



LibertyFest 2018 Parade



(1)

Edmond's 4th of July Festival,
P.O. Box 1776 Edmond, OK 73083

Time: START TIME – 8:45 am (UCO Campus)
9:00 am Downtown Edmond

Date: Wednesday: July 4, 2018

Staging Area: University of Central Oklahoma Campus
North of 2nd St. off Baumann St., Edmond, Ok
(South East Side of Campus)

www.libertyfest.org

E-mail: libfestparade@aol.com

Fax: 405-724-5013

Theme: “Rockin’ 4th of July “

Would You

Believe? Over 50,000 spectators line the 1.5 mile tree-lined Parade route to watch the greatest July 4th Parade in Oklahoma. Bands, floats, marching groups, antique and classic cars, clowns, Round-Up clubs, Shriners and more provide color and excitement to our annual Parade.

Entries: If you have a ★ *Crowd-pleasing, Fun, Patriotic, Family Oriented or Entertaining Entry*, LibertyFest can supply the **LARGEST AUDIENCE** in the State. Make your plans today to be a part of the best “**moving show**” in Oklahoma.

All entries are subject to the approval of the LibertyFest Parade Committee.

NO ENTRY FEES

Awards: Over \$1,750 in prize money and awards will be awarded to qualified winning entries. Please use the enclosed return envelope. Judged categories are as follows:

- Float-Civic/Non Profit: (Only not for profit groups)
- Horse/Animal-drawn Wagon/Buggy: Individual and Commercial Sponsored
- Marching/Walking Group(s)
- Vintage/Classic Cars: Individual and Car Clubs/Groups
- Equestrian/Horse Group/Roundup Clubs
- Specialty Units: Entries that are unique, special, do not fit in any other category

A representative of your entry must attend the awards ceremony at approximately 11:30 am after the Parade. (West side of the UCO Library located at the corner of Ayers and University St.)

Decorations: Use of Theme, Flags, Decorations, Music and Animation will enhance your chances for awards.

★ Sign and return your completed entry form as soon as possible. All entries are subject to the approval of the Parade Committee. ★ **All UNSIGNED and/or INCOMPLETE ENTRIES WILL NOT BE CONSIDERED.** Final line-up information will be mailed approximately seven (7) days prior to Parade day. **PLEASE READ** the rules and regulations attached to this letter.

ENTRY DEADLINE FOR PUBLICATION IN
THE
LIBERTYFEST FESTIVAL GUIDE

Saturday June 2, 2018



FINAL ENTRY DEADLINE

Friday June 8, 2018

★ Keep pages 1-4 for your information and reference ★

LibertyFest Parade Safety Rules & Regulations (2)

1. **ENTRY FORMS** received from prospective entrants are APPLICATIONS only. The Parade Committee reserves the right to refuse any Entry into the Parade that is not tasteful and does not meet the general purpose of the Parade or is otherwise offensive. All Parade entries and individuals must have an **approved entry form or other approval to participate in the Parade or to add to or change entries.** Entry forms that did not meet the entry form deadline will not be considered. Parade entrants agree to abide by all rules and decisions of the Parade Committee. Any misrepresentation or failure to abide by the Parade Committee rules, are grounds for denying participation in the Parade or removal from the Parade. Decisions of the Parade Committee are final and not subject to review by any other body.
2. **REVIEWING STAND/JUDGING:** The Parade Reviewing Stand is located on Broadway between Main & First in downtown Edmond. All Parade entry judging will be conducted as entries pass “in-review” by the reviewing stand. Please **DO NOT STOP** in front of the reviewing stand unless directed to do so by a Parade Official. Seating on the reviewing stand is by invitation only.
3. **CONDUCT AND MOVEMENT:** All entries and support personnel in the staging/lineup area and along the Parade route will be monitored by Parade Marshals and subject to their control. Each entry is assigned a line-up number. **DO NOT** change line-up position or number unless directed to do so by a Parade Official.
4. **STRICTLY PROHIBITED: Throws and Handouts:** Handing out or the distribution of any item from the Parade entry or on the street along the Parade Route is prohibited. **Shooting water guns or water cannons, throwing water balloons, use of bubbles or bubble machines** or the discharge of any liquid is **PROHIBITED**. The discharge of **fireworks or firearms** is **PROHIBITED**. Alcoholic beverages are not allowed on or around the entry. The unauthorized use or distribution of drugs (as set by Local, State and Federal Law) is strictly prohibited.
5. **SAFETY:** (a) Individuals and organizations in the Parade and in the staging area are expected to act courteously, in good taste and with Safety in mind **AT ALL TIMES** during the formation, execution and dismissal of the Parade. Once an entry has started down the Parade route, riders are to stay on board, do not get off and on. (b) Barriers, stands or handholds are required for riders on floats. (c) The Parade Committee, Safety Engineer and Fire Marshal reserve the right to inspect and approve or disapprove all towing packages, entries or floats for any fire or safety hazard. All entries are required to have a Class ABC fire extinguisher on board. (d) Smoking is not allowed on any parade vehicle or entry. (e) A cellular device is not permitted to be used by the operator of any parade entry. (f) **Members of your entry cannot walk over to and interact with the crowd. This pulls people into the street and is not safe.** All entries are required to correct any deficiencies before they can participate in the Parade.
6. **HELMETS** are required by all riders/passengers under the age 18 years on any bicycle, scooter, motorcycle, ATV or other similar vehicle or device. **NOTE:** Tricycles and skateboards are not allowed.
7. **PARADE UNIT HEIGHT:** The unit cannot have an element higher than 13 ft.-6 in. from the ground to provide clearance of overhead wires and traffic lights.
8. **CHILDREN:** Due to the July heat and the length of the Parade route, we are very concerned about the safety and health of any children in the parade. Any child under the age of 6-years old cannot walk or ride a bike in the Parade. **PARENTS:** You will not be able to drive into the staging/line-up area to drop off your child. If at all possible, meet your child’s entry on the east side of the UCO campus (E. Main St. and Bauman) **outside** of the staging/line-up area. Otherwise, you will have to walk your child into the staging/line-up area to meet your entry.
9. **INSURANCE:** LibertyFest and the City of Edmond require all entrants to provide the Parade Committee proof of insurance that will cover their participation in the Parade. The requirement is easy to fulfill and is absolutely necessary.
 - (a) **Cars, Trucks, Motorcycles, Antique and Vintage Cars:** Any vehicle licensed to operate on the road must have insurance. A copy of your “State of Oklahoma Security Verification Form” must be submitted to the Parade Committee.
 - (b) **Floats (pulled by a car, truck or other vehicle):** A copy of the “State of Oklahoma Security Verification Form” for the pulling vehicle must be submitted.
 - (c) **Organizations:** Civic, Fraternal, Non-Profit, Local, state and National Organizations are generally covered under an insurance policy. A copy of the binder or cover sheet that shows a current policy is in force is all that is needed.
 - (d) **Individual, Marching or Walking Groups, Equestrian Units and Specialty Units:** Your home owners policy generally would cover your liability in the Parade. Submit a copy of the cover sheet of your current Policy.

**If you have questions concerning the insurance requirements for the Parade,
Check with your insurance agent or contact the LibertyFest Parade Committee.**

10. **POLITICAL:** LibertyFest is a non-profit/nonpolitical organization under Section 501 (c) 3 of the Internal Revenue Code and is **prohibited from participating or intervening in political activities.** Current office holders are allowed to enter the parade. Only signs on either side of the car or entry showing their name and current office are permitted. The office holder cannot campaign for re-election or for another office. **Individuals or organizations who try to use the parade to further their own or other Political campaigns will not be permitted to participate in the parade.**

If YOU have a crowd-pleasing, fun, patriotic, family oriented and entertaining entry, LibertyFest can supply the LARGEST AUDIENCE in the State.

Over \$1,750 in prize money and awards will be awarded to qualified, winning entries. Enclosed you will find entry information and an entry application. You must choose and enter in a specific category and have your entry form in by the FINAL Friday June 8, 2018 deadline. (Saturday, June 2 is the deadline for entries to be included in our annual Festival Guide)

What Wins?? Use of theme, lots of decorations, colorful theme or period costumes, plenty of red-white and blue. We are celebrating the Birthday of this great nation and the Heritage of this fine state.

Float (Civic/Non-Profit)

- 1st Place \$200.00 plus trophy
- 2nd Place \$100.00 plus trophy
- 3rd Place \$ 50.00 plus trophy
- 4th Place \$ 25.00 plus trophy

Equestrian/Horse Group/Clubs

- 1st Place \$100.00 plus trophy
- 2nd Place \$ 50.00 plus trophy
- 3rd Place \$ 25.00 plus trophy

Vintage/Classic Car (Individual)

- 1st Place \$50.00 plus trophy
- 2nd Place \$25.00 plus trophy

- 3rd Place \$15.00 plus trophy

Marching/Walking Unit(s)

- 1st Place \$50.00 plus trophy
- 2nd Place \$25.00 plus trophy
- 3rd Place \$15.00 plus trophy



Specialty Unit Entries

- 1st Place \$100.00 plus trophy
- 2nd Place \$50.00 plus trophy
- 3rd Place \$25.00 plus Trophy

Horse/Animal-drawn Wagon/Buggy (Individual)

- 1st Place \$50.00 plus trophy
- 2nd Place \$25.00 plus trophy
- 3rd Place \$15.00 plus trophy

Vintage/Classic or Other Car Clubs or Groups

- 1st Place \$50.00 plus trophy
- 2nd Place \$25.00 plus trophy

Award Ceremony

At the UCO Library.
(Ayers and University Street) after the Parade.
(Approximately 11:30am)

Remember

Decorate, Decorate, Decorate

Dress for the heat

Have plenty of water

NO handouts or throws

NO use of cellular devices

NO smoking

NOTHING political



Each award category has judging criteria. A total of 10 points for each criterion (with 10 being the highest)

FLOATS: Civic Non-Profit/Commercial Sponsored:

1. Fully Decorated, Theme Oriented, Unique, Crowd Pleasing, Patriotic and Fun.
2. **One (1) FLOAT** with riders or walkers will be allowed per entry.
3. Riders on the float must have hand-holds for safety.
4. Trailer hitches must be secure and sufficient to handle the trailer being pulled.
5. Points (1-10) awarded for the following: Theme, Costumes, Patriotic, Originality and Level of decoration.

MARCHING GROUPS/BANDS:

1. Uniformed, costumed or theme oriented groups are welcome.
2. Marching Band uniforms are not required (too hot).
3. **Meet, park and assemble** in the parking lots at the UCO **Wellness Center/Fieldhouse**. Enter off of University Drive north of Ayers Street. 1
Your assembled group will be directed to your lineup number by a Parade Marshal.
4. Points (1-10) awarded for the following: Uniforms/Costumes, Presentation, and Patriotic/Colorful.

EQUESTRIAN/HORSE GROUP/ROUND-UP-CLUBS:

1. Organized groups, uniformed, costumed or theme oriented riders are welcome
2. Individual riders must be uniformed or costumed.
3. Only experienced riders and their horses are allowed.
4. Meet your group, unload and prepare your horses in the parking lots located on the east side of Wantland Field (UCO football stadium) adjacent to Chowning Street. **Enter Chowning street from the North at University Dr. or Danforth St.** Parade Marshals will direct you to your line-up number and final staging in the Parade.
5. Points (1-10) awarded for the following: Horses/Tack clean, Uniforms/Costumes, Street presentation.

HORSE/ANIMAL-DRAWN WAGON/BUGGY: Individual and Commercial sponsored:

1. We are looking for quality, well maintained wagons with experienced drivers and horses.
2. Meet your group, unload and prepare your wagons/buggies in the parking lots located on the east side of Wantland Field (UCO football stadium). **Enter Chowning from the north at University Dr. or Danforth St.**
3. Points (1-10) awarded for the following: Horse/Tack clean, Uniforms/Costumes, Street presentation.

CARS/MOTORCYCLE(S): Groups, clubs, individuals:

1. Vintage, classic, unique individual cars, car clubs or car groups are welcome.
2. **ALL** car clubs/groups (3 or more cars/vehicles) will drive two (2) abreast in the Parade.
3. **NO FOR SALE** signs or Political signs.
4. Points (1-10) awarded for the following: Original/Unique/Neat/Clean, Patriotic, and Level of restoration.

SPECIALTY ENTRIES:

1. Entries in this category are **unique/special** and do not fall under any of the other entry categories.
2. This category is an opportunity for you or your group to be creative, unique, fun and entertaining.
3. Points (1-10) awarded for the following: Original/Unique "special", Patriotic/Decorated, Crowd appeal.

REVIEWING STAND

1. The reviewing stand is located in downtown Edmond south of the corner of Main St. and Broadway.
2. **Do not stop** in front of the reviewing stand unless directed to do so by a Parade Official.

Staging and Entry Information

START TIME: 08:45 a.m. UCO Campus, 9:00 a.m. Downtown Edmond

The **ALL** volunteer LibertyFest Parade Committee is working hard to produce the best Parade ('**moving show**') in Oklahoma for the 4th of July. Your help and cooperation is greatly appreciated during the planning, staging and running of the Parade.

The following information concerning the entry categories and Parade day staging is important as you consider your level of Participation in the LibertyFest Parade. It is extremely important that **ALL** persons associated with your entry are notified of the Parade **dates, time, parking restrictions, pre-staging locations** and the **Parade rules and regulations**

- TIME:** 0600-0800 am: Pre-staging areas open for all entries to meet, park and prepare entry.
 0630-0800 am: **Finished entries only** can proceed to their lineup number in the main staging area under the direction of the parade marshals.
 0800 am: **ALL** entries are to be on their number in the final lineup area NLT 8:00 am.
 0845 am: **PARADE STARTS FROM UCO.** First entry to hit downtown at 9:00am.

PRE-STAGING: Parking lots have been set aside on the UCO campus to provide a staging area for **ALL** parade entries. The parking lots are located along Bauman Street South of Ayers, Chowning street North of Ayers and the UCO Wellness Center. Once we determine your type of entry, as noted on the entry form, the Parade Committee will send to you **staging information for your particular entry.** **ALL** entries will meet at their specific pre-staging area before being directed to move onto the Parade route.

FLOATS AND SPECIALTY UNITS: Pre-staging is located at Bauman and Main St. South of Ayers street and North of Second Street. Your entry will pre-stage in this parking lot (meet, park, unload, prepare, decorate and finalize your entry). Notify **ALL** riders and walkers to park and meet the entry at this parking lot. **After final** preparations are complete for your entry, proceed to the **MAIN STAGING** area in the parking lot located on the North and East end of the Pre-staging lots. (line-up maps and final information will be mailed to you before Parade day). You will **not be allowed** to bring extra vehicles or personal vehicles into the **MAIN** staging area.

NOTE: You **cannot** enter the Parade staging areas from the **WEST SIDE** of campus at Ayers St. and University Dr. Ayers St. will be **CLOSED**.

THROWS/HANDOUTS: Throwing, handing out or the distribution of any item from the parade entry or on the street along the Parade route is **STRICTLY PROHIBITED.** This includes shooting water guns or water cannons, throwing water balloons or the discharge of any kind of liquid. The **discharge of fireworks or firearms** is also **PROHIBITED.** Alcoholic beverages are not allowed on or around the entry.

POLITICAL: We are a 501 (c) 3 non-profit/nonpolitical organization. **We cannot allow** the display of political signs or clothing, playing of political music, giving or playing speeches, give out brochures or pamphlets or allow body paint in support of or in opposition to any political candidate, party or issue.

HELMETS are required by all riders/passengers under the age of 18 years of any bicycle, scooter, go cart, motorcycle, ATV or other similar vehicles or device. Tricycles and skateboards are not allowed.

JUDGING: All parade entry judging will be conducted as entries pass "in review" by the reviewing stand. Please **DO NO STOP** in front of the reviewing stand unless directed to do so by a Parade Official.

Awards Ceremony: The awards ceremony will be held on the West side of the **UCO Library** at approximately **11:30 am (after the parade).** A **representative of your entry must be present to receive any cash awards.**

