**TwinFest Parade**

*Please ensure you read the following Rules & Regulations before registering for the Parade*

**Rules & Regulations Handbook**

The Parade is an inclusive community event which welcomes and encourages all individuals, families, groups, organizations, and businesses in support of perfecting the harmonic note in our collective identity as Canadians. Please ensure you have read fully these Rules and Regulations prior to submitting your TwinFest Parade Registration Form (the “Registration”).

**1. Selection**

**a. Entry Selection**

i. All Entries must constitute twins, triplets, quadruplets, quintuplets and all multiple births and twin troupes, and are required to decorate and dress their entries with themes of twins, triplets, quadruplets, quintuplets and all multiple births from various cultures around the world. Matching attire is strongly recommended.

ii. WALKING TWINS: All walking twins must be registered. There will be groups of Walking Twins based on age appropriateness. The youngest twins and/or twins in wagons and strollers will make up the first group. These group formations will enhance visibility and aesthetics for both parade participants and spectators.

iii. Only entries selected by the Committee will be allowed to participate in the Parade. Once selected, the Committee must approve any changes from the entry’s original Registration. Any changes to the entry must be sent in writing with associated pictures and/or sketches and received on or before June 30, 2017. Failure to secure prior approval for any entry changes may result in the removal of the revised element from the Parade

**b. Proof of Acceptance**

On the Parade day, July 13, 2019, all Participants must have their official TwinFest Parade Letter of Acceptance and assigned numbers with them in order to gain access to the Parade staging area.

Line-Up Numbers will be assigned to all entry contact persons at least one week prior to the parade. These numbers MUST be visible in the front window of the towing vehicle for line-up purposes. If a walking unit, please have a designated member of the group arrive at 10:00 a.m. with the number. Parade officials will meet and direct you to your Line-Up location.

**c. Trophies & Awards**

i. Judging criteria will be supplied to you with confirmation of your Entry.

ii. All trophies will be presented at the Announcement Stage on the Festival Grounds (Ritchie Park) entry contact persons shortly after the parade concludes. Please allow approximately ½ hour for judges to finalize selection and for transportation of parade staff and awards to the festival site.

iii. Trophies are for Best Walking Unit (children); Best Walking Unit (adults); Best Twin Culture of the World Theme; and Best Parade Theme Float.

**2. Insurance and Indemnification**

1. **Commercial General Liability Insurance.**

All Participants must carry a minimum of $2,000,000.00 in Commercial General Liability Insurance (per occurrence) covering liabilities for bodily injury, personal injury, death and property damage including products and completed operator’s liability. This insurance must name "Trebi Kuma Ollennu Foundation for Community Development (TKOFCD) “and "The City of Edmonton" as additional insureds.

1. **Automobile Liability Insurance**

Any vehicles used in the Parade MUST carry a minimum of $2,000,000.00 Standard Automobile Insurance providing third party liability coverage for bodily injury and property damage insurance.

1. **Certificate of Insurance**

Participants must provide a completed and executed copy of the certificate of insurance (on the last page of this handbook), or an equivalent form acceptable to TKOFCD, confirming the required insurance coverage is in place, no later than seven days after receiving their Letter of Acceptance. Participants, who do not provide the certificate of insurance by this time, will not be able to participate in the TwinFest Parade.

1. **Indemnification**

The entrant and all participants shall indemnify, defend and save harmless the Twins and Triplets Plus Festival Committee, the Trebi Kuma Ollennu Foundation for Community Development, and the City of Edmonton, staff, volunteers, officers, contractors and their representatives, successors and agents from and against all and any claims, losses, costs, expenses, damages and liabilities due to bodily injury or property damage arising directly or indirectly from the participation in all Parade activities either before, during or after the Parade.

1. **Entries**

a**.** Entries that need walkers to walk the route with their Entry for safety purposes should provide names and contact information when your Entry checks in on Parade day. It is recommended that walkers are costumed in keeping with the theme of the float entry.

**b. Decorations**

Tow-units for floats must be decorated in concert with the float theme.

**c. Dimensions**

Entries will not exceed the maximum specifications: Height 3.75 meters (12.5); Length 12.5 meters (41 feet). Length of unit includes the tow-unit. These specifications are enforced by the Highway Traffic Act. Any entries exceeding these dimensions on the Parade day, August 6, 2016, will be excluded from participating in the Parade.

d**. Entries with Animal Components**

Entries that include animals must be so specified in the Application in order that they can be appropriately judged for awards and be assembled in the most appropriate area. Units or wagons/buggies pulled by horses must be followed by a clean-up crew.

**d. Entry Theming**

Each Participant is responsible for ensuring that the use of any theme does not violate the copyright, service mark, trademark or intellectual property rights of others. Themes must not be discriminatory or profane in any way.

**e.** **Sponsor Recognition and/or Advertising**

Recognition of your commercial sponsors is acceptable, provided that it is done tastefully, meets TKOFCDs standards and the commercial message does not dominate the Entry. The Parade Committee reserves the right to reject blatantly commercial Entries. Recognition of your sponsors must be done as part of your Entry– not as an additional “Entry” associated with your float. Committee reserves the right to refuse any advertising it deems inappropriate, in its discretion.

1. **Safety**

Each Participant is responsible for the safety of its entry. Participants must comply with all safety regulations, including, but not limited to, those listed below and, in addition, must implement any relevant government regulations, safety codes, manufacturer’s recommendations and similar standards necessary to safely operate the entry and all associated entry elements.

1. The Parade has a ZERO TOLERANCE policy for those choosing to abuse our Volunteers or our entries. Please promptly report violators to Parade Officials on route (or afterwards to the Parade Marshall).
2. Fuel tanks should be topped off just prior to the Parade. Containers of fuel MUST NOT be carried on any Parade Entry. Fuel tanks must be securely fastened, located well away from exhaust pipes, generators and must be equipped with an approved cap.
3. Fire Precautions - All floats must carry at a minimum a 10-pound ABC Dry Chemical fire extinguisher sealed and tagged to indicate the date of last service, ensure any bales of straw and hay are treated with fire retardant substance, ensure that propane cylinders are properly secured and comply with any City Fire Department Officials codes, rules, regulations and direction. City Fire Department Officials may inspect each float to ensure compliance with these requirements. Any Participant unable to comply with the City Fire Department’s codes, rules, regulations and direction may not be allowed to participate in the Parade.
4. Decorations - All decorations must be fire retardant.
5. Vehicles - All vehicles must be in good mechanical condition and properly serviced prior to the Parade. Entries leaking fuel will be removed from the Parade. A generator or alternator is required on gasoline engines. Radiators must be permanently installed with adequate air circulation and with radiator cap accessible. The exhaust manifold must be vented through a leak-proof pipe projecting beyond the float apron. No flammable material may be near exhaust line. All tires must be in good condition. At least one mounted spare tire and jack must accompany each float. Access to entry float’s wheels should be such that changing a tire will not require a tow truck. Safety chains must be installed on all trailer hitches. Fuel canisters are not permitted to be a part of any entry.
6. Emergency Towing - Provision for emergency towing must be available on all motorized vehicles (i.e. tow hook, tow chain or other such device).
7. Mechanical Issues - In the event of a mechanical issue and an entry cannot move forward, such Participant must pull over to the side of the Parade route. A tow truck will come to remove the Participant from the Parade route as soon as possible, at the Participant’s cost. If the entry in pulls over, Participants must safely go around them and continue travelling on the Parade route.
8. Float and Vehicle Riders - Floats, vehicles and other similar entries shall be equipped with securely anchored handrails for people. Safety lines or belts that can be quickly unhooked are recommended. The float chassis must be of sufficient strength to support all materials and riders. No person riding on a vehicle shall extend his or her arms or legs outside of the entry. Drivers and other persons riding on floats, vehicles and other similar entries must have means of rapid escape from the vehicle/float in an emergency situation.
9. Alcohol and Drugs - Alcoholic beverages and illegal drugs are prohibited at the Parade, in the Parade staging area and on the Parade route. Any participant suspected of being under the influence will be removed from the Parade.
10. Smoking/Tobacco - Smoking and tobacco use by Participants is prohibited at the Parade, in the Parade staging area and on the Parade route.
11. Pyrotechnics - The use of pyrotechnics of any kind, including fireworks, fire batons or any hazardous material are strictly prohibited at any time at the Parade, in the Parade staging area and on the Parade route.
12. Firearms are not allowed before, during or after the parade.
13. Distribution of Materials

No give-aways will be allowed along the Parade route without prior approval of the Parade Manager. Nothing can be thrown from the Parade route. A sample must be provided to obtain approval for distribution. If give-aways are permitted, they must be distributed, in person, along the Parade route only. Safety is a priority.

1. **Parade Day**
2. Entry contact persons must be prepared to provide proof of identity when they arrive at the Parade Staging area, Tipton Arena.
3. The Parade starts at 11:00 am. You must be at the designated marshalling area, Tipton Arena, no later than 10:00 am and ready for 11:00 am start. If you require additional set-up time please let us know.
4. **Timing**

Participants must adhere to the timing indicated on the Letter of Acceptance and be at the Parade site for judging and prepared to proceed on the Parade route when indicated

1. **Parade Pace**

All components of your Entry must stay with your Entry. Please respect everyone’s space. Your Entry must always maintain a forward motion unless you are asked to stop by a Parade Marshall.

Counter marching, maneuvering, sidestepping or other action is permitted provided the Entry maintains a forward motion, consistent to the rate of the Parade. A distance of 25ft between entries must be at all times.

1. **Stopping During the Parade**

Entries are prohibited from performing any maneuvers, stunts and/or other activities on the Parade route that interfere with or hinders the Parade pace. This includes media questions or interviews. Entries stopping on the Parade route may be removed from the Parade.

1. **DISBANDING:** All units must continue down to the disbanding area, which is Ritchie Park as directed by a Parade committee member.
2. **INCLEMENT WEATHER POLICY**

 The Parade Committee cannot control the weather. If at any time leading up to or on parade day, the weather/street conditions are deemed unsafe, the parade will be cancelled.

1. **General**
2. Parade regulations have been detailed to meet the highest standards of safety and to maximize enjoyment of both Parade participants and spectators.
3. Sub-standard entries will be withdrawn from the Parade in the Parade staging area at the discretion of the Committee and/or Parade officials.
4. Failure to abide by these Rules and Regulations could result in disqualification from the Parade and loss of any prizes awarded.
5. Television or media coverage is not guaranteed
6. All persons directly and indirectly related to the Entry have read and agree to comply with the TwinFest Parade Rules and Regulations and all directions of Parade officials.

 All persons directly and indirectly related to the Entry agree that neither the Parade Committee, Trebi Kuma Ollennu Foundation for Community Development (TKOFCD), the City of Edmonton nor any of their directors, officers, volunteers, agents, employees, committees or contractors will be liable for any injury to any persons and/or damage to any Property suffered in connection with the Parade and related activities, including but not limited to Parade set-up, Parade bleachers, all Parade events, on-route operations and Parade dispersal, howsoever caused and agree to indemnify, release and hold harmless each of them from any and all claims for injury or damage.

All persons directly and indirectly related to the Entry further hereby grant the Parade legal representatives and assignees the irrevocable and unrestricted rights to use and publish photographs or video of this Entry and the Entry’s Participants, or persons accompanying it, for editorial, trade, advertising and any other purpose and in any manner or medium.

All persons directly and indirectly related to the Entry hereby release the TwinFest Parade Committee, the Trebi Kuma Ollennu Foundation for Community Development (TKOFCD), and the City of Edmonton and their legal representatives and assignees from all claims and liability relating to said photography and/or other video imaging processes.

All persons directly and indirectly related to the Entry have read the Parade Rules & Regulations.