

Lucky Joe's St. Patrick's Day Parade

Saturday, March 13th, 2010 10:00 a.m.



We have accepted your application for an entry in the Lucky Joe's St. Patrick's Day Parade and we're glad to have you join us for this year's event. The following information will answer many questions and lists guidelines to help ensure everyone's safety and enjoyment. Please read this in its entirety.

1. **Check-in: mandatory by one person from your organization and begins @ 8:00a.m.** at the N.E. corner of Walnut St. and Mountain Ave. (near The Armadillo restaurant). You will be given a parade number to attach to the front of your entry and a map indicating your location in the line-up. This number is important because it is the primary way the PA announcer and judges will be able to identify you (place on front/left side of float). All Liability Forms must be fully completed with signatures of all participating entities/persons before parade start time. Forms will be available at check in. This will be strictly enforced. Units that are late will be placed at the end of parade if possible.

Everyone must be checked in no later than 9:30a.m.

All Motor-Driven Vehicles must be street licensed and driven by licensed operators. For your own safety, and in compliance with traffic regulations, no one will be allowed to speed, pop 'wheelies' or perform other stunts that may endanger spectators or other participants in the parade. Tractors and other non-street licensed machines must be brought to the parade staging area on a trailer or other means.

NOTE: Our liability insurance coverage requires that all vehicles in the parade be in compliance with the Colorado No Fault Insurance Laws. **This means you must carry with you proof of current liability coverage for the parade vehicle that you are driving in order to participate.**

All Walking Entries should report to the line-up area (Armadillo parking lot) no later than 9:30 a.m. You will enter the parade line-up at the intersection of Mountain Avenue and Walnut Street.

Horse Units Horse units will unload trailers and hitch/saddle up on northeast end of Mountain Ave. Please try to stay to the eastbound lane. Only trucks and trailers used for unloading and loading will be permitted on this portion of the street to allow space for maneuvering. All horse droppings are your responsibility.

- A parade marshal will be at the intersection of Walnut and Mountain to direct the horse units into the parade at the correct time. Be sure you know your parade number, which you will receive from the marshal at entry check-in on the corner of Walnut and Mountain. Units with a lot of equipment should arrive earlier to be sure you are ready when the parade begins. *After the parade has ended*, you will be able to return to Mountain Ave. where you left your trailer, trucks, etc.
- To reduce liability risks, all horse-drawn entries must have people walking alongside the horses to hold their reins and guide them through the crowd should one become spooked.

Animal Units (Other) They will all be lining up in the Armadillo parking lot or on Mountain Ave. (You will be told at check-in time) Please plan your check-in times accordingly.

Children: Parents with children in the parade are asked to park at the city lot at Remington/Oak and walk their children to their designated parade vehicle. Also, do not allow any children riding parade floats or vehicles to sit on the front of the vehicle. Please help up prevent accidents!

2. **Lineup:** *All parade entrants will follow sequential order...not necessarily the entry that is immediately in front of you in the line-up! Pay attention to your number & location!*

3. **Route:** The parade route begins at Walnut and Mountain Ave, proceeds northwest to College Ave; south on the west side of College Ave to Magnolia St; east on Magnolia to Remington (1 block); north on Remington to Mountain Ave (the parking garage) where the parade will end. (**See map of parade route**)
4. **Pace of Parade:** The parade will move at a brisk marching pace – approx. 5 mph. Please respect our parade marshals, they are volunteers and are helping the parade run smoothly! Space yourselves, but avoid excessive gaps! Entries should be one-fourth of a block apart so both spectators and judges can see.
5. **Giveaways: Candy, coupons, pennies or any other materials MAY NOT BE THROWN from parade units into the crowd.** This is dangerous and puts everyone at risk. You may distribute these items by passing them out with your own volunteers walking beside your entry. These people must walk out to the crowds and not allow kids to run out into the parade lane.
6. **No Alcohol! NO ALCOHOLIC BEVERAGES ARE ALLOWED IN ANY PARADE VEHICLE OR ENTRY.** The police department will make periodic checks. No one under the influence of alcohol will be admitted into the parade.
7. **Parade End:** There is a chance you may finish the parade while others are still waiting to leave the staging area. Please keep these two things in mind:
 - a.) When you have reached the end of the parade, do not attempt to drive back through the staging areas until parade marshals have authorized doing so. Walnut and Linden Streets will remain closed to through traffic...regardless if your vehicle may be parked on those streets;
 - b.) **At the end of the parade it is important that you do not stop in the middle of Mountain Avenue!! Once you have reached the end of the parade, you will turn east on Mountain, then south towards Mathews Street.**
8. **Weather:** In case of extreme weather (12 inches of snow), tune in to one of the local radio stations: “KCOL 600AM”, “KIIIX 1410 AM”, “96.1 KISS FM”, “Big Country 97.9 FM” or “107.9 FM The Bear” for cancellation notices. Otherwise, rain, snow or shine, the parade will go on!
9. In the event that you cannot attend at the last minute, please call the DBA remote number (Amanda’s cell 970-231-0316). **Entry fees will not be refunded at any time.**
10. The DBA and all Parade Organizers have the right to remove any signage or entries displaying any inappropriate or inflammatory messages from the parade. Entry fees will not be refunded at any time. The DBA and all Parade Organizers reserve the right to refuse any entry into the parade that does not depict the parade theme or does not adhere to the policies of this parade. Parade entrants agree to abide by all of the rules and decisions of the DBA and all Parade Organizers. Decisions of the DBA and all Parade Organizers are final and not subject to review by any other body. All entries must reflect good taste and adhere to the Irish Parade theme. Inappropriate dress, behavior and/or disruption of the event cannot be tolerated.
11. IF YOU HAVE NOT TURNED IN YOUR JUDGING ANNOUNCEMENT PLEASE EMAIL IT TO: **Hannah@DowntownFortCollins.com** as soon as possible. Thank you!
12. **Good luck!!** We appreciate your support in this event and hope you will have a wonderful time. Following the parade come enjoy lunch and shopping in downtown!

Please contact the DBA with any questions

Downtown Business Association
19 Old Town Square #230 Fort Collins, CO 80524
(970) 484-6500

