

Dr. Martin Luther King Day Parade

Tampa, Florida

Parade Participant:

The Dr Martin Luther King Parade Foundation, cordially invites you to participate in the 28th Annual Dr. Martin Luther King Parade in Tampa, Fl; **Monday, January 16, 2017**. Participating in the event is not only great fun but it also provides you with an excellent way to promote your organization or business at minimal cost. Entries are limited, so please note the application deadline date and submit your application with required attachments, as early as possible.

Parade applications, accompanying documents (vehicle insurance and/ or tax exempt certification) and entry fees can now be submitted online. Alternatively, applications can be downloaded from our website and mailed in. Visit the Parade Foundation website at www.mlkjrparade.com for application submission. Please review all forms carefully and complete all requested information. Please note that applications submitted after the early entry deadline will incur a \$50 late fee.

All motorized and/or trailer vehicles must be insured to participate in parade. Our mailing address is **Dr Martin Luther King Parade Foundation, P.O. Box 1276 Tampa, Florida 33601-1276**. Applications will be processed and given position numbers as they are received.

Important Application Dates!!!

Early entry deadline - November 18, 2016 (submit entry fee and if applicable, vehicle insurance documents and tax exempt certificate)

Late entry period – November 19, 2016 thru December 1, 2016 (submit entry fee plus \$50 and if applicable, vehicle insurance documents and tax exempt certificate)

After December 1, 2016... parade entry CLOSED

On behalf of the Parade Foundation, we look forward to receiving your application and thank you for your interest and participation in the Dr. Martin Luther King Day Parade. For questions please visit our website and click on the “Contact Us” tab, call directly @ 813-327-8316, or e-mail us at mlkparadefoundation@gmail.com.

Sincerely,

Robert Scott, Jr

President, Dr Martin Luther King Parade Foundation

Cancellations: For safety of participants and spectators, if weather or other unforeseen events occur that are out of our control, the Dr Martin Luther King Parade Foundation reserves the right to cancel scheduled events or parade. Application fees are none refundable. If cancelled, there are no alternative dates.

Dr. Martin Luther King, Jr. Parade-Tampa

Application Checklist

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A complete application consists of the following:

1. Entry Application, complete and signed (4 pages).
2. Acceptance of Entry requirements, Parade Rules and Liability and Hold harmless Agreement completed and signed.
3. Proof of Insurance; submit (copy) proof of insurance with application. Organizations renting through a professional float company should have their company submit insurance documents to Dr. Martin Luther King Parade Foundation, Inc.
4. Photograph/artist rendering of float entry.
5. Entry fee – Check made payable to Dr. Martin Luther King Parade Foundation, Inc.
6. Completed Safety Officer Acknowledgement Letter.

* Please submit measurements of vehicle/float entry in feet.

* Non-Profit organizations must provide copy of 501(c)(3) document.

* Safety monitors are required for all motorized vehicles NO EXCEPTIONS.

* Organizations without monitors will not be allowed to participate.

Mail (or upload online) the above listed items to:

Dr. Martin Luther King Parade Foundation
P.O. Box 1276
Tampa, Florida 33601-1276

Parade Start Time: 12:00 noon
Parade Line-up (Staging) Begins: 8:00 AM
All motorized units must be in place: 11:30 AM
Parade staging closed: 11:30 AM

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Name of Organization _____

Contact Name (please print) _____

Address _____

(Enter correct address and contact name to where parade documents can be mailed)

City _____ State _____ Zip _____

E-Mail _____

(Please print email address legibly)

Work Phone _____ Home Phone _____ Cell Phone _____

Please complete all entry information... the type of entry and length are needed to assist Parade Marshals in staging your entry

INDICATE TYPE OF UNIT

_____ **Professional Float** – Total Length of Unit _____ (Include Tow Unit)
Name of Float Builder _____ Builder Phone # _____

Float Builder Contact _____

_____ **Homemade Float** – Total Length of Unit _____ (Include Tow Unit) **this includes truck/trailer units**

Please include photograph or sketch of float entry

Float Safety Monitor Captain _____ Cell # _____

_____ **Walking Unit** – Total members in unit _____

_____ **Equestrian Unit (Horse)** – Total number of horses in unit _____
All horse units must have a scooper unit; those horse units without a scooper will not be allowed to participate No Exceptions!

_____ **Car** Total Length of Unit _____ Feet

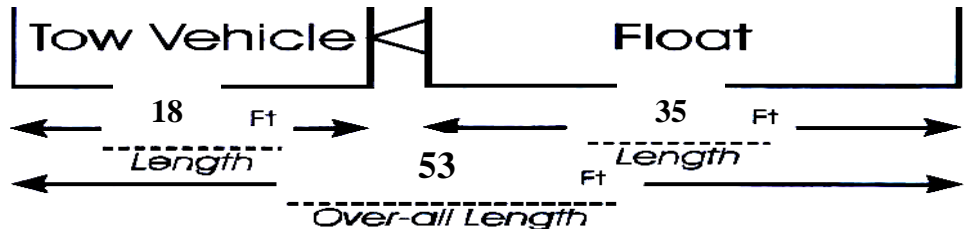
_____ **Truck** Total Length of Unit _____ Feet

_____ **Motorcycles**..... Total Number of Motorcycles _____

Example

Overall length is important for positioning in staging area; please provide accurate measurements

Entry Measurements
Please include a photo of your Parade Entry with your completed application



Insurance Carrier: _____

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Please write a short narrative about your entry that is suitable for media broadcast. Include your organization's history, awards, community service and/or projects.

Entry Fee Schedule

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Type of Entry	Entry Fee
Commercial Business – Float	\$300 per unit
Commercial Business – Vehicle	\$200 per unit
Commercial Business – Walkers Only	\$175 per unit
Motorcycle Unit – Any Number	\$300 per unit
Equestrian Unit – Any Number	\$300 per unit
Social/ Community Group – Float	\$200 per unit
Social/ Community Group – Vehicle	\$175 per unit
Social/ Community Group – Walkers Only	\$150 per unit
Non-Profit – Float	\$150 per unit
Non-Profit – Vehicle	\$125 per unit
Non-Profit – Walkers Only	\$100 per unit

Please circle fee submitted

Each vehicle is a unit – please include entry fee for each unit

Groups of Motorcycles or Equestrians make up a unit – please specify number

No additional vehicles (not specified on the application) will be allowed on day of parade

Each unit must display appropriate parade entry pass to enter staging area

Proof of insurance must accompany each parade application

501(c)(3) organizations must submit Tax Exempt Certificate

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ACCEPTANCE OF ENTRY REQUIREMENTS
LIABILITY RELEASE AND HOLD HARMLESS AGREEMENT

In consideration of the acceptance of the entry of _____
(Name of Organization)

to the Dr. Martin Luther King Parade Foundation, Inc.

I _____,
(Contact Representatives Name; please print address legibly)

_____, do hereby
state the following. (Name of Organization)

1. I have been specifically authorized to enter into this agreement on behalf of the organization seeking entry into the Parade. My organization is aware of the terms and conditions of the Entry Requirements, Liability release and the Hold Harmless Agreement, and agrees to be bonded by the same.
2. For my organization, its owners, members, parade participants, successors and assigns, I do hereby release and forever discharge Dr. Martin Luther King Parade Foundation Inc., its members, officers, agents, assigns, and Parade sponsors, from any and all, causes of action, claims and demands of any type whatsoever, arising from, or related to, any damage, loss, or injury, which may be sustained by my organization as a result of participating in the Dr. Martin Luther King, Jr. Parade-Tampa, Florida.
3. For my organization, its owners, members, parade participants, successors, and assigns, I do hereby agree to indemnify and hold harmless Dr. Martin Luther King Parade Foundation Inc., its members, officers, agents, and liabilities, loss, damages, and expense of any type, including attorneys fees, which may be sustained by reason of my organization as a result of participating in the Dr. Martin Luther King, Jr. Parade-Tampa, Florida.
4. This release extends to and includes all known, unknown, disclosed, undisclosed, unforeseen, unanticipated, and unsuspected injuries, damages, losses and liabilities, and the consequences thereof.

Name of Organization

Signature of Person Authorized to Execute
Agreement for Organization

Date

Please Print Name

Return this page with application

Safety Officer Acknowledgement Letter

Please check each box to acknowledge that you have read and understand the following; City of Tampa/Hillsborough County Ordinance, rules that are consistent with all parade events in the City of Tampa and Hillsborough County; complete the bottom portion of this page. This page must be submitted to Dr. Martin Luther King Parade Foundation Inc. with your parade application. **Incomplete applications will be placed on hold until required documents are received.**

All motor vehicle units require a Safety Officer.

Safety Officer (1)

The Safety Officer will be the Point of Contact. **Safety Officers are to wear safety vest that must be worn and visible at all times; safety vest will not be provided.** The Safety Officer will be required to remain with their unit following entry into the staging area. The Safety Officer is required to review safety rules with safety monitors, vehicle drivers, and all group participants. Safety Officer is to oversee the safe disbanding of their unit until the last person has disembarked their vehicle/float and participants are reunited with transportation. Special care should be taken to ensure children are returned to transportation accordingly.

Safety Monitors (4)

Each parade applicant (organization) shall provide (4) four Safety Monitors stationed at the corners of any vehicle/float used in the parade at all times while the vehicle(s) are moving. Each Safety Monitor should be equipped in safety vest and a coach's whistle. The role of the Safety Monitor is to make sure the driver is aware of any emergency requiring him/her to stop immediately. Emergencies include, but are not limited to, equipment malfunctions, passengers falling from vehicle, overhead obstructions, endangered riders, and parade viewers breaching the area and coming too close to entry vehicle/floats. Safety Monitors and vehicle/unit drivers are not to consume any alcoholic beverages or hand out items to spectators along the parade route. Units that do not have the requisite numbers of Safety Monitors may be pulled from the parade lineup until Safety Monitor requirements are met.

Safety Officer Contact Name: _____

Safety Officer Contact Signature: _____

Keep this page for your records

Parade Rules:

1. All units must move forward at all times to maintain their positions; this eliminates or lessens gaps. If stops occur, move forward at walking pace until gap is eliminated. Do not run or speed to close gaps; this could cause undue stress on participants following your unit to advance.
2. Drivers of vehicles must maintain control of their vehicles; drivers are not allowed to throw beads or other items from the driver's position.
3. Parade participants are not allowed to ride on the outside of moving vehicles; riding on hoods, fenders, sides or roofs of vehicles is prohibited.
4. Units composed of live animals must be followed by a clean-up crew throughout the parade; this also includes staging area. Animals must be trained and animal unit must be insured.
5. All units admitted to the Parade staging area must have properly signed staging passes issued by the Parade Foundation. Units arriving at the staging area without the proper passes will not be allowed into staging.
6. Paper materials (booklets, brochures, flyers, pamphlets, etc.) are **NOT** allowed to be distributed along the Parade route.
7. Motorcycle units are welcome. Each motorcycle must be properly insured.
8. **NO** alcohol consumption by parade participants.
9. Parade officials can remove unit(s) from parade route if rules are violated.

Parade Start Time: 12:00 noon
Parade Line-up (Staging) Opens at 8:00 AM
All motorized units must be in place by 11:30 AM
Parade staging area will close at 11:30 AM