Dear Parade Participant,

Planning for the 150th Anniversary Celebration to be held July 26-28, is underway! As an important member of our community, surrounding communities and an integral part of Frenchville’s growth, the celebration’s committee would like to invite you to join us at the 150th Anniversary Celebration Parade to be held July 28, 2019. In honor of this celebration we would like to have 150 entries! This is sure to be a Spectacular Parade!

Be sure to be creative with your unit. Judges will award the following categories: Most Festive, Most Entertaining, Most Outrageous, Best Business Representation, Best Club Representation, Best Royalty and Judges’ Choice.

The 150th Anniversary Parade STARTS at the Frenchville Fire Department and ENDS at the Pelletier Farm. The parade will take place Sunday, July 28th at 1 p.m.

The following applies to all entries in the parade:

1. We limit the parade to 150 units. Please include all the required forms and attachments to this application. All applications subject to Committee approval. Completed applications will be approved on a first come, first serve basis, subject to availability of space.
2. There is no parade application fee as we hope to encourage participation in this celebration, however sponsorship is welcomed.
3. A festive (reusable vinyl) Stars & Stripes banner is available in small, medium and large for purchase for all applicants and is encouraged (judges will take notice). See attachments for photo and pricing.
4. All drivers of a vehicle in the parade must have a copy of their Valid Driver’s License and Proof of Auto Insurance.
5. Any Politician that enters the parade must personally appear and represent him or herself during the entire parade. You can include supporters in addition to yourself.
6. All units must maintain a distance of no more than 2 car lengths behind the unit in front of them.
7. To encourage an efficient and entertaining parade, all performing units must keep moving forward at all times.
8. Throwing of items (e.g. candy and favors) is not allowed as this may pose a threat of injury to individuals watching the parade, but these items may be handed out to parade watchers.
9. Royalty Units are defined as visiting royalty officially affiliated with a city or festival only.

Mark your calendars now and return your completed and signed application by May 1st. Applicants will receive an email confirming receipt of your paperwork. A notification will be sent with your line-up number as we approach the parade date. If you have not received your line-up number by July 12, please contact us at deputyclerk@frenchville.org. We hope you can join us as we bring the community together for Frenchville’s 150th Celebration!

Sincerely,

Linda Picard, Parade Chair
Laura Pelletier, Co-Chair
Frenchville 150th Anniversary Parade Application
July 28, 2019 at 1:00 p.m.

BUSINESS/ORGANIZATION: ________________________________

CONTACT PERSON: ______________________ EMAIL: ______________________

ADDRESS: __________________________________________

CITY: ______________________ STATE: ______________________ ZIP CODE: __________

CONTACT PHONE: ______________________ CELL PHONE: ______________________

PLEASE NOTE: All correspondence and information including line-up information will be mailed or emailed to the contact person listed above. It is their responsibility to share this information with all members of their unit.

UNIT FEES:
The Frenchville 150th Anniversary Parade will not assess a parade fee as to encourage participation in this celebration.
Participants are encouraged to purchase a vinyl reusable Stars & Stripes Banner with your Name and information which you may keep.
Each Banner can have 3 lines of 24 Characters.

- Small Banner 52" X 17" $25
- Medium Banner 72" X 23" $35
- Large Banner 90" X 29" $45
No applications accepted after 05/01

UNIT INFORMATION:

TYPE OF UNIT: (Choose ALL that apply)
☐ Float ☐ Car ☐ Walking ____ # of walkers ☐ Performing ____ # of performers
☐ Music ☐ Marching Band ☐ Animals ______ Type ☐ Other __________________________

LENGTH OF UNIT IN FEET: _______ Make sure to request enough feet to include the length of the trailer/float and pull vehicle. If you don’t specify a length, you will be allotted 10 ft.

DESCRIPTION OF UNIT: include type of vehicle, decorations/theme, what you are handing out to the crowd, type of performance and what the performance will be. (Use back of page if needed)
Your Business Name Here
ADDITIONAL REQUIRED ITEMS:
CERTIFICATE OF INSURANCE (COI)
All participants are REQUIRED to have liability insurance. You MUST include a COI with this application.

Your Certificate of Insurance MUST list the following items on it:
1. The effective dates of your policy must cover the date of the parade—July 28th, 2019
2. Address for Town of Frenchville (PO Box 97, Frenchville, ME 04745)
3. Town of Frenchville listed as Additional Insured and Certificate Holder

Refer to Page 8 of this application for a sample of a correctly filled out COI. Contact your insurance agent for the COI and give them the information listed above to include on the COI. No one will be allowed to participate in the parade without a Certificate of Insurance (COI) listing all the items mentioned above.

PROOF OF AUTO INSURANCE & VALID DRIVERS LICENSE:
All drivers in the parade are REQUIRED to have insurance and a valid Driver’s License. You MUST include proof of insurance, which MUST be valid during the dates of the event, and a copy of a valid driver’s license with this application for the person driving a vehicle in the parade. If you are unsure of who will be driving, provide copies of all possible drivers’ licenses.

IMPORTANT REMINDER: Return your completed application by May 1, to avoid late registration. We only accept 150 units in the parade (on a first come, first serve basis.) TOWN OF FRENCHVILLE MAKES NO PROMISES AS TO THE POSTION OF YOUR UNIT IN THE PARADE LINE-UP AREA AND RESERVES THE RIGHT TO CHANGE LOCATION IF NECESSARY.

CONTRACT RULES OF PARTICIPATION:
PARADE CONTACT PERSON WILL PASS ALL RULES & REGULATIONS ONTO ALL PARTICIPANTS IN THEIR UNIT. Should any participant of your unit violate any of the rules listed on Page 5, your unit may be asked to leave the parade and may not be allowed to participate in future parades.

BY SIGNING BELOW, YOU ARE STATING YOU HAVE READ THE “RULES AND REGULATIONS CONTRACT” LISTED ON PAGE 5 OF THIS APPLICATION AND ACCEPT THE RULES AND REGULATIONS: This application is not considered complete unless signed & dated.

Parade Unit Name: (Business/Organization) ________________________________________________

Authorized Parade Unit Representative: ________________________________________________ (PLEASE PRINT)

X ____________________________________________

Authorization Signature

Date

MAIL APPLICATION TO:
Town of Frenchville—Attn: Parade
PO Box 97, Frenchville, ME 04745

E-MAIL APPLICATION TO:
deputyclerk@frenchville.org
RULES AND REGULATIONS CONTRACT

1. DEFINITIONS- As used herein, the following terms will have the following meanings:
   Event: Frenchville 150th Anniversary Parade
   Participant: Any business/organization that participates in the Frenchville 150th Anniversary Parade. Also known as, "FAP"

2. LIMITED PARTICIPATION- We have a limited space for 150 participants.

3. CANCELLATION POLICY- Event will take place rain or shine. The parade will be cancelled if there is lightning.

4. SET UP- All participants are required to be completely set up and in their designated line-up position by their designated time. Any units that arrive later than their assigned time will be directed to the end of the parade. No exceptions will be made.

5. PARKING- Off-site parking will be available—location to be announced for participants only. No cars can be parked on the parade route or in "No Parking" zones.

6. DISPLAYS AND DECORATIONS- Displays and/or decorations will be the responsibility of the participant. Participants acknowledges that the Town of Frenchville does not maintain insurance covering the participants property and that it is the sole responsibility of the participant to obtain business interruption & property damage insurance covering any and all losses by the participant.

7. ADDITIONAL EQUIPMENT- Participant must supply own equipment. F.A.P. cannot provide any additional equipment to participants. Note: All participants and equipment must fit in the space/length requested.

8. SPACE REQUIREMENTS- 10 FOOT line up space. Everything in your unit must fit in that line up space.

9. UNIT LOCATION- There are many variables that go into mapping out the parade route. F.A.P. makes no promises as to the location of participant space and reserves the right to change location of unit if necessary.

10. UNIT CONTENTS- No items, including water or candy, may be thrown to parade spectators. All items must be handed to the parade spectators. All items must be suitable for a family audience.

11. UNIT PARTICIPANTS- Participants of the parade must be dropped off at the designated location. For safety reasons, no one will be allowed to drop off participants at the unit location in the parade line-up. No exceptions will be allowed.

12. ANIMAL UNITS- All animal units are required to provide their own cleanup. Violators may be asked to leave and a clean up fee may be assessed.

13. CONDUCT- Participant agrees to conduct themselves in an orderly manner in full compliance with applicable laws and regulations. All participants are required to act appropriately and responsibly.

14. INSURANCE- Each vendor shall, at its sole cost and expense, obtain and keep in force until completion of the "event" including clean up, a commercial general liability insurance contract with liability limits equal to or greater than $1,000,000 each occurrence, $2,000,000 general aggregate. The insurance required under this paragraph shall cover, without limitation, all claims for personal injury (including death) as well as claims for property or other damage which may arise or relate to the "event," whether such injury or damage was due, in whole or in part, including but not limited to the negligence of vendor, his respective employees, guest, agents, or subcontractors. Coverage shall be Commercial General Liability form including premises and operations, products and completed operations, personal injury and contractual liability. In addition vendor shall provide proof of policy of worker's compensation insurance covering all employees and second party contractors utilized in performing the "event" proof of stop-gap coverage where applicable, and automobile insurance including owned, hired and non-owned vehicles with liability limits of not less than $1,000,000. Vendor shall name Town of Frenchville as additional insured or you must purchase a rider through our insurance company.

15. INDEMNIFICATION- To the extent permitted by law, vendor hereby agrees to protect, indemnify, defend, save and hold harmless F.A.P. and their respective volunteers, and agents against all liability, claims, losses or damages to persons or property and costs or expenses (including reasonable attorney's fees,) arising out of our connected with the event, including but not limited to, the installation, removal, maintenance, occupancy, negligence, act or omission or use of park premises or a part thereof, by vendor.
CREDIT CARD AUTHORIZATION FORM

Please fill out completely if you are paying by credit card.

I authorize the Town of Frenchville to initiate a charge on my credit card account for the total amount listed below.

NAME ON CARD- PLEASE PRINT: __________________________________________________________

BILLING ADDRESS OF CARD: ___________________________________________________________

_________________________________  (STREET)  __________________________________________

_________________________________  (CITY)  _____________________________________________

_________________________________  (STATE)  ___________________________________________

_________________________________  (ZIP)  _____________________________________________

_________________________________  (PHONE NUMBER)  __________________________________

E-MAIL ADDRESS: ________________________________________________________________

(A receipt of your purchase will be e-mailed to you)

INDICATE TYPE OF CREDIT CARD: VISA  MASTERCARD  DISCOVER

CREDIT CARD NUMBER: _____________________________________________________________

EXPIRATION DATE: ____________  3 DIGIT CODE: _______________________________________

X ____________________________________________________  ____________________________

SIGNATURE    DATE

Please charge the following application fees to my credit card:

NAME OF BUSINESS: ________________________________________________________________

(This is what will appear on banner)

<table>
<thead>
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<th>CHOICE ONE OR MORE</th>
<th>QUANTITY</th>
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<tbody>
<tr>
<td>Small Banner Fee:</td>
<td>$25</td>
</tr>
<tr>
<td>Medium Banner Fee:</td>
<td>$35</td>
</tr>
<tr>
<td>Large Banner Fee:</td>
<td>$45</td>
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</tbody>
</table>

Sponsorship Amt/Other: $____________  TOTAL OF ALL FEES: $____________
Frenchville 150th Anniversary Parade Application

CHECKLIST

RETURN YOUR COMPLETED APPLICATION BY MAY 1, to avoid the late registration. FOR APPLICATION TO BE COMPLETE, IT MUST INCLUDE ALL ITEMS LISTED BELOW:

__1. Signed and Completed Application

__2. Driver in Parade: Photocopy of Driver’s License (Front & Back) for the person who will be pulling your float or driving a vehicle in the parade. If you have multiple possible drivers, please send copy of all driver’s licenses.


__4. Certificate of Insurance (COI)

__5. Payment for Banners and/or Sponsorship (C.C. Authorization form)

__6. Make sure to keep a copy of application for your records.

*Don’t forget to put the Parade Participant Information MEETING on your calendar!*  
This meeting is intended for all Parade Participants

SEND COMPLETED APPLICATION by Mail or E-mail:

MAIL TO:  
Town of Frenchville  
Attn: Parade  
PO Box 97  
Frenchville, ME 04745

FOR MORE INFORMATION:  
Linda Picard 316-9359 or Laura Pelletier 316-0695  
or Shelby Ouellette (Town Office-543-7301)  
E-mail: deputyclerk@frenchville.org
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**PRODUCER**

**INSURED**

**Insurer(s) Affording Coverage**

**Naic #**

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<tr>
<th>INSURER A</th>
<th>INSURER B</th>
<th>INSURER C</th>
<th>INSURER D</th>
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**Coversages Certificate Number: Revision Number:**

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies. Limits shown may have been reduced by paid claims.

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<th>Addendum</th>
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**Certificate Holder is hereby reflected as an additional insured in respect to general liability for Frenchville’s 150th Anniversary Parade.**

**Certificate Holder**

Town of Frenchville
PO Box 97
Frenchville, ME 04745

**Mandatory Information**

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Frenchville 150th Anniversary Parade
Participants Informational Meeting

Meeting is intended for all Parade Participants. At the meeting we will discuss line-up, tear-down, parking, child drop off and much more. If you have specific suggestions, questions, comments that you would like to let us know about, this is the place to do it.

PARADE MEETING
Thursday, June 11th, 2019 from 6:30-7:30pm
Town of Frenchville - Community Center
Main St. Frenchville, ME 04745

Topics covered at the meeting include:
➢ Parade Route
➢ Line-up and Tear Down Procedures
➢ Parking
➢ Overview of Rules and Regulations
➢ Child Drop-Off and Pick up

This meeting will help answer your questions with the goal of providing a fun and memorable parade for all. This meeting promises to be very informative.

If you have any questions about the meeting, Contact Linda Picard 316-9359, Laura Pelletier 316-0695 or, Shelby Ouellette(Town Office) 543-7301 or deputyclerk@frenchville.org

We look forward to seeing you there!!