



# 27<sup>th</sup> Annual West Fest Community Celebration – Parade Registration

“Redefining Tomorrow” – Sept. 14-16, 2018

West Fest Parade: Sept. 15, 2018

**Parade entries and payments due Sept. 5, 2018. Same day parade registrations are not accepted.**

City of West Fargo  
Attn: West Fest  
800 Fourth Ave. E, Ste. 1  
West Fargo, ND 58078

Email:  
[ellen.rossow@westfargond.gov](mailto:ellen.rossow@westfargond.gov)  
Attn: West Fest

Fax: 701-433-5319  
Attn: West Fest

Please return this form with your payment. Payments can be made with cash or check via mail or in-person. Payments can also be made with credit cards for an additional 3 percent transaction fee. To pay by credit card, please call 701-433-5312.

All entries must be prepaid and are nonrefundable regardless of weather or other factors.

PARADE ENTRY FEES:	PARADE ENTRY PRIZES:
\$125 Business	Best in Theme \$1000
\$75 Political	Best in Show \$1000
\$50 Nonprofit	Mayor’s Choice \$500
\$25 Additional entry	Community Pride \$500

Name of Group or Organization:

Contact Person:

Mailing Address:

Street	City	State	ZIP code
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Contact Phone Number:

Contact Email Address:

Total Payment:

### Type of Entry (Please check all that apply.)

Groups will be charged an entry fee plus the additional entry fee for forms with more than one box checked. Walkers to hand out candy and other items are included in any parade entry.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Float (1 unit per entry)              | <input type="checkbox"/> Truck (3 per entry) | <input type="checkbox"/> Horses        |
| <input type="checkbox"/> Cycles (10 per entry)                 | <input type="checkbox"/> Car (3 per entry)   | <input type="checkbox"/> Marching Band |
| <input type="checkbox"/> Semi-trailer (1 unit per entry)       | <input type="checkbox"/> Walking Group       | <input type="checkbox"/> Other _____   |
| <input type="checkbox"/> Machinery/tractors (1 unit per entry) |  |  |

To properly organize the parade, please provide your best estimate of your entry’s dimensions:

Unit Width:		Unit Length:		Unit Height:	
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Please write the announcement you would like read introducing your entry during the parade below. Limit text to 200 characters. The committee has the right to edit the text as necessary.



By checking the box below I agree that I/organization representative has read and agree to:

- The 2018 Parade Rules, Regulations and Schedule and agree to be bound by them and any other regulations adopted by the West Fest Committee (following page).
- I understand that the Parade Committee has the right to refuse my parade registration or request.
- **RELEASE AND WAIVER:** To the fullest extent permitted by law, I/we hereby assume all risk of personal injury or death and property damages or loss from whatever causes arising while I/we are involved in connection with West Fest Activities and I/we hereby release the City of West Fargo and the West Fest Committee, including volunteers and parade committee members, from any and all claims relating to or arising out of activities in which I/we are participants in connection with West Fest Activities, whether known or unknown, foreseen or unforeseen, liquidated, unliquidated, fixed, contingent, material or immaterial, disputed or undisputed, suspected or unsuspected, asserted or unasserted, direct or indirect, at low or in equity and I/we understand and acknowledge the significance of such release and waiver and I/we hereby assumes full responsibility for any injuries, damages or losses that I/we may incur as a result of its execution of this release and waiver.

Complete this form by checking the box indicating the acceptance of the above statements.

Visit <http://westfargond.gov/762/West-Fest> for official event details.



# 27th Annual West Fest Community Celebration

*West Fest Parade: Sept. 15, 2018*

## Parade Rules and Regulations

West Fest is an annual community celebration and the West Fest parade is the most widely attended event out of an entire weekend of festivities. In fact, the West Fest Parade is one of the largest parades in the state. Our parade showcases businesses and nonprofits from West Fargo and the region. It is a great opportunity to connect with the public and get the name of your organization out in the community.

The theme for this year is "Redefining Tomorrow."

**ALCOHOL** This is a family event. No alcohol will be permitted in staging area or on parade route by entries or parade attendees.

**CANDY AND HAND-OUTS** In order to ensure the safety of attendees and other parade entries, each unit choosing to provide candy and hand-outs **MUST** have one or more walkers per side of the float to give candy and hand-outs to the spectators. We ask that the candy be thrown to the curb. If the float does not comply with these requirements, or if the walker does not appear to be doing his/her part, the float will be asked to discontinue for the remainder of the parade. If we see candy thrown from your vehicle, we will prohibit you from entering the parade in future years. Walkers are included with any parade registration.

DO NOT distribute items from the tailgate of a vehicle. We DO NOT want children running in the street between parade units--THIS MUST BE AVOIDED AT ALL COSTS. Thank you for your cooperation.

### DRIVERS

- All entries will be given a unit number to be displayed in the right corner of each window.
- Drivers must stay with your entry at all times. No Exceptions.
- During the parade, please allow 20' between each entry.

**HORSE UNITS** All horses will be required to wear a diaper for the safety of those who follow. Parade officials check to ensure that the units with horses comply with this requirement.

**PARADE LINE-UP** The parade lineup is done as entries arrive for the parade.

- Line-up begins at 9 a.m. at Fourth Street and Fourth Avenue near the Lodoen Center.
- The parade will begin moving at 11:30 a.m. with a parade start time of noon.
- PLEASE NOTE: NO ONE will be allowed to line up before 9 a.m.
- Once you are in line, you will not be allowed to leave your vehicle/float unattended.
- Your vehicle needs to be fueled and ready to go before entering the parade line-up and you need to have purchased your handouts ahead of time.
- Oversized units will be lined up at Sheyenne Street and Main Avenue. You will be contacted with specific line up instructions.

**PARADE LINE-UP SECTIONS** The parade lineup is divided into two sections: RESERVED and GENERAL. The RESERVED section leads the parade and contains: City officials, elected government officials, West Fest sponsors and the previous year's Best in Theme winning organization. The GENERAL section contains all other entries.

**PARADE PERFORMANCES** To keep the parade moving and eliminate pauses in the parade route over a minute in duration, we ask that you limit your short performance to ONE along the route, preferably in front of the reviewing stand.

**PARADE ROUTE** The parade route:

- Begins at the corner of Third Street and Second Avenue and heads west to Sheyenne Street;
- Travels south on Sheyenne Street to 10<sup>th</sup> Avenue;
- Turns east on 10<sup>th</sup> Avenue and ends at Second Street.

**POLITICIANS-POLITICAL ENTRIES** If you are currently in an elected office then you will be placed in the RESERVED section. You MUST be in the current title and not running for a newly elected office or campaigning to keep your current office. NO EXCEPTIONS!

No campaign signs for other offices are allowed in the reserved section. Your sign must only recognize the name and office of the current title-holding politician. All those running or looking to change political offices will be placed in the general section on a first come, first serve basis. All political individuals MUST pay at the \$75 political level.

**PRIZES AND JUDGING** By entering the parade you will automatically be signed up for entry in our contest for cash prizes. Judging of entries will take place on Sept. 16 at 10 a.m. in the parade lineup. Winners will be presented with a poster to place on their entry before the parade and will receive special recognition in front of the grandstand.

Prizes:

- BEST OF THEME Award: \$1,000
- BEST IN SHOW Award: \$1,000
- MAYOR'S CHOICE Award: \$500
- COMMUNITY PRIDE Award: \$500

The prize checks will be issued after the Oct. 1, 2018, city commission meeting.