



# City of Gaithersburg St. Patrick's Day Parade

in partnership with Rio Washingtonian

## **ACCEPTANCE LETTER**

Thank you for joining us at the 18<sup>th</sup> Annual  
St. Patrick's Day Parade Saturday, March 10, 2018

READ CAREFULLY AND DISTRIBUTE TO ALL UNIT MEMBERS

### **TIMELINE**

7:30 a.m.	<b>Streets close</b> to all vehicles except those with a color hang tag
8-9:30 a.m.	<b>Vehicles driving in the parade</b> must have visible color hang tag and be lined up in assigned space/color zone (see lineup)
10:00 a.m.	Parade Begins
11:00 a.m.	Parade Ends (estimated time)
1:00 p.m.	Streets Open (estimated time)

### Review Information Attached For Your Lineup Zone & Number Parade Lineup Area Located Behind Corner Bakery

**1<sup>st</sup> - Locate Unit Name** - Lineup attached

**2<sup>nd</sup> - Locate Lineup Number** - Lineup attached

**3<sup>rd</sup> - Locate Zone Color** - **WHITE** or **YELLOW** or **GREEN**

PARTICIPANTS DRIVING IN THE PARADE WILL RECEIVE YOUR **HANG TAG** IN THE MAIL

## **PARADE PARKING (SEE MAP)**

### Parking Garage #1 (via Washingtonian Blvd)

Entertainers and Participants **will be allowed** to leave after the parade.

### Parking Garage #2 (via Rio Blvd) enter before 7:30 a.m.

Participants **will not be allowed** to leave until streets are reopened by police (estimated time is 1 p.m.)  
POLICE will enforce for safety reasons as this area is in the parade route.

### Parking Garage #3 (via Waterfront Way)

Participants **will be allowed** to leave after the parade. (You can access the lineup area by walking to Boardwalk Place and crossing the bridge.)

### Parking Garage #4 (via Washingtonian Blvd): Past the Movie Theater

Participants **will be allowed** to leave after the parade. (You can access the lineup area by walking to Boardwalk Place and crossing the bridge.)

## GENERAL INFORMATION

1. To ensure a smooth flow and avoid gaps between units, stopping to perform is only permitted at the reviewing stand.
2. Units that wish to stop and perform will have only one minute in front of the VIEWING STAND.
3. **PLEASE SHARE WITH YOUR UNIT BEFORE AND AGAIN ON THE DAY OF THE PARADE:**
  - **Tossing/throwing anything from floats, vehicles or while walking is not permitted** due to safety and liability concerns. This will protect our children from running in front of moving vehicles/horses. Please have those responsible for handing out items walk along the sides of the parade route.
  - **Units will be warned once. If there is a second occurrence the day of the parade, your Unit/Organization may not be allowed to participate in next year's parade.**
4. **No alcoholic beverages** are allowed in the lineup area or along the parade route.
5. Unit Marshals are assigned to enforce rules and assist with questions.

## SEVERE WEATHER INFORMATION NOTICE

Although the event is held RAIN OR SHINE, the City makes all weather related decisions based on the safety of participants and spectators.

For inclement weather call 240-805-1146  
or visit the City of Gaithersburg website [www.gaithersburgmd.gov](http://www.gaithersburgmd.gov)

**Thank you for your cooperation.  
Let's make the 18<sup>th</sup> Annual  
St. Patrick's Day Parade in Gaithersburg  
a resounding success!**

IF QUESTIONS CALL - Dorothy Winder, City of Gaithersburg, 301-258-6350  
[dorothy.winder@gaithersburgmd.gov](mailto:dorothy.winder@gaithersburgmd.gov)

# St. Patrick's Day Parade

Saturday, March 10, 2018 \* 10 a.m.

## **YELLOW** ZONE 21 - 41

- 21** Aruna Miller for Congress, Dist. 6
- 22** Ring of Kerry Dancers, Inc.
- 23** Roger Berliner, Mont. Co. Councilmember – Candidate for County Exec.
- 24** Georgetown Hill Early School
- 25** Marc Elrich, Mont. Co. Councilmember – Candidate for County Exec.
- 26** Gaithersburg Student Union
- 27** George Leventhal, Mont. Co. Councilmember – Candidate for County Exec.
- 28** Mother Goose Character
- 29** Rebecca Smondrowski, Board of Ed. – Candidate for House of Delegates
- 30** Mary of Nazareth Cheerleaders
- 30A** Julian Haffner – Candidate for House of Delegates
- 31** The Culkin School of Traditional Irish Dance
- 32** David Trone – Candidate for Congress, Dist. 6
- 33** Freestate Clown Alley #30
- 34** Commotion Dance
- 35** British Swim School
- 36** Rockville High School Pipe Band Booster Club
- 37** Potomac Valley Irish Wolfhound Club, Inc.
- 38** Leprechaun on Unicycle (Paul Belanger)
- 39** The McGrath Academy of Irish Dance
- 40** Cub Scout Pack 464
- 41** Marilyn Balcombe – Candidate for Mont. Co. Council At-Large

# 2018 ST. PATRICK'S DAY PARADE

## Participant Information and Regulations

### PLEASE KEEP THIS INFORMATION FOR YOUR REFERENCE

*Interpretation of the following information and regulations is at the discretion of the City of Gaithersburg*

#### CITY CONTACT

Dorothy Winder  
240-805-1537  
[Dorothy.Winder@gaitthersburgmd.gov](mailto:Dorothy.Winder@gaitthersburgmd.gov)

#### PARADE DATE, LOCATION, HOURS:

Saturday, March 10, 2018  
Rio Washingtonian Center  
Parade Start Time: 10 a.m.

#### EVENT DESCRIPTION

The ever-popular City of Gaithersburg St. Patrick's Day Parade returns to the streets of Rio Washingtonian on Saturday, March 10, 2018, at 10 a.m. Now in its 18<sup>th</sup> year, this rain or shine event includes Celtic dancers, equestrian units, clowns, bagpipe bands, and an assortment of community groups, and more.

#### APPLICATION AND PARTICIPATION

The City is looking for community groups and other organizations to march in the parade. It's a great way to be involved in the community and to get your group or business noticed.

#### PARADE POLICY FOR POLITICAL CANDIDATES AND THEIR REPRESENTATIVES

Candidates and/or their representatives are welcome to participate in the parade. Candidates may meet and greet people but are not permitted to use amplifiers, speak from the Viewing Stand, or impede the parade's progress. Candidates and/or their representatives may not post campaign signs or attach stickers to any public property or signage.

#### PARTICIPANT REGULATIONS

All parade participants must comply with Resolution R-73-05 of the Gaithersburg Mayor and City Council and with the following Parade Rules and Regulations. Note that participation in the St. Patrick's Day Parade by groups or organizations other than City of Gaithersburg officials, departments or committees does not constitute City of Gaithersburg endorsement.

**IMPORTANT: For the protection of young parade spectators, DO NOT toss or place candy along the parade route. Children run out to catch the candy, which could lead to harm. You may designate responsible individuals to walk along the parade route and directly hand out candy or other free items.**

1. Forward motion of a parade unit must be maintained at all times. All performances must be conducted while moving forward to prevent large gaps from appearing in the parade.
2. Participants may NOT stop to perform at the Viewing Stand unless the City has pre-approved the performance.
3. All units MUST be visually interesting (colorful and lively) to the public.
4. SMOKING OR VAPING ON CITY PROPERTY AND DURING CITY-SPONSORED EVENTS IS PROHIBITED.
5. Prohibited Vehicles: (1) 14 wheelers and over and (2) mobile billboards.
6. Participants agree to arrive at the times and locations designated in their participant documents, provided by e-mail prior to the parade. Registered participants agree to notify parade organizers in advance if they are no longer able to participate.
7. No food items or drinks may be sold by any vendor except for approved food vendors pre-authorized by the Rio Washingtonian Center and the Montgomery County Health Department.
8. Prohibited items include alcoholic beverages, skateboards, roller blades, bicycles, and weapons (real or facsimile).
9. City staff members reserve the right to require participants to remove unacceptable or inappropriate items, and may relocate or remove any participant who does not comply with the parade regulations, is uncooperative with event staff, or is disruptive to the parade. Disruption is defined as disturbing other participants, interfering with event programming, behaving aggressively toward event attendees or staff, damaging property, or engaging in behavior that threatens the safety of others.
10. City staff members reserve the right to deem ineligible for participation in future events any vendor who does not comply with the parade regulations, is uncooperative with event staff, or is disruptive to the parade.

## ANIMALS IN THE PARADE

1. Horses, dogs or any other wild or domestic animals may not be brought to or included in the parade without the prior written approval of the City of Gaithersburg. City Code Sec. 15A prohibits the riding of horses without the permission of the City Manager/designee.
2. Animals in the parade must be listed on the parade entry application and have up-to-date vaccinations, be in good medical health and be able to cope with crowds, loud noises, balloons, flags, sudden movements and other animals.
3. All animal units must comply with City, State and Federal ordinances and/or laws, including but not limited to City Code Chapters 4 and 15A. A valid Rabies certificate, other vaccinations applicable to a type of animal and licenses must be available for inspection at the parade upon request by City staff and/or Animal Control or Police Officers.
4. **All** pets must be under a handler's control at ALL times. No unsafe animals will be permitted.
5. Only animals under the strict leash or bridle of a qualified animal handler will be permitted in the parade. The identified animal handler and his/her parade unit sponsor will bear full responsibility for any and all damages and injuries resulting from negligence or act of God incidents involving the animal in question.
6. No aggressive animals or females that are in season are permitted.
7. Entries with animals must have designated "waste pick-up people" or "pooper scoopers" following closely behind, with appropriate clean-up equipment including a shovel and bucket/wagon to collect waste from all animals on the street. Entries without this designated person will not be allowed to participate in the parade. Violators of this rule will be removed from the parade and may be fined.
8. A certificate of general liability with a minimum of \$1,000,000 covering any bodily injury and property damage caused by the animals in the parade may be required.

**HORSES:** Anyone wishing to ride a horse in the parade must be affiliated with a recognized riding group or academy and that parade unit must provide an identifying banner. Horse entries must be "people- and crowd-experienced" and safe for all concerned. **NO STALLIONS. The City of Gaithersburg reserves the right to remove any horse from the parade, or prior parade line-up, that appears to be unable to remain calm throughout the event.** A certificate of insurance naming the City as an ensured party may also be required. All horses must be properly trimmed and shod. All riders in an equestrian unit must be 18 years or older. All riders must wear a riding helmet. Horse trailers are not allowed in the parade; a special area will be designated for them. All entries must have designated "waste pick-up people" or "pooper scoopers" following closely behind with a shovel and bucket/wagon to collect waste on the street. Entries without this designated person will not be allowed to enter the parade.

## RAIN/CANCELLATION

This is an outdoor, RAIN or SHINE event. You are responsible for securing your property in the event of rain or wind. If the City cancels the event due to public safety concerns such as severe weather conditions, it will not be rescheduled.

## PARKING

Parking is in designated areas and information specific to your unit will be provided with the participant documents that will be e-mailed to you prior to the parade.

## PHOTOS

Photographs submitted with application may be used to promote the parade. Please note that photos and video taken during the event may be used in future promotional materials.

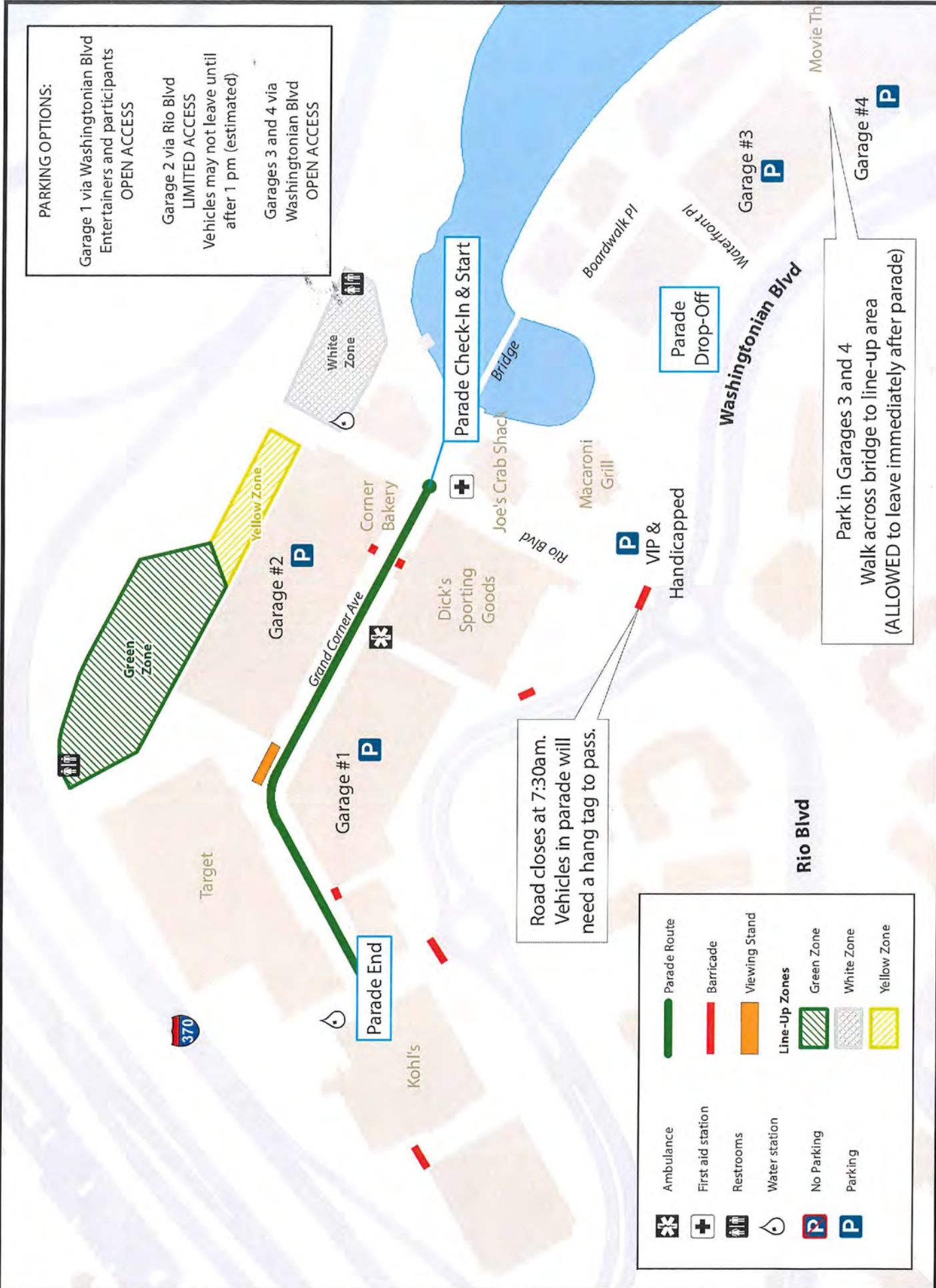
# St. Patrick's Day Parade 2018 - Participants Map



The City of Gaithersburg makes no warranty, express or implied, for the completeness and accuracy of the information depicted on this map. All rights reserved. 7/24/2018 - jmcubbin

**PARKING OPTIONS:**

- Garage 1 via Washington Blvd  
Entertainers and participants  
OPEN ACCESS
- Garage 2 via Rio Blvd  
LIMITED ACCESS  
Vehicles may not leave until  
after 1 pm (estimated)
- Garages 3 and 4 via  
Washington Blvd  
OPEN ACCESS



Road closes at 7:30am.  
Vehicles in parade will  
need a hang tag to pass.

Park in Garages 3 and 4  
Walk across bridge to line-up area  
(ALLOWED to leave immediately after parade)

	Ambulance		Parade Route
	First aid station		Barricade
	Restrooms		Viewing Stand
	Water station		Line-Up Zones Green Zone
	No Parking		White Zone
	Parking		Yellow Zone