



**Gaithersburg**  
A CHARACTER COUNTS! CITY

Summer 2016

Dear Parade Enthusiast:

The City of Gaithersburg and the Gaithersburg-Washington Grove Volunteer Fire Department are busy making preparations for the 78th Annual Labor Day Parade, Monday, September 5, 2016 from 1-3 p.m. You are cordially invited to submit an application to participate in this spectacular event featuring over 100 units, marching bands, floats, clowns, Fire Department apparatus and much more, making it one of the region's best parades. The estimated attendance at this annual event is over 10,000 parade enthusiasts.

**If interested in participating, please complete the attached registration and agreement and fax/ e-mail or mail to address on the application.** Registering before August 10 deadline enables us to include your organization's name in the event program and to announce it at the reviewing stand.

We will be continuing our tradition of one-minute performance spots at the viewing stand for a limited number of units that will be selected by a random drawing. You will be notified prior to the parade if your unit is selected.

After we receive your completed application, and about one week prior to the parade, we will send you an acceptance packet that will include a map of the parade route, a lineup number, the parade location, parade participant hang tags for any vehicles driving on the parade route and other general information. If there is a problem with your application, we will notify you by phone or e-mail as soon as possible. When you receive your acceptance packet, please share the information it contains with all other participants in your unit.

Units will be awarded prizes based on appearance features including color, theme, presentation, enthusiasm, unit cohesiveness and overall impression. The judge's reviewing stand will be located at the intersection of East Diamond and Summit Avenues. Winners will be contacted and listed on the City's website two weeks after the parade. **Please note that performances along the parade route are prohibited, unless preauthorized.** Units violating this or any other parade policy will be ineligible for an award.

City Resolution R-73-05 is a guideline for City sponsored events. We ask that you to adhere to this Resolution and to all the policies and procedures of this event. Interpretation of these guidelines is at the discretion of the City Staff. Participation in the Labor Day Parade by groups or organizations other than City of Gaithersburg Officials, departments or committees does not constitute City of Gaithersburg endorsement.

We are looking forward to working with you and your organization to make this year's parade a momentous community event. If you have any questions or need additional information, please feel free to contact Arts and Events Program Supervisor, Dorthy Winder at 301-258-6350 ext. 136 or by e-mail [dwinder@gaitthersburgmd.gov](mailto:dwinder@gaitthersburgmd.gov).

Sincerely,  
City of Gaithersburg  
Labor Day Parade Committee

City of Gaithersburg • 506 South Frederick Avenue, Gaithersburg, Maryland 20877-2325  
301-258-6350 • FAX 301-948-8364 • [parksrec@gaitthersburgmd.gov](mailto:parksrec@gaitthersburgmd.gov) • [www.gaitthersburgmd.gov](http://www.gaitthersburgmd.gov)

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Michael A. Sesma  
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CITY MANAGER  
Tony Tomasello

# 78<sup>th</sup> ANNUAL LABOR DAY PARADE

## Politician Registration

Monday, September 5, 2016 • 1 - 3 p.m. (RAIN or SHINE)  
Diamond and Russell Avenues in Olde Towne  
Deadline: August 12, 2016



### Please Read

Elected Officials and individuals running for office are welcome to participate in City of Gaithersburg Parades. The order of appearance, with politicians interspersed between other parade units, is determined by pre-established protocol. **1.** Incumbent Elected Officials not actively campaigning while participating in the parade **2.** Incumbent Elected Officials actively campaigning while participating in the parade **3.** Candidates running for office who do not currently hold an elected office  
Placement within each group is predetermined based on elected office. Incumbent Elected Officials who are running may choose to participate with or without actively campaigning, and will be placed accordingly. For the purpose of City of Gaithersburg parades, "campaigning" is defined as displaying and/or passing out banners, signs, posters, buttons, literature, stickers, or other political campaign material. Campaigning may be conducted from private units only, and campaigning politicians may have only one private unit in the Parade. Private units are to be provided by the candidate.

**ALL APPLICATIONS POSTMARKED AFTER August 15, 2016 DEADLINE MUST INCLUDE A \$25 LATE FEE.**  
Late applications that do not include the late fee may not be considered.

PRINT or TYPE

Unit Name: \_\_\_\_\_

Contact Person available the week of the parade: \_\_\_\_\_ Title: \_\_\_\_\_  
*The committee will contact and mail information only to the CONTACT PERSON unless notified of a change.*

Address/City/State/Zip: \_\_\_\_\_

Day Phone #: \_\_\_\_\_ Evening Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax #: \_\_\_\_\_

### ELECTED OFFICIAL (Not Running for Any Office)

I AM AN ELECTED OFFICIAL (INCUMBENT). My title is: \_\_\_\_\_

THIS IS A:  CITY  COUNTY  STATE District # \_\_\_\_\_  FEDERAL OFFICE

### ELECTED OFFICIAL (Running for Office)

I AM RUNNING FOR: Re-election New Office: \_\_\_\_\_

I WOULD LIKE TO PARTICIPATE IN THE PARADE AS (check one):

An Incumbent Candidate (Campaigning) or An Elected Official (Not Campaigning)

THIS IS A:  CITY  COUNTY  STATE District # \_\_\_\_\_  FEDERAL OFFICE

### CANDIDATE

I AM PARTICIPATING AS A CANDIDATE WHO DOES NOT CURRENTLY HOLD AN ELECTED OFFICE AND AM RUNNING FOR:

THIS IS A:  CITY  COUNTY  STATE District # \_\_\_\_\_  FEDERAL OFFICE

### IMPORTANT

Please provide statements to be read at the viewing stand by the Master of Ceremonies (more space use back).

1. Brief visual description of your unit (ex: Balloons, Floats, Antique/Classic Car [make & year], Antique Fire Apparatus, etc.)

2. How many walkers/marchers will be in your unit? \_\_\_\_\_

3. Please indicate number of vehicles in your unit, if any (limit 2): \_\_\_\_\_

#### PROHIBITED VEHICLES:

(a) 14 wheelers and over (b) Mobile billboards (c) Vehicles with a wheel base longer than 160" (includes box trucks & trailers)

4. Does your unit have musical accompaniment?  Yes  No If yes, check:  Band  Recorded Music

Return to: Labor Day Parade, 506 S. Frederick Ave., Gaithersburg, MD 20877  
Or fax to: 301-258-6349 • or Email to [dwinder@gaitthersburgmd.gov](mailto:dwinder@gaitthersburgmd.gov) • Questions?? Call 301-258-6350  
[www.gaithersburgmd.gov/parade](http://www.gaithersburgmd.gov/parade)

**Participation in the Labor Day Parade by groups or organizations other than City of Gaithersburg Officials, departments or committees does not constitute City of Gaithersburg endorsement. Interpretation of these guidelines is at the discretion of the City Staff.**

# 2016 Parade Participant Agreement

Return with your application  
via Mail or Fax 301-258-6349

All parade participants must comply with Resolution R-73-05 of the Gaithersburg Mayor and City Council and with the following Parade Rules and Regulations:

For the safety of our children, please refrain from tossing or placing candy along the parade. If all units cooperate, we can prevent a child from being put in an unsafe situation. You can designate responsible individuals to walk along the parade route close to the crowd to give out candy or other free items.

1. Forward motion will be maintained at all times. All performances must be done moving forward.
2. Performances not in forward motion along the parade route are prohibited. Unless parade coordinator has preauthorized your performance at the viewing stand it is prohibited.
3. All units **MUST** be visually interesting (colorful and lively) to the public.
4. Smoking is prohibited during the parade or in parade areas
5. Prohibited Vehicles: (1) 14 wheelers and over and (2) mobile billboards

UNIT MARSHALS ARE ASSIGNED TO ENFORCE RULES AND ASSIST WITH QUESTIONS

## Terms of Agreement

Violation of any part of this Agreement shall, at the election of the City, result in the revocation and forfeiture of all rights and privileges, present and/or future, granted by the City to Parade Participant. Furthermore, the City reserves the right to require the withdrawal of any floats, organization or materials, if in the opinion of the City, such floats, organization or materials are deemed inappropriate, not in compliance with Resolution R-73-05 or the Parade Rules and Regulations set forth above. Violation of any part of this Agreement, Resolution R-73-05, and/or the Parade Rules and Regulations will result in revocation of the applicant's approval to participate in City sponsored events.

Participant has read, understands and accepts the terms of this Agreement. If any of the terms, conditions or provisions of this Agreement is deemed unenforceable, the enforceability of the remaining terms, conditions or provisions shall not be affected. This Agreement shall be governed by and construed in accordance with all applicable Federal, State, County and City of Gaithersburg laws. This Agreement shall be effective when executed by both parties hereto.

By signing this Agreement, I, for myself and anyone entitled to act on my behalf, together with the organization I represent (if any), hereby waive and release the City of Gaithersburg and the organizers of the Gaithersburg Labor Day Parade, plus all event partners, sponsors and volunteers, and their representatives, successors and assigns, from all claims and liabilities of any kind arising out of my participation in the Parade, even if that liability may arise out of negligence or carelessness on the part of the persons named in this waiver.

Participation in the parade by groups or organizations other than City of Gaithersburg Officials, departments, or committees does not constitute City of Gaithersburg endorsement. Interpretation of these guidelines is at the discretion of the City Staff.

I certify that I have read or have been given the opportunity to read and fully understand Resolution R-73-05, any amendments thereto, the Parade Rules and Regulations, this Agreement, and other applicable law or resolution that is in effect as of the date of 2015 Labor Day Parade.

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

Print Contact Name \_\_\_\_\_ Phone # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_