



SPOTLIGHT LEXINGTON'S "CELEBRATING THE EQUINE SPIRIT" PARADE INFORMATION AND SPECIFICATIONS

PLEASE READ EACH AND EVERY ITEM - ESSENTIAL INFORMATION

DLC CONTACT INFORMATION

If you have any questions after thoroughly reading this information packet, please contact Laura Farnsworth, Event Coordinator at 859-425-2593 or laura@downtownlex.com. General information about Spotlight Lexington events can be found at www.spotlightlexky.com.

DATE & TIME

Sunday, September 26 at 6:00 PM. Additional entertainment will immediately follow the Parade in Cheapside Park and at the Robert F. Stephens Courthouse Plaza.

ENTRY APPLICATIONS

- Entry is open to any equine association, equine discipline, mounted unit, equine performance group and other commercially equine themed groups.
- All entries with horses should be prepared to clean (if necessary) the area where trailers are parked. **Entries must also provide own clean up control during the parade.**
- Only vehicles with an equine theme or correlation to the equine industry may be allowed to participate.
- Groups must choose a primary contact who will sign the application and serve as liaison between the group and the DLC. To avoid confusion and miscommunication, the DLC will not accept correspondence from anybody other than this person. **ONLY** the primary contact may check in for the group on the day of the Parade.
- All entries must return **COMPLETED ENTRY FORM, ENTRY FEE AND WAIVER FORM SIGNED BY ALL PARTICIPANTS BY FRIDAY, AUGUST 27. Entries postmarked after the August 27 deadline must include an additional fee of \$25. The late registration deadline is Friday, September 17, no exceptions.**
- **Payment is required at the time of application. No payments will be accepted at the registration booth the day of the parade.**
- Mail entry paperwork to: **Downtown Lexington Corporation, Attn: Celebrating the Equine Spirit, P.O. Box 1179, Lexington, KY 40588-1179.**

THE SPOTLIGHT LEXINGTON and THE DOWNTOWN LEXINGTON CORPORATION RESERVE THE RIGHT TO REJECT ANY ENTRY AT ANY TIME PRIOR TO OR DURING THE PARADE.

ENTRY FEES

- **Non-profit organizations:** \$50 per entry. One entry shall not exceed 10 horses and provide clean up. *Organizations claiming non-profit status must provide proof of status as a **501(c) 3 organization.*** Other designations do **not** qualify at the non-profit rate and will register as a Standard entry.
- **Standard/Commercial/Business entry:** \$100 per entry. One entry shall not exceed 10 horses and provide clean up. Non-Commercial, non 501(c) 3 organization. Examples: clubs, businesses, organizations that sells goods or services for a profit, regardless of size or number of employees. Any group which registers under the name of a business and/or displays a business name or logo on the entry.
- **Motorized Transportation:** \$100 per entry. Limited to one motorized vehicle per entry.
- **Entries including more than 10 horses will be charged an additional \$50.**

- Fees are non-refundable.
- Checks should be made payable to the **Downtown Lexington Corporation**. For your convenience, we also accept Visa, MasterCard, and Discover.
- A \$25 fee will be assessed for any returned checks.

LINE-UP ORDER

You will receive your parade order number when you check in the day of the parade. We regret that we are unable to give out positions earlier due to the fact that there are often changes made at the last minute.

PARTICIPANT PARKING

- **Parking for participant personal vehicles** is available in public parking lots and meters throughout Downtown. Do not try to access any parking area via Midland Avenue as it will be closed to vehicles that are not in the parade. Parade participants may also park on East Short Street, East Second Street, and Corral Street.
- **Parking for horse trailers** will be reserved on Eastern Ave. between Short Street and Corral Street. Horses may rest in the park at the corner of Short and Eastern (across from Thoroughbred Park) until they move to Midland Ave.

PARTICIPANT CHECK-IN & LINE-UP

- Upon arriving for the parade, the primary group contact must check in with the DLC registration booth, located at the Lexington Herald-Leader front parking lot by the front parking lot entrance to the building. ONLY the primary group contact will be accepted for official check-in.
- The primary group contact will receive the group's line-up number and a Parade Marshal will then direct the group to their place in the line-up along Midland Avenue.

LINE-UP AND PROCESSION INFORMATION

- The staging area for the Parade will be on **Midland Avenue** between Main Street and Winchester Road. **All parade entries should enter Midland Avenue from Winchester Road in order to be headed in the right direction.**
- Vehicles not in the parade, will not be allowed on Midland Avenue to drop people off. ONLY PARADE UNITS will be permitted on Midland Avenue. Entries should remain in the staging location until directed to move by a Parade Marshal.
- When moving in the parade, please maintain a steady rate of speed. The parade officially begins at the intersection of Main Street and Midland Avenue and continues West on Main Street, right on Limestone, right on Short Street, and ends at the intersection of Martin Luther King Blvd and Short Street.
- **Drill team or performance based entries may perform a quick routine (no more than 45 seconds) in front of the Courthouse Plaza. ABSOLUTELY NO STUNTS ARE ALLOWED. (No jumps, flips, somersaults or assisted lifts).**

EXITING THE PARADE ROUTE

- At the conclusion of the parade (**Short and MLK**) performance groups may exit their formation; pedestrians need to move to the sidewalk in order to clear the streets.
- All vehicles or float entries should immediately exit the parade so the parade does not come to a stop behind your float. PLEASE PLAN IN ADVANCE WHICH ROUTE YOU WILL FOLLOW.
- **Vehicles and floats must choose one of the following routes to exit Downtown:**
 - **To Return to Midland Ave:** Continue east on Short Street onto Midland Avenue.
 - **To go South:** Continue east on Short Street, then South on Elm Tree Lane.
 - **To go North:** Take a left on Martin Luther King Blvd.
 - **To go West:** Turn left on Martin Luther King Blvd. Continue to Third Street, taking a left.
 - **To remain in Downtown for the Post-Parade festivities:** Vehicles may be parked in any of the local public parking lots for the posted rates. (See parking map at www.lexpark.org.) Street meter parking is free on weekends and after 5:00 pm on weekdays.

SAFETY REQUIREMENTS

- Each person participating in the parade must sign the waiver form, with a parent/guardian signing for participants under the age of 18.
- Consumption of or possession of alcohol, drugs and/or firearms (other than arms required by authorized peace officers and military personnel) is prohibited during the parade participation. Possession of such items may subject the entire entry group to disqualification.
- It is requested that each entry have an adult spotter to watch for any problems with participants/riders.
- Drivers of any vehicle or float must have the appropriate driver's license and necessary insurance. Proof of either may be requested upon registration.
- All temporary seating should be at least 18 inches from all edges of the unit.
- Decorations around driver and prime mover should not impede the driver's field of vision in any maneuvers along the parade route.
- Decorations of the prime mover should permit full ventilation of exhaust fumes, and substantial ventilation of engine heat.
- Vehicle entries may not perform maneuvers and must drive straight down the street.
- A fire extinguisher shall be placed in each vehicle or float entry if the entry contains any mechanical device or combustible material which may lead to fire.
- To ensure the safety of both participants and spectators, parade participants must make every effort to discourage spectators from coming onto the street and getting close to the parade vehicles.
- **NOTHING** may be thrown from the parade unit. If you have items to give out (i.e. candy, literature, etc.), participants walking with the unit must move to the crowd to hand out these items. Spectators must be discouraged from entering the parade route for the safety of all.
- The Downtown Lexington Corporation, and any other sponsor, assumes no liability for anyone participating in the parade.
- Absolutely **NO** stunting.
- Absolutely **NO** mini bike, trick bike or moped automobiles.

MOTOR POWER

Floats and other units may employ the use of jeeps, vans, pick-ups, cars, wagons or other types of transportation vehicle. Any vehicle entered in the parade must be easily moved and in good working order. All vehicles in the parade must be able to attain sufficient speed as determined by the Downtown Lexington Corporation and/or its representatives.

VEHICLE AND PEDESTRIAN LIMITATIONS

Parade units may consist of no more than 1 vehicle per unit, 10 horses and up to 50 persons, regardless of age, riding on the unit(s) and/or walking alongside the unit for the basic entry fee. Entries including more than 50 persons must include a \$50 fee (see Entry Fees). **All persons** walking with or riding on an entry must sign (or have a parent or guardian sign) the liability waiver in order to participate.

PUBLIC ADDRESS SYSTEMS

Public address systems or other types of broadcasting equipment or amplified sound equipment may NOT be used within an entry.

FLOAT STRUCTURE

The bed on which any float is constructed shall be sturdy and capable of carrying all loads imposed. Converted rubber tire farm wagons are acceptable; however, builders must be responsible for keeping tires up and for quick maintenance throughout the parade.

DIMENSIONS

The **maximum length** of a unit towed by a single prime moving vehicle shall not exceed 55 feet beyond the length of the prime moving vehicle. The **maximum height** of any part of the unit shall be 13 feet and the **maximum width** shall be 12 feet.

LIGHTING

Because the parade occurs in the evening, lighted entries/floats are **encouraged**.

LETTERING

If part of the entry theme, lettering of any height is acceptable. Remember that your message has to be read by parade-watchers who are at least ten (10) feet away from your unit. Signs identifying sponsors shall be a maximum of eighteen (18) inches in height, with length proportional. **Advertising slogans or messages are prohibited.**

Corporate logos are acceptable for business entries only, NOT for sponsorship banners. Sponsor banners will not be allowed.

FLOAT RIDERS

- All persons riding on the float entry must be in some way directly related to the entry group or the theme of the float.
- The number of persons riding on each float may not exceed a safe carrying capacity.
- Drivers and all persons riding on the float should have available means of a quick exit. Handholds or other support should be provided for all persons who are required to ride the float in a standing position.
- All walkers and those riding in the vehicle **MUST** sign a parade waiver. If a participant is less than 18 years of age, a parent or guardian **MUST** sign the parade waiver for the minor. The Downtown Lexington Corporation, and any other sponsor, assumes no liability for anyone riding on a float entry.

FLOAT PROTECTION

- Downtown Lexington Corporation **WILL NOT GUARANTEE PROTECTION OF ANY FLOAT**. The Downtown Lexington Corporation and any other parade sponsor assume no liability for the protection of float or other entries due to vandalism or weather conditions.
- It is recommended that any group or organization provide their own maintenance and supervisory personnel and plastic or tarp covering in case of rain.
- No float or other entry may be brought to the parade line-up area until the day of the parade.

PARADE CONTROL

- The Downtown Lexington Corporation and/or its representatives will have supervision over the parade to ensure prompt and efficient movement and dispersal of the entries. The parade entry group is responsible for having the entry in working order. If the entry fails to meet any of the specifications listed in this document, the Downtown Lexington Corporation in its sole discretion and without liability to the entry group may order an entry removed from the parade without refund.
- The Participant recognizes that the “Celebrating the Equine Spirit” is a public event whose participants and viewers include persons of all ages. The broadcast of any music or message or any visual display containing obscene language from any float, vehicle or participant in the parade will not be accepted. The Downtown Lexington Corporation will require any float, vehicle and/or participant broadcasting or displaying such music or messages containing obscene language to immediately cease such broadcast or remove such display or immediately cease participation in the parade. Any parade participant excluded from participating for this reason shall not be entitled to a refund of any portion of the parade entry fee.
- Vehicles must follow the directions of DLC and LFUCG personnel. Any driver not cooperating with parade staff or found violating any parade traffic rules may be subjected to discipline by an LFUCG traffic officer and may further subject their associated parade entry group to disqualification.



2010 SPOTLIGHT LEXINGTON'S "CELEBRATING THE EQUINE SPIRIT" PARADE
 Sunday, September 26 at 6:00pm

ENTRY FORM

Please return this form with your entry fee no later than Friday, August 20, 2010. **Any entries postmarked after August 20 will not be included in the Official Program and must include a \$25 late fee.** Late registration deadline is September 17; there will be no exceptions. PLEASE PRINT IN INK OR TYPE, WRITING MUST BE LEGIBLE. Please direct any questions to Laura Farnsworth, Event Coordinator, at laura@downtownlex.com or 859-425-2593. Please mail the completed application, with payment to:

Downtown Lexington Corporation
 Attn: Celebrating the Equine Spirit
 P.O. Box 1179
 Lexington, KY 40588-1179

Name of Group: _____

Primary Contact: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Entry fee enclosed (Please see definitions of categories in the Information & Specifications):

- \$50 Non-Profit (501(c)3 only – include copy of documentation)
- \$100 Standard (non-commercial, non-501(c)3 association or organization)
- \$100 Motorized/Transportation

Method of Payment: Check Credit Card We accept Visa, MasterCard and Discover ONLY.

Card Number	Expiration Date	CVV2: (three digit code on back)	Billing Zip Code
Billing Address		Cardholder Signature	

Please check all that apply:

- Horses Number of horses: _____ Indicate # of Clean-Up Crew: _____
- Vehicles Number of vehicle(s): _____ Indicate type(s) of vehicle(s): _____
- Pedestrians Number of Pedestrians: _____
- Float

