

NDSU NORTH DAKOTA STATE UNIVERSITY

Dear North Dakota State University supporter:

North Dakota State University welcomes alumni and friends to Homecoming scheduled Sept. 26-Oct. 1. Please join us as we connect with traditions of the past and strengthen connections for the future.

The schedule of events is shifting to allow broader participation. For the fourth year in a row, the Blue Key Homecoming show will be on Thursday night. The parade will again be in downtown Fargo, as it was from 1922 to 1982. Last year's parade attracted thousands as part of a community celebration.

Expanding participation in Homecoming allows us to fully celebrate the breadth of a major research university as well as enjoy successful athletics programs.

Due to change in staging area, we will be setting a limit for each category of parade floats. There will be 32 student floats, 4 department floats, and 28 community floats. Once each of the categories has reached its maximum, a wait list will be created. We also will be limiting companies to a maximum of 2 floats. If there are cancelations or any of the categories have openings after the deadline we will be filling the places from a wait list in the order the application was received.

The NDSU community encourages all businesses in the area to participate in the parade on **September 30, 2016**. The parade is scheduled to begin at 5:30 p.m. in downtown Fargo. Specific route information will be sent with your confirmation.

Enclosed you will find the parade policies and an entry form. Please review the policies carefully as some policies have changed. All parade entries must meet minimum safety standards and the Homecoming Committee reserves the right to request modifications or to remove unsafe units.

All entries and entry fees must be received by **September 9** in the Student Activities Office, Memorial Union 120. You will not be placed in the lineup until both the entry fee and entry form are received. Entries received after this date will be charged a late fee pending acceptance into the parade. Payment for your float will be accepted by **credit card only**. To pay, go to www.ndsu.edu/homecoming. From there you can follow the link to the Homecoming Parade and register online.

All entries received by the deadline will receive confirmation with more specific information about the parade, including line-up instructions. Notification of confirmation will be sent via email to the contact person listed on the entry form. If you do not receive confirmation of your entry by **September 23**, or have questions about safety standards, please contact me at ndsu.ca.specialevents@ndsu.edu.

Sincerely,



Gabrielle Fredman
2016 Homecoming Parade Chair

CAMPUS ATTRACTIONS

NDSU Dept 5370 | PO Box 6050 | Fargo ND 58108-6050
701.231.7221 | Fax 701.231.5933 | www.ndsu.edu/campusattractions

**North Dakota State University
Homecoming Parade
Friday, September 30, 2016
Entry Form**

Name of Business _____

Name of Contact Person _____

Address _____

Phone _____

E-mail _____

Entry forms and \$75 entry fee are due by 5 pm on Friday, September 9.

Payment must be paid online at: www.ndsu.edu/homecoming

Forms can be mailed to: Student Activities Office
120 Memorial Union
NDSU Dept. 5340
PO Box 6050, Fargo, ND 58108

Forms can be emailed to: ndsu.ca.specialevents@ndsu.edu

Applications are not complete until BOTH entry form and payment has been received.

***Late fee of \$25 for any late units accepted.**

Please include a drawing of your float or parade unit.

Does your unit contain animals? Yes No
If yes, we need a copy of proof of the insurance information

Will your unit be giving handouts? Yes No
If yes, what type _____

In consideration of our organization and persons/passengers participation in the Homecoming Parade, the undersigned certify that they have conducted a safety and rules training briefing for all participants and passengers in the Homecoming Parade. I have read through and understand the attached Homecoming Parade requirements.

Signature of Contact Person & Title

If you have any questions, please contact
Gabrielle Fredman at **231-7221**, ndsu.ca.specialevents@ndsu.edu,
or the Student Activities Office, 231-7787.

NDSU Homecoming Parade Requirements

NDSU would like to inform everyone that the parade is a community event and everyone from small children, to students and alumni will be attending. These are general NDSU Parade Requirements and they are applicable to all parade units and participants. These requirements can also be found at www.ndsu.edu/homecoming.

Distribution of Materials From the Unit

- Only items generally considered for human consumption and individually wrapped may be **HANDED** out by parade units unless specific permission has been granted by the Homecoming Committee, 231-7787. To prevent children from running into the streets and to ensure their safety, candy may **NOT** be **THROWN** or **TOSSED** out by persons in vehicles; persons walking along side the unit must **HAND** it out.
- Handouts, including political literature or campaign materials may be passed out along the parade route. Items must be given out by persons walking along side of unit.
- All handouts/giveaways must be listed on the application form. The Homecoming Committee reserves the right to limit certain types of handouts/giveaways.

Code Of Conduct

- Parade entries are not permitted to display or promote alcoholic beverages or consumption. All units must adhere to the University's Student Code of Conduct, and City of Fargo policies. University policy is available upon request. NDSU will enforce the North Dakota Obscenity Laws. Please keep that in mind when choosing decorations, pictures, music, chants, etc.
http://www.ndsu.edu/vpsa/forms_and_guidelines/
- The use of alcoholic beverages or other illegal substances will not be permitted prior to or during the parade. Any participants that are believed to be in violation of this policy will be asked to leave the float or the float will be disqualified.

Inclement Weather Policy

- The NDSU Homecoming Parade will proceed RAIN or SHINE. You may decline to march your unit, however, we request that you make provisions for foul weather, as we will not refund registration fees due to inclement weather.
- In the event of inclement weather where NDSU cancels the parade, a refund will be given. IE. Tornado Warning.

Assembly Area/Parade Route

- No squeeze bottles or previously opened beverage containers will be allowed in the line-up area or during the parade. They will be confiscated on sight.
- Fire of any sort is not permitted in the parade staging area, parade route, or parade tear-down location; this includes any pyrotechnics. Please refer to the City of Fargo policies if you have questions.
- The NDSU Homecoming Parade Committee reserves the right to control the level of sound coming from your unit.

All Units

- All drivers must be at least 16 years of age, possess a valid driver's license and proof of insurance.
- Helmets are required for all riders of bicycles, skateboards, and scooter (motorized or not).
- The number of people on any unit may not exceed what can be safely accommodated. If the number on any unit appears unsafe, the Homecoming Parade Committee reserves the right to limit the number of participants on the unit.
- For all units that incorporate walkers, the Parade Committee asks that walkers must be at least 10 years of age. If walking participants are under the age of 10 years old, they will be asked to ride on a float/unit or not participate in the parade altogether.
- **Strollers or wagons are NOT permitted in the parade.**

- For corporations that oversee more than one business, each business would need a separate parade entry if separate vehicles were used. IE. Separate radio station vehicles, multiple restaurants with individual vehicles, etc. **Businesses will be limited to 2 floats per company.**
- Any units utilizing animals must be cleared through the Campus Attractions office, 231-7221 or the Student Activities office, 231-7787. Disruptive animals that may cause potential harm to spectators, participants or themselves will be removed from the parade.

Floats

- Floats are defined as units that have wheels and are pulled by a vehicle. Tractors under 160 horsepower, cars and small trucks will be allowed to pull floats through the parade.
- Dimensions of the float may **not exceed 15 ft. wide, 13 ft. high and 40 ft. long** (not including the length of the pulling vehicle).
- All motorized units must proceed at a slow parade pace. **No** stopping, speeding up, skidding, sudden breaking, or car tricks (IE: break stands) will be allowed.
- All motorized entries must be equipped with working brakes and be in good mechanical condition. Appearance of smoke is not acceptable. The Homecoming Parade Committee reserves the right to make decisions on the mechanical condition of units.
- The running gear of the float must be able to maneuver around corners.
- The NDSU Homecoming Parade Committee and NDSU shall not be responsible for any damages or injuries incurred to floats or their passengers entered in the parade (this includes set-up, during parade, and tear down).
- Float drivers must remain with their floats at ALL times; from time of check in until time the parade is dispersed.
- Participants may not ride float to the parade staging area. All participants must be dropped off as parking will not be available.

Decorated Cars

- All decorated cars must be equipped with working brakes and be in good mechanical condition.

Non-Motorized Units

- A non-motorized unit may include any units pulled by animals or walking units. If using animals, must clean up after the animal throughout the parade route and provide documentation of insurance with application. Please note: **Strollers or wagons are NOT permitted in the parade.**

Political Official/Candidates

- Candidates who are running for a congressional, state elected, state legislative or city/county office must participate with the corresponding student organization. IE. College Republicans, College Democrats, Student Government, etc. No individual political floats will be allowed.
- No floats will be accepted that pertain to specific ballot measures.

Other Information

- The Homecoming Parade Committee is comprised of students and staff advised by the Memorial Union Assistant Director of Campus Activities. Committee representatives will review all parade units regarding adherence to rules and their decisions are final. Failure to comply with any section of the policy will automatically disqualify the unit from participation in the parade. Any unit violating parade requirements or behaving in an unsafe manner while on the parade route will be removed at that time.
- Violations of any of the above requirements/policies, may lead to units being removed from the parade route at any time and/or being banned from future parades.
- All organizations/departments wishing to enter a unit in the parade must submit a brief description or sketch and an entry form no later than the deadline on the entry form. Forms must be received by 5 p.m on the specified deadline date, in the Student Activities Office, 120 Memorial Union; PO Box 6050 Dept. 5370, Fargo, ND 58108-6050. **Late Entries will be charged a \$25 late fee pending acceptance into the parade.**