



2016 Parade Package

Welcome Letter
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Rules and Regulations
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Steveston Salmon Festival

Canada's biggest little birthday party since 1945!

March 2, 2016

Dear Parade Participants;

We sincerely hope that you will join us in celebrating the 71st Annual Steveston Salmon Festival Parade on Canada's birthday, Friday, July 1st, 2016. Each year our parade attracts thousands of excited spectators from across Metro Vancouver, and we look forward to another great celebration!

Enclosed you will find a parade entry form, regulations and instructions, and a map showing the parade mustering area and parade route. Please review carefully and share with everyone on your parade team, in particular the regulations regarding route safety, vehicle decorating, and handing out items along the parade route. These rules will be strictly enforced. We are available to answer your questions should you require any clarification.

Please note that commercial entries are subject to a \$100 entry fee plus GST, payable with your application; there is no fee for non-profit community groups. The parade entry deadline is June 10th. Should your group need to withdraw after registering, please advise us immediately so that we can allow another group the opportunity to enter. Due to overwhelming demand and time considerations, we do limit the number and size of parade entries.

Thank you, and we look forward to your participation in the 2016 Steveston Salmon Festival Parade!

Sincerely,

Bill and Randy

Bill DiPasquale and Randy Hing, Co-Chairs
Parade Committee

Steveston Salmon Festival
parade@stevestonsalmonfest.ca
www.stevestonsalmonfest.ca



STEVESTON
SALMON
FESTIVAL
JULY 1ST, 2016

4111 Moncton Street
Richmond, BC V7E 3A8
Tel: (604) 238-8094
Fax: (604) 718-8096
Email: parade@stevestonsalmonfest.ca
www.stevestonsalmonfest.ca



*** APPLICATION DEADLINE JUNE 10th ***

Name of entry: _____
Please ensure all participants in your entry are given this title for check in on parade day.

Contact person: _____ Contact Email: _____

Phone: _____ Fax: _____ Website: _____

Address: _____

City: _____ Postal Code: _____

Applications will be confirmed by email (unless otherwise indicated above) within one week of receipt.

Please check ONLY ONE of the following categories:

- | | | |
|---|---|--|
| <input type="checkbox"/> Politician or Dignitary | <input type="checkbox"/> Junior Band or Marching Unit | <input type="checkbox"/> Motorcycle Club |
| <input type="checkbox"/> Commercial * | <input type="checkbox"/> Senior Band or Marching Unit | <input type="checkbox"/> Vintage Vehicle |
| <input type="checkbox"/> Church Organization/Service Club | <input type="checkbox"/> Sports Team | |
| <input type="checkbox"/> Community Organization | <input type="checkbox"/> Mascot | |

**Commercial entries are subject to a \$100 entry fee plus GST (GST#802333112).*

Please indicate your method of payment: I will mail a cheque (payable to Richmond Agricultural and Industrial Society)
 I will pay by credit card (an invoice will be emailed to you for online payment)

Give a brief description of your entry: _____

Please describe any handouts (candy, promotional materials, literature). _____
Please provide a sample of the promotional material or literature you wish to distribute, for approval by the Salmon Festival Parade Committee. A scanned image or email document will be sufficient.

Describe any special requirements: _____
Please note that although we will do our absolute best to accommodate your request, it cannot be guaranteed.

Number of people walking with your entry: _____ Vehicle: Approximate bumper-to-bumper length (in feet) of your vehicle(s): _____
Please limit the number of participants to no more than 100 people.

Vehicle entry: Number and type of vehicles in your entry: _____

Does your entry have: live music or sound system? Live animals? Please describe: _____

Does your entry need to be partnered with another? No Yes If yes, with whom? _____

Do you wish to have your entry judged? No Yes If Yes, which category? _____
See award categories page five.

Indemnity Agreement: The undersigned agrees to indemnify, hold harmless and defend any action against the Richmond Agricultural and Industrial Society, Steveston Community Society, City of Richmond, and RCMP from and against all liabilities whatsoever arising out of their participating in the Steveston Salmon Festival Parade. The undersigned further acknowledges that they have read and understood the Steveston Salmon Festival Parade Rules and Regulations and agree to abide by them.

Signed: _____ Title: _____ Date: _____

Please return this form by June 10 to: 4111 Moncton St., Richmond BC V7E 3A8
Fax: (604) 718-8096 or Scan/email: parade@stevestonsalmonfest.ca



PARADE Must Know RULES:

- No parade vehicle admissions to staging area will be allowed after 9:15am! This is for reasons of safety. No excuses, no exceptions. Bring your vehicle early and get parked.
- Read and follow entry point directions below to help us get you and your people to your parade spot as quickly and easily as possible. Inform everyone in your group!
- Your entry will be expected to keep up with the parade flow. Our pace is set by walkers and you will be expected to keep up. This is a safety item and will be enforced.

PARADE RULES - Expanded

Participants are reminded that the Salmon Festival Parade is to provide enjoyment and fun for all members of our community, and to celebrate our national and local pride on Canada Day! This purpose should be the primary goal when planning and designing your parade entry. Please read these instructions carefully and communicate key information with **everyone** who will be participating with your entry as this will be very helpful in making the day go smoothly.

We appreciate that the day is an early start for many of you, and there is a lot of waiting around once you arrive, but with 100+ parade entries and over 3000 participants to coordinate your prompt arrival, patience and attention really helps us organize everyone efficiently. Your cooperation is sincerely appreciated.

IMPORTANT NOTE: Parade Sherriffs will be on-site during the morning muster to review all entries for compliance. Please ensure you have met the minimum requirements outlined below. Parade Sheriffs have the authority to remove an entrant from the parade if, in their opinion, an entry has not met the minimum expectations for the Salmon Festival Canada Day Parade.

1. **PARADE START TIME 10:00am SHARP!**

"FLOAT" is defined as any motorized vehicle including decorated displays mounted or towed, and decorated vehicles such as cars or trucks.

7:00am – 8:00am	All FLOATS, and all walking entries wishing to be judged must be in the marshaling line-up. Entries arriving after 8:00am WILL NOT be judged.
8:00am – 10:00am	Judging takes place. Personnel need to be with their entry for judging purposes.
9:15am	All float/vehicle entries must be parked in the marshaling area by this time. Any entries arriving after this time will be refused admission to the parade area. Have your vehicle arrive early to avoid the congestion and the safety cut-off time.
9:30am	Children's Bike Parade starts from 3 rd Ave and Chatham.
10:00am	Canada Day parade begins at the 10:00 GOG Cannery whistle!

2. **Please ensure your participants know the exact name of your entry as you noted on your Parade Application.** Your people will need to give this to the Parade Marshal so they can be directed to your staging area.

3. **Entry route for all floats/vehicle is 4th Avenue, and Chatham Street**(new this year). Either enter southbound on 4th Avenue from Steveston Highway, just west of No. 1 Road, or off No.1 Road onto Chatham Street; you will be met by a parade marshal at the intersection of 4th and Chatham who will direct you to your staging area.

4. **Entry route for Marching Bands and all other walking entries is at Garry Point Park, at 7th Avenue and Chatham Street. 7th Avenue is the last southbound turn off Steveston Highway west of No. 1 Road (see enclosed map). Do not attempt to drive south on No. 1 Road to Chatham as this is for parade vehicles/floats only. You will be turned back if you take this route. **Please DO NOT expect to drive through the parade marshaling area to drop off participants.** If you are dropping off minors, please arrange with your group to provide chaperones to meet your participants at the drop off point and escort them to their place. **If you are carrying in large instruments**, we recommend you arrange to**

carpool your instruments into the marshaling area **before** 8:00am to avoid traffic congestion.

Please make copies of the enclosed map for your volunteer support drivers, and instruct them on the drop-off procedure.

5. **Parade Spacing** - All entries are expected to maintain a steady spacing of about 12 metres (40 feet) behind the preceding unit and regulate speed accordingly. This is an important safety issue and will be enforced. Parade Marshals will be on bikes and stationed along the parade route. Their job is to regulate spacing and take care of any problems that may arise. Please give them your cooperation and heed their instructions.
6. **Marching Band Judging** - will be as they pass the Reviewing Stand located on Moncton Street at Easthope, across from the Community Centre. Awards for Marching Bands will be announced at the Main Stage following the opening ceremonies at the conclusion of the parade. Please have a representative available to accept a prize should your entry be selected.
7. **Dispersement** - All entries having completed the parade route will disperse at Railway Avenue and Moncton Street. Please park support vehicles which are not in the parade on Moncton Street east of Railway Avenue, or on Railway Ave., north or south of Moncton.
8. **Parade Order** – Yes, we do understand that most groups would really like to be at the front of the parade! As this is impossible we have to come up with an order that accommodates as many as possible and still provides a good parade for all. We do our best to ensure that our seniors, young children, special needs and community groups are at or near the front for safety, and we also do our best to recognize our festival sponsors and those of you who have supported us with your participation over the years.

The Parade Marshal reserves the right to alter the placement of entries for the benefit of the overall performance of the parade. **Parade order will NOT be announced prior to July 1st.** Our Administrator and office staff appreciates your restraint in not calling or emailing the office with requests as they do not have the parade information.

9. **Parade Entry Changes** - We will acknowledge receipt of your application and confirm any special requests or approvals with you as quickly as possible. You will not receive any further communication from us afterward and we will simply expect to see you on July 1st. Please advise us immediately if circumstances change and you are unable to attend, or if your entry has changed from your original application. Please feel free to email or call if you have any questions or require clarification that this package has not addressed.

PARADE GENERAL AND SAFETY REGULATIONS

1. The Steveston Salmon Festival reserves the right to refuse any entry.
2. **THE STEVESTON SALMON FESTIVAL STRICTLY PROHIBITS DISTRIBUTING ANYTHING FROM MOVING VEHICLES.** If you wish to distribute anything including approved promotional items and literature, you must have walkers HANDING items DIRECTLY to the crowd – **Throwing items of any kind, including candy, Frisbees, and any other items, or use of water guns or water balloons is not permitted due to safety and liability concerns.** DO NOT create a dangerous situation by throwing items into the street which cause spectators to rush out into the parade route and potentially under the wheels of moving vehicles. ***Please ensure you communicate this information to everyone involved with your entry. Every year we receive complaints from the public about items being thrown at them! If your group is found to be in violation of this rule, you may not be invited to participate in our parade the following year.***
3. Only approved promotional material and literature may be handed out during the parade.
4. Please limit the size of your entry to no more than 100 people. Politicians please restrict your support group to 10 people.
5. Please ensure all participants, including safety and support people, are festively dressed appropriately for the celebration, for the benefit of our spectators and overall appearance of our parade!
6. The Steveston Salmon Festival parade is a family-oriented celebration of Canada, our culture, heritage, and community spirit. Steveston Salmon Festival officials reserve the right to refuse any entry that

advocates, opposes, or depicts any political, religious, cultural or social issues that in the opinion of the Steveston Salmon Festival may be considered controversial, or generally detract from the Canada Day spirit and purpose of the parade.

7. Well behaved animals (dogs, horses) are permitted in the parade provided with prior approval. Animals appearing in the parade must be under strict control at all times.
8. Please ensure your vehicle is CLEAN and PROUD to be in our parade. Vehicles that are not decorated, dirty, damaged, in poor working condition, or generally unkempt will not be permitted. We recommend that you decorate your vehicle in a Canada Day theme, or a theme relative to your entry. **With the exception of vintage vehicles or show vehicles, all vehicle entries, including cars, trucks, tractors and trailers must be fully decorated (minimum 90%).** Failure to comply may result in refusal of entry at the assembly area.
9. The Parade Committee restricts float dimensions to a width of 8 feet, height of 12 feet, and length of 35 feet for a single vehicle, and 60 feet for articulated vehicles. ***Height requirement is due to overhead wires along the parade route – please be sure of your maximum legal height.***
10. The Steveston Salmon Festival Committee accepts no responsibility for accident, injury or damage of any description arising from construction or operation of any float(s), nor participating in or other interests in the operation of this parade.
11. All vehicle entries must be properly licensed and insured with a minimum of two(\$2) million dollars liability insurance(ICBC). Documentation must be kept with the entry during the parade and must be provided for confirmation upon request from a Salmon Festival official.
12. Entrants who refuse to follow instructions of Parade Marshals or Sheriffs, or any abuse of our volunteer officials, or other parade entrants or spectators, will not be tolerated and will be cause for removal from the parade.
13. **Smoking or consumption of alcohol is not permitted** anywhere in the general parade staging area or route, nor smoking on or near any floats including inside vehicles whilst participating in our parade. Please comply with City of Richmond By-Laws.

ADDITIONAL FLOAT/VEHICLE SAFETY REQUIREMENTS

1. Drivers must remain with their float/vehicle at all times.
2. Ensure your vehicle's brake system is in flawless working condition, including emergency brake systems, and that the vehicle is in good general operating condition.
3. All floats must be properly constructed to prevent breakdown during the parade and must have a proper and safe field of vision for the driver, and have proper ventilation for driver and vehicle.
4. Every parade float/vehicle that have people walking along with the entry is required to have at least two specific safety people walking alongside, at least one on each side of the float/vehicle at all times whenever the vehicle is moving, for the duration of the parade route. Exceptions are given to police, fire and ambulance vehicles.
5. Children on floats/vehicles must be supervised at all times by an adult. Children walking or roller-blading along-side a float must be supervised at all times and kept clear of the vehicle. If your vehicle is carrying additional hand-out supplies please distribute material to your walkers from the rear of the vehicle only, ***never from the sides.*** **Do not allow anyone on roller blades or in any other non-pedestrian manner to approach your moving vehicle for any reason.** Have adult walkers assist with hand-out supplies.
6. Your walkers must keep up to your float/vehicle at all times. If this is not possible for your group members, then your walkers will be removed from the parade route. This is for the safety of your group members as the vehicle behind you may not be watching for your people.
7. Carry a fire extinguisher. Ensure it is in good working order and you know how to use it. Fire extinguishers should be Dry Chemical type, and at least 5 lbs.
8. Ensure the exhaust pipe is wrapped with fire retardant material where it passes near decorations and other flammable items.

This package will remain available for your reference at www.stevestonsalmonfest.ca

Steveston Salmon Festival Parade Awards

Ted Lorenz Award – Community Group Entry – walking group or float

Seiner Award – Service Club or Church Organization Entry – walking group or float

Troller Award – Commercial Entry

Gillnetter Award – Sports Team Entry

Sockeye Award – Decorated Float - *any motorized vehicle including decorated displays mounted or towed, and decorated vehicles such as cars or trucks.*

Steelhead Award – Vintage Vehicle

Minnow Award – Mascot

Rolston Award – Best Use of Flowers

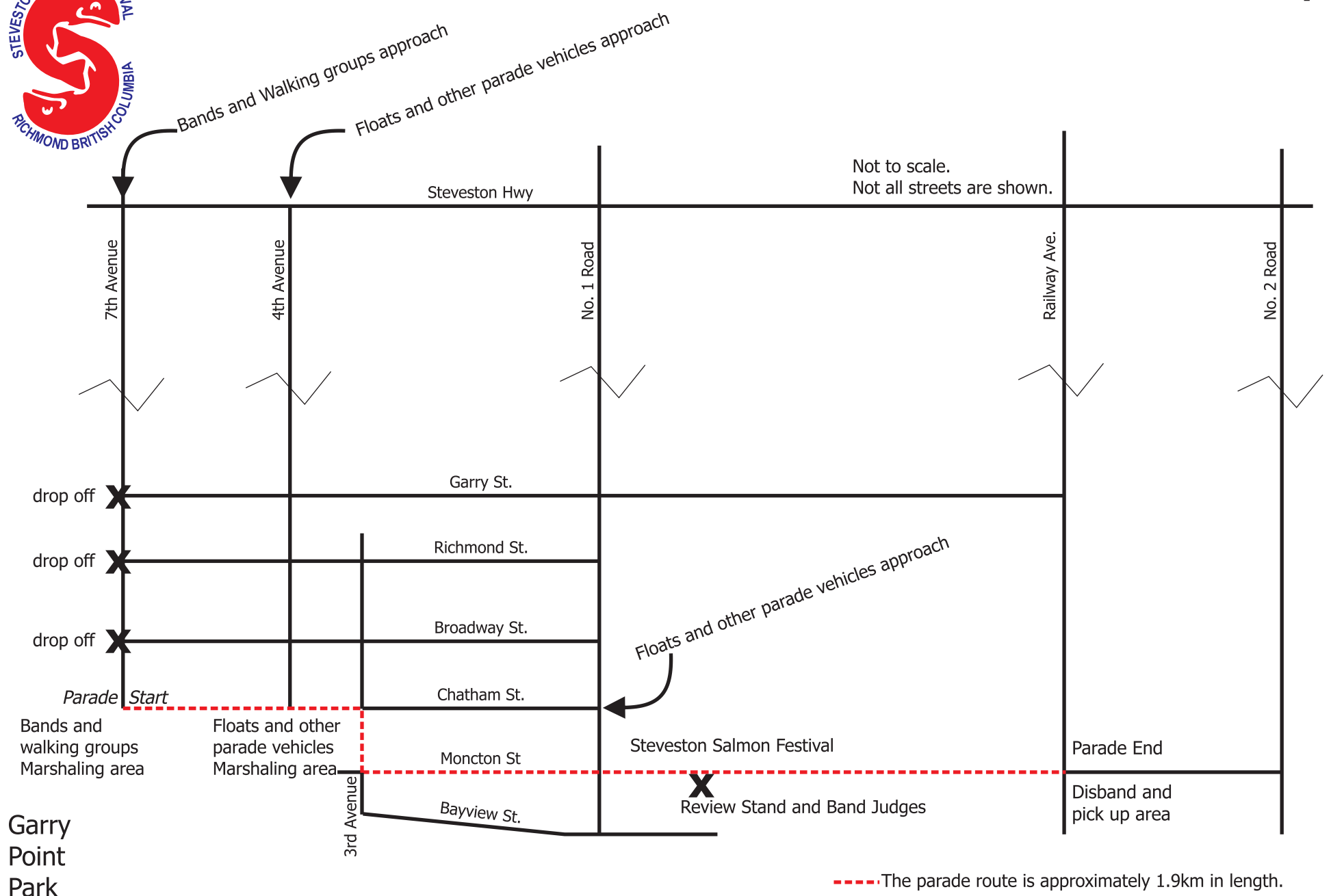
Junior Band or Marching Unit – Best judged on music (intonation, rhythmic precision, spirit/flare), marching (step precision, alignment, deportment), and crowd appeal (applause, cheers).

Senior Band or Marching Unit – Best judged on music (intonation, rhythmic precision, spirit/flare), marching (step precision, alignment, deportment), and crowd appeal (applause, cheers).

We do not award categories with only one entry.



Parade Marshal and Route Map



Please view the parade guidelines for detailed instructions for approaching the marshaling area.