



Historic Town of Eatonville

The 42nd Annual Martin Luther King Jr. Parade 2019

Parade Participant:

The Historic Town of Eatonville along with the Eatonville Martin Luther King Jr. Parade Celebration Committee, cordially invites you to participate in the 42nd Annual Martin Luther King, Jr. Parade Celebration. **"UNITY"** is our theme. The parade will be held on **Saturday, January 19th, 2019 at 2 p.m.** The Eatonville MLK Jr. Parade Celebration has been Central Florida's premier Martin Luther King Jr. Celebration for the past 41 years. The parade travels east on Kennedy Boulevard from Keller Road to West Avenue through the heart of our wonderful little town. Participating in the event is not only great fun but it also allows you an excellent opportunity to promote your business or organization. The number of entries is limited, so please be aware of the application deadline and submit your application with necessary attachments as soon as possible.

Applications can also be downloaded from the Historic Town of Eatonville website: www.TownOfEatonville.org and the Eatonville MLK Jr. Celebration Facebook page (<https://www.facebook.com/profile.php?id=100010660265811>).

Please return the completed application with your entry fee and all other **required** documents to:

Historic Town of Eatonville
ATTN: Eatonville Martin Luther King, Jr. Parade Celebration Committee
307 East Kennedy Boulevard
Eatonville, FL 32751

All motorized and/or trailer vehicles **must** be insured to participate in the parade. Applications will be processed and given a position number. The parade line-up will be provided prior to parade day.

ONLINE PAYMENTS:

1. Credit card payments are accepted online with an additional 3% convenience fee and must be paid using the applicant's name or business only.
2. All credit card payments are non-refundable or non-disputable after January 17th, 2019 unless you cancel your application and its subject to our refund policy.
3. If payment is made less than three weeks (*after December 28, 2018*) before the event, only cash or money order will be accepted.

Parade Entry Deadline: Tuesday, January 15th, 2019

Important Dates: Applications are to be submitted on or before Tuesday, January 15th, 2019 to be considered on-time. Applications received after January 15th are considered late and the applicant is subject to pay a \$15.00 late processing fee. On behalf of the Eatonville Martin Luther King Jr. Parade Celebration Committee, we look forward to receiving your parade application and thank you for your interest and participation in the 42nd Eatonville Martin Luther King, Jr. Parade Celebration. Please direct any and all questions and/or concerns regarding the parade to Ms. Veronica L. Smith at 407.623.8913 or Mr. Baruti AbdallahNosakhere at 407.227.1708 or by email at vsmith@townofeatonville.org.

Sincerely,

Edward Cole, Mayor

CANCELLATIONS:

For the safety of all participants and spectators, in the event of poor weather conditions or any unforeseen circumstances that are uncontrollable, the Eatonville Martin Luther King Jr. Parade Celebration Committee reserves the right to cancel the event(s) in whole or in part. [Application fees are non-refundable, if cancelled.]



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Eatonville Martin Luther King Jr. Celebration Parade Celebration Application Checklist

A completed application consists of the following:

- 1. Entry Application, Completed, and signed (**ALL 4 pages**).
- 2. Acceptance of Entry requirement, Parade rules and Liability and Hold Harmless Agreement completed and signed.
- 3. Proof of Insurance; submit (copy) of proof of insurance with application. Organizations renting through a professional float company should have their company submit insurance documents to the 42nd Eatonville Martin Luther King Jr. Parade Celebration Committee.
- 4. Photograph/artist rendering of float entry.
- 5. Entry fee – Check, Money Order, Cashier's Check made payable to the Town of Eatonville.
****Cash and Money Order ONLY after December 28th****
- 6. Completed Safety Officer Acknowledgement Letter.
 - * Please submit measurements of vehicle/float entry in feet. **(Required)**
 - * Non-Profit organizations must provide copy of 501(c) (3) document. **(Required)**
 - * Safety monitors are required for all motorized vehicles **NO EXCEPTIONS.**
 - * Organizations without monitors will not be allowed to participate.

Mail the above listed items to:

Eatonville MLK Jr. Celebration
307 East Kennedy Boulevard
Eatonville, Florida 32751
vsmith@townofeatonville.org

Parade Start Time: 2:00 pm
Parade Line-up (Staging) Begins: 12:00 pm
All motorized units must be in place: 12:30 pm
Parade staging closed: 1:30 pm

KEEP THIS PAGE FOR YOUR RECORDS



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PARADE ENTRY APPLICATION

Name of Organization:		
Contact's Name:		
Address:		
City:	State:	Zip:
Email Address:		
Bus. Phone:	Cell. Phone:	Hm. Phone:

Please complete all entry information - the type of entry and length are needed to assist Parade Marshals in staging your entry

INDICATE TYPE OF UNIT

CHECK	TYPE OF UNIT	
	Professional Float – Total Length of Unit <input style="width: 50px;" type="text"/> <i>(This includes the truck/trailer towing the float).</i>	
	Name of Float Builder: <input style="width: 300px;" type="text"/>	Float Builder Phone Contact: <input style="width: 100px;" type="text"/>
	Float Builder Contact's Name: <input style="width: 200px;" type="text"/>	Float Builder Contact's Number: <input style="width: 100px;" type="text"/>
	Homemade Float – Total Length of Unit <input style="width: 50px;" type="text"/> <i>(This includes the truck/trailer towing the float).</i>	

(Please include photograph or sketch of float entry)

CHECK	TYPE OF UNIT	
	Float Safety Monitor Captain's Name <input style="width: 200px;" type="text"/>	Cell. Phone: <input style="width: 100px;" type="text"/>
	Equestrian Unit (Horse) – Total number of horses in Unit <input style="width: 50px;" type="text"/>	Cell. Phone: <input style="width: 100px;" type="text"/>
	Truck.....Total Length of Unit <input style="width: 50px;" type="text"/> Feet.	

All horse units must have a scooper unit; those horse units without a scooper will not be allowed to participateNO EXCEPTIONS!



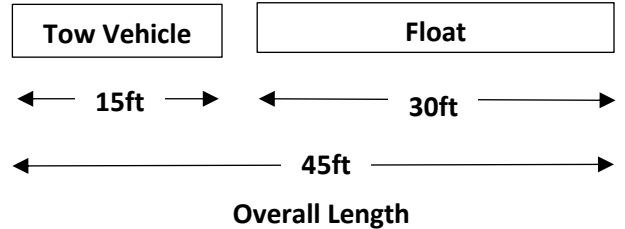
Historic Town of Eatonville

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EXAMPLE

Overall length is important for positioning in the staging area; please provide accurate measurements.

Entry Measurements
Please include a photo of your Parade Entry with your completed applications.



Insurance Carrier: _____ (Provide Copy)

Please write a short narrative about your entry that is suitable for media broadcast. Include your organization's history, awards, community service and/or projects.

Empty box for writing a short narrative about the parade entry.

RETURN THIS PAGE WITH APPROPRIATE ENTRY FEE AND INSURANCE FORM:



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ENTRY FEE Appropriate fee must be submitted with application. Make checks payable to: Town of Eatonville (Eatonville MLK Jr. Celebration)

ENTRY CATEGORY	FEE	
Commercial Business Float	\$75.00	<p>Each unit and vehicle must have appropriate pass to Enter Staging Area.</p> <p>NO ADDITIONAL VEHICLES ON THE DAY OF THE PARADE.</p> <p>Each vehicle is a unit. Please review entry requirements before mailing. Include entry fee for EACH motorized vehicle. Proof of insurance must accompany parade application.</p> <p>501(c) (3) Organizations Must Submit Tax Exempt Certificate</p>
Commercial Business (Eatonville)	\$50.00	
Community Social Group	\$35.00	
Community Social Group (Eatonville)	\$30.00	
Non-Profit 501(c) (3) Organization	\$35.00	
Non-Profit 501(c) (3) Organization (Eatonville)	\$30.00	
Dance or Step Team	\$25.00	
<p>The Town of Eatonville has a limited number of floats available at \$625.00. Call 407.623.8913 for more information.</p>		

Make Check or money order payable to: **TOWN OF EATONVILLE**
Attn: 42nd Annual Eatonville Martin Luther King, Jr. Parade Celebration
307 East Kennedy Boulevard Eatonville, FL 32751

I acknowledge that I have read the parade guidelines for the 42nd Annual Eatonville Martin Luther King Jr. Parade Celebration in the Town of Eatonville. I agree that I will decorate my entry to promote the theme "UNITY". I also agree to attend the **MANDATORY** Parade Participant meeting on **Monday, January 14th, 2019 at 7 pm at the Denton Johnson Community Center** located at 400 Ruffel Street, Eatonville, FL 32751. Please direct any and all questions or concerns you may have to Ms. Veronica L. Smith at 407.623.8913 or Mr. Baruti AbdallahNosakhere at 407.227.1708 or by email at vsmith@townofeatonville.org.

Participant Signature:

Date:

(Application will not be processed without authorized Signature, Payment, and Date)

Official Use Only:

Payment Received Date Payment Type: Check Cash Money Order Amount \$

RETURN THIS PAGE WITH APPLICATION

Historic Town of Eatonville, 307 East Kennedy Boulevard, Eatonville, FL 32751, Phone: 407.623.8913
www.TownofEatonville.org / vsmith@townofeatonville.org



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ACCEPTANCE OF ENTRY REQUIREMENTS LIABILITY RELEASE AND HOLD HARMLESS AGREEMENT

In consideration of the acceptance of the entry of _____ into the 42nd Eatonville Martin Luther King Jr. Parade Celebration. (Name of Entry)

I _____, the authorized representative do hereby state the following:

1. I have been specifically authorized to enter into this agreement on behalf of the organization seeking entry into the Parade. I am aware of the terms and conditions of the Entry Requirements, Liability Release and the Hold Harmless Agreement, and agree to be bonded by the same.
2. For my organization, its owners, members, parade participants, successors and assigns, I do hereby release and forever discharge The Town of Eatonville, The Eatonville Martin Luther King, Jr. Parade Celebration Committee, its members, officers, agents, assigns, and sponsors, from any and all, causes of action, claims and demands of any type whatsoever, arising from, or related to, any damage, loss, or injury, which may be sustained by my organization as a result of participating in the Eatonville Martin Luther King, Jr. Parade Celebration.
3. For my organization, its owners, members, parade participants, successors, and assigns, I do hereby agree to indemnify and hold harmless The Town of Eatonville, The Eatonville Martin Luther King, Jr. Parade Celebration Committee, its members, officers, agents, and liabilities, loss, damages, and expense of any type, including attorney's fees, which may be sustained by reason of my organization as a result of participating in the Eatonville Martin Luther King, Jr. Parade Celebration.
4. This release extends to and includes all known, unknown, disclosed, undisclosed, unforeseen, unanticipated, and unsuspected injuries, damages, losses and liabilities, and the consequences thereof.

Point of Contact

Point of Contact Phone:

Person Authorized to Execute Agreement

Date

Name of Organization

Signature Authorizing Agreement

Witness

RETURN THIS PAGE WITH APPLICATION



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2019 Acknowledgement Letter

Please check each box to acknowledge that you have read and understand the following; the Town of Eatonville, Orange County Ordinance, rules that are consistent with all parade events in the Town of Eatonville and Orange County; complete the bottom portion of this page. This page must be submitted to the Eatonville Martin Luther King, Jr. Parade Celebration Committee with your parade application. **Incomplete applications will be placed on hold until required documents are received.**

Safety Officer (1)

The Safety Officer will be the Point of Contact. **Safety Officers are to wear mesh safety vest that must be worn and visible at all times; safety vest will not be provided.** The Safety Officer will be required to remain with their unit following entry into the staging area. The Safety Officer is required to review safety rules with safety monitors, vehicle drivers, and all group participants. Safety Officer is to oversee the safe disbanding of their unit until the last person has disembarked their vehicle/float and participants are reunited with transportation. Special care should be taken to ensure children are returned to transportation accordingly.

Safety Monitors (4)

Each parade applicant (organization) shall provide (4) four Safety Monitors stationed at the corners of any vehicle/float used in the parade at all times while the vehicle(s) are moving. Each Safety Monitor should be equipped in mesh safety vest and a coach's whistle. The role of the Safety Monitor is to make sure the driver is aware of any emergency requiring him/her to stop immediately. Emergencies include, but are not limited to, equipment malfunctions, passengers falling from vehicle, overhead obstructions, endangered riders, and parade viewers breaching the area and coming too close to entry vehicle/floats. Safety Monitors and vehicle/unit drivers are not to consume any alcoholic beverages or hand out items to spectators along the parade route. Units that do not have the requisite numbers of Safety Monitors may be pulled from the parade lineup until Safety Monitor requirements are met.

Safety Officer Contact Name: _____

Safety Officer Contact Unit Name: _____

Safety Officer Contact Signature: _____

RETURN THIS PAGE WITH APPLICATION



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Eatonville Martin Luther King, Jr. Parade Celebration
Saturday, January 19th, 2019

PARADE RULES:

KEEP THIS PAGE FOR YOUR RECORDS

1. All units must move forward at all times to maintain their positions; this eliminates or lessens gaps. If stops occur, move forward at walking pace until gap is eliminated. Do not speed to close gaps; this action will cause undue stress on participants following your unit to advance.
2. Drivers of vehicles must maintain control of their vehicles; drivers are not allowed to throw beads or other items from the driver's position.
3. Parade participants are not allowed to ride on the outside of moving vehicles; riding on hoods, fenders, sides or roofs of vehicles is prohibited.
4. Units composed of live animals must be followed by a clean-up crew throughout the parade; this also includes staging area.
5. All units admitted to the Parade staging area must have properly signed staging passes and identification issued by the Eatonville MLK Parade Committee. Units arriving at the staging without the proper passes and identification will not be allowed into staging.
6. Paper materials (booklets, brochures, flyers, pamphlets, etc.) are **NOT** allowed to be distributed along the Parade route. Parade officials can remove unit(s) from parade route if violated.
7. **NO motorcycles or motorcycle type vehicles allowed.**
8. **NO alcohol consumption by parade participants.**

1. Parade Start Time: 2:00 pm
2. Parade Line-up (Staging) Opens at 12:00 pm.
3. All motorized units must be in place by 12:30 pm
4. Parade staging area will close at 1:30 pm

Eatonville Martin Luther King, Jr. Parade Celebration 307 East Kennedy Boulevard Eatonville, FL 32751