

OTTAWA RIVERFEST PARADE
Ottawa, IL 61350

Sunday, August 7, 2011

Here are some important things to know about the parade:

*The parade will kick off at 1:00 p.m.! It will begin at Boyce Memorial Drive and Madison Street.
We request everyone to be in line by 11:30 am.

*The registration table will be at the corner of Boyce Memorial Drive and Madison Street

*Parade volunteers will be at the registration table and available to assist you.
You will be given your numbered line-up position when you check in.

**ONE PERSON FROM YOUR GROUP NEEDS TO CHECK IN AT THE
REGISTRATION TABLE BEFORE YOUR ENTRY LINES UP**

*****NOTE: THERE IS TO BE NO THROWING OF CANDY, BEADS, ETC.
ALONG THE PARADE ROUTE.**

****PLEASE HAVE SOMEONE WALK AND HAND OUT THE CANDY, BEADS, ETC.**

*Your entry will be announced from two reviewing stands along the parade route. Therefore, please be sure to complete the "entry description" portion on the entry form and have it submitted by the designated deadline, otherwise you will not be announced.

***There is a \$50 FEE PER UNIT for commercial (businesses) & political parade entries**

There is no fee for not-for-profit groups

*The judging will take place along the parade route.

**Following publication of the winners in the: Ottawa Times newspaper
and certificates may be picked up at:
City of Ottawa 301 W. Madison St. Ottawa, IL
Monday through Friday, 8:00 a.m. to 4:00 p.m.**

Please fill out the parade entry form and mail, fax or return it to the City of Ottawa Riverfest.

*There will be portable restrooms located near the registration table on the day of the parade and throughout the parade route.

SEE YOU THERE!
Riverfest Parade Coordinator
Andrea Kowalski

CITY OF OTTAWA PARADE ENTRY FORM

301 W. Madison Street Ottawa, Illinois 61350 Fax: (815) 433-2270

Phone: (815) 433-5345 Andrea Kowalski – Parade Coordinator

Parade Date: August 7, 2011

Entry Deadline: July 29

Parade Start Time: 1 pm

Mail, fax, or return to:

City of Ottawa Riverfest

(Must be in line by 11:30 am)

Name of organization, business, or individual: _____

Contact Person: _____ Phone: (____) _____ Unit Length: _____
(Include Tow Vehicle Length)

Mailing Address: _____ # of Participants: _____

City: _____ State: _____ Zip Code: _____

Contact person's e-mail address: _____

**A copy of Certificate of Liability Insurance is required for every vehicle & properly insured with at least \$300,000.00 in coverage
(NOT THE INSURANCE CARD)**

Check here if all participants in your entry will be walking (no vehicle(s) will be with your entry) – # of Participants: _____

Check here if your unit will have music or make noise

*****GIVE BRIEF DESCRIPTION OF ENTRY FOR PARADE ANNOUNCERS AND JUDGES: Must be typed or neatly printed**

Please indicate which category you wish to be judged in: (Check only one category)

_____ Commercial Homemade

_____ Civic Homemade

_____ Religious

_____ Patriotic

_____ Music

_____ Youth

_____ Automobile

_____ Not-For-Profit

_____ No Judging

_____ Other (describe): _____

**Commercial (Businesses) & Political entry fee - \$50.00 PER UNIT
(Make check payable to: Ottawa Riverfest & include payment with entry form)**

The undersigned does hereby release, acquit, and discharge, now and in the future, the City of Ottawa, Illinois, its offices, agents, council, employees, and other representatives and all promoters, participants, vendors, sponsors and their agents from all present and future liability, claims, causes of action, lawsuits, damages, legal remedies known and unknown arising out of any and all activity and conduct, active and passive, of the participants in, or in anyway related or incidental to the Riverfest Parade on August 7, 2011.

Every unit is to be decorated with streamers and/or balloons; if your unit is not decorated it will not be allowed in the line up.

We have eliminated the use of water balloons, any type of squirt guns or water hoses.

Alcoholic beverages of any kind WILL NOT be permitted or tolerated per Ottawa City Ordinance.

**Any language or gestures deemed inappropriate by the Parade Coordinator, parade volunteers, or Riverfest Coordinator
WILL NOT be tolerated.**

There is to be NO THROWING of candy, beads, etc. along the parade route. This WILL NOT be tolerated.

All participants must follow the directions of the Parade Coordinator, parade volunteers, or Riverfest Coordinator.

****NOTE: VIOLATORS OF THE ABOVE RULES MAY BE SUBJECT TO POLICE ACTION and not invited back.**

The undersigned also understands and agrees that any sponsor may subsequently use for publicity and/or promotional purposes the above mentioned unit's name or photographs, video tapes, motion pictures and recordings, while participating in the Riverfest Parade, without obligation or liability to the undersigned. We look forward to your presence at a fun-filled, enjoyable parade!

I have read and fully understand the 2 pages of the 2011 Riverfest Parade rules and will hereby comply with all rules set therein. I will notify everyone that will be participating under this parade entry of the rules outlined herein and will comply with the same.

Signature of contact person on behalf of parade entry (must be 21 yrs. or older)

Date: