

2019 LABOR DAY PARADE

Participant Information and Regulations

PLEASE KEEP THIS INFORMATION FOR YOUR REFERENCE

Interpretation of the following information and regulations is at the discretion of the City of Gaithersburg

CITY CONTACT

Dorothy Winder
240-805-1537
Dorothy.Winder@gaitthersburgmd.gov

PARADE DATE, LOCATION, HOURS:

Monday, September 2, 2019
Olde Towne Gaithersburg
Parade Start Time: 1 p.m.

EVENT DESCRIPTION

The ever-popular Gaithersburg Labor Day Parade returns to the streets of Olde Towne on Monday, September 2, 2019, at 1 p.m. Now in its 81st year, this rain or shine event includes ethnic dance groups, antique cars and fire trucks, clowns, high school marching bands, an assortment of community groups, and more.

APPLICATION AND PARTICIPATION

The City is looking for dance groups, amazing vehicles, superheroes, balloon artists, fancy hats, imaginative floats, community groups and other organizations to march in the parade. It is a great way to be involved in the community and to get your group or business noticed, and your unit might even win a special award. Organizations and individual volunteers are needed to distribute program booklets, assist with parade line-up duties and participate as characters in the parade. If interested, please complete and send in the attached application.

PARADE POLICY FOR POLITICAL CANDIDATES AND THEIR REPRESENTATIVES

Candidates and/or their representatives are welcome to participate in the parade. Candidates may meet and greet people but not use amplifiers, speak from the Viewing Stand, or impede the parade's progress. Candidates and/or their representatives may not post campaign signs or attach stickers to any public property or signage.

PARTICIPANT REGULATIONS

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. Note that 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. PARADE MARSHALS ARE ASSIGNED TO ENFORCE RULES AND ASSIST WITH QUESTIONS.

IMPORTANT: For the protection and safety of young parade spectators, DO NOT toss or place candy along the parade. You may designate responsible individuals to walk along the parade route and directly hand out candy or other free items.

1. Maintain forward motion of your parade unit at all times. Conduct all performances while moving forward to help large gaps from occurring during the parade.
2. Participants may NOT stop to perform at the Viewing Stand unless the City has pre-approved the performance.
3. All units MUST be visually interesting (colorful and lively) to the public.
4. SMOKING OR VAPING ON CITY PROPERTY AND DURING CITY-SPONSORED EVENTS IS PROHIBITED.
5. Prohibited Vehicles: (1) 14 wheelers and over and (2) mobile billboards.
6. Participants agree to arrive at the times and locations designated in their participant documents, provided by e-mail prior to the parade. Registered participants agree to notify parade organizers in advance, if they are no longer able to participate.
7. Only pre-approved food vendors authorized by the City of Gaithersburg and the Montgomery County Health Department may sell food items or drinks.
8. Alcoholic beverages, pets (with the exception of service dogs), skateboards, roller blades, bicycles, weapons (real or facsimile) are prohibited.

9. City staff members reserve the right to require participants to remove unacceptable or inappropriate items, and to relocate or remove any participant who does not comply with the parade regulations, is uncooperative with event staff, or is disruptive to the parade. Disruption is defined as disturbing other participants, interfering with event programming, behaving aggressively toward event attendees or staff, damaging property, or engaging in behavior that threatens the safety of others.
10. City staff members reserve the right to deem ineligible for participation in future events any vendor who does not comply with the parade regulations, is uncooperative with event staff, or is disruptive to the parade.

ANIMALS IN THE PARADE

1. Horses, dogs or any other wild or domestic animals may not be brought to or included in the parade without the prior written approval of the City of Gaithersburg. City Code Sec. 15a prohibits riding of horses without City Manager or his/her designee's permission.
2. Animals in the parade must be listed on the parade entry application and have up-to-date vaccinations, be in good medical health and be able to cope with crowds, loud noises, balloons, flags, sudden movements and other animals.
3. All animal units must comply with City, State and Federal ordinances and/or laws; including but not limited to City Code Chapters 4 and 15A. A valid Rabies certificate, other vaccinations applicable to a type of animal and licenses must be available for inspection at the parade upon request by City staff and/or Animal Control or Police Officers.
4. All pets must be under a handler's control at ALL times. No unsafe animals will be permitted and all animals (not just pets) must be under the handler's control at all times
5. Only animals under the strict leash or bridle of a qualified animal handler in the parade are allowed. The identified animal handler and his/her parade unit sponsor will bear responsibility for all damages and injuries resulting, including from negligence or act of God incidents regarding the animal in question.
6. No aggressive animals or females that are in season are permitted.
7. Entries with animals must have designated "waste pick-up people" or "pooper scoopers" following closely behind with appropriate clean-up equipment including a shovel and bucket/wagon to collect waste from larger animals on the street. Entries without this designated person are not allowed to participate in the parade. Violators will be removed from the parade and may be fined.
8. A certificate of general liability covering any bodily injury and property damage caused by the animals in the minimum of \$1,000,000 may be required.

HORSES: Anyone wishing to ride a horse in the parade must be affiliated with a recognized riding group or academy and that parade unit must provide an identifying banner. Horse entries must be "people- and crowd-experienced" and safe for all concerned. **NO STALLIONS. The City of Gaithersburg reserves the right to remove any horse from the parade, or parade line-up prior to the parade, if a horse appears to be unable to remain calm throughout the event.** A certificate of insurance naming the City as an ensured party may also be required. All horses must be properly trimmed and shod. All riders in an equestrian unit must be 18 years or older. All riders must wear a riding helmet. Horse trailers are not allowed in the parade; a special area will be designated for them. All entries must have designated "waste pick-up people" or "pooper scoopers" following closely behind with a shovel and bucket/wagon to collect waste on the street. Entries without this designated person will not be allowed to enter the parade.

RAIN/CANCELLATION

This is an outdoor, RAIN or SHINE event. You are responsible for securing your property in the event of rain or wind. If the City cancels the event due to public safety concerns such as severe weather conditions, it will not be rescheduled.

PARKING

Parking is in designated areas and information specific to your unit will be provided with your participant documents that will be provided by e-mail prior to the parade. A shuttle will be available to take participants, volunteers and spectators between Lakeforest Mall and the parade site in Olde Towne Gaithersburg.

PHOTOS

Photographs submitted with application may be used to promote the parade. Please note that photographs taken during the event may be used in future promotional materials.

CITY RESOLUTION # R-73-05 / SPECIAL EVENTS

RESOLUTION OF THE MAYOR AND CITY COUNCIL AMENDING R- 30 -92, THE POLICY SETTING FORTH STANDARDS FOR EXHIBITORS, VENDORS, ENTERTAINERS, AND SOLICITORS AT CITY- SPONSORED EVENTS

WHEREAS, the City of Gaithersburg sponsors a myriad of special programs, festivals, and events throughout the year which are well attended by citizens of all ages;

and

WHEREAS, exhibitors, vendors, entertainers and solicitors are invited to participate in these community functions;

and

WHEREAS, these events are held on public property and /or within and along public ways necessitating the closing of streets and specific areas to ensure that all events will be carried out in a manner which protects the public health, safety and welfare of visitors thereto;

and

WHEREAS, the City of Gaithersburg established a standardized policy, as directed by Resolution No. R-30-92, for exhibitors, vendors, entertainers and solicitors to participate on the premises of City-sponsored events;

and

WHEREAS, the standardized policy was established to ensure peaceful assembly, to protect persons and property, to exercise efficient control of crowds and to offer equitable and uniform treatment of exhibitors, vendors, entertainers and solicitors;

and

WHEREAS, the Mayor and City Council have determined that it is in the best interest of the community that amendments to the policy be made from time to time in order to improve the quality of the City's special programs, festivals and events:

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Gaithersburg, that amendments be made to Resolution No. R- 30 -02, establishing a standardized policy for each exhibitor, vendor, entertainer and solicitor, participating in a City- sponsored event be and they hereby are as follows:

1. The City will not permit any person or organization to solicit and /or distribute information or goods or offer food, goods or services for sale or entertain within any public right-of-way or public property associated with a City-sponsored event unless a completed application to participate in the specific event has been filed with the City of Gaithersburg and approved by the City Manager or his designee.
2. The City will accept applications prior to the application deadline and reserves the right to reject any application which is incomplete or where the applicant's proposed activity during the event will disrupt other exhibitors or the peaceful assembly of attendees or damage or injure persons or property, or interfere with the planned special events, or is rejected for failure to meet stated selection criteria.
3. The City reserves the right to establish and enforce written rules and regulations as to other criteria which City staff deems pertinent to carry out a special public event or exhibit, provided such rules, regulations and criteria are approved by the City Manager or his designee.
4. The City shall have the right to remove any exhibitor or exhibit or other participant from the event limits who does not comply with the aforementioned requirements or the terms set forth in the approved application.
5. If the City determines to remove an exhibitor or other participant from the event limits pursuant to its authority under paragraph 4 of this Resolution, notification will be made in person by a City staff member. If exhibitor or other participant disregards the staff member's request to leave the event, law enforcement will be contacted to remove the exhibitor or participant. It shall be unlawful for any person participating in a City event to fail to obey a law enforcement request to leave the event area. The area reserved for a City event will be clearly defined and available upon request at the time an exhibitor or participant is requested to leave the event.

ADOPTED by the City Council on the 1st day of August, 2005.

SIDNEY A. KATZ, MAYOR and President of the Council

DAVID B. HUMPTON, CITY MANAGER

2019 LABOR DAY PARADE AGREEMENT

Violation of any part of these Parade Regulations 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 are 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 City of Gaithersburg 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 are in effect as of the date of the Labor Day Parade, September 2, 2019.

Print Organization Name _____

Print Contact Name _____ Phone # _____

Signature _____ Date _____

RETURN TO:

E-MAIL: Dorothy.Winder@gaitthersburgmd.gov

FAX: 301-258-6349 Attn: D. Winder

MAIL TO:

**Labor Day Parade
Department of Parks, Recreation and Culture
506 S. Frederick Avenue
Gaithersburg, MD 20877**