

2009 MINNEAPOLIS AQUATENNIAL TORCHLIGHT PARADE UNIT MANUAL



Torchlight Parade, Wednesday, July 22nd, 2009, 8:30 PM

This manual is published by the Minneapolis Aquatennial to assist all participants, sponsors and workers in the understanding of the rules and regulations, policies and relationships that affect them. Please read this information before completing your application form. *The information contained in this manual is subject to change and the Minneapolis Aquatennial continues to revise this manual as necessary in a timely way to keep you informed.*

Minneapolis Aquatennial Parade Committee
Minneapolis Aquatennial Festival
81 S. 9th Street, Ste 260
Minneapolis, MN 55402
(612) 331-3807

WHAT IS THE MINNEAPOLIS AQUATENNIAL?

The Minneapolis Aquatennial is an annual festival that celebrates the beauty and vitality of Minneapolis, known as the "City of Lakes." This fun-filled summer celebration runs from July 17-26, 2009 and boasts more than 30 family events including the popular Torchlight Parade, Milk Carton Boat Races, Sand Castle / Sand Sculpture Competition, and the blazing Fireworks Finale Show.

The Minneapolis Aquatennial Parade Committee invites you to participate in the:
Minneapolis Aquatennial Torchlight Parade
Sponsored by CenterPoint Energy
Wednesday, July 22nd, 2009 at 8:30PM

The Torchlight Parade, Aquatennial's illuminated extravaganza, brings sparkle and fabulous entertainment to the heart of Minneapolis. Fantastic floats, marching bands and unique specialty units combine to transform an already beautiful downtown into a dazzling showpiece of excitement and color.

APPLICATION INSTRUCTIONS:

The following is all the information you need to apply for participation in the Minneapolis Aquatennial Torchlight Parade. **Even if you have participated in the parade in the past, please read ALL information carefully.** Requirements do change from year to year and it is the responsibility of each unit to comply. Past participation in any past Minneapolis Aquatennial Parades does not guarantee acceptance for the 2009 parade.

Unlike in the past, there will no longer be separate applications for a float unit and a specialty unit due to the structure change of the parade.

The following four items must be submitted by the application deadline to be considered for participation:

1. **A Completed Application Form**
 2. **Registration Fee** (*consult manual*)
 3. **Proper Insurance Papers** verifying adequate coverage (*consult manual*)
 4. **Photograph of Float/Specialty Unit** (*optional*)
- Deadline for all applications is **May 29th, 2009** (*received at the Minneapolis Aquatennial office.*)

All applicant responses will be mailed/emailed by **June 19th, 2009**.

GENERAL RULES AND REGULATIONS

- The Minneapolis Aquatennial Parade Committee will make its recommendations using your applications. If your unit, on parade day, is different or differs greatly from your application, your unit may be **dismissed** from the parade while still in the assembly area. No refund of registration fees will be given to the dismissed unit.
- Late applications will be placed on a standby list and, if necessary, reviewed in the order received by the Minneapolis Aquatennial Parade Committee.

DISTRIBUTION OF MATERIALS FROM THE UNIT

- No samples or materials of any kind can be **THROWN, TOSSED, presented, given or otherwise distributed from the Unit while on the parade route.** Items may only be **HANDED** out by walkers behind the crowd line.

ORDER OF APPEARANCE

- The Minneapolis Aquatennial Parade Committee will determine the order of appearance for the Units in the Minneapolis Aquatennial Torchlight Parade. The order is determined to establish variety, as well as best utilization of the participants. This order will also not be given out prior to your arrival on parade day.
- Your appearance spot may be altered or canceled if your arrival in the assembly area is not at the time established in your acceptance packet.

CODE OF CONDUCT

- Individuals and organizations participating in the Minneapolis Aquatennial Torchlight Parade are expected to perform courteously, in good taste and with safety in mind at all times during the assembly, execution and dispersal of the parade.

PARTICIPATION WAIVER

- One person in your unit must sign and return the waiver form provided in the application packet prior to parade day. A maximum of SEVEN (7) people, excluding the vehicle driver, are allowed on the unit (variance may be granted upon request).

VEHICLES

- All drivers must be licensed and adequately trained to drive their assigned unit.
- Vehicles are encouraged to be illuminated to add and go along with the Minneapolis Aquatennial Torchlight Parade theme.
- **Tow vehicles should be decorated to accent and compliment the unit.**

ALCOHOLIC BEVERAGES

- **NO alcoholic beverages** of any kind will be allowed on or with the unit. The consumption of any alcoholic beverage by any participant is strictly prohibited. Violators will be prosecuted by the Minneapolis Police Department under Minnesota State Statutes 169.121: Driving Under the Influence. If this happens, the unit will be pulled and towed from the parade, and the operator will also be arrested. The insurance company will be informed, and the unit will not be asked back by the Minneapolis Aquatennial. *(Note: The Minneapolis Aquatennial will not issue any refunds if your unit is not allowed to participate or is removed from the parade route.)*

LIGHTING

- All units that appear in the Minneapolis Aquatennial Torchlight Parade must incorporate the use of lights wherever possible. This includes portable lights or lighting for costumed marchers and equestrian unit as well as lighting for the vehicles.

TOWING LIABILITY

- As part of the parade operations, the Minneapolis Aquatennial will have tow trucks available at designated locations along the route.
- In case of breakdown, a tow truck will be used to complete the line of march with the damaged unit. Any towing beyond the dispersal area will be the responsibility of the unit/organization.
- If the breakdown prevents the forward movement of the entry, the unit will be removed from the parade route at the nearest intersection.
- Any liability for the cost of towing unit after breakdown **will not** be paid by the Minneapolis Aquatennial, but will be billed directly to the person or association responsible for the unit.

ASSEMBLY AREA

- Once the unit is in position in the line-up area, the driver must be in attendance at all times and available to move the unit as necessary.
- Your unit should report to the assembly area **two (2)** hours prior to the parade start time. This information will be mailed along with your acceptance notice prior to the festival as to the time and location for your arrival.
- Unit support vehicles such as cars, buses, trucks, and trailers must be promptly unloaded and proceed to the dispersal parking area. No support vehicles will be allowed in the parade.

PARADE MOVEMENT

- The Minneapolis Aquatennial Parade Committee has worked very hard to make sure that the parade route is free of interruptions; therefore, units will **NOT** be permitted to stop and perform. All maneuvering, choreography, and marching styles must be performed while moving forward. Any special effect drills that comply with the above statement must also be executed at a speed necessary to maintain the specified distances between parade units.
- Any unit violating parade movement requirements will not be considered for future Minneapolis Aquatennial parades.
- **All units that incorporate walkers, the Minneapolis Aquatennial Parade Committee asks that the walker must be no younger than 10 years of age. If the committee finds out there are kids under the age of 10 years of age walking, they will be asked to either be incorporated on a moving float or be asked to not participate in the parade.**
- There is also to be no strollers or wagons in the parade.

DISPERSAL AREA

- **Continue moving throughout dispersal until a parade marshal shows you where to stop. No exceptions.** Unit members returning to the assembly area after completing the parade should walk behind the line of march. Hennepin County paramedics will be on hand if any of your members require first aid at the parade finish. ***Your cooperation in this busy area will be expected!***

INCLEMENT WEATHER POLICY

- Should inclement weather occur prior to the parade, festival officials will determine if it is sufficiently severe enough to cancel or delay the parade.
- You may decline to march your unit when weather threatens to damage uniforms, props or instruments.

- The Minneapolis Aquatennial Parade Committee plans to proceed with the parade, rain or shine. We request that you make provisions for foul weather, and we **will not** refund registration fees due to inclement weather.

REGISTRATION FEES FOR 2009

- All units in the parade must pay a registration fee to cover, in part, the cost of the processing and handling of the applications.
- Your payment **MUST** accompany your application. **THIS REGISTRATION FEE IS NON-REFUNDABLE unless the Minneapolis Aquatennial Parade Committee does not accept your entry.** Applications without registration fees included will not be accepted.
- If your unit is not accepted into the parade, your check will be returned to you.

TORCHLIGHT PARADE

- **\$95** Registration fee for all non-commercial units (community and non-profit organization entries). **There will be a \$25 fee added on to any late units that we accept.**
- **\$900** Registration fee for all commercial units (any unit that advertises through means of radio, television or printed form, either newspaper or magazine, billboard or via the mail; including all major businesses and corporations). **There will be a \$50 late fee added on to any late units that we accept.**
(Please note: Sampling fees are not included in the \$900 registration fee for commercial units. If your organization wishes to distribute literature, premiums, etc. along the parade route, please contact Phil Disch at phild@downtownminneapolis.com for additional pricing information).

INSURANCE

- All applicants **MUST** provide **Comprehensive General Liability (CGL)** insurance having a combined single limit of no less than \$300,000, covering bodily injury, personal injury and property damage. In addition to the CGL, the applicants must provide automobile insurance with minimum limits of \$100,000 per person, \$300,000 for bodily injury and \$100,000 property damage, for all motorized units. **An insurance certificate verifying the above limits MUST be sent with the application to the Minneapolis Aquatennial office.** The insurance certificate **MUST** contain the following provisions:
 - A) Additional Named Insureds** – Marketing Minneapolis LLC (81 S. 9th Street #260, Minneapolis, MN 55402) and CenterPoint Energy (PO Box 4567, Houston, TX 77210-4567) are to be named as additional insureds with respect to any liability arising from the applicant's participation in the Minneapolis Aquatennial on both the CGL and automobile policies.

B) **Cancellation Clause** - The insurance certificate shall state the policies certified will neither be canceled nor reduced in limits without a 30-day notice delivered by certified mail to the Minneapolis Aquatennial, Produced by Marketing Minneapolis LLC, 81 South Ninth Street, Suite 260, Minneapolis, MN 55402.

- In addition to the insurance requirements, all applicants must sign a **Hold Harmless Agreement** with Marketing Minneapolis LLC, proud producers of the Minneapolis Aquatennial. **All information must be turned in with your application form.**

MEDICAL

All PARTICIPANTS must have a completed **PERMIT FOR EMERGENCY TREATMENT**. This form is for the welfare and the overall safety of your participants, riding or walking. These forms provide a quick and concise medical history, and should be readily available to emergency personnel if necessary. If a member of your unit's staff notices that a person appears ill, they should have him/her drop out of the parade and obtain assistance. A unit member should stay with the participant receiving medical treatment. Medical personnel will decide when the person is to be released or transported to a medical facility for further treatment.

JUDGING

Judging will take place prior to the parade by qualified judges who have no connection to Marketing Minneapolis or to any parade participants. Judging begins approximately 3 hours prior to the start time for the parade (5:30 p.m.). **To qualify**, units must be in proper position and ready for judging at this time. Costumed participants must be on the float during the judging, but may wait nearby provided they are quickly available during the judging period. Drivers must also stand by for operation of any lights and animation. Final results will be announced just prior to the parade start and award banners will precede the winning units. If a float is late due to circumstances beyond the control of the community/sponsor (i.e. accident during transportation), judges will be notified and accommodations will be made to judge the unit if possible. This exception does not include equipment breakdown or late departure. All judges' decisions are final.

DISTRIBUTION OF MERCHANDISE

Distributing advertising materials or political materials by parade participants is prohibited. Parade participants are prohibited from signing autographs along the parade route.

Units will not be accepted on behalf of any political party, unless it is the Democratic Party (DFL), Republican Party (GOP), or an independent/third party who is eligible for federal matching campaign dollars. Applications will also not be accepted for any crusading movement of a general controversial nature.

PHYSICAL GUIDELINES -UNIT CONSTRUCTION

DECORATIONS

- The Minneapolis Aquatennial requires that all units be covered with material that will hold up under adverse weather conditions. These materials may include: natural growth, flowers, plants, grass, moss, vinyl floral sheeting, enamel paint, webbing or rubberized materials.

- Units shall be constructed and decorated offering viewing from either side as equally appealing to the eye.
- The Minneapolis Aquatennial encourages the use of colorful costumes, choreography and unique themes in all units.
- All signs should be of high quality and easily read.
- Consideration should be given to using flame retardent materials whenever possible.
- **NO PYROTHECHNICS of any kind are allowed to be used on the float or line of march.**

LIGHTS

- **All units that appear in the Minneapolis Aquatennial Torchlight Parade must incorporate the use of lights wherever possible.**
- Any electrical wiring for participants must be UL approved and in good conditions.
- All connections must be made of approved electrical boxes or devices and all electrical circuits must be properly fused.

MUSIC

- If a unit requires music, it must be presented in a distinguished mobile unit or in a decorated, hand-drawn or small engine powered unit.
- Music should be complimentary to the unit and not disruptive to the audience or other participants. Please have consideration for other units with music in the parade, if your units music is too loud, other units cannot be heard. This is also true when passing the announcing stand, if music is too loud, viewers sitting in this bleacher section cannot hear the units description.
- The Parade Marshals reserve the right to control the level of the sound coming from your unit.

UNIT DIMENSIONS

- Units **MUST NOT** exceed 20 feet in width and maximum unit length is 55 feet.
- Units **MUST NOT** be taller than 13 ½ feet in height (there are overhead obstructions along the route). Units with parts that are taller than the 13 ½ foot requirement must be able to be lowered in a quick and efficient manner.

FRAME

- All parts of a frame must be high enough or low enough to clear surfaces and obstacles to and from the parade assembly area through the dispersal area (i.e. curbs, islands, skyways, bridges).
- All parts of the fully decorated units must clear the ground by a minimum of ten inches, with the exception of fringe.
- All flooring must be strong enough for all riders.

DOLLY AND WHEELS

- Sufficient wheel and dolly clearance must be incorporated so that no interference with the chassis or any associated structure can occur during the mode of float operation.
- Dollies should be no less than ten inches in diameter and four inches in width.

MECHANICAL EQUIPMENT

- Engines must be in good mechanical condition with accessories in working order.
- Radiators must have adequate air circulation, be permanently installed, and kept filled through the completion of the parade.
- The exhaust manifold must be vented through a leak-proof pipe projecting beyond the unit apron.
- No flammable materials may be near exhaust lines, whether exposed or enclosed.
- All wiring, fuel, and brake systems must be securely fastened so that they are not inadvertently worn or crushed.
- Uncovered engines must be clean and painted to blend with the unit's decoration.

VEHICLES

- Units accompanied by small engine powered or other fully decorated accessory units will be considered.
- Support vehicles will not be allowed unless they are included in the application and approved.
- If a generator is on a two-wheeled cart as part of the unit or attached to a trailing unit, all restrictions apply that would apply to the main unit assembly for safety reasons.

GASOLINE TANKS

- Gasoline tanks must be well fastened and filled prior to the start of the parade and gasoline caps must be vented.

UNIT ELECTRICAL

- Wire and lighting devices must be of sufficient capability for the use intended for them on the unit.
- Wiring should be properly secured to avoid mechanical damage and injury to unit, riders and other participants.
- All connections must be made of approved electrical boxes or devices.
- All electrical circuits must be properly fused.

STEERING

- All extended steering must be braced every 36 inches and the steering column must be adequately secure at the top and bottom.
- A turn radius of 45 degrees (left and right) is mandatory.

BATTERIES

- If a 12-volt battery is required, the battery must be grounded to the engine.
- Each unit must have immediate access to a spare battery and a set of jumper cables (if applicable)

BRAKES

- Separate hydraulic brake and emergency brake systems are required.
- Mechanical brakes are acceptable when they are standard on the equipment being used, provided such equipment is deemed to be safe and adequate.

PORTABLE GENERATORS

- Portable generators used in conjunction with unit lighting must be securely mounted on a vehicle or other substantial base. A minimum of 12 inches clearance must separate any part of the generator from combustible material.
- Generators must be equipped with firmly attached metal exhaust blinds that terminate either into a common exhaust serving both vehicles and generator or to the exterior of the unit in the same manner as the vehicle exhaust.
- If a generator is on a two-wheeled cart as part of the unit or attached to a trailing unit, all restrictions apply that would apply to the main unit assembly for safety reasons.

TIRES

- Each unit must have at least one mounted spare tire available. Tires should not rub any part of the frame when making turns.

FIRE EXTINGUISHER

- At least one four-pound dry chemical or one 10-pound carbon dioxide fire extinguisher must be placed within easy reach of the driver of the unit.

TOW CONNECTIONS

- All towing connections between towing unit must have adequate safety couplings. Sharp or pointed edges shall not be left exposed on any part of the unit.

INSPECTION

- All units are subject to safety inspections prior to judging. Any errors or omissions not corrected by the final safety inspection may cause a unit to be dismissed from the parade and/or be ineligible for judging.

TOW VEHICLE

- Tow vehicles should be completely free of rust and dents or they must be covered completely.
- Driver Compartment - The driver must be provided with a safe, comfortable and secure seat. The driver compartment must be adequately lighted and ventilated (to remove fumes and heat), and must have an entry - exit hatch that permits rapid access.
- Visibility - The driver should have perfect visibility of the road ahead. If the unit design does not permit adequate visibility, an observer with an adequate two-way communication system must be used.

SAFETY

- Seat belts and safety railings must be incorporated into the unit for the driver and each rider, whether sitting or standing. Floorings must be strong enough to safely hold all riders.
- No sharp projections that might result in eye or other injury may be present above the perimeter of the unit from ground level to seven feet above the ground.

VARIANCE REQUESTS

- All variance requests of the unit regulations must be made by the community/organization 30 days in advance of the parade and be approved by the Minneapolis Aquatennial Parade Committee. A variance is granted on the merits of each specific proposal and does not establish a precedent.

EQUESTRIAN UNIT GUIDELINES

- **Coggins Requirement** – As of September 1, 1998, Minnesota law requires that any and all equines that come together for public display (i.e. parade) must have a current negative Coggins Test. (MN Rule 1715.0125)
- **Proof of Negative Coggins Testing must be provided before parade day.**
- A test is not required for suckling foals accompanying a negative dam.
- All Equestrian units must come prepared to clean up after themselves on the route.

CANINE UNIT GUIDELINES

- **Rabies Vaccination Requirement** – Minnesota law requires that any and all canines must have a current certification of rabies vaccination.
- **A copy of current rabies certificate must be provided on or before parade day.**
- **Minneapolis Ordinance 64.50** – All dogs in a public place must be effectively restrained by chain or leash not exceeding eight (8) feet in length and any person having the custody or control of any dog shall have the responsibility for cleaning up any feces of the animal and disposing of such feces in a sanitary manner.



Questions? Email the committee at aquatennialtorchlight@gmail.com



Minneapolis Aquatennial Torchlight Parade
2009 Unit Application - Due May 29th, 2009

THE MINNEAPOLIS AQUATENNIAL PARADE COMMITTEE WILL SEND LETTERS OF ACCEPTANCE BY JUNE 19th, 2009.

- => Application must be COMPLETE in order for your unit to be considered for acceptance in the Minneapolis Aquatennial Torchlight Parade.
=> A photo or sketch is encouraged be enclosed for your Unit to be considered. Please provide a photo that emphasizes the lighting on your float.

(Contact information filled out on the application should be information that the committee can use to contact that person up until parade day for any reason.)

REGISTRATION CLASSIFICATION: Non-Commercial Commercial

Official Unit Name:

Name of Sponsor:

Main Contact:

Address:

City: State: Zip:

Daytime Phone: Home Phone:

Fax Number: E-mail:

UNIT DESCRIPTION

Is your Unit self - built? YES NO Number of Parades participated in:

Number of Horses (Equestrian Entries Only)

Number of People: Riding Marching Other

Length (with tow unit) Width Height

MUSIC with your float? None Live Recorded (What is it?)

Description of Music (instrumentation, group, etc.)

Description of Lights

Activity of Participants

Description of costumes

Describe Tow Vehicle Used Leased/Rented (Y/N)

INSURANCE

Insured by Policy Number

(A Certificate of Insurance naming Marketing Minneapolis, LLC and CenterPoint/ Minnegasco as additional insureds must be attached.)

RELEASE FORM

In consideration of my participation on any of the events produced by Marketing Minneapolis, LLC., I hereby freely agree to and make the following contractual representation and agreements. I fully realize the dangers of participation and assume the risks associated with participating in these events.

I hereby waive, release, and discharge for myself, my heirs, executors, administrators, legal representatives, assigns, and successors in interest (hereinafter collectively "successors") any and all rights and claims which I have or which may hereafter accrue to me against the sponsors of the parade, Marketing Minneapolis, LLC., the City of Minneapolis, Hennepin Country, State of Minnesota, the parade organizer and any promoting organization(s) including event sponsors, property owners, law enforcement agencies, all public entities, special districts, and properties (and their respective agents, officials and employees) through or by which the parade will be held for any and all damages which may be sustained by me or my property, directly or indirectly in connection with, or arising out of, my participating in or association with the event, or travel to or from the event.

I agree that it is my sole responsibility to be familiar with the event, and any special regulations for this event. I understand and agree that situations may arise during my participation, which may be beyond the immediate control of the parade's officials or organizers, and I must continually participate so as to neither endanger myself or others. I accept responsibility for the condition and adequacy of any equipment. I have no physical or mental condition, which to my knowledge would endanger others or myself if I participate in this event, or would interfere with my ability to participate in this event.

I agree, for myself and my successors, that the above representations are contractually binding, and are not mere recitals, and that should I or my successors assert my claim in contravention of this agreement, I or my successors shall be liable for the expenses (including legal fees) incurred by the other party or parties in defending, unless the other party or parties are finally adjudged liable on such a claim for willful and wanton negligence. This agreement may not be modified orally, and a waiver of any provision shall not be construed as a modification of any other provisions herein or as consent to any other provision herein or as consent to any subsequent waiver or modification.

PARENT OR GUARDIAN of a minor: I, as a parent or guardian of the below named minor, give my permission for my child or ward to participate in the float appearance, and further agree, individually and on behalf of my child or ward, to the terms of the above.

Participant Signature (Please print and sign name)

Date // _____ Age

Parent/Guardian Signature - If Minor (Please print and sign name)

HENNEPIN COUNTY MEDICAL CENTER
AMBULATORY AND EMERGENCY SERVICES
701 PARK AVENUE SOUTH
MINNEAPOLIS, MN 55415

THIS FORM MUST ACCOMPANY THE PARTICIPANT DURING THE
MINNEAPOLIS AQUATENNIAL PARADE

PERMIT FOR EMERGENCY TREATMENT

Full Name: _____

Date of Birth: _____

Medication Allergies: _____

Other Allergies: _____

Past Medical History (surgical, hospitalization, serious or chronic illness):

Is the person on medication? (Continuous/Intermittent): _____

Last Tetanus Immunization - Date: _____

Primary Physician/ Health Plan: _____

City: _____ Phone: () _____

Insurance Company: _____ Policy #: _____

I hereby request and permit that the Emergency Room Physician and any other physician the Doctor may wish to designate and their hospital personnel to render to the above name patient any Medical and/or surgical treatment he/she may require in my absence. I understand that any expenses incurred (ambulance, ER, surgical, etc.) with this treatment are the responsibility of the undersigned.

_____ on _____
(Name of event) (date)

Signed: _____

Print Name: _____

Relationship to patient: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ DAY () _____ Evening