

CITY OF BOWIE Memorial Day Parade

OFFICIAL PARADE RULES

Each year on the Saturday of Memorial Day Weekend the City of Bowie's Parade Committee invites a number of individuals and organizations to participate in a Memorial Day Parade. The Parade Committee's goal is to ensure that all entries into the parade are in good taste and reflect the patriotic spirit of this family-oriented event. The Memorial Day Parade is not meant to be an advertising opportunity. The Parade is designed to honor fallen servicemen and women and to show support for our veterans. All signs carried on floats must be specifically related to Memorial Day. The Parade is a very popular event with a limited number of unit spaces. The City of Bowie's Parade Committee has identified and prioritized the groups to be admitted as follows:

Parade Unit Categories:

- Category 1. Current military and veteran groups
- Category 2. Music and dance groups
- Category 3. Floats by corporate or nonprofit organizations
- Category 4. Emergency service providers, Police Departments, Fire Departments
- Category 5. City of Bowie Vehicles and programs
- Category 6. Elected officials who hold offices that represent Bowie
- Category 7. Car Clubs or individuals owning antique or classic cars
- Category 8. City of Bowie civic and nonprofit organizations
- Category 9. Bowie based commercial businesses. All commercial vehicles must display patriotic decorations.
- Category 10. Non-Bowie based civic and nonprofit organizations
- Category 11. Others to be selected by the parade committee based on the enhancement they offer the parade

Application & Acceptance:

1. Parade entry registration will only be accepted in writing on an Official Memorial Day Parade Entry Registration Form.
 2. Entry deadline for the 2011 parade is Friday, May 6, 2011 at 5:00 p.m.
 3. All applications will be reviewed by the Parade Committee by May 9, 2011.
 4. The City of Bowie Memorial Day Parade participants will be selected by the Parade Committee. Units are evaluated on the patriotic and/or entertainment value they contribute to the parade. Decisions of the Parade Committee are final.
 5. Any applicant not accepted will be notified by phone no later than Tuesday, May 10, 2011.
 6. All entries must indicate if they have sound amplification systems at time of registration. Amplified sound will be limited to appropriate music. All sound amplification will maintain a volume that will not interfere with other entries. If amplified sound is not approved prior to the parade, it will not be allowed.
 7. Participants must provide with their registration, current and accurate publicity (media) information concerning their unit, for use by the parade narrator.
 8. The City of Bowie and the Parade Committee have the authority to reject and/or remove from the parade any unit or entrant who does a disservice to the parade in word or deed, or who in any way misrepresents the conditions of original acceptance or who does not cooperate, follow the rules, the laws of the City of Bowie and the State of Maryland, or the decisions and directions of parade officials. Violators may also be prohibited from participating in future parades.
 9. If you are unable to participate in the parade after you have registered, please notify the Committee.
- * Before 5:00 p.m. on May 27, 2011 call 301-809-3078.
* After 5:00 p.m. on May 27, 2011 call the Duty Ranger at 240-508-3881.

Mandatory Pre-Event Meeting:

1. A 2011 Parade Organizational Meeting will be held at 7:00 p.m. on Tuesday, May 11, 2011. The meeting will be held at **Former** Bowie City Hall, 2614 Kenhill Drive, Bowie, MD 20715.
2. During this meeting, all parade information will be distributed. Failure to attend this meeting may result in the forfeiture of your right to participate in the parade.

Parade Day Requirements:

1. Parade line-up and staging will begin at 9:00 a.m., Saturday, May 28, 2011 in the parking lot of the Bowie High School Annex, located at 3021 Belair Drive. All entries must be in position and ready by 10:30 a.m.
2. No vehicles will be allowed to enter the Annex driveway after 10:30 a.m.
3. Vehicles entering the school driveway who are not in the parade must park in the rear parking lot and remain until the last unit leaves the staging area.
4. Only vehicles that will be driven in the parade will be allowed to enter the parade staging area. Vehicles must display a 2011 Parade Participant Pass in the front window.
5. A drop-off area has been provided for parade participants. It is located on Belair Drive in front of the Bowie High School Annex. Drivers must remain with their car at all times.
6. All units must check in at the Parade Committee check-in tent upon arrival and will be directed to their assigned staging area. Units must keep a representative with the unit at all times when in the staging area.
7. Trash and recycle containers will be provided in the parade staging area. Parade participants should not leave trash in the staging area.
8. Parade will promptly begin at 11:00 a.m.

Parade Regulations:

- 1.** All signage displayed before, during and after the parade must be Memorial Day Parade theme oriented. Example “**ABC’s Team Honors Our Fallen Heroes**”. No other signage except the name of a group, organization or elected official will be permitted.
- 2.** All units are limited to a maximum of two vehicles unless prior approval is given by the Parade Committee (Elected Officials, please see Elected Official Section of Parade Rules). The size and type of vehicle and/or trailer and number of vehicles must be listed on your registration form to ensure adequate space for parade staging. Any vehicle that fails to give correct information may not be allowed to participate in the parade.
- 3.** All units are limited to 25 people unless prior approval is given by the Parade Committee (Elected Officials, please see Elected Official Section of Parade Rules).
- 4.** Proper unit spacing and parade pace is critical. Parade speed will maintain four (4) feet per second. Voluntary stopping for drill formation, reverse marching by bands or drill teams cannot exceed 45 seconds.
- 5.** Participants riding in vehicles or trailers must provide their own vehicles and drivers. Insurance and liability are the sole responsibility of participants.
- 6.** Support vehicles for marching units will not be allowed in the parade.
- 7.** Parade participants are expected to conduct themselves in a courteous and respectful manner at all times.
- 8.** Candy or like objects may be SAFELY given or tossed (NEVER THROWN OVERHANDED) to the parade spectators. Any participants caught throwing candy or objects with the intent to harm any person or group, will be asked to exit the parade. This may disqualify their entry from the parade float contest, if applicable.
- 9.** Animals in the Parade must be listed on the entry form application. All animals must have updated vaccinations, be in good medical health and able to cope with crowds, other animals and loud noises (e.g. music). The City of Bowie is NOT responsible for cleaning up after animals. Participants must provide immediate cleanup after their animals. Violators of this rule will be removed from the parade.

10. Under no circumstances shall any unit move to a different position in the parade lineup, before or during the parade, except under the direction of a Parade Marshal. Riding participants will not be permitted to jump off and back on units while the parade is in progress.

11. Parade Marshals will be on duty in each staging area as well as at various locations along the parade route to assure the smooth setup and orderly progression of the parade. Marshals will have the authority to remove any unit causing a delay, failing to cooperate, or violating official parade rules.

12. If you have mechanical problems, please move to the right side of the street and allow the parade to continue. For assistance, please locate a parade official along the parade route.

13. The use prior to and/or possession during the parade of any alcoholic beverage or illegal drugs by any parade participant is strictly forbidden. Anyone thought to be intoxicated or impaired will be removed from the parade.

14. No individual, group or organization will be allowed to campaign for any candidate or elected official before, during or after the parade.

15. Please be aware that these rules are subject to change on short notice.

Parade Dispersal:

1. After passing the reviewing stand, all units will turn left onto Sage Lane. The parade will come to an end in the parking lot of the Market Place Shopping Center.
2. After parking vehicles in the lot, we encourage parade participants to return to Stonybrook Drive to watch the remaining units in the parade.
3. Trophies will be awarded in a ceremony at the conclusion of the parade.

Elected Officials Regulations:

1. Current elected officials who represent residents of the City of Bowie may participate in the Memorial Day Parade.
2. If an individual is both an elected official and a candidate, the individual is invited to participate only as an elected official.
3. The elected representative **MUST** be present in order to have a unit in the parade.
4. The elected representative must ride in his/her designated parade vehicle at all times.
5. Only the elected official and their family are invited to participate in the parade. Each elected official will be allowed to have one vehicle in the parade.
6. Elected officials or family members cannot wear campaign attire or pass out campaign literature while participating in the parade.
7. The City will provide transportation for currently elected City officials only, all others officials who participate must provide their own transportation.
8. The City will provide signs for City elected officials' parade vehicles only. Signs provided will include the name and office held by the individual. No campaign related signs/banners will be allowed in the parade.
9. For safety reasons, and to keep the parade moving, there will be no distribution of balloons or written literature of any kind by the elected official or any family members while in the parade.