



P.O. BOX 388 • ELKINS, WV 26241 • OFFICE: (304) 636-1824 • FAX: (304) 636-4020 • WWW.FORESTFESTIVAL.COM

August 7, 2017

Dear Parade Participant:

Plans are currently underway for the 81st Mountain State Forest Festival scheduled for September 30, 2017 through October 8, 2017 in Elkins, West Virginia. The festival is one of the state's oldest and grandest festivals, playing host to over 100,000 festival patrons and visitors annually. This year's theme is "Fall into Autumn Traditions!"

Our Grand Feature Parade is an approximate 2 mile, 2 hour parade featuring twenty or more bands, dozens of floats, special units and dignitaries. The Grand Feature Parade will be held Saturday, October 7, 2017.

This is your official invitation to participate in the 2017 Grand Feature Parade. Line-up will begin at ten o'clock. Please check in at Southern States to determine your location. The Antique Car Parade is set to begin at 1:00pm., followed by the Industrial Truck/Equipment Parade at 1:15 p.m., and finally the Grand Feature Parade at 1:30p.m.

Please find enclosed a Grand Feature Parade Application, Grand Feature Parade Rules & Regulations, and the Mountain State Forest Festival General Rules & Regulations. **Be sure to complete each, sign and date where necessary and return to the Mountain State Forest Festival Office as soon as possible, but not later than September 30, 2017.** You will be notified by e-mail of your acceptance on or before October 2, 2017. **Entries received after September 30, 2017 will NOT be accepted.**

We look forward to your participation in the 81st Mountain State Forest Festival. If you have any questions, please contact the festival office at 304-636-1824.

Sincerely,

Jodie Varner
Robbie Morris

2017 Assistant Directors

rmorris@forestfestival.com

____ Division

**Mountain State Forest Festival
Grand Feature Parade Application**

____ Location

APPLICATIONS MUST BE RECEIVED BY SEPTEMBER 30

I. Check the appropriate box.

____ Honor Division: Industrial and Log Truck

____ Special Unit (see classifications below)

____ Dignitary

____ Marching Band

II. Contact Information

*Name of Unit/Organization/Office _____

*Address _____

Street

City

State

Zip

*Name of Person in Charge _____

*Telephone Numbers: Cell _____ Home _____ Work _____

*Email Address (required and write legibly) _____

III. Classification for Honor Division and Special Unit: Check all that apply

A. ____ Non-Motorized Unit

1. ____ Number in Unit

2. Type of Unit: ____ Color Guard or Drill Team ____ Unicycle/Bicycle Unit ____ Clown
____ Special Music Group ____ Equestrian Unit

Description of Performance _____

B. ____ Motorized Unit

1. Type of Unit:

____ Convertible

List persons riding in the convertible with their title (you may attach information):

____ Other Motorized Unit

Description of unit and type of performance (you may attach information):

2. Insurance:

Name of Operator: _____

Name of Liability Insurance Company: _____

Policy Number: _____

*Any vehicle loaned by an automobile dealership not covered by automobile liability insurance provided by the dealership must be covered by automobile liability insurance provided by the driver.

C. Additional Information (Please attach):

A resume of activities, honors, etc. to assist with publicity and parade commentary and

A recent photograph of your unit

Please complete and return to:

**Grand Feature Parade Chairman
Mountain State Forest Festival
PO Box 388
Elkins, WV 26241
FAX: 304-637-4902**

Release: By signing this form, I release the Mountain State Forest Festival from any and all personal injury or property damage that I may incur as a result of my participation in the Mountain State Forest Festival

You will be notified of your acceptance by email by October 2, 2017

*Signature _____

*Date _____

Mountain State Forest Festival
Grand Feature Parade
Rules & Regulations

1. Specialty units will be considered in the following categories:
 - ◆ Non-motorized (color-guard/drill team, clown, equestrian, unicycle, bicycle, special music group)
 - ◆ Motorized (convertible, other)
 - ◆ Applications will be considered on the basis of entertainment value.
2. All applications must include:
 - ◆ Resume of related activities/events of the unit the past (3) three years.
 - ◆ Photo of unit.
 - ◆ Description of activity you will perform.
3. All paperwork for the Grand Feature Parade must be completed and returned to the Mountain State Forest Festival Office by September 30, 2017.
4. The Antique Car Parade will begin at 1:00 pm (line-up is in Riverbend Park). The Industrial Truck and Equipment Division will follow at 1:15 pm (line-up is on 11th Street). The Grand Feature Parade will begin at 1:30 pm (line-up is along South Davis Avenue).
5. All divisions must report to the line-up area by 10:00 am. Parade Director will be located near the Southern States parking lot. Please check-in as soon as you arrive. Float judging will begin at 11:00 am. If your float is not in its designated spot at that time, then the float will not be eligible for awards.
6. In order that the length of the parade may be maintained at an acceptable level, no more than two entries shall be allowed from any one organization without prior approval.
7. Officers or representatives of any social, civic, or fraternal organization must have prior approval and no more than one unit of officers from any organization will be allowed.
8. The mode of transportation must be approved.
9. **No individual running for any political office may ride or be represented in any way in Special Unit or other parade entry.**
10. There shall be no member of a marching unit less than **12 years of age.**
11. Plans for distribution of product, novelty items, candy or informational fliers must be submitted for approval by the parade committee. If approved, items will be distributed from outside (**NOT THROWN**) the vehicle or float throughout the parade route. Please see rule # 20 for consequences.
12. Industrial vehicles representing traditional forest products will be permitted to participate in the Industrial Trucks and Equipment Division. An application and prior approval are required.

13. Units must maintain a distance of 40 to 60 feet between parade units.
14. **All parade units must obey the instruction of parade officials in order to provide even movement of the parade as a whole.** These officials will be properly identified and have the authority to disqualify or eject entrants from the parade.
15. Participants of any unit are prohibited from walking or marching back through the line of march after disbanding.
16. Animal units agree to have appropriate debris removal personnel accompanying the unit throughout the entire parade route.
17. The Mountain State Forest Festival will not provide any driver/vehicle nor signage for any participant in the parade. Drivers **must be 18 years old.**
18. INSTRUCTIONS FOR THE END OF THE PARADE ROUTE: Please continue beyond the parade route and DO NOT STOP. Bands and floats should proceed past Hardees to regroup or to allow passengers to step off floats.
19. The Mountain State Forest Festival reserves the right to screen and reject or approve entries. The entertainment and enjoyment of parade viewers is of the utmost importance and the quality of each parade unit are very important.
20. Failure to comply with these rules and regulations may result in competitive disqualification, ejection from the parade, and removal from future invitation lists.

By signing below I indicate I have read the Rules & Regulations and understand each as they apply and have made a copy for myself/organization/business:

*Signature

*Date

**Mountain State Forest Festival
General Rules & Regulations
(*required field)**

- 1) Mountain State Forest Festival reserves the right to adjust locations in the event of inclement weather, inclement ground conditions or as needed.
- 2) All applications for specific events and entry fees must be received by the deadline set for specific event.
- 3) All applications will be reviewed by the designated Mountain State Forest Festival committee. Each exhibitor or vendor will be notified by mail/email if the application is accepted by the committee by the deadline advertised for that event.
- 4) All registration fees are non-refundable unless specified in the specific rules for that event.
- 5) A royalty will be charged to any vendor selling wears bearing the Mountain State Forest Festival and/or the official logo of the Mountain State Forest Festival.
- 6) Please note any special needs on your application. We will attempt to meet the special need, if any additional fees are required for your request we will notify you of the additional fee within two (2) weeks of receiving your application and fee.
- 7) The Mountain State Forest Festival, or any agent acting on its behalf, will not be responsible for damages to exhibitor's/vendor's displays, units or property.
- 8) The Mountain State Forest Festival reserves the right to advertise the presence of the exhibitor or vendor. The exhibitor agrees to hold the Mountain State Forest Festival and any agent acting on its behalf harmless from any advertising or other liability.
- 9) Unless otherwise agreed upon all hardware (i.e. electrical cords, tables, tents/canopy, coverings, lighting, etc.) is the responsibility of the Exhibitor/Vendor.
- 10) Alcohol is strictly prohibited at any Mountain State Forest Festival event without prior written permission from the Mountain State Forest Festival.
- 11) No merchandise depicting drugs, alcohol or tobacco may be sold, displayed or promoted at any Mountain State Forest Festival event without prior written permission.
- 12) No item used to consume drugs may be sold, displayed or promoted at any Mountain State Forest Festival event.
- 13) Mountain State Forest Festival reserves the right to request a vendor to remove any merchandise or display that the event organizers determine is unacceptable or inconsistent with the Forest Festival rules or philosophy.
- 14) Mountain State Forest Festival reserves the right to evict any person/organization/business for failure to follow the General Rules or the Specific Rules for each event.

By signing below I indicate I have read the General Rules & Regulations and understand each as they apply and have made a copy for myself/organization/business:

*Signature

*Date