



The 28th Annual Guadalupe Street Parade
 Saturday, September 12, 2009
 Step Off @ 11 a.m.



To avoid being pulled from parade line-up, PLEASE do not miss application deadlines, fees requested, food donation requirements and if applicable a copy of certificate of insurance submitted. FILL IN ALL BLANKS on application. Application does not guarantee entry. Application DEADLINE is Fri. 8-28-09.



Avenida Guadalupe Association
28th Annual 16 de Septiembre Parade Entry Application
Saturday, September 12, 2009
9 am Drill Team Competition and 11am Parade Step-off

All above and below are required to be filled in – Please no blanks

Organization/Company Name: _____

Contact Person: _____

Mailing Address: _____

City/State/Zip: _____

Daytime Phone: () _____ Evening Phone: () _____

Email: _____

ENTRY FEE, plus SA Food Bank non perishable food donation

NON PROFITS
\$25, plus 25 non-perishable food items

COMMERCIAL/CORPORATE
\$150 plus 35 non-perishable food items

CAR/TRUCK CLUBS
\$50, additional \$10 per vehicle, maximum four (4)
plus 50 non-perishable food items

SCHOOL BANDS, CHEERLEADERS, JROTC
\$0 no charge, plus 50 non-perishable food items

ENTRY TYPE – Select one (check/circle one per application)

FLOAT _____ BAND _____ VEHICLE _____ EQUESTRIAN _____ MARCHING UNIT _____

OTHER (describe) _____

Describe in detail how your entry will be decorated (use a 2nd sheet if necessary) (attach a photo/sketch).
Please check what type of music your entry will have. Live Music Amplified Music

NARRATION

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MANDATORY CERTIFICATE OF INSURANCE

All approved parade high-risk entries (**floats, equestrian, carriages, live animals, etc.**) will be required to provide a copy of mandatory Certificate of Insurance naming the Avenida Guadalupe Association, Inc. as additionally insured. Parade entries without COI to Avenida on or before Friday, August 28, 2009 risk being pulled from line up (**no exceptions-applications will be denied after deadline**). Floats and other liability related entries will require a police escort, provided by Avenida, please provide below information at time of application –or– no later than **Friday, August 28, 2009**

- Name of Float Building Company/Carriage Company
- Address (where float will be coming from for police escort, do not leave this section blank)
- Driver's Name & License Number
- Liability Insurance Carrier & Mailing Address

I have received, read, and agree to comply with all the rules and regulations that govern our participation. I understand that violation of these rules will forfeit our participation. I understand that the submittal of this application does not guarantee acceptance into the parade. If selected, I agree to attend scheduled **MANDATORY Meeting Tuesday 9-8-09**, at El Progreso Hall, 1306 Guadalupe (across from Avenida Guadalupe Association offices). I also understand the 16 de Septiembre Parade will be held **Saturday, September 12, 2009**.

Signature

Title

Printed Name

Date

For more information, contact

Avenida Guadalupe Association
1313 Guadalupe Street, Suite 100
San Antonio, TX 78207

(210) 223-3151, ext. 33 • Fax: (210) 223-4405 • mvaldez@avenidaguadalupe.org • www.avenidaguadalupe.org

FOR INTERNAL USE ONLY

Application Date received: _____	Application Confirmed: _____																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 15%; text-align: center;">Yes</td> <td style="width: 15%; text-align: center;">No</td> </tr> <tr> <td>Fee Paid</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Food Items</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Sketches/Photos</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Yes	No	Fee Paid	<input type="checkbox"/>	<input type="checkbox"/>	Food Items	<input type="checkbox"/>	<input type="checkbox"/>	Sketches/Photos	<input type="checkbox"/>	<input type="checkbox"/>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 15%; text-align: center;">Yes</td> <td style="width: 15%; text-align: center;">No</td> </tr> <tr> <td>Insurance Certificate</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Entry Form Completed</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Entry Accepted</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		Yes	No	Insurance Certificate	<input type="checkbox"/>	<input type="checkbox"/>	Entry Form Completed	<input type="checkbox"/>	<input type="checkbox"/>	Entry Accepted	<input type="checkbox"/>	<input type="checkbox"/>
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**16 DE SEPTIEMBRE PARADE
RELEASE OF LIABILITY & APPLICANT'S FORM
SATURDAY, SEPTEMBER 12, 2009**

DEADLINE: August 28, 2009 – (One release per unit)

PARADE APPLICATION WILL NOT BE ACCEPTED WITHOUT THIS FORM

Whereas _____ has requested an entry in the 16 de Septiembre Parade Event scheduled for Saturday, September 12th at 11:00 a.m., and has had their application approved by the Avenida Guadalupe Association (Avenida) under the rules and guidelines of the parade supplied by the Avenida with the application,

(Organization Name)

agrees to release and to hold harmless the Avenida, all sponsors and suppliers of the 16 de Septiembre Parade Event, and their respective directors, officers, employees, agents, successors and assigns, from any and all claims, damages, liabilities, causes of action, lawsuits, costs and expenses. Including attorneys fees related thereto, arising from participation in the 16 de Septiembre Parade Event, including without limitation any personal injuries (or damages to personal property), which may be incurred as a result of participation in the 16 de Septiembre Parade Event. Further, in consideration of our participation and other good and valuable consideration, we further agree to grant to the Avenida the right to record, broadcast, and otherwise publish our name, likeness, voice and television/media network information from our participation in the 16 de Septiembre Parade Event.

Print Name

Title

Signature

Date

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Annual 16 de Septiembre Street Parade Rules & Regulations

**SUBMITTING A PARADE APPLICATION IS NOT A GUARANTEE OF
ADMITTANCE INTO PARADE LINE-UP.**

**NO 18-WHEELERS WILL BE ALLOWED IN THE PARADE UNLESS PRIOR APPROVAL FROM THE
AVENIDA GUADALUPE ASSOCIATION, INC. (Avenida) IS GIVEN.**

**ALL PARADE APPLICATIONS MUST BE SUBMITTED WITH FEES, FOOD DONATIONS AND
SKETCHES/PHOTOS NO LATER THAN FRIDAY, AUGUST 28, 2009 BY 5:00 PM.**

**ALL PARTICIPATING ENTRIES MUST ATTEND A MANDATORY MEETING ON TUESDAY,
SEPTEMBER 8, 2009 AT 6:00 P.M. AT THE EL PROGRESO HALL, 1306 GUADALUPE. ALL
PARADE ENTRY INFORMATION WILL BE DISTRIBUTED DURING THIS MEETING. MISSING THIS
MEETING MAY RESULT IN YOUR ENTRY BEING PULLED FROM THE PARADE LINE-UP.**

Only one vehicle (4 vehicles for car clubs), one pop-up float, one self-motorized float or one marching unit (75 people max) per organization will be allowed to participate in the parade unless prior approval from the Avenida is given. Only those vehicles approved by Avenida will be allowed in the parade. All entries must be decorated to participate in the parade. Entries not decorated on parade day will be pulled from lineup. No entry will be allowed in the parade promoting a particular political issue. No one is permitted to disembark from the float/vehicle until they reach the designated disbanding area. Participants are not allowed to throw/pass out any items during the parade as per City of San Antonio Ordinance and are punishable by law.

FORMING AREA

All vehicles and persons not registered to be in the parade line up will be restricted from entering the forming area after 9:00 a.m. A map of the forming area will be handed out during the participants meeting on September 9, 2008.

INSURANCE REQUIREMENTS

All high-risk entries (motorized floats, carriages, equestrian or other live animals, etc...) must provide Proof of Liability Insurance for the day of the parade. Letters of Waiver are not acceptable. This information will be visually verified by parade officials in the forming area before the start of the parade.

Failure to provide such proof will result in disqualification from the parade.
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SCHOOL ENTRIES

No cash fees are required from schools (high school, jr. high, elementary) however 50 non-perishable food items must be donated. The non-perishable food items will be donated to the food bank. Bands wishing to march with their pep squads or vice versa should attach application forms together when applying or they may not be assigned in sequential order in the parade line up.

NON-PROFIT ENTRIES

Fee for non-profit entries is \$25.00 plus 25 non-perishable food items. The non-perishable food items will be donated to the food bank. All non-profit entries must submit documentation verifying non-profit status along with the application and fee. All non-profit entries must be fully decorated or risk disqualification.

CORPORATE/COMMERCIAL ENTRIES

Fee for corporate/commercial entries is \$150.00 and 35 non-perishable food items. The non-perishable food items will be donated to the food bank. All corporate/commercial entries must be fully decorated. Corporate float entries will also be required to have and submit a copy of Certificate of Insurance naming the Avenida Guadalupe Association, Inc. as additional insured. Compliance personnel and/or parade officials will visually verify this document before the start of the parade. Entries failing to comply will be automatically disqualified and fees will not be refunded.

Commercially sponsored floats and tow vehicles may not emphasize a totally commercial theme. Commercial entries must decorate according to theme of the parade. The sponsor's name & logo may not exceed 4 feet x 4 feet. All float themes and sketches, must be approved by the Avenida before acceptance.

CAR CLUBS/CAVALCADE ENTRIES

Fee for car clubs/cavalcades is \$50.00 plus \$10 for each additional vehicle (maximum of 4 vehicles) plus 24 non-perishable food items. The non-perishable food items will be donated to the food bank.

PUBLIC OFFICIAL ENTRIES

ONLY THE FOLLOWING ELECTED OFFICIALS who represent the District where the Avenida Guadalupe Neighborhood resides will be allowed to participate in the parade; United States Senator and House Representative, Texas State Senator and State Representative, Mayor of San Antonio and the District 5 Councilperson, Bexar County Judge and Bexar County Commissioner. Fee for public officials is \$50.00 plus 24 non-perishable food items. The non-perishable food items will be donated to an area food bank. All public official entries must be fully decorated or risk disqualification.

EQUESTRIAN ENTRIES

All equestrian entries (including carriages) will be charged a fee of \$100.00 and 24 non-perishable food items per entry unit (this also applies to non-profit organizations with equestrian entries). No more than eight (8) horses per unit will be allowed. Equestrian entries must be fully decorated or risk disqualification. All equestrian units must submit proof of liability insurance for the date of the parade, and have it available at all times for inspection during the parade. Letters of waiver are not acceptable as a substitute for insurance.

Each entry must provide a "Pooper Scooper" unit or diapers. Any equestrian entry failing to do so on the day of the parade will not be allowed to participate. The Avenida highly recommends the wearing of rubber shoes on all horses. Horses and horse-drawn entries cannot be unattended at any time. All horse units will form in a separate area away from the other parade participants. No horses with a kicking habit are permitted in the parade line-up.

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In addition to entry fees, all floats will be charged a \$30.90 float inspection fee that will be collected by the San Antonio Fire Department before the parade begins. Checks for the \$30.90 fee must be made payable to the "City of San Antonio". Entries will be required to have and submit a copy of their Certificate of Insurance naming the Avenida Guadalupe Association, Inc. as an additional insured. Compliance personnel and/or parade officials will visually verify this document prior to the start of the parade. Entries failing to comply will be automatically disqualified and will be unable to participate and entry fees will not be refunded.

Floats are expected to enhance the parade theme or recognize it in some creative manner. A float can be no more than 40 feet long, 13 feet high, and 10 feet wide. A float must be at least 16 feet long, 2 feet high, and 6 feet wide. All float entries must be constructed with fire retardant materials. Each float must carry an all-purpose (Type 2A: 10B,C) 5 pound fire extinguisher within the reach of the driver. Floats and tow vehicles must be completely decorated.

Tow vehicles will be allowed if fully decorated in coordination with the float. Towing apparatus must be concealed within the float design and be securely fastened with a heavy chain to the chassis of the float and towing vehicle. No more than two (2) persons will be permitted in each tow vehicle. Motorized floats or tow vehicles must provide the names and license numbers of the planned driver(s) and/or alternates, along with proof of liability insurance valid through the date of the parade. No commercial or political displays will be permitted on tow vehicles.

SPACING OF ENTRIES

All parade entries will be properly spaced by parade officials at the starting point. While on the parade route a distance of 40 feet must be strictly maintained by each entry. This spacing will be strictly monitored to help eliminate delays of the parade. All entries must maintain a forward direction while on the parade route. Parade marshals have the authority to order participants to speed up, slow down or to leave the parade. At the discretion of the Marshaling Director entries unable to start or maintain their assigned position in the parade will be removed or reassigned to the rear of the parade.

TELEVISION COVERAGE

The Guadalupe Street Parade is expected to be televised. Proper recognition (such as saluting) of the television cameras and the reviewing stand is expected. No parade entry may intentionally stop in front of the television cameras solely to perform. Television officials have been instructed to break coverage for a commercial should any unit intentionally stops to perform. Airtime is limited and all participants cannot be on camera in the allotted time so this rule will be strictly adhered to. Violators of this rule will be noted and suspended from future parade participation.

JUDGING AND AWARDS

Parade judging will take place during the parade, along the route. No judging will take place in the forming area. Information regarding categories is in the parade application. Schools to be in the drill meet competition (ROTC, etc.) will be notified of location in the parade packet. An awards ceremony will be held at the Plaza Guadalupe following the parade between 4:00 – 5:00 pm. Please make plans to be present to pick up your awards.

ALCOHOLIC BEVERAGES

Consumption of alcoholic beverages in the forming area or disbanding area is strictly prohibited. Any participant arriving in an obviously inebriated condition will not be allowed to participate, and will be escorted by Bexar County Sheriffs. This may cause the removal of the participant's group, as determined by the Avenida.

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