

The Pennsylvania American Legion Presents

100th ANNIVERSARY PARADE



**Application
Deadline
MAY 1ST
2018**



Parade Entry Application

On **Saturday, July 14, 2018** The American Legion, Department of Pennsylvania will proudly present the 100th Anniversary Parade in Downtown Harrisburg. The parade will feature musical acts, floats, military displays, food vendors and much more.

Parade Schedule

9:00 a.m. - 12:15 p.m. – Parade registration & formation

12:45 p.m. – Must be in parade formation

1:00 p.m. – Parade begins

Application checklist:

- _____ Application must be completely filled out
 - _____ Application waiver
 - _____ Proof of non-profit status (if applicable)
 - _____ Entrance fee payment (if applicable).
- *Please make checks payable to PA American Legion

Application mailing address:
PA American Legion
Attn: Parade Registration
P.O. Box 2324
Harrisburg, PA 17105

Spaces are limited so we will only be accepting a limited number of applications/entries so get your application in early!

For questions regarding the 100th Anniversary Parade, please contact Richelle Savant at richelle@pa-legion.com or 717-730-9100 ext. 22.

**ALL APPLICATIONS
MUST BE POSTMARKED
AND RECEIVED AT
DEPARTMENT HQ BY**

**MAY 1ST
2018**

THE AMERICAN LEGION FAMILY



Entry Fees:

Group Type	Entry Fee
HS Marching Band	Free

Dance, Step & Drill Team Units	Free
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Entry Fees:

Group Type	Entry Fee	Example
Specialty Units	Free	Color guards, Non-School Bands
Non-Profit Units	*Free	
Commercial Sponsored Units	\$125.00	Business/Corporate Groups
Miscellaneous Units	Free	Vintage Auto Clubs/vehicles
Fire Departments	Free	Fire trucks, ambulances
Military Units, Police	Free	

Please see Parade Category Descriptions for complete details on each parade category.

***Non-profit entries must submit proof of non-profit status for verification of entry fees.**

PARADE CATEGORY DESCRIPTIONS

Marching Bands: this category includes High School, Jr. High School or Elementary School related marching bands, jazz ensembles, brass ensembles, drum & bugle corps, etc. The units must be mobile and must perform while on parade. All must be in professional uniforms or appropriate costume.

Dance, Step & Drill Team Units: includes any type of choreographed dance, step and drill teams. These units should be choreographed, costumed, creative, unique and visually exciting. Any float in this category may not display the name, logo or other identification of any corporation or business unless the appropriate commercial unit fee has been submitted.

Specialty Units: this category includes color guards, costumed groups, clown clubs, musical non-band marching units such as pompom or baton groups, novelty units, animal units, auxiliary units, etc. Any float in this category may not display the name, logo or other identification of any corporation or business unless the appropriate commercial unit fee has been submitted.

Non-Profit Units: includes organizations such as churches, schools, community organizations, non-profit agencies, hospitals, scouts, neighborhood groups, and governmental agencies. Proof of non-profit status must be provided. Any float in this category may not display the name, logo or other identification of any corporation or business unless the appropriate commercial unit fee has been submitted.

Commercial Sponsored Units: (Entry Fee \$125) commercial sponsored units and floats are entered by businesses and corporations, or any entry that is sponsored/underwritten by a business or corporation.

Miscellaneous: includes, but is not limited to, vintage vehicles, walking units, large balloons and special feature units. Any float in this category may not display the name, logo or other

identification of any corporation or business unless the appropriate commercial unit fee has been submitted.

- Animal units includes horses, wagon/carriage units, dogs, camels, mule teams, llamas, or any other animal. You must provide a uniformed or costumed cleanup crew with each animal unit and remove ALL animal waste in the staging/de-staging areas and throughout the parade. Permanent waste to be removed by unit and not left at City Island or Harrisburg.
- Unique or vintage vehicle units include motorized or self-propelled “vintage”, “antique”, or “funny cars” or motorcycles. Cars must travel the parade route at least two cars wide. Vehicles must be mechanically sound and able to drive the entire parade route and manage frequent delays.
- Walking units should consist of 20 or more choreographed, uniformed or costumed participants.
- Special feature units are made up of one or more push units, other non-float pieces or mini motorized floats under 8’ wide by 10’ long.

Fire Departments: includes all community and professional firefighting personnel and equipment: fire engines, hook and ladder trucks, ambulances and support vehicles, both modern and antique. Fire departments are encouraged to enter the parade to show community spirit. No more than two (2) vehicles will be accepted from each fire department. Any float in this category may not display the name, logo or other identification of any corporation or business unless the appropriate commercial unit fee has been submitted.

Military/Police: includes military and police vehicles and equipment and is open to all branches of the service. Any float in this category may not display the name, logo or other identification of any corporation or business unless the appropriate commercial unit fee has been submitted.

ANNOUNCER FOR YOUR UNIT

If you wish to have information about your unit announced as they pass in review at the reviewing stand, please provide an announcer who will be responsible for reading/announcing your unit’s information. Your announcer should report to the reviewing stand located on North Second Street no later than fifteen (15) minutes prior to the start time of the parade.

NOTICE

On the parade application, applicants are asked to identify the category in which they wish to be included. The Pennsylvania American Legion reserves the right to make final assignments of entries to appropriate parade categories based upon the nature of the entry and type of presentation. The Pennsylvania American Legion reserves the right to refuse entry to the parade of any applicant. Spaces for each category are limited so inclusion in the parade will be on a first come, first served basis.

PENNSYLVANIA AMERICAN LEGION
100TH ANNIVERSARY PARADE

Yes! We would like to participate in the PA American Legion's 100th Anniversary Parade.

Organization Name: _____

Primary Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Category Requested (Please choose one – submit one application per group/unit):

- | | | |
|---|---|--|
| <input type="checkbox"/> HS Marching Band | <input type="checkbox"/> Military Unit, Police | <input type="checkbox"/> Commercial Unit |
| <input type="checkbox"/> Dance, Step, Drill Team Unit | <input type="checkbox"/> Fire Department | <input type="checkbox"/> Specialty Unit |
| <input type="checkbox"/> Non-Profit Unit | <input type="checkbox"/> Misc., please describe _____ | |

Please see Parade Category Descriptions for complete details on each parade category.

The Pennsylvania American Legion reserves the right to make final assignments of entries to appropriate parade categories based on the nature of the entry and type of presentation. The Pennsylvania American Legion reserves the right to refuse entry to any group or unit.

Unit name as you want it to appear in print: _____

Length _____ Width _____ Height _____

Number of participants: _____

Number of vehicles (cars, motorcycles, firetrucks, etc.) _____

Any costumes; If yes, provide description: _____

Will you be using buses to transport to the staging area? If yes, how many buses? _____

Do you require parking for these buses? Yes _____ No _____

Provide the name of the person who will be announcing your unit as they pass in review:

*Your announcer should report to the review stand 15 minutes prior to start time of parade

****Please provide and include with this form
a complete description of your entry****

**PENNSYLVANIA AMERICAN LEGION
100TH ANNIVERSARY PARADE**

**Application
Waiver**

Your organization or unit, if selected, agrees to participate in the Pennsylvania American Legion's 100th Anniversary Celebration Parade in Harrisburg, Pennsylvania on Saturday, July 14, 2018.

In consideration for being an accepted participant, we irrevocably grant the Pennsylvania American Legion or The American Legion the exclusive right to use in any media our name, likeness, photos or reproductions of our performance for any purpose including promotion, advertising, or other such actions. With these rights, we hereby release The American Legion, the Pennsylvania American Legion, its posts, officials, employees, sponsors and its agents from any claim, liabilities and/or damages that may now or in the future arise by reason of such use. Further, we acknowledge that we are aware of the risks associated with participation in this parade and, therefore, on our behalf and that of our heirs, do hereby release The American Legion, the Pennsylvania American Legion, its posts, officials, employees, sponsors and its agents for any and all claims, liabilities and/or damages on account of any personal injury or property damage which may occur from any cause before, during or after the parade.

By signing the Application Waiver, you are acknowledging that you have read and fully understand all rules and regulations of the Pennsylvania American Legion's 100th Anniversary Parade.

Representative Name (Print)

Representative Title (Print)

Representative Signature

Date

RETURN THIS SIGNED WAIVER WITH YOUR PARADE APPLICATION

Pennsylvania American Legion 100th Anniversary Parade

RULES & REGULATIONS

General Information

- **The theme is to honor and celebrate the 100th anniversary of The American Legion and the Pennsylvania American Legion and to honor all veterans and active duty military. Entrants should have a patriotic theme or decoration.**
- The American Legion and Pennsylvania American Legion is a non-partisan, non-profit organization. Entries or props may not be based upon controversial, social, political or religious issues. The Pennsylvania American Legion reserves the right to reject or remove any entries before or during the parade without explanation that it deems in conflict with this rule.
- Once approved, you may not make any changes to your entry without written authorization from the Pennsylvania American Legion. You must notify the Pennsylvania American Legion in writing of any planned changes. All materials submitted with your application become the property of the Pennsylvania American Legion.
- Any entries not conforming to the approved application will be disqualified. The Pennsylvania American Legion reserves the right to accept or reject any application without explanation.
- All banners and signs displayed by a group or unit must be approved by the Pennsylvania American Legion. Banners or signs not approved will have to be removed prior to the unit participating in the parade. Any unit that does not remove unauthorized banners or signs will not be permitted to participate in the parade.
- The PA American Legion will provide notice to all parade applicants of their acceptance or non-acceptance. If approved, you will receive instructions in the mail after May 1, 2018 but before June 30, 2018. Contact HQ if you do not receive a response within this time frame at 717-730-9100.
- Alcoholic beverages will not be permitted at the parade.

Parade Line Up and Parade Route

- Each organization or unit must have one representative report to City Island for registration no later than 12:15 p.m. on the day of the parade. The parade starts at 1:00 p.m. Any unit that is not in line by 12:45 p.m. may be disqualified from participating.
- The proposed parade route forms on City Island with the official starting point located at Front and Market Street. The two (2) mile long parade route traverses through downtown Harrisburg. Route is as follows:
Market Street to Second Street – Second Street to North Street – North Street to Front Street – Front Street to Market Street – Market Street Bridge to City Island

- Items may be handed out to the parade audience in accordance with the following:
 - Any brochures, pamphlets, flyers, papers, etc. with information must be approved by the Pennsylvania American Legion and a sample must be included with your application form.
 - Wrapped items including candy, crackers, non-inflated balloons, brochures, and fliers are prohibited.
 - Items may NOT be thrown from the parade route, including candy. Each entrant must walk along the curb, adjacent to the parade entry, and hand items directly to the audience, if wishing to hand items out. Participants distributing items must not stop and must keep pace with the parade.
 - All activities must be performed while moving forward unless requested to stop at the reviewing stand or for television cameras. Stationary performances are limited to 1 ½ minutes.
 - Children under nine (9) years of age must ride on a float. No children under the age of nine (9) may walk the parade route.
 - If your unit does not comply with these rules, you will be diverted from the parade route and removed from the parade.

Float Guidelines

- A float is defined as any completely decorated or disguised unit powered by a motorized vehicle. Floats may not be less than 8' wide x 10' long and no more than 14' wide x 60' long and 12'6" high from street level. Any unit over 45' in length should be "broken" with a pivot point to accommodate turning corners.
- If using hard cover skirting on a float, it should reach no closer than eight inches off the ground.
- Self-propelled floats are motorized or move on their own power. Usually, the float frame is attached to a car or truck. This vehicle must also be decorated.
- A towed float is built on a wheeled base and towed by another vehicle. Tow vehicles need not be completely disguised, but must have decoration.
- All floats and units with generators must have a fire extinguishers mounted in plain view on each float and available to the driver and/or entertainers. All drivers and entertainers should know how to use the fire extinguisher.
- Each float must be able to be towed and have EXTERIOR FRONTAL towing capability. If your float breaks down, a tow truck provided by the Pennsylvania American Legion will remove it from the parade at cost to unit/participant.
- All float vehicles must be a licensed vehicle and driven by a licensed driver.

Parking

- There will be parking available in designated areas. Please note on the application form if your unit is arriving on a bus and needs bus parking or if your unit requires trailer parking.

Questions

- If you have any questions, please contact our Department HQ at 717-730-9100.