



The Coolest Celebration on Earth

# 2024 Saint Paul Winter Carnival Parade Application

138<sup>th</sup> King Boreas Grande Day Parade, presented by Hamernick's: Saturday, Jan. 27, 2024 | 2:00 p.m.  
138<sup>th</sup> Vulcan Victory Torchlight Parade: Saturday, February 3, 2024 | 5:30 p.m.

Print and mail or email to [info@spfhf.org](mailto:info@spfhf.org).

## Dates to Remember:

- November 2, 2023 – Early registration begins
- January 2, 2024 – Late Registration (late fees will apply)
- January 16, 2024 – Applications due (Including: Fee, waivers and Certificate of Insurance)
- January 21, 2024 – Lineup information and details due\*

\*Final lineup will be determined one week prior and is always subject to change. Please be sure to get the required materials in by the deadline. Thank you in advance for your cooperation with this matter.

## Fees

- All floats and specialty units in the parades must pay a registration fee.
- The registration fee is nonrefundable. Acceptance is first come, first served.
- Applications without registration fees received will be taken out of the accepted registrants and will be placed on a wait list in the event we need additional units.
- If your unit is not accepted into the parade, any paid fees will be returned.
- Unit is considered as a vehicle with a float. Additional vehicles need to fill out a separate application.

<b>Entry Type</b>	<b>Application Fee</b> <i>Due by Jan 16</i>	<b>Early Application Fee</b> <i>Due by Jan 2</i>
Commercial Entry*	\$350 per parade	\$250 per parade
Official Winter Carnival Sponsor	<i>Please consult sponsorship agreement</i>	<i>Please consult sponsorship agreement</i>
Member of the SPFHF Uniformed Groups	\$0	\$0
High School Bands	\$0	\$0
Community Based Organizations (Nonprofit)	\$100 per parade	\$75 per parade
*Optional: dispersal of wrapped candy (SPFHF reserves the right to inspect all candy)	\$10 per parade	\$10 per parade



**\*What is a commercial entry?** Any unit who is a Corporation, Business, or political organizations.

**\*What do all community-based entries consist of?** Non-profits, Community Organizations, Clubs and Individuals.

### **Sponsorship/Advertising**

All sponsors, partners, supporters, etc. for each unit must be listed in the unit application. This includes any signage, handouts, insignia, etc. related to any business or organization beyond that which the unit is primarily representing. Anything that will be handed or given out along the parade route must have prior approval.

**Acceptance** Parade acceptance is on a first come, first served basis and will be considered confirmed when all forms and payments are received. This application does not guarantee your participation in the parade. You will be notified if your application has been approved by the Saint Paul Festival and Heritage Foundation.

### **Insurance**

A current Certificate of Insurance covering the operation of your unit must be received by the Saint Paul Festival and Heritage Foundation office no later than January 16, 2024 and remain on file during the festival. This certificate must have the name of your organization or registration number on it. **Comprehensive General Liability (CGL)** is required of **all** parade units.

- This must be a Certificate of Insurance. We do not accept copies of policies, cards, etc. Your insurance company is very familiar with issuing certificates, so please ask them to create a certificate for this event.
- The CGL must be at or exceed \$1,000,000 covering bodily injury, personal injury, and property damage.
- The **Saint Paul Festival and Heritage Foundation** must be named as additional insured on the certificate. (Please do NOT use SPFHF)
- Make sure the dates on the certificate match the dates that you will be a Winter Carnival participant. **Grande Day Parade: January 27, 2024 or Torchlight Parade: February 3, 2024**

**Auto Liability** In addition to the CGL, if there is any type of vehicle in your parade unit, you must have this insurance for each float, vehicle, and trailer that will be used. This certificate must have the name of your organization or registration number on it.

- This must be a certificate. We do not accept copies of the insurance card, policy, etc.
- The auto insurance must be on any auto or any scheduled auto.



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- The Auto Liability must be at or exceed \$500,000 covering bodily injury, personal injury, and property damage.  
(cont'd)
- Additional Named Insured: The **Saint Paul Festival and Heritage Foundation** must be named.
- **Cancellation Clause:** The insurance certificate shall state that the policies certified will neither be canceled nor reduced in limits without a **30-day notice** delivered to the Saint Paul Festival and Heritage Foundation office.

## Route

See website for updated parade Routes, coming soon. Additional details will be sent to you mid-January.

**Waivers** Every individual riding on or in your unit must sign and return the waiver form provided once all registration information is received. A waiver will be sent to you as an email attachment after we receive all parts of your registration. For your convenience, this waiver can also be found at [wintercarnival.com](http://wintercarnival.com). Please mail all waivers for your unit at the same time.

*\*We will also accept waivers on the day of the parade solely for the organizations who may not know who will be participating until the day of.*

## General Guidelines

Saint Paul Police Officers and Parade Officials will be monitoring these guidelines throughout each parade. Failure to comply will result in your removal from the parade.

**Handouts:** The throwing of candy or other items from parade units is strictly prohibited. You may still distribute these items to the crowd as long as you have personnel walking no more than 4 feet from the curb, handing items to the crowd. The policy for candy distribution is “hand to hand”.

**Electrical:** Electrical wiring must be UL approved, in good condition and of sufficient capacity for their intended use. Wiring and lighting devices should be properly secured to the unit to avoid mechanical or personal injury. All connections must be made of approved electrical boxes or devices and all electrical circuits must be properly fused.

**Generators:** Portable generators must be securely mounted to a vehicle or other substantial base. There must be a minimum of 12” between the generator and any light, combustible material. Generators must be equipped with firmly attached metal exhaust blinds that terminate either into a common exhaust for both vehicle and generator or to the exterior in the same manner as a vehicle exhaust. Gasoline-powered portable generators are to be located at the



rear of the unit and properly muffled and vented to the ground. You must have one fire extinguisher on board.

**Personnel:** Children ten years of age or younger riding in a unit must be accompanied by a parent or adult chaperone. Please have all personnel warmly dressed: ear muffs, boots, blankets and gloves are highly recommended. **Alcoholic beverages are prohibited during line-up and during the parade.**

**Decorations:** Materials must be fire resistant or flame retardant. Whenever possible, units should reflect and incorporate the theme of the Winter Carnival. Signs or banners must be of professional, finished quality. Wheels must be covered and finished with fringe or skirting.

**Illumination:** Adequate flood, spot and decorative lights powered by a self-contained power source must be provided for the Torchlight Parade. Wiring must be concealed from general view and all electrical circuits must be properly fused. (See also: Electrical Requirements).

**PA Systems:** Portable amplification equipment for music or group singing is permitted, but please monitor the volume so sound does not overpower the musical units adjacent to your unit in the parade.

**Vehicle Restrictions:** Units with small engine-powered or other fully decorated “accessory” units will be considered. Non-decorated trucks, vans, etc. will NOT be accepted and your unit will be asked to leave the assembly area. Semi-truck trailers are NOT allowed in either parade. One vehicle per unit.

### **Float Specific Guidelines**

**Batteries:** A 12-volt battery, grounded to the engine, is required

**Brakes:** Separate hydraulic and emergency brake systems are required.

**Dollies & Wheels:** Wheel and dolly clearance must be made so no interference with chassis or any associated structure can occur during float operation. Dollies should be no less than 10 inches in diameter and four inches in width.

**Dispersal:** Each unit is responsible for picking up float riders in the designated area. The Parade Committee will give parking instructions after acceptance of application. Floats must be promptly broken down and removed from the dispersal area at the end of the parade.

**Mechanical & Equipment:** Engines and accessories must be in good mechanical condition. Radiators must have adequate air circulation, be permanently installed, kept filled through the completion of the parade and the cap must be easily accessible. Exhaust



manifold must be vented through leak-proof pipe projecting beyond float apron. No flammable material may be near exhaust line. All wiring, fuel and brake systems must be securely fastened so they are not inadvertently worn or crushed. Uncovered engines must be clean and painted to blend with float decoration. Gasoline caps must be vented.

**Steering:** All extended steering must be braced every 36 inches and the steering column must be adequately secured at the bottom. A turn radius of 45 degrees (left and right) is mandatory.

**Tow Connections:** All towing connections between towing unit and float must have adequate safety couplings. Sharp or pointed edges shall not be left exposed on any part of the float. All motorized apparatus must have a 10-pound carbon dioxide or dry chemical fire extinguisher readily accessible to the operator.

**Tow Unit:** All tow units must be completely covered to correspond with the theme, color and appearance of floats. Detailed description and photo or sketch of the decorated tow unit must accompany all applications. Units arriving at line-up without tow covering will be immediately dismissed.

**Safety Requirements:** Seat belts, handholds or safety railing must be provided for persons on the float, whether standing or sitting. Personnel locations on each float must be reinforced to support the weight. A maximum of seven (7) people are allowed on a float bed. A first aid kit will be needed on each unit in the event that someone in your party is injured.

**Frame:** All parts of the fully decorated float must clear the ground by a minimum of sixteen inches (except fringe) in order to clear surfaces and obstacles along the route.

**Inspection:** All floats are subject to general or safety inspections by parade officials, Saint Paul police department, or Saint Paul fire department. Any errors or omissions not corrected by the final inspection may be subject to dismissal from the parade and/or be ineligible for judging at the discretion of the Parade Official.

**Dimensions:** \*Due to staging area, width and height requirements must be strictly adhered to\* No Exceptions. Semi-truck trailers are not allowed.

Length: 55' 0" maximum tow unit  
Width: 11' 0" maximum  
Height: 11' 0" max  
Ground: 0' 14" minimum clearance



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Business Name/Parade Unit: \_\_\_\_\_

Contact Name: \_\_\_\_\_

*(Contact person must be available at parade staging area from start to finish)*

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Parade Entry For: *(Check all that apply)*

\_\_\_ Grande Day Parade (January 27, 2024) \_\_\_ Torchlight Parade (February 3, 2024)

Describe the type of vehicle(s) to be used: \_\_\_\_\_

Will you be pulling a trailer/float? \_\_\_ Yes \_\_\_ No Length of parade unit: \_\_\_\_\_

Number of walking participants (Maximum of 30): \_\_\_\_\_

**Please Note:** All communication will be via email.

**IMPORTANT:**

Describe your organization and parade unit (description of your organization, mission statement or a message to the community) below. This will be provided to the announcer prior to the parade.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_ Application \_\_\_ Certificate of Insurance \_\_\_ Fee \_\_\_ Waivers

*\*Incomplete applications will not be considered. Thank you for your cooperation!*

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**Office Use only:** \_\_\_ GD \_\_\_ TL  
Unit # \_\_\_\_\_ \_\_\_ Payment Rec \_\_\_ Insurance Rec \_\_\_ Community-based Verified  
Payment Method: Check # \_\_\_\_\_ \_\_\_ Cash \_\_\_ CC

**Saint Paul Festival and Heritage Foundation**  
429 Landmark Center, 75 W 5<sup>th</sup> Street, Saint Paul, MN 55102



## **Saint Paul Festival and Heritage Foundation**

429 Landmark Center, 75 W 5th Street, Saint Paul, MN 55102

### **2024 WAIVER AGREEMENT**

I, the undersigned, have agreed for my own benefit to participate in various events and activities held during the year(s) 2023-2024 in connection with and/or under the direction of the Saint Paul Festival and Heritage Foundation.

I understand that inherent in my participation in such events and activities, such events to include without limitation, parades, is the risk of serious personal injury and property damage. I understand that the Saint Paul Festival and Heritage Foundation will not provide me with protection against such injury and damage, and I assume all risk of such injury and damage to myself and all others under my direction and control, and to my property and all other property under my direction and control. I hereby waive and release any claim I have or may have in the future against the Saint Paul Festival and Heritage Foundation and any of their officers, directors, employees, agents and volunteers, for any personal injury, property damage or other damage I may sustain, whether or not caused in whole or in part by the negligence of such officers, directors, employees, agents and volunteers, which occurs during or as a result of my participation in any of the events and activities held in connection and/or under the direction of the above-referenced entities. Furthermore, in the event I agree to operate a vehicle in connection with any of the events and activities held in connection with and/or under the direction of the Saint Paul Festival and Heritage Foundation, I represent that I am validly licensed to drive such vehicle in the events and/or activities and that I have purchased automobile insurance as required by Minnesota law, and that I am responsible for complying with all laws that apply to me as a driver of a vehicle.

I also agree to obey by the rules put forth by the Parade Committee of the Saint Paul Festival and Heritage Foundation, including (but not limited to) abstaining from throwing candy or other items from parade units and the consumption of alcohol during lineup, on parade unit or along parade route.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Parent/Guardian (if under 18): \_\_\_\_\_ Date: \_\_\_\_\_

Name of Unit or Organization: \_\_\_\_\_

All participants, including unit drivers, float personnel, members of novelty units, and riders and drivers of horse units, must sign and submit this form to the Saint Paul Festival and Heritage Foundation prior to the event specified. Organizations must make additional copies of this form for required signature by each participant.