

Dear Parade Applicant,

The Sycamore Pumpkin Festival Parade Committee would like to thank you for your interest in the 2023 SYCAMORE PUMPKIN FESTIVAL PARADE. A limited number of applications are accepted, so send your application in early!

GENERAL PARADE DETAILS & THEME DECORATIONS

- Sunday, October 29, 2023 - Parade steps off at 1:00 pm
- This year's theme is **"PUMPKINS OF HISTORY."** 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, 2023. Late entries will not be accepted without prior approval of the Pumpkin Festival Parade Committee.
NEW FOR 2023: NO political units will be allowed in the 2023 parade due to previous incidents. This includes, but is not limited to signs, banners, t-shirts, or flags for any candidate or party and political displays of any kind within any approved participating unit.
- **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 29, 2023— 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.

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 25, 2023. If selected, an information packet including a map showing your ASSIGNED STAGING LOCATION will be emailed after October 15, 2023.
- 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.
- **REMINDER:** 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 2nd and 3rd place to carry on your float; however, these need to be returned to the parade committee representative at the end of the parade route.

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

Terri Goodman

2023 Pumpkin Festival Parade Co-Chair
pfestparade@gmail.com

Jerome Perez

2023 Pumpkin Festival Parade Co-Chair
sycamorejerry@gmail.com

SYCAMORE PUMPKIN FESTIVAL COMMITTEE

PARADE APPLICATION SUNDAY, OCTOBER 29, 2023

Parade Theme – “Pumpkins of History”

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 29, 2023. 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.***

Your request for music will be confirmed or denied at the discretion of the parade chairs.

SPECIAL NEEDS or COMMENTS: _____

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

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

<i>Do you want your unit to be Judged?</i>		NO	YES
If Yes, Select only One Category:			
Type:	Organization _____	Non-Commercial _____	
	Commercial _____	Neighborhood/Family _____	

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.

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

Mail all forms, check payment and Certificate of 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 29, 2023 (for each motorized vehicle in the parade)**

COMPLETED APPLICATIONS must be **submitted digitally or postmarked by September 1, 2023.**

QUESTIONS? Email 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 29, 2023. 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 and included on your application.*** 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.
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 the parade entry itself.
11. No political units may participate in the 2023 parade. This includes, but is not limited to signs, banners, t-shirts, or flags for any candidate or party and political displays of any kind within any approved participating unit.
12. Registration deadline is September 1, 2023.

Name of Organization _____ agrees to participate in the 2023 Sycamore Pumpkin Festival Parade on Sunday, October 29, 2023. 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 _____