

2026 Parade Unit Application



Annual Parade of Nations

Saturday, April 18, 2026

12 PM Step Off

(Time subject to change)

Entry Fees- Please make check payable to "VAF/Norfolk NATO Festival"
For Profit Entry Fee \$55.00
Non Profit Entry Fee \$25.00 (Please submit your letter of non-profit status with payment)

Return to: Norfolk NATO Festival
440 Bank Street
Norfolk, VA 23510

Phone: 757-605-3069
Fax: 757-605-3080
Email: mdiaz@vafest.org

DEADLINE FOR SUBMISSION: MARCH 6, 2026

For bands outside of the Coastal Virginia area, please contact Mike at 1-800-USA-FEST or visit www.usafest.org for more information regarding rate packages to participate in the Parade.

Organization Information: (information required*)

Organization/Company Name*: _____

Primary/On-Site Contact Name*: _____

Address*: _____

City/State/Zip*: _____

Phone*: _____ Alternate Phone: _____

Fax: _____ Email: _____

Application Checklist- Did You....

- ✓ Fill out your organization's contact information
- ✓ Include payment with application
- ✓ Complete information section about your unit (Float, Walking Unit, Motorized Unit, etc.)
- ✓ Complete bulleted script information you would like mentioned about your unit
- ✓ Sign application

Unit Category: (check **ONLY** one)

For ALL units, you must provide your own two (2) banner carriers. Please initial here that you have read this and understand. _____

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FLOAT

All floats may not exceed a maximum length of 48 feet including tow vehicle, a maximum width of 12 feet, and no more than 13 feet in height. Minimum width is 8 feet with a minimum length of 10 feet. **If a float arrives the day of the parade outside these parameters, it will not be allowed on the parade route. NO EXCEPTIONS.**

Length of float including tow vehicle. _____ Width of float including tow vehicle. _____

Number of participants on float (max of 10) _____ Number of walkers _____

Description of unit; include sound, music, special effects or movement (i.e. mechanical animation). _____

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MOTORIZED UNITS (includes Antique Vehicles)

Number of vehicles (maximum of 10) _____ Age range of passengers (if any) _____

Description of Vehicles _____

Any signs on vehicles? _____ If yes, please explain. _____

Will your unit have music? _____ If yes, please explain type and how it will be played. _____

Note: All drivers must have a valid driver's license while on the parade route.

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BANDS

(For this application, school bands must be within 100 miles of the City of Norfolk. Non-local bands should contact 1-800-USA-FEST to participate.)

Note: No stopping along the parade route, routines need to be performed in a forward motion at all times.

Number of band members _____ Age range of participants _____

Description of costuming _____

Description of performance _____

Will you have an NJROTC unit? _____ Number of participants _____

Number of band buses _____

Will equipment wagon be attached to the bus? _____

Unit Category continued: (check **ONLY** one)

☐ **DANCE TEAM** ☐ **FLAG TEAM** ☐ **COLOR GUARD**

Note: No stopping along the parade route, routines need to be performed in a forward motion at all times.

Number of participants _____

Age range _____

Description of performance/music _____

☐ **WALKING UNIT**

Number of participants in unit (maximum of 100 – Minimum of 10) _____

Age range of participants (no children under the age of 12 unless accompanied by parent/guardian) _____

Description of group and costuming _____

Any type of performance? _____ If yes, please explain _____

Will you have music? _____ If yes, please explain type and how it will be played _____

☐ **EQUESTRIAN**

Number of horses in unit (maximum of 15) _____ Age range of riders _____

Description of unit _____

Any concerns that need to be addressed for parade line up (i.e. band noise)? _____

Note: You must provide your own clean up personnel. Equestrian units must provide a current copy of their Coggins Test with this application. If not, please explain why (a copy must be provided the day of the parade).

☐ **NOVELTY/OTHER**

Description of unit _____

Number of participants _____ Description of costuming _____

Will your unit have music? _____ If yes, please explain type and how it will be played _____

***Script information:**

Please provide BULLETED information about your organization and unit that will be used by the announcer as your float passes the reviewing stand. You may use a separate sheet of paper if necessary.

- **DO NOT** refer the Parade Office to previous script information
- **3 to 5 SENTENCES Maximum**
- It is imperative that this information be concise, precise, and interesting.
- List any individuals and their positions that should be mentioned in the script. **Include pronunciations!**

This entry form serves as the basis for your acceptance as a parade entry. Submitting an entry form does not guarantee your acceptance into the parade. Every effort is made to ensure an entertaining and “fast-paced parade”. For this reason, we must limit the number of participants. Be sure that the application is accurate and complete. If your group is accepted for parade participation, the information on this form will be used for production, promotion, promotional, and planning purposes.

Your application will be reviewed by the parade selection committee. You will be notified in writing (or e-mail) of your application acceptance/denial no less than 30 days prior to the parade. Parade participant information packets will be forwarded to those units selected to participate.

“By signing this document, I agree that I have read fully understand the rules contained herein. I further agree to adhere to and fully comply with the rules and regulations set forth in the parade participant packet. I understand that failure to comply with any “Parade of Nations” rules and regulations will exclude the unit’s participation for the 2026 Norfolk NATO Festival “Parade of Nations”.

***Signed:** _____ *** Date:** _____

Release, Indemnification and Hold Harmless Agreement

The undersigned, _____
(Name of Group or Individual Participant)

hereby agrees to release, discharge, indemnify and hold harmless the Norfolk NATO Festival, City of Norfolk, Norfolk NATO Festival Committees and all employees, volunteers, and members thereof (collectively, the "Released Parties"), jointly and severally, from and against any and all claims, suits, actions, charges, demands, judgments, costs, damages and liabilities, whether in contract or tort, present and future, known or unknown, including, but not limited to, personal injury to or death of any person or persons, any loss or damage to property, attorney fees, and any other expense caused by or resulting from participation by the Undersigned in any Norfolk NATO Festival 2026 activity organized, sponsored, supervised and/or controlled by any of the Released Parties.

The Undersigned has carefully read this Agreement, assumes all risks and hazards in connection with any Norfolk NATO Festival 2026 activity, and voluntarily consents to the terms herein.

Dated this _____ day of _____, 202_.

_____ (Signature)

_____ (Print Name)

_____ (Title, if applicable)

Parade of Nations Policies and Procedures

Please review the following policies and procedures of Norfolk NATO Festival Parade of Nations. This form must be signed by a representative of your organization and returned with your application to verify compliance.

- Please be cooperative and understanding of Parade Coordinators and Committee, everyone is a volunteer.
- Parade Marshals will be posted along parade route to help you maintain correct pace. You must heed their advice. Gaps in the parade route can cause onlookers to think the parade is over and crowd encroachment on the parade route.
- A participant packet will be sent to each unit once application is accepted. Due to cost, these will be emailed to address on application.
- Each unit will be given a "Unit Identification Number" (UIN), this must be prominently displayed on the left side of the driver's side window or on the left arm of the group leader.
- **Under no circumstances** is anyone allowed to throw anything from a parade unit/walker. Foot participants may hand items to spectators if prior approval has been given.
- Motorized vehicles/floats: check your fuel level, vehicle for proper operating condition, generators, and/or batteries prior to arriving at the parade. Make sure you have a working fire extinguisher on the vehicle.
- Children under 5 are **not** permitted to walk alongside floats or in other units. All Children under 5 years of age must ride on a float or be pulled in a stroller or wagon to ensure the parade is kept on appropriate pace.
- Equestrian units must have proper handling equipment and personnel at all times.
- All participants must report to the staging area at the appointed time and only **one** representative from your unit should come to the Registration Table. This is to help ease congestion/confusion.
- **NO REAL WEAPONS OF ANY KIND ARE ALLOWED.**
- The parade is rain or shine. Please prepare according, there is no shelter provided.
- Portable restroom facilities will be provided. There are no vending machines and no food/drink of any kind provided so come prepared.
- Support vehicles will not be permitted to park in staging area, unloading is limited to 10 minutes. Parking for support vehicles will be provided in a designated area.
- **It is vital** that arrangements be made with your support vehicles to pick up participants/breakdown floats at the end of the parade. All vehicles and parade units must be out of Harbor Park by 1pm.
- Alcohol and controlled substances are forbidden on and along the parade route. This includes staging areas and disassembly areas.
- Units with religious or political concentration will not be permitted to participate in The Norfolk NATO Festival Parade of Nations. The Norfolk NATO Festival Parade of Nations does not support specific religious or political beliefs.
- The display of any potentially offensive items is not permitted. The Norfolk NATO Festival Parade of Nations reserves the right to request the removal of such items without explanation.
- The Parade of Nations does not provide any liability insurance for the protection of parade participants, spectators, vendors, or merchants engaged in these activities and does not assume liability claims filed as a result of participating in the parade.

The Norfolk NATO Festival Parade of Nations reserves the right to accept or reject any application without explanation. **I understand and agree to the policies and procedures set forth by the Festival.**

Name/title (please print) _____

Signature _____ Date _____

*The parade may be locally televised.

OFFICE USE ONLY

Date received: _____ Fee paid: _____

Policy/Procedure signed _____ Script info: _____