



# 4<sup>TH</sup> OF JULY PARADE – 2019

## RULES & GUIDELINES

### PARTICIPANT CHECK-LIST

### PARADE DAY INFORMATION

We are excited to have you participate with us in this year's event!

The 4<sup>th</sup> of July Parade is a celebration of Independence Day and patriotism. Parade participants are expected to design entries to celebrate the 4<sup>th</sup> of July and support the 2019 Parade theme "*Celebrate Hingham's Natural Beauty.*"

This information provides an overview of important things Parade participants need to know and serves as a helpful checklist of participant responsibilities.

1. **Review** this information to be sure you understand its contents, prior to July 1st
2. **Share** this information with the other participants in your Parade entry, as appropriate
3. **Address any questions:** bring questions to the safety meeting on **July 1st** and/or reach out to Chief Glenn Olsson of the Hingham Police Department, prior to July 1st

**Our goal is a safe and fun day for all!**

**NOTE:** All entry applications are subject to 4<sup>th</sup> of July Parade Committee approval and proof of non-profit status, if requested. The Committee reserves the right to approve all entries and remove an entry not conforming to the Parade rules and/or guidelines, and/or that the Committee determines to be inappropriate or a danger to participants and/or spectators, and/or that refuses to follow the instructions of the Hingham Police Department or Parade Committee Officials.

#### PRE-PARADE SAFETY MEETING MANDATORY FOR ALL FLOAT ENTRIES – OTHERS WELCOME

**Monday, July 1, 2019 at 7:00 pm**

Hingham High School (Union Street entrance)

- In order to participate in the Parade, each float entry must have an adult representative attend and check-in at the Pre-Parade Safety Meeting**
- All entries are welcome to send their adult representative to the meeting as all entries are expected to abide by the Parade Rules and Guidelines**
  - Parade Rules and Guidelines will be reviewed and questions will be answered
  - Hingham Police and Fire Department personnel will review safety and route information
  - Float entries will be notified of their assigned number and specific position in the staging area, and a map of the Parade staging area and route will be provided
- Adult representative/s are responsible for communication of rules and safety guidelines to the adult and child participants in their entry**

Entry representatives should hold a meeting with their float participants before, or on, the day of the Parade, and review the rules and safety guidelines to ensure everyone understands them and their own individual responsibilities

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## PARADE RULES & SAFETY GUIDELINES

### **Parade Officials and Volunteers:**

- Parade Officials and Volunteers will be wearing green safety vests and will be available to assist in each of the staging areas
- Parade Officials and Volunteers will be available to check-in entries and answer questions at the Parade Committee tent on the High School lawn (Pleasant Street)
- Entries will follow the direction given by Parade Volunteers and Officials
- Parade Officials and Volunteers will conduct Float Judging before the Parade begins

### **Parade Theme & Awards:**

- Entries are expected to demonstrate celebration of the 4<sup>th</sup> of July and support the theme of the Parade, "***Celebrate Hingham's Natural Beauty***," versus promoting a particular business, social cause, or other topic
- All entries will be reviewed prior to the Parade start
- Float Judging is for: **Most Patriotic - Most Beautiful - Most Unique - Best of Parade**  
Winning floats will be led in the Parade by walkers with a banner noting their Award designation

### **Entry Business Signs & Logos:**

- The business registration fee entitles a business to display its name and/or logo on up to 2 locations on its entry
  - o Clothing is considered one location (ex. logo T-shirts worn by a group)
  - o Each sign/banner may not exceed 16 square feet (ex. 8' x 2')
- Larger or added signage is subject to Parade Committee approval and an additional fee

### **Float Entry Requirements:**

- Float entries must be structurally sound and **must not exceed** 13' 6" in height. Float length must be approved by the Parade Committee
- Floats must have at least 2 adult walkers (per axle) alongside the float to ensure the safety and clearance of the float and safety of spectators throughout the entire Parade route
- Floats must have at least 2 adult walkers at each wheel when the float is in motion

### **Line-up and Staging:**

- Float entries will receive their assigned number and specific staging area position at the **mandatory Pre-Parade Safety Meeting on Monday, July 1, 2019, at the High School**
- Non-float entries will receive their number and staging position when they check in at the Parade Committee tent on the High School lawn (Pleasant Street)
- Entries will follow the order of placement as directed by the Parade Officials and Volunteers

### **ALL Vehicle Operators:**

- All vehicle drivers must be experienced operators and must possess the appropriate valid motor vehicle operator's licenses
- All vehicles must be in sound working condition and properly insured
- Once a float or other vehicle is in position in the staging area, the driver (and a float representative, if applicable) must be in attendance at all times in the event there are questions or the float and/or vehicle needs to be moved

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- Helmets & Safety Gear:**
  - Individuals participating in the Parade on a motorcycle, bicycle, skateboard, scooter, etc., must wear appropriate helmets and safety gear
  
- Entry Supervision Responsibilities:**
  - Entries must provide appropriate and adequate adult supervision for their participants, vehicles, animals, and floats in the staging areas and throughout the Parade route
  
- Marching Units With Children:**
  - Entries are responsible for ensuring they have adequate adult supervision
  - Children in a marching unit must be kept together and away from moving vehicles
  
- Transportation of Participants To and From the Parade:**
  - Participants are not permitted to ride on the float as it is being transported to the Parade staging area or after the Parade from the Station Street Parking Lot
  - Please be sure to coordinate alternate transportation for participants before and after the Parade
  
- Getting On, Off, or Out of Floats and Vehicles:**
  - Parade participants may not get on/off/out of a moving float or vehicle during the Parade, unless in case of emergency
  
- Distribution of Candy:**
  - **CANDY MAY NOT BE THROWN** TO THE CROWD due the danger of children running into the street or viewers being injured
  - Distribution of candy from floats or other vehicles is strictly prohibited: this includes, but is not limited to, tossing, throwing, shooting, or otherwise propelling items into the crowd
  - IF AN ENTRY WISHES TO DISTRIBUTE CANDY, the entry must have dedicated walkers (not those adults assigned to walk an axle/wheel), who will hand candy to spectators along the Parade route
  - Entries must ensure that children who hand out candy have adequate adult supervision (Adults assigned to walk an axle/wheel are not suitable for this purpose)
  
- Distribution of Items, Including Promotional Materials**
  - The distribution of items, (other than candy as identified above) is strictly prohibited
  - Entries may not distribute literature, advertisements, coupons, product samples, promotional materials, toys, T-shirts, beads, frisbees, or any other items
  - 'Distribution' includes, but is not limited to, handing out, tossing, throwing, shooting, or otherwise propelling items into the crowd
  - Entries may not sell merchandise along the Parade route
  
- Water guns, super soakers, water balloons, and the like, are strictly prohibited**

**Our goal is a safe and fun day for all!**

**THESE RULES WILL BE STRICTLY ENFORCED!**

*Entries that fail to follow these guidelines may be prohibited from participation in subsequent Parades.*

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## JULY 4<sup>th</sup> – PARADE SCHEDULE

### ☐ Line up, Check-in, Float Judging, Parade!

- 8:00 am Entries arrive and go to their assigned staging positions  
Main Street (Route 228) may be tied up with the 4<sup>th</sup> of July Road Race runners and spectators until 8:00 AM, so consider using alternate routes where possible
- 8:15 am All entries will send an adult to “check-in” at the Parade Committee tent at the High School lawn (Pleasant Street)
- 8:30 am Entries should be assembled in their assigned staging positions for Parade Official checks
- 8:45 am Float Judging begins for 4 awards: **Most Patriotic - Most Beautiful - Most Unique - Best of Parade**
- 10:00 am Parade begins promptly  
Start: Hingham High School      End: Station Street parking lot

## PARADE DAY REMINDERS

### Please be sure to share the following information with participants:

- SAFETY:** Parade entries ensure all their participants are adequately informed of Parade rules and guidelines, as applicable
- RESTROOMS:** Restrooms are inside the High School entrance (Union Street)
- WATER STATIONS:** **Aquarion Water Company** is sponsoring two FREE public water stations!  
1. Hingham High School lawn (Pleasant Street)  
2. Station Street parking lot
- SUN EXPOSURE:** Bring water, sunblock, hats, etc., to protect from the sun!
- RAIN DATE:** The Parade will be held rain or shine on the 4th of July.  
***There is no rain date!***

## QUESTIONS & INFORMATION

**RULES & GUIDELINES:** Please direct questions to the Hingham Police Department, Chief Glenn Olsson, at 781-749-1212 or [olsson@hpd.org](mailto:olsson@hpd.org).

**APPLICATIONS:** Please direct questions to Gabrielle Roegner at 781-749-2112 or [gabrielle.homemail@gmail.com](mailto:gabrielle.homemail@gmail.com).

**We sincerely appreciate your participation and look forward to seeing you in the Parade!**