

Our Information Index

- A. Welcome to the 2017 K-Days Parade!
- B. Highlights for 2017
- C. Key Dates and Times
- D. What Happens on Parade Day?
- E. Equine Entries
- F. Marching Musical Entries
- G. Key Guidelines
- H. Assembly and Staging Area
- I. Parade Route
- J. Adjudication and Awards
- K. Insurance
- L. Index of Rules and Regulations
- M. Rules and Regulations
- N. Appendix - Additional forms and information

This year, our K-Days Parade will be held on **July 21, 2017 at 10:00 AM**

A. Welcome to the 2017 K-Days Parade!

On behalf of Northlands and the 2017 K-days Parade Committee, thank you for your interest in this year's event featuring a celebration of Canada's 150th birthday as a nation; our sesquicentennial!

Everyone is looking forward to a spectacular morning of entertainment and a wonderful celebration of community. We're thrilled you would like to be a part of the fun! The parade has been an important part of Edmonton's summer for more than a century with 2017 marking the fifth official parade under the K-Days banner.

The goal of this manual is to highlight key dates and times for entrants, advise what to expect on parade day and offer information on important guidelines. There are also some regulations that require your compliance.

As you review this manual, please get in touch with us if you have any questions or concerns. Please send your enquiries to our email address: parade@northlands.com or call **780.471.8175**. Please be patient with us when waiting for a response. Our goal is to get back to you within 24 hours.

The 2017 K-Days Parade is organized by Northlands with the vital support of our volunteer Parade Committee. Each committee member shares many hours of their time, key knowledge and experience in the months leading up to the event. The committee is further supported by close to one hundred of Northlands' finest volunteers who assist in supporting the organization and execution of the parade.

If you are participating in the parade, there is a very good chance you are a volunteer too! Hats off to all volunteer supporters and participants - our communities benefit and are better places to live because of your efforts!

*Thank you for your interest in participating in our
K-Days Parade on July 21, 2017!*

B. Highlights for 2017

The 2017 K-Days Parade will be broadcast by Global Television beginning at 10:00 AM....Smile! you're on television and live internet streaming. This year, the broadcast will last 2 hours and will be shown in Edmonton, Calgary and many other communities. The live internet stream will be available to friends and family almost everywhere!

Starting just after 9:00 AM, this event will feature strolling entertainment, giveaways, mascots and crowd interaction. Pre-Parade entertains the gathering crowds and performance spots are limited. If you're interested in performing in the Pre-Parade, please send an email to parade@northlands.com

Northlands is continuing to offer support to our marching musical entries. Our Band Booster program helps ensure marching bands and drum corps remain a unique and special part of the parade experience.

Important to note for 2017 - **we are not providing the parade entries with banners.**

Our 2017 K-Days Parade will also be a celebration of community and country as we celebrate Canada's sesquicentennial; our 150th year of Canada's confederation!

Your parade entry must offer recognition and celebration of this important milestone in Canada's history. Ideas to commemorate this special event include:

- Red & White Decorations
- Canadian Flags
- Historical reference/artifacts
- Canadiana imagery (loon, beaver, canoe, landscape)
- Be creative!! What does being Canadian mean to you?

C. Key Dates and Times

March 01, 2017	Start of application submission period
April 15, 2017	Early Bird application deadline, price increases after this date!
June 9, 2017	End of application submission period: The Last Day to Apply for the Parade! (Please note: applications may not be accepted after this date)
June 16, 2017	Approved Parade Entrants are advised by email
June 16, 2017	Last day to request assembly area parking for support vehicles
June 30, 2017	Parade Day Information Package and Conditional Parade Permits are mailed to Parade Registrants
July 14, 2017	Last date to submit proof of insurance
July 21, 2017	Presenting the 2017 K-Days Parade at 10:00 AM!

Parade Day Schedule (subject to change)

All following times are local and based on 24 hour clock

0630	Staging area and information tents open for entrant registration Entrants will not have access to the staging area until 0630
0830	Adjudication of the parade entries begins Your entry must be in your assigned assembly area position in the staging area by 0800 in order to be considered by the judges
0900	Pre-Parade activities begin for authorized Pre-Parade Participants only
0930	The results of adjudication are announced
0945	All participants are in place with their entry, ready to step off!
1000	The parade begins!
1200	The parade finishes and the band awards are presented to the winning marching musical entries
1430	Assembly and Dispersal Areas must be vacated as traffic routes re-open

D. What Happens on the Day of the Parade?

1. Entering the Assembly Area at 0630

- i. Your entry will gain access to the assembly area at 0630 on July 21, 2017.
- ii. Your group **MUST** enter the DESIGNATED ENTRY POINT as noted on your CONDITIONAL PARADE PERMIT to gain access to your assigned assembly zone.
- iii. Your entry number must be displayed on your authorized entry and support vehicle(s) PRIOR to entry to the assembly area.

Please provide your entry number to all of your parade participants to help them find you in the busy, congested assembly area.

- iv. Please do not use any other entry point; your group and vehicles will be refused entry and will be re-directed to your Designated Entry Point clearly marked on your Conditional Parade Permit.

2. After Entering the Assembly Area

- i. Travel slowly and Assembly Area Marshals will direct you into your designated assembly area: please follow their instructions and keep your group and support vehicles within the limits of your assembly area.
- ii. On arrival at your designated assembly area, please send one member of your group to the information tent to check in and receive any last minute information including your entry number.

Please note: you will not receive a banner.
- iii. As our parade participants are completing their set up and configuration of their entries in the assembly area, your entry will be checked by our Compliance Marshals to ensure your entry meets the conditions of our conditional parade permit. Your entry will also be inspected by the Fire Marshal. Your entry must comply with the conditions of the Parade Permit to be allowed on the parade route.
- iv. If your entry meets all the requirements of the Conditional Parade Permit, it will be signed by a Compliance Marshal and you will be on your way to the parade!
- v. Depending on your place in the parade, there could be a wait before you are inserted into the parade. Please bring ample snacks and water for your group. Portable washrooms are available in the assembly area.

D. What Happens on the Day of the Parade? *(continued)*

3. **Staging Prior to the Start of the Parade**

- i. Prior to the 1000 start of the parade, Assembly Area Marshals may direct your group to move into various positions as the parade progresses. As always, please follow the instructions of the Assembly Area Marshals; they are responsible for organizing the parade entries according to the order of march.
- ii. Very Important! **Do not play loud music in the vicinity of the equine entries.**
- iii. At 0945, your entry and your participants must be ready to step off and enter the 2017 K-Days Parade!

4. **Entering the Parade Route**

- i. Once you enter the parade, you must follow the instructions of the Route Marshals.
- ii. Route Marshals will provide direction to keep the parade moving with proper spacing.
- iii. **DO NOT STOP to perform during the parade.**
Forward motion must ALWAYS be maintained

Your entrant's participation in the parade requires compliance with the rules and regulations of the parade.

Please ensure your participants are aware of our parade guidelines, rules and regulations.

These rules and regulations are in place to offer our participants, spectators and volunteers a safe, fun and high quality parade.

E. Equine Entries

Our parade would not be complete without our equine entries. They are fan favourites!

As an equine entrant, you are given a special assembly area away from the other entries to allow you to prepare your animals. Water troughs and other support for the animals are offered in the assembly area to ensure they are kept safe, happy and healthy.

Equine Area Marshals have significant experience with these animals and are there to offer any additional support you may require.

All equine entries must be in good health and entrants must be in control of their animals at all times.

Horse drawn equipment, wagons, carriages, etc. and all tack must be in good, safe condition.

If your horse drawn equipment is pulled by 1 or 2 horses, the driver must have a qualified assistant in the front seat of the equipment next to the driver.

If your horse drawn equipment features 3 or more horses, the driver must have a qualified assistant in the front seat of the equipment next to the driver AND at least 1 qualified assistant on the ground walking alongside the entrant.

Please send an email to parade@northlands.com if you require additional information.



F. Marching Bands

A parade just isn't a parade without music in motion; pipes & drums, marching bands and drum corps. The sound of a percussion street beat followed by a lively brass, woodwind or bagpipe performance enhanced by a marching color guard offers our spectators a pageantry spectacle...every parade must have music in motion!

Our marching musical entries are provided with their own assembly area where they can break out into sectionals for warm up and then rejoin to perform as an ensemble. As the marching musical entries prepare for their parade performance, their support vehicles will be parked nearby.

The parade starts in a traditional fashion with our local constabulary marching musical contingent followed by our other marching musical entries spread throughout the parade, separated from other marching musical entries, floats with loud music and of course, our equine entries.

The band assembly area is monitored by our band marshals who have experience in marching bands and are there to offer any additional support and resources.

The parade committee appreciates the efforts behind the logistics and expense of moving a large musical group. Northlands recognizes and appreciates the contribution the bands bring to the parade. Marching bands, especially those who travel to Edmonton, incur significant costs to participate in our parade.

To assist with these costs, Northlands is continuing its' Band Booster support program in 2017. We encourage feedback from the participating bands so we can continue to improve the experience for participating bands.

For 2017, the Band Booster program will offer the following performance fees:

Edmonton based bands:	\$ 500.00
Visiting bands, 50 members or less:	\$ 900.00
Visiting bands, 51 members or more:	\$ 1300.00

Bands that represent the public sector may not be able to accept performance fees. In this case, those bands have the option of donating their fee to a non-profit organization or donating it back to the Band Booster fund for payments in future years.

Our marching musical entries are eligible for the following awards:

- Best Band, 50 members or less
- Best Band, 51 members or greater
- Best Pipe Band

Experienced marching band judges will adjudicate the bands as they pass by the judges stand. Drum Majors should salute the judges and the dignitaries as they pass the adjudication and reviewing stands.

F. Marching Bands (continued)

The locations of the judges and reviewing stands, along with all other pertinent information, will be included in your parade package.

Trophies will be presented to the winning entries in the band assembly area at the conclusion of the parade.

The length of the parade route along with all other information the bands might need will be included in your parade package.

Remember: please maintain constant forward motion at 110-120 beats per minute.



G. Key Guidelines

Every participant should take the time to review and understand these guidelines in addition to the rules and regulations.

Our 2017 K-Days Parade is for the enjoyment of children and families.

If you have any questions or concerns, please email parade@northlands.com

- i. Entries brought to the parade must appear in the same form as described in the parade application with NO VARIATION to nominal physical dimensions.
- ii. Requests for assembly area parking for non-performing, support vehicles will be considered, but space in the assembly area is extremely limited. Your request for assembly area parking for support vehicles not performing in the parade must be received by no later than May 30, 2017.
- iii. **NO HANDOUTS** are permitted during the parade. No items, no candy, no flyers or any type of giveaway can be distributed during the main parade. This is strictly enforced. If you are participating in the pre-parade activities, there is an opportunity to distribute giveaways.

Please contact us if you are interested in performances prior to the parade.

- iv. If you experience a mechanical problem on the route, if possible, move safely to the right to allow the parade to continue. Our Route Marshals will offer assistance.
- v. In order to accommodate broadcast schedules, the parade must remain in **CONTINUOUS FORWARD MOTION**. Unless otherwise directed by a route marshal, parade entries cannot stop for performances at any time during the parade.
- vi. Although the parade is a good opportunity to share your message, it is not intended to be a rolling advertisement for commercial goods and services. All vehicles, including tow vehicles, must be clean and **80% of the vehicle must be decorated**. Exceptions may be offered for certain vehicles, i.e.: classic cars, etc
- vii. Rain or Shine! We've ordered terrific weather for our parade, but as all Albertans know, we don't always get what we asked for! Our parade command center will monitor the weather and issue communications to our parade staff and participants advising of any severe weather requiring precautions.

To provide the safest parade experience, decisions to alter the route and/or schedule of events will be made by Northlands in consultation with City Services.

- vii. **Northlands and the K-Days Parade Committee reserve the right to deny entrance to the parade route and/or the right to remove a parade entry on the route, at any time, based on their assessment of the entry relating to concerns for safety, interference with the progress of the parade or any other reason deemed appropriate by the Parade Committee.**

H. Assembly and Staging Areas

Our assembly and staging areas will only be large enough to accommodate the parade entries and authorized support vehicles only. This area is busy, complex, exciting and a fun place to be in the hours leading up to the step off of the parade.

Please, do not plan to enter the assembly area until **after 0630 on parade morning**. The area must be secured by Assembly Area Marshals and City Services employees to ensure the area is safe to accept the parade entries.

Your entry to the assembly area is strictly controlled to ensure our Assembly Area Marshals can get you to your designated position for set up. We require that you follow the entry instructions accurately as they have been planned to move your group safely into the assembly area. Please, **DO NOT DEVIATE** from these instructions that will be included in your parade package. If you attempt to use a different access point, you will be denied entry to the assembly area and will be redirected to your appropriate assembly area entry point.

Upon reaching your designated assembly area entry point, supported by an Edmonton Police Service member, an Assembly Area Marshal will check your conditional parade permit and any permits issued for support vehicles. If acceptable, your vehicle(s) will be allowed entry to the assembly area.

Your entry number must be displayed on all authorized entrant and support vehicles. Please provide your entry number to all of your participants.

Once in the assembly area, travel very slowly and safely! It will be highly congested and children will be in the area....be aware and travel as directed by Assembly Area Marshals.

The Assembly Area Marshals will direct you to your assigned area for set up. Please watch for curbside a-frame signs indicating your entry number and name.

Your performance vehicle, float or entry must remain within the confines of your assigned area for setup. This includes the area of the curb and sidewalk adjacent to your setup area. **DO NOT ENCROACH** on the setup areas of other entries unless authorized and directed by an Assembly Area Marshal.

In the assembly area, you can complete your setup of your entry, warmup your band, groom your horses but above all, ensure the safety of your entry and the well-being of your people and animals.

If you need any assistance, please contact the nearest Assembly Area Marshal or visit the information tents located near the heart of the assembly area.

**** Assembly Area maps will be included in your Parade Day Information Package.****



JULY 21-30, 2017

I. Parade Route

To Be Confirmed

The K-Days Parade Route Map will be made available once approved and will be included in your Parade Day Information Package.

Check back on the website for updates.

J. Adjudication and Awards

Northlands recognizes and appreciates the hard work and effort required in creating a parade entry. As in past parades, Northlands will recognize the outstanding entries in the parade by judging the entries in the assembly area prior to step off.

Beginning at 0800, a panel of judges will roam through the assembly area armed with a set of criteria to adjudicate the entries.....except for bands; they're adjudicated on the parade route.

In order to be considered by the judges, your entry must be in place in the assembly area prior to 0800.

After tabulating the results, the award winners of the following will be announced at the information tent at 0930:

- i. Mayor's Trophy - awarded to the Best Overall Entry
- ii. Chairman's Award
- iii. Best Equine Entry
- iv. Most Creative Entry
- v. Best Entry for Showcasing Youth
- vi. Best Municipal Entry
- vii. Best Non-Profit Entry
- viii. Children's Choice Award - adjudicated by a panel of children

During the parade, the following will be adjudicated and announced following the parade:

- i. Crowd Engagement - judged by the radio stations along the route
- ii. People's Choice - judged by Global TV viewers and various spectators along the route
- iii. Best Band, 50 members or less
- iv. Best Band, 51 members or greater
- v. Best Pipe Band

K. Insurance

This is a really important and mandatory requirement.

All entries must carry a minimum of \$ 2,000,000.00 public liability and property damage insurance and, where applicable, \$ 2,000,000.00 automobile liability insurance. Northlands and the City of Edmonton MUST be named as additional insured.

The insurance broker, agent or company must be licensed to conduct business in the Province of Alberta.

Entries that have NOT submitted the required proof of insurance by no later than July 14, 2017 will have their parade permits cancelled and their application for the parade will be withdrawn.

How do you fulfill this requirement? If your organization is already insured, you need to submit a Northlands Certificate of Insurance. The form is found in Section O, Appendix A of this information package.

Send this form to your insurance agent for their review and once completed, they can email it to: parade@northlands.com or send via facsimile transmission, attention PARADE, to 780.471.8169

If your organization does not normally carry liability insurance, you will need to obtain the appropriate insurance coverage to meet the parade requirements. Contact an insurance agent or alternatively, contact Jardine Lloyd Thomson Insurance at 780.421.7188. They are familiar with the insurance requirements for parade entrants.

L. Index of Rules and Regulations

The K-Days Parade Committee, heartily supported by Northlands, strives to ensure a safe and fun environment for all participants and spectators.

Please carefully review the following rules and regulations. All entries must agree to participate and comply with all rules and regulations. Acceptance of and compliance with these rules and regulations is required for the issuance of a conditional parade permit.

Please contact our Parade Committee via email to parade@northlands.com if you have any questions or concerns regarding the rules and regulations.

Index of Rules and Regulations (section M)

1. Definitions
2. General Liability Insurance
3. Indemnification
4. Automobiles and Vehicles
5. Decorations
6. Sponsorship
7. Parade Acceptance
8. Proof of Acceptance
9. Dimensions
10. Timing
11. Parade Pace
12. Entrants with Animal Components
13. Participant Theming
14. Distribution of Materials
15. Safety
16. Stopping
17. Marching Musical Entrants
18. Media
19. Miscellaneous

M. Rules and Regulations

1. Definitions

The following terms and expressions are used throughout the rules and regulations:

<i>Term/Phrase</i>	<i>Definition</i>
APPLICANT	Individual applying to participate in the parade on behalf of a prospective entrant or an individual
ASSEMBLY AREA	Geographic area where entrants can assemble and prepare for the parade
CADENCE	The beat or time of a rhythmic activity
DIGNITARY	A person considered to be important due to rank or office held
DISPERSAL AREA	Geographic area where entrants can disassemble after completing the parade
DRUM CORPS	Group of marching musicians and color guard organized as an entrant, brass and percussion
ENTRANT	Entity, group, organization, society, collective or single individual approved to participate in the parade
EQUINE	A horse or other animal of the horse family, items related to horses
FINISH	The geographic point where the parade officially ends, adjacent to the dispersal area
FLOAT	A decorated platform either self propelled or towed
INFLATABLE	Float that assumes a shape or character by forced air or helium
MARCHING BAND	Group of marching musicians and color guard organized as an entrant, brass, woodwind and percussion
MARSHAL	Volunteer responsible to assist and direct entrants
MASCOT	A walker in costume representing an entrant
ORDER OF MARCH	The appearance of each entrant, in consecutive order, in the parade
PARADE	Main event beginning at time of step off of the first entrant
PARTICIPANT	Individual participating in the parade as part of an entrant
PIPE AND DRUM	Group of marching musicians and color guard organized as an entrant, bagpipes and percussion
PRE-PARADE	On parade route activities occurring prior to step off of parade
REGISTRANT	Primary point of contact for the entrant
STAGING AREA	Geographic area in the vicinity of the start where entrants are placed in order
START	The geographic point where the parade officially begins, the step off point near staging area
VEHICLE	A motorized means of conveyance of persons and/or goods, can tow floats
WALKER	A pedestrian authorized as a parade participant, individually or as part of an entrant

The deadline to accept these rules and regulations and submit your application for the 2017 K-Days Parade is JUNE 9, 2017 at 1700.

M. Rules and Regulations (continued)

2. General Liability Insurance

All entrants must carry and provide evidence of a minimum of \$ 2,000,000.00 General Liability insurance. In order to process the prospective entrant's application, the registrant must submit "Northlands' Certificate of Insurance", completed and signed by the prospective entrant's insurance provider or authorized insurance agent.

"Northlands" and the "City of Edmonton" shall be named as "Additional Insured".

Failure to provide and maintain insurance coverage as required will result in no further consideration of the prospective entrant's parade application.

3. Indemnification

The applicant, entrant, participant and/or registrant, as the case may be, shall forever indemnify, defend and save harmless "Northlands" and the "City of Edmonton" from and against any and all claims, losses, costs, expenses, damages and liabilities due to bodily injury or property damage arising directly or indirectly from the applicant, entrant, participant and/or registrant's participation in the Parade and/or pre-parade, assembly, staging and dispersal activities.

4. Automobiles and Vehicles

Any vehicle used in the parade must carry a minimum of \$ 2,000,000.00 Automobile Liability Insurance. In order to process the prospective entrant's application, the registrant must submit "Northlands' Certificate of Insurance", completed and signed by the prospective entrant's insurance provider or authorized insurance agent.

5. Decorations

Floats must be decorated to the extent the float structure or chassis is unrecognizable. Self-propelled floats are preferred with the driver of the float assured of 180 degree field of vision facing the direction of travel.

Tow units may be used if they are decorated to the extent the tow unit is unrecognizable. An example: if the towing unit is a pickup truck, the make and model of the truck cannot be easily determined.

Decorations must be appropriate for children and families and a minimum of **25%** of the float must include reference to the 2017 K-Days Parade theme:

Celebration of Canada's 150th Anniversary of Confederation

M. Rules and Regulations (continued)

6. Sponsorship

Recognition and/or advertising of corporate or community sponsors on parade entrants' units will be accepted provided it is done tastefully and with discretion. The Parade Committee reserves the right to refuse inappropriate commercial advertising.

7. Parade Acceptance

Participation in previous year(s) parades does not constitute or guarantee acceptance into the current years' parade. Entrants must be approved for participation in the current years' parade.

Once accepted and approved, the K-Days Parade Committee must approve any change in an entrant's original application, prior to July 14, 2017. Failure to secure prior approval from the Parade Committee may result in the removal of the variance or non-approved items, or the cancellation of the entrant's parade permit.

8. Proof of Acceptance - Entry to the Assembly Area Conditions

An approved entrant must produce the official "**Conditional Parade Permit**" and display the entrants "**Authorized Entry Number**" to gain access to the assembly area.

9. Dimensions

The actual dimensions of the entrant's unit MUST BE within 5% of the dimensions proposed in the original application and accepted by the Parade Committee.

Unless otherwise approved by the Parade Committee, and indicated on the entrant's parade permit, an entrant may not enter the parade route with a float or vehicle or combination of vehicles: (nominal dimensions)

- a. exceeding 3.0 meters (10 feet) in overall width
- b. exceeding 12.0 meters (41 feet) in overall length of single unit or in the case of an articulated or tractor trailer, 21.0 meters (71 feet)
- c. exceeding 4.16 meters (13.5 feet) in height
- d. exceeding 3629 kilograms (8000 pounds) per axle weight

Any entrant with a float or vehicle or combination of vehicles that arrive in the assembly area and exceed the above noted dimensions may have their parade permit cancelled and will be excluded from the parade.

M. Rules and Regulations (continued)

10. Timing and Adjudication

Entrants must comply with the timing and schedule requirements as indicated on the "Letter of Acceptance".

Entrants requesting consideration for adjudication must be in the assembly area prior to 0800.

Entrants must be prepared to move as directed by the Assembly Area Marshals and Route Marshals for staging prior to the official start of the parade.

11. Parade Pace and Spacing

All entrants, regardless of type or style of unit, must be capable of sustained forward motion, unimpeded and within the lineal dimensions of the approved unit at a parade speed of approximately 1.5 kilometers per hour, or a cadence of 110-120 beats per minute for the duration of the parade, sustained over approximately 2.5 kilometers.

Walking participants must remain within close proximity of their primary entry and within the geographic dimensions of the entrant's parade permit.

Walking participants unable to meet this requirement will be asked to leave the parade route.

12. Entrants with Animal Components

Registrants must indicate their intention to include animals on the parade application. The species, approximate size and weight and quantity of animals must be included on the registrant's application. Once approved, the entrant will be advised of their assigned zone in the assembly area. Entrants must care for and ensure the well being of any animals in their care. Limited services may be available for equine.

13. Participant Theming

Each entrant must be responsible for ensuring that the use of any theme does not violate the copyright, service mark, trademark or intellectual property of others.

The 2017 K-Days Parade will feature a Celebration of the 150th Anniversary of Canada's Confederation.

Each entrant must ensure at least 25% of their decorations reflect this theme.

M. Rules and Regulations (continued)

14. No Distribution of Materials

No entrant may cause or permit any type material to be thrown or distributed from the entrant's unit.

Distribution of materials may be allowed during pre-parade activities only.

15. Safety

The ultimate responsibility for safety lies with each entrant. In addition to relevant City of Edmonton bylaws, entrants must comply with all safety regulations listed below. Each entrant is responsible to ensure their unit complies with any relevant government regulations, safety codes, manufacturer's recommendations and/or similar standards necessary to safely operate the entrant's unit and equipment.

Every entrant and unit is subject to a safety inspection performed by the Fire Marshal.

Any entrant found to be non-compliant with any instruction or direction provided by the Fire Marshal will have their parade permit cancelled.

a. Fire Safety and Prevention

All floats and vehicles must carry a minimum of (1) one 10 pound ABC Dry Chemical fire extinguisher, sealed and tagged to indicate date of last service.

All entrants using straw or hay for decoration must ensure the materials are treated with a fire retardant substance.

Each propane cylinder must be properly secured

b. Decorations

All decorations must be made of fire retardant material.

c. Vehicles

All vehicles must be in good mechanical condition and properly serviced prior to the parade.

Any vehicle that is leaking fuel, oil and/or hydraulic fluid will be removed from the parade.

Vehicles with gasoline engines require a generator or alternator.

Radiators must be permanently installed with adequate air circulation and a readily accessible radiator cap.

M. Rules and Regulations (continued)

15. Safety

c. Vehicles (continued)

The exhaust system must be vented through a leak proof exhaust pipe that extends past the rear apron of the float or rear of the vehicle and prevents any exhaust emissions from reaching any persons travelling on board the unit.

No flammable materials may be near any sources of ignition or exhaust.

Tires and wheels must be in good and safe condition.

Each vehicle should have a spare tire and wheel with access to the units' tires accessible without the use of a tow truck.

All trailer chassis used as parade units must be connected to the towing vehicle with appropriate trailer hitch, safety chains and break away trailer brake function.

Containers of spare fuel are expressly prohibited on any entrants' unit.

d. Emergency Towing

Provision for emergency towing must be available on all motorized vehicles.

e. Participants

Floats, vehicles or other mobile units shall be equipped with securely anchored handrails for persons riding on the unit. Persons riding on the unit should also be tethered with security lines or belts with a quick release feature. The float, vehicle or other mobile unit chassis must be of sufficient strength to adequately and safely support all materials and riders. No person riding on the unit shall extend their arms or legs outside of the unit. Drivers and all other persons riding on the entry must have a means of rapid escape from the unit in the event of an emergency.

f. Alcohol and Drugs

The use of alcohol and/or prohibited drugs by entrants and participants are expressly forbidden. Entrants or participants whom Parade Officials believe to have consumed alcohol or prohibited drugs prior to or during the parade may be ejected from the parade.

g. No Smoking, Tobacco, and/or Electronic Smoking Materials

No smoking, tobacco use and/or any electronic smoking material use by entrants or participants is allowed on the parade route at any time.

M. Rules and Regulations (continued)

15. Safety

h. Pyrotechnics

The use of pyrotechnics of any kind, including fireworks, fire batons or any hazardous material is strictly prohibited.

i. Firearms - Real or Simulated

The use of any firearm, real or simulated, will not be allowed at any time.

16. NO Stopping During the Parade

a. Entrants, participants and/or performing units **MUST NOT STOP** the flow of the parade to perform stunts or maneuvers, or for media interviews while on the parade route.

b. Entrants must not impede the flow of the parade which will create gaps between entries, diminishing the quality of the parade.

17. Marching Musical Entrants

a. Participation

Marching musical entrants are encouraged to participate in the K-Days Parade. Participants may include, and are not limited to, marching bands, drum corps, pipes & drums, or marching brass bands.

b. Performance Fees

Payment of performance fees are contingent upon fulfillment of the participation agreements made at time of application acceptance.

Performance fees will be forfeited in the event the marching musical entrant cancels its' appearance in the parade.

c. Group Leader or Registrant

Each marching musical entrant must have a group leader or registrant. The group leader or registrant, upon application approval, will be provided with confirmation of performance(s) dates, times locations and assembly areas. The conduct of any participant in the unit will be the direct responsibility of the group leader or registrant.

Each marching musical entrant must have at least one performer, in uniform, assuming the role of director, conductor or drum major while the entrant is on the parade route. This performer shall offer a salute to the dignitaries in the reviewing stand and the judges at the adjudication stand.

M. Rules and Regulations (continued)

17. Marching Musical Entrants (continued)

d. Parade and Performance Details

The marching musical entrants must report to their designated entrance point of the assembly area at the time indicated in their parade package.

Musical and pageantry performances on the parade is the responsibility of the entrant's director, conductor or drum major.

Frequent performances by marching musical entrants are requested, especially at the reviewing stand, media, adjudication stand and areas of high spectator density.

18. Media

a. Television or other type of media coverage is not guaranteed.

b. Upon acceptance to participate in the parade, the registrant, entrant and/or any participant allow Northlands, the City of Edmonton and their media partners to record, film, photograph, audiotape or videotape images and performance (hereinafter collectively referred to as "Works") and to display, publish or distribute these Works for the purpose of publishing, posting on the Northlands website, posting in future advertising, posting on social media sites and/or for broadcasting on television or radio as determined by the Northlands and/or the City of Edmonton.

c. By applying to, and being accepted by the K-Days Parade Committee, the registrant, entrant and/or any participant waive any right to approve the use of these Works now or in the future, whether the use is known to or unknown and waive any right to any royalties related to the use of these Works. The registrant, entrant and/or participant understands the Works may appear in electronic form on the internet or in other publications outside of the Northlands or the City of Edmonton's control.

The registrant, entrant and/or any participant cannot hold the Northlands, the City of Edmonton or the K-Days Parade Committee responsible for any harm that may arise from such unauthorized reproduction.

d. The registrant, entrant and/or any participant agree to media interviews if requested by a parade official, prior to, during or following the parade.

M. Rules and Regulations (continued)

19. Miscellaneous

- a. Failure to follow the directions of a Parade Marshal or parade official may result in the cancellation of the entrant's parade permit, ejection from the parade and possible suspension from future parade events.
- b. In the interest of public safety, an entrant's parade permit may be cancelled at any time prior to or during the parade at the discretion of a parade official in consultation with Northlands and the K-Days Parade Committee.
- c. Registrants, entrants and/or participants should make every effort to offer the highest quality unit and/or performance prior to and during the parade.
- d. Registrants, entrants and/or participants offering sub-standard or inappropriate units and/or performances may have their parade permits cancelled and may be removed from the parade, at the discretion of a parade official in consultation with Northlands and the K-Days Parade Committee.

N. List of Appendices

Appendix A - Northlands Certificate of Insurance

<<insert sample insurance document>>

Appendix B - 2017 Edmonton K-Days Parade Application

<<insert sample application document>>

Appendix C - Conditional Parade Permit

<<insert sample permit>>

Appendix D - Letter of Acceptance

<<insert sample letter of acceptance>>

Appendix E - Entry Number

<<insert sample entry number>>

Appendix F - Checklist for Entrant Application

<<insert sample application checklist>>

Appendix G - Checklist for Entrant Compliance

<<insert sample compliance checklist>>

<<insert page numbers and document revision number at footer>>