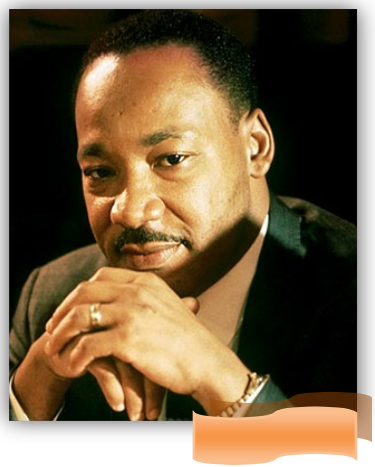


Martin Luther King Parade Entry Application

Tampa, Florida

The Dr Martin Luther King Parade Foundation cordially invites you to participate in the Annual Martin Luther King Parade in Tampa, FL. 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, and submit your application with required attachments, as early as possible.

Parade applications, accompanying documents (vehicle insurance, sketches, drawings) and entry fees can 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 the parade. Our mailing address is **Dr Martin Luther King Parade Foundation, 5112 N 22nd St., Tampa, FL 33610**. Applications will be processed and given position numbers as they are received.

Important Application Dates!!!

Early entry deadline – December 21 (submit entry fee and if applicable, accompanying documents)

Late entry period – December 22 thru December 31 (submit entry fee plus $50 and if applicable, accompanying documents)

After December 31… 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 Martin Luther King Day Parade. For questions, please visit our website and click on the "Contact Us" tab, call directly @ 813-302-9495, or e-mail us at info@mlkjrparade.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 non-refundable**. If cancelled, there are no alternative dates.

Return this page with application

Martin Luther King Parade

Application Checklist

A complete application consists of the following:

1. [ ] Entry Application, complete and all required pages signed.
2. [ ] 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.
3. [ ] Photograph/artist rendering of float entry.
4. [ ] Entry fee – Check made payable to Dr. Martin Luther King Parade Foundation, Inc.
5. [ ] Completed Float Safety Officer Acknowledgement Letter (if applicable).

* Please submit measurements of float (or large specialty vehicle) entry in feet.

* Safety monitors are required for all floats (or large specialty vehicles)

* Floats or Large Specialty Vehicles without monitors will not be allowed to participate.

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

Dr. Martin Luther King Parade Foundation
5112 N 22nd St.
Tampa, Florida 33610
www.mlkjrparade.com

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

Return this page with application

Application Date_____

Name of Organization _____

Organization Address_____

City _____ State _____ Zip _____

Organization E-mail_____

Contact Name (please print) _____

Contact Phone _____ Ext._____

Contact E-Mail _____

(**Please print email addresses legibly**)

Please select e-mail to receive parade documents: Contact e-mail_____ Organization e-mail_____
(Parade documents will be e-mailed only)

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

___**Float(s)** – Total Length of Unit(s) _____ft (incl. tow unit) **(Please include proof of insurance for each)**

Please include photograph or sketch of float entry w/application

_____ **Marching Band** – Total members in unit _____

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

_____ **Equestrian Unit (Horses)** – 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!)

_____ **Vehicle(s)**……Total Length of Unit(s)_____ft **(Please include proof of insurance for each)**

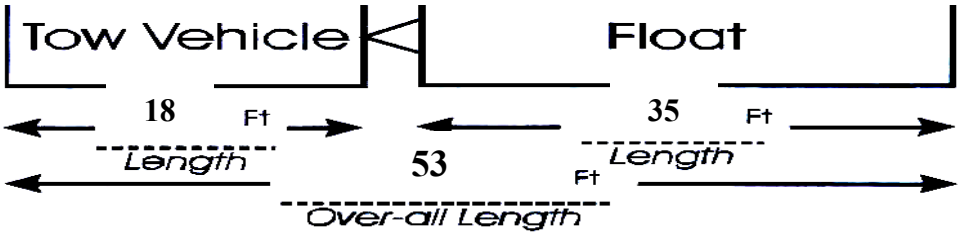
_____ **Motorcycle(s)**…..Total Number of Motorcycles____ ft **(Please include proof of insurance for each)**

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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Are you a Current Elected Official? ___Yes ____No _____Office Held (if yes)

Are you representing a department of Hillsborough County or City of Tampa Government?
___Yes ____No_____ Department Name (if yes)

Will your entry include music (played on loudspeakers or live instruments)? ___Yes ____No

Do you have any special request regarding your placement in line (e.g. proximity to related organizations, proximity to types of entries, etc.)

_____

_____

_____

_____

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.

_____

_____

_____

_____

_____

_____

Staging and lineup order is generally on a first come first serve basis, however the final placement and lineup will be adjusted to accommodate several factors including entry type, music volume, required spacing and safety concerns.

Return this page with application

Entry Fee Schedule

Type of Entry	Entry Fee
State Representative or other State Elected Officials – Float (includes pick-up trucks/ large tow vehicles with trailer), Vehicle or Walkers	$0 per unit
Hillsborough County/ City of Tampa Department or Elected Official – Float (includes pick-up trucks/ large tow vehicles with trailer), Vehicle or Walkers	$0 per unit
Marching Band	$0 per unit
Equestrian Unit – Any Number (pooper scooper required)	$0 per unit
Motorcycle (2 or 3 wheel) Unit – up to 10 per unit	$450 per unit
Float (includes pick-up trucks/ large tow vehicles with trailer)	$600 per unit
Vehicle (walkers included)	$500 per unit
Walkers Only	$400 per unit

Please circle fee submitted

!!!! NOTE !!!!
Each vehicle is a unit – please include an entry fee for each unit. Walkers accompanying a vehicle do not require an additional fee.
Groups of Equestrians make up a unit – please specify number in each unit Equestrian units must have “pooper scooper” provision, no exceptions!
Groups of Motorcycles (up to 10) make up a unit – fee is per unit of 10. Larger groups require additional fee
No additional vehicles (i.e. vehicles not specified on the application) will be allowed on day of parade. Pickup trucks or large tow vehicles with trailers are considered floats.
Each unit must display an appropriate parade entry pass to enter staging area
Proof of insurance must be provided for each motorized vehicle submitted with application

Return this page with application

Float 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 floats and large specialty vehicles (40 ft in length or more) require a Safety Officer.

[ ] Safety Officer (1)

The Safety Officer will be the Point of Contact. **Safety Officers are to wear a safety vest that must always be worn and visible; safety vests 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 with a float or large specialty vehicle shall provide (4) four Safety Monitors, always stationed at the corners while the vehicle(s) are moving. Each Safety Monitor should be equipped with a 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 and Cell Number:

_____

Safety Officer Contact Signature:

Keep this page for your records

Parade Rules:

1. **Units must always move forward to maintain their positions. Performance routines should be no longer than 2 minutes to reduce or eliminate gaps. If gaps occur, move forward at walking pace (do not run or speed) to close the gap.**

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 controlled. Any mishaps are the exclusive responsibility of the unit representative.**

5. **All units admitted to the parade staging area must have properly assigned 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.**

Return this page with application

ACCEPTANCE OF ENTRY REQUIREMENTS
LIABILITY RELEASE AND HOLD HARMLESS AGREMENT

In consideration of the acceptance of the entry of_____
(**Name of Organization**)

into the Martin Luther King Day Parade,

I _____, an authorized representative of the
(**Contact Representatives Name; please print address legibly**)

_____ do hereby state the following:
(**Name of Organization**)

1. 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 Martin Luther King Day Parade.

2. 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 attorney's fees, which may be sustained by reason of my organization as a result of participating in the Martin Luther King Day Parade.

3. This release extends to and includes all known, unknown, disclosed, undisclosed, unforeseen, unanticipated, and unsuspected injuries, damages, losses and liabilities, and the consequences thereof.

4. 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.

_____
(**Signature of Person Authorized to Execute Agreement for Organization**)

_____ _____
Date **Please Print Name**