



## Staging and Setup Information for Participants

Thank you for participating in the 2008 Chesapeake Energy Parade of Lights! Please review this information carefully as we've tried to include as much information as possible to help you make this evening one to remember!

Please be sure to review our [Parade Policies](#).

Classifications and Staging Areas

**Motorized** (Float, Automobile, anything else that's powered by a motor), Area A, Forest Park Blvd.

- Enter and check-in at 10th Street. NO ENTRY on Fifth Street! PLEASE CHECK IN NO LATER THAN 4:00 PM!!! Latecomers will NOT be accommodated and you will be removed from the parade without refund.
- Parking for participants in the Cash America Parking Garage. No pass needed. Please enter the garage off of 7th Street.
- ONLY PARADE VEHICLES ACTUALLY IN THE PARADE will be allowed into the Forest Park Blvd. staging area. Due to Fire Marshal regulations we must keep a fire lane open at all times and we cannot accommodate any vehicle/unit other than those specified in your entry. A PASS IS REQUIRED!
- Robbie McMeans, Check In Captain

**Equestrian**, Area B, old RadioShack Parking Lot.

- Enter and check in off of Purcy Street from Belknap Street
- Parking available in this lot for equestrian vehicles
- Larry Gantt, Equestrian Captain

**Walking/Human Powered**, Area C, Burnett Street

- Enter and check in at Burnett Street and Weatherford Street
- Parking available in Sundance III parking garage, a FEE MAY BE CHARGED. Other parking available in surrounding lots.
- Tom and Martha Lunday, Walking Unit Captains

PLEASE NOTE! If you have an entry with BOTH Walkers AND a MOTORIZED unit, the Walkers MUST stage in Area C (Walking, Burnett Street) and the Motorized unit(s) MUST stage in Area A (Motorized, Forest Park Blvd.). This is for safety purposes. Your unit will be MERGED TOGETHER as the Motorized unit passes Burnett Street.

Parade Policies: Please review the [Parade Policies](#) carefully.  
[Line-up Information](#)

- You will be responsible for the information contained in these pages. It is important that everyone associated with your parade entry abide by the parade policies or it may result in the immediate removal of the entire entry from the parade with forfeiture of your participation fee.
- Please note the number of lights required for your entry. Non-compliance with this will result in your dismissal from the parade, and you will forfeit your participation fee.
- If you are entered as a non-profit organization, NO commercial signage will be allowed on your entry, otherwise you will need to pay the commercial fee.
- Remember that NO SANTA CLAUS is allowed on any entry, although elves, Scrooge, Grinch, etc are allowed.
- If you have generators, you MUST have the PROPER fire extinguisher.
- PLEASE NOTE that ALL FLOATS must use flame-retardant materials in their construction, or be treated with flame-retardant chemicals. ALL HAY BALES MUST BE TREATED WITH FIREPROOFING! THERE ARE NO EXCEPTIONS TO THIS POLICY, AND YOUR FLOAT WILL BE REMOVED IF THIS HAS NOT BEEN DONE. The Fire Marshal will be on site to inspect floats, and you will be asked to show proof of this by presenting a certificate from the materials or chemicals used. Please note that non-compliance will result in dismissal from the parade

### **Mandatory Meeting for Participants:**

There will be a mandatory meeting of the entry's representative who will be responsible for setting the pace of the entry. This is to review our pacing procedures and to illustrate the necessity of maintaining a proper space between entries (30'). Long gaps result in our audience getting impatient and leaving...

#### *Motorized Participants Meeting:*

- 4:30 PM, Cash America lower parking area, corner of 5th Street and Forest Park Blvd.

#### *Equestrian Participants Meeting:*

- 4:30 PM, Equestrian Check-in area

#### *Walking Unit Meeting*

- 4:30 PM, Burnett Street Check-in area

**Parking:**

- Ample parking is available at Cash America (5th Street) and at the Chase/Bank One/Sundance Parking III parking area off of Throckmorton.
- If you indicated a tow vehicle or automobile as part of your entry, the vehicle pass is available by email. Only print one per parade vehicle. Only pass vehicles will be allowed in the line-up area.

**Communication:**

- You MUST provide a cell phone number for us for the on-site person who will be responsible for your entry, if you have not already done so. Please email this information to kari@dfwi.org.
- Your Staging Captain(s) will be available throughout the check-in and staging period for assistance.

**Script:**

- Please provide no more than a 30-second script for our announcers. If we do not receive this by November 16 we will write the script ourselves but we cannot assume any responsibility for the accuracy of what we write about your entry. Please email your script (if you haven't already done so) to kari@dfwi.org.

**Payment:**

- Please note that your payment and [Indemnification Form](#) must be received by November 16, 2008. There can be no exceptions to this. If we do not have payment by that time, we will notify you and let you know you will not be in the parade. NO PAYMENTS WILL BE ACCEPTED AT THE PARADE STAGING AREAS. We do accept Visa or Mastercard – please call our offices at 817 336 2787 and speak with Kari, x 24, to make those arrangements.

We appreciate your efforts in meeting the lighting requirements. If you have any questions or need additional information, please call our office at (817) 336-2787. Thank you for your support and we look forward to your participation.

Indemnification, Statement of Financial Responsibility and Waiver  
Corporate/Organization/Participant  
Chesapeake Energy Parade of Lights  
November 28, 2008  
(MUST BE SIGNED AND SUBMITTED BY NOVEMBER 14, 2008)

I, the undersigned, as an authorized person, officer, or director of the participant herein named, do hereby agree to release, hold harmless, and indemnify Downtown Fort Worth Initiatives, Inc., Downie Productions, Inc., and the City of Fort Worth, its participants, officers, directors, and each and every parade sponsor, from any and all liability or claim whatsoever for any damage or injury including death or any financial loss that may occur as a result of or relating to participation in the above named parade and event. I warrant that I am an authorized representative for:

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and as such further warrant that such entity/organization/person possesses adequate financial responsibility so as to indemnify the above named parties and assume all expenses that may arise from any third party claim. Further, as the authorized representative I hereby waive any and all claims that the participant/corporation/organization may have against the above named parties as a result of or relating to the Chesapeake Energy Parade of Lights and/or related events.

NAME OF PARTICIPANT/ORGANIZATION

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ADDRESS OF PARTICIPANT/ORGANIZATION

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I HEREBY WARRANT AND REPRESENT THAT I HAVE READ AND UNDERSTAND THE ABOVE RELEASE, INDEMNIFICATION, STATEMENT OF FINANCIAL RESPONSIBILITY AND WAIVER, AND THAT I AM DULY AUTHORIZED TO BIND THE ABOVE STATE PARTICIPANT TO SUCH REPRESENTATIONS. \_\_\_\_\_INITIAL

SPECIFIC RELATIONSHIP OF SIGNER OF THIS DOCUMENT TO THE PARTICIPANT  
IN THE CHESAPEAKE ENERGY PARADE OF LIGHTS

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\_\_\_\_\_ DATE    SIGNATURE \_\_\_\_\_



October 17, 2008

RE: Parade float requirements, Parade of Lights

The Fort Worth Fire Department, Bureau of Fire Prevention is charged with the enforcement of the Fire Code within the City of Fort Worth. When this office determines that an indoor or outdoor gathering of persons has an adverse impact on public safety, this office has the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety.

In order for any plan to be approved by this office, it must include the following requirements, which will affect the participants of the event:

- Any motorized float, or any float with a liquid fueled generator, must be equipped with at least one fire extinguisher with a rating of no less than 2A10BC.
- All decorative material used on floats must be either non-combustible, or treated with a flame retardant.

There have been many questions raised in previous years regarding these two requirements. The following is an attempt to answer these questions, and hopefully, provide for better communications between our office and the participants this year.

If your float has any combustible material, including hay, paper, cardboard, cloth, foam, etc., you may be asked by a fire inspector to produce documentation that you have had the material treated with a flame retardant. **It is highly suggested that you seek professional assistance for the application of such products**, as a reputable applicator will provide you with documentation to verify that the application was done properly.

If you choose to apply a flame retardant chemical yourself, you will be required to present a signed letter stating which product was applied, who manufactures the product, and an statement confirming that you applied the product in accordance with the manufacturers directions. This does not have to be a formal certificate, but rather a simple document acknowledging that you have complied with this requirement. You may also be required to provide a copy of the manufacturer's documentation, which should indicate that the product is designed to be used on the material in question for the purpose of reducing the ability of the material to burn.

This office cannot recommend specific flame retardant products. However, if you have a question about a particular product, you're welcome to contact us to discuss its approved use.

You will not be required to present testing data on the use of a fire retardant product, as that data should have already been collected by a listing agency, such as Underwriters Laboratories or Factory Mutual, and does not need to be duplicated. However, if the product documentation is not available, the fire inspector may require that a field test be conducted. It is not likely that this will occur, provided that the proper documentation is available. It is your responsibility to ensure that the documentation is available onsite.

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FIRE PREVENTION DIVISION

Fort Worth Fire Department H 1000 Throckmorton Street H Fort Worth, Texas 76102

Fire extinguishers have been required on all floats in the past. This was actually an explicit fire code requirement until 2001, at which time the code changed allowing the code official more flexibility in applying such rules. This office has continued to apply the requirements as written in the previous codes. However, we feel that requiring the fire extinguishers to be provided on motorized floats, and floats with liquid fueled generators meets the intent of the previous requirements, and allows for an approved level of public safety.

If your float is not compliant with these requirements, you will not be allowed to participate in the event, and your float must be removed from the area. However, the fire inspector will be on-site during the entire event, and if the issues can be resolved prior to the step off, the inspector will certainly allow you time to do so.

We understand that the entrants of this parade are largely non-profit and small organizations, and that the budgets for these floats may be small. However, the requirements noted above should not add significantly to the cost of participating. We welcome any questions from the participants and look forward to helping in any way to ensure a safe event for all. You may call this office at 817-392-6835 for any questions or concerns you may have.

Thank you,

A handwritten signature in cursive script, appearing to read "Brian Hannah".

Brian Hannah

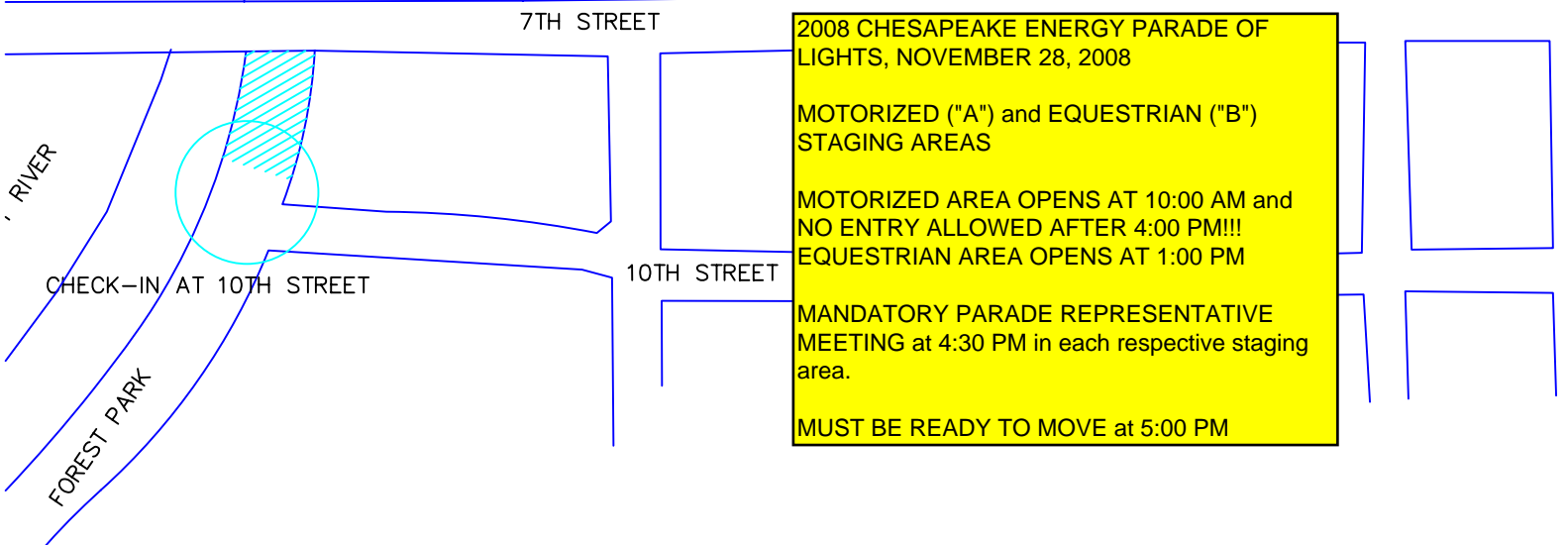
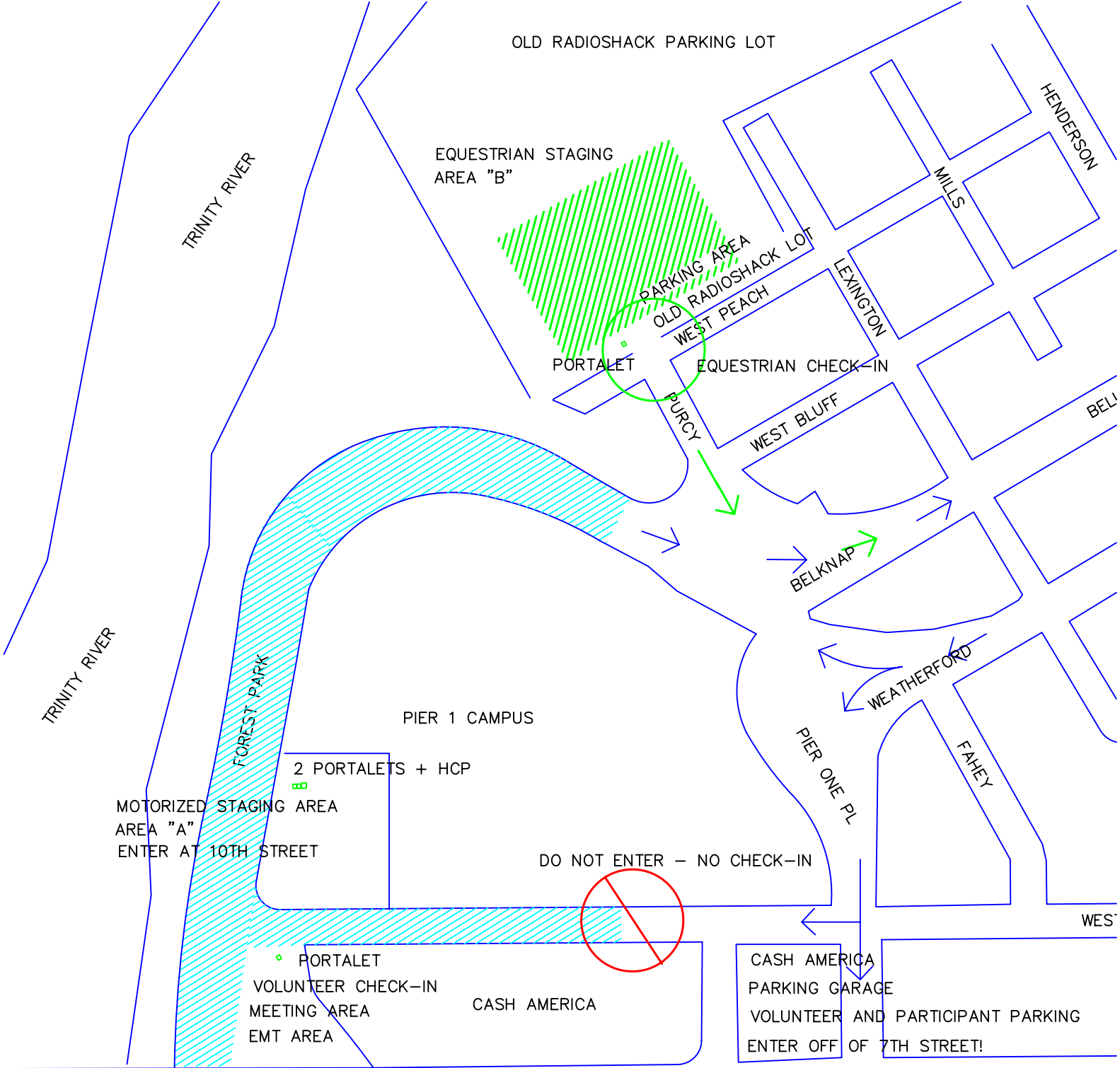
Assistant Fire Marshal

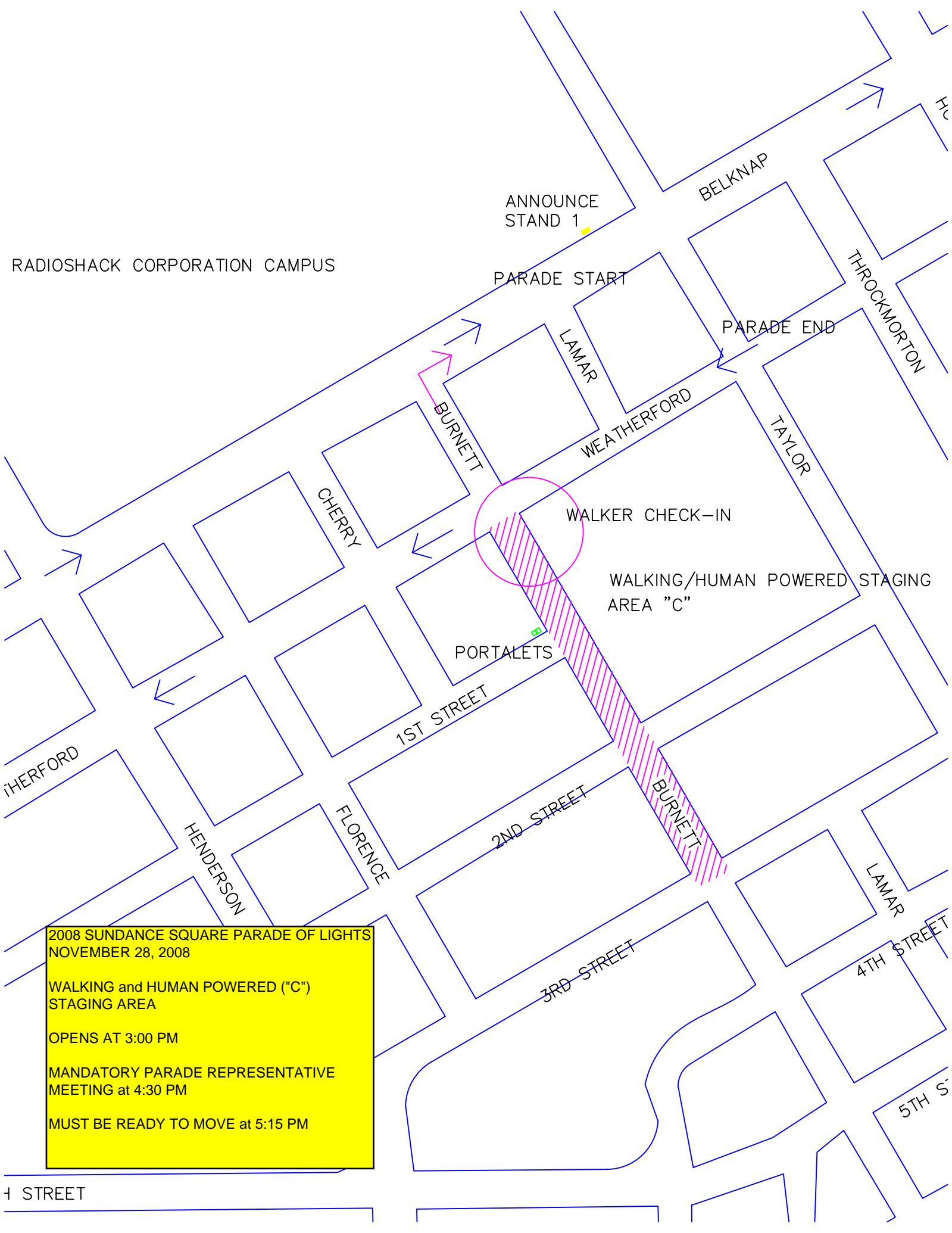
Fort Worth Fire Department

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**2008 SUNDANCE SQUARE PARADE OF LIGHTS**  
NOVEMBER 28, 2008

WALKING and HUMAN POWERED ("C")  
STAGING AREA

OPENS AT 3:00 PM

MANDATORY PARADE REPRESENTATIVE  
MEETING at 4:30 PM

MUST BE READY TO MOVE at 5:15 PM

1 STREET