



81ST ANNUAL CITY OF GAITHERSBURG LABOR DAY PARADE



POLITICIAN REGISTRATION FORM

Monday, September 2, 2019 • 1 – 3 DIAMOND AND RUSSELL AVENUES IN OLDE TOWNE

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 the following pre-established protocol:

- Incumbent Elected Officials not actively campaigning while participating in the parade
- Incumbent Elected Officials actively campaigning while participating in the parade
- Candidates running for office but not currently holding 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 placed accordingly. For the purpose of City of Gaithersburg parades, please note that campaigning is defined as activities including, but not limited to, carrying election/campaign signs or banners, passing out stickers or campaign literature, wearing clothing advertising a candidacy, or any other similar item / activity. Campaigning may be conducted from private units only, and campaigning politicians may have only one private unit in a Parade. The candidates provide their own private units.

**ALL APPLICATIONS POSTMARKED/DELIVERED AFTER THE August 12 DEADLINE MUST INCLUDE A \$25 LATE FEE
MAKE CHECKS PAYABLE TO THE CITY OF GAITHERSBURG.** Late applications that do not include the late fee may not be considered.

PRINT or TYPE

Name (Print): _____

Contact Person (Print): _____ Title: _____

ONLY the CONTACT PERSON listed on this form will receive parade details of lineup and changes

Address/City/State/Zip: _____

Day Phone #: _____ Evening Phone #: _____ Cell Phone #: _____

E-mail (mandatory): _____ Fax #: _____

ELECTED OFFICIAL (NOT CAMPAIGNING IN THE PARADE FOR ANY OFFICE)

I AM AN ELECTED OFFICIAL (INCUMBENT) - TITLE: _____

CITY OFFICE COUNTY OFFICE STATE OFFICE - District # _____ FEDERAL OFFICE OTHER _____

ELECTED OFFICIAL (CAMPAIGNING IN THE PARADE FOR ANY OFFICE)

I AM RUNNING FOR (check one): Re-Election New Office TITLE: _____

CITY OFFICE COUNTY OFFICE STATE OFFICE - District # _____ FEDERAL OFFICE OTHER _____

CANDIDATE

I AM PARTICIPATING AS A CANDIDATE WHO DOES NOT CURRENTLY HOLD AN ELECTED OFFICE.

I AM RUNNING FOR _____

CITY OFFICE COUNTY OFFICE STATE OFFICE - District # _____ FEDERAL OFFICE OTHER _____

Provide a brief statement (attach or use back of form if needed) to be read at the viewing stand by the Master of Ceremonies

1. Brief visual description of your unit (example: Balloons, Floats, Antique/Classic Car [make & year], etc.). Use back of form if needed.

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 and trailers)

4. Does your unit have musical accompaniment? No Yes (If Yes, check: Band Recorded Music Other _____)

Complete if a \$25 Late Fee is required. Do not send credit information via email. Mail or call 301-258-6350

Cash (in person/address below) Check # _____ VISA/MC/Discover (circle) _____ Exp. ____/____/____

Print Name on card: _____

Signature: _____

Mail to: Labor Day Parade, 506 S. Frederick Ave., Gaithersburg, MD 20877 **Fax:** 301-258-6349 **e-mail:** Dorothy.Winder@gaithersburqmd.gov
Call: 301-258-6350 or website gaithersburqmd.gov

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.

The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act. Requests must be made at least three weeks prior to the start of the program. Please call 301-258-6350 to indicate what accommodations are needed.

Thank you for your interest in the City of Gaithersburg Labor Day Parade!

This letter is to provide you with information on the City's protocol for determining the order of appearance of politicians and political entities in City of Gaithersburg festivals and events. This protocol is also outlined in the City's Election Campaign Guidelines and is approved by the Board of Supervisors of Elections.

Politicians and political entities will be interspersed throughout the City's parades. The order of appearance of political participants is as follows:

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 of the above groups is determined based on the specific office as follows:

Elected Officials:

- Incumbent Gaithersburg Mayor and City Council Members (Official City unit)
- United States President and Vice President
- Incumbent Governor and Lieutenant Governor
- Incumbent District 17 Senator and Delegates
- Incumbent Federal Elected Officials
- Incumbent State of Maryland Elected Officials (except District 17)
- Incumbent Montgomery County Elected Officials
- Incumbent Montgomery County Board of Education Officials
- Incumbent Judges
- Other

Candidates:

- Gaithersburg Mayor and/or City Council Members
- United States President and Vice President
- Governor and Lieutenant Governor
- District 17 Senator and Delegates
- Federal Offices
- State of Maryland Officials (except District 17)
- Montgomery County Offices
- Montgomery County Board of Education Offices
- Judges
- Other

Officials/candidates in each of the above subgroups are placed alphabetically within that subgroup.

Incumbent Elected Officials who are running for office may choose to participate with or without actively campaigning in the parade. Please note, that this will determine your placement in the parade as outlined above.

Any Candidate for office who is not currently an Elected Official may participate in an Elected Official's Unit, if the Official permits. However, a Candidate may NOT campaign in any way while walking with an Elected Official's Unit.

Please note that campaigning is defined by activities including, but not limited to carrying election/campaign signs or banners, passing out stickers or campaign literature, wearing clothing advertising a candidacy, or any other similar item / activity.

For more information, please call 301-258-6350.