

# LEXINGTON'S FOURTH OF JULY FESTIVAL

## 2019 FOURTH OF JULY PARADE

### LEXINGTON KENTUCKY

### INFORMATION AND SPECIFICATIONS

PLEASE READ EACH ITEM - ESSENTIAL INFORMATION

#### DLP CONTACT INFORMATION

If you have any questions after thoroughly reading this information packet, please contact Laura Farnsworth, Senior Event Coordinator at 859-335-8640 or [laura@downtownlex.com](mailto:laura@downtownlex.com).

#### DATE & TIME

Thursday, July 4, 2019 at 2:00pm

#### ENTRY APPLICATIONS

- Groups must choose a primary contact who will sign this application and serve as liaison between the group and DLP. To avoid confusion and miscommunication, DLP will not accept correspondence from anybody other than this person. ONLY the primary contact may check in for the group on the day of the Parade.
- All entries must return COMPLETED ENTRY FORM, ENTRY FEE AND WAIVER FORM SIGNED BY ALL PARTICIPANTS BY FRIDAY, JUNE 28.
- **Payment is required at the time of application. No payments or applications will be accepted at the registration booth the day of the parade.**
- Mail entry paperwork to: **Downtown Lexington Partnership, Attn: 4th of July Parade, 316 West High Street, Lexington, KY 40507.**

DOWNTOWN LEXINGTON PARTNERSHIP RESERVES THE RIGHT TO REJECT ANY ENTRY AT ANY TIME FOR ANY REASON PRIOR TO OR DURING THE PARADE.

#### ENTRY FEES

- **Standard/Non-Profit Organization entry:** \$50 per entry.
- **Commercial/Business entry:** \$300 per entry. Any group which represents a business or organization that sells goods or services for a profit, regardless of size or number of employees. Any group which registers under the name of a business and/or displays a business name or logo on the entry.
- **Political Entry:** \$500.
- **Entries including more than 50 people will be charged an additional \$100.**
- **Equine Units, bands and veteran's groups** are excluded from fees and size restrictions – entry is FREE.
- Fees are non-refundable.
- Checks should be made payable to **Downtown Lexington Partnership**. For your convenience, we also accept Visa, MasterCard, American Express and Discover, which incur at \$2.50 service charge
- A \$35 fee will be assessed for any returned checks.

#### LINE-UP ORDER

You will receive your parade order number when you check in the day of the parade. We are unable to give out positions earlier due to the fact that there are often changes made at the last minute.

#### SAFETY REQUIREMENTS

- **Entries containing motorcycles and passenger vehicles** – due to safety concerns, we must insist that you agree not to rev the engine of the motorcycle/vehicle to full throttle, allowing it to reach its rev limit. We also will not allow entries to rev an engine or sound a horn causing excessive noise, which may cause alarm to spectators.

Additionally, any individual motorcycles attempting to do a “burn out” during the parade will be immediately discharged from the parade. Any unit that disregards this rule will be banned from future parades.

- **NOTHING MAY BE THROWN FROM THE PARADE UNIT. VIOLATIONS OF THIS RULE MAY RESULT IN BEING BANNED FROM FUTURE PARADES.** If you have items to give out (i.e. candy, literature, etc.), participants walking with the unit must move to the crowd to hand out these items. Spectators must be discouraged from entering the parade route for the safety of all. Please keep in mind that the parade maintains a constant speed, and all participants should be encouraged to stay with their unit, and not fall behind. In the past when participants fall behind their unit, a potential danger occurs as they must weave through moving vehicles and other units to catch up.
- Each person participating in the parade must sign the waiver form, with a parent/guardian signing for participants under the age of 18.
- Consumption of or possession of alcohol, drugs and/or firearms (other than arms required by authorized peace officers and military personnel) is prohibited during the parade participation. Possession of such items may subject the entire entry group to disqualification.
- It is requested that each entry have an adult spotter, other than the driver, to watch for any problems with participants/riders.
- Drivers of any vehicle or float must have the appropriate driver’s license and necessary insurance. Proof of either may be requested upon registration.
- All temporary seating should be at least 18 inches from all edges of the unit.
- Decorations around driver and prime mover should not impede the driver’s field of vision in any maneuvers along the parade route.
- Decorations of the prime mover should permit full ventilation of exhaust fumes, and substantial ventilation of engine heat.
- Vehicle entries may not perform maneuvers and must drive straight down the street.
- A fire extinguisher shall be placed in each vehicle or float entry if the entry contains any mechanical device or combustible material which may lead to fire.
- To ensure the safety of both participants and spectators, parade participants must make every effort to discourage spectators from coming onto the street and getting close to the parade vehicles.
- Downtown Lexington Partnership, and any other sponsor, assumes no liability for anyone participating in the parade.
- Absolutely **NO** stunting.
- Absolutely **NO** mini bike, trick bike or moped automobiles.

#### **PARTICIPANT PARKING**

- **Parking for participant personal vehicles** will be reserved in the Lexington Herald-Leader front parking lot. The best way to access this lot will be from Main Street to Indiana Avenue. Do not try to access the lot via Midland as Midland Avenue will be closed to vehicles that are not in the parade. Parade participants may also park on East Short Street, East Second Street, and Corral Street.
- **Parking for horse trailers** can be found on Eastern Ave. between Short Street and Corral Street. Horses may rest in the park at the corner of Short and Eastern (across from Thoroughbred Park) until they move to Midland Ave.

#### **PARTICIPANT CHECK-IN & LINE-UP**

- Upon arriving for the parade, the primary group contact must check in with the DLP. **ONLY** the primary group contact will be accepted for official check-in.
- The primary group contact will receive the group’s line-up number and a Parade Marshal will then direct the group to their place in the line-up along Midland Avenue.

## LINE-UP AND PROCESSION INFORMATION

- The staging area for the Parade will be on **Midland Avenue** between Main Street and Winchester Road. **All parade vehicles should enter Midland Avenue from Winchester Road in order to be headed in the right direction.** Participants will not be able to turn onto Midland Avenue from Third Street.
- Vehicles not in the parade, other than band buses, will not be allowed on Midland Avenue to drop people off. **ONLY PARADE UNITS** will be permitted on Midland Avenue. Entries should remain in the staging location until directed to move by a Parade Marshal.
- When moving in the parade, please maintain a steady rate of speed. The parade officially begins at the intersection of Main Street and Midland Avenue and continues West on Main Street to Mill Street. The parade will disperse at Mill Street.
- The review stand will be located on Main Street in front of the Fifth Third Bank Pavilion. **Dance, baton, gymnastics, cheer and pom squad entries may perform a quick routine (no more than 30 seconds) in front of the review stand. ABSOLUTELY NO STUNTS ARE ALLOWED. (No jumps, flips, somersaults or assisted lifts). Any group violating this rule will be banned from future parades.**

## EXITING THE PARADE ROUTE

- At the conclusion of the parade (**Main St. and Mill St.**) pedestrians and any people riding on a float may exit their formation; pedestrians need to move to the sidewalk in order to clear the streets.
- All vehicles or float entries should immediately exit the parade so the parade does not come to a stop behind your float. At the conclusion of the parade, officials with the Lexington Division of Police will direct units north, south, or east, depending solely on the street with the least congestion. Please be prepared to follow the directions you are given by the Division of Police following the conclusion of the parade to prevent a backup of entries.

## MOTOR POWER

Floats and other units may employ the use of Jeeps, vans, pick-ups, cars, wagons or other types of transportation vehicle. Any vehicle entered in the parade must be easily moved and in good working order. All vehicles in the parade must be able to attain sufficient speed as determined by Downtown Lexington Partnership and/or its representatives.

## VEHICLE AND PEDESTRIAN LIMITATIONS

Parade units may consist of no more than 10 vehicles per unit and up to 50 persons, regardless of age, riding on the unit(s) and/or walking alongside the unit for the basic entry fee. Entries including more than 50 persons must include a \$100 fee (see Entry Fees). **All persons** walking with or riding on an entry must sign (or have a parent or guardian sign) the liability waiver in order to participate.

## PUBLIC ADDRESS SYSTEMS

Public address systems or other types of broadcasting equipment or amplified sound equipment may be used within an entry. Use for commercial messages is prohibited. DLP and its agents reserve the right to modify this rule at any time leading up to and during the parade.

## EQUINE UNITS

All entries with horses should be prepared to clean (if necessary) the area where trailers are parked. **Entries must also provide own clean up control during the parade.**

## FLOAT STRUCTURE

The bed on which any float is constructed shall be sturdy and capable of carrying all loads imposed. Converted rubber tire farm wagons are acceptable; however, builders must be responsible for keeping tires up and for quick maintenance throughout the parade.

## **DIMENSIONS**

The **maximum length** of a unit towed by a single prime moving vehicle shall not exceed 55 feet beyond the length of the prime moving vehicle. The **maximum height** of any part of the unit shall be 13 feet and the **maximum width** shall be 12 feet.

## **LETTERING**

If part of the entry theme, lettering of any height is acceptable. Remember that your message has to be read by parade-watchers who are at least ten (10) feet away from your unit. Signs identifying sponsors shall be a maximum of eighteen (18) inches in height, with length proportional. **Advertising slogans or messages are prohibited.** Corporate logos are acceptable for business entries or sponsorship banners.

## **FLOAT RIDERS**

- All persons riding on the float entry must be in some way directly related to the entry group or the theme of the float.
- The number of persons riding on each float may not exceed a safe carrying capacity.
- Drivers and all persons riding on the float should have available means of a quick exit. Handholds or other support should be provided for all persons who are required to ride the float in a standing position.
- All walkers and those riding in the vehicle **MUST** sign a parade waiver. If a participant is less than 18 years of age, a parent or guardian **MUST** sign the parade waiver for the minor. Downtown Lexington Partnership, and any other sponsor, assumes no liability for anyone riding on a float entry.

## **FLOAT PROTECTION**

- Downtown Lexington Partnership **WILL NOT GUARANTEE PROTECTION OF ANY FLOAT.** Downtown Lexington Partnership and any other parade sponsor assume no liability for the protection of float or other entries due to vandalism or weather conditions.
- It is recommended that any group or organization provide their own maintenance and supervisory personnel and plastic or tarp covering in case of rain.
- No float or other entry may be brought to the parade line-up area until the day of the parade.

## **PARADE CONTROL**

- Downtown Lexington Partnership and/or its representatives will have supervision over the parade to ensure prompt and efficient movement and dispersal of the entries. The parade entry group is responsible for having the entry in working order. If the entry fails to meet any of the specifications listed in this document, Downtown Lexington Partnership in its sole discretion and without liability to the entry group may order an entry removed from the parade without refund.
- The Participant recognizes that the Lexington 4th of July Parade is a public event whose participants and viewers include persons of all ages. The broadcast of any music or message or any visual display containing obscene language from any float, vehicle or participant in the parade will not be accepted. Downtown Lexington Partnership will require any float, vehicle and/or participant broadcasting or displaying such music or messages containing obscene language to immediately cease such broadcast or remove such display or immediately cease participation in the parade. Any parade participant excluded from participating for this reason shall not be entitled to a refund of any portion of the parade entry fee.
- Vehicles must follow the directions of DLP and LFUCG personnel. Any driver not cooperating with parade staff or found violating any parade traffic rules may be subjected to discipline by an LFUCG traffic officer and may further subject their associated parade entry group to disqualification.

**LEXINGTON'S FOURTH OF JULY FESTIVAL**  
**2019 FOURTH OF JULY PARADE**

Thursday, July 4, at 2:00PM

**ENTRY FORM**

Please return this form with your entry fee no later than Friday, June 28. *PLEASE PRINT IN INK OR TYPE, WRITING MUST BE LEGIBLE. PLEASE FILL OUT THE ENTIRE APPLICATION, REGARDLESS OF PARTICIPATION IN PAST PARADES.*

Please direct any questions to Laura Farnsworth, Senior Event Coordinator, at [laura@downtownlex.com](mailto:laura@downtownlex.com) or 859-335-8640. Please mail the completed application, with payment to:

Downtown Lexington Partnership  
Attn: 4<sup>th</sup> of July Parade  
316 West High Street  
Lexington, Kentucky 40507

Or fax to 859-231-7333

Name of Group: \_\_\_\_\_

Primary Contact: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Entry fee enclosed (Please see definitions of categories in the Information & Specifications):**

- |                          |       |                                  |
|--------------------------|-------|----------------------------------|
| <input type="checkbox"/> | \$0   | Marching Band or Veteran's Group |
| <input type="checkbox"/> | \$50  | Standard/Non-Profit Organization |
| <input type="checkbox"/> | \$300 | Commercial/Business              |
| <input type="checkbox"/> | \$500 | Political                        |

Method of Payment:  Check  Credit Card *We accept Visa, MasterCard, American Express and Discover. There is a \$2.50 service charge for credit card use. There will be a fee of \$35 charged for returned checks.*

Card Number	Expiration Date	CVV2: (three digit code on back)	Billing Zip Code
Billing Address		Cardholder Signature	

**Please check all that apply:**

- |  |                                    |                                       |
|--|------------------------------------|---------------------------------------|
| <input type="checkbox"/> Float   | <input type="checkbox"/> Non-Float | <input type="checkbox"/> Band         |
| <input type="checkbox"/> Vehicles  | Number of vehicle(s): _____        | Indicate type(s) of vehicle(s): _____ |
| <input type="checkbox"/> Horses  | Number of horses: _____            | Indicate # of Clean-Up Crew: _____    |
| <input type="checkbox"/> Pedestrians (Walking/Dancing/Marching (non-band)) | Number of Pedestrians: _____       |                                       |

**How is your entry propelled?**

Truck

Tractor

Self-Propelled

Walking/Dancing/Marching

Horse/Animal

Other: \_\_\_\_\_

**Please indicate if amplified MUSIC or SOUND will be a part of your entry:**  Yes  No

**Please include a brief paragraph for the announcer to read as your unit passes by the review stand. Please write clearly.**

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**Please describe your entry.**

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I have read this complete application and the attached Parade Information and Specifications and understand all rules as applied to pedestrian, vehicle and float entries, and agree to abide by all rules and regulations including obtaining Waiver signatures from all participants. As the undersigned, I agree to function as the primary contact for the above named entry group and agree to promptly notify Downtown Lexington Partnership should the contact responsibilities be transferred to another person. I understand that failure to abide by the enclosed rules may disqualify my group from participation. I understand that all fees are non-refundable and that if, for any reason, my group is unable to attend the parade I will notify DLP immediately as a courtesy to the script and lineup preparation process.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**



**GROUP NAME:** \_\_\_\_\_

**PRINT NAME CLEARLY**

**MINOR**

**SIGN NAME OR PARENT'S NAME**

_____	<input type="checkbox"/>	_____
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\*\*You may make copies of this form, but please note that all entries containing more than 50 people must include an additional \$100\*\*