



P.O. BOX 388 • ELKINS, WV 26241 • OFFICE: (304) 636-1824 • WWW.FORESTFESTIVAL.COM

Dear Parade Participant:

Plans are currently underway for the 86<sup>th</sup> Mountain State Forest Festival scheduled for September 28 through October 6, 2024 in Elkins, West Virginia. Our festival is one of the state's oldest and grandest festivals, playing host to over 100,000 festival patrons and visitors annually. This year's theme will be **"Timeless Traditions."**

Our Grand Feature Parade is an approximately 2.5 mile, 2 hour parade featuring many bands, floats, special units and dignitaries. The Grand Feature Parade will be held Saturday, October 5, 2024. We are proud to announce that this year, "The Pride of West Virginia," WVU's Mountaineer Marching Band will join us for the Grand Feature Parade and the Jack Basil Band Field Show.

This is your official invitation to participate in the 2024 Grand Feature Parade. **Line-up will begin at 10:00 a.m.** Check-in is located in the tent area of the Southern States parking lot on South Davis Avenue. Please review the Grand Feature Parade Rules and Regulations for details. The Antique/Classic Car Parade is set to begin at 1:00 p.m., followed by the Industrial Truck/Equipment Parade at 1:15 p.m., and finally, the Grand Feature Parade will step off at 1:30 p.m.

Please find the following attachments in order to complete your application.

- Grand Feature Parade Application
- Grand Feature Parade Rules & Regulations
- Mountain State Forest Festival General Rules & Regulations

**Please complete the application and sign and date all three forms.** You may mail the documents to the Mountain State Forest Festival Office (address below) OR attach an image of the documents in an email to [grandfeatureparademsff@gmail.com](mailto:grandfeatureparademsff@gmail.com) as soon as possible, but not later than **Friday, September 20th, 2024.** We encourage early registration!

If you are entering a float, please review, sign, and submit following documents as well:

- Grand Feature Parade Float Application
- Grand Feature Parade Float Rules and Regulations

The MSFF Committee will notify you upon acceptance of your application. Line-up details will be published on or before Friday, October 4<sup>th</sup> in the Inter-Mountain and at [www.forestfestival.com](http://www.forestfestival.com). If you arrive on parade day to participate, your entry will be reviewed on-site. If it is accepted, you will be placed at the end of the final division, but it will not be published in the line-up. Thank you for understanding the importance of pre-registration.

Sincerely,

2024 Assistant Directors

Keith Corley

Jeff Skidmore

Derek Wetsch

**\*\*Please direct all parade inquiries to [grandfeatureparademsff@gmail.com](mailto:grandfeatureparademsff@gmail.com), not to the Forest Festival office\*\***



**MSFF GRAND FEATURE PARADE REGISTRATION**

APPLICATIONS MUST BE RECEIVED BY SEPTEMBER 20, 2024

All inquiries and submissions should be directed to [grandfeatureparademsff@gmail.com](mailto:grandfeatureparademsff@gmail.com), **not the MSFF office.**

Name of Group: \_\_\_\_\_

Directors (of Group): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: State: Zip Code: \_\_\_\_\_

Phone: Web Address: \_\_\_\_\_

Cell Phone Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Entry: \_\_\_\_\_

(Float, Novelty, Military Branch, Dignitary, etc.)

Float Categories (circle one, then complete the float application and sign the float rules):

Professional                  Amateur                  Fair/Festival

Other Categories of Competition (circle one): Drill Team   Novelty Unit   Dance   Cartoon Character   Marching/Musical

Visiting Royalty: Name \_\_\_\_\_ Title: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Fair/Festival that you represent: \_\_\_\_\_ Festival Dates: \_\_\_\_\_

Will your Festival be providing a float for you to ride?    Yes    No                  If yes, please see the float entry documents.

Provide a brief description of your entry. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Insurance: Name of Operator: \_\_\_\_\_

Name of Liability Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_

**\*Any vehicle loaned by an automobile dealership not covered by automobile liability insurance provided by the dealership must be covered by automobile liability insurance provided by the driver.**

Additional Information: **Please attach a resume of activities, honors, and/or a recent photograph of your unit to assist with publicity and parade commentary.**

Please complete and return to:

**Grand Feature Parade Assistant Directors**

**Mountain State Forest Festival**

**PO Box 388**

**Elkins, WV 26241**

**OR email: [grandfeatureparademsff@gmail.com](mailto:grandfeatureparademsff@gmail.com)**

**Release: By signing this form, I release the Mountain State Forest Festival from all personal injury, illness, or property damage that I may incur because of my participation in the Mountain State Forest Festival.**

\*SIGNATURE \_\_\_\_\_

\*DATE \_\_\_\_\_



## Mountain State Forest Festival Grand Feature Parade Rules & Regulations (\*required field)

- Specialty units will be considered in the following categories:
  - ◆ Non-motorized (color-guard/drill team, clown, equestrian, unicycle, bicycle, special music group)
  - ◆ Motorized (convertible, other)
- All applications must include:
  - ◆ Resume of related activities/events of the unit over the past (3) three years.
  - ◆ Photo of unit (if available)
  - ◆ Description of activity you will perform or present.
- All paperwork for the Grand Feature Parade must be completed and mailed to the Mountain State Forest Festival Office at P.O. Box 388 Elkins, WV 26241 or emailed to; [grandfeatureparademsff@gmail.com](mailto:grandfeatureparademsff@gmail.com) by September 20, 2024.
- The Antique Car Parade will begin at 1:00 p.m. (line-up is near Riverbend Park). The Industrial Truck and Equipment Division will follow at 1:15 p.m. (line-up is along 11<sup>th</sup> Street). The Grand Feature Parade will begin at 1:30 p.m. (line-up is along South Davis Avenue and side streets near and beyond Southern States).
- CHECK IN: Check-in is located at Southern States on 1200 South Davis Avenue.** Please follow the signage located on 11<sup>th</sup> Street and in the Industrial Park for line-up instructions. One participant from each entry may report to the line-up area in the Southern States parking lot to check-in beginning at 10:00 a.m. **Log Trucks go directly to log truck area on 11<sup>th</sup> St to check-in, they need not report to Southern States to avoid traffic congestion.** **Antique cars should go directly to Riverbend line-up area for check-in.** All others please check in with hosts near the tent in Southern States parking lot.
- In order that the length of the parade may be maintained at an acceptable rate, no more than two entries shall be allowed from any one organization without prior approval from the parade director.
- Officers or representatives of any social, civic, or fraternal organization must have prior approval and no more than one unit of officers from any organization will be permitted.
- No individual running for any political office/position may walk/ride or be represented in any way in a special unit or other parade entry. If the person is currently elected or appointed, they may participate as the current title.**
- There shall be no member of any marching or tumbling unit less than **12 years of age.**
- Plans for distribution of product, novelty items, candy or informational fliers must be submitted for approval by the parade directors. If approved, items must be distributed from outside the vehicle or float throughout the parade route; **you may not throw anything from a vehicle or float.** Please see rule # 20 for consequences.

11. Industrial vehicles representing traditional forest products will be permitted to participate in the Industrial Trucks and Equipment Division. An application is required.
12. Units must maintain a distance of 40 to 60 feet between parade units. Please adhere to these lengths so as to avoid gaps in the parade.
13. **All parade units must obey the instruction of parade officials in order to provide even movement of the parade as a whole.** These officials will be properly identified and have the authority to disqualify or eject entrants from the parade.
14. Participants of any unit are prohibited from walking or marching back through the line of march after disbanding.
15. Animal units agree to have appropriate debris removal personnel accompanying their own unit throughout the entire parade route, disposing of debris in an appropriate manner.
16. The Mountain State Forest Festival will not provide any driver/vehicle nor signage for any participant in the parade unless the plan is made in advance of parade day. All drivers **must be 18 years old.**
17. INSTRUCTIONS FOR THE END OF THE PARADE ROUTE: Please continue beyond the Courthouse and DO NOT STOP. **Bands and floats should proceed to Hardees to regroup or to allow passengers to step off floats** unless otherwise directed by Grand Feature Parade Official. Please follow the instructions of Parade Officials in this area.
18. The Mountain State Forest Festival reserves the right to screen and reject or approve entries. The safety, entertainment and enjoyment of parade viewers is of the utmost importance and the quality of each parade unit is very important.
19. The Mountain State Forest Festival will follow all local, state, and federal guidelines related to the COVID-19 pandemic. Submission of your application for the Grand Feature Parade is your agreement to follow any safety protocols required by the Mountain State Forest Festival.
20. Failure to comply with these rules and regulations may result in competitive disqualification, ejection from the parade, and removal from future invitation lists.

**By signing below, I indicate I have read the Rules & Regulations and understand each as they apply and have made a copy for myself/organization/business:**

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



## Mountain State Forest Festival General Rules & Regulations (\* required field)

- 1) Mountain State Forest Festival reserves the right to adjust locations in the event of inclement weather, inclement ground conditions or as needed.
- 2) All applications for specific events and entry fees must be received by the deadline set for specific event.
- 3) All applications will be reviewed by the designated Mountain State Forest Festival committee. Each exhibitor or vendor will be notified by mail/email if the application is accepted by the committee by the deadline advertised for that event.
- 4) All registration fees are non-refundable unless specified in the specific rules for that event.
- 5) A royalty will be charged to any vendor selling wears bearing the Mountain State Forest Festival and/or the official logo of the Mountain State Forest Festival.
- 6) Please note any special needs on your application. We will attempt to meet the special need, if any additional fees are required for your request, we will notify you of the additional fee within two (2) weeks of receiving your application and fee.
- 7) The Mountain State Forest Festival, or any agent acting on its behalf, will not be responsible for damages to exhibitor's/vendor's displays, units, or property.
- 8) The Mountain State Forest Festival reserves the right to advertise the presence of the exhibitor or vendor. The exhibitor agrees to hold the Mountain State Forest Festival and any agent acting on its behalf harmless from any advertising or other liability.
- 9) Unless otherwise agreed upon all hardware (i.e., electrical cords, tables, tents/canopy, coverings, lighting, etc.) is the responsibility of the Exhibitor/Vendor.
- 10) Alcohol is strictly prohibited at any Mountain State Forest Festival event without prior written permission from the Mountain State Forest Festival.
- 11) No merchandise depicting drugs, alcohol or tobacco may be sold, displayed, or promoted at any Mountain State Forest Festival event without prior written permission.
- 12) No item used to consume drugs may be sold, displayed, or promoted at any Mountain State Forest Festival event.
- 13) Mountain State Forest Festival reserves the right to request a vendor to remove any merchandise or display that the event organizers determine is unacceptable or inconsistent with the Forest Festival rules or philosophy.
- 14) Mountain State Forest Festival reserves the right to evict any person/organization/business for failure to follow the General Rules or the Specific Rules for each event.
- 15) No political campaigning or lobbying will be permitted during an event.
- 16) The Mountain State Forest Festival will be following all local, state, and federal guidelines related to the COVID-19 pandemic. Submission of your application to be a vendor in the City Park is agreement to follow any safety protocols required by the Mountain State Forest Festival.

**By signing below, I indicate I have read the General Rules & Regulations and understand each as they apply and have made a copy for myself and my organization/business:**

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