

# PORTUGAL DAY NEWARK

PARADE

P.O. Box 1431, Newark, NJ 07101 • (862) 283-0150 • info@PortugalDaynewark.org

## PARADE REGISTRATION FORM

**Deadline: May 15th**

Entries may be mailed to Portugal Day Newark, P.O. Box 1431, Newark, NJ 07101, hand delivered at 113 Monroe St., Newark, NJ 07105 or emailed to info@portugaldaynewark.org For more information please call 862-283-0150.

PARADE REGISTRATION FORM			
Organization Name:			
Organization Address:			
Contact Person:			
Phone:		Email:	
PARTICIPATION DETAILS			
Type of Organization:	<input type="checkbox"/> Club <input type="checkbox"/> School <input type="checkbox"/> Band <input type="checkbox"/> Dancing Group <input type="checkbox"/> Other		
Organization Details:			
TYPE OF REPRESENTATION			
<input type="checkbox"/> Float-Plain <input type="checkbox"/> Float-Decorated <input type="checkbox"/> Car <input type="checkbox"/> Routine/Performance <input type="checkbox"/> Walkers/Marchers <input type="checkbox"/> Other			
Does your entry have Music/Sound?			
If Yes, enter details:			
Please describe participation in as much detail as possible:			
<u>For Committee Members Use Only</u>			
<b><u>Hold Harmless Agreement</u></b> As a condition of participation, I, _____ hereinafter referred to as Licensee, shall indemnify and Hold Harmless the City of Newark, County of Essex, Portugal Day Newark, and all volunteers, employees and directors, hereinafter referred to as the parties, acting within the scope of their responsibilities and hold them harmless from and against any and all claims, actions, damage, liability and expense in connection with loss of life, personal injury and/or damages to property arising out of participation in the parade and/or festival. In the event that parties shall, without fault on their part, be made party to any litigation commenced by or against licensee, licensee shall protect and hold the parties harmless and shall pay all costs, expenses and reasonable attorney's fees incurred or paid by the parties in connection with such litigation.			
<b><u>Participation Guidelines</u></b> The Portugal Day Festival is a celebration of Portugal and Portuguese culture. Any actions deemed to be offensive and/or not in keeping with the family-style tradition of our festival will cause for your agreement to be terminated immediately with forfeiture of any and all fees.			
<b><u>PARTICIPANT INSURANCE</u></b> Participant acknowledges that they have obtained the proper insurance coverage necessary to take part during the Portugal Day Parade and Participant has named "Portugal Day Newark" as a covered entity on their insurance policy.			
<b>Organization Signature</b>		<b>Date</b>	
<b>PDN Signature</b>		<b>Date</b>	

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## **GUIDELINES FOR ALL PARTICIPANTS IN THE PORTUGAL DAY PARADE**

Entry Contact Person listed must read, sign and abide by the following guidelines and is responsible for insuring the rest of the entry participants understand and abide by the guidelines below.

Each entry must arrive 30 minutes before the event or risk not being able to participate. Parade start time will be communicated to the Contact Person.

For safety reasons there will be no tossing of candy or other items by participants to the audience during the parades, however, walkers along the sides of the parade may pass out items to spectators.

All floats and other motorized vehicles are responsible for having liability insurance and must be able to provide documented proof of such on the day of the parade.

Each participant must have a large banner or sign that can easily identify each entry.

Parade participants must follow instructions of parade staff in regards to rules, regulations, placement and movement along the parade route. The parade committee reserves the right to bar at any time any participant who fails to observe the rules or follow instructions of parade officials.

All parade entries must be pre-registered and pre-approved by the Parade Committee. It is important that all entries pay close attention to the theme of the parade (Theme: A celebration of Portugal and Portuguese culture). Entries that are not consistent with promotion of the theme will be denied approval to participate in the parade.

### **Waving/Displaying of Flags**

All Organizations **MUST** display flags from the USA and/or Portugal during their parade march. Flags from Portuguese territories or regions are permitted. One lead banner that displays an organization's country of affiliation is also permitted.

### **Units and Activities NOT Permitted:**

- (a) Eating or smoking during the parade
- (b) Entries representing controversial groups or political issues
- (c) Oversized entries
- (d) Entries that cannot keep pace
- (e) Entries that are indecent or immoral
- (f) Entries that are significantly different than described on their application
- (g) Entries with participants that are under the influence of alcohol or drugs
- (h) Political parties identifying their party affiliation

### **Float Size Requirements for participation:**

- Maximum allowed length of total entry – 48 Feet (including tow)
- Maximum allowed width of total entry – 10 Feet
- Maximum allowed height of total entry – 13 Feet

The Acceptance, Assignment and Number of Entries are at the sole discretion of the Parade Committee and the decisions of the Committee are final.

**PLEASE REMEMBER THAT THE FESTIVAL AND THE PARADE ARE A CELEBRATION OF PORTUGAL AND PORTUGUESE CULTURE. YOU HAVE WILLINGLY CHOSEN TO PARTICIPATE IN SUPPORT OF THIS THEME AND NO OTHER. ANY GROUP OR INDIVIDUAL THAT DEVIATES FROM THIS OBJECTIVE WILL BE IMMEDIATELY REMOVED FROM THE PARADE.**