



2017 Parade Entry Package

- Welcome Letter
- Application Form
- Rules and Regulations
- Award List
- Parade Route Map



Steveston Salmon Festival

Canada's biggest little birthday party since 1945!

March 17, 2017

Please carefully review all the enclosed information as there have been significant updates to our expectations this year.

Dear Parade Participants;

We sincerely hope that you will join us in celebrating the 72nd Annual Steveston Salmon Festival Parade on Canada's 150th birthday, Saturday, July 1st, 2017. This year is extra special as we celebrate our nation's sesquicentennial, and we look forward to each of our parade entrants embracing this milestone when planning your entry this year!

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, including the mustering instructions, arrival times and drop off locations, 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; there is no fee for non-profit community groups. The parade entry deadline is May 31st, however we will cut-off and start a wait list prior to this date should the parade maximum be reached beforehand. Due to overwhelming demand and time considerations, we do limit the number and size of parade entries. Should your group need to withdraw after registering, please advise us immediately so that we can allow another group the opportunity to enter.

We look forward to your participation in the 2017 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



72nd Annual
Steveston Salmon Festival
 Saturday, July 1st, 2017



***** APPLICATION DEADLINE MAY 31 *****

Name of Group or Individual: _____
This is the name you will use for check-in with the parade marshals on July 1. Please ensure all participants in your entry are provided this name for check in on parade day.

Contact Name: _____ **Contact Email:** _____

Phone: _____ **Cell:** _____ **Website:** _____

Address: _____ **City:** _____ **PC:** _____

Applications will be confirmed by email (or phone if no email) within one week of receipt.

Primary contact name and phone number on July 1st: same as above, or

Name: _____ **Cell:** _____

Please check ONLY ONE of the following categories:

- | | | |
|---|---|--|
| <input type="checkbox"/> Politician | <input type="checkbox"/> Junior Band or Marching Unit | <input type="checkbox"/> Motorcycle |
| <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). An invoice will be sent upon acceptance.

Entry Description

Please provide a detailed description of your entry. Include any relevant details such as your plan for decorating your vehicle or float if applicable, costume or wardrobe for walking participants, and any other relevant details. Please include a photo of your entry if available. Attach a separate sheet or provide further information by email if necessary.

Please limit the number of participants to no more than 100 people. Politicians please limit the number of support people to ten.

Number of people walking with your entry: _____ Adults _____ Children

Will your entry include animals? If yes, how many and what species: _____

Vehicle Make/Model: _____ Total length of your vehicle(s): _____

Does your entry have: live music sound system?

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

Do you have any special requests or requirements e.g. priority placement or partnered with another entry? Explain:

Please note that although we will do our absolute best to accommodate your request, we cannot make any guarantees.

Handouts

NEW FOR 2017: We have revised our rules regarding handouts in our parade. Please review the Parade Rules and Regulations. All requests to distribute handouts must be approved in advance by the Salmon Festival Parade Committee.

Please describe any handouts: _____

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.

Print Name

Signature

Title

Date

Please return this form by May 31 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 safety reasons. No excuses, no exceptions. Bring your vehicle early and get parked.
- Read and follow check-in 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. If your group fails to keep pace it may be removed from the parade at the discretion of the marshals. This is a safety concern and will be enforced.
- Throwing items of any kind into the crowds, or use of water guns or water balloons, is not permitted. Distribution of candy or other handouts must be done hand-to-hand at the curb.

PARADE RULES AND GENERAL INFORMATION

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 Sheriffs 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 Sherrifs 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 MUSTERING SCHEDULE AND START TIMES

"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 Avenue and Chatham Street.
10:00am	Parade begins at 10:00am sharp, at the sound of the Gulf of Georgia Cannery whistle!

2. **Please ensure your participants know the exact name of your entry as 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. **Check-in for all floats/vehicles is 4th Avenue and Chatham Street** (please see map for directions) You will be met at this intersection by a parade marshal who will direct you to your staging area.



Steveston Salmon Festival Parade Rules and Regulations

- 4. Check-in 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** – Bands will be judged as they pass the Reviewing Stand located on Moncton Street at Easthope, across from the Community Centre (see map). Awards for Marching Bands will be announced at the Main Stage after the Opening Ceremony. Please have a representative available to accept a prize should your entry be selected. Award winners will be posted on the Salmon Festival website within a week following; any unclaimed awards will be distributed to the contact person named on the entry application at a later date.
- 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 Avenue north or south of Moncton Street.
- 8. Parade Order** – Yes, we do understand that most groups would really like to be at the front of the parade however only 50% of entries will make it into the front half of the parade! We work hard to come up with an order that accommodates as many special requests as possible and still provide a well-balanced parade for our audience. 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 office staff appreciate your restraint in not calling or emailing the office with this request as they do not have access to this information.

- 9. Parade Entry Changes** – We will acknowledge receipt of your application within one week of submission. As we do receive a large volume of email and phone calls, please avoid phoning or follow up with a second email simply to enquire if we received your submission so that we can focus our time on reviewing and approving applications. Once you are accepted, you will not receive any further communication from us until approximately one week prior to July 1st; an email with final reminders will be transmitted to the address indicated on your entry form.

Please advise us immediately if circumstances change and you are unable to attend, or if your entry has changed from your original application.

PARADE REGULATIONS

- 1. THE STEVESTON SALMON FESTIVAL STRICTLY PROHIBITS DISTRIBUTING ANYTHING FROM MOVING VEHICLES.** If you wish to distribute anything including approved handouts, you must have walkers HANDING items DIRECTLY to the crowd AT THE CURB.

Throwing items of any kind into the crowds, or use of water guns or water balloons, is not permitted. Distribution of candy or other handouts must be done hand-to-hand at the curb.

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 numerous 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.



Steveston Salmon Festival Parade Rules and Regulations

2. **NEW for 2017:** Only approved handouts may be distributed during the parade. In an effort to reduce the amount of garbage resulting from parade handouts in recent years, handouts will be limited to only one type of small item per entry (e.g. a small candy or similar food item, sticker or tattoo, or a small promotional leaflet or flyer no larger than 1/3 of a letter-size sheet of paper). Please provide a sample or description of your intended handout when submitting your application. Full sheets of paper, magazines, pencils/pens, brochures, sports balls, gift bags, and other similar items are no longer accepted. If you are unsure, please ask.
3. Please limit the size of your entry to no more than 100 people. Politicians please limit your support group to ten.
4. 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!
5. 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.
6. Well behaved animals (dogs, horses) are permitted in the parade with prior approval. Animals appearing in the parade must be under strict control at all times.
7. 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, vans, semis and trailers must be fully decorated. This includes side panels, front and rear hood/bumpers, wheel rims and all other areas in a common-sense manner. Do not obstruct windows and mirrors so as to create a hazard for the driver. **Failure to comply may result in refusal of entry at the assembly area.**

8. 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.***
9. The Steveston Salmon Festival Committee accepts no responsibility for accident, injury or damage of any description arising from construction or operation of any float, nor participating in or other interests in the operation of this parade.
10. All vehicle entries must be properly licensed and insured with a minimum of two 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.
11. Refusal to follow the instructions of our Parade Marshals or Sheriffs, or any disrespect or abuse of our volunteers, other parade participants or spectators, will not be tolerated and will be cause for removal from the parade and permanent suspension from future participation.
12. **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 Bylaws.

ADDITIONAL FLOAT/VEHICLE 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.



Steveston Salmon Festival Parade Rules and Regulations

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 alongside 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 of 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.

The Steveston Salmon Festival reserves the right to refuse any entry at any time, including July 1st.

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

Please email or call if you have any questions or require clarification that this package has not addressed.

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

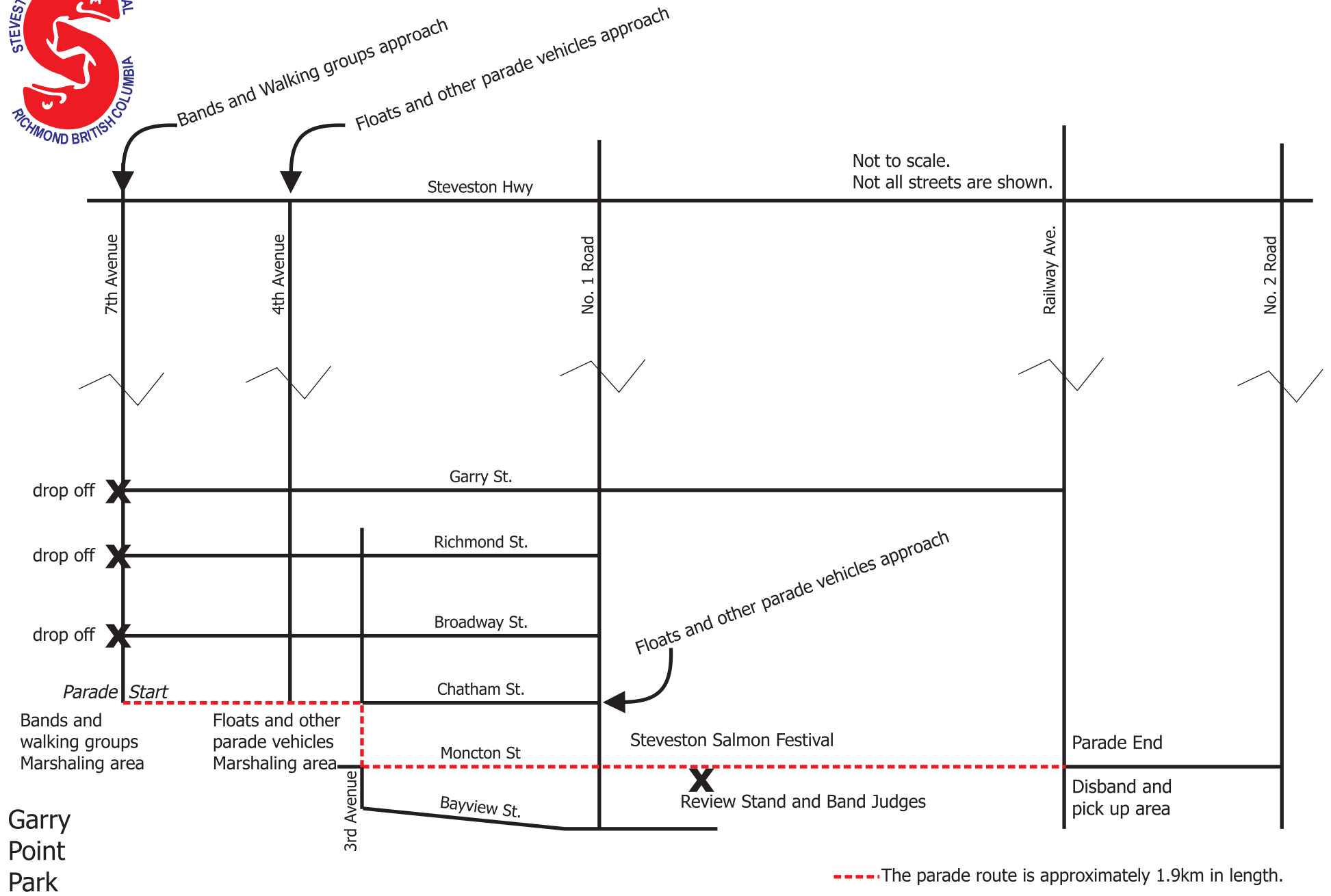
Junior Band or Marching Unit – Best judged on music (intonation, rhythmic precision, spirit/flare), marching (step precision, alignment, deportment), and crowd appeal (applause, cheers).

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



----- The parade route is approximately 1.9km in length.

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