



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

[SpecialEvents@annapolis.gov](mailto:SpecialEvents@annapolis.gov) • 410-263-7996 • Fax 410-216-9284 • TDD use MD Relay or 711 • [www.annapolis.gov](http://www.annapolis.gov)

## **Annapolis 4<sup>th</sup> of July Parade 2018** **Out Old-Fashioned Community Parade!**

Come join the fun! In addition to the traditional fireworks display, the **Annapolis 4<sup>th</sup> of July Parade Celebration** will continue our wildly popular old-fashioned community parade. This patriotic salute to our nation is always a crowd pleaser with thousands of viewers lining the route.

For the safety of all participants and for the purpose of honoring our veterans, **both the 4<sup>th</sup> of July Parade Regulations AND the City of Annapolis Parade Safety Rules, Agreement, & Certification shall be strictly enforced.** Please take a minute to review these regulations and rules (both included below) before submitting an entry form for this Parade. All participants in the Annapolis 4<sup>th</sup> of July Parade shall adhere to both sets of these regulations, and failure to do so may result in immediate ejection from Parade participation, in the City's sole and absolute discretion.

### **4<sup>th</sup> of July Parade Regulations:**

1. **Date and time:** Wednesday, July 4, 2018, **6:30 p.m. – sharp!**
2. **Cancellation:** In the event of *severe* rain, thunder, lightening, etc., as determined in the City's sole and absolute discretion, this Parade shall be canceled and shall not be rescheduled.
3. **Entry fee:** No entry fee is charged for this Parade.
4. **Line up:** Parade units for this Parade shall be assigned placement by the Annapolis 4<sup>th</sup> of July Parade Committee. **Line-up begins at 5:00 p.m. – sharp!**
  - Parade units will be notified of their assignments via e-mail, provided that the City has an e-mail address for your parade unit. If the City does not have an e-mail address, your parade unit will receive its assignment the day of the Parade.
  - The Annapolis 4<sup>th</sup> of July Parade Committee reserves the exclusive and absolute right to revise parade unit placement and/or line-up assignment at any time and for any reason prior to and through the date of this Parade.
  - Parade units shall keep to their assigned line-up location throughout and during the entity of this Parade, shall keep the Parade pace, and shall maintain no less than thirty (30) feet, approximately two (2) car lengths, between all other parade units. This obligation to maintain no less than thirty (30) feet between parade units is in addition to any other requirements specified in the City of Annapolis Parade Safety Rules, Agreement, & Certification.
5. **Route:** The staging area will be along Amos Garrett Boulevard. Parking for non-Parade vehicles will be Maryland Hall, 801 Chase Avenue. This Parade will proceed through the City's Downtown area, beginning on Amos Garrett Boulevard, making a right turn on West Street, proceeding the **WRONG WAY** around Church Circle, then down Main Street, turning left on Randall Street, and the Parade will end at the Market House.
  - All motorized parade units **SHALL** proceed **PAST** the Market House and out of the City's Downtown area to disband.
  - All parade units on foot **SHALL** turn right onto Dock Street and disband there.
6. **Registration:** Registration is by completion of the "4<sup>th</sup> of July Parade Entry Form" and the City of Annapolis Parade Safety Rules, Agreement, & Certification. All Entry Forms, and the accompanying City of Annapolis Parade Safety Rules, Agreement, & Certification, **SHALL** be received by the date noted on the Entry Form. Entry Forms, and the accompanying City of Annapolis Parade Safety Rules, Agreement, & Certification, may be submitted by e-mail, fax, or dropped at the address noted on the Entry Form. **All parade units SHALL BE pre-registered in order to participate in this Parade.** Walk-up parade units shall **NOT** be permitted to participate in this Parade.
7. **Entries:** The Annapolis 4<sup>th</sup> of July Parade is open to many different parade units, including bands or music groups, color guards, floats, marching units, emergency vehicles, comic arts, car clubs, novelty units, commercial or business entries, and political units. We welcome all groups and individuals to participant in this Parade so long as all such participants strictly comply with all applicable rules, regulations and laws. In the interest of presenting the finest entertainment to our spectators, all groups and individuals are encouraged to provide visual interest that is patriotic.

- ALL floats, vehicles, and other similar mobile items SHALL be decorated in a patriotic theme.
  - All entries and parade units shall be in good taste, suitable for a family event, show respect to other Parade participants, and contribute entertainment value to the patriotic theme of this Parade.
  - Car clubs are welcome in this Parade, but shall be limited to ten (10) vehicles/club cars per Entry Form with one (1) Entry Form per club.
  - All parade units and participates shall comply with all requirements in the City of Annapolis Parade Safety Rules, Agreement, & Certification.
8. **Safety/Security:** Due to heightened security awareness, all vehicles and all parade units shall be subject to search. No weapons of any kind or type shall be permitted. Any and all replica weapons that a parade unit wishes to include as part of this Parade shall be noted on the Entry Form and SHALL BE APPROVED in writing by the Fire Marshal's office: 410-263-7975 prior to inclusion in this Parade.

Please complete the enclosed Entry Form, and the accompanying City of Annapolis Parade Safety Rules, Agreement, & Certification, and return both no later than 4:30 p.m. on **Friday, June 22, 2018**. *ENTRIES FOR THE ANNAPOLIS 4<sup>th</sup> OF JULY PARADE SHALL NOT BE ACCEPTED AFTER THIS DATE.* E-mail, fax or mail your Entry Form and City of Annapolis Parade Safety Rules, Agreement, & Certification to: **4<sup>th</sup> of July – Parade Entry**

**E-mail:** [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 Annapolis 4<sup>th</sup> of July Parade!***

Felicia Nolan  
Development/Special Projects Coordinator, Office of the Mayor  
Phone: 410-263-7996



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**4<sup>th</sup> of July Parade Entry Form**  
**Wednesday, July, 4, 2018 - 6:30 p.m.**

Please return form no later than **June 22, 2018.**

**Please read the 4<sup>th</sup> of July Parade Regulations and the City of Annapolis Parade Safety Rules, Agreement & Certification before submitting this Entry Form.**

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

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

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

Address \_\_\_\_\_

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

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

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

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

Please give a brief description of what your organization will be doing in this 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 that 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, 410-263-7996 or e-mail address above.**



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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 \_\_\_\_\_

**Participant'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 participating as a driver/walker/performer/other on behalf of \_\_\_\_\_ (the "Applicant"), that I have read and understand these Rules and agree to unconditionally abide by these Rules, that all vehicles and trailers under my control, care, or supervision 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 under my control, care, or supervision shall be maintained in complete strict compliance with these Rules at all times during the parade, that I will obey all of these Rules and I acknowledge the City's right to enforce these Rules at all times and in any manner.

I, individually, and on behalf of my 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 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 as a result of, or arising out of or in connection with, my 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 \_\_\_\_\_

**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 \_\_\_\_\_