UNIVERSITY OF MINNESOTA DULUTH
HOMECOMING PARADE 2015

PARADE RULEBOOK

University of Minnesota Duluth Homecoming Parade
Thursday, October 8, 2015 at 6 PM

This rulebook is published by the University of Minnesota Duluth Homecoming Advisory Committee to provide all parade participants, sponsors, workers, and attendees with the rules and regulations relating to the Homecoming Parade.

The information contained in this manual is subject to change. The University of Minnesota Duluth Homecoming Parade Advisory Committee continues to revise this information as necessary to keep parade participants informed.

Updated August 26, 2015
Parade Rule Acknowledgement Form

A signed copy of this form indicating groups have reviewed and will abide by the Homecoming Parade Rulebook must be submitted no later than September 28, 2015. Groups that do not submit this form by the deadline may forfeit their spot in the parade.

Please complete the information below after reading and reviewing the Homecoming Parade Rulebook. The completed form and liability insurance information if required may be e-mailed to kandrews@d.umn.edu OR submitted via U.S. Mail to:

Kate Andrews  
Coordinator of Special Events  
515 Darland Administration Building  
1049 University Dr.  
Duluth, MN 55812

- I have read and will abide by the rules and regulations specified in the Homecoming Parade Rulebook.
- I understand that compliance with the Homecoming Parade Rulebook is mandatory for participation in the University of Minnesota Duluth Homecoming Parade and refusal to follow the rulebook may lead to disqualification from the Homecoming Parade and/or future Homecoming activities.
- This is not an official entry form. See page 6 of this rulebook for complete registration information.

Name: __________________________________________________________

Entry: __________________________________________________________

Signed: ___________________________ Date: __________________________
GENERAL PARADE INFORMATION

The following information is provided to ensure that the parade is safe and problem-free. Your cooperation in following these guidelines is essential to the success of this year’s Homecoming Parade. Any questions should be directed to Kate Andrews, Coordinator of Special Events, via e-mail at kandrews@d.umn.edu.

1. The theme of the parade is **Dog Eat Dog**.
2. UMD and non-UMD affiliated groups, organizations and individuals are welcome to submit an entry. The on-line registration form is at www.d.umn.edu/homecoming.
3. Entries will be reviewed in the order they are received with a cap on the total number of entries accepted.
4. The parade begins at 6 p.m. on Thursday, October 8, 2015, and is expected to last one hour. The parade route is Superior Street between 1st Avenue West and 4th Avenue West.
5. Check-in time for all parade entries is 5:15 p.m. Entries will be notified at check-in of their position in the parade.
6. Entrance into the staging area is at the intersection of 2nd Ave. West and Michigan St. Participants will be directed to the entry check-in table by parade officials on Michigan Street. Only one person from each entry needs to check-in at the registration table. You will be directed where to go after reporting to the entry check-in table.

PARADE RULES

Entries that do not meet the following requirements will not be able to participate in the Homecoming Parade. All entries are subject to approval by the UMD Homecoming Parade Advisory Committee.

- A signed copy of the Parade Rule Acknowledgement Form on page 2 indicating that participants have reviewed and will abide by the Homecoming Parade Rulebook must be submitted no later September 28, 2015.
- Each entry should be identifiable with the group name clearly visible. This may be done using a banner, labeling your float, labeling your vehicle, etc.
- **Stopping along the parade route is prohibited.** Your entry may do its routine as long as it keeps moving forward.
- **Alcohol is not permitted** in the staging area or on the parade route. University Police will be on hand to check each entry for alcohol.
- **Tobacco use is not permitted** in the staging area or on the parade route.
- Nothing may be thrown by parade entries during the parade. Candy, trinkets, tickets, etc. may be handed to parade spectators along the route.
- UMD students are reminded that the UMD Student Code of Conduct applies to all Homecoming events.
- **Liability insurance is mandatory for all non-UMD affiliated entries.** Please refer to the Liability Insurance section of this rulebook on page 4.
Dogs are welcome to participate in the parade with the following requirements:

- Dogs must be on a leash at all times;
- Dogs must be under the control of their owner at all times;
- Dog owners are responsible for cleaning up dog waste in the parade staging area and along the parade route.

**Liability Insurance**

All non-UMD affiliated entries must provide Commercial General Liability* (CGL) insurance with a limit of no less than $1,000,000, covering bodily injury, personal injury and property damage. Entries using motorized vehicles must also provide automobile insurance with minimum limits of $1,000,000 combined single limit for bodily injury and property damage. Please send a certificate of your insurance coverage showing the required coverages by October 1st via email to Kate Andrews at kandrews@d.umn.edu or by US mail to Kate Andrews at UMD, 1049 University Drive, 515 DADB, Duluth, MN 55812.

* Comprehensive General Liability insurance is easily obtained through your insurance agent or sponsoring organization. Please include a certificate of your insurance coverage when returning your parade application. **This is mandatory.**

**UMD student organizations and departments do not need to provide proof of insurance.**
All floats must meet the following requirements. Floats that do not meet these requirements will not be able to participate in the Homecoming Parade. All floats are subject to approval by the UMD Homecoming Parade Advisory Committee and must abide by the regulations listed below. Float inspection will begin at 5:30 pm on parade day. All safety equipment MUST be on the float at check-in time. Any group without this equipment will not be allowed to participate in the parade.

Building floats can be a fun and exciting activity and a great way to make new friends! Please be respectful of your local neighbors when building your float.

**Float Regulations**

a. Entries must not exceed 14 feet in height (there are overhead obstructions along the route) and 22 feet in length.

b. A 5lb ABC (min 2A/10BC rating) fire extinguisher is required for each float. A fully charged fire extinguisher MUST be present at time of inspection. Fire extinguishers may be purchased at hardware stores such as Home Depot or Menards.

c. The following regulations pertain to floats using generators:
   i. Generators must be placed on the tow vehicle and must be capable of providing the needed electrical service. Each generator must contain a minimum of two electrical outlets.
   ii. Generators must be uncovered and not placed within 24 inches of combustible materials.
   iii. Generators shall not be placed in enclosed spaces/vehicles. For example, a hatchback vehicle with the hatch open is not an approved location for a gas-powered generator.

d. Wiring connections must be secure and safe. No open splices or frayed wiring will be permitted.

e. All heat sources (lights, etc.) must be located away from combustible materials.

f. Floats towed by a vehicle must be equipped with safety chains and quick links at all times.

g. Individuals riding on the float must be situated in a secure location on the float.

h. No open flames are permitted on floats or towing vehicles.

i. Pyrotechnic devices are not permitted in any form.

j. Each vehicle must have a driver and a spotter, both with a clear view through the windows and clear access to their doors.

k. Drivers must have a valid driver’s license. Suspended licenses are not acceptable.

l. Materials used must be flame resistant.

m. Floats must be able to make a 90° turn from the staging area to the parade route.

n. The speed limit during the parade is 5 mph. Vehicles must not exceed 5 mph while in the parade.

o. Floats must complete the entire parade route.

p. All floats must be removed from the parade area and disposed of properly.
PARADE COMPETITION

Three awards will be presented. Judging will be done on parade day beginning at 5:30 pm. The categories are:

1. Best in Class
2. Get Your Bulldog On
3. Imagination Station

HOW TO REGISTER FOR THE PARADE

To complete registration for the parade, each entry must:

1. Sign and return the Parade Rule Acknowledgement Form (page 2 of this rulebook). This is due by September 28, 2015.
2. Complete the on-line Parade Registration form. The registration form can be found at www.d.umn.edu/homecoming. This is due by September 28, 2015.
3. Non-UMD entries: submit liability insurance coverage information by October 1, 2015. See page 4 of this rulebook for liability insurance information.