

**2023 ZION-BENTON LABOR DAY PARADE**

**Application Form  
(Subject to Approval)**

THEME: \_\_\_\_\_

Parade Date: Monday, September 4, 2023 1:00 p.m.

Application Deadline: July 31, 2023

**PARADE UNIT INFORMATION**

Fees:

Band, Drill Team, Your Organization, Church, Civic Organization, Business - \$0

Elected Officials/Candidates- \$200

**Group/Organization** \_\_\_\_\_

**Name of Contact Person** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Email** \_\_\_\_\_ **Cellphone** \_\_\_\_\_

Please select the category that best describes your group/organization:

\_\_\_\_Band \_\_\_\_Drill Team \_\_\_\_Youth Organization \_\_\_\_Church

\_\_\_\_Civic organization \_\_\_\_Business \_\_\_\_Elected Official/Candidate\*

*\*A \$200 fee will apply to all elected officials and candidates.*

**COMMENTS FOR THE PARADE ANNOUNCER:** The Zion-Benton Labor Day Parade will be broadcast on social media. In order to most effectively present your unit for this broadcast and other media, please describe your unit as fully as possible (Include number of people in unit, unusual requirements, a picture, and any additional, pertinent information which we may use for publicity). Use a separate sheet if necessary. **YOUR APPLICATION CANNOT BE PROCESSED WITHOUT THIS INFORMATION.**

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Will your unit have a vehicle? \_\_\_\_Yes \_\_\_\_No (If yes, how many? \_\_\_\_)

Will your group/organization be performing during the parade? \_\_\_\_Yes \_\_\_\_No

Will your group/organization be playing music? \_\_\_\_Yes \_\_\_\_No

Will your entry involve horses? \_\_\_\_Yes \_\_\_\_No

If yes, a current Negative Coggins Certificate for each horse will be required.

## GUIDELINES FOR PARADE ENTRIES

It is the continuing desire of the Special Event Commission to provide to the Community of Zion and its surrounding area a parade with high standards of quality, performance, and conduct. Entries to the Zion-Benton Labor Day Parade are expected to provide “entertainment value”. Please remember that you and your entry are ‘on parade’, and as such, reflects upon your organization. The Parade Committee is eager to help you present the best parade unit possible. To that end, we ask that parade entries adhere to the guidelines listed below.

1. The Zion-Benton Labor Day Parade Organizers do not accept every applicant and reserves the right to accept or reject any organization’s Parade application.
2. The application includes a waiver of release for your organization; By signing the application, you are thus signing the waiver and agreeing to the terms therein.
3. Your organization assumes responsibility for your participants.
4. A Certificate of Insurance must accompany your application naming the City of Zion AND the Zion Park District as Additional Insured.
5. All participants must be in appropriately themed costumes, outfits or uniforms.
6. All entries should be decorated according to the current year’s theme. The tow vehicle does not need to be decorated but must display the name of your group and/or company on both sides of your entry.
7. Companies and/or organizations that will walk in the parade are encouraged to carry a banner displaying the name of the group or company. Banner carriers must be capable of maintaining the parade pace.
8. Unless there is an emergency, participants are not allowed to get on or off floats or vehicles while it is in motion, anytime or anywhere on the parade route.
9. Participants should be aware that it is possible that an emergency vehicle may need to leave the parade suddenly in the event of an emergency.
10. Parade participants are not allowed to distribute candy, pamphlets or other materials along the parade route without written permission from the Zion-Benton Labor Day Parade Organizers. If your group is distributing candy, prizes or any other material, your group must have an adult walker beside each tire and behind the float or vehicle to ensure spectators or children do not reach near or under the vehicles.
11. No vehicles are allowed on the parade route with participating units unless noted on the Parade application and approved by the Zion-Benton Labor Day Parade Organizers.
12. All approved vehicles in the parade must be licensed, registered and insured.
13. All drivers must possess a valid operator’s license for the type of vehicle they are driving, and all vehicles must have valid insurance. All motorized vehicles in the parade must be operated by an individual at least eighteen (18) years of age.
14. Proper paperwork must always accompany the vehicle and be submitted with the entry’s application.
15. All animals must be noted on the Parade application and abide by City, State, and Federal Ordinances and/or laws apply to all participating animals. All equine units must have a negative Coggins test within the past twelve months of the date of the parade and have proof of such test at the parade.

16. Parade units must follow instructions from parade organizers and operations staff.
17. Parade participants must keep pace with the line of march. All units must maintain forward motion during the parade. No counter marching or other maneuver contrary to the forward progress of the parade is allowed. Gaps are not allowed to occur.
18. Alcoholic beverages and other controlled substances are forbidden on and along the parade route. This policy includes all staging and disband areas. Participants consuming said substances prior to or during the parade will not be allowed to participate and will be removed from the line of march.
19. All conduct shall comply with federal, state, or local laws, statutes, ordinances, rules, regulations, and policies, and the Zion-Benton Labor Day Parade Organizers have the right to deny participation to any entry failing to comply therewith.
20. The parade staff reserves the right to remove any unit from the line of march for any reason or cause without advance notice.
21. All participants under an organization agree to notify each participant of these Guidelines and Rules & Regulations. All accepted units are responsible for all their own cost/expenses associated with performing in the parade.
22. Parade participants must stay in their assigned staging location unless otherwise instructed by a parade official. Failure to do so will result in your unit being pulled from the parade.
23. In the event of inclement weather, the parade will be rescheduled for the following year. No refunds will be given.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Our check (if required) for \$\_\_\_\_\_ payable to the City of Zion, along with the following items are enclosed:

- ☐ Certificate of Insurance with the City of Zion and the Zion Park District named as Additional Insured
- ☐ Negative Coggins Certificate(s), if applicable.

Return to:

City of Zion  
Special Events Commission  
2828 Sheridan Road  
Zion, IL 60099

Please contact Sonolito at 847-746-4056 or Christine at 847-746-5500 if you have any questions.