



The Canton Repository Grand Parade

Float Manual For Builders and Sponsors



Critical Information

Please note the following critical information:

- It is **mandatory** that a sketch be submitted for approval as early as possible in order to protect your design idea. **Submission of sketch must be received no later than April 30, 2021. (color is preferred)**
- Entry fee is \$850. Please make check payable to Canton Regional Chamber of Commerce. This entry fee is non-refundable.
- Without exception, driver/alternate driver **MUST** be concealed. (Sections 2.3 and 8.3)
- Without exception, all tow vehicles **MUST** be completely covered. (Section 8.3)
- Without exception, no more than 50% of float can be constructed using petal paper.
- **Television script information, insurance certificate, workers compensation certificate, float rules acknowledgement form and entry fee (\$850) must be submitted with sketch by April 30, 2021.**

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2021 Information

THE CANTON REPOSITORY GRAND PARADE SATURDAY, AUGUST 7, 2021 STEP OFF – 8:00 A.M.

The Canton Regional Chamber of Commerce, Pro Football Hall of Fame Enshrinement Festival Canton Repository Grand Parade Committee does not employ, sponsor, endorse, or recommend float builders or designers. However, the builders listed below are familiar with our parade's rules and regulations. Builders are independent contractors who design and build floats under contract with and for sponsors. The Enshrinement Festival establishes specific construction criteria and rules to ensure the delivery of safe and reliable floats for an efficient, on-time parade; these rules and criteria are contained herein.

It is expected that each float builder will produce a high-quality float that meets or exceeds these requirements.

After reading the rules and construction criteria, the float builder should complete the Rules Acknowledgment Form and return it with their entry fee. The Rules Acknowledgment Form can be found in Appendix 2.

Professional Float Builders

Mark Aksterowicz	1669 Johnstown Road NE	Mark: (330) 432-3449
Creative Floats	Dover, OH 44622	Bob: (330) 340-5472
	www.creativefloats.com	
Jessica Kaminskas	9500 Mt. Elliott, Studio A	(313) 923-7400 Office
The Parade Company	Detroit, MI 48211	(313) 432-7834
	www.theparade.org	
John Shaw Jr. or Sr.	53 Kuskie Lane	(301) 359-0373
Shaw Parades	Swanton, Maryland 21561	(301) 697-9901 Cell
	jshaw@shawparades.com	
Ty Ramsey	5906 South Harding Street	(317) 784-5610
ExpoDesign, Inc.	Indianapolis, Indiana 46217	(317) 784-5724 Fax
	www.expodesign.net	

The Canton Repository Grand Parade Committee

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INTRODUCTION

The Canton Regional Chamber of Commerce, Pro Football Hall of Fame Enshrinement Festival has grown to its present stature and reputation as a world-class festival through a keen spirit of cooperation. Only by maintaining this spirit will it be possible to offer to our vast audience a Grand Parade that is improved each year. The Canton Repository Grand Parade has grown to enormous proportions and achieved tremendous popularity, with a crowd of 200,000 lining the 2.2-mile parade route each year and millions viewing it via television broadcast.

The complexity of the operation and our obligation to radio and television requires that all participants follow certain rules; therefore, rules specifically concerning the entry, construction, and judging of floats are contained within this manual. These rules apply to **all** floats entered in The Canton Repository Grand Parade.

It is critical that all float sponsors and builders take their responsibilities seriously, resulting in a quality, enjoyable, and memorable experience for everyone.

In order for each float to successfully and safely complete the entire parade route, each float sponsor and float builder is required to perform all necessary inspections and/or testing to ensure the safety of parade participants, volunteers, and spectators. As with any large event, participation in this parade involves certain risks including, but not limited to, serious injury or death. Each sponsor and builder must acknowledge and accept responsibility for the safety of others, including their own employees and/or volunteers working on and/or participating in the float process.

By choosing to participate, each float sponsor and float builder and their respective volunteers, employees, officers, trustees, agents, and/or members acknowledge that the Canton Regional Chamber of Commerce and its Pro Football Hall of Fame Enshrinement Festival department, Pro Football Hall of Fame Museum, City of Canton, sponsors, volunteers, employees, officers, trustees, agents and/or members will not be responsible for any injuries, accidents, or damage arising out of participation in The Canton Repository Grand Parade, and release same from any and all liability.

You are encouraged to establish direct communication with the Enshrinement Festival office for assistance or interpretations of these rules and regulations.

In addition, a member of The Canton Repository Grand Parade Committee will be assigned to work with you every step of the way. They will be in contact with you to explain how they can assist you in following the necessary rules and regulations. They will provide information relative to all the activities that will culminate in your delivery of a reliable and quality float to the staging area on parade day. It is important that there is an open line of communication between the Canton Repository Grand Parade Committee, the Float Builder and Float Sponsor. As your planning proceeds, if you feel a need to request a variance from the rules and regulations, such request must be submitted in writing to the Enshrinement Festival Director and may not be considered granted until written approval is received from the Enshrinement Festival Director. In the case of an emergency and when time is of the essence, approval may be given verbally or by e-mail, but please make every possible effort to submit your request in ample time to allow for a written confirmation from the Enshrinement Festival office.



IMPORTANT NOTE: Float entries will not be considered complete or permitted to participate in The Canton Repository Grand Parade until the following items are submitted (and approved):

- **Float Application**
- **Entry fee of \$850, payable to the Canton Regional Chamber of Commerce**
- **Sketch (color is preferred)**
- **Television script information**
- **Insurance certificate (listing PFHOFEF as additionally insured)**
- **Workers Compensation certificate**

DEADLINE – April 30, 2021

General Parade Information

I. Design

A. As soon as you originate a design, your sketch should be submitted to the Enshrinement Festival office at the Chamber of Commerce. All float sketches will be screened and approved by the Enshrinement Festival. The purpose is two-fold: (1) to prevent duplications in design and format and (2) to provide the Committee with a final check for adherence to the Enshrinement Festival policies and standards. Early submission of the float sketch is crucial to protecting your design idea.

Deadline: April 30, 2021.

B. No design shall be considered accepted, registered, or assigned until the sponsor receives written confirmation from the Vice President of Community Events and Sponsorships. Once your sketch is approved, you have assurance to proceed with that design.

C. For standardization purposes, a large, legible completed, drawing or picture must be submitted as your float sketch (color is preferred).

II. Entry Fee

The entry fee of \$850 must be paid at the time that the float design is submitted. Please make check payable to the Canton Regional Chamber of Commerce.

III. Recommendations for Float Builders

A. It is the intent of the Enshrinement Festival to list the requirements we have found necessary to produce a smooth-running parade. We believe that both our parade route viewers and television audience should be given every possible opportunity to see a "perfect" parade and we think the following suggestions should help:

1. **PLAN AHEAD!** As soon as you originate a design, begin to develop ideas as to how the basic chassis will be constructed, where wheels and dollies should be best located, where the driver will be located to achieve the required visibility, and what the probable weight distribution will be. Compromises and changes later on often lead to problems.
2. Work out a program to upgrade your equipment through the years. Replace the less reliable items, put together new wiring systems that are useful on a variety of floats, and construct new basic chassis sub-units.
3. Beginning in early June, scheduling is vital to the completion of a successful float. Assure yourself that you have adequate and reliable manpower and that you know the extent of decorating involved.

It is critical that you hire drivers who will know your floats and who will be able to maneuver them, thereby eliminating the possibility of breakdowns due to driving errors.

IV. Recommendations for Sponsors

Sponsors should designate one person as the primary contact for float building and

presentation. This person should coordinate riders and walkers with the float builder and the committee. From time-to-time, it is suggested that sponsors check on the status of their float construction with their builder.

Even though sponsors contract with float builders for the construction and presentation of their float, **it must be understood that all aspects regarding the design, quality, structural and mechanical stability, maneuverability, and all other aspects of each float related to safety are the ultimate responsibility of the float sponsor and the float builder.** Consequently, sponsors should be aware of the rules and criteria for float construction and presentation, especially if sponsor employees are riding on or walking with their float.

V. Schedule

- A. **General** - The Pro Football Hall of Fame Enshrinement Festival Canton Repository Grand Parade is one of the best parades in the entire country. Just as standards have been established to which all floats must conform, it is also recognized that unless a certain minimum schedule of construction is maintained, the quality of the parade will be reduced. Accordingly, we have developed the following schedule to assure that our audience can view a high-quality production. The dates in Section C are in the category of regulations for which "Red Tag" violation notices may be issued.
- B. **Planning** - The winter months can be utilized in "roughing out" construction details of your floats. Use such sketches to establish the basic chassis structure and the location of the driver, the engine, and the wheels. Determine the quantities of new materials and equipment you will need, and order those having any long lead-time. In April, a Parade Committee Liaison will contact you regarding your planning progress.

C. **Deadline Check List**

Friday, April 30	Final deadline for submitting sketch and float description forms to the Enshrinement Festival office.
Friday, April 30	Deadline for submitting insurance and workers compensation certificates (see Sections 1.5 and 1.6)
Monday, June 7	Provide Enshrinement Festival office with number of riders, out-riders, and chaperones.
Week of August 2	Final inspection by The Canton Repository Grand Parade Committee and Canton Fire Prevention Bureau
Friday, August 6	Float Judging
Saturday, August 7	THE CANTON REPOSITORY GRAND PARADE 8:00 AM

VI. Float Storage

The float storage location is the Stark County Fairgrounds. All organizations are encouraged to deliver their floats to the float storage building on Monday August 2, 2021. The purpose of this facility is for builders to put **final touches** on their floats. Float judging

will be held on Friday, August 6, 2021, at this location. **Please see attached schedule for directions and open building times.**

Builders and sponsors will not have access to the float storage location once floats have left this building. Please make sure that all of your equipment and material are cleaned up and that you leave the building in the same condition as when you arrived. Fines will be imposed if area is not in the same condition as when builder arrived.

VII. Convoy

- A. **Convoy** - On parade day, all floats will convoy with police escort to the parade staging area. It is imperative that tow vehicles are able to make this trip, as well as, finish the parade route. Although the Enshrinement Festival will assist in any way possible, during the convoy, the builder is totally responsible for the safe movement of their float. The builder is also responsible for ensuring that the float has enough gas to make the trip from the fairgrounds to staging, down the parade route and to demarshaling.
- B. **General** - The movement of floats from the float storage location to the parade staging area will be at approximately 5:30 a.m. on Saturday, August 7, 2021. All floats will be staged at the float storage location in the order they are in the parade line-up. Since this convoy will have a police escort, it is very important that all floats are ready to leave at the designated time. It is recommended that you bring a touch-up kit (extra flowers, stapler, etc.) to make minor repairs at the staging area.

VIII. JUDGING

- A. **Judges** – Float Judges consist of an impartial panel having no connection with the Chamber or any Hall of Fame Enshrinement Festival parade builders, sponsors, or participants. The panel, which usually consists of three members but may include additional judges, is appointed by the Enshrinement Festival officials. The Canton Repository Grand Parade Committee is not involved in the decisions of the judges. A parade committee representative will assist the panel in the mechanics, such as scheduling, rules, and regulations.
- B. **Categories** - Any one entrant can receive only one award. Additional special awards for “exceptional merit” may be given at the discretion of the judges and the Enshrinement Festival officials. Entries will be eligible for consideration in the following categories.

FLOAT AWARDS AND DESCRIPTIONS:

GRAND PRIZE--The best overall entry in the parade

OHIO STATE AWARD--Best non-professional builder entry

BUILDERS' AWARD--Best professional builder entry

ENSHRINEES' AWARD--Best use of color

MAYOR'S AWARD--Best animation by motor, gear or person/people

HOF BOARD OF TRUSTEES' AWARD—Most original concept

NFL AWARD-- Best use of flowers or natural covering

JANICE C. MEYER AWARD— Best display of enthusiasm

- C. **Schedule of Judging** – Float judging will be held on Friday, August 6. Please have a spokesman for your float present to answer the judges' questions. **YOUR FLOAT SHOULD BE FINISHED AND COSTUMED RIDERS, OUT-RIDERS AND VEHICLE TOW DRIVER IN PLACE WHEN THE JUDGES ARRIVE.**

The Grand Prize award winner's name is engraved on a large trophy, which is kept by the winner until the following year. If the same company wins the Grand Prize for three consecutive years, they will be given another trophy to keep.

IX. Post Parade

- A. **Float Riders and Out-Riders - It is the responsibility of the builder and/or the sponsor to arrange for pickup of float riders and out-riders at the post-parade area.** The Parade Committee will give additional parking arrangements and instructions. The Parade Committee will instruct all float riders to disembark from the floats at the end of the parade route. All float riders **MUST** be removed from the float at the end of the parade route. No riders will be permitted beyond that point. **No exceptions.**
- B. **Float Disbursement** - The parade committee is responsible for directing the movement of floats after the parade. Your float committee liaison will inform you of the directions to demarshaling of your float as you approach the end of the parade. Once your float is parked and barricades set, builders may have access to their floats so long as they do not interfere with the parking of other floats. (Builders must remove any valuable plants or property from their floats as soon as possible after parking, as the Enshrinement Festival assumes no liability or responsibility.)

General Regulations

1.0 GENERAL

This section provides general information about the parade, parade day, judging, staging and demarshaling. Regulations for self-propelled float construction begin in Section 2. Regulations for towed float construction begin in Section 8.

1.1 Distribution of Material

Flowers, candy samples, or other materials **cannot** be thrown or otherwise distributed from the float. Likewise, out-riders (walkers) **cannot** throw or distribute any materials and cannot approach the spectators. **A float will be pulled from the parade if this occurs. This is a safety and liability issue.**

1.2 Participants

Riders: A maximum of seven (7) persons--other than a driver and his assistants--shall be allowed to ride on a float. Float riders should be used only when they serve a useful function to enhance the overall theme of the float and must be costumed appropriately to fit that theme.

- A list of float riders (names and ages) must be submitted to the Vice President for approval no later than June 7, 2021.
- **If the sponsor desires more than seven riders**, the builder/sponsor must submit a letter to the Vice President for approval no later than June 7, verifying that the float can safely accommodate the additional riders.

Out-riders (walkers): In some cases, a limited number of "out-riders" (walkers) may also be used. However, it is the intent of the Enshrinement Festival that only a limited number of "out-riders" will be approved and **only** in cases where a significant enhancement in the beauty, safety and quality of the float is achieved. "Out-riders must also be costumed appropriately to fit the float theme. Jeans and shorts are not appropriate unless they contribute to the float theme.

- **If the builder/sponsor desires "out-riders"**, a written request must be submitted to the Enshrinement Festival Director for approval no later than June 7, indicating the names and ages of all out-riders, their purpose and attire.

Children under 12: All children under 12 years of age, riding on a float and/or as an "out-rider", must first receive the approval of the Vice President and **must** be accompanied by the appropriate number of adults as designated by the Enshrinement Festival; adult chaperones must also be costumed appropriately to fit the float theme. The Enshrinement Festival strongly suggests that small children not be used either on the float or as "out-riders" in order to avoid the necessity for adult chaperones.

- **If the builder/sponsor desires that children under 12 years of age participate** as riders and/or out-riders, a written request must be submitted to the Vice President for approval no later than June 7, indicating the names,

ages, and positions of all children and their adult chaperones.

Permission for any of the above is not considered granted until written confirmation is received from the Vice President.

1.3 Symmetry

Floats should be constructed and decorated so that viewing from either side is equally appealing.

1.4 Participant Name and Float Theme

Floats shall bear the name of the community, organization, or sponsor business and the float theme in letters no more than fifteen (15) inches in height on both side aprons. Use of Enshrinement Festival logo is permitted with prior written permission from the Vice President. If you wish to use the logo, we ask you to use the Enshrinement Festival Logo (contact Andrea Hartman at andrea@cantorchamber.org for art). All signage and logos are subject to review and approval by the Vice President at the time your sketch is submitted on April 30th.

1.5 Insurance

A general liability insurance policy **must** be carried in the minimum amount of \$1,000,000 for bodily injury and for property damage for each float. A certificate of such insurance **must** be filed with the Enshrinement Festival by **April 30, 2021**. Each certificate of insurance shall contain an Additional Insured Clause and a Cancellation Clause as follows:

- a. **Additional Insured Clause:** The Canton Regional Chamber of Commerce, Pro Football Hall of Fame Enshrinement Festival must be named as an additional insured but only in respect to liability arising out of any operations of (named insured) in connection with the Canton Regional Chamber of Commerce, Pro Football Hall of Fame Enshrinement Festival. The insurance afforded by the policy to said additional insured shall be primary insurance, and any other valid and collectible insurance available to said additional insured shall be excess insurance.
- b. **Cancellation Clause:** This policy of liability insurance shall not be canceled or suspended or terminated, nor shall any coverage be eliminated nor shall the limits of liability be reduced until after thirty (30) days notice, Canton Regional Chamber of Commerce, 222 Market Avenue North, Canton, Ohio 44702.

1.6 Safety

- a. Seat belts and/or safety railings (i.e. T-bars) **MUST** be incorporated into the float for each rider, whether seated or standing. All seated float riders will be required to wear seatbelts. Seatbelts must be secured to the floor or seat. All standing float riders must have a chain secured to t-bar with adjustable chain to afford adequate protection. Flooring shall have adequate strength to safely hold all riders.
- b. CAUTION! No sharp projections that might result in any injury shall be present about the perimeter of the float from a height of ground level to seven (7) feet above ground level.
- c. All builders should carefully review the provisions of applicable fire prevention codes for the place in which your float is constructed and decorated.

- d. **Workers' Compensation Coverage:** Workers' Compensation coverage must be acquired and maintained for all employees and any other persons performing any work or services on any float. A certificate of compliance with Ohio's Workers' Compensation Law must be provided and filed with the Enshrinement Festival by **April 30, 2021**.
- e. **Flammable:** All decorative materials utilized on parade floats shall be flame-retardant. Prior to any parade float utilizing special effects that are designed to create smoke, the Fire Prevention Bureau shall approve flame, heat, or sparking conditions.

1.7 Design Review

- a. The Vice President will review all designs, including the name and theme treatment (Section 1.4) and shall verify that all regulations have been followed in developing the design. Again, it is important that the sketch be submitted as early as possible, to prevent last minute changes for the sponsor and/or builder.

1.8 Variances

A request for variance from the regulations herein outlined may be made by the builder/sponsor under certain circumstances. It shall be the policy of the Enshrinement Festival not to grant variances for height, width or length of floats, except under very unusual circumstances.

Every request for variance shall be accompanied by engineering drawings containing sufficient detail so the Enshrinement Festival can determine potential operating characteristics of the proposed float. Additionally, an alternative rendering or sketch shall be submitted outlining the same theme within the permitted dimensions. Each request for variance shall be sent to the Vice President for final action.

1.9 Enforcement of Regulations

- a. **Inspection and Coordination** - It is the responsibility of the float builder/sponsor to build a float that is capable of safely and successfully completing the entire parade route. As such, the sponsor and or builder shall conduct any and all necessary inspections to ensure that the float is safe and structurally sound. The Canton Repository Grand Parade Committee will maintain a reasonable level of support with each float as it is being developed, and this liaison will discuss any lack of adherence to these regulations with the builder/sponsor. Most violations should be resolved in this manner.
Any continuing violation that is not corrected in a satisfactory manner will be noted on a special report form and a "Notice of Violation" (a red tag) will be placed on this float, specifying the nature of the problem.
- b. **Enforcement** - Each "Notice of Violation" shall be handled in the following manner:
 - First warning shall be to the builder only.
 - If not immediately corrected, the second warning shall be to the builder with a

- copy to the Enshrinement Festival office for posting.
 - If the violation still continues, then a third warning shall be to the builder with copies to the Enshrinement Festival office and to the sponsoring organization.
- c. **Appeal** - In the event that there is a dispute concerning the nature of the violation, the builder may appeal to the Enshrinement Festival office. A temporary waiver to allow time for consideration and review may be granted, provided that the appeal is accompanied by a written plan of realistic action covering proposed alternate solutions to the problem. An outline should be included on how and when adherence to regulations will be achieved. In all cases, the decision of the Enshrinement Festival Vice President shall be final.

The sponsoring organization will be notified of any failure to comply with these decisions and rulings.

NOTE: It is not the intent of the Pro Football Hall of Fame Enshrinement Festival to be involved in any way in the contractual arrangements between sponsoring organizations and builders. Since the application for participation in the parade is received and granted by the Enshrinement Festival, there is an obligation by the builder to inform the sponsor of its rules and regulations and of the adherence thereto.

1.10 Float Structure (See Page 6 for a list of possible float builders.)

It is the responsibility of the float builder/sponsor to build a float that is capable of safely and successfully completing the entire parade route. As such, the sponsor and or builder shall conduct any and all necessary inspections to ensure that the float is safe and structurally sound. It is the intent of the Enshrinement Festival to permit to enter the parade line up only those floats that have a high probability of successfully completing the entire parade route. Inspection will be done to assure a degree of quality. It is essentially "workmanship" that will be examined. "Good" weldments, "reasonably new" materials, and "adequate" structural design will all be considered, and a review will be held with the builder on features considered potentially marginal. In case differences of opinion occur between the Enshrinement Festival and the builder as to the adequacy of the chassis and superstructure, extensive successful road testing of the fully completed vehicle will be deemed to meet the requirements of this section. All builders are reminded that mere weight is no substitute for strength and proper engineering design.

Regulations for Self Propelled Floats

2.0 Regulations for Self Propelled Floats

Section 1.0 provides **general information** about the parade, parade day, judging, staging and demarshaling. Sections 2-7 provide regulations for **self propelled floats**. Sections 8-13 provide regulations for **towed floats**.

- 2.1 **Definitions** - A self-propelled float shall be deemed a vehicle that is self powered, with internal steering and braking, upon which a permanent display platform is mounted.
- 2.2 **Float Dimensions** - The display platform shall have an outside measurement of not less than **ten (10) by ten (10) feet**. It is to be completely decorated on all exposed parts, and the wheels of the vehicle should be completely concealed. The maximum dimensions of the float unit itself shall not exceed **twelve (12) feet six (6) inches in height, fifteen (15) feet in width, and sixty (60) feet in length**--including all flowers and float riders. All floats shall meet applicable Ohio codes regarding gross and per axle weight limitations.
- 2.3 **Decoration** - All visible portions of the float, including top surfaces, shall be fully covered. **Without exception, no more than fifty (50) percent of float can be constructed using petal paper.**

NOTE: THE DRIVER/ALTERNATE DRIVER MUST ALSO BE CONCEALED OUT OF VIEW OF SPECTATORS.

3.0 Dimensional Considerations

- 3.1 No part of the framework shall be so low as to stop that float from clearing surfaces and obstacles along the parade route and within the staging area - in no case shall this be less than **six (6) inches** from the ground when the float is fully decorated and loaded.
- 3.2 Sufficient wheel and dolly clearance shall be incorporated so that no interference with the chassis or any associated structure can occur in any mode of operation of the float.
- 3.3 The wheelbase (axle to axle) shall be a **minimum of twenty (20) percent of the overall float length. No less than twenty (20) percent additional length shall be outside the wheelbase.** It is recommended that a hinged chassis and/or separate steering be considered on all floats where sixty (60) percent of the overall length is outside the wheelbase.

4.0 Mechanical and Equipment

- 4.1 **Dollies** - All dollies shall be placed and mounted as to permit adequate weight distribution and to minimize applied stresses to the supporting structure. No dolly shall be less than **ten (10) inches in diameter or four (4) inches in width**. Dollies rated and classified for five thousand (5,000) pounds shall be used for any weight exceeding five hundred (500) pounds and ten thousand (10,000) pound rated dollies used where indicated.
- 4.2 **Tires** - All tires shall be reasonably new and of good quality. Tires must not rub any portion of the frame when the wheels are turned. It is required that access be provided for changing tires within a reasonable time without the use of a derrick. All tires, including hard rubber tires, shall have a good tread of a minimum depth of 3/32 of an inch. Drop center wheels (passenger type) carrying under two thousand (2,000) pounds of weight with six-ply passenger-type tires, are permissible; however, if over two thousand (2,000) pounds, they shall be converted to flat base wheels and tires with truck-type construction of suitable ply for the weight carried. All wheel loading will be verified by mechanics as a part of the normal inspection procedure.
- 4.3 **Steering** - The usual float design creates mechanical stresses on the steering mechanism. All extended steering shall be braced over thirty-six (36) inches, and the steering column shall be adequately secured at the top and the bottom. A turning radius of forty-five (45) degrees to the right and left is mandatory.
- 4.4 **Fuel Tanks** - Fuel tanks shall have a minimum capacity of fifteen (15) gallons. They must be level, well strapped and meet inspection by the Canton City Fire Department. Flexible connectors shall be used on gasoline lines to avoid leaks, and any portion of the line coming within six (6) inches of the motor block or exhaust manifold shall be wrapped in a fire-resistant insulation-type material (cannot use asbestos). Fuel caps must be vented, and the fill pipe must be located towards one edge of the float--preferably at the rear. **Every float must have enough fuel at the beginning of the parade to travel the eight (8) to ten (10) mile route. This is critical to the success of the parade.**
- 4.5 **Batteries** - Two freshly charged batteries, featuring proper voltage and adequate capacity, are required for each float. They shall be in place five (5) days before the parade. Batteries must also be grounded to the engine. If batteries are used for last-minute accessory and/or animation testing, display, or judging prior to movement to the Staging Area, the batteries must be re-tested for charge and, if necessary, charged prior to movement to the Staging Area. Electrical wiring must be in conduit to preclude damage.
- 4.6 **Brakes** - A separate hydraulic brake and emergency brake system is required. An exception may be granted where mechanical brakes are standard on the equipment being used, provided such equipment is deemed safe and adequate.

- 4.7 **Engine** - Engines shall be in excellent working order, and accessories shall be of current production. A generator or alternator is required. A cover shall protect the carburetor and air cleaner at all times prior to movement to the Staging Area. All parts of the radiator system must be checked and provision made for adequate air circulation. Radiators shall be of adequate size, permanently installed, and kept filled from the time of the maneuverability test to the completion of the parade. Radiator caps shall be painted white and easily accessible. The exhaust manifold shall be vented through a leak-free pipe projecting beyond the apron to the rear of the float. All exhaust vents shall be so located that exhaust fumes will not be directed to parade viewers or float riders. **Fire-retardant wrapping MUST be used on the entire exhaust system.** This wrapping can be purchased locally from dealers listed in the yellow pages under "Heating Equipment." The wiring, fuel, and braking systems shall be properly located and housed in a conduit or securely taped so that they will not be inadvertently abraded or be crushed. Because of the ever-present possibility of vapor lock, the use of electrical fuel pumps with an inline filter between the electrical pump and carburetor connection is required. Each float must be capable of safely negotiating an eight and one half (8½) percent grade. If in the opinion of The Canton Repository Grand Parade Committee, any float is considered underpowered for its size and weight, all necessary precautions will be taken to insure the safety of everyone. [See the note under brakes.]
- 4.8 **Towing Attachment** - In the event that a float becomes disabled and needs to be towed, all floats must have a two (2) inch ball attachment located approximately at the front center of the vehicle. It shall be of one-piece construction and securely bolted to an integral structural member of the chassis; welding may be employed for extra strength. Its height shall be such (approximately eighteen (18) inches from the ground) that, with the tow bar furnished, disengagement from the towing vehicle cannot occur. A tow bar shall be conveniently stored within or on the float such that it is readily available to a person located at the ball attachment. Safety chains or pins shall accompany the tow bar to assure safe transport.
- 4.9 **Fire Extinguisher** - At least two (2) five-pound dry chemical fire extinguishers with **receipt or professional inspection tag must be dated within 1 (one) year of parade date** must be placed on the float. One fire extinguisher shall be within easy reach of the driver inside the float, and the other must be placed on the surface of the float. **If there are float riders, one must be trained in the use of the extinguisher.** Carbon tetrachloride extinguishers are forbidden. An additional fire extinguisher must be provided for each inside observer or assistant who is not immediately adjacent to the driver.
- 4.10 **Controls** - Where applicable, brake and clutch pedals and throttle with footrest or support shall be provided. A starter switch or a starter button shall be firmly fastened and readily accessible. An ignition switch is required. An ammeter must be in convenient sight of the driver. [see note under brakes]
- 4.11 **Mechanical Clearance** - Subject only to the provision for appeal as outlined in

Section 1.9 of these regulations, all mechanical and equipment items will be required to pass approval of the mechanics working for and with the Grand Parade Committee.

5.0 Drivers

5.1 **Licensed Driver**- Must be 21 years of age.

5.2 **Training** - All licensed drivers shall be adequately trained on the float they are to drive by the individual builder and should drive the float during all maneuverability tests. Lack of understanding can put the entire parade and parade participants at risk. **It is required that the float builder review the float operation procedures with the float driver on Friday, August 6 after the float judging.**

5.3 **Compartment** - The float driver and alternate shall be provided with safe, comfortable, secure seats that face forward and have a clear view of the road ahead. The driver compartment shall have adequate lighting and **a forced air ventilation system to remove fumes and heat.** Sufficient room shall be incorporated such that the driver and the alternate driver can readily change positions. An entry hatch shall be provided that permits rapid access to the driver's location. **REMEMBER, THE DRIVER/ALTERNATE DRIVER MUST BE CONCEALED.**

6.0 **Visibility** - It is essential that the float be under full control at all times. This is best accomplished by having a driver who is experienced driving floats with perfect visibility, steering, throttle, and brakes under his control. All floats shall meet this objective. When a unique design will not permit the driver to have adequate visibility, an observer shall be used. Either the driver or the observer shall have minimum of plus or minus forty-five (45) degrees [ninety (90) degree total angle] visibility towards the front of the float and shall be able to see the painted helmets along the center of the parade route.

7.0 **Maneuverability** - It is the responsibility of the float builder/sponsor to test the float's ability to negotiate both right and left turns, to back up, to maintain parade speed, and especially to negotiate the change in elevation encountered at the parade route end.

Regulations for Towed Floats

8.0 Regulations for Towed Floats

Section 1.0 provides **general information** about the parade, parade day, judging, staging and demarshaling. Sections 2-7 provide regulations for **self propelled floats**. Sections 8-13 provide regulations for **towed floats**.

8.1 Definitions

Towed Float - A towed float shall be deemed a rolling display platform towed by another vehicle (tow vehicle).

Tow Vehicle – A tow vehicle as outlined in Section 10.7, is a four wheeled, self-powered vehicle that is commercially available and meets mechanical requirements. Examples include tractors and farm equipment weighing at least 1,400 pounds. Cars, pick-up trucks, SUVs and golf carts may **not** be used as tow vehicles. All tow vehicles must be completely covered.

8.2 **Float Dimensions** - The display platform shall have an outside measurement of not less than **ten (10) by ten (10) feet**. It is to be completely decorated on all exposed parts, and the wheels of the vehicle should be completely concealed. The maximum dimensions of the float unit itself shall not exceed **twelve (12) feet six (6) inches in height, fifteen (15) feet in width, and sixty (60) feet in length**--including all flowers and float riders. All floats shall meet applicable Ohio codes regarding gross and per axle weight limitations.

8.3 **Decoration** - All visible portions of the float, including top surfaces, shall be fully covered. Floats must be towed by a covered tow vehicle, not an uncovered truck or automobile. The **TOW VEHICLE MUST BE COVERED**, and it should be designed to compliment the design/theme of the float. **Without exception, no more than fifty (50) percent of float can be constructed using petal paper.**

NOTE: THE DRIVER/ALTERNATE DRIVER OF THE TOW VEHICLE MUST BE CONCEALED OUT OF VIEW OF SPECTATORS.

9.0 Dimensional Considerations

9.1 No part of the framework shall be so low as to stop that float from clearing surfaces and obstacles along the parade route and within the Staging Area--in no case shall this be less than **six (6) inches** from the ground when the float is fully decorated and loaded.

9.2 Sufficient wheel and dolly clearance shall be incorporated so that no interference with the chassis or any associated structure can occur in any mode of operation of the float.

- 9.3. The wheelbase (axle to axle) of the display platform shall be a **minimum of twenty (20) percent of the overall display platform length. No less than twenty (20) percent additional length shall be outside the wheelbase.** It is recommended that a hinged chassis and/or separate steering be considered on all floats where sixty (60) percent of the overall length is outside the wheelbase.

10.0 Mechanical and Equipment

- 10.1 **Dollies** - All dollies shall be so placed and mounted as to permit adequate weight distribution and to minimize applied stresses to the supporting structure. No dolly shall be less than **ten (10) inches in diameter or four (4) inches in width.** Dollies rated and classified for five thousand (5,000) pounds shall be used for any weight exceeding five hundred (500) pounds and ten thousand (10,000) pound rated dollies used where indicated.
- 10.2 **Tires** - All tires shall be reasonably new and of good quality. Tires must not rub any portion of the frame when the wheels are turned. It is required that access be provided for changing tires within a reasonable time without the use of a derrick. All tires, including hard rubber tires, shall have a good tread of a minimum depth of 3/32 of an inch. Drop center wheels (passenger type) carrying under two thousand (2,000) pounds of weight with six-ply passenger-type tires, are permissible; however, if over two thousand (2,000) pounds, they shall be converted to flat base wheels and tires with truck-type construction of suitable ply for the weight carried. All wheel loading will be verified by mechanics as a part of the normal inspection procedure.
- 10.3 **Steering** - The tow vehicle and tow apparatus must be able to provide a turning radius of forty-five (45) degrees to the right and left.
- 10.4 **Fuel Tanks** - Fuel tanks must be the standard equipment provided with the tow vehicle. Fuel tanks shall have a minimum capacity of fifteen (15) gallons. They must be level, well strapped and meet inspection by the Canton City Fire Department. Flexible connectors shall be used on gasoline lines to avoid leaks, and any portion of the line coming within six (6) inches of the motor block or exhaust manifold shall be wrapped in a fire-resistant insulation-type material. Fuel caps must be vented, and the fill pipe must be located towards one edge of the tow vehicle preferably at the rear. **Every float must have enough fuel at the beginning of the parade to travel the eight (8) to ten (10) mile route. This is critical to the success of the parade.**
- 10.5 **Batteries** - Two freshly charged batteries, featuring proper voltage and adequate capacity, are required for each float. They shall be in place five (5) days before the parade. Batteries must also be grounded to the tow vehicle engine. If batteries are used for last-minute accessory and/or animation testing, display, or judging prior to movement to the Staging Area, the batteries must be re-tested for charge and, if necessary, charged prior to movement to the Staging Area. Electrical wiring must be in conduit to preclude damage.
- 10.6 **Brakes** - The tow vehicle must have a gross weight of at least 1,400 hundred pounds, excluding driver. This weight should be sufficient to provide necessary braking power for towed display platforms. It is the responsibility of the builder/sponsor to test the breaking capability of the tow vehicle and install a separate hydraulic brake system for the display platform if needed.

- 10.7 **Tow Vehicle** - The tow vehicle must have a gross weight of at least 1,400 hundred pounds, excluding driver, and an engine with sufficient horsepower to assure the capability of completing the route. The tow vehicle and float must be capable of safely negotiating an eight and one half (8½) percent grade. If in the opinion of the Grand Parade Committee any tow vehicle is considered underpowered or has inadequate braking power (see Section 10.6) for the float's size and weight, the builder/sponsor will be required to secure a tow vehicle that complies with these regulations.
- 10.8 **Tow Vehicle Engine** - Tow vehicle engines shall be in A-1 mechanical condition, and accessories shall be of current production. A generator or alternator is required. A cover shall protect the carburetor and air cleaner at all times prior to movement to the Staging Area. All parts of the radiator system must be checked and provision made for adequate air circulation. Radiators shall be of adequate size, permanently installed, and kept filled from the time of the maneuverability test to the completion of the parade. Radiator caps shall be easily accessible. The exhaust manifold shall be vented through a leak-free pipe projecting beyond the apron to the rear of the decorative covering and wrapped with flame retardant material. All exhaust vents shall be located so that exhaust fumes will not be directed to parade viewers, float riders, or the driver.
- 10.9 **Fire Extinguisher** - At least two (2) five-pound dry chemical fire extinguishers with **receipt or professional inspection tag must be dated within 1 (one) year of parade date** must be placed on the float. One fire extinguisher shall be within easy reach of the tow vehicle driver and the other must be placed on the surface of the float. **If there are float riders, one must be trained in the use of the extinguisher.** Carbon tetrachloride extinguishers are forbidden. An additional fire extinguisher must be provided for each assistant located inside the float display (such as someone operating an animated device).
- 10.10 **Mechanical Clearance** - Subject only to the provision for appeal as outlined in Section 1.9 of these regulations, all mechanical and equipment items will be required to pass approval of the mechanics working for and with the Grand Parade Committee.

11.0 Drivers

- 11.1 **License Driver**- Must be 21 years of age.
- 11.2 **Training** - All drivers shall be adequately trained on the float they are to drive by the individual builder and should drive the float during all maneuverability tests. Lack of understanding can put the entire parade and parade participants at risk. **It is required that the float builder review the float operation procedures with the float driver on Friday, August 6 after the float judging.**
- 11.3 **Compartment** - The tow vehicle driver shall be provided with a safe, comfortable, secure seat that faces forward and has a clear view of the road ahead. The driver enclosure shall have adequate lighting and a forced air ventilation system to remove

fumes and heat. An entry hatch shall be provided that permits rapid access to the driver's location. **REMEMBER, THE DRIVER MUST BE CONCEALED.**

- 12.0 Visibility** - It is essential that the float be under full control at all times. This is best accomplished by having a driver who is experienced driving floats with perfect visibility, steering, throttle, and brakes under his control. All float designs should strive towards this objective. When a unique design will not permit the driver to have adequate visibility, an observer shall be used. Either the driver or the observer shall have minimum of plus or minus forty-five (45) degrees [ninety (90) degree total angle] visibility towards the front of the float and shall be able to see the painted helmets along the center of the parade route.
- 13.0 Maneuverability** - It is the responsibility of the float builder/sponsor to test the float's ability to negotiate both right and left turns, to back up, to maintain parade speed, and especially to negotiate the change in elevation encountered at the parade route end.

Regulations for Non-Professional Built Floats

14.0 Regulations for Non-Professional Built Floats

Sections 14 - 17 provide regulations for Non-Professional Built floats. Any organization constructing their own float must also meet applicable regulations for either self-propelled floats (Section 2) or towed floats (Section 8). Section 1 provides general information about the parade, parade day, judging, staging and demarshaling.

14.1 Definitions

Non-Professional Built Float - A float constructed by sponsor employees or other individuals not employed by a professional float building company (hereinafter "sponsor").

14.2 **Rules and Regulations** – If a sponsor is constructing their own float, they must meet all of the rules and regulations contained in **Section 14 through Section 17**. They must also meet general regulations contained in Section 1. If they are constructing a **self-propelled float**, they must comply with all regulations contained in **Section 2 through Section 7**. If they are constructing a **towed float**, they must comply with regulations contained in **Section 8 through 13**.

15.0 Construction

During April, you should begin construction of the essential framework of your float. This should include the central structural members, wheels, steering mechanism, and engine. Your Float Committee Liaison will be in touch with you during this time.

15.1 **Float Dimensions** - The display platform shall have an outside measurement of not less than **ten (10) by ten (10) feet**. It is to be completely decorated on all exposed parts, and the wheels of the vehicle should be completely concealed. The maximum dimensions of the float unit itself shall not exceed **twelve (12) feet six (6) inches in height, fifteen (15) feet in width, and sixty (60) feet in length**--including all flowers and float riders. All floats shall meet applicable Ohio codes regarding gross and per axle weight limitations.

16.0 Visibility

16.1 **General** - It is essential that the float be under full control at all times. This is best accomplished by having a driver who is experienced driving floats with perfect visibility, steering, throttle, and brakes under his control. All float designs should strive towards this objective.

The Enshrinement Festival strongly recommends that this method of safeguarding your float be adopted by working backwards in your design with the driver's position and visibility being the key factor.

- 16.2 **Observer** - When a unique design will not permit the driver to have adequate visibility, an observer shall be used. An adequate two-way communication system, subject to the approval of the Float Logistics Committee, shall be provided by the builder for communications between the driver and the observer. Either the driver or the observer shall have minimum of plus or minus forty-five (45) degrees [ninety (90) degree total angle] visibility towards the front of the float and shall be able to see the painted helmets along the center of the parade route. All judges have been informed of this visibility requirement, and it is essential that proper provision for it be incorporated prior to decorating as provided for in Section V (Schedule).

17.0 Integrity Tests

- 17.1 **General** - It is the responsibility of the builder to test the float's ability to negotiate both right and left turns, to back up, to maintain parade speed, and especially to negotiate the change in elevation encountered at the parade route end. The Grand Parade Committee will require the sponsor to ensure that these tests have been successfully completed.
- 17.2 **Final Test** - By June 28, 2021, or earlier when possible, all final display platforms and tow vehicles shall have completed maneuverability tests. The visibility means identified, all final wiring and control equipment completed, and all key superstructure in place. (NOTE: This need not include pencil-rod figures to be placed on float surface or any work not materially affecting the structural integrity or significantly adding to the weight of the float.)

At the discretion of the committee, test tows may be required at this time or additional tests may be scheduled.

- 17.3 **Fuel Tank** - Fuel tanks shall have a minimum capacity of fifteen (15) gallons. They must be level, well strapped and meet inspection by the Canton City Fire Department. Flexible connectors shall be used on gasoline lines to avoid leaks, and any portion of the line coming within six (6) inches of the motor block or exhaust manifold shall be wrapped in a fire resistant insulation-type material. Fuel caps must be vented, and the fill pipe must be located towards one edge of the float--preferably at the rear. **Every float must have enough fuel at the beginning of the parade to travel the eight (8) to ten (10) mile route. This is critical to the success of the parade.**

Appendix 1

Builder Checklist

The checklist contained in this appendix is provided for the professional and non-professional float builder's use.

The Canton Repository Grand Parade Float Builder Checklist 2021

April

- Non-Professional Built floats to begin float construction.

Friday, April 30, 2021

- Sketch must be received at Enshrinement Festival office. (Color is preferred)
- Entry Fee (\$850) submitted to Enshrinement Festival office.
- Float Rules Acknowledgement Form (Appendix 2) submitted to Enshrinement Festival office.
- Certificate of insurance submitted to Enshrinement Festival office.
- Workers Compensation Insurance submitted to Enshrinement Festival office.

Monday, June 7, 2021

- Provide Enshrinement Festival office with list of float riders, out-riders, and chaperones

Friday, June 25, 2021

- Non-Professional Built float builders conduct visibility tests.
- Non-Professional Built floats to have superstructure in place.

Monday, August 2, 2021

- Pre-parade staging for final touches to floats. Float Storage: Stark County Fairgrounds

Wednesday, August 4, 2021

- All floats being judged must be at pre-parade staging area no later than 11:00 a.m.

Thursday, August 5, 2021

- Final safety inspection at pre-parade staging area conducted by Canton Fire Department and Grand Parade Committee.

Friday, August 6, 2021

- Judging at the float storage location
- Safety certification forms (Appendix 3) due to Grand Parade Committee.

Saturday, August 7, 2021

- Convoy departs from pre-parade staging area for float staging at parade at 5:30 a.m.
Parade will step off at 8:00 a.m.

Appendix 2

Rules Acknowledgement Form

This form acknowledges that the float builder and sponsor have received and read the *2021 Float Manual for Builders and Sponsors*. A completed Rules Acknowledgement Form must be returned to the Enshrinement Festival office with the float entry fee. If the builder is responsible for more than one float, the completed form must accompany each entry form.

This form is due to the
Enshrinement Festival office by
April 30, 2021

**2021 Canton Repository Grand Parade
Professional and Non-Professional Float Builder
Rules Acknowledgement Form to be signed by both
Sponsor and Float Builder**

This form is due to the
Enshrinement Festival Office by
April 30, 2021

Please initial each statement and complete the information below. Return this form to the Enshrinement Festival office with your float entry fee.

Builder Sponsor

_____ _____ I have received a copy of the *2021 Float Manual for Builders and Sponsors*.

_____ _____ I have read the 2021 Float Manual for Builders and Sponsors and understand all of the requirements.

_____ _____ I agree to provide a float that meets or exceeds the requirements presented in the 2021 Float Manual for Builders and Sponsors.

Float Builder Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Sponsor Name: _____

Contact Name: _____ Phone: _____

Float Builder Signature

Date

Sponsor Signature

Date

Appendix 3

Safety Certification Form

A Safety Certification Form must be completed by the float builder for each float entered in the parade.

Completed forms must be returned to the Enshrinement Festival Office by Friday, August 6, 2021.

The Canton Repository Grand Parade Float Builder Safety Certification Form

Complete one form for each float entry. All forms must be completed and returned to the Enshrinement Festival Office by
Friday, August 6, 2021

Float Builder: _____

Float Sponsor: _____

The following items are defined in the 2021 Float Manual. Please indicate "Yes", "No" or "N/A" (not applicable) for each of the items listed.

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Section 1.9 - The float and tow vehicle are capable of safely and successfully completing the entire parade route. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Section 1.9 - The sponsor and/or builder has conducted an inspection to assure that the float is safe and structurally sound. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sections 4.2 and 10.2 - All tires are reasonably new and of good quality. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sections 4.5 and 10.5 - If you are using battery power for animation and accessories, the float/tow vehicle has two fully charged batteries of sufficient capacity and grounded to the engine. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sections 4.6 and 10.6 - If you have a self-propelled float, a separate hydraulic and emergency brake system is in working order. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sections 4.7 and 10.7 - The float is capable of safely negotiating an eight and one-half percent (8½%) grade. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sections 8.1, 10.6 and 10.7 - The tow vehicle has a gross weight of 1,400 pounds, without the driver. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sections 4.9 and 10.9 - At least two (2) five-pound dry chemical fire extinguishers with receipt or professional inspection tag must be dated within 1 (one) year of parade date must be placed on the float/ tow vehicle and people are trained in their proper use. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Section 5.1 - All drivers are adequately trained. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Sections 13.0 and 17.1 - The float has been tested for maneuvering right and left turns, backing up, maintaining parade speed and negotiating changes in elevation along the parade route. |

Float Builder

Date

Received By

Date