

WEDNESDAY, JULY 19TH

**Westerner Days**
FAIR & EXPOSITION



2017 PARADE WAGON

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For Further Information Please Contact Us

Amy Cheng

Executive Assistant

P 403.309.0236

F 403.341.4699

E acheng@westernerpark.ca or parade@westernerpark.ca

The Westerner Days Fair & Exposition Parade Committee has prepared the following manual in an effort to aid participants in the application procedures for the annual Westerner Days Fair & Exposition Parade.

Introduction

As you are aware, preparation for a parade is an exciting, challenging yet worthwhile experience, not only for participants but also for the volunteers who organize the Parade each year. It is our hope that this manual will assist you with the application process as well as our committee in ensuring that we stage a Parade that all in attendance will enjoy.

In order to ensure a safe and rewarding Parade day experience for both participants and the audience, the Westerner Days Fair & Exposition Parade Committee, in consultation with the Risk Management Committee have developed, and will enforce, rules and regulations that all parade participants need to abide by.

After reading this manual, determine the category in which you feel your entry would be best suited. Complete the application form and arrange for your insurance requirements through your insurance agent (copies of both forms are included with this package) and send both forms to the Westerner Park Administration Office. Application forms received without insurance forms will be considered incomplete and therefore will not be considered for entry into the Parade.

Once your application has been accepted, you will be mailed a confirmation package containing your parade permit, marshalling area map and other required documentation.

PLEASE NOTE

On the morning of the Parade, **all entries must be in the marshalling area by 7:45 AM on July 19th, 2017 with their Parade Permit in order to gain access to this vicinity.** If you have not received your permit and confirmation package by **JULY 7th**, please contact Amy Cheng @ Westerner Park at 403.309.0236.

It is the goal of the Parade Committee to ensure that Parade Day will be a very rewarding experience for both participants and spectators, and through the cooperation of all participants, we can achieve this goal.

Categories

Non- Livestock Category Definitions

DIGNITARY MPs; MLAs; Mayors; Reeves; Councilors; Royalty; Citizen Award Winners/Service Clubs.

ADULT COMMUNITY ORGANIZATIONS Must be non-professionally decorated and non-commercial in nature to represent any adult organization, fraternal group, club or lodge and may bear the entrant's name.

BIG PEOPLE / LITTLE PEOPLE A community or commercial organization providing services for children, teens or students (e.g. Day Care, Big Brothers, Hire-a-Student).

CIVIC ENTRIES Non-professionally decorated float, representing a City, Town or Municipality.

COMIC and/or NOVELTY A unit, float or individual that is comical or novel in nature, including all mascots not accompanying a float entry.

COMMERCIAL FLOATS A float entered by an individual or firm engaged in business which should bear the sponsor's name.

DECORATED VEHICLES Any (single) decorated vehicle, including decorated vintage models. Each entry MUST be 80% decorated and may bear the sponsor's name. **NOTE** - if a decorated vehicle is being towed by another vehicle, it will be considered a Commercial Float, not a Decorated Vehicle.

PROFESSIONALLY DECORATED More than 50% of the decorating done professionally (non-volunteer) should bear the sponsor's name.

COLLECTOR VEHICLES Any non-decorated Antique, Vintage, Classic, Muscle or Street Rod/Hot Rod in their original style. Must be a minimum of 25 years old, in good running condition and carry make and vintage identification visible to the public. Persons in vehicles dressed in attire appropriate to the period portrayed add curb appeal.

Livestock Category Definitions

DIGNITARY MPs; MLAs; Mayors; Reeves; Councilors; Royalty; Citizen Award Winners.

COSTUME and/or NOVELTY Judging based on animal, costume, tack, equipment and showmanship.

HORSE HITCHES Light and Heavy horse hitch.

RIDING Individuals/Groups dressed in costume depicting a common theme. Judging based on horses, rider(s), dress, tack and equipment.

Judging Start Times

Reminder: All entries will be judged in their respective categories. "Not to be Judged" is no longer an option.

NON-LIVESTOCK will start at **8:00 AM**

LIVESTOCK will start at **8:30 AM**

All entries must be in the marshalling area **by 7:45 AM**

All entries will be judged based on the following criteria:

- General Curb Appeal
- Artistic Design Theme
- Originality and Creativity
- Décor and Costume

If a tow vehicle is involved, this vehicle must be clean and decorated to compliment the rest of the entry. Any entry incorporating livestock will be judged in the Livestock Section.

FIRST, SECOND, and HONORABLE MENTION will be awarded in each category. Entries judged first in each category will automatically advance to a second round of judging for the GRAND AWARD at 8:45 AM.

PARADE starts at **9:30 AM**



Rules and Regulations

Please Read Carefully

In order to ensure a safe and rewarding Parade Day experience for both participants and the audience, the Westerner Days Fair & Exposition Parade Committee, in consultation with the Risk Management Committee have developed, and will enforce, the following rules and regulations.

PLEASE READ the following documentation carefully and ensure that all members associated with your entry are familiar with these rules and regulations. ***“I didn’t know” is not an acceptable answer.***

Members of the Parade Committee can be identified on Parade Morning by the blue Parade Committee jackets and will be monitoring entries to identify issues that are deemed to be in direct conflict of these rules and regulations.

The Parade Route is approximately 3.4 kilometers in length and takes approximately 1 hour to complete. NO ENTRIES in the main Parade will be permitted to perform maneuvers or stunts on the Parade Route that will interfere with the CONSTANT FORWARD MOTION of the Parade. Participants are asked to stay 3 - 5 feet from the curb and maintain a forward motion. NO GAPS PLEASE.

Risky activities that could lead to injury or an accident will not be permitted on any entry. These include, but are not limited to, the use of water guns, excessive activity and dispensing candy or any other items to the crowd that will entice observers onto the Parade route. If it is felt that an entry is posing a risk to anyone by activities occurring on, or affiliated with the entry, they will be asked to discontinue such activities.

Members of the Parade Committee reserve the right to remove any entry, at any time, based on their assessment relating to concerns for safety, interference with the progress of the parade or any other reason that is deemed appropriate. Failure to comply with the request shall result in removal from the parade and the entry will be subject to a minimum one year suspension from participation in the Westerner Days Fair & Exposition Parade.

1. To ensure proper judging and space allotment, we require the completed application form and supporting insurance certificate(s) be received by the Westerner Park Administration Office **no later than 4:30 PM on June 19th, 2017**. This will allow time for review of the entry application and issuance of a permit upon acceptance.
2. All applicants will assume all liability relating to or arising from their involvement in the Westerner Days Fair & Exposition Parade. The applicant shall indemnify and hold harmless the Westerner Exposition Association, Westerner Park and The City of Red Deer of any claims, actions or causes arising from his or her participation. The proof of insurance form(s) provided with your Parade Application must contain prohibition against cancellation or material change that reduces or restricts the insurance except on 30 days prior notice to Westerner Park, and name The City of Red Deer and Westerner Park as additional insured under your public liability policy. This form must be completed and remitted to Westerner Park with the Application Form for the application to be considered.
3. If the applicant is self-insured, the applicant must provide written proof of coverage.
4. **If you have not received your permit and confirmation package**, via Canada Post, by July 7th, 2017, please phone Amy Cheng at 403.309.0236.
5. All entries **MUST BE DECORATED AND MUST BE IN THE MARSHALLING AREA ON JULY 19th, 2017 BY 7:45 AM**. Please ensure that all facets of your entry are ready to be judged at 8:00 AM. Livestock entries will be judged at 8:30 AM. Security for the Marshalling area will be provided from 6:30 PM on July 18th, 2017 to 6:30 AM on July 19th, 2017.
6. All entries must enter the marshalling area on 48th Avenue and will be escorted to the respective area via the 43rd Street entrance to the arena grounds. Only actual entries **(no additional support vehicles)** will be allowed in the marshalling area and all materials needed to complete the entry must arrive with the entry itself.
7. Parade position will be assigned by members of the Parade Committee.
8. **The number of separate units in any non-livestock entry may not exceed two (2).**
9. Entries will be judged in one category only and we reserve the right to re-assign the category in which each entry will be judged.

Rules and Regulations

Please Read Carefully

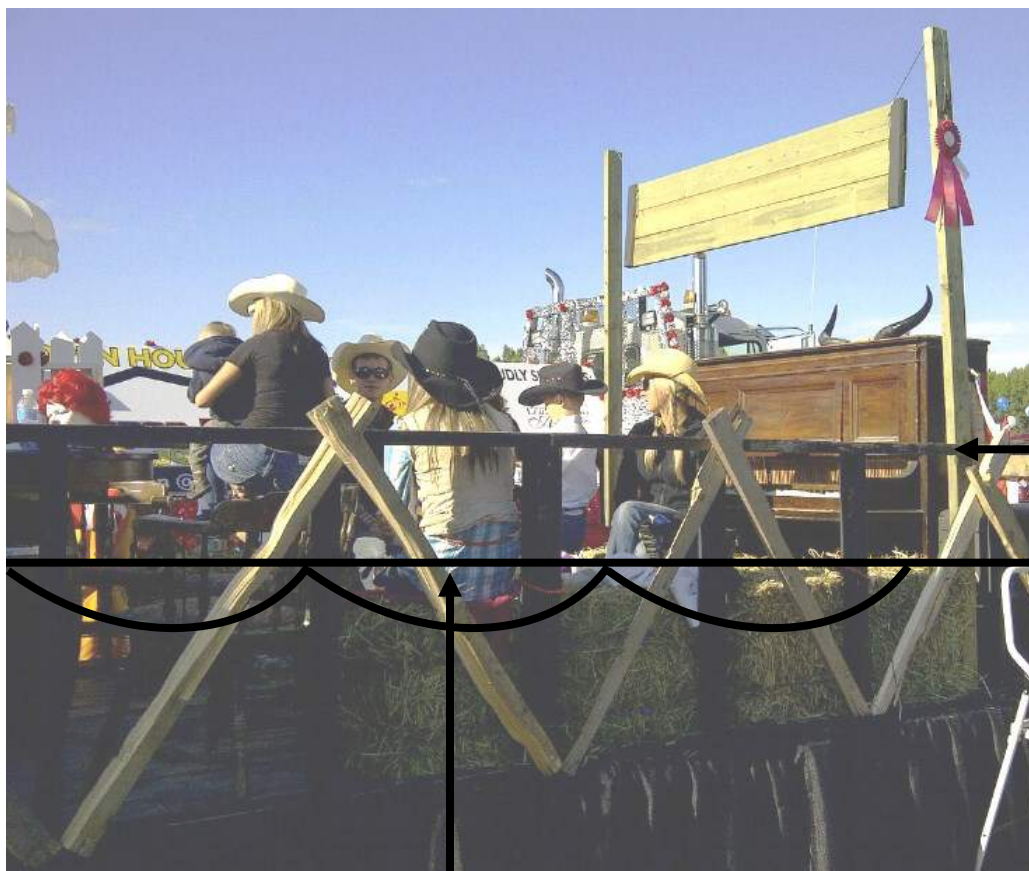
10. To ensure the comfort and safety of ALL SPECTATORS viewing the Parade, **BUBBLE MACHINES, WATER GUNS** or any apparatus that shoots water or other material(s) are **STRICTLY PROHIBITED** and may be confiscated.
11. **No material may be handed out or thrown from any parade entry along the parade route.** Distribution of gifts, merchandise, literature or other material at any time along the parade route is **STRICTLY PROHIBITED**.
12. Corporate Sponsors of Westerner Days Fair & Exposition are restricted to being major sponsors of Westerner Days Fair & Exposition and are subject to the approval of the Westerner Park Marketing Department.
13. All vehicles, excluding Corporate Sponsors of Westerner Days Fair & Exposition, must be clean and decorated to a minimum of 80%. Float tow vehicles must be clean and decorated tastefully (not necessarily 80%) to compliment the rest of the entry. **Any vehicle, which does not meet decoration requirements, will not be permitted to enter the parade route,** except for Corporate Sponsors of Westerner Days Fair & Exposition.
14. Motorcycle entries **must be 80% decorated** in such a way that it does not impede the safe operation of the unit. Limit of 5 per group.
15. Wrapped vehicles must be decorated to a minimum of 80% in addition to their "wrap". **Murals, wrapped vehicles and custom paint jobs may be incorporated into the design of the decoration but are not considered decorations.**
16. Protective equipment, especially helmets, **must** be worn for motorcycles, rollerblading, biking and skateboarding.
17. Livestock participants under the age of 16 are required to wear protective helmets.
18. Adequate supervision of children and youth must be provided, prior to and during the parade. Minimum: 1 adult to 8 children.
19. All drivers must have a valid driver's license. All entries must allow drivers a 180-degree view of the route at all times and emergency exit accessibility must be available, if required. All entries, detached or otherwise, should have direct communication with the driver.
20. Adequate ventilation for exhaust systems is required and all non-livestock entries must be equipped with a fire extinguisher.
21. The blowing of horns, sirens and playing loud music will only be allowed on the parade route, not in the marshalling area and must be kept to a reasonable level while on the parade route. Acceptable noise levels will be determined by members of the Parade Committee and any requests to adjust sound levels must be adhered to.
22. **No entry** or activity affiliated with the entry **may be higher than 14 feet or exceed a length of 53 feet (total overall length).** Only one towed unit per entry.
23. In accordance with the City of Red Deer Smoke Free Bylaw, there will be **NO SMOKING ALLOWED** in the Marshalling Area.
24. All units carrying people must be equipped with adequate restraining devices that can reasonably be considered capable of stopping anyone falling from the unit. Anyone riding on the unit must be properly braced and seating properly anchored. (See example on following page)
25. No one riding on a vehicle shall extend his or her arms outside of the entry and no one shall be permitted to ride on the trunk of open vehicles and must be seated inside the vehicle.
26. The name of the sponsor may be displayed in a size appropriate to the entry, however, no additional audio or print advertising will be allowed.
27. All Livestock entries must exhibit proper disposition and be in control without assistance at all times. Livestock must be well groomed, healthy and free of any wounds or sores. All Livestock entries must be "parade-wise", and in proper condition to safely complete the parade route.
28. All tack associated with Livestock entries must be in good working order and properly fitted to the animal. Draw pins on all harness entries must be properly secured.
29. All livestock entries are responsible for ensuring the parking area is clean of animal excrement upon departure.
30. If control should become a problem with any Livestock entry while on the parade route, members of the Parade Committee will pull the entry off the route at the first appropriate location.
31. Once the Parade has commenced, all entries must follow the Parade route to completion, rain or shine, barring any technical difficulties.
32. In the case of an emergency with participants or the audience, Parade participants must move to the right of the Parade route to allow clear, unhindered access for Emergency Vehicles which are normally located in the marshalling area.

PLEASE RETAIN THESE RULES FOR FLOAT OPERATOR AND ENSURE ALL PARTICIPANTS WITH ENTRY ARE AWARE OF THESE RULES. "I DIDN'T KNOW" IS NOT AN ACCEPTABLE ANSWER.

Regulations for Float Railings & Motorcycle Entries

Further to Rule 24 which reads:

All units carrying people must be equipped with adequate restraining devices that can reasonably be considered capable of stopping anyone falling from the unit. Anyone riding on the unit must be properly braced and seating properly anchored.



Good Example of railing height and strength to ensure safety.

Height of 36" - 42" is recommended.

It is recommended that an additional railing be placed here to ensure safety. Rope, wood, or metal may be used but must be securely anchored.

Further to Rule 14 which reads: *Motorcycle entries must be 80% decorated in such a way that it does not impede the safe operation of the unit. Limit of 5 per group.*

Motorcycles may be displayed undecorated as a Float entry (flat deck with tow vehicle). All decorating rules pertaining to Floats will apply. **See Rule 13** which includes: *Float tow vehicles must be clean and decorated tastefully (not necessarily 80%) to compliment the rest of the entry.*

Insurance Documentation

Westerner Park

4847A - 19th Street

Red Deer, AB T4R 2N7

P 403.343.7800 **F** 403.341.4699

Dear Parade Participant:

The Westerner Days Fair and Exposition Parade Committee requires that each **Parade entry carry a minimum \$2,000,000.00 public liability insurance policy**, which names both The City of Red Deer and Westerner Park as “Additional Insured” under your policy, for the purpose of your participation in the Parade.

In order to assist you, we are providing you with the following form that will indicate to us that you have coverage for the purpose of the Parade, and the amount of that coverage. Simply take this form to your insurance company and they will complete and execute it on your behalf. Once completed, it must be attached to your application in order to be considered for participation. **Applications received without insurance forms attached will be returned to applicant** and will not be accepted until all documentation required is in place. Please note that if you are using a “tow vehicle” owned by a different entity than the applicant, there must be an **additional insurance form** submitted from the owner of the tow vehicle.

We also remind you that risky activities that could lead to an accident will not be permitted on your entry. These include, but are not limited to, the use of water guns, excessive activity and dispensing candy or any other items to the crowd that will entice observers onto the parade route. If it is felt that you are posing a risk to yourself or anyone by activities occurring on, or affiliated with, your entry, you will be asked to discontinue such activities. Failure to comply with the request shall result in your removal from the parade and will be subject to a maximum one year suspension from participation in the Westerner Days Fair & Exposition Parade.

Thank you for your attention to these matters and we look forward to your participation in the 2017 Westerner Days Fair & Exposition Parade.

Yours sincerely,

Ben Antifaiff, CMA, CPA, MBA

Chief Executive Officer & General Manager

Certificate of Insurance Form

To Be Completed by your Insurance Agent (For Use for Westerner Days Parade Only)

This is to certify to the WESTERNER EXPOSITION ASSOCIATION the insurance policies shown below are in effect during the term of WESTERNER DAYS FAIR & EXPOSITION.

Insured Name _____ **Agent / Broker** _____

Address _____ **Address** _____

Description of Named Insured's Operations to which this Certificate applies

SCHEDULE OF COVERAGE

Limit Required \$2,000,000 \$5,000,000 \$10,000,000 _____

	Insurer	Policy Number	Effective Date	Expiry Date
A General Liability	_____	_____	_____	_____
B Automobile Liability	_____	_____	_____	_____
C Excess/Umbrella Liability	_____	_____	_____	_____

PARTICULARS OF COVERAGE

Describe by indication applicable coverage features and amount of insurance.

A General Liability

- | | |
|------------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> Occurrence Form | <input type="checkbox"/> Non-Owned Automobile Liability |
| <input type="checkbox"/> Claims Made Form | <input type="checkbox"/> Liquor Liability |
| <input type="checkbox"/> Products & Completed Operations | <input type="checkbox"/> Personal Injury |
| <input type="checkbox"/> Independent Contractors | <input type="checkbox"/> Employees As Additional Insured |
| <input type="checkbox"/> Broad Form Property Damage | <input type="checkbox"/> Employers Liability |
| <input type="checkbox"/> Occurrence Property Damage | <input type="checkbox"/> Contingent Employers |
| <input type="checkbox"/> Blanket Contractual Liability | <input type="checkbox"/> Medical Payments |
| <input type="checkbox"/> All Risks Tenants Legal Liability | <input type="checkbox"/> Cross Liability |

Deductible or Retention Level \$ _____

B Automobile Liability

C Umbrella/Excess Liability

- Follows form of Primary General Liability

LIMITS OF LIABILITY

Inclusive Limit
\$ _____

Aggregate each policy period
(if applicable)
\$ _____

Aggregate for Products/
Completed Operations
\$ _____

Inclusive Limit
\$ _____

Excess of General
Liability Coverage Shown
Above
\$ _____

The Westerner Exposition Association and the City of Red Deer are added as Additional Insured to the policy but only arising out of the Named Insured's operation in connection with and only for the term of Westerner Days Fair & Exposition including move-in / set-up and move-out / tear-down. The Undersigned hereby represents to Westerner Exposition Association that the above policies are accurately described and have been issued to the Named Insured. This certificate is executed and signed by the Insurer, or authorized Agent/Broker of the Named Insured.

The policy must contain a prohibition against cancellation or material change that reduces or restricts the insurance except on 30 days prior notice to Westerner Park.

Authorized Representative (Signature)

Insurance Company or Agent/Broker

Name of Representative (Please Print)

Telephone

Date

Parade Application Form

Application Deadline: Monday, June 19th, 2017

To be processed, this application must be completely filled out and accompanied by insurance certificate(s).

Please print clearly and mail to: **Westerner Park, att: Amy Cheng, 4847A - 19th Street, Red Deer, AB T4R 2N7**

Or send by facsimile to: **403.341.4699**

Or send via e-mail to: **parade@westernerpark.ca**

NAME OF BUSINESS/ORGANIZATION _____

KEY CONTACT PERSON _____

ADDRESS _____ CITY/ PROV. _____ PC _____

PHONE BUS _____ RES _____ FAX _____ EMAIL _____

CATEGORY FOR ENTRY (please pick only one)

Any entry incorporating livestock will be judged in the Livestock Division. Please see Category & Judging Definitions for detailed category descriptions.

NON-LIVESTOCK

- Dignitary
- Adult Community Organization
- Big People/ Little People
- Civic Entry
- Comic and/or Novelty

- Commercial Float
- Decorated Vehicle
- Professionally Decorated
- Collector Car (please designate on next page)

LIVESTOCK

- Dignitary
- Costume and/or Novelty
- Heavy Horse Hitch
- Light Horse Hitch
- Riding

Type of Sound System None Recorded Music Live Performer(s) Sound Effects

Please describe the physical attributes of your entry Towed Self-Propelled

Approximate overall length of entry, including tow vehicle if applicable _____

Do you intend to arrive Tuesday, July 18, 2017? Yes No

Will you have livestock associated with your entry? Yes No

This application form does not guarantee acceptance into the Westerner Days Fair & Exposition Parade. You will be officially notified if your application for Parade participation has been accepted. Your notification package will include your official permit and number to be displayed prominently on the left front corner of your entry. Please note this number does not reflect your position in the parade. This number will allow your entry to be easily identified by the judges and parade officials.

By signing this application form, we acknowledge that we have read, and will conform to, all rules and regulations established for this event. Additionally, upon receiving notification of acceptance of our entry, we will ensure that all participants associated with our entry are informed of and will abide by the established rules and regulations; and participants are aware of possible event media coverage.

Signature

Date

Please Print Name

PLEASE RETURN Application Form, Judging Sheet & Insurance Confirmation Forms and retain all other pages.

We require the following Judging Sheet as it provides a description of your entry.

Judging Information

This form **must** be submitted with the Application Form to be accepted as a Parade entrant.

Judging starts at 8:00 AM for Non-Livestock entries, 8:30 AM for Livestock entries.

NAME OF BUSINESS/ORGANIZATION _____

KEY CONTACT PERSON _____

PHONE _____ FAX _____ EMAIL _____

Please answer the following questions as completely as possible to help us with the placement of your entry for judging and parade marshalling.

1 Our entry was decorated by:

- Staff and/or Volunteers of our Organization/Business A Professional Company

2 Our entry is: (please check all that apply)

- A dignitary
 A float
 A marching unit
 Decorated vehicle (Decorated collector vehicles will be classified in this category)

Year _____ Make _____ Model _____

- Collector vehicle (Does not require decorating)

Antique/Vintage Year _____ Make _____ Model _____

Classic Year _____ Make _____ Model _____

Hot Rod/Street Rod Year _____ Make _____ Model _____

Muscle Car Year _____ Make _____ Model _____

- Clown(s) and/or mascot(s)
 Other (please describe) _____
 Livestock

3 This section is mandatory. Please provide the following details about your entry:

Description of entry: _____

Entry theme/message: _____

Builder of entry/how many people did it take to construct your entry: _____

Does your entry exhibit any type of innovation, special features, anything unique: _____

History of the group/entry, etc: _____

***if you need more room to write, feel free to attach a second page**

Marching Band Application Form

Application Deadline: Monday, June 19th, 2017

To be processed, this application must be completely filled out and accompanied by insurance certificate(s).

Please print clearly and mail to: **Westerner Park, Att: Amy Cheng, 4847A - 19th Street,
Red Deer, AB T4R 2N7**

Or send by facsimile to: **403.341.4699**

Or send via e-mail to: **parade@westernerpark.ca**

BAND NAME _____

ADDRESS _____

CITY _____ PROVINCE / STATE _____ POSTAL CODE _____

BAND MAIN CONTACT _____

PHONE (RES) _____ FAX _____ EMAIL _____

NUMBER OF UNIFORMED BAND MEMBERS _____

We are aware that participants may appear in media coverage and have read and agree to the attached Parade Rules & Regulations.

Director Signature

Director Name (Please Print)

Date of Application

To facilitate our planning procedures, **please indicate if overnight accommodations for Tuesday, July 18th are required?** Please note that we will only provide accommodations for the Tuesday evening prior to the Parade for out of province Bands.

Yes If yes, please indicate the number of people for overnight accommodations _____

No

2017 Parade Route

(accurate at time of publishing, route may change)



WESTERNER PARK SEVERE WEATHER POLICY

STATEMENT

Westerner Park will endeavor to take the necessary precautions during severe weather conditions to ensure the safety of all individuals who may be involved with any Westerner Park event.

PURPOSE

Westerner Park's Severe Weather Policy will be implemented to ensure the safety of all individuals who may be involved with any Westerner Park event, including events coordinated by a Committee of the Westerner Park.

PROCEDURES

The Westerner Park Severe Weather Policy applies to all adverse weather conditions that may arise which, depending on severity, could result in a decision by the Westerner Park Management, in consultation (if deemed necessary or feasible) with the Board of Directors Executive, Event Organizers or Committee Chair (if applicable), to delay or even cancel any or all planned activities.

Adverse weather will not affect Westerner Park operations and events scheduled during any Westerner Park event, unless one or more of the following additional conditions occur:

- Extremely hazardous conditions exist such as severe storm or blizzard conditions.
- Facilities are damaged and determined unsafe.
- Essential utilities, such as heat and electrical service, are lost.

Westerner Park Management will be responsible for monitoring weather reports for the Red Deer area when severe weather warnings have been issued. Based on an evaluation of this information, a decision to delay or cancel any scheduled event will be made. The decision will then be reported to area radio and television stations for announcement. Any further decisions relating to the event being delayed or cancelled will be the responsibility of the Event Organizer; Committee Chair and/or Director Responsible, (if applicable).

CITY OF RED DEER SMOKE FREE BY - LAW



Effective July 8th, 2013 City Council passed a resolution to amend the Smoke Free Bylaw. Smoking is not permitted at outdoor public events that the public is invited or permitted to attend including outdoor markets, festivals, concerts or parades that require a City of Red Deer Special Event or Use of Streets Permit.

These changes reflect the commitment The City has to ensuring public gatherings are smoke free for the well-being and enjoyment of everyone in the community.

In the event you encounter individuals smoking during the event, they should be advised of the bylaw and requested to cease smoking. In the event, an individual is unwilling to comply with your request contact The City's bylaw enforcement officers by calling 403-343-5575.

July 19 - 23, 2017



Westerner Days

FAIR & EXPOSITION



4847A - 19th Street
Red Deer, AB T4R 2N7
P 403.343.7800 F 403.341.4699
www.westernerpark.ca
www.westernerdays.ca



Westerner Park