

# **DELAWARE CITY DAY PARADE APPLICATION FORM**

## **EVENT INFORMATION**

**Saturday, July 19<sup>th</sup>, 2014      Application due NLT July 11th, 2014**

## **EVENT THEME AND PURPOSE**

Delaware City is proud to host the community event known as “Delaware City Day” each year to improve the quality of life and to contribute to the economic vitality of Delaware City by bringing together neighbors and families together with a family friendly entertainment that encourages all ages to enjoy Delaware City Day, its businesses, its residents and its history.

## **APPLICATION PROCESS**

A Participant Application is required from any person, group or other association seeking to participate in the Delaware City Day Parade (a “Participant”). This includes, but is not limited to, commercial, business related, trade, charitable, non-profits, for profits, clubs, lodges, religious, industrial, associations, political elected officials or political parties. The Delaware City Day Parade is open to varying types of parade “units” such as floats and/or motorized unites, marching and/or performing units and walking units.

The primary function of this Participant Application is for the Delaware City Day Committee to understand and attempt to incorporate Participants into the Delaware City Day Parade where possible. Types and quantity of Participants will be determined based upon, among other things, space available, variety, and/or the appropriateness of the unit as it relates to the purpose of the Delaware City Day Parade.

The Delaware City Day Committee has the right to accept or reject any Participant Application and to approve all units including themes, music, signs, costumes and/or other paraphernalia that may be used by a Participant in the Delaware City Day Parade. The Delaware City Day Committee reserves the right to deny a spot in the Delaware City Day Parade to any Participant who is, unwilling to abide by the Rules and Regulations outlined below, execute a Participant Agreement, care for facilities appropriately, respect staff, or respect the public. Participants are expected to represent positive community values consistent with the event theme and purpose.

Upon submission of a completed Participant Application, the Delaware City Day Committee will perform an initial screening based upon the submitted application. You will be notified if the Delaware City Day Committee requires additional information and/or documentation in order to consider your Participant Application. All requested information must be received before a Participant Application will proceed to final review by the Delaware City Day Committee. Once the review process is complete, you will be notified by e-mail (or other

preferred method of contact) as to whether your Participant Application has been accepted or denied.

If your Participant Application is accepted, you will be required to submit your a signed Participant Agreement (sample included herewith) acknowledging and accepting the Delaware City Day Rules and Regulations to the Delaware City Committee within seven (7) days of your receipt of notification (unless other arrangements are agreed to in advance by the Delaware City Committee). The Participant Agreement that you must sign will be provided to you at the time you are notified of the acceptance of your Participant Application. Any Participant Agreement executed and submitted without the Participant Application is null and void, and a new Participant Agreement will be required upon acceptance of your Participant Application.

Delaware City Day is a rain or shine event with no rain date in the event of cancellation. If the event is cancelled due to inclement weather, only the fireworks display will be rescheduled. No refunds or credits of participant fees are provided in the event of cancellation due to inclement weather.

### **APPLICATION REQUIREMENTS**

1. Completed Participant Application.
2. Participant Applications are processed on a first come, first serve basis.
3. Participant Applications must include complete and correct contact information for the parade participant.
4. Participant Applications must state the legal name of the participant. Applications using an assumed or fictitious name will not be accepted or processed.
5. Participant Applications must include a specific and complete description of the parade unit in detail including whether the unit is a floating or motorized unit, marching or performing unit or a walking unit.
6. All applications must specify the size of the unit, number of persons, proposed theme, planned music, proposed costumes, proposed signage and any planned paraphernalia or hand-outs (including flyers, placards, candy, promotional items) that the unit intends to provide to the public along the parade route. Photographs or drawings should be provided whenever possible. The Delaware City Day Committee shall have the right to approve or deny any application based upon the appropriateness of the parade unit as it relates to the theme and nature of the Delaware City Day Parade.
7. No changes are permitted without prior approval of the Delaware City Day Committee.

# DELAWARE CITY DAY PARADE APPLICATION

Saturday, July 19<sup>th</sup>, 2014

Name/Organization \_\_\_\_\_ Approx. # of participants \_\_\_\_\_

Contact Name \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Cell \_\_\_\_\_

**Categories for Judging:**

- Fire Department
- Antique Car
- Dance/Step Group
- Marching Band

Check here if **DO NOT** wish to have your entry judged.  
**Specialty Group/Float**

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*All Motorized vehicles participating in the parade must submit proof of insurance*

Fire Departments- Please list Equipment:

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All entries: Provide a brief description of your group/float/wording on banners, signs etc.

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Email your completed form to [b\\_konkus@yahoo.com](mailto:b_konkus@yahoo.com) or fax to 302-834-5187.

Once your Parade Application is received, it will be reviewed by the Delaware City Day Committee.

If approved, you will receive via email, The Delaware City Day Parade Agreement which you must sign and returned No Later Than July 15, 2014 to finalize your parade entry package.

Phone: 1-888-DEL-CITY(335-2489) Leave Message