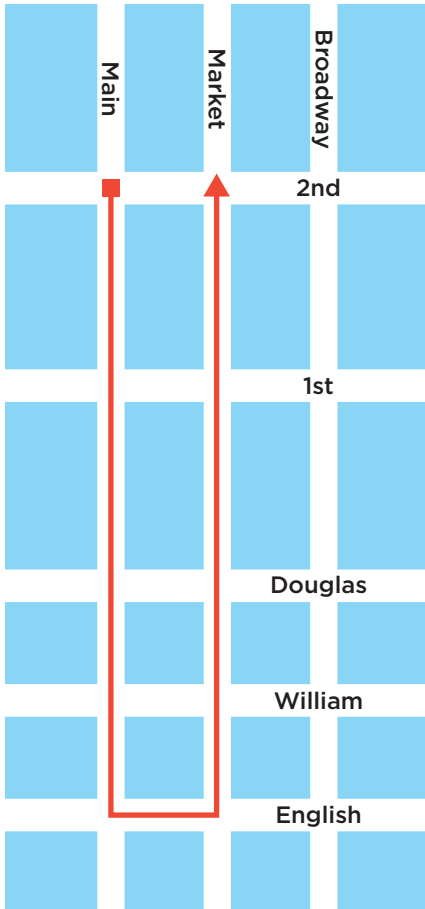


## PARADE ROUTE



## Entries & Payment

Wichita Festivals, Inc.  
444 E. William  
Wichita, KS, 67202  
or emailed to  
[lindsay@wichitafestivals.com](mailto:lindsay@wichitafestivals.com)

## Sundown Parade 2025 Celebrating the 53rd Riverfest! MAY 30, 2025 AT 6:30 P.M.

Wichita Festivals, Inc. invites you to join in the celebration by putting together your very own float!

We welcome your application and are excited about your participation in the annual Sundown Parade. As always, our selection process focuses attention on creativity as it relates to our parade theme and the Wichita community as a whole.

Please Note: The number of parade entries in the Sundown Parade is limited to 100 units. This allows for a shorter, higher quality, and better managed parade. Unfortunately, it also means we will not be able to accommodate everyone wishing to participate. Submitting an application does not ensure acceptance into the parade.

You will find all details pertaining to your parade entry contained within this form. If you have any additional questions, please contact Wichita Festivals, Inc. at 316.267.2817, Ext. 12 or by email at [Lindsay@wichitafestivals.com](mailto:Lindsay@wichitafestivals.com).

### \$150 Entry Fee

(Includes 4 Riverfest buttons) Payment will be processed upon acceptance in the parade.

### Entry Deadline April 25, 2025 by 5 P.M.



Thank you for your interest in participating in the 2025 Sundown Parade! This year's entries should reflect the **SPiRiT of Wichita Riverfest!** Show us what this event means to you!

Movement, costumes and music are encouraged. Here's a list of judging criteria to help aide you in knowing what the parade committee will be looking for in selecting the units to be included in the Sundown Parade.

## Judging Standards and Awards

### Originality and Creativity

Use of Theme:  
The Spirit of Wichita Riverfest!

Showmanship:  
Entertaining and Engaging to the Audience

Spectacular Appeal

Use of Color

Design Excellence

## Awards

Admiral's Trophy Best of Show: **\$1000**

Lt. Jack Galvin Award

People's Choice: **\$1000**

Best Use of Theme: **\$500**

Best Performance by a Band: **\$500**

Most Creative: **\$500**

Winners will be posted on the website at [wichitariverfest.com](http://wichitariverfest.com)

## FLOAT UNITS

A float shall consist of a low, flat trailer, mobile home frame or other suitable frame with pneumatic-tired wheels.

The final entry must adhere to the original concept. Any variation or change requires prior approval of the Parade Committee.

The following safety measures are required:

- Handholds or other support for participants standing on the float.
- Float material and costumes made of flame retardant material.
- A fire extinguisher aboard the float or propulsion unit.
- Safety-type couplers for all towing connections.
- Children under the age of 16 must be supervised by at least one adult.

**Animation, costumes and music are encouraged.**

The following size restrictions apply:

	MINIMUM	MAXIMUM
LENGTH	12 FEET	60 FEET
WIDTH	7 FEET	12 FEET
HEIGHT	NO MINIMUM	14 FEET
INFLATABLE CLEARANCE	2 FEET	4 FEET
SKIRTING CLEARANCE	1 INCH	2 INCH

## INFLATABLE UNITS

Unit is responsible for all components associated with unit such as volunteers or helium.

## BAND UNITS

Bands are encouraged to perform over as much of the parade route as possible for the enjoyment of the crowd. Band performances will be judged while passing in front of the reviewing stand. Bands may be identified by banners or signs preceding the group or by signage that is an integral part of the group.

## EQUESTRIAN UNITS

Transportation trailers or trucks of any kind may not follow equestrian units. Each unit is required to provide its own sanitation in the form of a pooper-scooper or diaper.

## WALKING UNITS

Each walking unit must be costumed or have a choreographed activity or routine. This routine or act should be performed while the unit is moving at the parade pace and should continue along the entire parade route.

## GOVERNMENTAL UNITS

Participant should be an elected official and not a representative of the official. Participants accompanying the elected officials will be limited to no more than five people. Participants need to pay the \$150 entry fee, provide their own vehicle, and limit signage to the official's name and title.



## Check List

Please double check your application. Incomplete applications will not be considered by the selection committee.

- \$150 entry fee**, payable to Wichita Festivals, Inc., enclosed with completed entry form and mailed to Wichita Festivals, Inc. 444 E. William, Wichita, KS 67202. For more information please contact Wichita Festivals at 316.267.2817 ext. 12 or email [lindsay@wichitafestivals.com](mailto:lindsay@wichitafestivals.com).
- Certificate of insurance**, if applicable (see below), sent to Wichita Festivals, Inc. from insurance company (please refer to [wichitariverfest.com](http://wichitariverfest.com) for additional information.)
- Parade announcement script**. Include a brief description of your entry. Please limit your description to 50 words. This will be what the Parade Announcer reads when your unit goes by the judging stand.
- Unit sketch and/or photo** as well as music description.
- Signed waiver for all units**.

## CERTIFICATE OF INSURANCE INFORMATION

Certificate of Insurance for all licensed motorized units showing liability limit not less than \$100,000 Bodily Injury and \$25,000 Property Damage or \$100,000 combined Single Limit. (Certificates of Insurance are available from your insurance agent. Examples of certificate of insurance is included in this packet.)

**Vehicle ID cards not accepted.**

Equestrian organizations must provide Certificate of Insurance with General Liability limits showing liability limit not less than \$100,000 Bodily Injury and \$25,000 Property Damage or \$100,000 Combined Single Limit. (Certificates of Insurance are available from your insurance agent. Examples of certificates of insurance can be found on [wichitariverfest.com](http://wichitariverfest.com).)

## Entry Application

**Entry Deadline April 25, 2025 by 5 P.M.**

The Parade Committee will make its decision using your application, so it's very important that your application include a complete description of your unit.

Name of Entry \_\_\_\_\_

Sponsored by \_\_\_\_\_

Unit Captain \_\_\_\_\_

Mobile Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

**Type of entry: (check only one)**

FLOAT  INFLATABLE  EQUESTRIAN UNIT  BAND  WALKING UNIT  GOVERNMENTAL UNIT

Detailed Description - include any music or other sound your unit will create. Attach a separate piece of paper if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner Name of tow vehicle \_\_\_\_\_ Phone Number \_\_\_\_\_ Plate Number \_\_\_\_\_

Make / Model / Year of tow vehicle \_\_\_\_\_

Length of entire unit (max) \_\_\_\_\_ Height of entire unit (max) \_\_\_\_\_

Number of additional vehicles \_\_\_\_\_ Number of participants (max 35) \_\_\_\_\_

**Payment**

Check enclosed, (*payable to Wichita Festivals, Inc.*) or Charge to:  MasterCard  Visa  Discover  AMEX

Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_ CCV Code \_\_\_\_\_

Signature \_\_\_\_\_ Would you like a credit card receipt sent:  Yes  No

**This application must be completed in its entirety for consideration by the Sundown Parade committee.**

**Did you remember to  
enclose your  
\$150 entry fee?**

**Did you provide a sketch  
or photo on the back?**

As an entrant in the Riverfest Sundown Parade, I assume complete responsibility for personal injury to me or damage to property which may occur during the event or while I am on the premises of the event. I hereby release and hold harmless the sponsor, promoters and all other persons associated with the event from any and all liability for personal injury or property damage. I grant permission for Wichita Festivals, Inc. to use photographs, video tapes, motion pictures, recordings or any other record of this event for any purpose whatsoever. I have read this waiver, understand it and sign below of my own free will.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Parental signature required if participant is a minor



## Rules & Regulations

The following rules and regulations are designed to keep the Sundown Parade a safe family event for everyone.

- The Parade Committee will make its decisions using your application; therefore, it is very important that your application be complete. Reminder: Entries are limited in the parade, so submitting an application does not assure acceptance into the parade.
- All participants must wear a Riverfest button.
- An adult must supervise children under the age of 16 at all times.
- The number of vehicles and/or persons with each unit must be specified on the application.
- The maximum number of people permitted per entry fee is 35 with the exception of bands and military units.
- All drivers must be licensed and all vehicles in the parade insured (please refer to the Certificate of Insurance Information found in this packet).
- No gifts, literature, merchandise, balloons, candy or other materials may be handed out or thrown along the parade route. Do not encourage spectators to leave the sidelines and join the parade for any reason.
- All vehicles must be approved by WFI.
- Smoking and consumption or possession of alcoholic beverages or illegal substances is prohibited.
- Use of political or controversial material on any entry is prohibited.
- All entrants are responsible for arranging for power, helium for inflatables or other supplies necessary for their unit.
- Performing units should plan routines which do not require that the unit stop. Units should always be moving as to not hinder the progress of the parade.
- All entrants are responsible for walking/inspecting the route before the parade to make sure their unit can clear any wires, trees, street lights, etc., along the route, including the staging areas. (Height restriction of 14 feet).
- All applicants will receive written notice of their application status from the Sundown Parade Committee by May 2, 2025.
- Any accepted entry that cancels after May 9, 2025 will not receive a refund of their entry fee.
- Each unit must appoint a Unit Captain to pace the unit and work with the Sundown Parade Committee.
- Unit Captain: Attendance at one of two staging meetings is mandatory for the Unit Captain and driver. At this meeting participants will receive parade packages with staging instructions, unit number and four (4) Riverfest buttons.
- Participants must arrive at their designated marshaling spot at the specified time (per acceptance letter instructions) or they may not be allowed to participate.
- The Sundown Parade Committee reserves the right to bar or remove any entry from the parade that refuses to follow all instructions from parade officials and/or police.
- WFI reserves the right to accept or deny any parade entry.
- Line-up order is determined by the Sundown Parade Committee to establish variety and to ensure the even flow of the parade.
- Please keep in mind that incomplete applications will not be considered for entry and that the Parade Committee reserves the right to deny any entry at any time, should it detract from the basic purpose of Riverfest and/or the Sundown Parade.

**CERTIFICATE OF LIABILITY INSURANCE**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Producer Name Producer Address		<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): E-MAIL ADDRESS:		FAX (A/C, No):	
		INSURER(S) AFFORDING COVERAGE			NAIC #
<b>INSURED</b> Parade Entrant's Name and Address		INSURER A : <b>Insurer Name</b>		NAIC#	
		INSURER B :			
		INSURER C :			
		INSURER D :			
		INSURER E :			
		INSURER F :			

**COVERAGES                                      CERTIFICATE NUMBER:                                      REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			Policy Number	Eff Date	Exp Date	EACH OCCURRENCE \$ <b>100,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$	
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			Policy Number	Eff Date	Exp Date	COMBINED SINGLE LIMIT (Ea accident) \$ <b>100,000</b> BODILY INJURY (Per person) \$ <b>100,000</b> BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ <b>25,000</b> \$	
	<b>UMBRELLA LIAB</b> <b>EXCESS LIAB</b> OCCUR CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$	
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				WC STATUTORY LIMITS OTHER	E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

<b>CERTIFICATE HOLDER</b> Wichita Festivals Inc 444 E. William Wichita, KS 67202	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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