



Buffalo Days 2018 June 10th – 17th

You are invited to participate in the 2018. Buffalo Days parade on Saturday, June 16, 2018 beginning at 6 p.m. Enclosed is the 2018 Buffalo Days parade entry application.

All applications must be completed and received in the Chamber office by Friday, April 27, 2017. The **parade fee is \$250 per unit.** A unit is defined as vehicle or vehicle with trailer or float. If you are representing a Buffalo civic/charitable organization, school booster club, church, or city/county official there is no fee. After April 27th deadline ALL units must pay the parade fee of \$250 to participate, if space is available. **Only one unit per applicant is allowed.**

The parade is limited to approximately 100 units. Applications are reserved on a first-come, first-served basis and are date stamped as they arrive to our office.

The 2018 parade route will be the same route as last year – through the heart of downtown Buffalo. The parade length is approximately .7 mile. The parade begins on 5th Street by Soo Lane (heading west), turns left on 1ST Avenue (south), and turns left on 2nd Street South, and end at 2nd Street South and 3rd Avenue South.

When filling out the application it is imperative that you provide us with the correct length of your unit (vehicle, vehicle with trailer or float including the hitch). Orchestrating the parade line up is a precise process so out of courtesy to others be accurate in recording your unit's length. On parade day, there will be numbered stakes placed along the parade route. These designated areas are mapped out according to the amount of space you notate on your parade application. If your unit is longer than you indicated on your application, your unit may be moved to the back of the parade.

Parade confirmation letter and line up information will be mailed by June 7th. We look forward to having a **FUN** parade day!

Sincerely,

Suzanne O'Dell

Suzanne@BuffaloChamber.org
763-682-4902



Buffalo Days 2018 Parade Application

Saturday, June 16, 2018 - 6 pm

All parade applicants are required to complete this application and return by **Friday, April 27, 2018**. Applications are reserved on a first-come first-served basis. The Buffalo Days parade is limited to 100 units. The **parade fee is \$250 per unit (vehicle or vehicle with trailer or float)**. If you are representing a Buffalo civic/charitable organization, rodeo, school booster club, church or city/county official there is no fee. **If you are paying \$250** and would like to be guaranteed a parade unit number between 15-25, subject to availability, you may pay an additional fee of \$100/unit.

Once parade line up is complete, confirmation letters will be mailed by June 7th. Please sign and date your application.

ENTRY & RELEASE FORM:

Business Name: _____

Name to be printed in parade program if different than above: _____

Contact Person: _____

Mailing Address: _____

Telephone: _____ Email: _____

Vehicle Type: _____ (car, truck, float, etc.) Trailer: ___yes ___no Walkers only: ___yes ___no

Vehicle Length _____ ft. + Trailer (including the hitch) Length _____ ft. = Total footage needed _____ ft.
Please note this information is used when allocating parade line-up space. We cannot extend beyond the requested space.)

Music playing on the parade: ___Yes ___No Number of people walking next to unit: _____
(i.e. sound system, singing, musical instruments, sirens, etc.)

You have committed to ONE unit (vehicle or vehicle with trailer or float) for “x” number of feet as listed above. Orchestrating the parade line up is a precise process; we cannot extend beyond requested space. Out of courtesy to others, additional vehicles or unit length not matching above will be moved to the back of the parade.

Parade Fee Enclosed if applicable: \$ _____ (\$0, \$250, or \$350. See first paragraph to determine.)

Special Needs/Requirements: _____

I have the authority to sign on behalf of my business or organization and I have read the attached rules and regulations and agree to them as stated. As a participant or as the parent or legal guardian of a participant herein named, I do hereby agree to hold harmless the Buffalo Days committee, each and all, parade sponsors, Buffalo Area Chamber of Commerce, the City of Buffalo, and the operators of the individual entries/units in the parade for any and all damages that may occur as a result of participating in the Buffalo Days Parade. I agree that it is my responsibility as a participant or as the parent or legal guardian of a participant to assume all liability and expenses that could arise from any potential injury and/or damage as a participant in the above named parade. I further acknowledge that I have received and understand the rules and regulations of the 2018 Buffalo Days parade. By signing the entry and release form, I fully agree to comply with the rules and regulations as presented. Release forms represent the entire unit and each individual participant. It is assumed that a “group” release form is submitted with the knowledge of each individual member of the unit. On parade day, we reserve the right to inspect all parade entries, and if it is determined by the Buffalo Days Committee that you have violated the requirements mentioned in the enclosed letter, you will be denied entry into the parade.

Signed: _____ Date: _____

Return by **Friday, April 27, 2018. Make checks payable to Buffalo Days.**

Mail completed application and payment to:

Buffalo Chamber of Commerce
205 Central Avenue, Buffalo, MN 55313

Questions contact – Suzanne O’Dell, Suzanne@BuffaloChamber.org, 763-682-4902



Buffalo Days Parade – June 16, 2018

Parade Rules & Guidelines

1. Political parade units or those representing unions are not allowed.
2. Vintage/antique vehicle, unique float or mascots that represent your organization is recommended.
3. Vehicles or equipment used for the sole purpose of carrying or towing participants or floats, etc. may not display or advertise a business. For example, if you are pulling the Boy Scout's float, you may not have signage on your truck advertising "Nelson Towing".
4. Only one unit (vehicle or vehicle with trailer or float) per applicant is allowed.
5. Parade units should be constructed and decorated so that viewing from either side is equally appealing.
6. Parade entries should have an easily accessible fire extinguisher on the float or in the towing vehicle. A kit containing appropriate tools for minor repairs is recommended.
7. Generators, converters, or batteries may be used to power lights and sound equipment on the parade unit. The energy source must be large enough to safely provide adequate power.
8. Floats using gas-powered generators must be sure exhaust fumes are safely ventilated to prevent any danger to float riders. All fuel must be in approved containers. Allow a hot generator to cool 15 minutes before refilling. The sound from gas-powered generators should be muffled such as with a three-sided box, so as to not drown out the music.
9. **In the interest of safety...throwing candy, prizes, water guns, etc., from unit is prohibited.** Each unit must provide walkers to hand out such items. Unit walkers should only restock when parade unit is idle to ensure safety. Proper communication between the driver and walking restocking staff is extremely important.
10. Disposal of all float materials are the responsibility of the applicant.
11. If stormy weather, the parade will be canceled by 4 p.m. Cancellation notification will include parade sign postings, Chamber of Commerce voicemail, Chamber of Commerce website, KRWC radio, City of Buffalo cable channel and City of Buffalo and Chamber of Commerce's Facebook and electronic signs.
12. In the event the parade is canceled due to unforeseen circumstances, parade unit entry fees will not be refunded.
13. If you do not adhere to the parade rules & guidelines or parade officials, the Buffalo Days parade committee has the right to remove you and your unit from the Buffalo Days parade and participation in future parades.