



City of Annapolis
Office of the Mayor
 160 Duke of Gloucester Street
 Annapolis, MD 21401-2517

SpecialEvents@annapolis.gov • 410-263-7996 • Fax 410-216-9284 • TDD use MD Relay or 711 • www.annapolis.gov

Annapolis Memorial Day Parade 2012

Honor Our Veterans with Your Participation!

Our Annapolis Memorial Day Parade is a patriotic recognition of those who have served and are serving our nation. The Parade is a service to Annapolis by the Memorial Day Parade Committee and the City of Annapolis. If you are a veteran and wish to help our City honor all veterans, please consider joining our Annapolis Memorial Day Parade Committee! Contact Special Events per above.

For the safety of our participants and for the purpose of honoring our veterans, **these regulations will be enforced.** Please take a minute to review the Parade Regulations before submitting your entry form. All participants in the parade are expected to adhere to these regulations and failure to do so may result in ejection from parade participation.

Regulations

1. **Date and time:** Monday, May 28, 2012, **10:00a.m. – sharp!**
2. **Cancellation:** In the event of *severe* rain, thunder, lightening, etc. the parade will be canceled and will not be rescheduled.
3. **Entry fee:** No entry fee is charged.
4. **Line up:** Parade units will be assigned placement by the Parade Committee. **Line-up begins at 8:30a.m.**
 - Units will be notified of their assignments via email. **We must have an email for line-up notification.** If we do not have an email, you will receive your line-up location the day of the parade.
 - The Parade Committee reserves the right to revise unit placement during parade line-up on Parade Day.
 - Units must keep to their assigned location during the parade, keep the parade pace and maintain no less than 30 feet (2 car lengths) between each unit.
5. **Route:** The staging area will be along Amos Garrett Blvd. Parking for non-parade vehicles will be Maryland Hall, 801 Chase Avenue. The parade will proceed through the City's Downtown area, beginning on Amos Garrett Blvd, making a right turn on West Street, proceed the WRONG WAY around Church Circle, down Main Street, turn left on Randell Street and the Parade will end at Market House.
 - Motorized units must proceed PAST Market House and proceed out of the area to disband.
 - Units on foot MUST turn right onto Dock Street and disband there.
6. **Registration:** Registration is by completion of the "Memorial Day Parade Entry Form." All Entry Forms must be received by the date noted on the form. Entry Forms may be submitted by email, fax or dropped at the addresses noted on the Entry Form. **All units MUST BE pre-registered.** Walk-up units will NOT be permitted to participate.
7. **Entries:** The Memorial Day Parade is open to many different units, including color guards, floats, marching units, emergency vehicles, and any other unit that wishes to honor our veterans with their participation.
 - All entries must be in good taste, suitable for a family event and show respect to other parade participants. Improper use of the American flag is strictly prohibited.
 - Signs carried or on other items or persons must be specifically related to honoring our veterans. For example, you may say "ABC Company Honors those who Serve" or "XYZ Associates Honors our Fallen Heroes."
 - Elected officials or candidates for public office **CANNOT** wear campaign attire, buttons or other advocacy paraphernalia nor can campaign signage be used to decorate any float, vehicle or other items; nor can campaign literature be passed out while marching in the Memorial Day Parade.

- Vehicle units agree to provide rides for veterans or other parade participants if requested. Each vehicle must be legally registered, insured and road safe.
 - Car clubs are welcome and are limited to ten (10) vehicles per entry. One entry form per club.
 - All entries must keep moving and in line of march at all times. No exceptions. Units cannot stop along the parade route at any time or for any reason.
 - No items may be thrown from parade units. If you wish to hand out items, they must be approved in advance by contacting Special Events at specialevents@annapolis.gov.
 - Horses and dog units must clean up after the animals as the parade progresses.
 - No alcoholic or other intoxicating beverages or controlled substances may be consumed, carried, or possessed by parade participants during the event.
8. **Safety/Security:** Due to heightened security awareness, all vehicles are subject to search. No real weapons are permitted. Replica weapons must be noted on the Entry Form and **MUST BE APPROVED** by the Fire Marshal's office: 410-263-7975.

Please complete the enclosed Parade Entry Form and return it by **Wednesday, May 23, 2012**. **ENTRIES WILL NOT BE ACCEPTED AFTER THIS DATE.** Email, fax or mail your entry to: **Memorial Day – Parade Entry**

Email: specialevents@annapolis.gov

Fax: 410-216-9284

Mail to: Special Events, 160 Duke of Gloucester St., Annapolis, MD 21012

We look forward to seeing you in the Parade!

Michelle LeFurge
Development/Special Projects Coordinator, Office of the Mayor
Phone: 410-263-7996



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Memorial Day Parade Entry Form
Monday, May 28, 2012 – 9:00 a.m.

Please return form no later than **May 23, 2012.**

Please read the Rules and Regulations before submitting this entry form.

Name of Organization/Unit _____

Name of Contact Person _____

Organization/Business Name _____

Address _____

City _____ ST _____ Zip _____

Telephone, Day _____ Cell _____

Fax _____ Email _____

Number of Parade Participants _____ Number of Vehicles _____

Please give a brief description of what your organization will be doing in the parade (marching unit, color guard, float, display, horses and riders, motorized vehicles, etc.). This information is **very important** for the Parade Marshals in determining the appropriate order of lineup.

Special Note: The dimensions of floats and oversized vehicles is less important that the turning radius. However, there are a few particularly narrow streets along the route. Please plan accordingly.

Comments

For more information, contact the Special Projects Coordinator, 410-263-7996 or email address above.