



2019 Memorial Day Parade Rules and Regulations

I. Parade Information

The Rockville Memorial Day Parade will take place on Monday, May 27, 2019 at 10:30 a.m. in Rockville Town Center.

Parade Route: N. Washington St. beginning at Martins Ln., head South on N. Washington St., left onto Beall Ave., right on Maryland Ave. through Rockville Town Square and, left onto E. Montgomery Ave.

II. Application Information

1. Application Deadline: All applications must be received by **no later than Friday, April 5, 2019**. Applications can be submitted via:

Mail:
Memorial Day Parade
111 Maryland Ave.
Rockville, MD 20850

Fax: 240-403-9368

E-mail: aknox@rockvillemd.gov

2. Selection Criteria: Applications submitted by the deadline date will be reviewed and selected to participate based 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 26, 2019**. All decisions are final.

III. Participant Categories

1. Businesses (Maximum Unit Participants: 20)

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, giveaways, etc. along the route.

2. Civic/Scout Troops/Community/Non-Profit Group (Maximum Unit Participants: 50)

These groups are comprised of citizens with common interests who volunteer their services to fill a societal need or whose primary audience is education and enriching the lives of children. Note: priority will be given to those groups located within Rockville City Limits.

Participant Categories – Cont.

3. **Color Guard/Drill Unit (Maximum Unit Participants: 50)**
These units deploy on foot and may perform routines based on military drill. No motor vehicles are permitted to accompany these units without prior approval.
4. **Cultural Unit (Maximum Unit Participants: 50)**
These groups reflect a cultural theme or program.
5. **Dance/Pom Pon Unit (Maximum Unit Participants: 50)**
These groups execute routines and may carry flags/pom-poms. Their movements are also based in dance and may also contain gymnastics. These teams may perform to music.
6. **Float Unit (Maximum Unit Participants: 50)**
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. The judges' decision as to what constitutes a float is final.
7. **Marching Band/Drum Line (Maximum Unit Participants: 75)**
These are organized 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.
8. **Veterans Organization (Maximum Unit Participants: 50)**
A post or organization of past or present members of the United States Armed Forces, or group who offer benefits, services to those who served in the Armed Forces.
9. **Elected Officials (Maximum Unit Participants: 50)**
Current elected officials may participate in City of Rockville parades, including City of Rockville, other municipal, county, state and federal elected officials. Candidates for City of Rockville Mayor and Council office 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 Wednesday, May 15, 2019 for Elected Officials and Rockville Mayor and Council Candidates. Individuals who are not elected officials and are candidates for non-City of Rockville elected office may not participate in City of Rockville parades.

Please refer to the City's Campaign Policy, pages 3 and 4 for additional information on parade participation. Visit <http://www.rockvillemd.gov/documentcenter/view/11430> for the Campaign Policies. Please note that the City's Campaign Policy regarding Parades is subject to change.

IV. Day of Parade Assembly Information

About two weeks before the parade, units will be notified via e-mail of their unit number, assembly time, and location. Units will assemble on Martins Ln. by entering Mannakee St. Parking is offered at the Montgomery County Board of Education lot, one block north on Mannakee St. Please note:

- 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.
- 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 Rules/Regulations

1. No smoking on floats, in parade vehicles, in the forming area and along the parade route. The use of open flames on any entry is prohibited.
2. No alcohol or glassware is allowed in the parade. Bottled water and cans of soda are permitted.
3. The applicant is 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. and must exhibit appropriate language and dance behavior (i.e. dance moves/styles).
5. Candy must be given **HAND-TO-HAND** at the curb by walking along the parade route; throwing is not permitted. The City reserves the right inspect/approve items distributed at the parade. Distribution of balloons, literature, etc. of any kind is prohibited. Flags may be distributed.
6. Noise levels of units may not exceed a level deemed appropriate by the Rockville staff. Sound levels will be monitored and must cease or be lowered when staff deems levels have become excessive.
7. All parade units must comply with the maximum number of participants as stated in section III.
8. All floats must adhere to the supervisory standard of one adult for every four children.
9. All parade units are limited to one motor vehicle unless prior approval is obtained.
10. Participants riding a bicycle or other wheeled apparatus must wear a helmet.
11. 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.
12. 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.
13. All participants riding/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. Floats must be structurally and safely designed. Floats must have a fire extinguisher on board.
14. No one may step on/off a float or any motorized unit until it has come to a complete stop. Participants must remain on the float for the duration of the parade.
15. Horses, dogs, and any other wild/domestic animals shall not be brought to or included in any vehicle/trailer in the parade without the prior written approval of the City. Approved horse units must supply a clean-up person or horses must wear a bag to collect waste.
16. There is no stopping at the review stand, and groups must move with forward progress for the entire parade. Groups who stop and perform along the route may be disqualified from winning awards.
17. Parade units must carry an identifying banner in front of their unit.

VI. Parade Awards

- Parade winners will be selected based on criteria including, but not limited to: formation/alignment, appearance/costumes, overall performance, props/equipment, originality, and sound.
- 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.

Special Awards:

Mayor and Council Awards	\$300
William Wood Award	\$100
Showmanship Award	\$100

Recreation and Parks Advisory Board - Float Award

1 st Place: \$200	2 nd Place: \$150	3 rd Place: \$100
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Rockville Concert Band - Musical/Drill Unit

1 st Place: \$200	2 nd Place: \$150	3 rd Place: \$100
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Veteran/Military Organization

1 st Place: \$250	2 nd Place: \$200	3 rd Place: \$150	4 th Place: \$100
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Asian Pacific American Task Force - Cultural Award

1 st Place: \$200	2 nd Place: \$150	3 rd Place: \$100
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Rockville Civic Ballet Dance - Pon Pom/Dance Award

1 st Place: \$200	2 nd Place: \$150	3 rd Place: \$100
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VII. Disqualification

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

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