

## Instructions

### Parade Participant

Our annual theme is "Our American Heritage". This year's featured theme is "All Things Musical".

You will find the 2009 Fourth of July Parade application enclosed with this letter. All additional forms and permit requests required can be downloaded from our web site. As there have been many changes in the past years, we would like to inform you about what is needed to process your application.

Please fill out the application completely. The left side pertains to your group or organization. This contact information is very important. This should be the person in charge of your entry.

There are 2 check boxes, one for your **Release of Information** and one if your group is a **Registered Non Profit**.

The right side of the application describes your entry. These questions are very important to you and us. We use this information to properly place you in the parade line-of-march.

The reverse side is for your announcement information, please follow the instructions and complete this side of the form.

Please be sure to include a copy of your **certificate of insurance** if you are entering a vehicle. This includes the towing vehicle for a float, trailer, car or truck to contain sound equipment. If you are using an ATV or small powered cart or tractor, the driver's insurance card **must** be submitted. These items must be included with the application as we need to forward them to our insurance carrier.

All new units **must** attend an Entries and Float Workshop (see back cover for dates or [www.parade.org](http://www.parade.org)). Entries Workshops are open to all parade entrants, old and new alike. They are a great resource for ideas on the type of entry to put in the parade.

Need an Idea? We will show you or your group how to create an entry or build a float. Any amateur float can apply for a **\$200.00 first time builder's grant**, to be paid after competing in the parade. **All new float entries must attend one of our scheduled Entries Workshops**. The Peninsula Celebration Association has a limited number of float chassis available for rent. These are offered on a first requested, first allocated basis. If you are renting a chassis from us, download the rental form from our website, send in the completed form and check with your application.

If you are entering a float, you will need to obtain a **Float Fire Permit** issued by the fire department. The forms are available on our web site. These forms need to be completed and submitted to the Peninsula Celebration Association office by May 1<sup>st</sup> 2009. We will file your permit application with the fire department for you. Without this permit from the Fire Department, your float will not be allowed in the parade.

Vehicle entries (class 7) and miscellaneous entries (class 9) are limited. They will be selected from the pool of entries received.

As stated in our rules, no signs are allowed to be carried or attached to any person, vehicle or float. If you have a banner, it may only contain your group's name and location.

Please review the awards list and select the category that best meets your entries description. Rules of the Pacific Coast Judges Association and the California State Horsemen's Association will prevail. We reserve the right to correct or change the entered Class/Category as needed.

Our complete rules and parade procedures are on our website. Please download, read and review them with your group that will be participating in the parade.

Once your application is processed, you will be notified with a verification sheet. If you do not receive this within three weeks, please contact our office at 650/365-1825 or email [entries@parade.org](mailto:entries@parade.org).

You will be mailed a packet of information the third week of June with lineup position, maps and times.

Bill Anderson  
Regina Kipp  
2009 July 4<sup>th</sup> Parade Co-Chairmen