

**10<sup>th</sup> ANNUAL VIRGINIA CARNIVAL**



**PARADE OF BANDS 2015  
APPLICATION,  
RULES & GUIDELINES**



## 10<sup>TH</sup> ANNUAL "CARIBFEST" FESTIVAL 2015

Festival Theme: "CELEBRATING OUR CULTURAL DIVERSITY"

**Saturday, August 15, 2015**

Assembly/Staging Area @ Harbor Park,  
120 Park Ave, Norfolk VA 23510  
(Parade participants may park in Parking Lot "F")  
Parade steps off **11:00 a.m.** (sharp)

**Entry Deadline: July 1, 2015**

**Entries after this date accepted only on space available  
and a \$25 late fee will be applied**

**Parade Staging/Line-Up: 9:00 a.m.**

### **Weather**

Parade will be held rain or shine -- **NO RAIN DATE.**

### **Emcee Script Information**

When filling out the "Emcee script information" portion of the parade application, keep in mind that the information will be used to introduce your Unit/Band/Troupe/Float to the viewing audience. So print type or write legibly (*Additional sheet may be added*).

### **Festival Venue**

Town Point Park, 333 Waterside Dr.  
Norfolk VA 23510

**FOOD \* ARTS & CRAFTS \* LIVE PERFORMANCES**

For further info call: (757) 766-0532



## RULES & GUIDELINES

The enclosed information describes in detail the guidelines, rules and regulations governing the 10<sup>th</sup> Annual CaribFest Festival Parade of Bands/Floats and competition. Please thoroughly read this information and complete the registration application. Any entry not conforming to the approved application will be disqualified.

### A. GENERAL:

1. **IDENTIFICATION:** All units/bands must be clearly identified by parade number.

2. **FORWARD MOTION:** All units/bands must maintain forward motion at all times unless parade stops in front of you. Large gaps (**over 100 feet**) between parade units/bands are not allowed to occur.

### 3. FLOAT:

- a. All float walkers must be in costume or uniformed attire.
- b. Tow vehicles must follow the same regulations listed below under “Vehicle Safety.”
- c. Must creatively depict a festive theme.
- d. All exposed parts (including wheels) should be covered.
- e. See float construction below.

### 4. UNIT/TROUPE/BAND:

- a. Only boy shorts are allowed; no wire bra or panties are allowed.
- b. In order to enhance the work of the Bandleaders and the overall appearance of the Carnival, **no tee-shirt Bands/Sections** (exception: steel bands); **no paint or mud Bands/Sections**; and **no camouflage Bands/Sections** (exception: steel bands), will be allowed to participate in the Parade of Bands.
- c. The draw for positions in the Parade of Bands takes place on **Sunday, July 26, 2015 at 2:00 p.m. at 600 Butler Farm Rd, Hampton. The bands shall draw for position alphabetically.** Bandleaders or their representatives must be present to draw. No band is allowed to change position after the end of the meeting where the draw for position takes place; only a Member of the CARIBFEST Committee is allowed to make changes when there is an emergency or if it is absolute necessary to do so on the day of the Parade.
- d. Bands must adhere to their designated starting positions. All bands must assemble in their allotted position at the designated starting point by **9:00 a.m.** on the morning of the parade. If a band refuses to move in the position allotted, that band’s music truck will be shut down and the band will not be allowed to move into the parade.



- e. A band's music truck and support truck must be in position on the Parade Route at **9:00 a.m. on Saturday, August 15, 2015**. Approved vehicles accompanying bands will not be allowed to enter the assembly area after **9:00 a.m.** If a band's music and support truck are not in position on the Parade Route at **9:00 a.m., ten (10) points** will be deducted from the Judges' final score for that band.
- f. A band that fails to adhere to the requests of CARIBFEST Committee members will be removed from the parade and may not be allowed to register at future CaribFest.
- g. The Parade starts at **11:00 a.m. Sharp**.
- h. Bands must follow the parade route in their assigned order. If a band does not move when ordered to. **Failure to comply may result in disqualification from the competition, removal from the parade, or fifteen (15) points will be deducted from the judges' score.** The remaining bands will then move up in number.
- i. Bands must not obstruct the free movement of other bands in the Parade. Once the parade moves, all bands must continue moving in their assigned order unless there is an emergency such as a music truck breaks down, etc. In such a case, that band must move to the side of the road to allow following bands to move around them. Bands are not allowed to come to a stop in order to serve refreshments, serve water, etc.
- j. Bandleaders must supply a contact person to work with CARIBFEST Committee Marshalls to ensure continual movement along the route. **The contact's name must be submitted to the CARIBFEST Committee's Parade Chairman no later than July 26, 2015.**

#### **5. MANDATORY BAND LEADER/DJ MEETINGS:**

- k. All Heads of Units/bands and DJ's must attend at least one Band Leader meeting, or they will not be allowed to participate in the parade.

#### **6. RESPONSIBILITY:**

- l. Bandleaders are responsible for the conduct and behavior of all members of their band.
- m. Bandleaders must cooperate with the CARIBFEST Committee, Parade Marshalls, City Staff and Police to ensure orderly progress along the parade route. Bandleaders, their Marshalls, Officials and Masqueraders must refrain from the sale or use of alcohol and/or illegal drugs, and the sale of food along the parade route and at the assembly point parking area. Violations will cause the loss of **ten (10) points** from their score or disqualification of their band and/or forfeiture of all benefits.
- n. The use of open fire such as firecrackers or pyrotechnics is prohibited.



- o. Band sponsors are solely for the benefit of the sponsored band and Masqueraders. Banners of sponsors from registered bands will not be allocated space at the Festival venue.
- p. All Masqueraders must have a complete costume for entry on the parade route. Bandleaders are responsible for ensuring non-costumed individuals are not permitted in their bands. Failure to comply may cause the loss of **ten (10) points** from their score. CARIBFEST Committee will provide wristbands or other designated attendance access to registered bands for their participants, support staff and DJs.
- q. All DJs must **turn their music off upon arrival at the end of the parade route** or that unit/band may be disqualified or **ten (10) points** may be deducted from their score.

#### **7. SYNOPSES (COMPULSORY):**

- r. A synopsis of the presentation (a summary description of the theme, section, portrayals and other relevant information), **MUST** be received by CARIBFEST Committee no later than **3:00 p.m. on Sunday, July 26, 2015**. The synopsis assists the judges in the adjudication process, and allows the emcees to speak knowledgeably about the portrayal on stage. **THE SYNOPSIS MUST BE TYPED OR PRINTED IN ORDER TO BE READ BY THE EMCEE.**
- s. Each band is allowed one support truck in the parade in addition to their music truck.
- t. Bandleaders must provide wristbands to all participants and support staff including DJ, Marshals, etc.
- u. Bands/troupes not properly assembled by **9:00 a.m.** will be relocated and will have a **MINIMUM of 10 points** deducted. Any band not properly assembled and ready to go at **10:00 a.m.** may not be allowed participate in the parade.
- v. All bands must have their truck or music vehicle and support vehicles at the parade route no later than **8:00 a.m.** Roads will be blocked off at **8:00 a.m.**
- w. All bands must have identifiable Band Marshal(s), **one for every fifteen (15) masqueraders**, to ensure an orderly process along the parade route.
- x. In order to be eligible for prizes and incentives, all registered masquerade bands must complete the entire parade route and adhere to all rules.
- y. Bandleaders and Marshals must ensure that non-costumed persons do not enter the parade unless they are clearly identified as officials assisting in the overall conduct of the parade.
- z. Bandleaders and Band Marshals agree to cooperate with the CARIBFEST Parade Officials, City Staff and Police to ensure the unimpeded progress of the parade. Failure to do so may result in the loss of points and possible removal from the parade.



## **8. TIME ALLOTTED TO BANDS/TROUPES/FLOATS:**

- a. Large bands (100 or more masqueraders) are allowed to parade before the judges for a maximum of **twelve (12) minutes**, medium bands (50 to 99 masqueraders) for **eight (8) minutes**, and small bands (10 to 49 masqueraders) for **four (4) minutes**. **Ten points (10)** will be deducted from the total of any band that goes over their allotted time.
- b. Depending on the size of the band. CaribFest Committee has the authority to extend or reduce the performance time upon discretion.
- c. Timing of Bands shall commence when their banner or other Placement information displaying their presentation is placed before the judges.

## **9. PARADE POSITIONS:**

- a. Each unit will draw for a position in the parade.
- b. The numbers drawn will be used to identify the unit in the parade along with their accompanying trailer, music truck, and support vehicle.
- c. Each unit will be allowed one music truck or trailer and one support vehicle.
- d. Official number placards will be distributed to all groups.
- e. The number drawn must be visible in the front window of all of the vehicles and attached to the group's banner.
- f. Any vehicles seen in the parade that are not registered or are not displaying their official number approved by the CARIBFEST committee will be removed by the City of Norfolk Police at the request of VCACA officials.

## **10. OUT-OF-STATE/COUNTRY VISITING TROUPES/BANDS/FLOATS:**

- a. May join as a section in an already registered band or, if prefer to have a separate band, CARIBFEST Committee will assist in securing a truck and generator, but visiting band will be required to provide their own music (i.e., DJ, etc.).
- b. Unless participating in competition, registration fees are waived, but each individual will be required to pay an entry fee.
- c. Free parking will be provided for buses and participants private vehicles.
- d. Discounted hotel rates are available.

## **11. RIDERS:**

- a. Builders or float sponsors are responsible for obtaining written consent or release from every rider on their float.
- b. A maximum of seven (7) people, not including the vehicle driver, are allowed on the float, except for steel bands.



- c. All riders, including the driver must have a safety belt or safety railing incorporated into the float and or music truck.

**12. DISTRIBUTION OF MATERIALS:** Samples or other materials of any kind may not be thrown or otherwise distributed from the float, music truck, or other vehicles on the parade route.

**13. TOWING AND TRASH LIABILITY:**

- a. If the breakdown of your float or music truck prevents the forward movement of the parade, the vehicle will be removed from the parade route at the nearest intersection at the Unit/Band's expense.
- b. CARIBFEST Committee will not pay any liability for the cost of towing units after breakdown. All incurred costs will be paid directly by the float builder, vehicle owner, sponsor, or band responsible for the group.
- c. Any liability for the cost of removing costumes and or float items left on the streets along the parade route will not be paid by the CARIBFEST Committee. These costs will be billed directly to the float builder, vehicle owner, sponsor, or unit/band responsible for the group.

**14. VEHICLE SAFETY:**

- a. In order to ensure the safety of participants and spectators, floats and music trucks may have plywood/wood covering over the wheel wells.
- b. Unit/Band Marshals should be positioned at all wheels wells when trucks/floats are in motion.
- c. Drivers of all vehicles must be able to show proof of a driver's license & insurance
- d. Ensure your generator has sufficient open areas around it for air circulation
- e. A maximum of two (2) vehicles (music truck and support truck) are allowed on the parade route. **Maximum truck dimensions: 10' wide x 13' high x 35' long**
- f. No person shall be allowed to board or disembark a moving truck, float or vehicle
- g. CARIBFEST Committee does not provide liability insurance for the protection of parade participants, spectators, vendors or merchants engaged in these activities and do not assume liability for claims filed as a result of their participation.
- h. Vehicles using generators must have a fire extinguisher.

**15. ALCOHOL OR OTHER CONTROLLED SUBSTANCES:** Alcohol or other controlled substances are absolutely forbidden on and along the parade route, staging and disband areas. Discovery of participants consuming said substances prior to, during or after the parade may not be allowed to participate and may immediately be removed from the lineup.





## FLOAT CONSTRUCTION

### A. DESIGN:

Floats will be accepted on the basis of:

- a. Aesthetic quality
- b. Originality
- c. Quality of construction
- d. Classification for awards
- e. Creativity in the design

### B. SPONSOR'S NAME AND BAND/TROUPE/FLOAT THEME:

- a. The float shall bear the name of the community, organization or sponsor on the side aprons.
- b. Name of sponsor/business may be noted but not so as to detract from theme.
- c. All signs must be high quality and legible.
- d. Commercial symbols or logos are permitted to the extent that the creativity of design dominates over the promotional aspects of the symbols or logos used.
- e. All themes must be submitted on the application form.

### C. DIMENSIONS:

- a. Floats minimum **length of 10 ft and width of 8 ft.**
- b. Floats maximum total length **35ft**—includes tow rig & trailer and width of 12ft.
- c. Floats and music trucks maximum height **13ft** from street level.
- d. Floats with parts that are taller than the 13 feet height requirement must be able to be lowered in a quick and efficient manner.

### D. DECORATIONS:

The CARIBFEST Committee requires that all floats be covered with materials that will hold up under adverse weather conditions. These materials may include:

- a. Natural growth, flowers, plants, grass, and moss
- b. Vinyl floral sheeting
- c. Enamel paint
- d. Webbing or rubberized materials

**E. SYMMETRY:** Floats shall be constructed and decorated so that viewing from either side are equally appealing to the eye.

### F. LETTERING:

- a. Letters on the floats should not exceed 18 inches in height.
- b. Logo work should be uniform with lettering.





## CATEGORY OF GROUP/REGISTRATION FEES/PRIZES

To participate in the parade and be judged in the various categories, the following registration fees are assessed:

### Competing Groups/Individuals Registration Fees:

- **Unit/Band/Troupe** (no T-Shirts allowed):
  - Large Band/Troupe (100 or more): \$175
  - Medium Band/Troupe (50-99): \$125
  - Small Band/Troupe (10 to 49): \$75
- **Floats** (no jeans allowed) (10 to 49): \$75
- **King/ Queen/ Individual** (minimum Height: 7' x Width: 5'): \$250
- **Non-competing Cultural Groups** - \$5 per costumed person
- **Steel Bands** (T-shirts allowed) - \$5 per costumed person

**\*\*ALL FEES ARE NON-REFUNDABLE\*\***

Please sign all applicable areas and submit with registration fee by **April 30, 2015**. Make check payable to: **VCACA, Inc. P.O. Box 10004, Norfolk VA 23513**.

For more information, call the CaribFest Committee at (757) 766-0532

## COMPETITION PRIZES

Units/bands/floats competing are judged on five categories: Visual Impact, Presentation, Creativity, Craftsmanship, and Choreography.

### Large & Medium Unit/Band/Troupe Category:

- First Prize: \$700 and/or Trophy
- Second Prize: \$350 and/or Trophy
- Third Prize: \$175 and/or Trophy

### Floats & Small Unit/Band/Troupe Category:

- First Prize: \$100 and/or Trophy
- Second Prize: \$75 and/or Trophy

**Note:** CaribFest Committee reserves the right to reduce the amount of prize money. Trophies may be awarded in conjunction with cash awards.



## PARADE APPLICATION

**Please complete all information requested. If some information is not applicable please indicate by entering N/A. Return original copies of pages 9 – 12 with Registration Fee.**

Unit/Band/Troupe/Float Name \_\_\_\_\_

### Contact Information

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Work \_\_\_\_\_ Home \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_

Category Entering: Float  Unit/Band/Troupe  King/Queen/Individual

Dimensions (in feet) of Truck/Trailer: Height: \_\_\_\_\_ Width: \_\_\_\_\_ Length: \_\_\_\_\_

Name of Portrayal/Theme: \_\_\_\_\_

Description of Portrayal: \_\_\_\_\_

Number of Participants (include marshals, DJ, and driver): \_\_\_\_\_

### Emcee Script Information

Please provide your theme of your float/band/troupe/king/queen and give a description of your unit/sections/etc. ***If the emcees can't read it, they can't say it.***

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## RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The Undersigned, \_\_\_\_\_  
(Name of participating organization)

Hereby releases the City of Norfolk, VCACA, Inc. and all of its individual employees, volunteers, and members, and their respective agents and employees, the Waterside Festival Marketplace Shops and their eateries, restaurants, its owners, employees and agents, MacArthur Center and their eateries, restaurants, its owners, employees and agents, and waives any claim against them, jointly or severally, and hereby agree to defend, indemnify, save and hold them harmless from and against any and all claims of any nature including but not limited to bodily injury or death to myself or others, damage to property, attorney fees and costs, and otherwise, occasioned by my/our participation in any CaribFest 2015 activities, which are organized, sponsored, supervised and controlled by the VCACA Inc. My/our participation is completely voluntary and I/we assume all risks and hazards incidental to the activity or event in which I/we participate.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

(Signature) \_\_\_\_\_

(Print Name) \_\_\_\_\_



## AGREEMENT

THIS INDEPENDENT UNIT/BAND AGREEMENT (the “Agreement”) dated as of \_\_\_\_\_, 2015 (the “Execution Date”) is entered into by and between CaribFest Committee and \_\_\_\_\_ (the” Unit/Band”).

WHEREAS the VCACA, Inc. is the organizing body of the Annual CaribFest Festival to be held on August 15, 2015 in Norfolk, Virginia;

WHEREAS the parties desire to set forth in this Agreement the terms and conditions under which a Unit/Band will participate in the Parade of Bands for the CaribFest on August 15th, 2015.

NOW THEREFORE, in consideration of the mutual covenants contained herein and other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree that the foregoing preliminary statement is true and further agree as follows:

**RESPONSIBILITIES.** The Unit/Band shall provide the following services:

Units/Bands must include “**CaribFest August 15<sup>th</sup>, 2015**” as part of all promotional material (including websites, flyers, print, radio and television advertising) produced on or after **April 15, 2015** in connection with 2015 CaribFest.

Units/Bands must participate in the Official 2015 CARIBFEST Committee Launch on a date to be confirmed. Participation includes the display of one or more costumes or photos/drawings to be used in the Unit/Band’s presentation for 2015. If all costumes are not shown at the Launch, photos of the missing sections shall be provided to and approved by CARIBFEST Committee by **April 30, 2015**.

Units/Bands must assemble in their allotted position at the designated starting point at **9:00 a.m.** on the morning of the parade.

Units/Bands’ music trucks and support truck(s) must be in position on the Parade Route at **9:00 a.m. on Saturday, August 15, 2015**. All participants (masqueraders and support staff (DJs, vehicle driver, marshals, and etc.) **MUST** be wearing a wristband before entering the parade route; a maximum of 7 people will be allowed on a music truck.

Units/Bands are required to have identifiable internal marshals (one for each fifteen masqueraders) to ensure an orderly progress and good conduct along the parade route.

Units/Bands must supply a contact person to work with CARIBFEST Committee Marshals to ensure continual movement along the parade route.

Units/Bands are responsible for the conduct and behavior of all members of their band.

Units/Bands must cooperate with the CARIBFEST Committee Parade Marshals, City Staff and Police.



Units/Bands their Marshals, Officials and Masqueraders must refrain from the sale and use of alcohol and/or illegal drugs, and the sale of food along the parade route. All beverages must be served in non-breakable containers.

The use of open fire such as firecrackers or pyrotechnics is prohibited.

A synopsis of the presentation (a summary description of the theme, section, portrayals and other relevant information), must be received by the CARIBFEST Committee no later than **3:00 p.m. on Sunday, July 26, 2015.**

Units/Bands **MUST** provide photos of ALL costumes to CARIBFEST Committee for approval, **no later than April 30, 2015.**

CARIBFEST Committee reserves the right to use the Names, Images and Works of Masqueraders of the competition to advertise and promote this year's competition.

The parties hereby represent and warrant that:

- a) It has the right and authority to enter into this agreement
- b) Execution and performance of this agreement will not violate or conflict with the provisions of any agreement by which it is bound.

**TERMINATION.** This Agreement, and the association created hereby, may be terminated by either party hereto at any time upon 30 days' written notice to the other and shall remain in force until so terminated.

**Independent Unit/Band Status.** The relationship between CARIBFEST Committee and the Unit/Band shall be solely as independent Unit/Band Contractor and neither party shall be deemed a joint venture, partner, agent, representative or employee of the other. Unit/Band is solely responsible for securing; at his/her sole cost any insurance as may be required by law.

**Entire Agreement.** This Agreement contains the entire understanding of the parties and merges and supersedes any prior or contemporaneous agreements between the parties relating to this Agreement's subject matter. This Agreement may not be modified or terminated orally, and no modification, termination or attempted waiver of any of the provisions shall be binding unless in writing and signed by the party against whom it is sought to be enforced.

**AGREEMENT OF THE RULES & GUIDELINES.**

As the Band Leader and parade participant, I have read the rules and guidelines for participation and I understand and agree to adhere to and comply with all the rules and guidelines set forth in this agreement. the CaribFest committee reserves the right to accept or reject any application without explanation.

**Governing Law.** This Agreement is made and executed and shall be governed by the laws of the State of Virginia, without regard to its conflicts of laws principles.

(Participating Group Representative Signature): \_\_\_\_\_

(CaribFest Committee Representative Signature): \_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_ 2015.