



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

May 9, 2023

Dear Parade Participant:

Plans are currently underway for the 2023 Mountain State Forest Festival scheduled for September 30-October 8, 2023 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 will be "Endlessly Wild and Wonderful."

Our Grand Feature Parade is an approximately 2.5 mile, 2 hour parade featuring many bands, floats, special units and dignitaries. The Grand Feature Parade will be held Saturday, October 7, 2023.

This is your official invitation to participate in the 2023 Grand Feature Parade. Line-up will begin at 10:00 a.m. The Antique/Classic Car Parade is set to begin at 1:00 p.m., followed by the Industrial Truck/Equipment Parade at 1:15 p.m., and finally, the Grand Feature Parade will step off at 1:30 p.m. Please follow the signage located on 11th Street and in the Industrial Park for line-up instruction.

You will find enclosed a Grand Feature Parade Application, Grand Feature Parade Rules & Regulations, and the Mountain State Forest Festival General Rules & Regulations. **Please complete each, sign and date where necessary, and mail to the Mountain State Forest Festival Office or scan and email to MSFFgrandfeatureparade@gmail.com as soon as possible, but not later than Friday, September 22, 2023. We encourage early registration.**

YOU WILL ONLY BE NOTIFIED IF THERE IS A PROBLEM WITH YOUR REGISTRATION FORM. Please refrain from calling the MSFF office for line-up information or to see if your entry has been accepted; the information will not be available by phone. You should check in at the tent area in the Southern States parking lot on parade day for line-up details. Entries received after September 22, 2023 will not be included in the pre-printed line-up in the Inter Mountain. If you arrive on parade day to participate, your entry will be welcomed and added to the end of the final division. Thank you for understanding the importance of pre-registration.

Sincerely,

Jodie Varner
Keith Corley

2023 Assistant Directors

*****Please direct all parade inquiries to MSFFgrandfeatureparade@gmail.com, not to the Forest Festival office*****

MSFF GRAND FEATURE PARADE REGISTRATION

APPLICATIONS MUST BE RECEIVED BY SEPTEMBER 22, 2023

All inquiries and submissions should be directed to MSFFgrandfeatureparade@gmail.com, not the MSFF office.

Name of Group: _____

Directors (of Group): _____

Mailing Address: _____

City: State: Zip Code: _____

Phone: Web Address: _____

Cell Phone Contact: _____

Email Address: _____

Type of Entry: _____

(Float, Novelty, Military Branch, Dignitary, etc.)

Float Categories (circle one): Professional Amateur Fair/Festival

Other Categories of Competition (circle one): Drill Team Novelty Unit Dance Cartoon Character Marching/Musical

Visiting Royalty; Name _____ Title _____

Contact Person: _____ Phone: _____

Name of Fair/Festival that you represent; _____ Festival Dates: _____

Will your Festival be providing a float for you to ride? Yes No

Provide a brief description of your entry. _____

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.**

Additional Information (Please attach): A resume' of activities, honors, etc. to assist with publicity and parade commentary and/or a recent photograph of your unit.

Please complete and return to:
**Varner/Corley-Grand Feature Parade Chairmen
Mountain State Forest Festival
PO Box 388
Elkins, WV 26241**

Release: By signing this form, I release the Mountain State Forest Festival from all personal injury, illness (including COVID-19), or property damage that I may incur because of my participation in the Mountain State Forest Festival

*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)
2. All applications must include:
 - ◆ Resume of related activities/events of the unit over the past (3) three years.
 - ◆ Photo of unit (if available)
 - ◆ Description of activity you will perform or present.
3. All paperwork for the Grand Feature Parade must be completed and mailed to the Mountain State Forest Festival Office at P.O. Box 388 Elkins, WV 26241 or emailed to; MSFFgrandfeatureparade@gmail.com by September 22, 2023
4. The Antique Car Parade will begin at 1:00 p.m. (line-up is near Riverbend Park). The Industrial Truck and Equipment Division will follow at 1:15 p.m. (line-up is along 11th Street). The Grand Feature Parade will begin at 1:30 p.m. (line-up is along South Davis Avenue and side streets near and beyond Southern States).
5. One participant from each entry may report to the line-up area to check-in beginning at 10:00 a.m. The Parade Director will be located near the Southern States parking lot. Log Trucks go directly to log truck area on 11th St to check-in, they need not report to Southern States to avoid traffic congestion. Antique cars should go directly to Riverbend line-up area for check-in. All others please check in with hosts near the tent in Southern States parking lot.
6. In order that the length of the parade may be maintained at an acceptable rate, no more than two entries shall be allowed from any one organization without prior approval from the parade director.
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 permitted.
8. **No individual running for any political office/position may walk/ride or be represented in any way in a special unit or other parade entry. If the person is currently elected or appointed, they may participate as the current title.**
9. There shall be no member of any marching unit less than **12 years of age.**
10. Plans for distribution of product, novelty items, candy or informational fliers must be submitted for approval by the parade directors. If approved, items must be distributed from outside by those walking (**NOT THROWN FROM**) the vehicle or float throughout the parade route. Please see rule # 20 for consequences.

11. Industrial vehicles representing traditional forest products will be permitted to participate in the Industrial Trucks and Equipment Division. An application is required.
12. Units must maintain a distance of 40 to 60 feet between parade units. Please adhere to these lengths so as to avoid gaps in the parade.
13. **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.
14. Participants of any unit are prohibited from walking or marching back through the line of march after disbanding.
15. Animal units agree to have appropriate debris removal personnel accompanying their own unit throughout the entire parade route, disposing of debris in an appropriate manner.
16. The Mountain State Forest Festival will not provide any driver/vehicle nor signage for any participant in the parade unless the plan is made in advance of parade day. All drivers **must be 18 years old.**
17. INSTRUCTIONS FOR THE END OF THE PARADE ROUTE: Please continue beyond the Courthouse and DO NOT STOP. Bands and floats should proceed **To Hardees** to regroup or to allow passengers to step off floats unless otherwise directed by Grand Feature Parade Official. Please follow the instruction of Parade Officials in this area.
18. The Mountain State Forest Festival reserves the right to screen and reject or approve entries. The safety, entertainment and enjoyment of parade viewers is of the utmost importance and the quality of each parade unit is very important.
19. The Mountain State Forest Festival will be following all local, state, and federal guidelines related to the COVID-19 pandemic. Submission of your application for the Grand Feature Parade is your agreement to follow any safety protocols required by the Mountain State Forest Festival.
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

- 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. Participants 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 /vendor 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 Board of Directors.
- 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 or promote violence 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) The Mountain State Forest Festival will be following all local, state, and federal guidelines related to the COVID-19 pandemic. Submission of your application for the Grand Feature Parade is agreement to follow any safety protocols required by the Mountain State Forest Festival.
- 15) 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