

**2011 McLean WinterFest:
Registration for Parade Entrants**

McLean WinterFest will be held on Sunday, December 4, 2011. It is important that you complete all sections of this registration document. The contact information you provide is what we will use for future parade communications. Please print clearly and retain a copy for your files. Fax your completed form to 703-917-1510 or mail to 7411 Dulany Dr., McLean, VA 22101. Parade participants will be required to provide proof of liability insurance coverage (page 3) for the event. All registration forms must be completed and returned no later than November 11th. Volunteers on the day of the parade will be required to sign a liability waiver when they register.

Individual or Entrant Organization _____

Desired Activity (please circle/complete requested information)

Individual Marcher

Group Marching Unit
(approx # in group)

Group Float
(size of float)

Parade Volunteer

Antique Vehicle (describe) Vehicle: Other (describe)

Entrants with a float and/or vehicle will be asked to submit a photo, drawing or detailed description prior to the parade date. Groups with marchers under the age of 8 will be required to have one adult for each 6 children marching.

Parade entrants will be expected to register on the day of the parade by 3:00 PM when you will be assigned your place in the parade. You are invited to stay for the Greater McLean Chamber of Commerce holiday tree lighting immediately following the parade's conclusion.

Contact Information

Name _____

Title _____

Telephone _____

Email _____

Describe the business or organization you represent that is being entered in the parade. This description will be used for parade promotional purposes before and during the parade. Please limit your description to 25 words.

IMPORTANT:

My signature on this document provides approval for the officials of McLean WinterFest to use any photographs and/or video footage taken at the 2011 holiday parade of myself and/or my organization's participants in print and/or Internet communications. On my authority, this releases the above from all liability relating to its use for this stated purpose.

Name _____ Title _____

Organization _____

Date _____

GROUP INSURANCE STATEMENT

McLean WinterFest 2011

Parade groups will NOT be accepted unless this form is filled out completely, signed, dated and returned with your registration and a copy of your organization's insurance certificate. Please return it no later than November 11, 2011. Fax this form and your insurance certificate to 703-917-1510 or mail to the WinterFest address on page 1.

Participating Organization:

Contact Person:

Contact Tel: _____ Email: _____

(If a different person will be responsible for the group on the day of the parade, please include that individual's name and contact information.)

Parade Day Contact Person:

Cell phone #: _____ Email: _____

Group Liability Insurance Information

Insurance Carrier:

Policy Number: _____

Effective Date of Policy: _____

Expiration Date of Policy: _____

The group I am registering will be covered by the above insurance policy and will be in force on the date of the event. I/We further agree to hold the McLean WinterFest Steering Committee and its participating organizations harmless for any liability I/We may incur. Our organization and its participants agree to abide by all safety rules and regulations as may be set forth for this event and to obey all directions of the safety officer(s). ***Please be sure to provide a certificate of insurance listing McLean WinterFest as an additional insured.***

Signature: _____

Printed Name: _____

Date: _____