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July 25, 2016

Dear Parade Float Participant:

Plans are currently underway for the 80th Mountain State Forest Festival scheduled for October 1 through October 9, 2016 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 "Celebrate!"

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 8, 2016.

This is your official invitation to participate in the 2016 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.

Please find enclosed a Grand Feature Parade **Float** Application, Grand Feature Parade **Float** Rules & Regulations and the Mountain State Forest Festival General Rules & Regulations. **Be sure to complete, sign and date the application, the event rules and the MSFF General Rules & Regulations and return** to the Mountain State Forest Festival Office as soon as possible, but **not later than October 1, 2016**. You will be notified by e-mail of your acceptance on or before October 1, 2016. **Entries received after October 1, 2016 will NOT be accepted.**

We look forward to your participation in the 80th Mountain State Forest Festival. If you have any questions, please contact the festival office at 304-636-1824.

Sincerely,
Robin Miller
Robbie Morris

2016 Assistant Directors
rmiller@forestfestival.com
rmorris@forestfestival.com

_____ Division

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

_____ Location

APPLICATIONS MUST BE RECEIVED BY OCTOBER 1

- Parade Participation Only (will ***not*** be judged and will ***not*** be eligible for prizes)
 - Parade **and** Competitive Entry (will be judged and will be eligible for prizes)
- (Check only 1 category)

*Name of Float Sponsor _____

*Address _____
Street City State Zip

*Sponsoring Group's Background Information and Organizational Purpose:

*Name of Person in Charge/Float Award Recipient: _____

*Telephone Numbers: Cell _____ Home _____ Work _____

*Email Address (required and write legibly) _____

Construction Classification:

_____ Professional Float (Name of Professional Float Builder _____) OR
_____ Amateur Float

Description and Theme of Your Float (Photo or sketch must accompany application to be eligible for judging):

_____ **The float will contain music (yes or no)**

Type of Towing Vehicle: (Sponsor is required to provide pull vehicle and driver)

_____ Motorized _____ Non-Motorized _____ Horse Drawn _____ Self Propelled

Driver Information

Name _____ Driver's License # _____

*This will be verified at parade check-in. Be sure the driver brings his/her license.

Name of Liability Insurance Company _____

Policy Number _____

*Any pulling 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 or the float sponsor.

Please complete and return to:

**Grand Feature Parade Chairman
Mountain State Forest Festival
PO Box 388
Elkins, WV 26241
FAX: 304-636-4020**

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 1, 2016.

*Signature _____

*Date _____

Mountain State Forest Festival
Grand Feature Parade
Float Rules & Regulations

I. GENERAL INFORMATION

A. Any group or individual can build or obtain a float from any source and enter it in The Grand Feature Parade, if issued an invitation and if all rules and regulations herein are met.

B. Those potential float sponsors not receiving an invitation through our regular mailing may request an invitation by contacting:

Grand Feature Parade Chair
Mountain State Forest Festival
PO Box 388
Elkins, WV 26241
Phone: 304-636-1824
www.forestfestival.com

C. Floats may be entered in the parade as participants only or they may be entered as a competitive float (these floats will be considered for judging and eligible for prize money and recognition-see criteria below). The parade float application for participation or competition must be completed and returned to the parade committee chair by October 1. Notification of acceptance by email will take place no later than October 1. No verbal float entries will be accepted.

1. Amateur floats are purchased and constructed by a business or organization.
2. A professional float is rented or purchased from a professional business. Local float rental sources include (but not limited to) Shaw Parades in Maryland (www.shawparades.com) or Custom Floats Unlimited in Ohio (330-339-7776).

D. It is suggested that you attempt to build a float that reflects the annual theme of the festival, as listed in the letter of invitation.

E. No political or controversial issues may be represented or alluded to in any way on any float.

F. No individual running for political office may ride or be represented in any way on any float.

G. All vehicles used to pull a float must be properly insured. This information is on the float application.

H. All floats must be in their line-up position by 10:00 am on parade day.

- I. All float entrants must obey the instruction of parade officials in order to provide event movement of the parade as a whole. These officials will be properly identified and have authority to disqualify or eject entrants from the parade.
- J. A distance of 40 to 60 feet must be maintained between any two entries.
- K. Floats are not allowed to stop during the parade.
- L. In case of mechanical difficulties, the float must be moved to the right side and out of the parade flow as quickly as possible, so a gap will not be created in the parade.
- M. Float riders must remain on the float through the entire parade. Exception: Appointed Jesters in the Court of Queen Silvia.
- N. Failure to comply with the rules and regulations may result in competitive disqualification, ejection from the parade, and removal from future invitation lists.
- O. The Mountain State Forest Festival reserves the right to screen and reject or approve all entries. The entertainment and enjoyment of parade viewers is of the utmost importance and the quality of each unit are very important.

II. STRUCTURE

- A. Decorated automobiles, trucks, station wagons, boat trailers, scooters or motor bikes are not considered floats and will not be accepted to participate in the parade. Log trucks, representing the lumber industry, are an exception to this rule and are addressed on the Grand Feature Parade application for the Honor Division.
- B. Float Dimensions
 - 1. Maximum of 40 feet in length, excluding the towing vehicle.
 - 2. Maximum of 12 feet in width.
 - 3. Maximum of 12 feet in height.
 - 4. The rigid part of the float structure must have at least 12 inches in ground clearance.
 - 5. A builder or sponsor may request, in writing, an exception to these measurements, by explaining the function and need for excessive dimensions. Large floats should not cause any delay in their movement through the parade.
- C. ANY FLOAT CONSIDERED UNSAFE WILL NOT BE ALLOWED IN THE PARADE.

III. SAFETY

- A. Plans for distribution of product, novelty items, or informational fliers, will be submitted for approval by the parade committee. If approved, items will be distributed from the sides **(NOT THROWN)** off the float during parade route to ensure crowd safety. Candy MAY NOT be thrown from the float.

B. THE USE OF ALCOHOLIC BEVERAGES BY DRIVERS, AS WELL AS RIDERS, BEFORE AND DURING THE PARADE, ARE PROHIBITED.

C. If any children under the age of 12 are riding on a parade float, AT LEAST ONE ADULT MUST accompany float driver in towing vehicle throughout the parade. Children under 12 must ride a float and are not allowed to walk or march.

D. Safety devices must be incorporated into the float for each rider, whether seated or standing.

IV. PULLING VEHICLES

A. Floats must be pulled by cars, pick-up trucks or 4-wheel drive vehicles (washed on parade day).

B. Advertising WILL NOT BE ALLOWED on pulling vehicles. Only company name will be permitted.

C. No dealership promotional signs will be allowed except for official vehicles or drivers for float entries.

D. PLEASE NOTE: The Mountain State Forest Festival will not provide pulling vehicles or drivers for float entries.

E. All drivers pulling floats MUST be at least 18 years of age or older.

F. END OF PARADE INSTRUCTIONS: Please continue beyond the parade route and DO NOT STOP or disembark or disassemble your float at the end of the parade area. Proceed past Hardees to allow your riders to disembark. Floats may not park in this area.

V. JUDGING

A. Eligibility for float judging is based on:

1. Submission of the complete float application and signed rules and regulations.
2. A detailed description of the float. Include the names or titles/positions of the people who will be on the float. Optional: drawing, sketch or photo of the float.

B. Classification: Professional or Amateur

1. A professional float is rented or purchased from a commercial professional float builder.
2. An amateur float is one in which the sponsoring group designs, builds and decorates their own float.

C. Parade Adjudication:

Originality.....	20 Points
Use of Color.....	15 Points
Spectator Appeal.....	30 Points
Excellence of Design.....	20 Points

Execution of Festival Theme..... 15 Points

D. Judging Times and Locations (your contact person will be emailed your division and time slot the during Festival week)

1. Division I: 11:00-11:10
2. Division II: 11:15-11:35
3. Division III: 11:40-12:00
4. Division IV: 12:05-12:25

E. All float riders must be in costume and on their float at the proper time in order for the float to be eligible for judging. If music is an integral part of your float presentation, then please have it playing at the proper time. You may not complete your float during the judging process. If your float is not ready, then it will not be judged, no exceptions.

F. Floats will not be judged during the parade.

G. Floats will be judged by impartial judges working independently.

H. Float Judges Decisions are final.

I. The official list of awards will be completed for announcement by 1:30 p.m.

J. Awards

1. Grand Silvia Award: This award goes to the organization sponsoring the float that has earned the highest number of points. The winner will receive \$300.
2. Director General's Award: this award goes to the organization sponsoring a professional float that has earned the highest number of points after the Grand Silvia Award. The winner will receive \$200.
3. President's Award: this award goes to the organization sponsoring an amateur float that has earned the highest number of points. The winner will receive \$200.
4. Parade Marshal's Award: this award goes to the organization sponsoring an amateur float that has earned the second highest number of points. The winner will receive \$175.
5. Maids of Honor Award: this award goes to the organization sponsoring an amateur float that has earned the third highest number of points. The winner will receive \$125.

K. Distribution of Awards

1. Winning floats will have a placard/magnet placed on the float's towing vehicle driver and passenger side doors to acknowledge the award. **These placards/magnets must be returned at the end of the parade route to a MSFF parade official.**
2. Winning floats will also receive recognition IN THE FOLLOWING YEAR'S PROGRAM.
3. Each winner will also receive a maple leaf plaque along with their monetary prize.

4. Monetary prizes and plaques must be picked up at the MSFF office located at 101 Lough Street. **If no official recipient is listed as requested on the entry form or if the placard/ magnets are not returned, the award will be forfeited.**

By signing below I indicate I have read the Mountain State Forest Festival Grand Feature Parade 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