

Ankeny SummerFest Grand Parade Rules

The purpose of the rules is to facilitate a safe, family friendly and fun community event for all to enjoy. **Participant and spectator safety is our number one priority. To provide for the safe and orderly operation of a parade of this size some basic rules have been established and we appreciate your cooperation.**

Key Notes. There will be a Mandatory Driver Safety Meeting on parade morning where the driver/responsible person of each entry must attend and receive a parade entry number. This includes all vehicles and all walking groups in the parade, no exceptions. Without **the parade number** the entry will not be allowed on the parade route. Only approved entries that have registered, provided proof of a Certificate of Insurance naming the Ankeny Area Chamber of Commerce as an additional insured, and have attended the Driver's meeting will be given the parade number.

No throwing of candy or other objects from the parade vehicle will be allowed. Walkers may hand out the candy or items along the parade route. Candy throwing has presented a safety hazard and hindered the steady procession of floats. No water paraphernalia such as water guns, super soakers, hoses, etc. will be allowed. Entries are strictly limited to one vehicle/trailer. No semi-trailers or animals allowed. All entries with animals must be pre-approved and provide "scoopers" directly following the entry. Drivers are not permitted to use their Cell Phones for calls or texting during the parade. Stop vehicle first before anyone hops on or off the entry. No soliciting by parade or non-parade entrants before or during the parade, along the parade route, or within the parade staging area will be allowed.

Additional Rules

1. Only entries pre-registered with the SummerFest Committee will be allowed to participate in the parade. Entries may not show up the day of the parade and expect to participate without having pre-registered. Entries must be received no later than the Tuesday before the parade to qualify. All entries must be completed online at the Ankeny Area Chamber of Commerce website. You must have an Entry Confirmation sheet (called the "Parade Ticket") to enter the parking lot/staging area.
2. Mandatory Drivers meetings will be held at the staging area on Parade morning at 7:30 and 8:15. Attendance at this briefing is required by all drivers/operators/entries in the parade. A parade number will be provided to each participant upon completion of the briefing and will serve as the pass onto the parade route. These tags also serve as your entry number during the parade route and shall be displayed on the vehicle passenger dash or in another proximate position throughout the parade procession.
3. **In an effort to manage risk through best practices, we have been advised to collect certificates of insurance for ALL parade entries. Please forward a certificate of insurance (All Commercial/business/organization: copy of liability/certificate of insurance with Ankeny Area Chamber of Commerce named as additional insured with minimum of \$1 M per occ./ \$2 M aggregate.; or vehicle insurance of vehicle to be driven; or homeowner's/renter's insurance for group of walkers.) Certificates can be faxed to 515-468-2252 or email to Summerfest@densmoreis.com.**
4. Entry drivers or operators are responsible for the safety of their entry and the participants with that entry.
 - a. No cell phone or other device use will be allowed during the parade by the driver/operator.
5. Sound may be used as part of an entry – Please use consideration of the spectators and fellow entries in selecting sounds and volumes.
6. Entry fees must be paid in full and received with the entry form to participate in the parade.
7. Parade ticket /entry confirmation will be e-mailed upon approval of the entry. Confirmation forms are required to enter staging area on the day of the parade.
8. During transportation to the staging area and after the parade event, no one should ride on the float.
9. Staging will take place in the west parking lots of Ankeny High School, at 1155 SW Cherry Street. All entries must enter from Magazine Road. The parking lot will open at 6:00 AM. No parade entries are to be in the parking lot prior to that time. Entries that are found in the lot prior to 6:00 AM will be required to leave the lot and re-enter later.
 - a. A responsible person must stay with your float or parade entry during the entire staging period, unless attending the safety meeting.
10. Judging of parade entries will occur along the parade route. The judges will be seated in a designated judging tent in Uptown Ankeny on Cherry St. before the corner of 3rd Street. All entrants are encouraged to label their vehicle and float clearly on front and/or both sides of the entry for good visibility. You are encouraged to perform any routines that add to your entry's presentation on Cherry Street as you approach 3rd Street at Uptown Ankeny for the judges. The results will be emailed to the winning parade entries, announced on the website, and at Ankeny SummerFest that weekend.
 - a. Work on your float must be completed by the time the parade launches. Also, any entry may not leave refuse or damage in the area surrounding your float. You will be liable for any damage to the parking lot. No paint may be left on the ground of your staging area.
 - b. Entries in the Judged lot must be decorated with obvious effort applied. Entries in the judged lot that are not deemed to be decorated will be relocated to the non-judged lot at the end of the procession.
11. All mechanical or motorized entries must be in good mechanical condition and be operated in a safe manner.
12. Allowable Vehicle Dimensions – The following dimensions must be observed to ensure vehicles can safely maneuver the parade route. Any vehicles or floats that arrive for staging and are larger than these dimensions will not be allowed to stage or participate in the parade **without express prior approval by the Parade Committee.**
 - a. One vehicle per entry.
 - b. The maximum combined allowable length of a parade entry is 53 feet.
 - c. The maximum allowable height of a parade vehicle or float is 11 feet.
 - d. Semitrailers are not allowed on the route.
 - e. All state driving licensing and requirements apply based on the vehicle being operated.

13. Staging spots may not be held. If entries would like to be together, they must arrive together. Requests will be accommodated if possible but are not guaranteed.
14. Floats may be self-propelled or pulled by automobiles, trucks, tractors, garden tractors, ATVs, etc.
15. Horses are not allowed in the parade unless by special exception of the SummerFest Committee.
16. **All entries with animals must be pre-approved by the Parade committee. Fill out details at registration.**
17. Floats may have participants riding and/or performing on them. Safety considerations must be made for those passengers.
18. Entries are allowed to have people walking along side of the entry, on sides of road, to hand out items to spectators on the curbside. **Nothing can be distributed or thrown from the vehicles.** We strongly recommend no walkers under school age. Driver should stop briefly should anyone need to get on or off during the parade. Do not allow anyone to jump on or off a moving vehicle or float.
19. Forward progress must be always maintained. Minor exceptions for performance routines will be made. Performing groups will be required to safely catch up to the parade pace before stopping for another performance. If performances are deemed to hinder the orderly procession of the parade by a parade representative, they must be terminated immediately.
20. Parade participants must immediately obey the directions of parade marshals along the route. Failure to do so will result in disqualification and removal from the parade, with the possibility of being excluded from future parades.
21. **Ankeny SummerFest is a family friendly event.** There will be no promotion of Drugs, Alcohol, Gang, or other inappropriate activities allowed before or during the parade.
22. Possession of alcoholic beverages on floats is prohibited. The Ankeny Police Department will enforce this rule.
23. SummerFest reserves the right to disqualify any entry deemed controversial or degrading, or for not following the rules at any time during the parade, including before it begins.
24. **Entry fees will not be refunded, and prizes will not be awarded to any disqualified entry. No refund after online registration has been completed, for weather delays or weather/emergency cancellations.**
25. All decisions of the Parade Committee and its judges are final.
26. Use of the Ankeny SummerFest logo and annual Theme Artwork **will be** permitted by external Sponsors and participants of Ankeny SummerFest. Both the Ankeny SummerFest Logo and annual Theme Artwork may only be applied to a **non-sale item** that will be directly distributed at Ankeny SummerFest or used in connection with promotion/marketing of Ankeny SummerFest. Any party wishing to use the Ankeny SummerFest logo and /or annual Theme Artwork must complete an application for Single-Use License for Third Party Usage.

By registering for the parade, you are agreeing to these terms and conditions; holding the Ankeny Area Chamber of Commerce harmless by your participation.