



The 52nd Annual Town of Kensington Labor Day Parade and Festival

April 2019

Dear Parade Enthusiast:

The Town of Kensington is busy making preparations for the 52nd Annual Kensington Labor Day Parade and Festival on Monday, September 2, 2019, beginning at 10 a.m. You are cordially invited to submit an application to help make this year's parade the best yet!

The Parade Application, along with the Rules and Regulations, are enclosed. Please fully complete the application and read and sign the Rules and Regulations, as they will be strictly enforced. Completed applications, along with rules and regulation forms are to be emailed, as an attachment, with the subject line "Labor Day Parade" to VictoriaLeeRandall@gmail.com. If you are unable to email the application, please send a hard copy to the following address:

Labor Day Parade
Attn: Victoria Randall
3710 Mitchell Street
Kensington, MD 20895

Please Note: *Applications are due by August 1, 2019. Applications received after this date will be charged a **\$100.00 LATE FEE** in order to participate within the Parade. Without exception, no applications will be accepted after August 27, 2019.*

Upon approval of your Parade Application, and the finalization of the Parade's logistics, you will be provided a detailed packet, to include: a map of the Parade route; a map showing your group's line-up location; a list of all units lining up in your designated location and the order in which you will line-up; and parking information. **This information will be distributed via email on August 30, 2019.**

Please be certain to check your email throughout the month of August to ensure that you do not miss any important updates with regards to the Parade. When you receive Parade information and/or updates, please inform the members of your unit of the logistics. **It is vital that the email address you include on your application is current and legible to read.**

I am looking forward to working with you and making this year's Parade a momentous and lively occasion for the Kensington community. If you have questions, or need additional information, please feel free to contact me.

Kindly,

Victoria Randall

VictoriaLeeRandall@gmail.com

(240) 418-7350



**The 52nd Annual Town of Kensington
Labor Day Parade and Festival
Monday, September 2, 2019**

Rain or Shine

Parade Application

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PLEASE PRINT or TYPE

Name of Organization: _____

Parade Unit Name (If different than above):

Group Representative: _____

Day Phone: _____ Evening Phone: _____

Email Address (*please print clearly as this will be the main form of communication for all parade details*):

Participated Last Year: YES _____ NO _____

Address (Organization or Representative):

All Applications/Registrants are subject to the Town of Kensington's approval

1. Categories (please check one):

- | | |
|---|--|
| <input type="checkbox"/> Military Unit | <input type="checkbox"/> Majorettes/Cheerleaders |
| <input type="checkbox"/> Marching Band | <input type="checkbox"/> Horse Units |
| <input type="checkbox"/> Commercial Entry | <input type="checkbox"/> Antique/Classic Car |
| <input type="checkbox"/> Non-Profit Organization | <input type="checkbox"/> School |
| <input type="checkbox"/> Scout Troop | |
| <input type="checkbox"/> Other (please describe): _____ | |

2. Parade Unit Description (a brief description of the elements in your unit):

3. Number of People in Unit: _____

4. Will a vehicle accompany your group?

YES _____ NO _____

If yes, what type of vehicle and how many? _____

Please note that all commercial vehicles MUST be decorated.

5. If your group is not a performance group, will you have a musical accompaniment?

YES _____ NO _____

6. Please give a brief history or description of your group/organization, including such information as the founder's name, number of years in existence, other parade appearances, and any other information that you may want publicized at the Grandstand. It may not be longer than 50 words.

7. Will your Unit perform for 2 Minutes in front of the Grand Stand?

YES ____ NO ____

8. Do you wish to distribute materials (such as flyers, candy, or material(s)) along the Parade route?

YES ____ NO ____

If yes, you must enclose a sample of the material(s) you wish to hand out with this application.

Please Note: Due to past injuries, any items or materials may NOT be thrown along the Parade route. However, you may HAND OUT any approved items



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Rules and Regulations

*All Parade participants must comply with the following Rules and Regulations.
Please keep a copy of this page so you can refer to the Rules and Regulations.*

The Rules and Regulations stipulated below acknowledges that _____
(name of organization)

agrees to adhere by the Town of Kensington's policies for Parade participants within the 52nd Annual

Labor Day Parade, as follows:

1. Upon arriving in Kensington, please go to one of the designated parking areas and then to your assigned line-up location. Once at your line-up location, **PLEASE STAY IN LINE**. The Parade staff will have the authority to remove your unit from the line-up if you are not in the correct location.
2. The line-up time for Parade participants is 9:00 – 9:15 a.m. Parade participants arriving after 9:15 a.m. will be placed at the end of the Parade line.
3. You must allow and **MAINTAIN** throughout the entire Parade **25 FEET** between your unit and the unit ahead of you. Your group **MUST** continue to move during the Parade and **MAY NOT STOP** to perform along the route.
4. If you plan to distribute any materials during the Parade (such as flyers, candy, or trinkets), these items must be approved by the Town of Kensington prior to the event.
 - a. Absolutely **NO** tossing or throwing of objects or materials will be tolerated from floats or vehicles. However, please feel free to **HAND OUT** any approved items along the Parade route.
 - b. Individuals distributing approved materials shall not interfere with the flow/pace of the Parade; nor shall they get in the way of vehicles or encourage spectators to enter into the Parade route or force them to accept any materials.
5. Performances at the Grand Stand shall not exceed **TWO (2)** minutes.
6. All commercial vehicles **MUST** be decorated if within the Parade.
7. All parade units **MUST** have a **banner** with their name displayed at the beginning of their unit.
8. If you need help during the Parade, please look for individuals wearing 'green' or 'yellow' Parade t-shirts; or ask a police officer or crossing guard.

The Town of Kensington has the right to remove and terminate any group that violates any part of the Parade Rules and Regulations, which shall result in the forfeiture of all rights and privileges, present and/or future, to participate within the Kensington Labor Day Parade. Furthermore, the Town of Kensington has the right to require the withdrawal of any Parade participant or associated material(s), which does not demonstrate appropriate community standards for a public and family oriented event.

In consideration for the issuance of this agreement to participate within the Town of Kensington's Labor Day Parade, the undersigned, individually and on behalf of its heirs, executors, successors and assigns, does hereby release, forever discharge, indemnify and hold harmless the Town of Kensington, its agents, servants and employees, from and against any and all liabilities, losses, claims, demands, costs, expenses, and judgments, including attorneys fees, of any and every nature, including damage, death, and injury to person or property, arising or alleged to have arisen from or in connection with the participation within the Kensington Labor Day Parade.

Authorized Representative: _____
(Please print)

Email: _____ Phone: _____

Organization's Address: _____

Signature of Authorized Representative Date

Victoria Randall

Victoria Randall, Parade Coordinator
VictoriaLeeRandall@gmail.com
(240) 418-7350

Please sign and return this application, as an attachment, with the subject line "Labor Day Parade"
To VictoriaLeeRandall@gmail.com by August 1, 2019, or mail the application to the following address:

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