



## Parade Application Packet

### Sponsored by the Ojai Independence Day Committee, Inc.

This packet includes the following forms and documents:

- Duties and responsibilities of your official organization contact
- Parade rules and regulations
- Official Independence Day Parade Application Form
- List of judging categories
- Publicity release for announcer's form

#### HIGHLIGHTS OF THE PARADE

1. If paying by check, the name of the entry/organization must be included in the memo line to guarantee that the payment is applied properly.
2. Our website is <http://www.4thofjulyinojai.com> and also find us at Facebook as Ojai Parade.
3. We will NOT be hosting a meeting of parade entrants prior to the parade. Please direct all questions or concerns regarding your entry to Kristi Adejumo (805) 861-8655 or to Bonnie Patton (805) 223-3709 or email: [ojai\\_independenceday@yahoo.com](mailto:ojai_independenceday@yahoo.com).
4. All applications must be complete or will not be considered and will be returned. A complete application includes a full description of the entry (i.e. **length of vehicle from front of pull vehicle to the back of the trailer**, number of marchers, horses or vehicles, if there will be music or audio, etc.). Entry must not be longer than fifty (50) feet, including the pull vehicle. **No additions can be made after the paperwork has been submitted and the length specified cannot change.** Include Music on your Float if possible in keeping with the theme.
5. Applications received after the due date will still be considered for inclusion in the parade; however, there will be a late charge (\$30 plus the application fee) and those applications will be placed behind the on-time entries and will not be judged.
6. **IMPORTANT DATES TO REMEMBER**

- \* **June 5<sup>th</sup>** – Completed application due at either American Hay, Ojai City Hall or Ojai Recreation Center by 4pm.
- \* **June 13<sup>th</sup>** – Parade Line up put together- No changes will be made on this day.
- \* **June 15<sup>th</sup>** – Parade packet mailed out to the Entry Marshall only
- \* **July 3<sup>rd</sup>** – Parade

8. You will be notified of your placement in the parade and receive other information regarding the line-up procedures, parking, judgment time, etc. This information will be mailed or emailed to the address listed on the application. Please do NOT call us about the placement until after June 20<sup>th</sup>. **PLEASE GIVE US YOUR EMAIL ADDRESS!**

### **DUTIES AND RESPONSIBILITIES OF YOUR OFFICIAL ORGANIZATION CONTACT**

1. Read and understand the rules and policies of the committee and interpret them for your organization.
2. Submit complete, signed application and all supplemental information by the deadlines set by the Ojai Independence Day Committee.
3. Follow and enforce all rules, policies and guidelines of the committee as they apply to your entry and appoint an Entry Marshal to accompany the entry during the parade to assume those duties.

### **ENTRY MARSHAL DUTIES**

Each Entry needs to appoint an Entry Marshal. The Entry Marshal may be someone other than your official Contact name in the application, and must be present in the parade with the entry. The Entry Marshal has the following responsibilities:

1. Act as the contact with the parade officials in the lineup area and on the parade route on parade day.
2. Know parade rules for your entry and ensure compliance.
3. Be available to parade officials for relaying information to your entry in the lineup area and on the parade route.
4. Make sure that the entry number is properly placed on your entry.
5. Maintain control of your entry's participants in the lineup area and on the parade route. You are responsible for the appearance and behavior of the group.
6. Accompany your entry during the parade.
7. Control the speed of your entry on the parade route to maintain a safe interval between your entry and the units before and after your entry. Please keep a 2 cars length distance between you and the entry in front of you.
8. Ensure the safety of your entry and entry participants.

### **ITEMS FOR YOUR ATTENTION**

The following are areas of serious concern to the Committee:

**1. No handouts of any kind are permitted during the parade. Throwing anything from your entry creates safety hazards and will result in disqualification of your entry and/or removal from the parade.**

2. You may perform during the parade but do not hold up the progress of the parade.
3. Your entry will be inspected in the lineup area for compliance with committee rules. Failure to comply with committee rules and requirements could result in disqualification and/or removal from the parade.

### **RULES AND REGULATIONS**

#### **1. Purpose**

(a) The Ojai Independence Day Committee is a not-for-profit, non-political organization. It does not promote any individual, business, social, commercial or political purpose. It was formed solely for the purpose of promoting a patriotic celebration of Independence Day. The Committee is an independent organization made up of volunteers.

#### **2. Authority of the Board**

(a) The Committee reserves the right to refuse any entry into the parade which does not depict the parade theme and patriotic purpose or does not adhere to the policies of the Committee, Safety Rules, or Committee Rules, as stated.

(b) Parade entrants agree to abide by all the rules and decisions of the Committee. Any misrepresentation or failure to abide by committee rules may result in removal from parade. Decisions of the Committee are final and not subject to review by any other body.

(c) No entry will be allowed to participate in the parade if it fails to provide proof of approval by the committee at the lineup area on the day of the parade.

(d) Although an entrant chooses the category he wishes to enter, the committee makes the final decision as to the correct category for each entrant.

### 3. Policy

#### (a) Banners:

1. One banner preceding your entry is allowed. No size limit.
2. Banner carriers must be capable of maintaining the parade pace. If the pace of the banner carriers is impeding the parade progress, the banner will be escorted from the parade route.

#### (b) Sponsors of Not-For-Profit Entries:

1. Entries may be sponsored by an individual business or businesses in a mutual association.
2. A logo or business name may be used on any entry; however, the entry may not be used primarily for advertising purposes and must be in keeping with the patriotic spirit of the parade. Signs are limited to two per entry. Maximum size per sign shall not exceed 24 inches x 36 inches.

#### (c) Businesses may enter any commercial category:

Entry fee for commercial vehicles is **\$50.00**.

#### (d) Expense:

No Limit. The use of ingenuity and creativity in the design and execution of an entry is encouraged and favored by the judges. We do have grant money to go towards float building. Please fill out the attached form.

#### (e) Performance:

1. Any performance along the route or in front of the judge's stand area must be a moving/marching routine. You may perform during the parade but may not hold up the progress of the parade.
2. All drill teams and walking entries will be partially prejudged for appearance at lineup area.
3. Only moving/marching routines will be permitted at the Judging Stands. Final judging is at the Judging Stand in front of Libby Park. **DO NOT STOP AT THE JUDGING STAND.**

#### (f) Political:

The Committee is a non-political organization. Only current office holders are allowed to enter the parade. Small signs on either side of a car are permitted. Individuals or organizations that try to use the parade to further their own or others' campaigns will be removed from the parade. Under Section 501(c)(3) of the Internal Revenue Code, tax-exempt organizations are prohibited from participating in political activities.

#### (g) Support Vehicles:

1. Motorized entries (floats, cars, etc.) will not be permitted to have a support vehicle.
2. You must accurately describe your vehicle on your application form to be eligible to have a support vehicle in the parade.

(h) Safety Rules:

1. Section 18, Title 4 of the Ojai Municipal Code states: “No objects, water balloons, squirt guns, water, etc. will be thrown by either spectators or participants.” (This includes play money, advertising, political literature, candy, balloons, etc.) Citations will be issued to violators.

2. No alcohol or drugs are allowed at the parade or in the lineup formation area. Anyone under the influence will be removed from the parade.

3. All participants riding motorcycles, motorized bikes or bicycles must wear helmets in compliance with California State law.

4. Children in the lineup (formation) area must be under adult supervision provided by the responsible party for their entry. An adult must accompany children under the age of ten (10) in the parade. Parade participants are asked not to race engines, sound sirens, make loud noises, or quick motions when horses are nearby.

(i) Committee Rules:

1. No commercial, religious or political matter may be passed out along the parade route, or at any other venues. Violators will be removed from the parade and/or other venues.

2. All participants must be costumed, uniformed, or appropriately attired for their entry. All vehicles should be decorated.

3. If your entry uses live or recorded music, you are expected to keep the volume at a level that will not conflict with nearby entries. If your entry’s music is so loud that the music of other entries cannot be heard, a Parade Official will stop you and may disqualify your entry. (Please use good judgment to allow all entries fair representation along the parade route.)

(j) Applications

1. A separate application must be submitted for each entry in the parade. *Example: A school that enters its baton twirlers, drum major, and color guard to be judged, must submit a separate application for each along with the appropriate fee.* If your unit is to be considered as one entry, submit one application only. That is how you will be judged.

2. If any organization has more than one entry, please list on one of your applications the order in which you wish them to appear. *Example: School with cheerleaders, drum majors, band, drill team and alumni groups.*

## OFFICIAL INDEPENDENCE DAY PARADE APPLICATION

Please complete the entire application (pages 5 and 6) and make sure you include a complete entry description to be considered. Please include payment for entry with the application, making sure you write the name of your entry/organization on the memo line of your check. Please print clearly in blue or black ink, and mail back pages 5 and 6 only. Thank you.

### OFFICIAL ORGANIZATION'S NAME AND ADDRESS (Please Print)

Name of Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Number of years in Parade: \_\_\_\_\_

Size of Entry in Feet including trailer/truck, etc. \_\_\_\_\_

Will Entry have Music? Yes ( ) No ( ) Live Music? Yes ( ) No ( )

Will you have young children under 6yrs old? Yes ( ) No ( )

### PARADE ENTRY MARSHAL CONTACT INFORMATION (All paperwork will be mailed here)

Name of Person to Contact \_\_\_\_\_ Email \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Please select the Category that best fits your entry and mark that Category number here: \_\_\_\_\_

If you want to be next to another entry please list the name of the organization here: \_\_\_\_\_

### ATTACH YOUR CHECK FOR THE APPROPRIATE CATEGORY.

#### INSURANCE LIABILITY NOTICE

The Ojai Independence Day Committee DOES NOT COVER PARADE PARTICIPANTS. Participants are expected to carry insurance coverage adequate to cover any liability for damage, injury, economic loss or other liability, which may be incurred by individuals and/or organizations during the Independence Day celebrations approved by the Committee. Contact your insurance agent, your legal advisor, and/or other competent risk management professional for advice if you have any questions about the adequacy of your individual or organizations' insurance coverage and liability.

#### WAIVER AND INDEMNITY AGREEMENT

In consideration of the approval by the Ojai Independence Day Committee of the undersigned's application to be an authorized participant (either volunteer or paid) in the public celebrations and festivities to be held July 3<sup>rd</sup> and July 4<sup>th</sup>, on or in various public streets, parks, and other property owned and/or controlled by the City of Ojai, and/or the Ojai Unified School District, and the County of Ventura, or the State of California, the undersigned does hereby elect to participate in the said activities and the preparations therefor, and recognizes and voluntarily assumes any and all risks attendant to being present as a spectator, entertainer and/or participant in all such activities, including public parades, picnics, the sale and consumption of concession-stand refreshments and the vehicular and pedestrian traffic and crowds of persons likely to attend such outdoor and/or indoor public entertainment, celebration and recreational activities and recognizing such risks and also recognizing that said celebration is a civic endeavor organized by unpaid volunteers who donate their time and efforts as a public service to the residents of the Ojai Valley, therefore the undersigned (both individually and on behalf of the members of the group or organization for which this waiver and indemnity is executed), hereby waives any and all claims or causes of action of every kind or nature that may now or hereafter exist or arise in favor of the undersigned or any member of the undersigned's group or organization against the Ojai Independence Day Committee, its officers, directors and/or members, that result or in any manner are connected with the undersigned's participation in (including all time spent in preparation for the aforesaid celebration and festivities) and the undersigned does hereby agree to hold the said committee, its officials, directors and/or members harmless and indemnify and hold harmless and defend them from and against any and all suits, demands, or claims and all costs, losses, liabilities, statements (whether voluntary or otherwise) and judgments incurred in connection therewith including attorney's fees and court costs, including without limitation all claims, demands and suits for damages or injuries, including death, to any and all persons or property, whether real or assorted and whether arising in equity, at common law, or by statute, or under the law of contracts, torts (including without limitation, negligence and strict liability without regard to fault) or property, of every kind or character, and whether or not due in whole or in part to the Committee's sole or concurrent negligence or other fault, breach of contract, warranty, violation of status or strict liability, without regard to fault based upon, in connection with, resulting from or arising out of the undersigned voluntary or paid participation (including time spent in preparation) for the said civic celebration.

I AM THE OFFICIAL REPRESENTATIVE OF THE ORGANIZATION NAMED IN BOX #1 ABOVE. On behalf of the organization I acknowledge our responsibilities as set forth in the Insurance and Liability Notice. I also accept on behalf of the organization all the terms and conditions of the **WAIVER AND INDEMNITY AGREEMENT**.

X \_\_\_\_\_

(Signature of Official Organization Representative)

Dated: \_\_\_\_\_

Name \_\_\_\_\_

(Please Print)

## EQUESTRIAN UNITS

Please list the past parades in which the majority of your applicant riders and horses have participated in.

Parade Name	Date of Participation

How many horse trailers will you be bringing? \_\_\_\_\_

Number of horse riders? \_\_\_\_\_

Number of horses ridden? \_\_\_\_\_

Number of coach/wagon drivers? \_\_\_\_\_

Number of horses pulling the wagons? \_\_\_\_\_

Number of parade outwalkers? \_\_\_\_\_

Number of horses tethered? \_\_\_\_\_

Please list the names of all riders along with the years of experience and return this page with your entry.

1. \_\_\_\_\_ years \_\_\_\_\_
2. \_\_\_\_\_ years \_\_\_\_\_
3. \_\_\_\_\_ years \_\_\_\_\_
4. \_\_\_\_\_ years \_\_\_\_\_
5. \_\_\_\_\_ years \_\_\_\_\_
6. \_\_\_\_\_ years \_\_\_\_\_
7. \_\_\_\_\_ years \_\_\_\_\_
8. \_\_\_\_\_ years \_\_\_\_\_
9. \_\_\_\_\_ years \_\_\_\_\_
10. \_\_\_\_\_ years \_\_\_\_\_
11. \_\_\_\_\_ years \_\_\_\_\_
12. \_\_\_\_\_ years \_\_\_\_\_
13. \_\_\_\_\_ years \_\_\_\_\_
14. \_\_\_\_\_ years \_\_\_\_\_
15. \_\_\_\_\_ years \_\_\_\_\_
16. \_\_\_\_\_ years \_\_\_\_\_
17. \_\_\_\_\_ years \_\_\_\_\_
18. \_\_\_\_\_ years \_\_\_\_\_
19. \_\_\_\_\_ years \_\_\_\_\_
20. \_\_\_\_\_ years \_\_\_\_\_

### Publicity Release for Parade Announcers and Media

**Directions:** Please print clearly and in 5 sentences describe your entry. Explain how your parade entry carries out the theme and what your entry is in detail, such as who is in the entry.

Description:

**ALL APPLICATIONS SHOULD BE MAILED or DELIVERED TO:**  
P.O. BOX 1176 Ojai 93023 or hand-delivered to American Hay Company, Ojai City Hall and  
Ojai Recreation Center with your check.

**Please return pages 5 thru 7 ONLY**

## LIST OF JUDGING CATEGORIES

Aswell Trophy supplies the awards presented to parade winners. Please email us if you want your trophy by the 8<sup>th</sup> of July at [ojai\\_independenceday@yahoo.com](mailto:ojai_independenceday@yahoo.com) otherwise we will not have it made. All winners will be posted on the website within 48hrs of the conclusion of the 4<sup>th</sup> of July event.

### **ALL ENTRIES ARE SUBJECT TO PARADE COMMITTEE APPROVAL**

#### **AUTOS – ENTRY FEE \$30.00**

##### **Groups of 5 or more \$50 total**

- #1 - Includes pre-1969 classic, antique, custom, street rod, or special interest vehicles.
- #2 - Includes any year model of an extraordinary, unusual, or special appeal vehicle.
- #3 - Car groups of any model including motorized vehicles

#### **Motorcycles- ENTRY FEE \$30.00**

- #4 – Motorcycles

***A TROPHY WILL BE AWARDED TO THE AUTO(S) WHICH EXCELS IN EACH OF THE FIVE JUDGING POINTS OF MEASURE: Rarity, Beauty, Condition, Originality and General Appeal.***

#### **BANDS – ENTRY FEE \$30.00**

- #5 – Group of minors (under age 18)
- #6 - Group of Adults (age 19 and older)
- #7 – School
- #8 – Drill Team (Flag Group i.e. tall flags, etc.)

#### **COMMERCIAL – ENTRY FEE \$50.00**

This category includes autos, vans and pickup trucks with business signs, and/or floats advertising a commercial enterprise, etc.

- #9 -Float
- #10 -Decorated Auto, van or pickup truck
- #11-Marching group

#### **COMMUNITY SERVICE VEHICLE – ENTRY FEE \$30**

- #12 - Official vehicles of non-profit organizations

- #13- Official vehicles (fire trucks, search and rescue, etc.)

#### **DIGNITARY (Not to be Judged) ENTRY FEE \$40.00**

- #14 – Includes elected officials, civic award winners, local pageant winners, etc.

#### **EQUESTRIAN – ENTRY FEE \$30.00**

##### **Groups of 4 is \$40 each additional horse is \$10.00**

- #15 – Single Equestrian Entry
- #16 – Group of 2 or more Equestrians
- #17 – Junior Equestrians (9-17 years old)

##### **Patriotic People**

- #18 – Future Horsemen (8 years and under)
- #19 – Animal (other than horse, pony, mule, donkey)

##### **Please note:**

- A** – Animal cleanliness and hoof condition is very important for a good show.
- B** – A responsible adult must remain in the lineup area with any junior or future horseman entry.
- C** – Tack and costume must be appropriate to category

#### **NON COMMERCIAL FLOATS – ENTRY FEE**

##### **\$30**

- #20 - School
- #21 – Youth Organization – Children (Scouts, 4H, Sports)
- #22 - Adult Organization
- #23 - Neighborhood
- #24- Church (Children and Adults)

#### **SPECIALTY/WALKING UNITS - ENTRY FEE**

##### **\$30**

- #25 – Single (Adult)
- #26 – Single (Child)
- Groups of 5 or more \$40 total**
- #27 – Group of 2 or more (Adult)
- #28- Group of 2 or more (Children)
- Skates/Skateboards or Scooters**

- #29 – Single (Adult)
- #30- Single (Child)
- Groups of 5 or more \$40 total**
- #31 – Group of 2 or more (Adult)
- #32- Group of 2 or more (Child)



## Line Up Info – Parade route closes at 7am NO EXCEPTIONS

**Auto's** -you will be entering the parade area via Ojai Ave and meeting at Topa Mountain Winery.

**Walkers**- you will need to be dropped off in front of Matilija Gym and make your way to the gate on Ojai Ave. If you are also with a float please note that we will feed you in with your float so please make sure both groups have checked in.

**Floats**- you will be entering on Ojai Ave near Ojai Valley School. You will find your entry number that is marked on Ojai Ave and park there. Please make sure you pull all the way forward in your spot. After the parade please take the marked route back to Matilija Jr. High School to drop off all riders or you can stop at Sarzotti Park.

**Horses**- You will need to take the back way via Creek Road to the Ojai Valley Inn dirt parking lot. You will not be allowed to enter on Ojai Ave because of all the walkers. There are no exceptions. After the parade please take the horse/bike path back to the staging area

**All entries must have 1 person check in at Coldwell Bankers Realtor office to receive the entry number. That is how we know you are here. It is best that your Parade Entry Marshall do it.**

