



**Cinco de Mayo – West Side – Saint Paul**

**Saturday, May 4, 2019**

**Parade Start: 9:30 a.m.**

**Early registration discount – Wednesday, April 3, 2019**  
**Parade registration deadline - Wednesday, April 17, 2019**

Applications **MUST** be fully completed and include vehicle(s) proof of insurance along with full payment of registration fees when submitted. Incomplete applications will not be processed. Application submission does not guarantee parade participation. All fees will be fully refunded if participation is denied.

**Cinco de Mayo - West Side - Saint Paul**  
**Saint Paul Festival & Heritage Foundation**  
 Suite 429 Landmark Center  
 75 West 5<sup>th</sup> Street  
 Saint Paul, MN 55102

Check payable to: SPFHF – Cinco de Mayo Parade

**Parade Coordinator**  
**parade@spfhf.org**

<b>Participant Category</b>	<b>Early registration deadline April 3<sup>rd</sup></b>	<b>Registration after April 3<sup>rd</sup></b>	<b>Fees</b>
For-profit business & political organizations	\$225.00	\$300.00	\$
Non-profit & community-based organizations	\$50.00	\$75.00	\$
Optional - Parade Distribution (see guidelines below)	\$10.00	\$25.00	\$
<b>Total</b>			\$
Item(s) requested to be distributed:			

<b>PARTICIPATION INFORMATION</b>		
		<b>Contact preference</b>
Organization/Group		
Primary contact (present at check-in)		
Mailing Address		
E-mail		
Phone	<input type="checkbox"/> cell <input type="checkbox"/> home <input type="checkbox"/> work	

<b>PARADE UNIT INFORMATION</b> Limit of two vehicles (trailer/float count as one vehicle)						
Parade Unit (check all that apply)	Car <input type="checkbox"/>	Van <input type="checkbox"/>	Truck <input type="checkbox"/>	Trailer <input type="checkbox"/>	float <input type="checkbox"/>	other (describe) <input type="checkbox"/>
	Total unit length with tow and vehicle:					
Music	Amplified <input type="checkbox"/>		Live <input type="checkbox"/>		Brief description:	
Participant (maximum of 30)	Walkers <input type="checkbox"/>		Dancers <input type="checkbox"/>		Requesting approval to exceed max of 30 participants <input type="checkbox"/>	
Describe the details of your request:						
Vehicle Insurance	<input type="checkbox"/> I have included required proof of insurance for all vehicles listed above					

### **ORGANIZATION/UNIT DESCRIPTION**

Descriptions may include mission statement, location, history/background and other significant organization info.

**Parade check-in information and unit line up number will be emailed to the primary contact listed on the application the week of April 26, 2019.**

## **LIABILITY WAIVER**

SPFHF has adopted safety precautions required by law and in the general public's best interest. All participants must sign the below waiver for participation.

**WAIVER:**

I/We, the undersigned, agree that SPFHF and event sponsors cannot be held responsible for damages or injuries resulting from participation in the 2019 Cinco de Mayo Parade. I/We, the undersigned, assume such risks for all liability purposes of all our unit participants. If I/we agree to operate a vehicle in connection with the SPFHF facilitated Cinco de Mayo Parade, I/we ensure that the driver is a valid licensed driver and possess valid automobile insurance as required by Minnesota State Law.

I/We accept responsibility of communicating the above information to all those participating in the Cinco de Mayo Parade provided within this event registration.

Authorized signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title/position: \_\_\_\_\_

### **COMPLETE REGISTRATION CHECKLIST**

Required items to complete your registration

- Completed registration
- Proof of Insurance for all vehicles participating
- Payment
- Liability Waiver signed

### **FOR OFFICE USE ONLY**

Date received: \_\_\_\_\_

Payment received: \_\_\_ yes \_\_\_ no

Payment method: \_\_\_ cash \_\_\_ check # \_\_\_\_\_

Insurance received: \_\_\_ yes \_\_\_ no

## Rules – Guidelines – Event Information

Failure to comply with the following may result in the loss of participation privilege and possibly affect future participation. Please provide this information with all participants in your unit. Event staff and volunteers will assist with you the check-in process and will be stationed along the parade route to provide further assistance.

### Participation Rules

- Approved registrations and unit line up positions are **absolutely non-transferable** to other individuals or organizations
- Event staff or volunteers reserve the right to change the placement of your unit if necessary
- All performances must be conducted while moving in effort to maintain a steady momentum
- Pets are **strictly prohibited** on the festival grounds. This includes check-in area, on parade floats and/or vehicles participating in the parade
- All vehicles and towed units must be in good working condition
- Drivers are responsible for maintaining safe distance from preceding and following units
- Applicant ensures that all children in parade unit will be adequately supervised throughout entire duration of the parade
- Alcoholic beverage use and possession is **strictly prohibited** during the parade

### Novelty Distribution Rules

Items may be distributed at the sole discretion of SPFHF Staff and SPFHF Parade Coordinator. Pens, pencils and toy balls are **not allowed**. All other items are strictly prohibited without prior approval. Request for distribution of items not listed can be submitted in the provided area of the registration form.

- Additional distribution fee must be paid
- All items must be handed not thrown for safety purposes
- All novelties must be **HANDED** out **NOT THROWN**
- Candy must be wrapped
- Novelty distribution permits will be provided at check-in. Units distributing without the permit will be required to surrender items
- SPF&HF reserves the right to inspect all intended items to distribute

## **Guidelines**

Parade unit design may include vibrant colored decorations, music, organization signage and/or participants dressed in costume. The following guidelines are strongly encouraged:

- Parade units are encouraged to be decorated with the Cinco de Mayo theme, representing the Hispanic/Latino culture or the West Side community
- Parade units are encouraged the usage of live or recorded music. Please indicate on registration as this will assist with placement in the parade.
- Parade units are encouraged to decorate with recycled materials

## **Insurance**

A current Certificate of Insurance covering the operation of your unit must be received by the Saint Paul Festival & Heritage Foundation office no later than April 24, 2019. This certificate must have the name of your organization or registration number on it.

**Comprehensive General Liability (CGL)** is required of **all** parade units.

- This must be a Certificate of Insurance. We do not accept copies of policies, cards, etc. Your insurance company is very familiar with issuing certificates, so please ask them to create a certificate for this event.
- The CGL must be at or exceed \$1,000,000 covering bodily injury, personal injury, and property damage.
- The **Saint Paul Festival and Heritage Foundation** must be named as additional insured on the certificate. (Please do NOT use SPFHF)
- The date on the certificate must be through May 4, 2019.

## **Event Information**

### Parade Route

Start: 640 Humboldt Ave, Saint Paul, MN 55107

End: Cesar Chavez & Ada Street intersection

### Parade Check-In Times – late check-ins risk parade participation

Check-in Vehicles/Floats: 7:00am - 8:30am

Check-in Walkers: 7:00am - 9:00am

Parade Start: 9:30am

## **Parking - TBD**

Participant parking is yet to be determined, carpooling is strongly recommended. Space will be limited and provided on first come first serve basis. Transportation returning to your vehicle following the parade will not be provided.

## **PARADE CONTEST**

One award will be given for each of the three categories listed below. Winners will be notified at the end destination of the parade (Cesar Chavez and Ada intersection) or via cell phone of the primary contact listed on the registration.

### **Parade Judging**

- Judges will determine the parade contest winners
- Participants are asked not to speak directly to the judges during the parade in effort to avoid any perception of impropriety
- 30 seconds will be allowed for participants to perform in front of the judging platform. This will be strictly enforced to keep the parade moving in a timely manner

### **Contest Categories**

#### **Heritage**

This award will be presented to the unit that best captures the cultural traditions of Mexican history. This parade unit portrays the best outstanding use of design, decorations, costumes, and colorful appearance that represent the Mexican culture.

#### **Most Spirited**

This award will be presented to the unit that best captures a festive mood through its use of music, artistic presentation, costumes, dance, colorful appearance and overall crowd appeal.

#### **Judges' Choice**

This award will be presented to the unit of the parade judge's choice. They will look for creative expression and unique talent.