

2013 LIBERATION FESTIVITIES

69TH Liberation Day Parade Committee

Parade Rules & Regulations



PARADE REGISTRATION DEADLINE: Monday, July 1, 2013



2013 LIBERATION FESTIVITIES

GUAM ISLAND FAIR

69TH Liberation Day Parade Committee

First Lady Christine Calvo & Mayor Paul M. McDonald, *Honorary Chairpersons*
Angel R. Sablan, *Overall Chairperson*



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2013 PARADE RULES & REGULATIONS

Theme: “*Stories of Courage and Faith*”

- I. **Purpose.** This handout provides important information for all organizations/groups planning to participate in this year’s *69th Liberation Day Parade*, scheduled for *Sunday, July 21, 2013*. The Rules and Regulations set forth are applicable to all parade participants and strict compliance will help to ensure that all activities before, during, and after the parade is safe for all parade participants and the general public.
 - a. This year’s Parade is scheduled to start from the staging sites of the designated parade route, on or about 7:00 a.m., and is expected to arrive at the Grandstand on or about 9:15 a.m., Sunday, July 21, 2013. **(THE OFFICIAL PARADE ROUTE WILL BE PUBLISHED UNDER SEPARATE CORRESPONDENCE.)**
 - b. The “Official Opening” of the parade, at 9:00 a.m. in front of the Grandstand, will be marked by the arrival of Governor *Edward J. B. Calvo* and his guests. Upon arrival to the Grandstand, the Governor will officially announce “*I hereby Open Guam’s 69th Liberation Day Parade. Let the Parade begin.*” The United States National Anthem and the Guam Hymn will immediately follow.
 - c. Immediately upon final approval, the parade route will be published under separate correspondence to ALL REGISTERED participants and the media.
 - d. The Theme for this year’s Liberation Festivities, is “*Stories of Courage and Faith*”.
 - e. To be a participant in this year’s parade, a *Parade Registration Form* and the *Waivers and Affirmations Form* must be completed, signed, and submitted to the Parade Committee’s designated offices’ along with the appropriate fees.
 - f. All required forms, when completed, are to be turned in on or before **5:00 p.m. Monday, July 1, 2013**, at the *Mayors’ Council of Guam Office* in Hagatna. For directions, please call 472-6940 or 477-8461.
 - g. Incomplete Forms WILL NOT BE ACCEPTED. FULL PAYMENT of entry fees must be made when the required forms are submitted. **NO REFUNDS OF REGISTRATION FEES will be granted once an application has been accepted by the Parade Committee.**



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- h. **Parade Entry Fees.** Entrance fees collected are used to help pay for the direct costs/expenses associated with this event. This normally includes the construction of the Grand Stand, the rental of portable toilets as well as the purchase of trophies & cash awards for the float competition.
- i. Registration Forms received after the **July 1st deadline** will be considered on a case by case basis. Failure to make full payment of the entry FEE, on or before the deadline, can result in the removal of your entry from the parade.

II. Parade Entries. In general, all parade entries fall into one of the following three groups.

- a. **Marching Units & Non-Vehicular Parade Entries.** All marching units and non-vehicular parade entries must report to the parade staging sites no later than 7:30 a.m., on July 21st. A brief write-up of your organization and its history should accompany your Parade Registration Form. Military units are encouraged to include the rank and names of the Commanders/NCOICs leading their units in the parade. This write-up will be used for the airing on media outlets covering the parade.
- b. **Vehicular Parade Entries (Not designated as a Float Entry).** Vehicular parade entries may include individuals walking along side their vehicle entry, but the vehicle(s) is the focus of their entry. Additionally, that the “line-up” of their vehicle(s) will be in the same staging area for the float entries. Entries in this category must report to the “vehicular/float entry” staging sites no later than 7:00 a.m., on July 21st.
 - 1. Organizations with multiple vehicles must specify the quantity (number) of vehicles that will be a part of their parade entry. A Parade Placard will be issued to ALL motorized vehicles participating in the parade.
 - 2. Motorized vehicles WITHOUT a Parade Placard and traveling along the parade route WILL BE removed from the parade route by a Parade Marshal or GPD/Law Enforcement official.
 - 3. A brief write-up of your organization and its history should accompany your Parade Registration Form. This write-up will be used for the airing on media outlets covering the parade.
- c. **Parade Float Entries.** Float entries must be at their parade staging sites no later than 6:30 a.m., on July 21st. The judging of floats will begin at approximately 7:00 a.m. and late arrivals could result in a float NOT BEING JUDGED. Floats can be staged at their designated sites as early as 3:00 a.m. on the day of the parade.
 - 1. The allowance for one (1) “safety/support vehicle” will be included with ALL float entries and will NOT be accessed an additional entry fee.



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2. The safety/support vehicle will be positioned behind the float, AT ALL TIMES, and be required to have a means of communicating with the float vehicle (e.g. cell phone, P2T, 2-way radio) in the event there is a safety issue during the parade. Both vehicles should have an A-driver responsible for communicating between vehicles.
3. The float and safety vehicle will each be issued a parade placard and it must be visible at all times.
4. Because of safety concerns, additional vehicles for a float entry WILL NOT be allowed. This includes golf carts, mules, or other motorized types of vehicles. Additional vehicles must be registered as a separate parade entry, under the same organization, and fees will be charged for these additional vehicles.
5. All float entries **MUST** provide a written description of their float. This write-up should describe the significance of the float design and its relationship to this year's Liberation Festivities Theme.

d. **ALL PARADE ENTRIES.**

1. **SAFETY BRIEFING:** All organizations/units registered to participate in the parade are ***required*** to send a representative to attend the **Parade Safety Briefing on Tuesday, July 16, 2013, at 6:00 p.m.** This briefing will be held at the RJB Governor's Complex Courtyard.
2. **MEDIA WRITE-UP:** A media write-up/description for all parade participants is ***due*** on **Monday, July 8, 2013.** If not included during the submission of your registration forms, email it to: melissa.savares@gmail.com.

III. Parade Route. The official Parade route will be published at a later date. This year's Parade route will remain at approximately 1.2 miles in length, but alternate locations are being considered because of the road construction along Marine Corps Drive. This **DOES NOT** mean that the Parade Committee has excluded the "traditional" Marine Corps Drive parade route as one of its options.

- a. Float Entries can be placed at their designated staging area as early as 3:00 a.m., July 21, 2013.
- b. After 6:30 a.m., on the day of the parade, **LATE FLOAT ARRIVALS RISK THE CHANCE OF THEIR FLOAT NOT BEING JUDGED.**
- c. All moving vehicles along the parade route, **WITHOUT** a parade placard, **WILL BE** removed from the parade route by a Parade Marshal or GPD/Law Enforcement official.
- d. All marching units should be dropped off at their designated "Assembly Area" not later than 7:30 a.m.



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- e. The Parade Route will be closed to ALL vehicular traffic (except official and authorized vehicles) at 7:00 a.m. and will not re-open until two (2) hours after the parade ends.
- f. All VIPs participating in the parade, to include the Grand Marshals, must report to the Parade Route coordinators for proper directions to their Staging Areas.

IV. Parade Line-Up. The official Parade Line-Up will be provided to all participants when they pick up their placards. Placards will be issued no earlier than the day of the **Safety Briefing: Tuesday, July 16, 2013.**

V. Judging of Floats and Competitive Categories. The judging for all competitive float categories will take place at the float's designated staging area beginning at 7:00 a.m. on the day of the parade. Judges are expected to complete their task by 9:00 a.m. and the winners of the float competition for all categories will be announced during the parade. The Governor and the President of the Mayors' Council of Guam will hand out all the awards for the winning floats at the reviewing stand.

a. Floats will be judged on the criteria below:

- 1. Theme Portrayal;
- 2. Creativity;
- 3. Attractiveness;
- 4. Use of Natural Materials;
- 5. Construction;
- 6. Kinetic features (movements, mechanical enhancements);
- 7. Sound (music, sound effects);
- 8. Participant involvement and;
- 9. Overall display.

b. Float Categories:

- 1. **Village Floats:** The design of the Village Float MUST include and be **PROMINENTLY DISPLAYED (minimum of 12 inch lettering – height)** on their float entry:

“Village (Villages) of (Name of the Village or Villages)”

Or

“District (or Municipality) of (Name of the Village or Villages)”

For Example: *Village of Dededo OR District of Dededo.*

- 2. **Government Floats:** Floats sponsored by a Local, Federal, OR Foreign Country government/agency. This includes Government Employee Organizations and Military Commands/Units.
- 3. **Community Floats:** Includes Business, Non-Profit groups, Civic Groups/Organizations, and all other “non-government” organizations, “faith based” groups or other entries not covered under categories 1 or 2.



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VI. Additional Information for Float Entries.

- a. **No floats, support vehicles and/or vehicular entries will be allowed into their designated staging area AFTER 7:00 a.m., on the day of the parade.**
- b. Float dimensions should not exceed fifteen (15) feet in height from the ground level, and the width of the float should not exceed twelve (12) feet.
- c. **Awards/Prizes for Floats.** A **WAIVER** of the **ENTRANCE FEES FOR A FLOAT**, in any of the above categories, will be listed as a “non-competitive” float. Non-competitive floats will still be judged in their respective category, but **WILL NOT** be entitled to receive a cash award should they be declared one of the top three (3) floats in their category. ***Cash Prizes have been approved (each Float Category):***
 1. **1st Place** - \$2000.00
 2. **2nd Place** - \$1500.00
 3. **3rd Place** - \$1000.00



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2013 LIBERATION DAY PARADE

Checklist

- Monday, July 1, 2013:
 - Parade Registration Form & Waiver and Affirmation Form Deadline
 - REGISTRATION FEES ARE DUE UPON SUBMISSION OF FORMS
 - NO refunds of “Registration Fees” upon acceptance of Parade forms

- Monday, July 8, 2013:
 - Media Write-up Deadline

- Tuesday, July 16, 2013 (6:00 p.m.):
 - SAFETY BRIEFING – ALL PARADE ENTRIES (**One** REP. ONLY)
 - RJB Governor’s Complex, Courtyard

- Sunday, July 21, 2013 (Pre-Parade)
 - ALL Float Entries: In place between 3a.m. – **NLT** 6:30 a.m.
 - ALL Vehicular Entries: In place **NLT** 7:00 a.m.
 - ALL Marching Units or Walking Groups: In place **NLT** 7:30 a.m.
 - Float Judging: Between 7 a.m. – 9 a.m.
 - **NLT** = Not Later Than

- Saturday, July 21, 2012 (Parade)
 - 8:30 a.m. - Designated Pre-parade Groups Depart Staging Area
 - 8:55 a.m. - Governor & Official Guests Arrive (Grandstand)
 - 9:00 a.m. – Governor Officially Opens the Parade, followed by the National Anthem & Guam Hymn