



**City of Annapolis**  
**Office of the Mayor**  
160 Duke of Gloucester Street  
Annapolis, MD 21401-2517

[SpecialEvents@annapolis.gov](mailto:SpecialEvents@annapolis.gov) • 410-263-7997 • Fax 410-216-9284 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

## **Annapolis Memorial Day Parade 2020** **Honor Our Fallen Heroes with Your Participation!**

Our Annapolis Memorial Day Parade is a patriotic recognition of those who made the final sacrifice serving our country. The Parade is a service to Annapolis by the Memorial Day Parade Committee and the City of Annapolis.

For the safety of our participants and for the purpose of honoring our fallen heroes, **these regulations will be enforced.** Please take a minute to review the Parade Regulations before submitting your entry form. All participants in the parade are expected to adhere to these regulations and failure to do so may result in ejection from parade participation.

### **Regulations**

1. **Date and time:** Monday, May 25, 2020, **10:00a.m. – sharp!**
2. **Cancellation:** In the event of *severe* rain, thunder, lightening, etc. the parade will be canceled and will not be rescheduled.
3. **Entry fee:** No entry fee is charged.
4. **Line up:** Parade units will be assigned placement by the Parade Committee. **Line-up begins at 8:30a.m.**
  - Units will be notified of their assignments via email. **We must have an email for line-up notification.** If we do not have an email, you will receive your line-up location the day of the parade.
  - The Parade Committee reserves the right to revise unit placement during parade line-up on Parade Day.
  - Units must keep to their assigned location during the parade, keep the parade pace and maintain no less than 30 feet (2 car lengths) between each unit.
5. **Route:** The staging area will be along Amos Garrett Blvd. Parking for non-parade vehicles will be Maryland Hall, 801 Chase Avenue. The parade will proceed through the City's Downtown area, beginning on Amos Garrett Blvd, making a right turn on West Street, proceed the **WRONG WAY** around Church Circle, down Main Street, turn left on Randall Street and the Parade will end at Market House.
  - Motorized units must proceed **PAST** Market House and proceed out of the area to disband.
  - Units on foot **MUST** turn right onto Dock Street and disband there.
6. **Registration:** Registration is by completion of the "Memorial Day Parade Entry Form." All Entry Forms must be received by the date noted on the form. Entry Forms may be submitted by email, fax or dropped at the address noted on the Entry Form. **All units MUST BE pre-registered.** Walk-up units will **NOT** be permitted to participate.
7. **Entries:** The Memorial Day Parade is open to many different units, including bands or music groups, color guards, floats, marching units, emergency vehicles, and any other unit that wishes to honor our fallen heroes with their participation.
  - All entries must be in good taste, suitable for a family event and show respect to other parade participants. Improper use of the American flag is strictly prohibited.
  - Signs carried or on other items or persons must be specifically related to honoring our fallen heroes. For example, you may say "XYZ Associates Honors our Fallen Heroes."
  - Elected officials or candidates for public office **CANNOT** wear campaign attire, buttons or other advocacy paraphernalia nor can campaign signage be used to decorate any float, vehicle or other items; nor can campaign literature be passed out while marching in the Memorial Day Parade.
  - Vehicle units agree to provide rides for veterans or other parade participants if requested. Each vehicle must be legally registered, insured and road safe.
  - Car clubs are welcome and are limited to ten (10) vehicles per entry. One entry form per club.

- All entries must keep moving and in line of march at all times. No exceptions. Units cannot stop along the parade route at any time or for any reason.
  - No items may be thrown from parade units. If you wish to hand out items, they must be approved in advance by contacting Special Events at [specialevents@annapolis.gov](mailto:specialevents@annapolis.gov).
  - Horses and dog units must clean up after the animals as the parade progresses.
  - No alcoholic or other intoxicating beverages or controlled substances may be consumed, carried, or possessed by parade participants during the event.
8. **Safety/Security:** Due to heightened security awareness, all vehicles are subject to search. No real weapons are permitted. Replica weapons must be noted on the Entry Form and **MUST BE APPROVED** by the Fire Marshal's office: 410-263-7975.

Please complete the enclosed Parade Entry Form and return it by **Monday, May 11, 2020**. **ENTRIES WILL NOT BE ACCEPTED AFTER THIS DATE.** Email, fax or mail your entry to: **Memorial Day – Parade Entry**

**Email:** [specialevents@annapolis.gov](mailto:specialevents@annapolis.gov)

**Mail to:** Special Events, 160 Duke of Gloucester Street, Annapolis, MD 21401

***We look forward to seeing you in the Parade!***

Felicia Nolan  
Development/Special Projects Coordinator, Office of the Mayor  
Phone: 410-263-7997



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## **Memorial Day Parade Entry Form** **Monday, May 25, 2020 – 10:00 a.m.**

Please return form no later than **May 11, 2020**.

**Please read the Rules and Regulations before submitting this entry form.**

Name of Organization/Unit \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Organization/Business Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Telephone, Day \_\_\_\_\_ Cell \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Number of Parade Participants \_\_\_\_\_ Number of Vehicles \_\_\_\_\_

Please give a brief description of what your organization will be doing in the parade (marching unit, color guard, float, display, horses and riders, motorized vehicles, etc.). This information is **very important** for the Parade Marshals in determining the appropriate order of lineup.

Special Note: The dimensions of floats and oversized vehicles is less important than the turning radius. However, there are a few particularly narrow streets along the route. Please plan accordingly.

Comments

**For more information, contact the Special Projects Coordinator, 410-263-7997 or [Specialevents@annapolis.gov](mailto:Specialevents@annapolis.gov).**



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## **Parade Safety Rules, Agreement & Certification**

### **Purpose**

The City's purpose in adopting these Parade Safety Rules, Agreement, & Certification (the "Rules") is to create a safe event for all applicants, participants and spectators who participate in parades within the City's jurisdiction.

The Applicant, as defined at the end of these Rules, and all its participants, including, but not limited to, all drivers, walkers, and performers (each a "Participant" and collectively, "Participants"), are required to review these Rules prior to submitting a parade entry and to sign these Rules indicating that they have read and understand these Rules, and that they and all vehicles are in complete compliance with these Rules before the parade begins, that they shall keep all vehicles and trailers in complete compliance with these Rules at all times during the parade, that they will obey all of these Rules at all times during the parade, and that they acknowledge the City's right to enforce these Rules at all times and in any manner the City deems advisable.

### **Rules**

1. Vehicle Licensing and Registration. Vehicles and trailers shall be properly licensed and registered with the state of Maryland.
2. Vehicle Maintenance. Brakes, wheels, tires, exhaust pipes, lights, horns or other sounding devices, and all other mechanical and electrical components of all vehicles, trailers and specialty vehicles, including, but not limited to, scooters, ATV's and segways, shall be in good condition and in complete legal working order. Brakes shall be in a condition sufficient to stop any vehicle in a quick manner, and with a loaded trailer as applicable. No extra gasoline may be carried on any vehicle or trailer at any time during the parade. Vehicles shall be capable of maintaining a minimum constant speed of ten (10) miles per hour.
3. Vehicle Servicing. All vehicles to be used in the parade, including those pulling trailers and self-propelled vehicles, shall be serviced for gas, oil, water, tire inflation and battery charging prior to reporting to the staging areas for the parade.
4. Towing. All trailer hitches and connections to a vehicle shall be in good condition and in complete legal working order on the date of the parade, and shall comply with all applicable laws and standards. Primary and secondary connections shall be appropriate for the normal and anticipated loads.
5. Vehicle Insurance. Vehicles licensed for highway use shall have proof of insurance in terms and coverage satisfactory to the City, and such proof shall be kept in the vehicle at all times on the date of the parade and presented to the City upon its request.
6. Vehicle Decorations & Driver Vision. Decorations shall not cover the exhaust pipe or be placed in a position where they may interfere with the exhaust system. Exhaust pipes shall clearly extend beyond all decorative materials on the vehicle and trailer. All decorations shall be made of fire retardant materials. Decorations shall be designed to allow the driver one hundred eighty (180) degrees clear vision to the front and sides of the trailer and vehicle. If one hundred eighty (180) degrees vision cannot be provided to the driver for any reason, one or more spotters with clear vision of all obstructed areas shall be in or on the vehicle or trailer at all times during the parade, and shall act as a guide for the driver. All vehicles, with or without an attached trailer, must be able to make a ninety (90) degree corner within two (2) traffic lanes.
7. Communication with Driver. One or more spotters shall be located on every trailer at all times during the parade, in order to immediately communicate with the driver of the tow vehicle about any problem or concern on or about the trailer that needs to be addressed.
8. Drivers. Drivers shall minimize abrupt starts and stops. Drivers shall maintain an adequate distance of at least five (5) seconds between other parade vehicles, and shall give special attention to maintaining a safe distance from all

walkers and performers. Drivers shall have a valid driver's license, which shall be kept in the vehicle at all times during the parade, and drivers shall be in competent condition to safely operate the vehicle on the date of the parade. No hot roding, hole shots, wheelies, or similar actions shall be allowed during the parade. Drivers shall not deviate from the City-designated parade route at any time or for any reason, unless expressly directed to do so by the City.

9. Performers. Performers shall keep up with the pace of the parade and the vehicles in the parade. Performers shall not act or perform in any manner that causes a temporary or permanent stopping or slowing of any vehicles in the parade.
10. Animals. Horses, dogs, cows, reptiles, and any other wild or domestic animals shall not be brought to or included in the parade, or in or on any vehicle or trailer in the parade, without the prior written approval of the City.
11. Riders. Children under thirteen (13) years of age shall be under constant adult supervision during the parade, and shall remain seated at all times when the vehicle is running, regardless of whether the vehicle is in motion or has temporarily stopped. Standing Participants on any vehicle or trailer shall have a device to hold, such as safety rails, barriers, or ropes, which are sufficient to prevent falling on or from the vehicle or trailer. No passenger shall cling to or ride on the outside of any vehicle at any time, regardless of whether or not the vehicle is in motion. Riders shall either remain properly inside the vehicle or on the trailer once the parade begins and at all times during the parade when the vehicle is running, regardless of whether the vehicle is in motion or has temporarily stopped.
12. Helmets. Anyone riding any type of motorcycle, 4-wheeler, bike, or other similar vehicle in the parade shall wear proper helmets at all times during the parade.
13. Fire Extinguisher. At least one 5-pound ABC fire extinguisher shall be carried in an easily accessible, easy to reach, designated location on the trailer or in the tow vehicle. Open flame displays, roman candles, fireworks and other similar items which may present fire risks or hazards are prohibited on all trailers and vehicles in the parade.
14. Generators. Generators shall not be used during the parade for any reason or at any time.
15. Electrical System. All electrical systems used during the parade shall be in good condition and in complete legal working order. No bare wires or exposed electric connections are permitted.
16. Alcohol and Drugs. There shall be no consumption of alcohol or smoking on any vehicle or trailer. No person operating a vehicle, trailer or other motorized vehicle in the parade shall be under the influence of alcoholic beverages or unlawful drugs of any type.
17. Give Aways. No objects shall be thrown from any vehicle or trailer during the parade. The Applicant, and its Participants, who wish to provide give aways shall have walkers along the edge of the sidewalk to hand out the give aways. Give aways shall be handed to individual spectators by the walkers, and shall not be thrown into any spectator areas.
18. Firearms. No person shall discharge firearms, noise makers, fireworks, or similar items at any time during the parade.
19. Safety Spot Checks. The Applicant and each Participant understand and hereby agree that the Applicant and its Participants are jointly and exclusively responsible for the safety and compliance of every vehicle and trailer driven, used and/or included in the parade, including the need to perform safety checks of such vehicles and trailers prior to and throughout the parade.
20. Non-Compliance. The City, including any member of the City Special Events Detail, which includes but is not limited to the Mayor's Office of Development/Special Projects, the City Fire Department, the City Police Department, and the City's Office of Emergency Preparedness and Risk Management, and any other designee or authority having jurisdiction over the parade, reserves the right in its sole discretion and at any time to issue a warning to the Applicant or its Participants, to order immediate correction of any non-compliance at any time before or during the parade, or to permanently and immediately remove from the parade any person, vehicle or trailer that fails to comply in any manner and at any time with these Rules. Failure to heed any warning, comply with these Rules, or correct any failure as ordered shall result in the City's immediate and permanent removal of such person, vehicle, and/or trailer from the parade, and may bar participation in any future parades or special events. The City shall have the right, in addition to any other available rights or remedies, to proceed at any time or from time to time to protect and enforce all rights and remedies available to the City, by suit or any other appropriate proceedings, whether for specific performance of any covenant, term or condition set forth in these Rules, or for damages or other relief, or proceed to take any action authorized or permitted under applicable law or regulations.

21. Other Safety Matters. The City reserves the right in its sole discretion, at any time, and by any member of the City Special Events Detail, which includes but is not limited to the Mayor's Office of Development/Special Projects, the City Fire Department, the City Police Department, and the City's Office of Emergency Preparedness and Risk Management, to review and require the Applicant and all its Participants to comply with the Rules and/or correct any additional matter(s) of safety not currently addressed in these Rules. Failure to comply with these Rules or correct any such additional matter(s) shall be deemed as and treated as a non-compliance, as described above in Paragraph 20 of these Rules.
22. City Contact. Questions about these Rules shall be directed to the Mayor's Office of Development/Special Projects by telephone at 410-263-7997.
23. Legally Binding. The Rules are a legally binding and enforceable agreement.
24. Governing Law. The Rules and its interpretation shall be governed by Maryland law. The venue for all actions pursuant to the Rules shall be the Courts of Anne Arundel County, Maryland.

**Applicant's Compliance Certification**

I hereby certify that this certification pertains to the \_\_\_\_\_ parade in the City of Annapolis to be held on \_\_\_\_\_, that I am duly and legally authorized to legally bind and make this certification on behalf of \_\_\_\_\_ (the "Applicant"), that I have personal knowledge that all persons participating in the parade on behalf of the Applicant, including, but not limited to, the Participants (i.e. all drivers, walkers, and performers), have read and understand these Rules and agree to unconditionally abide by these Rules, that all vehicles and trailers are at this time or will be in complete strict compliance with these Rules before the date of the parade, that all such vehicles and trailers shall be maintained in complete strict compliance with these Rules at all times during the parade, that all persons representing, assisting or participating with the Applicant will obey all of these Rules and acknowledge the City's right to enforce these Rules at all times and in any manner.

I, individually and on behalf of the Applicant and its successors and assigns, hereby forever release and discharge the City, its Mayor, Alderpersons, elected officials, officers, employees, and agents, and forever waive my right and the right of the Applicant, its successors and assigns, to initiate, make, file or demand any claim, cause of action, or legal proceeding, whether now known or later discovered, including but not limited to, any and all injury, loss, liability, damage, claim, cost or expense incurred by me or the Applicant as a result of, or arising out of or in connection with, the participation in the parade, whether caused by the acts or omissions of the City, its Mayor, Alderpersons, elected officials, officers, employees, and agents, directly or indirectly, and including but not limited to, the acts or omissions of other participants or non-participants in the parade.

**Signatures**

Authorized Agent of Parade Applicant

Printed name \_\_\_\_\_ Title \_\_\_\_\_

E-mail \_\_\_\_\_ Cell Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness

Printed name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



**Minor's Compliance Certification** (print multiple pages as needed)

I hereby certify that this certification pertains to the \_\_\_\_\_ parade in the City of Annapolis to be held on \_\_\_\_\_, that I am the parent and/or legal guardian of a minor who is voluntarily participating as a driver/walker/performer/other on behalf of \_\_\_\_\_ (the "Applicant"). In consideration for being allowed to participate in this parade, I hereby, on behalf of myself and my minor child, and all respective heirs, personal representatives and assigns, certify that I have read and understand these Rules, that I understand and hereby acknowledge the existence of and assume full responsibility for the dangers and risks associated with my minor child's participation in the parade. I agree to unconditionally cause my minor child to abide by these Rules, and to assume full responsibility for supervising my minor child at all times before, during, and after the parade in complete strict compliance with these Rules, and I acknowledge the City's right to enforce these Rules at all times and in any manner against myself and/or my minor child.

I, individually, and on behalf of my minor child, and our respective successors and assigns, hereby forever release and discharge the City, its Mayor, Alderpersons, elected officials, officers, employees, and agents, and forever waive my right and the right of my minor child and our respective successors and assigns, to initiate, make, file or demand any claim, cause of action, or legal proceeding, whether now known or later discovered, including but not limited to, any and all injury, loss, liability, damage, claim, cost or expense incurred by me and/or my minor child as a result of, or arising out of or in connection with, my minor child's participation in the parade, whether caused by the acts or omissions of the City, its Mayor, Alderpersons, elected officials, officers, employees, and agents, directly or indirectly, and including but not limited to, the acts or omissions of other participants or non-participants in the parade.

Participant's name	Date	Cell phone	E-mail	Signature

Witness \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_