



2024 Minnesota State Fair Parade

Aug. 22 through Labor Day Sept. 2

Miscellaneous Units Application and Information

DEADLINE FOR APPLICATION: JULY 5, 2024

**Parade Coordinator
Minnesota State Fair
1265 Snelling Avenue North
St. Paul, MN 55108
651-288-4418
Email: theresa.weinfurtner@mnstatefair.org**

Minnesota State Fair
Miscellaneous Parade Unit Information
Thursday Aug. 22 through Labor Day, Sept. 2
2:00 PM daily

The daily mall parade occurs at 2:00 p.m., winding through the heart of the fairgrounds. The parade provides a venue for the annual high school marching band competition. Also included in the parades are miscellaneous units such as floats, animal units, novelty units, visiting royalty and invited bands.

Parade entries are selected based on the value they bring to our audiences and therefore need to be of quality and family friendly. The parade will have viewers of all ages. The purpose of the parade is to entertain fair guests and each participant is a performer on that stage. Although commercial entries are permitted, all must provide a source of entertainment rather than simple advertising. Entries that promote negative role-models, or are distracting, offensive or polarizing are not permitted.

The route is thirteen blocks long and takes approximately one hour to complete. The parade consists of approximately thirty-five units each day.

Definition of Miscellaneous Units

Miscellaneous units are a big part of the success of the daily mall parade, adding variety, color, and excitement to the overall presentation. The following units are included under this classification:

Color Guard/Honor Guards: carries the National Colors and other flags appropriate to its position in the chain of command.

Animal Units: Units utilizing animals and riders or animal-drawn vehicles such as carriages or wagons.

Musical Units: Non-competing marching bands, non-marching musical groups, cheer groups, dance lines and drill teams.

Novelty Units: Unique in their presentation, decoration and/or purpose.

Vehicles: Motorized units are considered based on their entertainment value.

Political or Celebrity Units: Units will not be accepted on behalf of any political party. Unless invited by the parade coordinator, celebrities and dignitaries are not allowed in the daily mall parade. No advocating, opposing, or depicting of any political issues.

Please note: Applications will also not be accepted for any crusading movement of a general controversial nature.

General Rules and Regulations

- 1. INSURANCE** - All entries are required to provide a commercial general liability insurance contract with minimum of one million (\$1,000,000) combined single limits per occurrence, two million (\$2,000,000) annual aggregate, insuring against claims for bodily injury and property damage. The Minnesota State Fair and Minnesota State Agricultural Society must be named as an “additional insured” with respect to licensee operations/activities on the insurance certificate. Listing the Minnesota State Fair only as the Certificate Holder is not acceptable. Please contact your insurance agent for further advice on securing the proper insurance, if needed. *(see enclosed example)*
- 2. Distribution of Materials from the Unit** - NO samples, pamphlets, fliers, candy, or materials of any kind can be thrown or distributed from the unit or by individuals walking with the unit while on the parade route.
- 3. Number of Participants** - Due to time constraints and logistics of getting the parade through the grounds, each unit is limited to 75 participants per day. If the number of desired participants is greater than 75, the group may be allowed to split the group in two and appear on two separate dates. This rule does not apply to marching bands.
- 4. Vehicles** - All drivers must have a valid driver’s license and be adequately trained to drive their assigned unit. Please refrain from using horns and/or sirens except in the case where fair guest safety is concerned.
- 5. Wheel Walkers** - A wheel walker is a person who walks next to the unit, (by the front wheels) to prevent anyone from crossing in front of the unit, climb on (or off) and who could notify the driver of any problems that would require immediate action for the safety of all. The wheel walker is an important measure in the safety of the parade. One for each front wheel – minimum of two.
- 6. Order of Appearance** - The parade coordinator will determine the order of appearance for units in the daily mall parade. The order is determined to establish variety, as well as the best utilization of the participants. Your unit number may be changed or canceled if you arrive late to the Parade Lot assembly area.
- 7. Inclement Weather Policy** - Should inclement weather occur prior to the parade start, the parade coordinator will determine if it is necessary to cancel or delay the parade.
- 8. Code of Conduct** - Individuals and organizations participating in the Minnesota State Fair Daily Mall Parade are expected to perform courteously, tastefully, and safely at all times during the assembly, execution and dispersal of the parades. The instructions of the parade marshals and police officers must be obeyed at all times. There is no moving on and off the unit during the parade by anyone at any time.
- 9. Signage** - All signs should be of high quality, in good taste, and of a professional finished quality. **Sponsor signage is prohibited: NO signage is to be sold for advertising purposes.**
- 10. Apparel** - All participants associated with the miscellaneous unit must be clothed to complement the theme of the unit as approved by parade coordinator. Apparel that promotes negative role-models, or is distracting, offensive or polarizing is not permitted.

11. **Music** - Music should be complementary to the unit and not disruptive to the audience or other participants. The parade coordinator and MSF staff reserve the right to control the level of the sound.
12. **Alcoholic Beverages** - **NO** alcoholic beverages are allowed in, on or with parade units. The consumption of any alcoholic beverage by any parade participant is prohibited.

Float Specific Guidelines

Frame

All parts of a frame must be high enough to clear surfaces and obstacles in the parade assembly area and dispersal area (i.e. curbs, islands). All parts of the unit must clear the ground by a minimum of ten inches with the exception of fringe.

Dolly and Wheels

Sufficient wheel and dolly clearance must be incorporated so that no interference with the chassis or any associated structure can occur during the mode of operation.

Electrical

Electrical wiring must be UL approved, in good condition and of sufficient capacity for its intended use. Wiring and lighting devices should be properly secured to the unit to avoid mechanical or personal injury. All connections must be made of approved electrical boxes or devices and all electrical circuits must be properly fused.

Generators

Portable generators must be securely mounted to a vehicle or other substantial base. There must be a minimum of 12" between the generator and any light, combustible material. You must have a fire extinguisher on board.

Mechanical Equipment

- ♦ Engines must be in good mechanical condition with accessories in working order.
- ♦ No flammable materials may be near the exhaust line.
- ♦ All wiring, fuel and brake systems must be securely fastened so that they are not inadvertently worn or crushed.
- ♦ Uncovered engines must be clean and painted to blend with the unit decoration.
- ♦ **No steam-powered engines will be allowed.**

Gasoline Tanks

Gasoline tanks must be well fastened and filled prior to the start of the parade. Gasoline caps must be vented.

ADDITIONAL REQUIRED ITEMS:

Certificate of Insurance (COI):

All participants are REQUIRED to have liability insurance. You MUST include a COI with this application.

Your Certificate of Insurance MUST list the following items on it:

1. The effective dates of your policy must cover the dates of the fair – Aug. 22 through Sept. 2, 2024
2. Address for the Minnesota State Fair (1265 Snelling Ave N, St. Paul MN 55108)
3. Minnesota State Fair listed as Additional Insured and Certificate Holder
4. **Please contact your insurance agent for further advice on securing the proper insurance, if needed.**

Refer to Page 6 of this application for a sample of a correctly filled out COI. Contact your insurance agent for the COI and give them the information listed above to include on the COI.

No one will be allowed to participate without a Certificate of Insurance listing all the above items.

Application Procedure

Dates	Description
June 3	Parade applications are sent out and become available online
June 3 - July 5	Parade applications may be submitted to the entertainment office
July 5	Parade applications due - applications must be received by this date
July 7	No parade applications accepted after this date

- ◆ Incomplete applications will not be reviewed.
- ◆ No entry fee is required.
- ◆ Participation in previous Minnesota State Fair parades does not guarantee acceptance into this year’s parade.
- ◆ Priority is NOT given to past participants.

- ◆ All applicants will be notified regarding acceptance as soon as possible.
- ◆ Selection of all parade units is the sole responsibility of the parade coordinator, and all decisions are final.
- ◆ If, after the deadline and selection process, it is determined by the parade coordinator that additional parade units are necessary, they may be solicited by parade coordinator without application.

Application Checklist

	Review all rules and regulations contained in this packet
	Complete the Parade Application
	Submit insurance certificate with application

**2024 Minnesota State Fair Parade
Miscellaneous Parade Unit Application
Thurs. Aug. 22 - Labor Day Sept. 2
2:00 PM daily**

DEADLINE FOR APPLICATION IS JULY 5, 2024

Application must be complete to be considered for appearance in the State Fair Parade.

Please type or print all information:

Unit name: _____

Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Cell phone: () _____ Other phone: () _____

Email: _____

(This is a required field; parade materials are sent via email ONLY.)

Unit Description

Activity of participants/unit:

Description of attire/costumes: _____

Number of daily participants: _____ (max. 75 per day)

Music with unit: Yes: _____ No: _____

Date(s) available (please be sure to list more than one day – see notes below):

Number of days you would like to participate: _____

Parade coordinator will determine which and how many days each group will participate based on the information above. Due to the limited number of units permitted in each parade, the parade coordinator may limit the number of days each unit may participate.

Description of vehicles used during parade, if any (must comply with guidelines in packet):

Other parades participated in along with the number of year(s): _____

Description for announcer: Please include what you would like our announcers to say as you pass the reviewing areas. (35 words maximum)

Staging Area Space Needs

Parking is very limited! Please list number of cars, buses, trucks, and trailers that are **absolutely necessary** for the performance of the miscellaneous unit.

Parade coordinator may limit the number of vehicles allowed in staging area.

Cars:_____ Buses:_____ Trucks:_____ Trailers:_____

I acknowledge that I have thoroughly read all of the enclosed information and agree to comply with the rules as outlined.

Name

Date

Mail: Parade Coordinator
Minnesota State Fair
1265 Snelling Avenue North
St. Paul, MN 55108

Department Email: parade@mnstatefair.org