



## **Parade Procedures and Policies**

1. The Armed Forces Torchlight Parade will be held each year on the 3rd Saturday of May. The Jr Lilac Parade will be held each year on the 2nd Saturday of May.
2. Applications for participation in either parade will be made available during the first week of January. Unit information, deadlines and fees for participation will be set and enforced each year.
3. Fees will apply for participation and will be set by the VP of Parade, the Director of Parade and the SLFA. Fees will not be charged to: Active Military units, Veteran Units, Police or Fire Departments, Northwest Hosting Group and SLFA VIPs.
4. The Articles of Incorporation identify the Spokane Lilac Festival as a non-profit, non-partisan, non-sectarian corporation. Use of partisan political signs or other political material, units advocating, opposing or depicting any political or social issues will not be permitted in the parade.  
  
The SLFA reserves the right to accept or deny any parade entry at our discretion. All submissions will be reviewed to ensure they align with the SLFA mission, vision, and values. All entries will be reviewed to ensure they promote positivity and respect. We will not accept entries that promote hate, discrimination, divisive messages or may endanger, injure or compromise the safety of others.
5. Every application for participation will be vetted by the Parade Krewe against the Standards, Policies, and Procedures. Applications must be complete, accurate and received by the Parade Krewe and Lilac Festival by the established deadline. The Parade Krewe will either approve or decline each application and notify participants within 30 days of the decision. Parade Krewe provides control over quality and quantity of parade units.
6. The SLFA President and Executive Committee will select the VIPs for any given year. The Parade Krewe may recommend a VIP to the SLFA, however, does not have the authority to approve or invite any individual or unit to participate in the parade as a VIP.
7. All applicants are required to review and sign two documents, 1) The Parade Procedures and Policies, and the 2) Hold Harmless Agreement. These documents are available for review within the parade application and on the SLFA website. The acknowledgement of the review and understanding of these two documents will be in the application and will be binding.
8. Persons or units not listed in the Official Parade Line-up or units materially different from the application approved by the Parade Krewe will not be permitted to enter or march in the parade.
9. NO materials (merchandise, literature, novelty items, food, product samples, etc.) may be handed out, sold, or tossed to spectators along the parade route or parade staging area. This is a safety issue for all participants and the parade audience.

10. No firearms, fireworks, open fire or flame are allowed by any participant. This is a requirement by the city based on the issuance of our permit to conduct a parade.
11. Consumption and/or possession of alcoholic beverages or illegal substances in staging area or during the parade, by any person involved with the production and presentation of the parade is forbidden. This includes participants, parade officials and volunteers.
12. Children under the age of 12 are not permitted to march in the Torchlight parade or alongside a unit. They may ride on a unit if accompanied by an adult and are properly secured with a seat belt or safety strap.
13. A distance of 50 feet between parade units is required. All units are required to close or open the gap when directed by a parade official. Units are not allowed to stop or pause in front of the reviewing stand or TV to perform or render honors. All marching units must maintain a FORWARD MOTION. Routines which delay the progress of the parade or create gaps greater than 50 feet are not permitted and may be asked to leave the parade route.
14. Only units designated by the Parade Krewe will display the American Flag. This will normally be limited to the official parade honor guard at the start of the parade and all Veteran groups. Please review the United States Flag Code for further clarification.
15. The SLFA is not responsible for travel, food or lodging expenses, nor does it accept responsibility for security of units, vehicles or personal items.
16. Anyone marching or walking with a unit must be appropriately attired for the unit being accompanied.
17. Drivers of motorized vehicles (floats, cars, etc.) must hold a valid driver's license that is on file with the SLFA. The driver must have 180° of vision to the front and sides.
18. Evidence of insurance for both bodily injury and property damage liability with combined single limits of \$1,000,000 (each occurrence and aggregate) for all floats, motorized vehicles and equestrians is required. VIP cars require fewer rates of insurance, but still need AT LEAST \$300,000. Insurance requirements may rise. The SLFA insurance carrier determines the rate of insurance requirements and takes into consideration the rates of requirements for the other major parades in the Pacific Northwest. Added to the rate of insurance is a "rider" attachment or "Additional Insured." It is always to include THE SPOKANE LILAC FESTIVAL, CITY OF SPOKANE and whoever may be underwriting our parade in that particular year. Risk Management and the Spokane Police and Fire Departments require these riders on each policy received by the Parade Krewe. The Parade Krewe is expected to have viable verification of all motorized or insurable units if called upon by the City of Spokane Risk Management, the current Chief of Police and Fire Chief and the Spokane Lilac Festival's current insurance carrier. If the Festival fails to comply with this request, the city can terminate the Parade Permit.
19. Float Dimensions: Maximum length 60 ft; Minimum length 16 ft; Maximum height 13.5 ft; Maximum width 16 ft; Minimum ground clearance 8 inches. Dimensions are established based on limitations imposed by the route from the assembly area to staging and on the route itself. Anything longer or wider will not be able to make the 900 turns on the parade route.

20. Floats must comply with all requirements outlined on the separate flyer "Float Safety Requirements." The driver/operator will be required to sign an inspection list that is to be presented to safety officials prior to the parade. Floats not meeting the safety requirements will not be allowed in the parade.
21. All floats must be lit. Floats must be self-propelled and entirely decorated so that no part of the vehicle is visible.
22. Equestrian units (Torchlight Parade only) must either provide their own cleanup unit or pay a fee set by the current Parade Krewe.
23. Equestrian units must comply with all requirements outlined in the "Equestrian Requirements" flyer. A color photograph of horse and costume must accompany first-time applicants.
24. The SLFA and the Parade Krewe have the right to bar and/or remove from either parade any entrant, group or individual not conforming to the rules and regulations of the Spokane Lilac Festival Armed Forces Torchlight Parade or anyone refusing to follow the instructions of police or parade officials. This can be done at any time prior to or during the parade. Parade officials (Police Department, Parade Krewe, SLFA Directors and Corner Cadre) are required to provide enforcement for parade rules and standards.
25. Service dogs are not permitted to walk in either parade, however, riding in a mobile unit of choice with their handler is acceptable. The service dog must be harnessed, leashed or always tethered. The SLFA is not responsible for the care of the service dog at any time, this is the responsibility of the handler. Please be advised that the staging time + parade length + getting back to your final mode of transportation = approximately 3 hours for Jr Lilac and 6 -7 hours for Torchlight. These times should be considered when determining if the parade is a right fit for your animal.