



## Minneapolis Aquatennial CenterPoint Energy Torchlight Parade Manual

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 online application form. Specific Marching Band Information found on final page of manual.

*The information contained in this manual is subject to change.*

### Minneapolis Aquatennial CenterPoint Energy Torchlight Parade

Wednesday July 18 at 8:30 pm – 10:30 pm

#### INSURANCE:

- All applicants must provide **Comprehensive General Liability (CGL)** insurance having a combined single limit of no less than \$500,000, covering bodily injury, personal injury and property damage.
- Applicants must provide proof of automobile insurance with minimum limits of \$100,000 per person, \$300,000 for bodily injury and \$100,000 property damage, for all motorized units.

The insurance certificate must contain the following provisions:

- A) Certificate Holder** – Marketing Minneapolis, LLC & address (81 S. 9<sup>th</sup> Street #260, Minneapolis, MN 55402) should be listed as the certificate holder.
- B) Additional Named Insured** - 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 additionally insured with respect to any liability arising from the applicant's participation in the Minneapolis Aquatennial on both the CGL and automobile policies.
- C) 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.

**Applications who do not provide a certificate verifying the above provisions prior to June 22<sup>nd</sup> will not have their application reviewed or be permitted to participate.**

#### WAIVERS:

- Every person participating in the parade must sign a waiver. Those under the age of 18 must have a parent or guardian sign the waiver as well. Waivers can be found at [www.aquatennial.com](http://www.aquatennial.com) and can be turned in at parade check-in.



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### REGISTRATION:

- All units in the parade must pay a registration fee.
- Payment **MUST** accompany the application. **THIS REGISTRATION FEE IS NON- REFUNDABLE unless the Parade Committee does not accept your entry.** Applications without registration fees included will not be accepted.
- If a unit is not accepted into the parade, the registration fee will be refunded.

Unit Type	Registration	Fees for Applications Submitted After May 26 <sup>th</sup>
<b>Non-Commercial Units</b> (Non-Profits & Community Groups)	\$100	\$150
<b>Commercial Units</b> (Corporations or Businesses)	\$950	\$1,000

### SAFETY:

- If a member of the 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 marcher receiving medical treatment. **Medical personnel** will decide when the person is to be released or transported to a medical facility for further treatment.

### INCLEMENT WEATHER POLICY:

- Safety of all participants is a top priority to the Minneapolis Aquatennial, should inclement weather occur prior to the parade, the Minneapolis Aquatennial CenterPoint Energy Torchlight Parade Committee will determine if a cancellation or postponement of parade is necessary.
- The Minneapolis Aquatennial CenterPoint Energy Torchlight Parade will proceed, RAIN or SHINE. Any unit may decline to march, however, registration fees are non-refundable due to inclement weather.

### CODE OF CONDUCT:

- Individuals and organizations participating in the Minneapolis Aquatennial CenterPoint Energy 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.

### 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 unit as necessary.
- Units should report to the assembly area two (2) hours prior to parade start time. Time & location for arrival will be included in an acceptance packet.
- Unit support vehicles such as buses, trucks, and trailers must be promptly unloaded and proceed to the caravan parking area within 15 minutes. They will proceed with a motorcade lead caravan of buses down to the dispersal area for parking.  
**Support vehicles are not permitted in the parade.**



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### PARADE MOVEMENT:

- 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.
- The Minneapolis Aquatennial CenterPoint Energy Torchlight Parade Route Marshals will control the pace of the parade. Please cooperate with their experienced requests, failure to do so can result in being removed from the parade and/or stipend will be forfeited.
- All walkers with a unit are required to be at least 10 years-of-age. Those under the age of 10 will be asked to ride on the unit or not participate in the parade.
- Strollers or wagons are not permitted on the parade route.

### DISPERSAL AREA:

- **Continue moving throughout dispersal until a Parade Marshal shows the location 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 band members require first aid at the parade finish.
- There will be assigned parking places for all buses and trailers. All other vehicles will need to find their own parking.

### GOVERNMENT:

- Units will not be accepted on behalf of any political party, unless it is the Democratic-Farmer-Labor 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.

### DISTRIBUTION OF MATERIALS FROM THE UNIT:

- Any marketing, promotional or advertising materials must be pre-approved by the parade committee. Additional fees may apply. This includes, but is not limited to: coupons and branded give-a-ways.
- No samples or materials of any kind can be **THROWN, TOSSED**, presented, given or otherwise distributed from the Unit while on the parade route. Pre-Approved items may only be **HANDED** out by walkers behind the crowd lines
- Distributing political materials by parade participants is prohibited. Parade participants are prohibited from signing autographs along the parade route.

### ORDER OF APPEARANCE:

- The Minneapolis Aquatennial CenterPoint Energy Parade Committee will determine the appearance order for all parade units.
- The order is determined to establish variety, as well as best utilization of the participants. This order will not be given out until arrival on parade day.
- A unit's appearance spot may be altered or canceled if arrival in the assembly area is not at the time established in the acceptance packet.



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### UNIT RIDING MAXIMUM:

- 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 remain consistent with the Minneapolis Aquatennial CenterPoint Energy Torchlight Parade theme.
- Tow vehicles should be decorated to accent and compliment the unit.

### ALCOHOL & DRUGS:

- The consumption of any alcoholic beverage and/or illegal drugs by any participant or support staff in the assembly area, during the parade route, or dispersal area is strictly prohibited.
- Aquatennial staff reserves the right to remove a member of any participating unit that is unable to participate due to impairment from alcohol or drugs or violation of the code of conduct clause outline in this packet. Removal of one or more members, could result in the entire unit's dismissal from the parade.
- Operator of a unit may not be under the influence of alcohol or any drugs that could impair driving. No alcoholic beverages of any kind will be allowed on or with the unit. 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.

### LIGHTING:

- All units that appear in the Minneapolis Aquatennial CenterPoint Energy Torchlight Parade must incorporate the use of lights wherever possible. This includes portable lights or lighting for costume marchers and equestrian units, 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 a 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.



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### 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 retardant materials whenever possible.
- **NO PYROTECHNICS of any kind are allowed on the float or line of march.**

### LIGHTS:

- **All units that appear in the Minneapolis Aquatennial CenterPoint Energy 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. Alternatively a decorated, hand- drawn or small engine powered unit may be used.
- 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. The Parade Marshals reserve the right to control the level of the sound.

### UNIT DIMENSIONS:

- Units **MUST NOT** exceed 20 feet in width.
- 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 lowered to participate in the parade.

### 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.

### 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.



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### 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-wheel cart as part of the unit or attached to a trailing unit, all restrictions apply as they would with main unit assembly for safety reasons.

### 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 cleaned and painted to blend with the unit's decoration.

### 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.

### 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.





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### TIRES:

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

### 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.

### 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 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.

### UNIT 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 must be approved by the Minneapolis Aquatennial CenterPoint Energy Torchlight Parade Committee. A variance is granted on the merits of each specific proposal and does not establish a precedent.

### EQUESTRIAN UNIT GUIDELINES:

- **Coggan's Requirement** – As of Sept 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 Coggan's 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.





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### CANINE UNIT GUIDELINES:

- **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 Aquatennial requires that all dogs in the parade be on a leash no longer than eight (8) feet and any person having the custody or control of the dog shall take responsibility for cleaning up any feces of the animal and disposing of such feces in a sanitary manner.

### MARCHING BANDS INFORMATION:

#### CHAPERONES:

- A maximum of **THREE (3)** band chaperones will be permitted on the parade route with the band. **Chaperones must be readily identifiable.** Parade attire of the chaperones should be in keeping with the high standard of the band and color-coordinated as much as possible. In addition to the three chaperones, the director is required to be present with the band at all times on the route.

#### IDENTIFICATION BANNERS:

- Bands are required to be preceded by marchers carrying signs or a banner indicating the marching band. Banners are the responsibility of the marching band and must be provided by the band.

#### MUSIC PLAYING & MARCHING:

- Bands should be prepared to play as they **pass** the announcer stand. **Field shows are not permitted at any time during the parade route.**
- Bands are asked to keep a forward motion along the parade route unless instructed otherwise by a Parade Marshal or a police officer. All maneuvering, choreography, and marching styles must be performed while moving forward.
- The Minneapolis Aquatennial CenterPoint Energy Torchlight Parade Route Marshals will control the pace of the parade. Please cooperate with their experienced requests, failure to do so can result in being removed from the parade and/or stipend will be forfeited. This is to keep the parade in motion, without large gaps along the route so the parade runs within its permitted time.

Questions? Email [coordinator@mplsdowntown.com](mailto:coordinator@mplsdowntown.com) or call 612.656.3807



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