

WESTERN WELCOME WEEK GRAND PARADE POLICIES & PROCEDURES

Important Dates

Parade entry deadline..... Wednesday, July 15, 2016

All entries received after this date will be charged a \$20 late fee.

Cancellation deadline..... Friday, July 31, 2016

Acceptance... of entry is at the discretion of the Parade Committee. Application must include application fee. A confirmation letter will be mailed or emailed late July, early August. **Deadline: July 15, 2016**

Late fee... Parade entry deadline is **July 15, 2016**. **Entries submitted after the deadline will be charge a late fee of \$20. The number of parade entries is limited; entries will be taken until the parade is full, which may be before the entry deadline. Be sure to get your entry in early!**

Entry Specifications... The maximum width of Main Street, from Rio Grande to Nevada, is 24 feet. The maximum height, to clear streetlights, is 12 feet.

Parade Movement... **It is important that maneuvers do not slow or impede the forward movement of the parade.** There will be Parade Marshals to assist in keeping a proper pace and spacing along the route.

Parade Route... is one mile long. The parade begins on the south side of Gallup St. and Littleton Blvd, and proceeds west on Littleton Blvd. (on the north side of the street) through downtown Littleton on Main Street. The Judging Stand is at the West end of Main St. Entries will then turn south on Rapp St., ending at Arapahoe Community College, for dismantling.

Check-in and Position Numbers... **Please have your group meet at a designated location and assign one person to check in.** Check-in begins at 8am, located on the northwest corner of Gallup St. and Parkhill Ave. You will receive your entry number and place of staging at that time. **You must be in line no later than 9:15am. We regret that we cannot give out position numbers prior to the parade.** We wish we could put everyone at the front of the parade, we ask that you please be understanding of our efforts to mix entries and of your position. Thank you.

Unloading Parade Participants... All buses, cars, etc., unloading parade participants should unload on Datura St. a block west of Gallup St. Due to limited parking it is preferable for groups to park at Arapahoe Community College, 5800 S. Santa Fe Dr. and Church (dismantling area) and carpool to the limited parking areas along Datura.

Dismantling... of your entry will be at the end of the route at Arapahoe Community College, 5800 S. Santa Fe Dr. and Church. Please do not unload participants or start dismantling your entry prior to arriving at the college.

Cancellations/No Shows... Cancellations must be made in writing prior to July 31, 2016 to receive a partial refund, up to \$25 of the entry fee will be retained for administrative costs. Cancellations received **July 31** or later and “No Shows” will result in no refund.

Fire and Safety Precautions... Mandated by Littleton Fire Department–Fire Code - decorative material used on your entry shall be noncombustible or flame retardant. Motorized vehicles or towing vehicles must have a fire extinguisher (2-A: 10-B:C). **NOTHING is to be thrown or handed out** (i.e. candy, promotional items, etc.) from the entries or the parade route to the spectators. This could result in expulsion from the parade.

Insurance Regulations... You may not throw, toss or hand out anything from your entry along the parade route. Entries not adhering to this rule could be pulled from the parade. We are expecting 80,000+ spectators and want to make sure that we have a safe parade for everyone to enjoy.

Equestrians... Meet at Arapahoe Community College, 5800 S. Santa Fe Dr. and Church St. (the parking lot East of the low north building on Church St, approximately Church and Prince St.). Water will be available. A police escort will lead equestrian units from ACC to the check-in and staging area no later than 8:30 a.m. If you are a smaller equestrian entry or prefer to go directly to the staging are, please go directly to the parade check in tent at Gallup and Park Hill Ave.

Insurance Requirements... Entries with animals, i.e. horses, ponies, mules, dogs, cats, etc., will require a Certificate of Insurance naming Western Welcome Week as an additional insured. Deadline for certificate July 15, 2016.

Political Entries... Accepted entries include elected “seated” officials, local candidates and only ONE entry is allowed per political party. **All participants must either be on a float entry or in a motorized or horse drawn vehicle - NO WALKERS. The maximum number of participants per float entry is 15.** All banners, signs, etc., on the floats or vehicles must be in good taste and positive in nature. All banners, signs, etc., will be reviewed by parade officials and are subject to removal at the discretion of the parade officials. Any questions regarding the appropriateness of said banners, signs and materials used will be the final decision of the parade chair and committee.

Weather... It could be a warm day – please bring water and other fluids, sunscreen and protective eyewear for everyone in your unit. Be advised that Western Welcome Week has specific dates for events and are not cancelled due to inclement weather and no refunds are made. However, if weather creates a safety issue, Western Welcome Week reserves the right to terminate or postpone the event.

Reservation of Rights... Western Welcome Week, Inc., a nonprofit organization, reserves the right to refuse participation to any group, groups, individuals, an individual, association, business, or any other entity of any nature or type that WWW feels in its sole discretion would not further the goals of the organization, would not be appropriate considering circumstances, or might reflect negatively upon WWW, an individual or group.