

A. PARADE INFO & INSTRUCTIONS

The purpose of the Steveston Salmon Festival Parade is to celebrate our national pride on Canada Day and provide enjoyment and fun for all visitors to and members of our community. This should also be your primary goal when planning and designing your parade entry.

Please read the following parade info and instructions (A), rules (B) and safety guidelines (C) documents thoroughly and ensure that you communicate the content to those who will be participating with your parade entry to help make everyone's day go more smoothly, enjoyably and safely.

1. Parade Route Information

Length of parade route is 1.9 kms, travelling through the Steveston area, starting from the entrance of Garry Point Park, east on Chatham, then south on Third and east on Moncton to Railway. Elevation change is negligible.

2. Parade Staging Schedule

There will be close to 100 entries with more than 2000 participants and over 120 vehicles and floats in the parade, so we ask for your prompt arrival, patience and attention to the parade instructions. This will help the parade run more efficiently, safely and enjoyably. Your cooperation will be greatly appreciated, especially by all the volunteers involved in putting on this parade.

(Note: A 'float' is defined as any decorated vehicle that is motorized, towed, mounted or moved by walkers.)

- 7:00 to 9:00 am Check-in opens for walking group and float entry arrivals.
(Plan your arrival early to avoid traffic congestion and the 9:00 am road closure.)
- 8:00 am Parade entries wishing to be judged must be at their assigned staging number line-up.
- 8:00 to 9:30 am Judging for float/vehicle entries and non-marching/performing units takes place.
- 8:00 to 9:30 am Float/vehicle and other entry safety inspection.
- 9:00 am Street closure on parade route. Access to parade staging area will be closed.
(Entries arriving after this time will be refused admission into the parade area.)
- 9:15 am All float/vehicle entries must be parked in the staging area by this time.
- 9:30 am Children's Bike Parade starts from Third Avenue and Moncton Street.
- 10:00 am Parade starts at 10 am sharp (To the Gulf of Georgia Cannery steam whistle!)

3. Vehicle and Group Decorations

Ensure your vehicle is CLEAN and PROUDLY PRESENTED in the parade. We recommend participants to decorate their vehicle(s) in a Canada Day theme along with the theme relative to their entry.

3. Your Assigned Staging Number

Make sure participants in your group know the exact name of your entry as noted on your parade application. Participants will need to give the name of their entry when checking in, so they can be directed to their staging number parking location in the staging area.

Inform all participants in your group once you have received your staging number so others arriving (separately) will be able to locate your group.

4. Check-In Instructions

Check-in for all floats/vehicles is on Fourth Ave. at (north of) Chatham St. Parade Marshals at this intersection will direct your vehicle to your group's numbered staging location. Follow directions carefully because all roads in Staging Area are designated one-way traffic. (See map at end of document.)

Check-in for marching bands and all other walking entries is at Garry Point Park, entering on Seventh Ave. and Chatham St. Seventh Ave. is the last turn-off from Steveston Hwy. west of No. 1 Rd.

Road closures will take place at 9:00 am, so no vehicles will be allowed into staging area afterwards. All access to staging area (south of Chatham) will be closed. Plan to bring your vehicle(s) early to avoid the deadline.

DO NOT use No. 1 Rd. to go to Chatham St., as this route is only for local non-parade traffic.

5. Drop-Off Instructions

Drop-off for Marching Bands and all other walking entries is on Seventh Ave. at Broadway St. Note that 'drop-off' location for walkers is different from 'check-in' location for vehicles. Walkers and vehicles/floats from the same group will be assigned the same staging number so everyone from the group can meet up at the same staging location.

If you are dropping off minors, please arrange with your group to provide chaperones to meet your participants at the drop-off point (on Seventh Ave. at Broadway St.) and escort them to their staging area.

If you are bringing large instruments, we recommend you arrange to carpool your instruments into the staging area **before 8:00 am** to avoid traffic congestion.

DO NOT use vehicle check-in on Fourth to drop off parade participants.

Please make copies of map for your support driver(s), and instruct them about the drop off procedure.

6. Judging Information

Float/Vehicle and Walking entries will be judged at their assigned parking spot in the staging area between 8:00 a.m. and 9:30 a.m. Entries arriving after 8:00 am will not be judged. Parade participants need to be with their entry during judging.

Marching Bands and Performing Units will be judged as they proceed past the Grand Stand located on Moncton St. after (east of) Easthope Ave., across from the (old/former) Steveston Community Centre. Awards for Marching Bands will be announced at the Main Stage after the Opening Ceremony. Please have a representative available to accept a prize should your entry be selected. Award winners will be posted on the Steveston Salmon Festival website on the following week. Any unclaimed awards will be distributed to the contact person named on the entry application at a later date.

7. Parade Order

The Parade Director may exercise discretion on arranging the order of parade entries for the benefit of the overall parade performance, viewing experience and safety. Greatest effort is made to accommodate as many requests as possible while still providing a well-balanced parade for our spectators.

Parade order WILL NOT be announced prior to July 1st and may not be finalized until the parade starts. Our Steveston Salmon Festival office appreciates your restraint in not calling or emailing with this request, as they do not have access to this information.

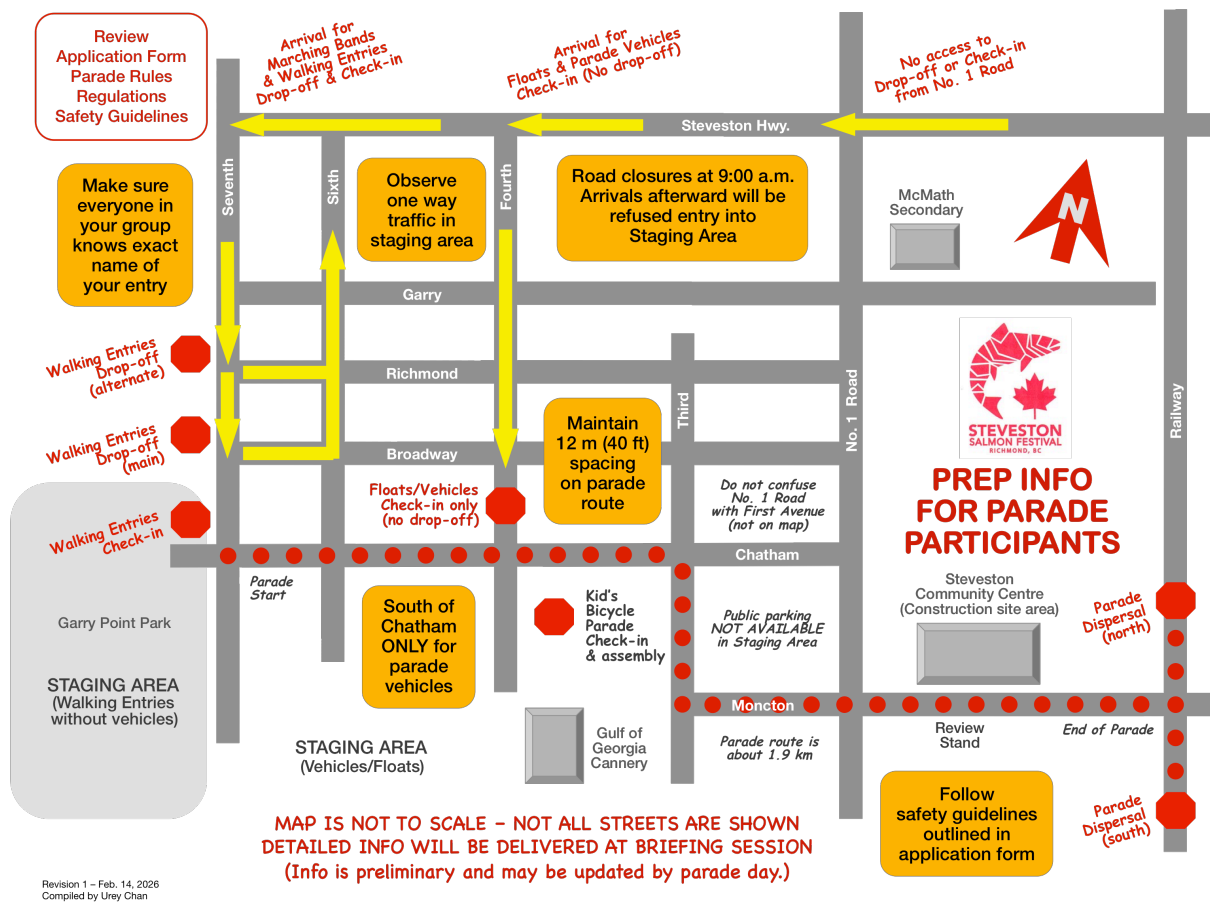
8. Dispersal at End of Parade

Follow directions of Parade Marshals or Traffic Controlers at end of the parade route on Moncton St. at Railway Ave. Do not disperse your entry until your group has been instructed to do so after either turning left (north) or right (south) onto Railway Ave. or staying on Moncton St. going (east) past Railway Ave. Please park your support vehicles clear of the parade dispersal area either on Railway Ave. north of Garry St., on Moncton St. east of Trites Rd. or on Brunswick Dr. south of Moncton St.

9. Processing Your Parade Application

Receipt of your application will be acknowledged within two weeks of submission. As we do receive a large volume of emails and phone calls, please avoid phoning or following up with a second email simply to enquire if we received your submission. Once your application is accepted, our Parade Director will contact you with information on briefing sessions for parade entries scheduled in mid-June.

Notify us immediately if you have changes to your parade entry. We need to adjust our planning if your entry has changed from your original application or you are unable to participate.



B. PARADE RULES

1. Distribution of Handouts by Your Parade Entry

Only handouts approved by Steveston Salmon Festival may be distributed during the parade. Handouts will be limited to only one type of small item per entry (e.g. a small candy or similar food item, sticker or tattoo, or a small promotional leaflet or flyer no larger than 1/3 of a letter-size sheet of paper). Remember to provide a sample or description of your intended handout when submitting your application. Full sheets of paper, magazines, pencils/pens, brochures, sports balls, gift bags, and other similar items are no longer acceptable. Please ask us if you are unsure.

DISTRIBUTING ITEMS DIRECTLY FROM VEHICLES IS STRICTLY PROHIBITED. Handouts may only be distributed by **handing items in person to spectators** at the curb.

No throwing items of any kind into the spectators. Distribution of handouts (including candies) to spectators must be done **hand-to-hand** at the curb.

No activities that provoke spectators to move onto the street. Do not create a dangerous situation by creating attractions, which will motivate spectators to rush onto the parade route and potentially get in the way of moving vehicles.

No use of water guns or water balloons. Avoid activities and situations that could potentially cause injury or damage to property.

If your group is found to be in violation of this rule, you may be asked to leave the parade and/or not be invited to participate in our parade the following year.

2. Participants in Your Entry

Each entry category is limited to a maximum number of participants. Elected Public Officials are limited to maximum of 20 supporters. Commercial/Business groups are limited to maximum of 20. Groups under other categories are limited to maximum of 50. Marching/Performing Units are exceptions to participation limits.

Any entry or participant display or activity that generally detracts from the spirit of community or Canada Day will not be allowed in the parade.

3. Floats and Vehicles

The Parade Committee restricts float dimension limits to a width of 8 feet, height of 12 feet, and length of 35 feet for a single vehicle, and 60 feet for articulated vehicles. Height restriction is due to overhead wires across the street along the parade route – please be sure of your maximum legal height.

All vehicle entries must be properly licensed and insured with a minimum of five million dollars liability insurance (ICBC). Documentation must be kept with the entry during the parade and must be provided for confirmation upon request from a Salmon Festival official.

Steveston Salmon Festival Committee accepts no responsibility for accident, injury or damage of any description arising from construction or operation of any float, nor participating in or other interests in the operation of this parade.

4. Decoration and Presentation of Parade Entry

All participants, including safety and support people, are required to be appropriately and festively dressed. This is to comply with the theme of our Festival and celebration of Canada Day, and for the benefit of our spectators and overall appearance of our parade!

All vehicle entries must be fully decorated, with the exception of Vintage and Show vehicles. This includes side panels, front and rear hood/bumpers, wheel rims and all other areas in a common-sense manner. Do not obstruct windows and mirrors to create a hazard for the driver. Vehicles that are not decorated, dirty, damaged, in poor working condition, or generally unkept will not be permitted in the parade.

Not complying with decoration rules may result in refusal of entry into the parade.

5. Maintaining Pace of Parade

All entries are expected to maintain a steady parade spacing of about 12 metres (40 feet) behind the preceding unit and monitor speed accordingly. This important safety issue will be enforced. Parade Marshals will be stationed along the parade route to regulate spacing and attend to any problems that may arise. Please give them your cooperation and pay attention to their instructions. If your entry does not cooperate to maintain the spacing requirements, you may not be allowed to participate in next year's parade.

Your entry will be expected to keep up with the parade. Walkers will set the pace of the parade and you will be expected to keep up with them. Entries unable to keep pace will be removed from the parade. For the safety of all participants and spectators, exceptions to this rule will need to be discussed with parade organizers.

No unnecessary stopping on the parade route. Parade entries stopping without reason during the parade will not be tolerated due to safety. See Safety Guidelines for information on emergency stops on the parade route.

6. Animals in the Parade

Well-behaved animals (i.e. dogs, other pets) are permitted in the parade with prior approval. Animals appearing in the parade must be under strict control at all times. Horses (and other livestock) may require inspection and approval by Coastal Health officials before entering parade.

7. Compliance with City of Richmond Bylaws

Smoking or consumption of alcohol is NOT PERMITTED anywhere in the general parade staging area or route, nor smoking on or near any floats including inside vehicles whilst participating in our parade.

8. Other Causes for Removal from Parade

Refusal to follow the instructions of our Parade Marshals, or any disrespect or abuse of our volunteers, other parade participants or spectators, will not be tolerated and will be cause for removal from the parade and permanent suspension from future participation.

Steveston Salmon Festival officials reserve the right to refuse any entry or participant that advocates, opposes, or depicts any political, religious, cultural or social issues that, in the opinion of the Steveston Salmon Festival, may be considered controversial or inappropriate. Steveston Salmon Festival Parade is a family-oriented celebration of Canada, our culture, heritage, and community spirit.

C. Parade Safety Guidelines & Other Requirements

1. Traffic Safety in Staging Area

Avoid walking on roadways in Staging Area even though the roads are closed to regular traffic. Walkers must keep to sidewalks and stay clear of roadways, as there are arriving over-sized vehicles and floats on the roads during the staging process.

Park floats and vehicles as close to the curb as possible to allow enough space for emergency vehicles, large floats and other parade vehicles to go safely by.

2. Float and Vehicle Requirements

All floats and decorated vehicles must be properly constructed to prevent breakdown during the parade. Vehicles must have a safe field of vision for the driver and proper ventilation for operating at low speeds.

Ensure your vehicle and towed float's braking system is in flawless working condition. This includes emergency and manual brake systems, especially for non-motorized, custom-built vehicles.

3. Drivers and Assistants

Drivers must remain with their float/vehicle at all times. Have someone who is qualified to attend to and operate the vehicle if driver needs to be away (i.e. go to the washroom) even temporarily.

Every float/vehicle is required to have at least two designated safety people, one on each side of the float/vehicle at all times whenever the vehicle is moving, for the duration of the parade route. Exceptions are given to military, police, fire and ambulance or similar emergency service vehicles.

An adult must supervise children on or around the float/vehicle at all times. Children walking or on a roller device must be supervised and kept behind the moving vehicle. **Do not allow anyone (spectators) to approach your moving vehicle for any reason.** (Refer to diagram on Vehicle/Float Safety at end of document.)

4. Walkers in Parade Entry

Your walkers must keep up with your float/vehicle at all times. If this is not possible for your group members, then your walkers will be removed from the parade route. This is for the safety of your group members as the vehicle behind you may not be able to watch out for your people.

Have adult walkers assist with handout of supplies. If your vehicle is carrying any additional handout supplies, please distribute material to your walkers **from the rear of the vehicle only, and never from the sides or front.**

Each entry will assign a Group Captain. This person's role and responsibility is to ensure that your entry, including your vehicle/float and individuals, keep up with the time and pace of the parade. The requirement to maintain parade spacing needs to be enforced to keep all participants safe.

Avoid activities that can endanger spectators. Participants in parade entry must not perform activities that can potentially cause harm to spectators and other participants in the parade. (i.e. Sword fighting demonstrations, swinging weapons, extreme acrobatics, etc.)

5. Float and Vehicle Operations

Do not move between float and towing vehicle while vehicles are moving. Avoid getting in between or stepping from float to towing vehicle while moving during the parade. If adjustments are needed or there are other reasons to get between your vehicles, stop the float temporarily to do what's necessary because we do not want any nasty accidents.

Unexpected stopping along parade route. If there is a need to stop your float or vehicle on the parade route, due to malfunction or safety hazard, try to move over to the right in order to allow parade entries behind you to pass through. Follow directions of your float safety crew or parade route marshals to avoid endangering spectators or delaying progress of parade.

Do not operate vehicles side by side on parade route. All vehicles on the parade route must travel in a single file to allow room on the road in case an emergency vehicle needs to pass through.

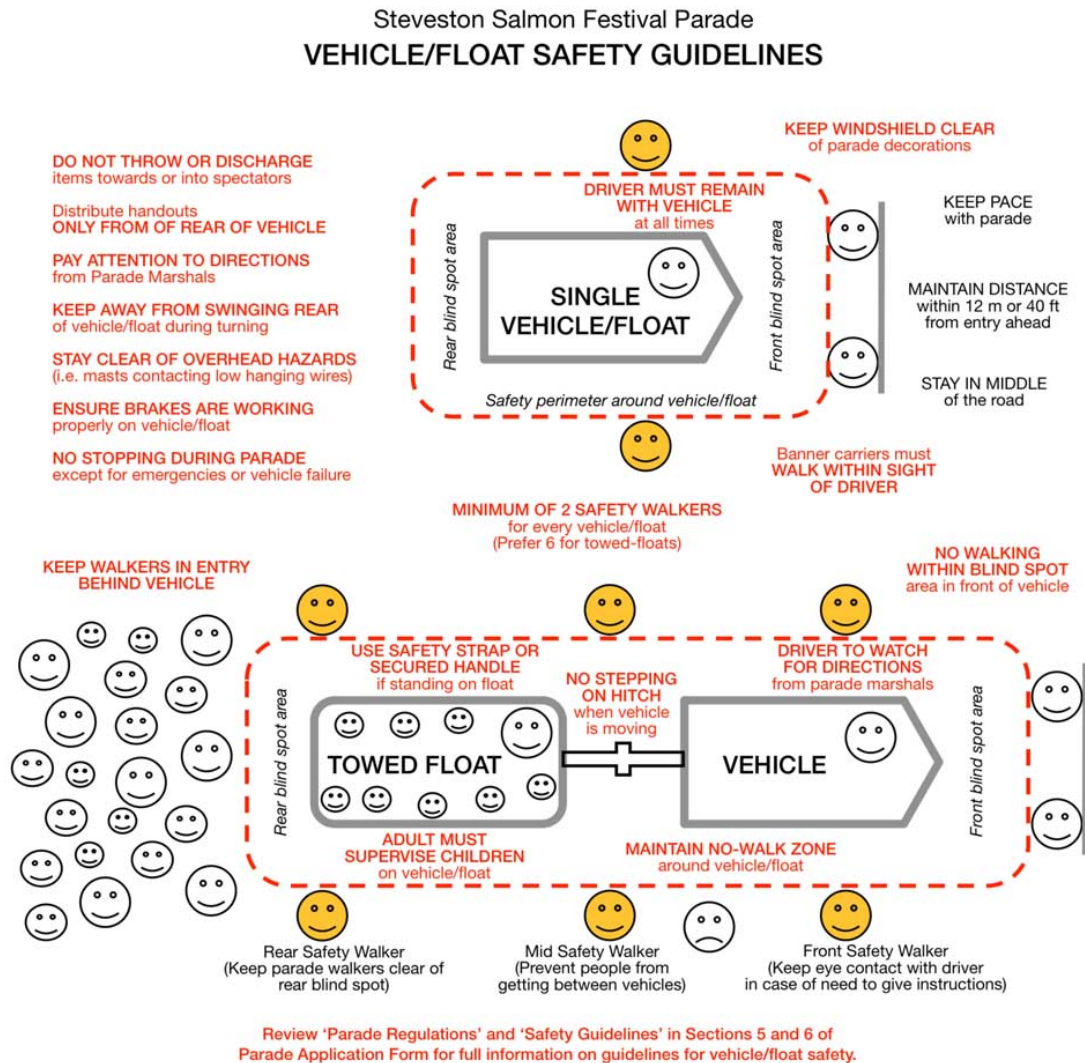
KEEP DISTANCE OF ABOUT 12 METRES (40 FEET) BETWEEN EACH PARADE ENTRY AND KEEP UP WITH PACE OF THE PARADE. THIS WILL BE STRICTLY ENFORCED.

6. Additional Float and Vehicle Requirements

Carry a fire extinguisher on your vehicle. Ensure it is in good working order and you know how to use it. Fire extinguishers should be Dry Chemical type, and at least 5 lbs.

Carry a first aid kit on your vehicle. Identify someone from your group who is capable of or qualified to administer first aid.

Ensure the exhaust pipe is wrapped with fire retardant material where it passes near decorations and other flammable items.



Compiled by Urey Chan, VE7URE on March 17, 2024