

**Dear Parade Applicant,**

The Sycamore Pumpkin Festival Parade Committee would like to thank you for your interest in the 2022 SYCAMORE PUMPKIN FESTIVAL PARADE. A limited number of applications are accepted, so send your application in early! Applications are due by September 1<sup>st</sup>!

### **GENERAL PARADE DETAILS & THEME DECORATIONS**

- Sunday, October 30, 2022
- Parade steps off at 1:00 pm
- This year's theme is "**Wish Upon a Pumpkin**". Please utilize this theme when planning your entry decorations. Please keep in mind that the original intention of the festival and the parade was for the kids. Your unit is expected to be "crowd pleasing" in its decorations and/or performance.

### **APPLICATION, FEES & INSURANCE**

- **APPLICATION:** Application, Fees & Insurance must be complete in order to be approved & accepted by the Pumpkin Festival Parade Committee. All entries must be submitted by SEPTEMBER 1, 2022. Late entries will not be accepted without prior approval of the Pumpkin Festival Parade Committee.
- **FEES:** First Responders (Police, Fire, and EMT's), Family and Neighborhood float entries, 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. All other entries require a \$30 fee per entry or vehicle. The Pumpkin Festival Committee will make the final decision on what groups qualify, and whether a fee is required. Payments may be made by PayPal by clicking on the PayPal instructions on our website or by Check.
- **INSURANCE:** **ALL MOTORIZED VEHICLES** (including golf carts) **MUST** submit a *Certificate of Insurance showing limits of coverage and listing the Sycamore Pumpkin Festival as an additional interest for Sunday, October 30, 2022*— no exceptions. **Copies of insurance cards or declarations pages are NOT acceptable.** Your organization or your insurance agent may send a pdf via email directly to the parade chair at [PFestParade@gmail.com](mailto:PFestParade@gmail.com).

### **STAGING/MUSIC UNITS**

- Upon application submission, you will receive a confirmation email of receipt. If your unit is not accepted, you will be contacted by email by September 20, 2022. If selected, an information packet including a map showing your ASSIGNED STAGING LOCATION will be emailed after October 15, 2022.
- All floats, motorized vehicles and walkers will be staged starting at Borden and Park Avenues and going west on Borden. Horse Units will be staged in the area of Ideal Industries on Borden & Park Avenues.
- The staging and de-staging areas are congested, so please carpool, drop off and limit vehicles in the staging area as much as possible. **Entry to the staging area will be one way, entering from West Prairie Drive.**
- We have limited locations for entries that play music or use horns/sirens due to the number of bands and performance groups we have. *Please do not play music or sounds if it is not required for your unit.* Units emitting excessively loud music or sounds from their parade unit will not be permitted to continue in the parade.

### **JUDGING**

- In order to be judged, the entry must be a float, vehicle with performers accompanying it or performers. Entries will be judged on theme continuity, originality, general appearance & complexity. Judges will make the final determination if an entry qualifies to be judged.
- Judging of the parade entries will be done from 11:00am – 12:30pm PRIOR to the start of the parade. **Please have your entire group assembled at your lineup location no later than 11:00am, if you plan to be judged.** Trophies and banners will be awarded prior to 1:00 PM. You may carry your trophy on your float.
- **NEW THIS YEAR:** If you wish to have the banner announcing your group as the division winner, displayed in front of your unit, please plan to provide at least 2 people to walk in front of your unit to carry the banner.
- Place cards will be given for 2<sup>nd</sup> and 3<sup>rd</sup> place to carry on your float; however, these need to be returned to the parade committee at the end of the parade route.

Please READ & SIGN the PARADE RULES page along with your application, payment & insurance (if required).

**Terri Goodman Jerome Perez**

2022 Pumpkin Festival Parade Co-Chair

[pfestparade@gmail.com](mailto:pfestparade@gmail.com)

cell 815-751-5699

2022 Pumpkin Festival Parade Co-Chair

[sycamorejerry@gmail.com](mailto:sycamorejerry@gmail.com)

cell 815-501-0101

**SYCAMORE PUMPKIN FESTIVAL COMMITTEE**

**PARADE APPLICATION  
SUNDAY, OCTOBER 30, 2022**

**Parade Theme – “Wish Upon a Pumpkin”**

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

Representative \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

Name of person in charge of the float or unit on parade day (if different than group representative)

\_\_\_\_\_

Title

Cell Phone

**Unit Information**

Mode of Travel: Walking \_\_\_\_\_ Motorized Vehicle \_\_\_\_\_ Other \_\_\_\_\_

Number of People in Unit \_\_\_\_\_ Number of 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.*

Number and type of Vehicles in Unit: Vehicle #1 \_\_\_\_\_

Vehicle # 2 \_\_\_\_\_ (Limit of 2 total vehicles per entry, excluding trailers)

***\*\*Motorized vehicles (including golf carts) MUST submit a Certificate of Insurance showing limits of coverage and listing the Sycamore Pumpkin Festival as an additional interest for Sunday, October 30, 2022. Copies of insurance cards or declarations pages are NOT acceptable.***

Does your unit **REQUIRE** the use of music? (see rule #7) **NO YES** Live \_\_\_\_\_ Recorded

*\*\*There are a limited number of line-up spots for musical entries, please do not list music if it is not required.*

SPECIAL NEEDS or COMMENTS:

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

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**DECORATED AND/OR PERFORMING ENTRIES ONLY:**

<p><i>Do you want your unit to be Judged?</i> <b>NO</b>                      <b>YES</b> <b>If Yes, Select only One Category:</b> Type: Organization _____ Non-Commercial _____ Commercial                                  _____ Neighborhood/Family _____</p>
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**ENTRY FEE:** \$30.00 for all organizations except First Responders (Police, Fire, and EMT's), Family and Neighborhood float entries, and Youth groups with no motorized vehicles.

**ONE ADDITIONAL MOTORIZED UNIT = \$15.00**

**PAYMENT OPTIONS:** PAYPAL: Visit our website [Sycamorepumpkinfestival.com](http://Sycamorepumpkinfestival.com). Please select the "Friends & Family" option in order to avoid fees.

CHECK: Make checks payable to the **SYCAMORE PUMPKIN FESTIVAL COMMITTEE**

Mail all forms, check payment and insurance to: Sycamore Pumpkin Festival  
C/O Parade Committee  
P.O. Box 262  
Sycamore, IL 60178

**COMPLETED APPLICATIONS:**

To be considered a Completed Application submission, your entry must include:

- **Application**
- **Signed Rules, Guidelines and Information page**
- **Fee (if required)**
- **Certificate of Insurance showing Limits of Coverage and listing the Sycamore Pumpkin Festival as an additional interest for Sunday, October 30, 2022 (for each motorized vehicle in the parade)**

COMPLETED APPLICATIONS must be **submitted digitally or postmarked by September 16, 2022.**

**QUESTIONS?** Email [Pfestparade@gmail.com](mailto:Pfestparade@gmail.com)

## PARADE UNIT RULES, GUIDELINES AND INFORMATION

1. 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 containing your unit number and additional parade information via **email after Oct. 15, 2022.**
2. 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.
3. Parade entries (excluding tow vehicles for floats) must be decorated to reflect the festival theme or seasonal decorations and provide entertainment value. Decorations 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 may not be allowed to participate in the parade.
4. All accepted participants must sign the waiver below & return with your application and provide a certificate of insurance naming the Sycamore Pumpkin Festival Committee as additional insured. **MUST submit a Certificate of Insurance showing limits of coverage and listing the Sycamore Pumpkin Festival as an additional interest for Sunday, October 30, 2022. Copies of insurance cards or declarations pages are NOT acceptable.**
5. Only the vehicles that are listed on the application and have provided the Certificate of Insurance will be allowed to participate in the parade. Any other vehicles will be removed from the parade lineup prior to the start of the parade.
6. 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.
7. We have limited locations for entries that play music or use horns/sirens due to the number of bands and performance groups we have. *Please do not play music or sounds if it is not required for your unit.* Units emitting excessively loud music or sounds from their parade unit will not be permitted to continue in the parade.
8. Groups are limited to 40 people per entry unless approved by the Parade chair. This includes all political units.
9. Entry Fees (exempt- Police, Fire, & EMT's, Family & Neighborhood Float Entries and Walking Youth Groups) and Insurance are required & must be submitted with the application. The organization's insurance agent may send a pdf via email directly to the parade chair.
10. No advertisements allowed other than parade entry.
11. Registration deadline is September 1, 2022.

Name of Organization \_\_\_\_\_ agrees to participate in the 2022 Sycamore Pumpkin Festival Parade on Sunday, October 30, 2022. 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**  
**2022 SYCAMORE PUMPKIN FESTIVAL PARADE**