



FIESTA FLAMBEAU® PARADE ASSOCIATION, INC.
“AMERICA’S LARGEST ILLUMINATED NIGHT PARADE”

“Fiesta Flambeau® 75th Diamond Jubilee”
Saturday, April 29, 2023

PARADE POLICIES & GUIDELINES

The Fiesta Flambeau®Parade Association, Inc. appreciates your interest in participating in “America’s Largest Illuminated Night Parade”. The parade travels through beautiful and historic downtown San Antonio. It is viewed by over 750,000 street spectators along a 2.6-mile parade route. The syndicated parade is also broadcasted and livestreamed to over 1.5 million viewers. The Fiesta Flambeau® Parade, as you may be aware, has been named “Best” in our budget category, for two years, “Best in the World” by the International Festivals and Events Association, and in 2018 and 2019, “Best in Texas” in 2019 at the Texas Festivals and Events Association. The Fiesta Flambeau® Parade is considered the premier event of the 11 days of Fiesta San Antonio.

Preparations for the 75th Fiesta Flambeau Parade are well under way and next year’s parade will take place on April 29, 2023. The parade theme will celebrate our “**Fiesta Flambeau® 75th Diamond Jubilee**”.

Disclaimer:

Every effort will be made to ensure the safety of all participants. However, participants must understand the Fiesta Flambeau® Parade Association, Inc., will not be held responsible for events beyond our control, such as, weather, civil turmoil, bomb threats, active shooter(s), natural disasters, pandemics, outbreaks, contagions, or acts of God, including theft of participant property.

Inclement Weather:

Be prepared as the Parade will go on rain or shine. If inclement weather occurs prior or during the parade, the Fiesta Flambeau® Parade Association, Inc., President and Immediate Past President will consult with SAPD, SAFD, Parade Marshaling, and Compliance Directors to determine if reports of severe weather shall initiate the cancellation or delay of the parade. Participants may decline to participate when weather threatens to damage uniforms, props, instruments, etc. We suggest that your organization have a weather plan in place should severe weather occur.

Cancellation:

The Fiesta Flambeau® Parade Association, Inc., President and Immediate Past President will

closely monitor and consult with San Antonio Officials, SAPD, SAFD, Parade Marshaling, and Compliance Directors to determine any delay, postponement, or cancellation on or before parade day. The Fiesta Flambeau® Parade Association, Inc., will not be held responsible for any monetary losses incurred by participants to participate in the parade.

It is recommended that participants secure cancellation insurance through their insurance carrier, airline carrier, hotel, car rental agreement, credit card company, etc., to cover any cancellation expenses, fees, or penalties incurred to participate in the parade.

Parade Application:

Parade applications may be obtained by visiting www.flambeau.org. All applications must be completed according to application instructions. A \$50.00 non-refundable application fee is required for each parade entry. All checks must be made payable to the Fiesta Flambeau® Parade Association, Inc. Applications will not be accepted if incomplete, illegible, or without the \$50 non-refundable application fee. All applications must be postmarked or dated (if emailed) by November 30, 2022. There will be no exceptions to the deadline date and submission of the application does not guarantee acceptance in our parade.

Multiple Groups:

Multiple entries will need to submit an additional \$50.00 non-refundable application fee for each entry (i.e., a float and marching unit, an equestrian unit and marchers, a marching band and cheer team, etc.). Applications will not be accepted if incomplete, illegible, or without the \$50 non-refundable application fee. All applications must be postmarked or dated (if emailed) by November 30, 2022. There will be no exceptions to the deadline date and submission of the application does not guarantee acceptance in our parade.

Corporate/Commercial/Small Business Entries:

Corporate/Commercial entries will pay an \$800.00 fee and small business entries will pay a \$400.00 fee. All checks must be made payable to the Fiesta Flambeau® Parade Association, Inc. by January 15, 2023. A commercial product or service shall not be the theme or incorporated as a major prop on a float. The business or sponsor's name and logo must not exceed 14 inches in height.

Float Entries:

All float entries will be charged an additional \$50.00 (This fee is subject to change without notice.) for a San Antonio Fire Department (SAFD) Safety Inspection that is mandated by the City of San Antonio. All checks must be made payable to the Fiesta Flambeau® Parade Association, Inc. by January 15, 2023.

Float entries will be required to submit a current copy of Certificate of Insurance naming the Fiesta Flambeau® Parade Association, Inc. Fiesta Flambeau® Parade Charitable Corporation, Fiesta® San Antonio Commission, Fiesta Commission Foundation, and the City of San Antonio, as additional insured. The copy of certificate of insurance information must be made available by January 15, 2023.

Floats will be given a specific time to arrive at the staging area and SAPD will notify entry regarding police escort. Once settled in staging area, entries will be inspected by the SAFD.

Floats are expected to complement the parade theme of “**Fiesta Flambeau® 75th Diamond**”

Jubilee” in a creative manner. A color sketch or photograph of your float must be submitted with your application. All floats must be brightly illuminated on all four sides with a substantial number of lights to enhance the appearance of the float. All electrical connections shall be enclosed in a UL listed electrical junction box.

The overall dimensions of the float must be provided as requested on the application form. The length of the float will be no longer than 45 feet or less than 16 feet. The width of the float must be between 6 and 12 feet. No segment of the float may extend higher than 12.5 feet. Flatbed trailers are not permitted.

All float decorative material shall be noncombustible or flame retardant and approved by the San Antonio Fire Marshal. The use of hay as decoration or prop is not permitted. Floats and towing apparatus shall be provided with a minimum 2-A 10-B:C or higher rating portable fire extinguisher readily accessible to the operator with a valid current (within a year) inspection sticker from a licensed extinguisher company or provide proof that extinguisher is new (store receipt). The fire extinguisher will be inspected by the Fire Marshal.

ALL float tow vehicles, to include Toyota trucks, must be decorated and illuminated in a manner that completely covers the tow vehicle and the decoration must also complement the float.

IMPORTANT: The make and model of the tow vehicle must also be completely covered at all times.

All tow units should be securely fastened with an appropriate safety chain to the chassis of the float. No more than two (2) persons will be permitted to ride in the tow vehicle.

Motorized floats shall be equipped with a quick escape hatch for the interior driver compartment. The exhaust pipe must extend past the exterior of the float by 6 inches and be clear of all decorative materials. This includes the exhaust of interior mounted portable generators. Portable generators shall be mounted in such a manner as not to pose a fire risk to the float, its decorations, or occupants and must be extended past the exterior of the float by 6 inches. Smoking is not allowed on the floats. Fuel tanks shall be of adequate capacity to permit uninterrupted operation during normal operating hours. Re-fueling is prohibited during the parade.

All float operators must provide a current valid driver’s license and proof of liability insurance. Parade Officials will verify these documents prior to the start of the parade. Entries failing to provide these items will be disqualified and removed from participation.

All floats must remain in their assigned staging and parade lineup position. The float or float tow vehicle operator must always remain with the unit; there will be no exceptions. Once the parade has started, no one is permitted to disembark from the float or tow vehicle until they have reached the disbanding area.

Emergency Plan:

In the event of an emergency, the San Antonio Police Incident Commander will determine if the

parade will be delayed or cancelled. If the determination is made that the parade route needs to be evacuated for safety purposes, all participants will be directed to pre-identified safe zones by police officers. Only participants that are on foot and in vehicles other than floats will be directed to the safe zones. All floats will need to remain on the route; therefore, the drivers of the floats will stop their float as far right as possible and will leave the key in the vehicle. Float drivers and riders will need to dismount their float and will need to walk to the safe zone. Once the critical incident is resolved, coordination will be made to remove the floats from the route.

Helium Balloons:

Helium balloon entries other than Commercial/Corporate will pay a \$200.00 fee and will be required to submit a current copy of Certificate of Insurance naming the Fiesta Flambeau® Parade Association, Inc., Fiesta Flambeau® Parade Charitable Corporation, Fiesta® San Antonio Commission, Fiesta® Commission Charitable Corporation and the City of San Antonio, as additional insured. A copy of the certificate of insurance information must be made available by January 15, 2023.

Filling balloons with Helium: Helium tanks must be secured to prevent tipping over. Balloons must be filled at

a safe location by personnel familiar with the use of helium and filled prior to entry into the parade route. If they lose their buoyancy, they cannot be refilled on the parade route.

From the Fire Marshal:

There are no restrictions for helium filled balloons in the Fire Code, but things to look for are: Balloons that are high enough to contact power lines are prohibited and must be kept away from ignition sources. There should be adequate personnel to control the balloons. They cannot be used if winds are above 25 mph sustained, or gusts above 35 mph and cannot be used in inclement weather (i.e. lightning).

Vehicles:

There will be absolutely no vehicles allowed in the parade that are not towing a float. One of two exceptions is Emergency Management vehicles. All vehicle operators must provide a current valid driver's license and proof of liability insurance. Due to safety concerns, the other safety exception is motorized and other self-propelled vehicles such as golf carts and ATVs operated by Fiesta Flambeau® Parade Officials. All other vehicles (golf carts, ATVs, 4-wheelers, motorcycles or scooters etc.) will not be allowed on the parade route. There will be no exceptions. Support units such as carts, wagons and bicycles must be noted on the application to receive pre-parade approval and be completely decorated and illuminated.

Insurance Requirements:

All entries that have been accepted must be insured to include motorized vehicles, floats, towing vehicles and must have a copy of current liability insurance identification form. This must be made available for inspection upon request by Law Enforcement and Parade Officials. Failure to provide such proof will result in disqualification from the parade.

Equestrian, trailer, tow vehicle, balloon, marching, dancing, cheer, pep and walker entries will be required to provide insurance as well. All entries will be afforded the same opportunity to purchase a User Insurance Policy through the Fiesta Flambeau® Parade Association, Inc. Also offered is "Walkers Insurance Coverage" for those accompanying the float. Float, trailer, equestrian and balloon entries are also required to submit a current copy of Certificate of Insurance naming the Fiesta Flambeau® Parade Association, Inc. and Fiesta® San Antonio

Commission as additional insured by January 15, 2022.

Note: Schools to include band, dance, cheer and pep may provide insurance from their respective district. Only one is necessary to cover the respective school. All Certificates of Insurance must name the Fiesta Flambeau® Parade Association, Inc., Fiesta Flambeau® Parade Charitable Corporation and Fiesta® San Antonio Commission, Fiesta® Commission Foundation, and the City of San Antonio as additional insured as additional insured by January 15, 2023. Proof of insurance and signed **Release of Liability, Assumption of Risk, and Waiver of Claims & Indemnification Agreement** will be required from each entry in the parade.

NOTE: All participants on floats under the age of 12 must have parent and/or guardian sign the release of liability as well.

Non-Profit Entries:

All non-profit entries that request exemption from Commercial/Corporate fees and Small Business fees must submit written proof of non-profit status from the IRS to the Fiesta Flambeau® Parade Association, Inc. when submitting their application.

Entries that do not provide proof of their non-profit status must pay a Commercial/Corporate fee of \$800.00 or Small Business fee of \$400.00. Entries will also be required to comply with \$50.00 non-refundable application processing fee, \$50.00 San Antonio Fire Department Safety Inspection fee, Equestrian entry fee \$200.00 or Balloon entry fee \$200.00 (if applicable), and insurance requirements. These fees must be received no later than January 15, 2023.

Selection of Entries:

Live TV coverage of the parade limits the number of entries we can accommodate. It is imperative to submit your application as early as possible; however, early submission does not guarantee parade acceptance. Acceptance to participate in the parade is determined by the Fiesta Flambeau® Parade Association, Inc. Cause for non-acceptance of a parade entry does not have to be justified by the Fiesta Flambeau® Parade Association, Inc. A notification letter of acceptance or non-acceptance will be mailed January 9, 2023.

Judging and Awards:

All judging will take place along the parade route. Therefore, participants should perform at their best during the entire parade route. Information regarding the judging, criteria, categories and awards will be distributed in the participant parade information packet.

Participants:

The Fiesta Flambeau® Parade is a themed parade and reserves the right to refuse entry to any participant who does not comply with any of our requirements. All participants are expected to behave in an exemplary manner. Any rudeness, foul language or threatening behavior will be grounds for the removal of any individual and their group from the parade. It is prohibited to remove, discard or make available to anyone along the parade route any lights, parade props, medals or other miscellaneous items. Failure of participants and their support personnel to comply with these Parade Policies and Guidelines will not be tolerated. This will result in removal from the parade by San Antonio Police Department and will jeopardize future participation.

In addition, entries on parade day must appear as a fair and accurate representation of what had been submitted on the application. Any deviation, without the authorization of the Fiesta Flambeau® Parade Association, Inc. will result in disqualification on parade day. All participants must be 12 years of age or over in good physical condition.

Due to safety and liability, no participant(s) under 12 years of age will be permitted, except on a float and must be annotated upon submission of application. Any floats with children under the age of 12 must be supervised at all times and the person supervising must be part of the respective organization and entry. Participants on floats under the age of 12 must have parent and/or guardian sign the **Release of Liability, Assumption of Risk, Waiver of Claims & Indemnification Agreement**. This form must be turned in no later than January 15, 2023.

ROTC units will be placed in the Vanguard.

The Fiesta Flambeau® Parade Association, Inc. will not be responsible for any items left in buses, vans or cars. Participants should have a plan for personal items. Bus Drivers must remain near their buses.

Uniforms and Illumination Requirements:

Participants must wear full dress uniforms or costumes. All military marching units and bands must also use a creative form of illumination to enhance their appearance. If an entry has no illumination, the consequence could be removal from the parade. The illumination enhancement will be crucial not only to the judging category, but part of the Fiesta Flambeau® Parade requirements. Battery operated LED mini-lights are an excellent form of illumination. A minimum of twelve (12) mini-lights per person is recommended. The Fiesta Flambeau® Parade Association, Inc. strongly recommends this form of lighting. All entry banners should also be illuminated. **Glow sticks will not be permitted** as a form of illumination and will be strictly enforced.

Statement of Nondiscrimination:

In the selection of entries by the Fiesta Flambeau® Parade Association, Inc., there shall be no discrimination based on race, ethnicity, origin, gender, sexual orientation, or religious affiliation.

Alcoholic Beverages:

Consumption of alcoholic beverages by any person(s) in the forming area, parade route or disbanding area is strictly prohibited. All participants will be subject to a visual inspection by Parade Officials and SAPD. Anyone in an inebriated condition will not be allowed to participate in the parade and at the discretion of Parade Officials or SAPD; the organization will be removed from the parade and jeopardize future participation.

Music/PA Systems:

All entries with live music or sound enhancement systems must include the information on the application. Sound amplification must comply with the City of San Antonio Ordinance. The audio level will be set at a reasonable level as determined by the Parade Officials. All entries may be asked to reduce the volume of sound on their entry between the area of Houston and Crockett Streets while passing in front of the Alamo. Cooperation with directional signage is required.

Advertising/Banners:

There will be no political or religious advertising by parade participants while on the parade route, forming or disbanding areas. Anyone violating this policy will be asked to leave by Parade Officials or be removed by SAPD.

Elected Officials:

At the discretion of the President, elected officials may be allowed to participate in the Fiesta Flambeau® Parade and this will be strictly enforced. The Mayor of San Antonio is allowed to be in the parade as a courtesy to the City of San Antonio.

Television Coverage:

The Fiesta Flambeau® Parade is televised locally and syndicated nationally. Upon your acceptance in the parade, your TV Script/Media information must be completed and submitted to the Parade Director no later than January 15, 2023, for the television host to describe your entry. No parade entry will be allowed to intentionally stop and perform. Violation of this policy will result in a disqualification of the organization from the judging. At the discretion of the Parade Officials, violators may be removed from the parade route and eliminated from participation in future Fiesta Flambeau® parades.

Spacing of Entries:

All parade entries must stay within twenty (20) feet of the entry in front of you in the forming area until the parade step-off where Parade Officials will space out the entries at approximately every twenty-five (25) feet and entries should maintain that distance throughout the parade route. Parade Officials will strictly monitor this spacing. While on the parade route, all entries must maintain a constant forward direction. Unnecessary delay or “gaps” created by the entries on the parade route will not be tolerated and may be subject to removal. Participants may not slow or stop the forward movement of the parade in any way. Entries that stop to perform along the parade route will be disqualified from the judging and eliminated from participation in future Fiesta Flambeau® parades. At the discretion of the Parade Officials and SAPD, any entries unable to start or maintain their assigned position on the parade route will be removed.

Throwing or distribution of items during the parade:

It is unlawful by City Ordinance for parade participants to throw, distribute, or give away any leaflets, coins, souvenirs, candy or any other items in the forming area and the parade route. No articles, materials, or candy of any kind shall be distributed in the forming area, along the parade route or in the disbanding area without the approval of the Fiesta Flambeau® Parade Association, Inc. The discharging of firearms, cannons, fireworks and other loud devices is strictly prohibited.

Excerpt taken from **City Ordinance:**

ARTICLE XVII: Parades, Runs, Walks and Related Events Sec. 19-638

e) Control of processions; restrictions. Upon initiation of a procession the chief of police shall take over control of the movement of the procession. All participants shall be required to maintain a forward progress. No participant shall throw or give away candy, gifts, tokens, advertisements other objects from any participant or procession unit while the unit is on the procession route. This provision is not intended to prohibit the distribution of expressive material protected by the first amendment, including leaflets, provided the distribution is not from a procession unit that is on the procession route.

Failure to observe these requirements shall constitute a violation of this article and the chief of police is empowered to remove this unit from the procession immediately. (Ord. No. 2007-11-291193, ~3, 11-29-07)

Disbanding Area:

All parade participants will disband under the direction of the Parade Officials and SAPD. No participants should remove any illumination devices, costumes, or uniforms until they have reached their designated area. It is prohibited to remove, discard or make available to anyone along the parade route or disbanding area any lights, medals and parade props. Parade participants may not leave the float prior to reaching the disbanding area.

A final note:

Members of the Fiesta Flambeau® Parade Association, Inc are volunteers, just as parade participants are. Everyone gives many hours to produce a successful parade. Members are asked to sign a code of conduct pledging courtesy and respect for others toward each other and participants. By signing this document, your organization is agreeing to follow the same guidelines. Anyone violating this policy will be asked to leave by Parade Officials or be removed by SAPD.

Please retain a copy of these Parade Policies and Guidelines for your records and do not hesitate to contact me should you have any questions or need additional information.

Linda Skop
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