

RACQ Insurance

Parade of Lights

INFORMATION FOR FLOATS

SATURDAY 20th
SEPTEMBER 2008
CAIRNS ESPLANADE



INSURANCE

Wouldn't be without them

JOIN THE PARADE

The RACQ Insurance Parade of Lights is a Cairns icon, an opportunity for Cairns' diverse community to celebrate what we love about the Tropics and is an integral part of the annual Festival Cairns celebrations.

The parade is your opportunity to show off your club, sports group, or community organisation and have a great time. The RACQ Insurance Parade of Lights is open to individuals and organisations!

WIN PRIZES

The focus for the parade entries is on creativity and originality. There are substantial cash prizes for the best pedestrian group or float. Having lots of lights will help!!

1st Prize - \$3000
2nd Prize - \$1500
3rd Prize - \$750

So put your thinking caps on and dream up the most exciting, glittering, fun way to dance, ride, weave and drive your way through the streets of Cairns.

THE PARADE ROUTE

The parade will start outside the Cairns Base Hospital on the Cairns Esplanade and will travel two kilometres along the Esplanade. Assembly for the parade is at the Vigaro fields at the northern end of the Esplanade. (Lake St, Cairns North Reserve).

Assembly for floats will begin at 3:00pm with all floats required to be assembled by 4.00pm for marshalling.

The parade will start between 6.00pm – 6:30pm and as a result lighting on floats will be spectacular!

WHAT IS A FLOAT?

Usually a vehicle with or without a trailer. It is decorated, lit and has a message or theme. A float carries people dressed to suit the theme and plays music, either live or via a sound system. Ultimately it should tell the families of Cairns all about your club or community organisation!

Because the parade is at night lighting is very important to transform your float into a spectacular display. The more eye catching and interesting your float is, the better its message will be understood, and the louder the applause!

Floats must be safe and capable of completing the 2km's of the parade's route.

All vehicles must be registered. EventsCairns will organise public liability insurance for all Parade participants.

WHAT IS A PEDESTRIAN GROUP?

Usually musicians, dancers, performers or entertainers marching together or dancing in a choreographed routine along the street.

All participatory groups must have their own Public Liability Insurance cover.

THEME

In order to increase the quality and creativity of the floats in the Parade, a theme has been approved for this year's Parade. And this year's theme is LOVE THE ENVIRONMENT.

HOW TO ENTER

Please read the enclosed information and regulations, complete the enclosed application form and return to EventsCairns no later than 3 September 2008:

Parade Coordinator
EventsCairns
PO Box 59W
Westcourt QLD 4870

Tel: (07) 4051 0222
Fax: (07) 4051 0277
Email: info@eventscairns.com



Get your entry in early!

FLOAT REGULATIONS

In order to ensure the RACQ Insurance Parade of Lights runs smoothly and is an appealing and enjoyable community event, it is necessary to be aware of a number of important rules and regulations that apply to all floats.

If you have any questions regarding these regulations please do not hesitate to contact us for further information.

FLOAT DESIGN & VISUAL APPEAL

To deliver visual appeal and capture the audience, all floats are required to have some form of action, rather than just a static display. The float should not be intended as blatant advertising as this distracts from the visual appeal of the Parade. If your float has lots of colour, movement and lights the spectators will love it!!

The RACQ Insurance Parade of Lights is a night parade (commencing between 6:00 & 6:30pm) so lighting is essential and should be incorporated into the design of the float.

Please note:

- Vehicles towing floats must be decorated.
- No pamphlets or written material to be handed out unless authorised by EventsCairns
- Lollies (or other items) are NOT to be thrown from the floats. For safety reasons they can be placed hand to hand only.

ABSOLUTELY NO WATER: Floats have electrical displays plus people dancing on them so please no water. The organising committee ask for your cooperation. 2003 onwards were all water free parades and we aim to continue to reinforce this message in media advertising. SES volunteers will man the parade route to oversee the general public. This ban also includes water pistols. .

Remember it will be dark, so safety is important!!

MUSIC

Every float must have music! This can be achieved with either pre-recorded or live music. Even if your club or community group isn't musical, we can assist you in securing a live band for your float.

Please note that music played should be "family friendly", free of expletives and not be offensive. In your application, please tell us what style of music will be used on your float. For example, "Elvis Presley Jailhouse Rock" or "country and western style song by Kasey Chambers called Pony" or "dance music style by artist Kylie Minogue." If the artist or song isn't familiar, then the song needs to be "tested" by the team at EventsCairns.

It is suggested that generators, if used, be positioned between speakers facing outwards, so that noise is drowned out by the music. Please ensure that all power courses are equipped in a safe manner, and meet the recognised levels of safety standards.

THEME

The theme for 2008 is LOVE THE ENVIROMENT!

Time to get thinking.....work out a themed link in your group or community and play it up with lots of colour, movement and most importantly LIGHTS!! If you are really stuck for ideas, give us a call at EventsCairns and we may be able to help you out.

Controversial or political messages will not be allowed.

FLOAT DIMENSIONS

The maximum height permitted is 4.5 metres. Maximum width is 4 metres. The power lines and trees that line the Parade route determine these heights.

ENTRY NAMES

EventsCairns will provide each float with an entry number sign, which must be displayed on your float. Float entry names will be distributed by the marshalls at the marshalling grounds on the day. It is important you place them on your float so that the parade of light judges and the crowd can identify you. It is also the order you'll appear in the parade.

VEHICLE REGISTRATION

The traffic police advise that your parade vehicle **must** be registered.



ON THE DAY

PARADE ORDER

Your parade position will be determined by the Parade Coordinator. Please supply as much information as possible about your float in your application – this way we can ensure that entries do not clash.

DISQUALIFICATION

Sub-Standard Entries: EventsCairns reserves the right to disallow entries that are sub-standard or declared unsuitable for the parade at any time. (If you're unsure of how "parade worthy" your float is, the team at EventsCairns are more than happy to have a sneak peak and offer tips or congratulations!)

Parade Marshalls and Police reserve the rights to order at any time the removal of signs, flags, or banners considered inappropriate or offensive.

MARSHALLING

Starting time and positioning

All float entries must be at the marshalling area opposite the Cairns Hockey Fields on Lake Street in North Cairns by **4.00pm**. The driver must remain with the float at all times. Floats will be assembled in order in the park, and then directed to move in line down the street to the starting point at the Cairns Base Hospital.

Pedestrian entries may join the parade queue at the McKenzie St Car park on the Esplanade at 5.30pm. Please see the parade marshals and officials to register your arrival and obtain your parade sign/number.

PARADE ROUTE

Float entries must follow the directions of the Marshalls. It is imperative that all entries maintain their order and the pace of the parade.

The Parade will start the street before the Cairns Base Hospital (Charles St) on the Cairns Esplanade and travel 2 kilometres along the Esplanade. The parade will turn right into **Spence Street** and left into **Lake Street** and continue moving until directed to stop by the Traffic Police.

Floats must continue to move until they reach the designated area for dispersal in Lake Street.

All float **participants must disembark** from the float at the directions of the Police before it will be allowed to leave the area in Lake Street. After dispersing please ensure that all floats and participants move away in a safe manner.

OTHER IMPORTANT ISSUES

INSURANCE

Public Liability Insurance: Events Cairns are please to supply public liability insurance for all parade entries for a nominal fee.

ALCOHOL CONSUMPTION

Consumption of Alcohol in the marshalling area and during the parade is prohibited. Police action will be taken against offenders.

RESPONSIBILITY

Responsibility: While paying reasonable attention to safety EventsCairns, Cairns City Council and the SES do not accept responsibility for damage to floats or other units, or injury to personnel, animals or general public along the route of the Parade.

All participants in the Parade are expected to act responsibly and children should be supervised at all times by an adult.

EventsCairns looks forward to working with you to organise a visually spectacular parade.



HANDY HINTS – PLEASE READ

1. **Insect Repellent:** Please spray yourself and all members of your group (particularly children) with insect repellent before you head to the Vigaro Fields. Take a can of repellent with you. If you get bitten Dettol will get rid of the bite quickly, so a bottle of Dettol is also a good idea.
2. **Water and Food:** Take water and food with you to the Vigaro Fields.
3. **Pedestrian Entries:** Ensure that you have someone to collect you at the end of the parade (Spence St/Lake Street area). If you are marching or on a float please wear comfortable footwear. Pedestrian entries must also have an entry number which you must collect from the marshals. The majority of your group can line up in the correct position at the Cairns Base Hospital.
4. **Float Entries:** Do not leave your vehicle at the marshalling area. Get someone to drop you off and then take your vehicle into the City Centre where it will be required at the end of the parade.
5. **Late Arrivals:** Please do not be late at the marshalling area. **4.30pm** is the absolute deadline.

SUMMARY TIMELINE

Floats assemble at Vigaro Fields	3.00pm
Briefing	5.00pm
Move to Mckenzie St/pedestrians can meet up	5.30pm
RACQ Insurance Parade of Lights commences	6.30pm
RACQ Insurance Parade of Lights concludes	8.00pm (approx)
FIREWORKS	8.15pm

Times are approximate – changes may be necessary based on the number of entries or other external factors.