



Kailua Chamber of Commerce
68th Annual Independence Day Celebration

P.O. Box 1496, Kailua, Hawaii 96734

Phone: 261-7997

www.kailuachamber.com

Office-use only

Ap_____

Fee_____

Nar_____

PARADE PARTICIPANT APPLICATION

Date: Friday, July 4, 2014

Time: In your staging area by 9:00 a.m. Parade begins at 10:00 a.m. Finishes about noon.

Deadline: May 30, 2014 for discounted fee; June 20, 2014 final deadline ***NO EXCEPTIONS***

**all units are required to display the American Flag (of any size)*



THIS YEAR'S THEME: We Salute Kailua !!

Name of Business
or Club/Organization: _____

Contact Person: _____

E-mail (required): _____

Mailing Address: _____
City State/Zip code

Phone (work): _____ Phone (home): _____ Cell: _____

<u>Type of Entry:</u>	<u>Fee by May 30th</u>	<u>May 31st to June 20st</u>
Non-profit organization	\$80	\$120
Commercial	\$275	\$325
Campaign	\$450	\$550
Marching Band	No fee	No fee
Military / Veterans	No fee	No fee
Horse Units	No fee	No fee

20% DISCOUNT FOR KAILUA CHAMBER OF COMMERCE MEMBERS!

Number of people in your entry (required): _____ Number of vehicles in your entry (required): _____
Would like to use 2013 narrative: Yes ____

Judging Categories: (select ONE in which you wish to be judged)

Military/Veterans Unit ____ Float Unit ____ Non-Profit Unit ____ Commercial Unit ____
Dancing/Music Unit ____ Band Unit ____ Senior Marching Unit ____ Junior Marching Unit ____

PLEASE COMPLETE YOUR APPLICATION AND MAIL WITH YOUR PAYMENT TO THE ADDRESS LISTED AT THE TOP OF THIS PAGE. THEN EMAIL YOUR NARRATIVE TO:

KCOC@KailuaChamber.com

AS SOON AS ALL THREE ARE RECEIVED YOU WILL BE ADDED TO THE PARADE LINE-UP. NARRATIVE FROM LAST YEAR CAN BE USED...PLEASE INDICATE ON APPLICATION FORM.

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MANDATORY

Completed application, payment and narrative must be received before entrant's name is added to parade line-up. Early bird deadline 5/30/2014. FINAL deadline 6/20/2014. (USPS postmark date)

Participant's **MANDATORY** meeting on **Wednesday, June 25th, at 7:00 p.m. at the Kailua Intermediate School Cafeteria**. Your parade packets, including your parade position and staging area information, will be distributed at that time. At least one representative must attend per entrant application. **Any entrant that does not pick up their participant packet will be removed from the parade lineup and the entry fee will not be refunded.** After a short meeting you are to check in with the volunteers assigned to the ***STREET*** name you are assigned to.

Narrative (100 words or less) is required for the emcee to use in announcing your entry. All narratives must be submitted electronically to KCOC@KailuaChamber.com. All narratives are subject to editing.

Gates at Kailua Intermediate School will open at 7:00 am. There will be shuttle buses available to take you to your staging area from 7:00 am until 9:00 am. No animals are allowed on the shuttle buses. ***Everyone MUST be in their staging area no later than 9:00 a.m.*** Kainalu Drive will be closed by the Honolulu Police Department promptly at 9:00 a.m.

The Parade Committee will have sole & final discretion as to which type of entry category your group is in. As a family and community event, we reserve the right to refuse participation to anyone who has offensive or inappropriate types of entries. All walking units must have a form of entertainment (e.g., music or clowns).

SAFETY

Once your unit arrives at its designated street, be prepared for a wait. We suggest that hats, sunscreen, comfortable clothing, water and cold drinks be available to your group. The route is about 1½ miles long and there is no shade available. The bathrooms at Kainalu Elementary School at Kaha Street will be open until noon. Kailua District Park bathrooms will be open.

Children are to remain in or on moving vehicles **at all times**. Absolutely no going on and off moving vehicles will be allowed. Units that include children 5-13 years of age must have an adult to child ratio of 1 adult per 10 children. Units that include children under the age of 5 must have 1 adult per 2 children. Parade ushers will be clearly identifiable with labeled t-shirts and badges along the parade route and will have radios available for any emergency that might arise. **Please do not toss any items from floats or vehicles.**
***** Your organization is responsible for the safety of your participants *****

PARKING

Parking is available at **Kailua Intermediate School until 1:00 p.m.**, at which time the parking lot gates will be locked. **Vehicles left in lot will be towed away at owner's expense.** Parking in front of the loop is reserved only for horse trailers, buses, equipment trucks, the Royal Hawaiian Band members and vehicles with handicap tags. No other vehicles will be allowed to park there, as the area is needed for the large floats to maneuver and off-load after the parade. **Parking is also available on all the side streets along the parade route.** Please ensure that you are parked off the pavement and be respectful to the residents' lawns. It is important that you relay this information to your entire unit to avoid confusion. Shuttles will be available at Kailua Intermediate School before the parade to usher you to your staging area.

RETAIN THIS PAGE FOR YOUR RECORDS!

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PARADE RULES

The Kailua Chamber of Commerce is proud to sponsor the annual Kailua Independence Day Parade. The Kailua Parade has been enjoyed by our community for years because it celebrates democracy, freedom and our veterans! It is important for us to maintain its community-based flavor without getting too commercialized. We certainly appreciate all our sponsors and entrants for their time, commitment and dedication in preparing for the parade. However, there are certain important rules that must be followed for the safety of our participants and spectators. Please understand that these rules have come after years of experience and as a result of the many comments, suggestions and complaints that the Chamber office has received over the years.

1. The Parade Committee shall have the final determination in who may participate in the parade. Entries that are not appropriate for children's viewing or who promote controversial and/or negative advocacies and/or are deemed objectionable will not be allowed to participate in the parade.
2. Each unit is required to display a minimum of one American Flag. More is preferable.
3. Parade entries and individual participants shall conduct themselves in an appropriate manner at all times.
4. Entrants are discouraged from passing out leaflets and/or flyers as they end up trashing the neighborhood.
5. **Participants are not allowed to throw items into the crowds due to the risk of the smaller kids getting trampled. Instead, we ask you designate people walking in your unit to hand out items.**
6. If you have animals participating in the parade remember to bring them water and protect them from overheating. The asphalt gets very hot so dog booties are strongly recommended.
7. Entries shall be limited to no more than 100 participants, no more than 10 cars and no more than 100 marching feet in length. Marching bands and military equipment are exempt from this rule.
8. All entrants are urged to provide some type of creative entertainment for children. This adds to the enjoyment of all.
9. All entrants must follow the instructions of the street marshals to avoid unnecessary delays and proper spacing of the parade. No substitutions in line ups are allowed.
10. Entrants shall make every endeavor to maintain close spacing with the unit ahead. Activities that require a unit to stop and perform along the parade route are discouraged from doing so in that they cause large voids ahead of them and excessive stoppages behind them. Performances at the reviewing stand should be limited to 30 seconds.
11. The end of the parade will be at Kailua Intermediate School (KIS) parking lot. No disassembly of floats will be allowed at KIC. Parade participants are responsible for the disposal and removal of all of their trash. Parade marshals will direct floats into the parking lot in an orderly manner. No units will be allowed to gather or park on Kainalu Drive as it backs up the parade and blocks others departing from the parade.
12. Refunds for cancellations only through June 21st.
13. Returned checks will be assessed a \$25 additional fee.
14. The applicant and its employees, members and representatives, assume all risks of injury and property damage arising out of participation in the Kailua Independence Day Parade, and releases the Kailua Chamber of Commerce, its agents, employees, members and directors from any liability, loss, expense or claims.
15. **NEW 2014 – For the safety of all a height limitation of 12' and width limitation of 11' will be enforced on all floats and vehicles entered in the parade.**

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