



**Sheriff's Office of San Mateo County
14th North Fair Oaks Community Festival
Sunday, August 16, 2015**

PARADE ENTRANT INSTRUCTIONS

CONFIRMATION

Acceptance of your entry will be mailed to you after **June 11, 2015**.

GENERAL

All entries must perform throughout the entire parade route, and continue in FORWARD MOTION at all times. You will not be allowed to stop to perform. Please keep moving the entire time. If you are a performing arts group, please play or dance continuously as you progress through the parade route.

No one under eight (8) years of age may appear as an entry unless they are accompanied by a person 18 years or older at all times.

Animals are discouraged from participation. Entries with animals must maintain control of them at all times and owners shall assume liability for them (including clean up). The animal must enhance the entry.

A commercial entry must enhance and add to the entertainment value of the parade.

PARKING

We are not providing any parking. We encourage you to car pool as parking will be extremely limited. You are responsible for finding your own parking on the street. Please park only in legally designated spots. The Sheriff's department will be citing and towing illegally parked vehicles.

REGISTRATION – DAY OF FESTIVAL

All parade entrants should register at 9:00 AM. Entrants who are late or incomplete may be re-ordered (towards the end of the parade route) or may not be allowed to participate.

If you are dropping off parade participants, please drive BEYOND the intersection of Williams and 3rd Street. Please do NOT block the intersection. Please obey all traffic instructions from uniformed personnel.

Please report to the Parade registration table at the intersection of 3rd Avenue and Williams Avenue. Middlefield Road will be closed at 1st Avenue and 5th Avenue. Plan your travel route accordingly and expect traffic delays. You will be told your entry's position order at Registration.

SAFETY & SECURITY

For your safety and security, we ask that you obey all instructions from uniformed officers, parade staff and volunteers.

We are expecting over 600 participants in the parade. We need everyone's patience and cooperation.

Units with sound or noise must note this on the written application, and must maintain a set decibel level as to not interfere with other units.

MOTOR VEHICLE ENTRANTS

Parade entrants with vehicles are especially urged to arrive **on time** at 9:00 AM. For safety and staging reasons it is important to have you lined up in place on time.

You may not toss, spray, discharge or hand out anything into the crowd. This includes advertising literature, business cards, flyers, candies, beads, etc.

You will be mailed a placard to present to the road block monitor at 3rd Avenue. ONLY clearly marked "PARADE VEHICLES" will be allowed past the road block.

Drivers must present proof of insurance and a valid driver's license. Drivers of privately owned vehicles must be insured for liability of a minimum of \$1,000,000 (one million US Dollars).

Be sure to check your gasoline gauge before heading to the parade. We don't want you running out of fuel along the parade route!

For safety reasons, all persons on a moving entry must be secured. No one is allowed to ride on running boards, hoods, roofs, or fenders.

Once you have registered your parade vehicle, you will be given a different placard for your windshield. It will be installed for you. **Do not tamper with it** – do not remove it or reposition it.

WALKING ENTRANTS

For your safety, you will not be allowed to walk alongside or immediately in front of motor vehicles on the parade route.

You may not toss, spray, discharge or hand out anything into the crowd. This includes advertising literature, business cards, flyers, candies, beads, etc.

No political messages of any kind are allowed including literature, signs, placards, etc.

BANNERS

Identification banners are encouraged for entries in the parade. However, banners must be for entry identification purposes only. Explicit advertising or messages that are commercial in nature are not allowed. Listing of telephone numbers, addresses or statements on a banner or sign will not be allowed.

PARADE ROUTE

The parade begins promptly at 11:00 AM. Please follow all instructions from the parade staff and marshals. We plan to complete the entire parade within one hour.

Enclosed is a to-scale map of the festival grounds. We will enter Middlefield Road on 3rd Avenue, continue south to 5th Avenue, make a U-turn in front of the *El Mensajero* stage, then continue north to the very front of the Univision stage. Make a U-turn in front of the Univision stage and continue to 3rd Avenue. **DO NOT STOP ON 3RD AVENUE.** You must disband on Williams Avenue.

PARADE ENTRANTS CONTACT

Direct any additional questions or concerns to Jimena at 650.368.2497 at extension 4 or jimena@northfairoaksfestival.org