



City of Fairburn

56 Malone Street
Fairburn, GA 30213

770-964-2244 FAX - 770-969-3484

Dear Past/Future Parade Participant:

On the 1st Saturday in October, the City of Fairburn will again present the Fairburn Fall Festival with the parade as a prelude. If you were a participant in past year's parade(s) or a new participant, I would like to invite your organization to participate in this very exciting event.

This Year's theme is:



We hope you will plan to join us.

- The parade will take place on Hwy 29, in Fairburn, GA.
- Celebration start time is 9:30am...Fairburn Fall Festival to begin directly after parade.

Please be aware that by applying, you are not guaranteed to be selected to participate. Selection is subject to the Parade & Festival Committee's discretion and will be reflected by our time constraints as well as creating a variety of participants. We do encourage you to be creative when planning your entry and to be as descriptive as possible on your application. The last opportunity for submission of entry is 5pm, Friday, August 26, 2016. All entries whether selected or not selected will be notified via email.

Please note that rules and regulations have changed and there are forms for all organization participants to complete. For additional Information contact D'Avante' Parks at (770) 964-2244 x133, or send an email to events@fairburn.com.

Looking forward to hearing from you!

Sincerely,

Dr. D'Avante' Parks

City of Fairburn
Event Coordinator



The Fairburn Parade is part of the Annual Fairburn Fall Festival. This traditional day of family fun and entertainment includes arts and crafts, entertainment, food concessions and children's activities. The parade begins at 9:30 a.m. and travels from the Fairburn Educational Campus and ends at the Fairburn Youth Center.

Any individual, organization, group, business or other entity that desires to participate in the parade **must** submit an application.

All forms must be completed in its entirety and received by the Parade Committee **prior** to the deadline. An applicant is not accepted into the parade until written confirmation is received from the Parade Committee. Approval or denial will be emailed to the applicant no more than 14 days from receipt of the application. All applicants will be notified no later than the 1st Friday in September.

The Parade Coordinator will evaluate each parade entry to determine its appropriateness into the parade. The City reserves the right to reject any entry (at any time prior to assembly, at assembly, or during the parade) deemed inappropriate. Upon acceptance, all entries must agree to abide by the rules and regulations set forth by the Parade Committee. Parade Marshals will be stationed along the route to review and enforce said rules. Immediate action will be taken to correct any rule violations. Corrective action may include dismissal from the parade.

Parade application deadline: Friday, August 26, 2016, by 5:00 p.m.

GENERAL RULES AND REGULATIONS

1. All parade entries must observe parade rules and regulations, and local, state and federal laws.
2. All handout materials must be distributed from the sidelines of the parade route. (Keeping spectators out of right away of moving vehicles). Participants found tossing materials to spectators from center of street will be removed from the parade route and are subject to the laws of the City of Fairburn.
3. Possession of alcoholic beverages or illegal substances is strictly forbidden. The police will be notified of suspected violations. Offenders will be removed from the parade and are subject to arrest and prosecution.
4. Drivers of all vehicles in the parade must have a valid driver's license and be at least 18 years of age and show proof of insurance upon request by parade officials or police.
5. Continuous forward movement ONLY is required of all entries. No stopping is allowed. Entries must not interfere with the parade flow or any other parade entry.
6. Entries must maintain a distance not to exceed 20-25 feet (1 car length) between each parade entry and remain in the center of the street.
7. Only approved vehicles are permitted on the parade route unless approved by the Parade Committee.
8. All walkers must be able to keep the parade pace. Suggested age for walkers is 6 years and older.
9. The use of firearms or fireworks is prohibited –this includes caps.
10. Improper use of the American flag is prohibited. "Proper" use of the flag is based upon U.S. flag policy set forth in the U.S. Code
11. All accepted entrants must sign and return the liability disclaimer form agreeing to indemnify the City of Fairburn, (its officers, directors, employees and agents) and hold them harmless with respect to any defense that they shall be required to make in connection with any claim or action arising out of participant's involvement with the parade.
12. Unit leaders accept responsibility for the behavior of their respective members and parade participants.
13. All participants must complete a photography/videography release form and submit.
14. All forms must be filled out completely, signed, and received by the parade committee by 5:00pm on Friday, August 26, 2016. No Application will be accepted after this date.
15. All units must arrive at the staging area at the designated time. Each qualified entry will receive a map of the staging area, parade number and the arrival time.
16. A sound system may only be used for approved vocal or background music.

17. Every application shall be reviewed by the Parade Coordinator and approved or denied. All decisions are final.
18. Parade entries may not deviate from the approved application, or they will be subject to removal from the parade.
19. The Parade Coordinator or his/her designee has the authority to enforce said rules and to remove any entry from the parade in violation of the rules.

CAR OR CAR CLUB/PAGEANT

1. Comply with rules 1 – 19 under General Rules & Regulations.
2. All cars must be convertibles (unless antique or classic). No closed cars, vans, buses, pickup trucks or T-tops unless they are used as the tow vehicle for a float.
3. Only one (1) vehicle per entry will be permitted. Float and tow unit are considered one (1) vehicle.
4. Car clubs are limited to ten (10) qualified vehicles. Qualified vehicles may be antique, classic or with similar make & model.

FLOATS

1. Comply with rules 1 – 19 under General Rules & Regulations.
2. Floats are not to exceed 13 feet in height or 16 feet in width. Maximum length is 50 feet. All floats must be skirted to cover the wheel and underside of the trailer/vehicle.
3. Floats should be constructed so they will be able to make all turns in the staging area along the parade route without impairing the forward movement of the parade.
4. Pick-up trucks are permitted to pull the float, however, riders are not permitted in the bed of the truck nor can a pickup truck be used as a float. A flatbed truck may be used as a float as long as the trailer is fully skirted.
5. Participants may not jump on or off a float while it is in motion.
6. Floats must have a regulated Fire Extinguisher on float and in pulling vehicle.

SPECIALTY/EQUESTRIAN UNITS/MARCHING UNITS/DRILL TEAMS

1. Comply with rules 1 – 19 under General Rules & Regulations.
2. Specialty and equestrian units will be reviewed and accepted based on uniqueness of entry and suitability to the parade.
3. Specialty and equestrian unit participants must be suitably costumed to coincide with the entry.

All two-wheel/mini-4-wheel-vehicles may perform 2/s, 4/s, figure 8's, wedge or serpentine movements, provided the drill captain keeps his unit up tight and maintains the proper interval with the unit ahead.

I acknowledge that I have received and thoroughly read the above Parade Rules and Regulations. I agree to comply with them completely.

Signature of Participant

Date

Print Name

Title



Parade Application

Office Use: Approved Denied

Notified: _____

Fee attached:

Non-Profit (NP) - \$25

For Profit (P) - \$35

Additional Fee

Float Contest - \$25

Sponsoring Organization/ Business/Individual _____

Contact Person Title: _____

Address (staging instructions & access pass will be mailed here) _____

City _____ State _____ Zip _____ Phone (day) _____

Fax _____ Email _____

____ Non-Profit (\$25.00 must submit your IRS tax exempt letter) ____ For Profit (\$35.00 application fee)

____ civic/church (np) ____ government (np) ____ individual (p) ____ political (p)

____ scout (np) ____ school (np) ____ Business (p) ____ other _____

Brief physical description of entry (if the entry includes different divisions [i.e. banner, car/sound system, drill team] please list as they will appear in the parade) _____

Type of vehicle: ____ none ____ antique ____ convertible ____ tow vehicle ____ other _____

Type of entry: ____ float ____ marching/nonmusical ____ equestrian ____ specialty
____ pageant ____ car/car club ____ marching/musical ____ other _____

Will a banner be carried? ____ **YES** ____ **NO**

Wording on banner _____

Will a sound system or music be used? ____ **YES** ____ **NO**

Number of participants (estimated) _____

Do you wish to participate in the float contest? ____ **YES** ____ **NO** (\$25.00 application fee)

Write a brief narrative of the entry, what you would like the MC to briefly say about your entry. 50-word limit. (mention: who, why, theme, special slogan or message)

Length of Float _____

Type of Tow Unit _____

(Truck/ Tractor/ etc.)



Waiver of Liability/Hold Harmless

I know that participating in a parade (Fairburn Festival Parade) is a potentially hazardous activity. I should not participate unless I am medically able and properly attired. I also know that, (although police protection will be provided), there may be traffic on the Parade route. I assume the risk of participating in traffic. I also assume any and all other risks associated with this event including, but not limited to falls, contact with other participants, the effects of weather and the condition of the roads, all risks being known and appreciated by me. In addition, if my participation in the Parade includes the participation of an animal, I hereby represent and warrant that such animal is properly trained to participate in the Parade, and I assume all responsibility for such animal's participation in the Parade.

Knowing these facts, and in consideration of your accepting my participation in the Parade, I hereby for myself, my heirs, executors, administrators or anyone else who might try to claim on my behalf, covenant not to sue, and waive, release and discharge all sponsors of the Parade. This includes but is not limited to, the City of Fairburn, the Fairburn Festival and their respective affiliates. Which includes their agents, officers, directors, employees, contractors, successors and anyone assigned acting for or on their behalf from any and all claims, liability for death, personal injury, property damage of any kind or nature whatsoever arising out of or in the course of my participation in this event.

This release and waiver extends to all claims of every kind or nature whatsoever, foreseen or unforeseen, known or unknown. Minor participants will be accepted only with the signature of a custodial parent or legal guardian.

Accepted and agreed to this _____ day of _____, 20____.

Signature of Participant

Signature of Custodial Parent or Legal Guardian if Participant is under 18 years old.

Printed Name of Participant

Printed Name of Custodial Parent or Legal Guardian if Participant is under 18 years old.

Name of Participant's Business/Organization if applicable

Signature of Authorized Unit Representative

Date



Photography / Videography Release for Publication

I hereby authorize the City of Fairburn, Fairburn Fall Festival & Parade Committee, hereafter referred to as "City of Fairburn", to publish photographs or videos taken on October 1, 2016 of myself and/or the minor child or children listed below. This includes names and likenesses, for use in the City of Fairburn's print, online and video-based marketing materials, as well as other Government publications.

I hereby release and hold harmless the City of Fairburn from any reasonable expectation of privacy or confidentiality for myself and for the minor child and children listed below associated with the images specified above. Further, I attest that I am the parent or legal guardian of the child or children listed below and that I have full authority to consent and authorize the City of Fairburn to use their likenesses and names.

I further acknowledge that participation is voluntary and that neither minor child, or minor children, nor I will receive financial compensation of any type associated with the taking or publication of these photographs/videos or participation in government/company marketing materials or other Government/Company publications. I acknowledge and agree that publication of said photos/videos confers no rights of ownership or royalties whatsoever.

I hereby release City of Fairburn, its contractors, its employees and any third parties involved in the creation or publication of Government/Company publications, from liability for any claims by me or any third party in connection with my participation or the participation of the minor children listed below.

Authorization:

Printed Name: _____

Signature: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Relationship to Children: _____

Names and Ages of Minor Children:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____



Checklist Fairburn Fall Festival / Parade Application

Please use this checklist to verify that all forms are complete and returned for consideration.

_____ General Rules and Regulations

_____ Parade Application

_____ Waiver of Liability/Hold Harmless

_____ Photography / Videography Release for Publication

Sponsoring Organization/ Business/Individual _____

Contact Person Title: _____

Phone (day) _____

Email _____

Please submit this form with your package.

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OFFICE USE ONLY

Date Received _____ Date approved _____ Date denied _____

Comments: _____

City of Fairburn/Parade Entry
56 Malone St.
Fairburn, GA 30213

DEADLINE: Friday, August 26, 2016 by 5:00 p.m.

Float Competition Rules of Entry

1. All float entries should be built on a pick-up truck bed, farm wagon, flatbed truck or any other trailer deemed acceptable by the judges, but in no case smaller than a pick-up truck bed. The judged entry cannot be higher than 18 feet, measured upward from ground/street level. All floats must be completed by parade kickoff. Unfinished floats will be penalized. To be judged, a float entry must be representational of the parade theme and decorated in good taste.
2. All float entries will receive a number prior to parade day. The entry number must be displayed in six-inch (6") high numerals, plainly visible, on both sides of the float (entrant to supply their own printed number on entry). **All floats must display the group name.**
3. **All floats must be at the Fairburn Education Center Float Staging location by 8 A.M. on parade day, for line-up.**
4. All floats must be able to travel the entire parade route and may not, in any case, cause slowing or otherwise delay the parade movement. The entering party will be responsible for transporting the float to and from the parade in accordance with proper highway and safety codes.
5. The number of awards to be presented in each float category is contingent upon the number of entries. Winners in each category will receive a cash award (via a check).
6. Judging
 - a) There will be 2-3 judges.
 - b) Judging will be based on five areas of emphasis:
 1. Float Design & Safety
 2. Overall Appearance and the effect of the riders & costumes
 3. Depiction of Parade Theme
 4. Originality
 5. Utilization of Materials
 - c) Every judge will award floats up to 25 points for each of the five areas of emphasis in the judging criteria. The highest score possible for any float will be 300 points, or 100 points from each judge.
 - d) During tabulation the judges shall deduct from the cumulative score of any float 20 points for each of the following violations:
 1. Improper display of entry number
 2. Inappropriate and / or offensive behavior, attire or float decorations
 3. Entry name not included
 - e) Judging will occur while on the parade route.
 - f) All decisions by the judges are final.
7. The float competition will be held rain or shine. All floats should report to the float staging area by 8 A.M. at the Fairburn Education Center. Judging will occur along the parade route.
8. Floats must be electric or fuel driven and must have brakes and steering.

Please share all respective information with all participants (and parents, where necessary). It is strongly suggested that groups use car pools to help alleviate traffic congestion. A special shuttle bus service is provided from Open Word Christian Ministries on festival day. * No parking in staging area or parade route. Cars/vehicles may be towed and ticketed.