



Dear Applicant,

Thank you for your interest in the 2017 Children's Gasparilla Parade. The event is scheduled for Saturday, January 21, 2017.

Please read the information in the attached package carefully and thoroughly fill out of all the information pertaining to your entry. If your organization plans on participating in both the Gasparilla Preschooler's Stroll and the Children's Gasparilla Parade, we must receive applications for both.

In an effort to streamline the application process, you may notice several changes to this year's Children's Gasparilla Parade application. Please pay extra attention to the highlighted areas of the application.

The required insurance language has changed; you will notice that the language will be almost identical to the new language required by the other major parades in the City of Tampa. Please pay extra attention to this change, as we have standardized the language to make things easier for everyone moving forward. Please email me if you have questions

Please note that by submitting an application, your unit agrees to uphold any and all event sponsor exclusivity rights. Units that violate our event sponsor agreements will not be allowed to participate regardless of prior acceptance. (Example: Chevrolet has been the official and exclusive automobile sponsor of the Children's Gasparilla Parade. As a result, all units were required to use a Chevrolet or General Motors vehicle.)

We look forward to receiving your Children's Gasparilla Parade Application. Should you have any questions please do not hesitate to call me (813) 251 – 4336 or send me an email to Maiken@EventFest.com.

Thank you,

Maiken Stefany
Director of Operations
Children's Gasparilla Parade
EventFest, Inc.
www.GasparillaExtravaganza.com

phone 813.251.FEST (3378)
fax 813.251.3376
ticket line 813.251.8844



CHILDREN'S GASPARILLA PARADE SATURDAY, JANUARY 21, 2017 OFFICIAL PARADE APPLICATION



MAIL PARADE APPLICATIONS TO:

Attn: Children's Gasparilla Parade
1200 W. Cass Street, Suite 110
Tampa, FL 33606

The Children's Gasparilla Parade is for children of all ages. However, children **under the age of six (6) MUST ride in a vehicle or on a float or be pushed/pulled in a stroller, wagon, etc. by an adult.** The 2017 Children's Gasparilla Parade is scheduled to begin at **3:30 p.m.** (subject to change).

Please complete the official entry form below as well as the enclosed release forms. Return all forms, along with all applicable documents, to EventFest postmarked **NO LATER THAN THURSDAY, SEPTEMBER 15, 2016.** Your application will be INCOMPLETE without the required...

- | | |
|--|---|
| <input type="checkbox"/> Contact Page & Parade Entry Fee | <input type="checkbox"/> Parade Entry Form |
| <input type="checkbox"/> General Liability Insurance Certificate | <input type="checkbox"/> Proof of Auto Insurance |
| <input type="checkbox"/> Safety Compliance "Throw" Letter from bead vendor | <input type="checkbox"/> Signed Liability Release |
| <input type="checkbox"/> Safety Compliance "Throw" Letter on unit's letterhead | <input type="checkbox"/> Signed Publicity Release |

In 2017 the application/entry fee for the Children's Gasparilla Parade is as follows;

- \$950 for commercial applicants.
- \$450 for non-profit organizations and/or dance studios.
- Free for school marching bands and/or school performance teams.

****Applications postmarked after September 15, 2016 will incur a \$100 NON REFUNDABLE LATE FEE****

The application/entry fee may be paid by check, made out to EventFest, Inc., or credit card, a copy (front and back) of the credit card and billing address MUST be submitted with the rest of your Children's Gasparilla Parade application. Applications without an application fee check or credit card payment will be incomplete and therefore will not be considered. **Payments made by credit card will incur a 5% convenience fee.**

Any organization who has been denied entry into the 2017 Children's Gasparilla Parade by the Parade Committee will receive an application/entry fee refund before the event.

If for any reason your unit cannot participate in the Children's Gasparilla Parade and would like to request a refund, you must do so by November 1, 2016. No refunds will be issued after November 1, 2016 under any circumstances.

You will receive confirmation of your unit's Parade application via email. Please allow up to 10 business days for email confirmation. Once applications have been reviewed by the parade committee, you will receive an email of standing in late November. This email will inform your unit of acceptance or denial, and – if you have been accepted – a parade packet will be sent to you in early January and will include all information you will need for the event (unit number, map, passes, etc.)

CONTACT INFORMATION:

Name of Unit: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Primary Contact: _____

Daytime Phone: (_____) _____ - _____

Cell Phone: (_____) _____ - _____ E-mail: _____

Krewe Website (or Facebook page URL) _____

For Official Use:

Date Rec'd: _____ Complete: Y / N Explain: _____

Accepted: Y / N Explain: _____ Official Unit #: _____

Notes: _____



2017 RULES & REGULATIONS / SAFETY OFFICER:

Each entry is required to name a Safety Officer on this application. The Safety Officer will be required to be at their unit in staging two (2) hours ahead of the start of the parade and remain with their unit until the last person has disembarked their vehicle/float in disbanding, and all participants are reunited with their transportation home. The Safety Officer must also wear a **LIME-GREEN** mesh safety vest at all times during the **Event**. The Safety Officer's responsibility is to uphold the rules and regulations of the **Event**, and ensure compliance by their organization.

The Safety Officer will be responsible for the following:

- 1) Ensuring the safety of their unit and participants, including providing four **(4) orange** vested Procession Safety Monitors, per city ordinance, for each and every wheeled or motorized vehicle. Safety Officer shall report any emergencies to uniformed City of Tampa Police and to their Parade Marshal/Block Captain.
- 2) Reporting any and all incidents to an **Event** Parade Marshal/Block Captain before leaving the **Event** site. Safety Officer is required to sign any and all incident reports involving their unit(s) or their participants before leaving the **Event** site.
- 3) Complying with the direction of the Parade Marshal/Block Captain, including maintaining the pace of the parade.
- 4) Understanding that the Parade by its nature is an **ENTERTAINMENT MEDIUM** and, therefore, the contribution of each unit to this concept is critical. Entries are approved by the Parade Committee based on "show value" to the overall Parade. The **Event** is **NOT A PLATFORM FOR POLITICAL, RELIGIOUS OR SOCIAL ISSUES**, and no unit will be permitted to participate in the Parade if, in the judgment of the Parade Committee, it reflects such issues.
- 5) Upholding the **Event** policy which **PROHIBITS ANY SPONSOR OR CORPORATE IDENTITY ASSOCIATED WITH INDIVIDUAL PARADE UNITS** without seeking permission in advance, in writing from EventFest, Inc. If unit is granted permission from EventFest, sponsor or corporate identity cannot exceed 18 inches in height and 24 inches in width due to FCC regulations. Once approved, a maximum of one (1) corporate sign/logo will be permitted per float and must be confined to the apron. Additionally, entrants are **NOT** permitted to throw beads associated with any third party sponsor logo or company name.
- 6) Communicating the **NEW WEATHER CONTINGENCY/EMERGENCY PLAN** to each and every parade participant in their unit prior to **Event** day, so we can communicate this important new emergency procedure to not only each and every parade participant, but also to their corresponding transportation home from the **Event**. The new emergency plan states:
"If we experience an emergency that would necessitate the emergency cancellation of the parade, **ALL VEHICLES/FLOATS/UNITS WILL REMAIN AT THEIR POSITION IN THE STAGING AREA** - at the same location where they were dropped off. (Reference unit's position in staging on parade staging maps which are included in the Acceptance Parade Packet mailed out in November.) **ALL PARADE PARTICIPANTS MUST BE PICKED UP FROM STAGING**, where they were dropped off."
- 7) Managing and communicating with their unit's participants prior to the **Event** and throughout the **Event** day.
- 8) Educating and monitoring the safe distribution of their unit's beads or other giveaways (hand out to spectators OR underhand toss ONLY – do not throw beads overhand into the crowd). **NO BEADS ARE TO BE DISTRIBUTED PRIOR TO THE START OF THE PARADE AT BAY TO BAY BOULEVARD**. Any unit found in violation of this policy may be suspended from participating in the Children's Gasparilla Parade, the Gasparilla Preschooler's Stroll, and/or the Gasparilla Parade of the Pirates for up to three (3) years.
- 9) In an ongoing effort to provide the safest Gasparilla events for our participants and our attendees, we have included language that affects the type of beads/throws distributed at the Children's Gasparilla Parade and Children's Gasparilla Extravaganza. This language addresses the lead and phthalate content of items imported to the United States after February 2009, especially items designed for sale to children under twelve years of age. Phthalates are chemicals that are used in the production of soft plastics, and federal regulations prohibit the use of phthalates in products designed and manufactured for young children – especially when items might be placed in a child's mouth.

The only way to ensure your "throw" beads are phthalate-free is to purchase Grade "A" and/or phthalate-free "throw" beads. (NOTE: Grade "A" plastic is not made from recycled material.)

Since the Children's Gasparilla Extravaganza / Children's Gasparilla Parade has many young children that participate and attend the event, our Children's Gasparilla Parade Application Rules and Regulations include the requirement that in addition to throws being lead-free, that throws also be Grade "A" and/or phthalate-free as defined in the Consumer Product Safety Improvement Act.

Similar to last year's lead-free letters, your 2017 Children's Gasparilla Parade Application will require applicants to submit two (2) Safety Compliance "Throw"* Letters. The first letter must be from the applicant organization on (original) letterhead, and the second from the company where the applicant organization purchased their "throws". Applicants and their "throw" vendor will be required to submit a letter to include language addressing their compliance with the Consumer Product Safety Improvement Act, which addresses lead and phthalate content of products imported to the United States beginning February 2009.

Acceptable sample language would include (you can copy and paste this paragraph below to your letterhead):

"All of our Organization's/Unit's Beads and/or Throws that will be distributed at the 2017 Children's Gasparilla Parade meet or exceed current federal, state and local standards and are compliant with the Consumer Product Safety Improvement Act. We are aware and acknowledge the lead-free and phthalate-free stipulations contained in the Consumer Product Safety Improvement Act, effective February 2009 and have explained the new criteria to all members of our Organization / Unit that will participate in the 2017 Children's Gasparilla Parade."

* "Throws" encompass any item in possession of applicant or that will be distributed to Parade participants/event guests by the applicant at the event (i.e. beads, toys, coins, etc.)

- 10) Ensuring their unit upholds the **Event** policy which **PROHIBITS ALL PAPER MATERIALS (I.E. FLYERS, BOOKLETS, PAMPHLETS, BROCHURES, ETC.) FROM BEING DISTRIBUTED ALONG THE PARADE ROUTE.**
- 11) Ensuring their unit upholds and honors the **Event** policy which **BANS THE POSSESSION OF AND/OR CONSUMPTION OF ALCOHOL** at the Children's Gasparilla Extravaganza. Any unit found in violation of this policy may be suspended from participating in the Children's Gasparilla Parade, the Gasparilla Preschooler's Stroll, and/or the Gasparilla Parade of the Pirates for up to three (3) years.
- 12) Ensuring their unit upholds the **Event** policy which **PROHIBITS THE USE OR POSSESSION OF GLASS, STYROFOAM AND/OR CONFETTI** within the **Event** site.
- 13) Ensuring their unit upholds the **Event** policy which **PROHIBITS PROFANE OR INAPPROPRIATE MUSIC** at the **Event**. All music must be appropriate for children of all ages.
- 14) Ensuring, along with their unit's Safety Monitors, participants do not exit or board their float or vehicle while it is in motion, for the duration of the parade. (may load/unload in the staging/disbanding areas only, and only when vehicle is stationary)

Safety Officers should also be on the lookout for any suspicious items in and around their float/floats. If suspicious item is identified please notify an event parade marshal and/or uniformed officer immediately.

I recognize that the Event, at its sole discretion, retains the right to remove my entire unit and/or specific unit participants from the parade line up at any time. I understand reasons for termination could include failure to comply with the rules and regulations of the Event as stated above, including unapproved unit sponsors, or failure to use appropriate judgment at this alcohol-free, child-centered community event.

Safety Officer Name: _____

Safety Officer's Cell Phone Number: _____

Safety Officer Signature: _____

FLOAT

(You must fill out ONE of these pages PER FLOAT)

Number of Safety Monitors (minimum of 4 required): _____

Number of Participants: Children: _____ Adults: _____ (# used for wristbands – be accurate!)

Dimensions: Length (including tow vehicle*): _____ Width: _____ Height: _____

(Entry cannot exceed and is restricted to a maximum of 13’6” in height and 13’ in width)

Costume Description, if applicable: _____

What about your unit makes event guests smile? (I.e. Entertainment Value): _____

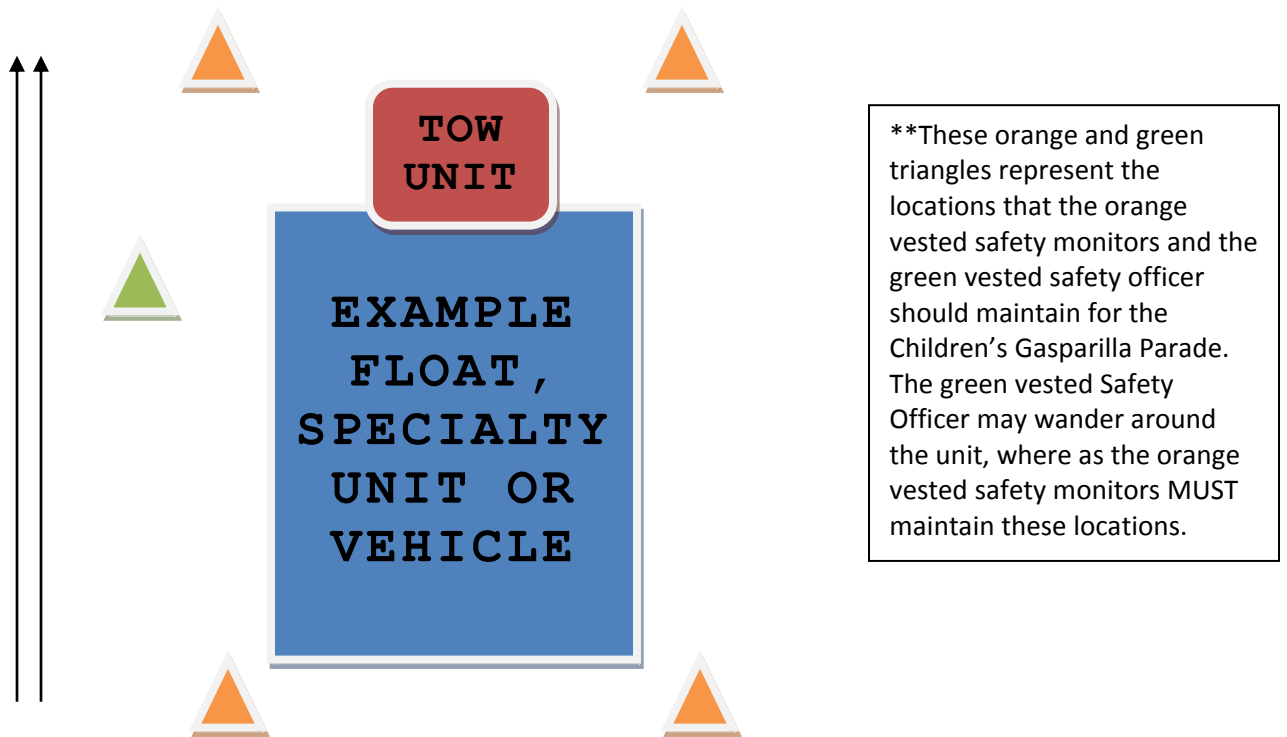
Music: Yes No Beads /Giveaways: Yes No Using a Vehicle: Yes No

Tow information: **Note: ALL commercial identification on a tow unit must be covered unless you are using Stepp’s Towing as they are the Official Wrecker & Towing service of the Parade.**

Tow Vehicle* provided by: _____

(Please send a copy of the auto insurance card or certificate of insurance)

*** Due to sponsorships, only one brand of vehicle may be allowed to be displayed, the parade committee will advise you if this is the case, in which competitor logos would simply be covered. (I.e. Chevrolet)**



NOTE: Safety Monitors and Vehicle/Unit Drivers are prohibited from throwing and/or handing out any items to spectators along the parade route.

SPECIALTY UNIT: VEHICLE/ WALKING UNIT/DANCE/BAND (CIRCLE ALL THAT APPLY)

(You must fill out ONE of these pages PER VEHICLE)

Number of Participants **(MINIMUM OF 10 / MAXIMUM OF 75):**

Number of Participants: Children: _____ Adults: _____ (# used for wristbands – be accurate!)

Number of Safety Monitors (minimum of 4): _____

Dimensions: Length (including tow vehicle*, if applicable): _____ Width: _____ Height: _____

(Entry cannot exceed and is restricted to a maximum of 13'6" in height and 13' in width)

Costume Description, if applicable: _____

What about your unit makes event guests smile? (i.e. Entertainment Value): _____

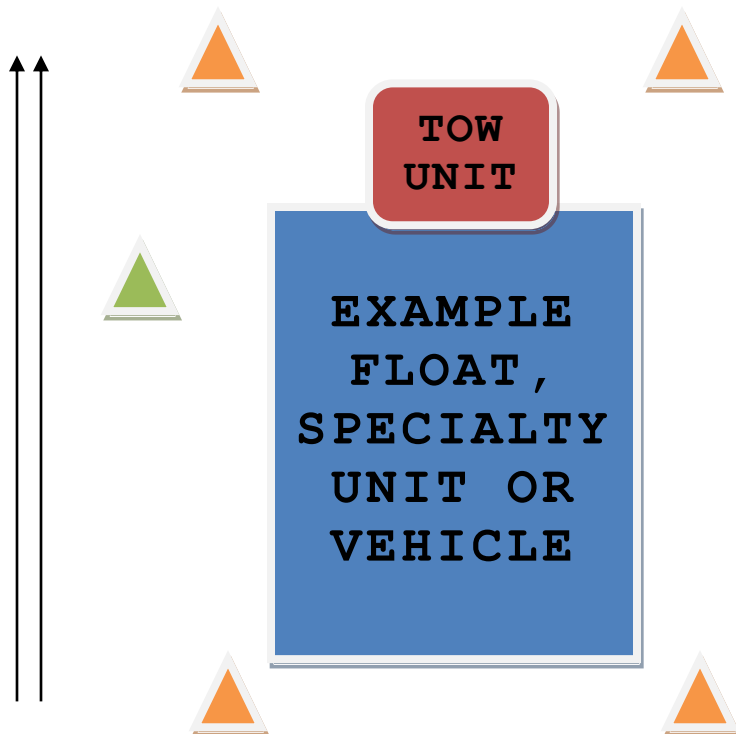
Music: Yes No Beads /Giveaways: Yes No Using a Vehicle: Yes No

Tow information: **Note: ALL commercial identification on a tow unit must be covered unless you are using Stepp's Towing because they are the Official Wrecker & Towing service of the Parade.**

Tow Vehicle* provided by: _____

(Please send a copy of the auto insurance card or certificate of insurance)

*** Due to sponsorships, only one brand of vehicle may be allowed to be displayed, the parade committee will advise you if this is the case, in which competitor logos would simply be covered. (I.e. Chevrolet)**



****These orange and green triangles represent the locations that the orange vested safety monitors and the green vested safety officer should maintain for the Children's Gasparilla Parade. The green vested Safety Officer may wander around the unit, where as the orange vested safety monitors MUST maintain these locations.**

NOTE: Safety Monitors and Vehicle/Unit Drivers are prohibited from throwing and/or handing out any items to spectators along the parade route.



Release, Assumption of Risk, Covenant Not to Sue, and Hold Harmless



The Children's Gasparilla Extravaganza,
including the Children's Gasparilla Parade

In consideration of the opportunity to participate in the Children's Gasparilla Extravaganza and the Children's Gasparilla Parade on January 21, 2017 (your name) _____, an authorized representative of (Krewe/company name) _____ do agree as follows:

A. Definitions:

1. The "Agreement" shall refer to this Release, Assumption of Risk, & Covenant Not to Sue and Hold Harmless.
2. "Released Party" shall refer to City of Tampa, Ye Mystic Krewe of Gasparilla, EventFest, Inc. and **Event Sponsors**, and include each Released Party's past, present and future members, owners, employees, officers, directors, principals, parents, subsidiaries, affiliates, associated corporations, agents, partners, representatives, predecessors, heirs, legal, representatives, successors and assigns.
3. "My Organization" shall refer to (name of group) _____ and include its past, present, and future members, their guests, owners, employees, officers, directors, principals, parents, subsidiaries, affiliates, associated corporations, agents, partners, representatives, predecessors, heirs, legal representatives, successors and assigns.
4. The "**Event**" shall refer to My Organization's participation in the Children's Gasparilla Extravaganza and the Children's Gasparilla Parade on January 21, 2017, from My Organization's travel to and arrival at the location of the **Event** to its departure from and return home from that location.
5. "Injury" shall refer to personal injury, bodily injury, death, property damage, and any other personal or financial loss sustained by My Organization that in any way results from, or is connected with the **Event**.

B. Acknowledgements:

1. I am at least 18 years of age and otherwise competent to sign this agreement. I am a member of My Organization. I am specifically authorized to sign this Agreement on behalf of My Organization. My Organization is aware of this Agreement and agrees to be bound by its terms and conditions.
2. Participation in a large event, such as the Children's Gasparilla Extravaganza, including large parades, such as the Children's Gasparilla Parade, has inherent dangers requiring skill, concentration, and attention by all participants. My Organization understands that no amount of care, caution, instruction or expertise can completely eliminate such dangers.
3. No individual in My Organization is suffering from any illness or physical disability that would affect his or her ability to safely participate in the **Event**.

C. Release, Assumption of Risk, Covenant Not to Sue, and Hold Harmless:

My Organization desires to participate in the **Event**. To do so, it voluntarily agrees to the following rules:

1. My Organization releases, waives, and discharges the Released Party to the full extent allowed by law, from any and all liability, claims, demands, or causes of action for injury, however caused, even if caused by the negligence, in whole or in part and in any form, of the Released Party.
2. My Organization expressly and voluntarily assumes all risk of Injury, to the full extent allowed by law, however caused, even if caused by the negligence, in whole or in part and in any form, of the Released party.
3. My Organization will not sue or make a claim against the Released Party for Injury, and, if it violates this agreement by filing such a suit or making such a claim, My Organization will pay all attorney's fees and costs of the Released Party.
4. My Organization will defend, indemnify, and hold harmless the Released Party from all claims, judgments and costs, including attorney's fees (to the limited extent that the defense and indemnity are not otherwise covered by collectible coverage insurance), in the event that someone suffers personal injury, bodily injury, death, or property damage as a result of My Organization's negligence, gross negligence, or willful misconduct connection with the **Event**.
5. My Organization recognizes that the Parade by its nature is an entertainment medium and, therefore, the contribution of each unit to this concept is critical. The **Event** is not a platform for political, religious or social issues, and no float will be permitted to participate in the Parade if, in the judgment of the Parade Committee, it reflects such issues.
6. My Organization will uphold the **Event** policy which prohibits any sponsor or corporate identity associated with individual parade units without seeking permission in advance, in writing from EventFest, Inc.

D. Termination, Applicable Law, and Severability:

1. My Organization agrees that this Agreement will apply to the **Event** and may only be terminated in writing.
2. My Organization understands that this Agreement is a contract. My Organization agrees that this Agreement shall be governed and construed in accordance with the laws of the State of Florida. All disputes arising under, in connection with, or incident to this Agreement shall be litigated, if at all, in the Thirteenth Judicial Circuit, Hillsborough County, Florida.
3. This Agreement is intended to be as broad and inclusive as is permitted by law, If any part, article, paragraph, sentence, or clause of this Agreement shall be deemed unenforceable, the affected provision shall be curtailed and limited only to the extent necessary to bring it within the requirements of the law, and the remainder of the Agreement shall continue in full force and effect.

I HAVE READ THIS DOCUMENT, I UNDERSTAND IT, AND I ACKNOWLEDGE THAT IT CONSTITUTES A RELEASE OF LIABILITY AND A WAIVER OF MY ORGANIZATION'S LEGAL RIGHTS. MY ORGANIZATION AGREES TO ASSUME ALL RISKS ARISING OUT OF THE **EVENT**, SO THAT IT CAN PARTICIPATE.

Dated: _____

(Signature)

(Title)

(Print Name)

DESCRIPTION OF INSURANCE REQUIREMENTS

As an applicant for the Children's Gasparilla Parade, you **MUST** provide a Certificate of Insurance in order for your organization to be eligible for consideration to participate in the **Event**. You may forward this information to your insurance company in reference to your parade entry. If your insurance company will not provide the proper insurance, then your application will be incomplete and you will not be eligible for consideration to participate in the **Event**.

All parade applicants are required to submit a Certificate of Insurance evidencing at least ***\$1,000,000 combined single limit general liability coverage, \$2,000,000 general aggregate coverage and auto liability coverage (when applicable), naming the City of Tampa, Ye Mystic Krewe of Gasparilla, EventFest, Inc., and any and all "Title" and "Presenting" level sponsors as additional named insureds.*** (Certificate holder only is not acceptable.) This liability coverage shall cover all activities and/or operations of participant and those they contract with in the **Event**.

The Certificate of Insurance shall read as follows:

"Ye Mystic Krewe of Gasparilla, EventFest Inc., the City of Tampa, and a maximum of one (1) "Title" sponsor and two (2) "Presenting" level sponsors are named as Additional Insured with a Waiver of Subrogation under both General Liability and Automobile Liability insurance coverages with respect to liability arising out of any operation of the entrant in connection with the Gasparilla Children's Parade. The afforded additional insurance shall be primary and non-contributory insurance and any other valid and collectible insurance available to additional insureds shall be in excess insurance."

IMPORTANT NOTES:

If your insurance policy is up for renewal AFTER the deadline of September 15, 2016, you must send a copy of the current certificate (as proof of insurance) with a letter stating when you expect to receive the new certificate. You must send the new certificate immediately upon renewal.

Your insurance company can scan and email a PDF version of your COI directly to EventFest at Insurance@EventFest.com, or they can mail it directly to us at the address below:



**Attn: Children's Gasparilla Parade
1200 W. Cass Street, Suite 110
Tampa, FL 33606**

If your insurance company has any questions regarding the above information, please have your insurance representative contact Maiken at EventFest, Inc. at (813) 251-3378.

MEDIA & PUBLICITY

PUBLICITY RELEASE:

I, as an authorized representative of _____ (**Parade Unit**), give EventFest, Inc., as manager and producer of the Children's Gasparilla Extravaganza (**Event**), permission to photograph members of our **Parade Unit**, record voices, reproduce voices and pictures during the **Event**, and use names, voices and pictures in advertising, publicity and promotional activities in all media now existing or hereafter created.

I agree that members of our **Parade Unit** will not be paid, compensated or credited for any such use of their names, voices or pictures for advertising, publicity or promotional activities.

PLEASE INITIAL: **YES** _____ **NO** _____

GENERAL PROVISIONS:

I agree that this Release is intended to be as broad as is permitted by the laws of Florida. I agree that any disputes relating to this Release will be resolved only in a court in Hillsborough County, Florida, and I agree to accept service of process wherever I am, even if outside of the State of Florida. I expressly agree to waive trial by jury in any such court case. I agree that the laws of the State of Florida will govern this Release.

I CERTIFY THAT I AM AN AUTHORIZED REPRESENTATIVE OF THE PARADE UNIT AND THAT I HAVE MADE ALL PARENTS AND GUARDIANS OF PARTICIPANTS AWARE OF THE EXECUTION OF THIS RELEASE. I CERTIFY THAT THE RESPONSES TO THE STATEMENTS ABOVE ARE TRUE.

SIGNATURE: _____

PRINTED NAME: _____

RELATIONSHIP TO PARADE UNIT: _____

We currently anticipate that the Children's Gasparilla Parade will be broadcast on network television in 2017. For that reason, please include a description of your parade unit. This information will be read by the announcer during the broadcast of the parade. Please be as specific as possible and include unique facts or details about your participation and/or organization. **ATTACH PHOTO OF YOUR FLOAT/UNIT!**

Media Contact Name & Phone Number for Interviews: _____

Media Description (or you may attach a description to your application on a separate sheet of paper): _____
