



City of Rockville
2018 Memorial Day Parade Rules and Regulations
Monday, May 28, 2018 at 10:30 a.m.

I. General Information

1. Date, Time, Location: The Rockville Memorial Day Parade will take place on Monday, May 28, 2018 at 10:30 a.m. in Rockville Town Center.
2. Parade Route: N. Washington St. beginning at Martins Ln., head South on N. Washington St. making a left onto Beall Ave. turning right on Maryland Ave. through Rockville Town Square and turning left onto E. Montgomery Ave.

II. Application Information

1. Application Deadline: All applications must be received by **no later than Friday, April 6, 2018**. Applications can be submitted via:

Mail:	Fax: 240-314-8659
Memorial Day Parade	
111 Maryland Ave.	E-mail: aknox@rockvillemd.gov
Rockville, MD 20850	
2. Judging Criteria: A panel of judges will review all applications that are submitted by the deadline date of **Friday, April 6, 2018**. Applications will be judged on the following criteria:
 - Completion of the application
 - Application is submitted by deadline date
 - Parade experience
 - Meets criterion of their selected category
 - Contributes to the entertainment value of the parade
 - Reflects the Memorial Day theme
3. The City of Rockville reserves the right to reject or accept any parade unit for any reason whatsoever, and to determine participation based on suitability for the occasion.
4. Notification: Applicants will be notified via e-mail of the panel's decision by no later than **Friday, April 27, 2018**. All decisions are final.

III. Participant Categories

1. Color Guards (Adult/Youth) – These units deploy on foot. No motor vehicles are permitted to accompany these units without prior approval. **Maximum Unit Participants: 30.**
2. Marching Bands (Collegiate/Junior/Senior) – These are organized, named units that deploy on foot, playing live music, and sometimes performing to it. No motor vehicles are permitted to accompany these units without prior approval. **Maximum Unit Participants: 100.**
3. Comic or Novelty – This category includes, but is not limited to clowns, stilt walkers, and jugglers. **Maximum Unit Participants: 30.**
4. Floats – A "float" refers to a display that is towed by a separate vehicle, or self-propelled, and which is decorated to show a unified theme, and generally includes people performing on or near the float. The judges' decision as to what constitutes a float is final. **Maximum Unit Participants: 50.**
5. Pom Pon Unit – Is a team that executes routines carrying either one or multiple flag/pom-poms. This team's movements are also based in dance and may also have a heavy influence of gymnastics. These teams may perform to music, either live or recorded. **Maximum Unit Participants: 50.**
6. Marching Drill Unit – This is a marching unit that performs routines based on military drill. **Maximum Unit Participants: 50.**
7. Patriotic/Cultural Unit – These groups reflect a patriotic or are cultural theme or program. **Maximum Unit Participants: 50.**
8. Civic/Youth Organization –These groups are comprised of citizens with common interests who volunteer their services to fill an unmet societal need or whose primary audience is education and enriching the lives of children. Groups could include Boy and Girl Scout Troops, etc. **Maximum Unit Participants: 50.**
9. Equestrian Teams – Units must supply a clean-up person or horses must wear a bag to collect waste. **Maximum Unit Participants: 20.**
10. Businesses – Businesses may participate if they provide an entertainment value to the parade. Examples of entertainment value include, but are not limited to floats, dancers, clowns, etc. Wrapped vehicles and/or mascots are not considered entertainment value. The City reserves the right to determine what qualifies as entertainment value. Businesses may not hand out fliers along the route. **Maximum Unit Participants: 20.**
11. Elected Officials - Current elected officials may participate in parades sponsored by the City of Rockville, including City of Rockville, other municipal, county, state and federal elected officials. Candidates for City of Rockville Mayor and Council offices may participate in parades if they are certified to appear on the ballot by the City's Board of Supervisors of Elections. For the Memorial Day parade, participants must be certified by May 15. Individuals who are not elected officials and are candidates for non-City of Rockville elected office may not participate in parades sponsored by the City of Rockville. Application deadline is extended to Tuesday, May 15, 2018 for Elected Officials and Rockville Mayor and Council Candidates. **Maximum Unit Participants: 50.**

IV. Day of Parade Information

1. Assembly Time: The Line of March is comprised of three sections, each with its own assembly time. **Approximately two weeks before the parade**, you will be notified via e-mail of your unit's section and assembly time.
 - Large units must assemble outside of the forming area and then walk to the forming area.
 - Participants must report directly to their section in the Line of March at the time specified.
 - Participants are responsible for being in the designated time/location in the Line of March.
2. Assembly Location: Participants will assemble on Martins Ln. by entering on Mannakee St. Parking is available at the Montgomery County Board of Education lot, one block north on Mannakee St.
 - NO vehicles (except for motorized parade units) will be permitted on Martins Ln.
 - Portable restrooms will be available for parade participants at the assembly area.
 - Parade participants must stay off private property.

V. Parade Judging

1. Judging
 - Parade judges will be located throughout the parade route, NOT stationed at the review stand.
 - Groups should move with forward progress throughout the entire parade route. Groups who stop and perform will have points deducted from their score or may be disqualified.
 - Groups will be judged on a variety of items including, but not limited to: formation/alignment, appearance/costumes, overall performance, props/equipment, originality, and sound.
 - Parade units should carry an identifying banner in front of their unit

VI. Parade Regulations

1. No smoking on floats, in parade vehicles, in the forming area and along the parade route.
2. No alcohol or glassware is allowed in the parade. Bottled water and cans of soda are permitted.
3. The applicant shall be responsible for the conduct of all its participants and agrees to notify ALL participants of these rules and regulations.
4. Groups must wear appropriate clothing/uniforms for the entire parade. Examples of inappropriate apparel include, but are not limited to: short bottoms/tops, excessively tight clothing, etc.
5. Groups must exhibit appropriate language and dance behavior (i.e. dance moves/styles) at all times.
6. All items must be given **HAND-TO-HAND** at the curb by walking along the parade route next to spectators. It is very dangerous for spectators to run into the street for candy/hand-outs. No throwing is permitted. The City reserves the right inspect and approve any items distributed during the parade.
7. There is **no** distribution of balloons, literature, pamphlets, etc. of any kind along the parade route.
8. Noise levels in your parade unit may not exceed a level deemed appropriate by the City of Rockville. The sound levels will be monitored throughout the event and must cease or be lowered when event staff deems the sound levels have become excessive.
9. All parade units must comply with the maximum number of participants as stated in section III.
10. All floats must adhere to the supervisory standard of one adult for every four children.

Parade Regulations – Cont.

11. All parade units are limited to one motor vehicle unless prior approval is obtained.
12. Participants riding a bicycle or other wheeled apparatus must wear a helmet.
13. Drivers and all vehicles participating in the parade must have insurance as required by the State of Maryland. Drivers must also possess a valid driver license, and be at least 18 years of age.
14. During the parade, drivers must maintain 50 feet from the preceding unit, go no faster than 10 MPH and have a 180-degree unrestricted view.
15. Floats must be structurally and safely designed. Floats **MUST** have a fire extinguisher on board.
16. The use of open flames on any entry is **PROHIBITED**.
17. All participants riding or standing on a float or vehicle must wear a safety belt, have two hand holds, or back support, and chairs and benches must be secured to the float or vehicle.
18. No one may step on or off a float or any motorized unit until it is at a **COMPLETE** stop. Participants must remain on the float for the duration of the parade.
19. Horses, dogs, and any other wild/domestic animals shall not be brought to or included in the parade, or in any vehicle/trailer in the parade without the prior written approval of the City.
20. Horse units must supply a clean-up person or horses must wear a bag to collect waste.
21. Elected Officials and Rockville Mayor and Council Candidates should refer to the City's Campaign Policy, pages 3 and 4 for additional information on parade participation. Visit <http://www.rockvillemd.gov/documentcenter/view/2251> for the Campaign Policies. Please note that the City's Campaign Policy in regards to Parades is subject to change.

VII. Disqualification

Parade groups may be disqualified from winning awards and/or from participation in future Rockville parades/events for failure to adhere to one or more of the following guidelines:

1. Failure to follow the rules and regulations as set forth in this document.
2. Failure to arrive at the correct place in the Line of March.
3. Arriving later than your groups designated arrival time.
4. The City reserves the right to disqualify groups for reasons not listed above.

VIII. Parade Award Categories

- The City may alter categories/awards based on the type and number of parade participants.
- Applicants will be notified via e-mail within two weeks of parade if their group won a prize.
- Award money will be sent via City of Rockville check within four weeks of the parade.

i. Music Units

- Rockville Jr./Sr. High School Band 1st Place: \$500
- Non-Rockville Collegiate/Sr./Jr. High School Band 1st Place: \$300

ii. Marching/Dance Units

- Marching Drill Unit 1st Place: \$100
- Pom Pon Unit 1st Place: \$100
- Youth Color Guard 1st Place: \$100
- Adult Color Guard 1st Place: \$100
- Civic/Youth Organization 1st Place: \$100

iii. Special Awards

- Outstanding Parade Unit Award 1st Place: \$250
- Mayor and Council Award 1st Place: \$100
- William Wood Memorial Award 1st Place: \$100
- Judges' Award 1st Place: \$100
- Recreation & Parks Advisory Board Award 1st Place: \$100

iv. Specialty Units

- Cultural Unit 1st Place: \$100
- Humor/Clown Unit 1st Place: \$100
- Veterans/Military Organization 1st Place: \$250
2nd Place: \$150
3rd Place: \$100

v. Floats

- Best Float 1st Place: \$300
2nd Place: \$200