the parade. In addition, entries must yield right of way to all emergency vehicles at any time during staging process and parade.
2015 HOMECOMING PARADE
General Parade Guidelines (cont’d)

7. All entries including children ages 12 and under will be required to have a ratio of one adult to every ten children.

8. Proceed to your assigned location in the parade staging area no later than 3pm so that line-up can be positioned properly. The parade will begin at exactly 5:45pm and the flow of entries will proceed according to the parade route and staging area maps.

9. DO NOT bring extraneous vehicles into the staging area. Additional vehicles will delay the start of the parade and will be towed at the owner’s expense.

10. At the end of the parade route, please be considerate of those following you and clear the area quickly. Explicitly follow the direction of parade personnel.

11. All floats competing in float competition will be judged by a panel of judge consisting of students, faculty, staff and community leaders. One float will be awarded “Best of Show” for fulfilling the requirements of: use of theme “Our Iowa” creativity and uniqueness, and school spirit.

12. Under no circumstances will a group be allowed to stop during the parade. (Specifically marching bands should not stop to perform). The parade will move at a constant flow and will only stop in the event that the preceding entry stops. If any entry cannot proceed at any point during the parade, (i.e.. mechanical breakdown, etc.) please exit the parade route at the nearest possible exit or move to the side of the parade route and immediately inform the next entry to continue around you.

13. Any participants who wish to have animals in their entry must indicate use on the attached application. Entrants are responsible for the cleaning and disposal of any waste produced by the animals. Though animals may be present, they may not leave the transportation vehicle.

Failure to abide by the above policies will result in dismissal from the 2015 Homecoming Parade without refund.

Applications will not be processed without payment in full by the scheduled application deadline.

ADDITIONAL INFORMATION
If applicants select a Class 1 entry (traditional float), that organization will receive $20 off the application fee.

Check out the Homecoming website for more information.

homecoming.uiowa.edu

We strongly recommend Class 1 entries this year, as Class 1 entries will take priority over all other entries. For example, if application numbers 134 and 135 are walking entries, and application numbers 136 and 137 are both Class 1 entries, numbers 136 & 137 will move up in position, knocking applications 134 and 135 down in the order, resulting in them being put on the wait list.
Reminder: All applications must be submitted with full payment to CSIL 145, located on the first floor of the Iowa Memorial Union, or mailed to: CSIL, 145 IMU, Iowa City, IA 52242. Application deadline is September 25, 2015 at 5pm.

Organization Name(s): ________________________________________________________________

Type of Organization (Student Group, UI Department, or Community Group): ________________________________________________________________

Contact Person: ________________________________________________________________

Email Address: ________________________________________________________________

Street Address: ________________________________________________________________

City/State: ________________________________________________________________

Telephone: Work: ___________________________ Home/Cell: ___________________________

Competing in Float Competition: O Yes   O No

Mandatory Meeting Time: O 7pm   O 8pm

Entry Class: O 1   O 2   O 3   O 4  
(See parade guidelines for definitions of classes)

Indicate Use of Animals: O Yes   O No

If Yes, please describe: (see parade regulations)

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Write a 2 sentence description of your entry and organization. This description will be used by the announcer during the parade so please be specific. Your time given here will save time of many HC Council Volunteers and will ensure an accurate description of your entry for the viewing public.

*Please give as much detail as possible. Description of float may be revised closer to parade date by Homecoming Council approval. This will be read by our parade announcer so please put time into the description.

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Submitting a Parade Application does not guarantee a spot in the Parade.
Applicants will be notified if their spot has been approved.
PARADE APPLICATION
2015 Homecoming Parade Application

In the space below, please provide a detailed sketch and written description of the float’s design and theme. Please include the number of motorized and non-motorized vehicles (hay racks, trailers, etc.) and the number of people in the entry. Your application will not be processed without the sketch and description.

<table>
<thead>
<tr>
<th>Group Type</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community group (non-student organization)</td>
<td>$150 ($130 with a Class I entry)</td>
</tr>
<tr>
<td>UI Department</td>
<td>$100 ($80 with a Class I entry)</td>
</tr>
<tr>
<td>UI Student Organization</td>
<td>$50 ($30 with a Class I entry)</td>
</tr>
</tbody>
</table>

I have read and fully understand the parade rules and guidelines, and agree to abide by them. I understand that any violations of the attached rules will result in possible removal from the parade and forfeiture of my entry fee.

Signature: ____________________________________________
Date: ______________________________________ Amt. pd.: _______________________

Only the first 135 applications will be accepted. However, Class I entries will be given priority. Late fee MUST accompany all applications submitted after 5pm, Friday, September 25th, 2015, to CSIL 145, located on the first floor of the Iowa Memorial Union, or mailed to CSIL, 145 IMU, Iowa City, IA, 52242.

Office Use Only:
Paid: □ Yes □ No Amount $ ____________________________
Line Up# __________________________ Date Received: __________________________
Staff Receiving: ________________________________________________