



# Windsor Day Parade

**Kiwans Club of Windsor, California**

**P. O. Box 1178 Windsor, CA 95492**

For more information go to [www.kiwaniswindsor.org](http://www.kiwaniswindsor.org)

Email at [parade@kiwaniswindsor.org](mailto:parade@kiwaniswindsor.org) or call 838-2130

## PARADE ENTRY INFORMATION

Parade is held each year on the Saturday, (8 days or 1 week, 1 day) before Mother's Day:

May 5, 2018

May 2, 2020

April 30, 2022

May 4, 2019

May 1, 2021

May 6, 2023

Parade line up begins at 9 am at the Staging Area located in the north parking lot at Windsor High School, 8695 Windsor Road, Windsor participants may be dropped off at the front of the high school at the horseshoe. The parade starts promptly at 10 am:

- To maximize your parade experience, read guidelines completely. The guidelines are designed to make the parade safe, enjoyable and entertaining for all.
- Be prepared on parade day. It is important to have everything you need, including water for your participants
- Non-compliance with the guidelines, will result in the cancellation of your entry and participation.

Parking is limited. Please carpool or arrange to be dropped off. Safety is a priority. **PLEASE** drive slowly and obey all instructions given by authorized parade coordinators, security, or police. Windsor Road, between Reiman Lane and Windsor River Road, will close promptly at **9 am**.

### General Rules for All Parade Entries

1. All entries should conform to the description on their application. Any changes must be submitted in writing with a copy of your Entry Application, no later than four weeks before the parade (**Friday, April 6, 2018**).
2. The Kiwanis Club Parade Committee reserves the right to change the category of the entry.
3. All entries are highly encouraged to support the Parade Theme with appropriate decorations and costumes.
4. This is an "all forward motion" parade. Performing groups should choreograph routines to maintain a forward motion at the parade pace. Slow motion or stopping is prohibited. Announcers are located at the Masonic Lodge at 371 Windsor River Road, and at the Grandstand located on McClelland Drive. Performances at both locations are limited to one minute (60 seconds). Performances running over the time limit may be disqualified from being judged. Each entry that includes sound or music must provide their own sound system.

5. All amplification must be noted on application and approved by the Kiwanis Club Parade Committee.
6. All entries will be judged at the Grandstand on McClelland Drive.
7. Parade entries can only compete in one category. Each entry will be judged on its overall presentation. The judge's decision will be final.
8. Only one motor vehicle per entry is permitted, except car and motorcycle clubs who may have up to 5 motor vehicles per entry.
9. Self-propelled groups may have up to 20 self-propelled vehicles per entry. Per the law, participants must wear helmets.
10. Equestrian groups are limited to 12 horses per entry.
11. All children five (5) years or younger must be accompanied by an adult in the parade.
12. Entries depicting violence, drugs, illegal activities or otherwise deemed inappropriate or in violation of the Guidelines will be disqualified from judging and will not be allowed in the line-up. **Entry fees will not be refunded.**
13. **PARADE PARTICIPANTS MAY NOT THROW ANY ITEMS FROM THEIR UNIT, FLOAT OR AUTO!!!** Walkers may distribute items to the audience at the curb but **must not encourage** the audience to leave the curb or move into the street.
14. Parade participants may not jump onto or off of any moving float or vehicle and may not interfere with any other unit in the parade.
15. Drivers of any and all vehicles in parade must have a valid driver's license and be at least 18 years old. **Proof of vehicle insurance must be submitted with the application.** Persons who appear to be impaired by drugs or alcohol will not be allowed to participate in the parade in any capacity.
16. Floats must have hand-holds or barriers to secure riders in the event of sudden stops or starts. Chairs or seating must be attached to float bed.
17. Floats must be constructed of fire safe materials and must carry fire extinguishers with a minimum rating 2-A, 10-B:C on the float in the parade.
18. The parade will be held, rain or shine. All entries must be prepared for rain or cold as well as sun and heat. Unless the Kiwanis Club of Windsor cancels the parade, all entries will be expected to perform and no entry fees will be refunded.

### **Special Rules for Special Entries**

- Floats and Vehicles: The maximum size of a float is 10 feet wide, 60 feet long (includes the truck and trailer) and 13 1/2 feet high. Traffic lights and sign overhang the parade route, so care should be taken not to exceed the height limit. A maximum of 12 walkers may accompany any float and hand out candy or other material.

- **THROWING CANDY OR OBJECTS FROM ANY PARADE PARTICIPANT IS STRICTLY PROHIBITED!!!**
- **Animals:** Livestock, reptiles, wild and domestic animals shall not be in the parade without specific identification on the application and approval of the Kiwanis Club Parade Committee. Entrants are responsible for immediate disposal of all animal waste along the parade route and in staging and disbanding areas. All entries involving animals must provide proof of current liability insurance with the application. Equestrian entries will be judged by California State Horsemen’s Association rules and a sanctioned judge.

**Entry Fee Schedule**

1. Entry fees are not refundable. Once an entry has been accepted into the parade line up, entry fees cannot be refunded.
2. Entry fees are as follows:
  - **Non-Commercial Entries** – all public or private academic schools, Town of Windsor, any other participating Town or City Emergency Services, Armed Forces (including veterans), and nonprofit organizations:

No Fee Required

*\*A nonprofit organization is one that is a 501(c)(3 or 4) tax-exempt organization. An academic school is one that offers academic programs for grades K-12. If you are uncertain if your club/group/organization qualifies for the Windsor Day Parade fee exemption, please contact us and provide a phone number at [parade@kiwaniswindsor.org](mailto:parade@kiwaniswindsor.org)*

- **Commercial Entries & All Others:**

\$25.00

**Mailing Forms and Fees**

**Fees and/or copies of registration and insurance certificates for parade vehicles must be received by the Kiwanis Club at least four weeks prior to the parade. We will not accept documentation on the day of the parade. Applicants who have not submitted documentation will be denied entrance to the staging area.**

After you have completed the Parade Entry Application, please mail your fees and/or registration and insurance certificates to:

Kiwanis Club of Windsor  
 P. O. Box 1178  
 Windsor, CA 95492

We cannot accept cash; all payments must be by check or money order made payable to “Kiwanis Club of Windsor”. Please postmark five business days before deadlines to insure timely delivery. Receipt after deadlines will require additional fees or possible exclusion from the parade.

## Parade Participant Information

Dropping Off Parade Participants at front of Windsor High School

A Notice will be sent to the contact person listed on the Parade Application. It is that person's responsibility to instruct all members of his/her parade group to the staging area and to obtain the appropriate number of vehicle passes for his/her group, if applicable

Parents who are dropping off children should carpool and arrange with their group leader how best to access the staging area. Drop off for individual parade participants will only be allowed in the "Drop Off" area in front of the high school. **Once the street barricades are installed, vehicles will not be allowed into the staging area unless displaying a "Vehicle Pass" and are participating in the parade. To ensure the safety of participants, drop off will not be allowed near the high school's North parking lot after 9 am.**

## Staging Area Map

Please review the Parade Order which will be sent to the participants. It contains entrant's placement in the parade and the area at the high school where you will be staged (subject to change on day of parade). Please check-in at the Information Booth as soon as you arrive at the staging area for last minute changes and obtain your Entry Number.

Line-up will begin promptly at 9 am. All parade vehicles are to approach the staging area from Windsor Road, south of the high school (via Shiloh Road or Reiman Lane). The high school map shows staging areas for different groups. Look for Kiwanis volunteers who will be in the area to direct traffic and help with staging. You are requested to stay with your group and, **promptly at 9:45 am**, be ready to move into parade formation as directed by a Kiwanis volunteer.

## Check-In

All group leaders for each entry must check-in at the Information Booth located in the North parking lot to receive an Entry Number which must be displayed in the right hand corner of the windshield or front of entry group. This designates your order and identification in the parade for announcing and judging purposes. The judging stand will be located along the Town Green side of McClelland Drive across from Lupe's Diner.

## Parade Route

The parade begins and ends at Windsor High School.

## Release and Hold Harmless

Your submission of the application form is evidence that you have read and agree to all the Rules set forth above and will abide by the decisions of the Kiwanis Club and judges. Furthermore, the submission of your entry indicates that, to extent allowed by law, you agree to release and hold harmless the Kiwanis Club of Windsor, the Town of Windsor, the Windsor Day Parade, the Kiwanis Club and their associates, employees, agents and volunteers from any and all liability for loss, damage or injury to person(s) or property, caused or relating directly or indirectly from participation in the Windsor Day Parade, or the occupation of any premises permitted to be used therefore.



**Windsor Day Parade**  
 Parade Entry Application  
 Saturday, May 5, 2018 – Downtown Windsor  
 Parade Steps Off at 10:00 AM

Theme: *It's a Small World*  
 \*\*\* Entry Deadline – Friday, April 6, 2018 \*\*\*

**ENTRANT INFORMATION**

This entrant is (check one box only)

- Commercial Business  
  Individual  
  Service Organization  
  Academic School  
  501(c)(3 or 4) Non-Profit  
  Other

Entry Name	
Organization Name	
Contact Name	
Contact Phone	
Contact Cell Phone with area code	
Email	
Address to mail Parade orders	
City, State ZIP	

**CHOOSE YOUR ENTRY CLASS**

Please select ONE entry from the following list.

<input type="checkbox"/> Antique or Classic Auto	<input type="checkbox"/> Equestrian	<input type="checkbox"/> Novelty
<input type="checkbox"/> Band – Other Non School	<input type="checkbox"/> Fire Truck/Emergency Vehicle	<input type="checkbox"/> Most Like Theme
<input type="checkbox"/> Color Guard	<input type="checkbox"/> Float Commercial	<input type="checkbox"/> Youth Organization
<input type="checkbox"/> Drill Team	<input type="checkbox"/> Float Non-Profit	<input type="checkbox"/> Other

SCHOOL BANDS (each school entry requires its own application)

<input type="checkbox"/> Elementary School	<input type="checkbox"/> Middle/Junior High School	<input type="checkbox"/> High School
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EQUESTRIAN CLASS

<input type="checkbox"/> Arabian	<input type="checkbox"/> Color Guard	<input type="checkbox"/> Working Western
<input type="checkbox"/> Authentic Novelty	<input type="checkbox"/> Fancy Dress Western	<input type="checkbox"/> Other

Equestrian Class, if Other	
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**INFORMATION ABOUT YOUR ENTRY**

Number of people In unit		Approximate length of entry (in feet)	
Person in charge At the Parade		Cell Phone #	

<b>MOTORIZED VEHICLES</b>	Does your unit have a motorized vehicles? <input type="checkbox"/> Yes <input type="checkbox"/> No         How Many? # _____ (no more than 5)
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**If YES, you are required to submit a photocopy of your vehicle insurance policy with this application.**

<input type="checkbox"/>	Car
<input type="checkbox"/>	Truck

<input type="checkbox"/>	Flatbed Truck
	Length

<input type="checkbox"/>	Vehicle with Towed Trailer
	Length

<input type="checkbox"/>	Other

<b>AMPLIFIED SOUND</b>	Does your unit include sound? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> soft <input type="checkbox"/> loud
	If using Amplified Sound, will use <input type="checkbox"/> During Parade <input type="checkbox"/> At Judge's Stand Only
Describe Music/sound	

### SCRIPT FOR ANNOUNCERS

Please provide pertinent background information about your entry. You may want to include the number of participants, etc. Please include names of individuals responsible (such as director, captain, etc.) and their titles. Should be 100 words or less.

### FEES, SIGNATURES & DEADLINE

Commercial & Non-Commercial - \$25.00\*\*

Applications will not be considered complete until fee is paid. The fee is **non-refundable**. Please make checks payable to "Kiwanis Club of Windsor".

Application Fee	Amount	\$	Check #	
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Organizations Eligible for Parade Fee Waiver

All public or private academic schools, Town of Windsor, any other participating Town or City Emergency Services, Armed Forces (including veterans), Windsor Day Parade Official Sponsors and 501(c)(3 or 4) Non-Profit..

Checking this box is evidence that you have read and agree to all the Parade Rules and will abide by the decisions of the Parade Committee and judges. Further, to the extent allowed by law, you agree to release and hold harmless Kiwanis Club of Windsor California, the Town of Windsor, the Windsor Day Parade, the Parade Committee and their associates, employees, agents and volunteers from any and all liability for loss, damage or injury to person or property caused or relating directly or indirectly from participation in the Windsor Day Parade or the occupation of any premises permitted to be used therefore.

For Parade Rules and more information, please visit the Kiwanis Club of Windsor's website at <http://kiwaniswindsor.org/parade>. or email to [parade@kiwaniswindsor.org](mailto:parade@kiwaniswindsor.org)

Signature		Date	
Title		Phone	

**Please mail this form by Friday, April 6, 2018, to  
Kiwanis Club of Windsor, P.O. Box 1178, Windsor, CA 95492  
Note on envelope "Parade Entry"**