

2024 West Side Cinco de Mayo Parade
Saturday, May 4, 2024
Parade Start: 10:00am

Early registration discount – Wednesday, April 3, 2024
Registration deadline – Wednesday, April 17, 2024

Applications MUST be fully completed and include vehicle(s) proof of insurance along with full payment of registration fees when submitted. Incomplete applications will not be processed. Application submission does not guarantee parade participation. All fees will be fully refunded if participation is denied. **Parade check-in and unit line up information will be emailed to the primary contact listed on the application on April 29, 2024**

Mail Registration Applications to:

Westside Boosters - Cinco de Mayo Parade
 179 Robie Street East
 Saint Paul, MN 55107

Check payable to: Westside Boosters – Cinco de Mayo Parade

Tiffany Rivera-Prescott, Parade Coordinator
parade@westsidecincoodemayo.com

Participant Category	Early registration deadline April 3 rd	Registration after April 3 rd	Fees
For-profit business & political organizations	\$200.00	\$300.00	\$
Non-profit & community-based organizations	\$40.00	\$75.00	\$
Optional - Novelty distribution (see guidelines below)	\$10.00	\$15.00	\$
Total			\$
Item(s) requested to be distributed:			

PARTICIPATION INFORMATION		
Organization/Group		
Primary contact (present at check-in)		
Mailing Address		
E-mail		
Phone		

PARADE UNIT INFORMATION

Limit of two vehicles (trailer/float count as one vehicle)

Parade Unit (check all that apply)	Car <input type="checkbox"/>	Van <input type="checkbox"/>	Truck <input type="checkbox"/>	Trailer <input type="checkbox"/>	float <input type="checkbox"/>	other (describe) <input type="checkbox"/>
	Total unit length with tow and vehicle:					
Music	Amplified <input type="checkbox"/>	Live <input type="checkbox"/>	Brief description:			
Participant (maximum of 30)	Walkers <input type="checkbox"/>	Dancers <input type="checkbox"/>	Request to exceed 30 participants <input type="checkbox"/>			
Describe the details of your request:						
Vehicle Insurance	<input type="checkbox"/> I have included required proof of insurance for all vehicles listed above					

ORGANIZATION/UNIT DESCRIPTION

Maximum 30 word description required

Descriptions may include mission statement, location, history/background and other significant organization information.

LIABILITY WAIVER

Westside Booster has adopted safety precautions required by law and in the general public's best interest. All participants must sign the below waiver for participation.

WAIVER:

I/We, the undersigned, agree that Westside Boosters, event volunteers and event sponsors cannot be held responsible for damages or injuries resulting from participation in the 2024 Cinco de Mayo Parade. I/We, the undersigned, assume such risks for all liability purposes of all our unit participants. If I/we agree to operate a vehicle in connection with the Westside Boosters facilitated Cinco de Mayo Parade, I/we ensure that the driver is a valid licensed driver and possess valid automobile insurance as required by Minnesota State Law.

I/We accept responsibility of communicating the above information to all those in our unit participating in the Cinco de Mayo Parade provided within this event registration.

Authorized signature: _____

Date: _____

Printed name: _____

Title/position: _____

COMPLETE REGISTRATION CHECKLIST

Required items to complete your registration

- Completed registration
- Proof of Insurance for all vehicles participating
- Payment
- Liability Waiver signed

FOR OFFICE USE ONLY

Date Application Received: _____

Date Payment Received: _____

Payment method: ___ cash ___ check # _____

Insurance receive: ___ yes ___ no

2024 CINCO DE MAYO WEST SIDE SAINT PAUL Rules – Guidelines – Event Information

Failure to comply with the following may result in the loss of participation privilege and possibly affect future participation. Please provide this information to all participants in your unit. Event staff and volunteers will assist with you the check-in process and will be stationed along the parade route to provide further assistance.

Participation Rules

- Approved registrations and unit line up positions are **absolutely non-transferable** to other individuals or organizations
- Event staff or volunteers reserve the right to change the placement of your unit if necessary
- All performances must be conducted while moving in effort to maintain a steady momentum
- Pets are **strictly prohibited** on the festival grounds. This includes check-in area, on parade floats and/or vehicles participating in the parade
- All vehicles and towed units must be in good working condition
- Drivers are responsible for maintaining safe distance from preceding and following units
- Applicant ensures that all children in parade unit will be adequately supervised throughout entire duration of the parade
- Alcoholic beverages use and/or possession is **strictly prohibited** during the parade

Novelty Distribution Rules

Items may be distributed at the sole discretion of Westside Boosters and Parade Coordinator. Pens, pencils, and toy balls are **not allowed**. All other items are strictly prohibited without prior approval and paid fee. Request for distribution of items not restricted can be submitted in the provided area of the registration form.

- Additional distribution fee must be paid
- All novelties must be **HANDED** out **NOT THROWN**
- Candy must be wrapped
- Novelty distribution permits will be provided at check-in. Units distributing without the permit will be required to surrender items
- Westside Boosters, Parade Coordinator and volunteers reserve the right to inspect all intended items to distribute

Guidelines

Parade unit design may include vibrant colored decorations, music, organization signage and/or participants dressed in costume. The following guidelines are strongly encouraged:

- Decorated with the Cinco de Mayo theme, representing the Hispanic/Latino culture or the West Side community
- Usage of live or recorded music. Please indicate on registration as this will assist with placement in the parade

Event Information

Parade Line-up and Route

Check-In Tent: Sidney and Humboldt

Line-up Area: along Humboldt Ave between Sidney and Wabasha

Start: Wabasha & Cesar Chavez

End: Cesar Chavez & Ada

Parade Check-In Times – late check-ins risk parade participation

Check-in Vehicles/Floats: 7:00am - 8:30am

Check-in Walkers: 7:00am - 9:30am

Parade Start: 10:00am

Parking

ONLY registered units are allowed to enter the line-up area. Please plan accordingly and contact the Parade Coordinator for any necessary participant accommodation.