

**Dear Parade Applicant;**

The Sycamore Pumpkin Festival Parade Committee would like to thank you for your interest in the 2017 SYCAMORE PUMPKIN FESTIVAL PARADE. We hope that you enjoy being a part of the festival & that you will return as a parade entrant in future years.

The parade will be held at 1 p.m., Sunday, October 29, 2017. This year's theme is "**Parade of Pumpkins**"

Judging of the **float entries** will be done from 11:00am – 12:30pm PRIOR to the start of the parade. **To be judged the entries must be a float or vehicle with performers accompanying it. They will be judged on theme continuity, originality, general appearance & complexity. Judges will make the final determination if an entry qualifies to be judged.** Trophies and banners will be awarded prior to 1PM. You may carry your trophy on your float and there will be banners announcing the division winners preceding each float. Place cards will be given for 2<sup>nd</sup> and 3<sup>rd</sup> place to carry on your float; however, they will need to be returned after the parade.

The staging and de-staging areas are congested, so please limit vehicles in the staging area as much as possible. Entry to the staging area will be one way, entering from West Prairie Drive. Upon application approval, you will receive an information packet including a map showing your ASSIGNED STAGING LOCATION.

All bands will be staged in the Turner Addition. All floats & motorized vehicles will be staged starting at Borden and Park Avenues and going west on Borden.

**All motorized vehicle entries will be required to show proof of insurance with limits of coverage WITH APPLICATION – no exceptions!**

Please complete your application form, proof of insurance (if required) and \$30 entry fee if required. Applications must be approved & accepted by the Pumpkin Festival Parade Committee. Applications must be complete before they will be accepted. There will be a limited number of applications accepted, so please don't miss out --- send your application in early! **First Responders (Police, Fire, and EMT's) do not pay an entry fee. Youth groups who will be walking in the parade (no vehicles) do not pay an entry fee. Youth groups with a vehicle are required to pay the entry fee. Family and Neighborhood float entries do not pay an entry fee.** The Pumpkin Festival Committee will make the final decision on what groups qualify, and whether a fee is required.

All entries must be postmarked by September 29, 2017. Late entries will not be accepted without prior approval of the Pumpkin Festival Parade Committee.

**Please read the PARADE RULES.**

Make entry fees payable to the: SYCAMORE PUMPKIN FESTIVAL COMMITTEE

**Please mail all correspondence to:**

Sycamore Pumpkin Festival Committee  
C/O Parade Committee  
P.O. Box 262  
Sycamore, IL 60178

Sincerely,  
**Terri Goodman**  
2017 Parade Chair

**SYCAMORE PUMPKIN FESTIVAL COMMITTEE**

**PARADE APPLICATION  
SUNDAY, OCTOBER 29, 2017**

**Parade Theme – “Pumpkins Across the Decades”**

Organization Name \_\_\_\_\_

Representative \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (home) \_\_\_\_\_ (cell/work) \_\_\_\_\_

E-Mail \_\_\_\_\_

**FLOAT JUDGING ONLY:** Do You Want To Be Judged? **YES -/- NO** (Select only One Category)

Type: Organization \_\_\_\_\_

Commercial \_\_\_\_\_

Non-Commercial \_\_\_\_\_

Neighborhood/Family (**No Fee**) \_\_\_\_\_

**Unit Information**

Number of People in Unit \_\_\_\_\_ Any Animals (type) \_\_\_\_\_

Length & Width of Unit \_\_\_\_\_

*Be as specific as possible, we need a precise length of the unit for your location in the staging area.*

Mode of Travel (walk, vehicle etc.) \_\_\_\_\_

Number and type of Vehicles in Unit: \_\_\_\_\_

Does your unit emit music (see rules) \_\_\_\_\_

*(There are a limited number of slots for musical entries, so do not list music if it is not required)*

Participated in this parade previously? \_\_\_\_\_ Which years? \_\_\_\_\_

DESCRIPTION OF UNIT: (This information will be used by the Announcer's Booth during parade)

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SPECIAL NEEDS or COMMENTS: \_\_\_\_\_

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Completed APPLICATIONS and be submitted at any time, but must be submitted by September 29, 2017.

Motorized vehicles **MUST** submit proof of insurance showing limits of coverage.

**ENTRY FEE:** \$30.00 with **ONE** pulling Vehicle/Power Unit. 1 **ADDITIONAL Unit** = \$15  
(Limit of 2 total vehicles per entry, excluding trailers)

Please make checks payable to the **SYCAMORE PUMPKIN FESTIVAL COMMITTEE**

Mail to: Sycamore Pumpkin Festival Parade Committee  
P.O. Box 262  
Sycamore, IL 60178

For more information, contact:

Terri Goodman at [pfestparade@gmail.com](mailto:pfestparade@gmail.com) or call 815-751-5699.

### PARADE UNIT RULES, GUIDELINES AND INFORMATION

1. Parade participants are NOT allowed to distribute candy, pamphlets or other materials before, during or after the parade. The only exception to this rule is Exchange Club of DeKalb-Sycamore Area, who has been authorized to hand out flags before the parade begins. This rule will be strictly enforced & violation is subject to a fine, and/or not being allowed to participate in future parades.
2. All accepted participants must sign the enclosed waiver & return with your application and provide a certificate of insurance naming the Sycamore Pumpkin Festival Committee as additional insured. Vehicles used in parade MUST supply current insurance form with application. Only vehicles listed on the application will be allowed to participate in the parade.
3. Due to limited space, only 2 vehicles will be allowed per entry. No semi-tractor trailers or large commercial trucks will be allowed, unless approved by the parade chair (i.e. they are being used to pull a float).
4. The Sycamore Pumpkin Festival Parade Committee reserves the right to restrict, limit, accept, or reject any unit application. If your group is accepted for parade participation, you will receive a confirmation letter and additional parade information which will be mailed by Oct. 13, 2017. Please provide an email address if you would like notification also by email.
5. We have limited locations for entries that play music or use horns/sirens due to the number of bands we have. Units emitting excessively loud music or sounds from their parade unit will not be permitted to continue.
6. Registration deadline is September 29, 2017.
7. Entry Fees & Insurance are required & MUST be submitted with the application.
8. PARADE ENTRIES EXCLUDING TOW VEHICLES FOR FLOATS, MUST BE DECORATED TO REFLECT THE FESTIVAL THEME AND PROVIDE ENTERTAINMENT VALUE. DECORATION MUST COVER A MAJOR PORTION OF THE ENTRY. AS AN EXAMPLE, AT LEAST HALF OF EACH SIDE MUST BE DECORATED TO PROVIDE ENTERTAINMENT VALUE AND REFLECT THE THEME OF THE FESTIVAL. ENTRIES NOT PROPERLY DECORATED WILL NOT BE ALLOWED TO PARTICIPATE IN THE PARADE.
9. No advertisements allowed other than parade entry.
10. Groups are limited to 40 people per entry unless approved by the Parade chair.

Name of person in charge of the float or unit: \_\_\_\_\_

Title: \_\_\_\_\_

(Please provide the name of the organization in the space provided)

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Agrees to participate in the 2017 Sycamore Pumpkin Festival Parade on Sunday, October 29, 2017. In consideration for being accepted as a participant, we irrevocably grant the Sycamore Pumpkin Festival Committee the exclusive right to use in any media our name, likeness, photos or reproduction of our performance for any purpose including promotion, advertising or otherwise. With these rights, we hereby release the Sycamore Pumpkin Festival Committee and its agents from any claim, liabilities and/or damages which may now or in the future arise by reason of such use. Furthermore, we acknowledge that we are aware of the risks associated with participation in this Parade and, therefore, on our behalf and that of our heirs, do hereby release the Sycamore Pumpkin Festival Committee and its agents for any and all claims, liabilities and/or damages on account of any personal injury or property damage which may occur from any cause before, during or after the Parade. I have read and understand all rules, guidelines and information regarding the parade.

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

THANK YOU FOR APPLYING TO THE 2017 SYCAMORE PUMPKIN FESTIVAL PARADE