

2018 Parade Information Package



For more information:
Sheena Prasad + Murilo Sena Antunes
Email: parade@ottawacapitalpride.ca
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Registration

All parade participants are required to pre register with Capital Pride. The deadline to registration for the 2018 parade is Friday, August 3, 2018. Registration is available online at ottawacapitalpride.ca/parade.

All changes to your registration including adding vehicles or sound systems must be made by the registration deadline.

Payment

Outstanding payments must be received by Capital Pride by 5:00 PM on Friday, August 12, 2018. Payment can be made online via credit card or can be made by cheque mailed or dropped off to the Capital Pride Office: 176 Gloucester Street, Unit 300.

If you require a copy of your invoice please contact registration@ottawacapitalpride.ca.

Group Leaders

- Each group must designate one person to act as Group Leader. Groups that have both a vehicle and marching contingent will require two group leaders.
- This leader acts as the official go-between for all matters.
- Group Leaders must be 18 years of age or older.
- This person is responsible for their group's entire entry and **MUST** be present with their group during the entire event, from set-up to take-down.

This person must check in with the Check-In Tent, read, and sign off on these Rules, and receive a parade license. That leader is then responsible for ensuring their vehicle(s), drivers, marchers, and other participants comply with Capital Pride Parade Rules.

Staging & Onsite Check-In

Capital Pride is responsible for preparing the parade line-up. Due to the significant number of registrants, we do not accept requests for specific placement in the parade. Instead, Capital Pride works to ensure the entire parade is lively and animated by balancing vehicles and marching groups and staggering groups with music. Requests will be considered for community groups that wish to be close to partner organizations

Staging Time

- Each group is assigned a call time. Your call time will be sent to you one week prior to the parade.
 - Call Time A: 9:00 AM
 - Call Time B: 10:00 AM
 - Call Time C: 11:00 AM
 - Call Time for Marchers: 11:00 AM
- With 150 floats to coordinate and place, it is vitally important that you show up at your designated call time. **You may be denied entry to the parade and forfeit your registration fee if you are late.**
- Please do not show up more than 10 minutes before your call time.

All groups will receive a parade license at registration. This license must be in possession of the group leader at all times during the parade. Failure to show the parade license on request will result in immediate expulsion from the parade.

Check-In

Large Vehicle Registrants

- **Vehicle Team Leader:** You group's Vehicle Team Leader and Vehicle Driver will check-in at the Large Vehicle Tent at your assigned call time. The check-in tent is located at O'Connor and Somerset Street. What you need to bring:
 - Driver's licence
 - Fire Extinguisher
 - Copies of materials that you plan on distributing
- **Marching Team Leader:** You group's Marching Team Leader will check-in at the Large Vehicle Tent located at O'Connor and Somerset Street. The Marching Team Leader will be assigned a staging area in the Marchers' Zone on Argyle Street.

Small Vehicles Registrations

- **Vehicle Team Leader:** You group's Vehicle Team Leader and Vehicle Driver will check-in at the Small Vehicle Tent at your assigned call time. The check-in tent is located at O'Connor and Somerset Street. What you need to bring:

- Driver's licence
- Copies of materials that you plan on distributing
- **Marching Team Leader:** You group's Marching Team Leader will check-in at the **Small Vehicle Tent located at Bank and Catherine Street.** The Marching Team Leader will be assigned a staging area in the Marchers' Zone on Argyle Street.

Marching Groups

- **Day-of Registration:** You group's Marching Team Leader will check-in at the **Matching Group Tent located at Bank and Catherine Street.** The Marching Team Leader will be assigned a staging area in the Marchers' Zone on Argyle Street.



The Parade

Parade Time

- The parade starts at 1:30 PM:
 - The first group enters the parade at 1:30 PM
 - The first group finishes the parade by approximately 2:30 PM
 - The last group enters the parade at approximately 2:30 PM
 - The last group finishes the parade at approximately 3:30 PM. The first float enters the Parade at 1:30 PM sharp on Sunday, August 26th 2018.

Entering the parade

- All vehicles and marching groups enter the parade at Bank Street and Gladstone Avenue. The entrance intersection will be managed by a parade coordinator. Large vehicles, small vehicles and marching groups will all be merged into the parade in a predetermined order. Groups with both a vehicle and marching contingent will be merged into the parade at the same time.
- When you are at the front of the line, groups wait for the parade coordinators to call you into the parade. They will be equipped with megaphones and will have marshals to assist your entry.
- You **MUST** follow all instructions from the parade coordinators and their marshals.

The parade route

- The parade begins at Bank Street and Gladstone Avenue. Our Parade Coordinators will be in the middle of the intersection calling in groups from both Gladstone Avenue. and Bank Street. You must follow the instructions of the Parade Coordinators.
- The parade heads west on Gladstone Avenue from Bank Street to Kent Street.
- The parade turns right and heads north on Kent Street to Laurier Avenue.
- The parade turns right onto Laurier Avenue and heads east to Bank Street.
- The parade turns right onto Bank Street and heads south towards Somerset Street.

Exiting the parade

- **New for 2018:** Vehicles will exit the parade at Cooper Street, turning left onto Cooper Street heading east. Marchers will continue south and exit into the Street Festival at Bank Street and Somerset Street.
- Those marching with large and small vehicles **MUST** continue on the parade route down Bank Street to Somerset Street and exit south into the community fair. For safety reasons, no marchers can exit the parade at Cooper Street. Security will be onsite at Bank Street and Cooper Street to enforce this rule.
- Those marching with a vehicle should make arrangements to meet back up with their group and obtain any belongings from vehicles.

Float Requirements

Large Vehicle Safety Walkers

- Each Large Vehicle entry must have 4 Safety Walkers – one for each corner of the vehicle.
- Safety Walkers must be present by 12 noon for inspection.
- Safety Walkers must remain with the float for the duration of the parade.
- The job of the safety marcher is to walk near their designated corner of the vehicle but far enough away to ensure their own safety, and ensure people are kept away from the vehicle and out of the vehicle blind spots at all times – safety is their job.
- The Safety Walker at the front of the vehicle must walk far enough forward and to the side so that the driver can see them at all times.
- Those at the back must maintain eye contact with the driver using the side mirrors and ensure the driver can see them.
- Safety marchers are not permitted to distribute material, must not ride on floats, must not wear costumes that limit their vision or movement, or otherwise be distracted from their task of safety. If you want to distribute materials, you will need additional marchers for this task.

Sound Systems & Generators

Registration for using a sound system

- All groups wanting to use any type recorded music, sound system, or live music must indicate their use of sound in advance on their registration form and must pay an additional Music Fee, which is used to defray the costs to Ottawa Capital Pride for SOCAN fees. This must be done in advance, changes to entries, including adding music, will not be permitted on the day of the parade.

Noise Bylaws

- Due to City of Ottawa sound bylaws, float sound must not exceed 80 dB, regardless of time of day. This includes sound from sound systems, generators, vehicles, and other sound sources.

Sound Testing

- When setting up and testing your sound system please be considerate to neighbours and other parade groups by limiting both the length and volume of the sound test.
- Music can be played once you begin to enter the parade at Bank Street and Gladstone Avenue.
- Music should be turned off as you exit the parade at Bank Street and Cooper Street.

Generators

- Generators are often used to power sound and light on floats. Generators must be mounted outside of vehicle cabs or passenger compartments in such a manner that exhaust from the generator is moving away from the float itself and float riders.

Additional Rules and Regulations

Authority of Capital Pride

Sole Discretion

Capital Pride reserves the right to refuse entry into the parade for groups, registered or unregistered, for any reason. Reasons may include but are not limited to:

- floats or groups whose mission, entries, themes, or any other element of their entry are deemed inappropriate, disrespectful, discriminatory, has violent themes, advocates violence or hate against any group; disobeying parade rules, disrespecting or disobeying Parade organizers; or posing a threat to public safety.

Authority Vested by Pride – Requirement to Abide

The Parade Permit is in Capital Pride's name, and we are here to ensure a safe and orderly parade. The authority vested in Capital Pride extends to Parade check-in and set-up staff, volunteers, barricade staff, and all other parade staff.

Commerce

One Group = One Brand

- Each group registered is entitled to display the brand under which they registered and their subsidiaries, if applicable (eg: TJX with HomeSense, Winners, and Marshalls brands)
- No other brands, logos, or acknowledgement of sponsorship may be displayed. No third-party brands are to be displayed.
- EXCEPTION: Large vehicle tow vehicles, such as bobtail tractors, are not required to cover company logo on the door, provided the logo is permanently affixed to the door and does not appear elsewhere on the float.

Use of Capital Pride Brand

- No group may use or display the logo, trade name, or other marks of Capital Pride without previous written authorization from Capital Pride.

Soliciting for Donations

- Capital Pride reserves the exclusive right to solicit or collect donations during setup, during the parade, and during take-down.
- Only Pride and groups specifically authorized by Pride to collect on their behalf may solicit, accept, or collect donations along the parade route.

- No groups may solicit or accept donations along the parade route for fundraising or any other purpose.

Selling along Parade Route

- No group may offer anything for sale, accept money for goods, peddle, or otherwise sell anything during setup, during the parade, and during take-down.

Distribution, littering, and environmental protection

The following rules have been established regarding the distribution of materials. Capital Pride reserves the right to deny any group the privilege of distributing materials during the parade. A sample of materials for intended for distribution must be presented at the Check-In Tent.

Materials that are discriminatory, advocate violence, show full frontal nudity, or are otherwise deemed inappropriate will not be permitted.

Projectiles

- No **confetti** may be thrown, shot, or otherwise ejected from floats. It creates litter that is difficult to remove from pavement.
- No **feathers** may be thrown or released from floats because they are difficult to remove from pavement. Feathers firmly attached to costumes or floats are OK.
- All **balloons** must be firmly attached to floats or people. Celebratory release of balloons is not permitted due to the negative environmental impact of plastics on the aquatic environment and because our parade route is along a flight path to the airport. Hanging balloons on strings directly to parade attendees is permitted.
- **Water Guns and Super Soakers** make an excellent replacement for confetti. Water guns must be filled with WATER and WATER ONLY. No dyes, flavours or any other additive may be added.
- **Bubbles** are allowed and make an excellent replacement for confetti.

Distribution of Food

- Candy or other food stuffs during the parade must be shelf-stable, not require refrigeration, and be in factory-sealed packages (eg. granola bars in wrappers, lollipops).
- Open food samples are not permitted because they violate food handling bylaws.

Political Campaigns

- Politicians running for office may march and distribute materials in the parade but may not campaign or solicit donations along the parade route.

Social Media

- Please see the enclosed “Social Handles & Hashtags” document for Capital Pride and its partners’ social media handles and hashtags. We encourage you to use these for your social posts during the parade to increase your visibility and engagement.

Safety, Security, and Accessibility

Accessibility

- Accessibility information will be available from the Capital Pride Parade registration tents.
- Accessible washrooms will also be available, with more info to come.
- Additional information on accessibility will be sent out closer to the event. Questions can be directed to accessibility@ottawacapitalpride.ca

Restrooms

- Portable restrooms (“porta potties”) will be stationed along Bank Street. Businesses along Bank Street may allow non-customers washroom access.

First-Aid

- Volunteers trained with First Aid and the use of Naloxone will be available throughout the site.
- The location of the first aid station will be sent in August.

Weather

- The Parade is a “rain or shine event.” No refunds are offered on account of weather. In the event that weather poses a safety or security risk, Capital Pride will notify exhibitors of any changes via email.

Health

- Please stay hydrated! A water station will be installed at the corner of Bank Street and Somerset Street and bottled water will be distributed at the registration tents.
- Even on cloudy days, the sun’s rays can be harmful.
 - Wear lightweight, light-colored, loose-fitting clothing, and a wide-brimmed hat.
 - Use a sunscreen with an SPF of 30 or more and reapply every 2 hours or more.
 - Drink extra fluids. To prevent dehydration, drink plenty of water, fruit juice, or vegetable juice per day. Because heat-related illness also can result from salt depletion, it may be advisable to substitute an electrolyte-rich sports drink for water during periods of extreme heat and humidity. Ask your doctor about the best types of fluid and how much you should be drinking.
 - Avoid fluids containing either caffeine or alcohol, because both substances will enhance dehydration.

- If you have epilepsy or heart, kidney, or liver disease, are on a fluid-restricted diet, or have a problem with fluid retention, check with your doctor before increasing liquid intake.
- Be aware of signs of heat exhaustion:
 - Confusion
 - Dark-colored urine (a sign of dehydration)
 - Dizziness
 - Fainting
 - Fatigue
 - Headache
 - Muscle or abdominal cramps
 - Nausea, vomiting, or diarrhea
 - Pale skin
 - Profuse sweating
 - Rapid heartbeat
- If you are concerned, please seek medical advice from Capital Pride's on-site medical services.

Safety & Security

- Toersa Security Inc., Ottawa Paramedics, private EMTs, and Ottawa Police Services will be onsite to ensure the safety of parade participants
- Please call 911 immediately if you feel your's or someone else's personal safety or security is at risk.

Building a float

Ideas for Marching Groups

- Consider a theme that you want to emphasize and brainstorm ideas to dress-up a banner, signage, bikes, pets and yourselves.
- Decide upon a maximum budget that you will work around for materials, props and costumes. Balloons, streamers, candy, water guns, signage, handouts.
- Consider creating a dance, or cheer to chant throughout the route.
- Consider if you will be bringing bikes, scouters, pets that may be around the walkers.
- Bring water (juice) to stay hydrated.
- Assign roles to those who may be given handouts, candy, holding.
- signs and banners etc. not leaving it to a last minute chaos.
- Consider footwear selection for long distance walking.

Marching Bands / Flag Bearers / Dancers

- Consider where you will leave instrument cases and any other equipment (extra flags, or cases).
- Consider uniform choice for weather (ex: large tunics in the heat are not a good idea).
- Consider decorating instruments / equipment with Pride decorations.
- Consider having water walkers behind the band/marchers for short stops.
- Consider preparing a setlist of songs before the parade (upbeat).
- Consider footwear for long distance walking.

Ideas for small vehicles, large vehicles, and floats

- Decide which type of vehicle you will use as a foundation for your colorful creation. Your choice of vehicle can be anything from an electric golf cart to a flatbed trailer. You may have to rent a larger truck or trailer if needed.
- Brainstorm ideas to dress-up your float. Consider a theme that you want to emphasize.
- Decide upon a maximum budget that you will have to work around for materials, props and costumes. Balloons, streamers, paper mâché, and banners are all inexpensive and colorful ways to decorate your artwork.
- Plan enough time on the day of the parade to properly arrange your float. You don't want to have to start the parade with an incomplete presentation! You and your crew might want to come to our staging area early (but no earlier than your designated call time) to prepare the float on parade day.

Where to Buy Supplies

- The Flag Shop offers an assortment of Pride products available both online and at their retail location in the Glebe. Visit them in person at 838 Bank Street in Ottawa, online at <http://pride.flagshop.com/>, or call (613) 789-5456. Parade groups will receive a 10% discount on order \$100 - \$250. Inquire for special pricing on larger orders. Lead times vary for items that need to be ordered in, so shop early!
- Party City offers a wide selection of Pride decor both online and in-store. <https://www.partycity.com/ca/pride-party-supplies>

- Other online shopping options that ship to Canada:
 - www.paradefloatsuppliesnow.com