

GRAND CENTRAL FLORAL PARADE CONDITIONS AND APPLICATION

Please read this application thoroughly and ensure all participating in your entry understand the rules and regulations of applying for the Floral Parade. It is imperative that everyone understands their role and adheres to these rules.

IMPORTANT DATES

Coordination Team phone support available	Thurs 23 March through to 19 September (parade day) Monday – Friday 9 am – 5 pm	Wendy Lacey 0418 797 576
Parade Entrant Meeting – Compulsory	Wednesday 11 March 2020	Empire Church Theatre
Creative Workshops – compulsory all entrants to attend appointments	Tues 7 and Wed 8 April Tues 21 and Wed 22 April	158 Jellicoe Street Toowoomba
APPLICATIONS CLOSE	4pm, Friday 17 April 2020	
Entrants notified	Wednesday 22 April 2020	
Mandatory parade entrant meeting	6pm, Wed 16 th Sept 2020	Community Venues, Level 3, Toowoomba City Library Building
Grand Central Floral Parade Day	3pm, Sat 19TH Sept 2020	

PROUDLY OPERATED BY



STRATEGIC PARTNERS



MAJOR PARTNERS



EXPECTATIONS & COMMITMENTS

What TOOWOOMBA CARNIVAL OF FLOWERS (TCOF) will do:

- Assess whether an Entrant and their entry aligns to the criteria and core values of the Parade
- Assess an Entrant on their creative concepts and production standard
- Consult with Entrants to realise their creative potential
- Work with an Entrant to maximise the impact to the audience
- Work towards delivering a Parade that is designed to inspire, excite and captivate audiences
- Communicate clearly and apply the same measures and treatment to all entries, including discussing any issues with your entry
- Identify any elements that may require expert advice
- Respond to queries in a timely manner

What TOOWOOMBA CARNIVAL OF FLOWERS won't do:

- Allow political messages
- Allow illegal activities or ambush marketing
- Allow messages that discriminate or may cause harm to others

What TOOWOOMBA CARNIVAL OF FLOWERS expects from ENTRANTS:

- Participate and receive guidance and direction from the TCOF Coordination Team
- Adhere to criteria, sponsorship, operational guidelines and instruction before and on parade day
- Honour your agreement with us; your parade entry is what you said it would be
- Attend compulsory briefings such as the Entrant Briefing Meeting
- All entries should set a high artistic standard with extreme use of floral aspects
- The parade is a celebration that is nationally renowned and belongs to a creative and vibrant community. All entrants are expected to participate by contributing to the artistic and floral goals of the parade and help create an event with an extremely high standard.
- Show respect, listen and follow requests from TCOF staff and volunteers.
- TCOF is committed to increasing the standard and visual spectacle of the parade each year, to make this happen we rely on the participation and efforts of entrants to strive to enhance the overall look of the parade year in year out.

Please note: The parade is designed as a safe space for participants from all walks of life.

Any inappropriate behaviour will not be tolerated and will result in an entry being removed from participating in the parade prior to the start of the parade.

PARADE THEME

Parade of Colours

Refer to parade information booklet for full criteria.

ENTRY TYPES AND CRITERIA

CORPORATE ENTRY

Corporate entries are 'For Profit' / Commercial organisations'. This category is also open to a limited number of corporate groups from outside the immediate Toowoomba Regional Council area entered by other festivals, cities, councils or countries.

COMMUNITY ENTRY

Community entries are available for Not-for-profit organisations including community-based clubs, associations and groups. Charities will need to provide evidence of Charitable Status or Incorporation with this application. Toowoomba Carnival of Flowers offers the opportunity to Not-for-Profit organisations & Community Float Entries to apply for Potted Flowers supply. Further details below. This category is also open to a limited number of community groups from outside the immediate Toowoomba Regional Council area entered by other festivals, cities, councils or countries.

A Corporate or Community entry may be one of the following

Floral Float

- Visual display on a self-propelled float or trailer towed by a **decorated vehicle**
- Decorated with **50% or more** fresh floral and living matter
- Limit of **one sign** for advertising
- Visual communication of brand created in consultation with the Coordination Team

Marching / Walking Group

- Entrance by walking groups, marching groups and local, national, and international groups attired in traditional dress or costume.
- Quantity of walkers in a walking group is determined by the adaption of the theme and presentation of the group
- Maximum number of walkers is 50 people, and **all must be in fully themed costume** with floral elements, a requirement which will need to be developed through the compulsory Creative Hub sessions
- Limit of **one sign** for advertising
- Visual communication of brand created in consultation with the Coordination Team

Creative Visual Entry Criteria

- Encompassing puppetry, marionettes, costumed characters and visually delightful bicycle entries, the criteria requirements must be a fantastical floral delight.
- Unlimited creativity and expression of the theme is fundamental to this category.
- This is **not available** for commercial vehicle entries.
- Limit of **one sign** for advertising
- Visual communication of brand created in consultation with the Coordination Team

Multicultural Celebration Criteria

- A visual display representing your culture and celebrating the diversity within Australia. This category must maximize the use of floral elements into their costumes and props. This may be presented in the form of a float or walking/marching group

Visiting Float Criteria

- Visual display on a self-propelled float or trailer towed by a **decorated vehicle**
- Decorated with **50% or more** fresh floral and living matter
- Limit of **one sign** for advertising
- Visual communication of brand created in consultation with the Coordination Team

APPLICATION ASSESSMENT

The Toowoomba Carnival of Flowers office must receive all expressions of interest to participate by 4:00pm Friday 17 April 2020. No entries will be considered after this date.

As there are a limited number of spaces available for participants in this year's parade, submitting an application does not mean automatic acceptance. Upon receiving your fully completed form and attached documents, the Coordination Team will decide your eligibility. Your acceptance will be determined by your entry description, supporting information, the ability to meet the entry criteria and parade conditions of entry, and if applicable past performance in the Parade. All applications will be assessed, and successful applications notified by Wednesday 22 April 2020.

COUNCIL FLOAT BASES

This year not-for-profit groups can apply for one of the limited Council float bases, in which you will also be provided a space by Council to build and decorate your base. If you wish to use your own workspace, you will be responsible for transporting your float to and from all destinations. This includes adhering to the guidelines provide by Queensland Police Service and Department of Transport and Main Roads for getting your entry to the parade starting point.

PROP FLOAT BASE HIRE CRITERIA

Being awarded a Council float base or prop by the Coordination Team is not guaranteed. It is based on your willingness to maximise your entry through creative consultation. The care of the assets is 100% your responsibility and the expectation is that you return all assets in the same condition you received them in.

PARADE FLORAL MARKET

At the conclusion of the parade at Queens Park an outdoor floral market will be held on Godsall Street Oval. **All float participants** are asked to assist by selling their potted flowers and / or cut flowers to the public. This floral market will conclude at 5.30pm which is when the floats are required to be removed from the premises. If you have received potted flowers free of charge from the Toowoomba Regional Council, we ask that you sell these pots of flowers for a gold coin donation. All proceeds will benefit the Toowoomba Carnival of Flowers potted flowers funding. Funds need to be delivered to the Carnival office in the week following the event, in an envelope with the group name and amount written on the front (Level 1 James Cook Centre, 147 Herries Street, Toowoomba). We recommend you carry a container and small cash float for this exercise.

GRAND CENTRAL FLORAL PARADE CONDITIONS OF ENTRY

The following conditions of entry apply to all Grand Central Floral Parade entrants:

- The entrant and its employees, agents and invitees participate in the Parade at their own risk.
- Entries must observe all applicable rules and regulations and follow all instructions from police or Parade officials. The Coordination Team or their representative reserves the right to remove any entrant from the Parade that does not comply with the Parade conditions of entry.
- All entries must be approved by the Coordination Team at its sole discretion. Accepted entries will receive written notice by 22 April 2020.
- **All entries must be able to maintain a Parade speed of 8km per hour.**
- The maximum float width allowed is 3 meters. The maximum height allowed is 4 meters from ground level. Semi-trailers are not permitted in the Parade.
- No children under the age of five (5) will be allowed to walk in the Parade without prior approval from the Coordination Team.
- *All individually costumed characters must be accompanied by an appropriately costumed minder at all times*
- Your assembly area and assembly time will be forwarded to you in a separate letter/email.
- Material may not be handed out along the Parade route. Distribution of candy, gifts, merchandise, literature or other material along the route is strictly prohibited, and any entrant caught handing out items will incur a two (2) year suspension from participating in the parade.
- Soliciting for money/donations is strictly prohibited.
- Marching and walking entries are permitted forward maneuvers **ONLY**. A spacing of fifteen (15) meters between each entry will be enforced. All entries are required to close the gap between participants when asked by Parade officials. Failure to keep the fifteen (15) meter gap along the parade route will incur a two (2) year suspension from participating in the parade.
- Parade participants may not mingle and must remain clear of parade route spectators.
- Floats and other entries advocating, opposing or depicting any political, religious or social issues are subject to approval by Toowoomba Regional Council and the Coordination Team or their representative.
- All signs and branding wording and images must be approved by the Toowoomba Carnival of Flowers Coordination Team.
- Alcoholic beverages are strictly forbidden on any float, in any vehicle or on the person of any participant. Participants consuming alcohol prior to or during the Parade will be removed from the line-up and will not be allowed to participate in the Parade.
- No additional vehicles and/or persons (including, but not limited to cars, vans, scooters and marchers) will be allowed to accompany floats or marching units, unless deemed essential by the Coordination Team.
- All vehicles, including but not limited to cars, trailers, prams, trollies **MUST** be in fully decorated in a floral design, approved by the Toowoomba Carnival of Flowers Coordination Team,
- Drivers license details will be required for all motorised apparatus in the Parade.
- The Coordination Team or their representative reserves the right to withdraw any entry where costuming or performance or floral theming does not meet Parade conditions of entry or does not conform to the standards of reasonable public taste.
- Entries that do not appear on Parade day without prior notification to the Carnival office, or do not comply with the conditions of entry will jeopardise their future invitations to the Grand Central Floral Parade.
- Entries that do not appear on Parade day without prior notifications to the Carnival office, or do not comply with the conditions of entry, will forfeit all entry fees and will be required to repay all grant monies in full (where applicable).
- The Toowoomba Carnival of Flowers Coordination Team does not accept responsibility or liability for travel expenses, food or lodging of any entry.
- Entries promoting post-parade performances, celebrity appearances and/or events are subject to approval by the Toowoomba Carnival of Flowers Coordination Team or their representative.
- **Maximum of 50 walkers per group.** Those found with more than the agreed number of walkers on the day, will be asked to reduce their numbers – to avoid disappointment on the day, please adhere to this rule. All walking groups must keep a continued speed, no stopping is allowed for any performance, display or photo opportunity. All walkers, including but not limited to support walkers, vehicle drivers **MUST** be in full costume.



- The following items are not allowed on the Parade Route or start area: fire, open flames, pyrotechnics (fireworks), sparklers, weapons or imitation weapons, water pistols, lasers, hazardous or flammable goods and goods prohibited by law.
- Participants will be required to provide a copy of their public liability insurance of at least \$10 million indemnifying Toowoomba Regional Council and the Toowoomba Carnival of Flowers Coordination Team for all claims for personal injury and damage to property arising out of the event.
- The Toowoomba Carnival of Flowers Coordination Team decisions regarding all entries are final and no correspondence will be entered into.
- Advertising material to be kept to one sign per entry, this includes walkers holding signage and floats adding signage.



Application Form

****Complete this form after consultation with the Parade Coordination Team****

APPLICATIONS CLOSE FRIDAY 17 April 2020

All applications will be assessed, and successful applicants notified by Wednesday 22 April 2020

Email completed applications to Toowoomba Carnival of Flowers info@tcof.com.au

Post completed applications to Toowoomba Carnival of Flowers, PO Box 3021, Toowoomba Qld 4350

ENTRANT DETAILS

Name of Company / Organisation	
<i>Please tick the appropriate box</i>	
<input type="checkbox"/> Not-for-profit <input type="checkbox"/> Company Pty Ltd <input type="checkbox"/> Other (<i>Please specify</i>) _____	
Postal Address	Postcode
Phone B/H	Mobile
Contact Name	
E-mail	
Each entry is requested to supply the name of a parade representative who will be required to attend a compulsory briefing meeting. Other helpers are also welcome.	
Representative's Name	
Phone	Mobile
Email	
(Carnival Character only) Name of Minder	
Are you a visiting entry from outside the immediate Toowoomba Regional Council area?	
<input type="checkbox"/> No <input type="checkbox"/> Yes Location _____	

ENTRY FEES

Please select one category you are entering

CATEGORY	FEE	✓
CORPORATE FLORAL FLOAT	\$75.00	<input type="checkbox"/>
COMMUNITY FLORAL FLOAT	\$55.00	<input type="checkbox"/>
VISITING FLOAT	\$55.00	<input type="checkbox"/>
MARCHING / WALKING GROUP	\$30.00	<input type="checkbox"/>
MULTICULTURAL CELEBRATION	\$55.00	<input type="checkbox"/>
CREATIVE VISUAL ENTRY	\$30.00	<input type="checkbox"/>

PAYMENT

No payment is to be made with this application. Details will be forwarded to you upon acceptance.



ENTRY DETAILS

<p>Description of Entry:</p> <p><i>Note: This detail is passed on to the Grand Central Floral Parade Creative Team who are responsible for determining which applications are accepted.</i></p>	
<p>Why would you like to be involved in the Grand Central Floral Parade?</p> <p>What is your group hoping to gain from this experience?</p>	
<p>Parade Sections</p> <p>Our group would be interested in being a part of the walking group parade section discussed by the Creative Team</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	

Creative Workshops Our group would be interested in participating in the following workshops	Costume Making	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Flower Making – Paper & Foam	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Float Construction & Theming	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	There is another workshop topic our group would benefit from (please describe) <hr/> <hr/>		
Creative Workshops	I prefer workshops during the day time	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I prefer workshops during the evening	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	I prefer workshops on the weekend	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sustainability Please explain how your group will attempt to include sustainable elements and practises into your design? e.g. re-use, repurpose, swap & sell with other groups etc			
<p><i>Please attach a sketch of your float/entry. Photos of costumes highly recommended.</i></p> <p>ENTRIES WILL NOT BE CONSIDERED WITHOUT A DESCRIPTION AND BASIC SKETCH.</p>			

FLORAL FLOAT ENTRIES

Will your entry be Self-Propelled? <i>Note: semi-trailers are not permitted</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No If NO – which type of tow vehicle will be used?
Total length of float/entry (incl tow vehicle)	
Will your entry have amplified music?	<input type="checkbox"/> Yes <input type="checkbox"/> No If YES - how will this be amplified?
Width of float/entry	
Overall height from ground level	
Number of walkers in entry (if applicable)	
Do you hold Public Liability insurance?	<input type="checkbox"/> Yes (Please attach copy) <input type="checkbox"/> No

MARCHING / WALKING GROUP ENTRIES

Will your entry have amplified music?	<input type="checkbox"/> Yes <input type="checkbox"/> No If YES - how will this be amplified?
Number of walkers in entry	
Do you hold Public Liability insurance?	<input type="checkbox"/> Yes (Please attach copy) <input type="checkbox"/> No

CREATIVE VISUAL ENTRIES

What items will you include in your entry? i.e.: puppetry, costumed characters, bicycles. How many?	
Will your entry have amplified music?	<input type="checkbox"/> Yes <input type="checkbox"/> No If YES - how will this be amplified?
Number of walkers in entry (if applicable)	
Do you hold Public Liability insurance?	<input type="checkbox"/> Yes (Please attach copy) <input type="checkbox"/> No

Community Groups and Not-For-Profits only

Community entries are available for Not-for-profit organisations including community-based clubs, associations and groups. Charities will need to provide evidence of Charitable Status or Incorporation with this application. Toowoomba Carnival of Flowers offers the opportunity to Not-for profit organisation & Community Float Entries to apply for Potted Flowers and the supply of a Council float base. This category is also open to a limited number of community groups from outside the immediate Toowoomba Regional Council area entered by other festivals, cities, councils or countries.

POTTED FLOWERS

Toowoomba Carnival of Flowers provides Community Float Entrants with a select number of potted flowers to assist them achieve 'Decorated with 50% or more fresh floral and living matter' criteria. These are supplied by the Toowoomba Regional Council.

Please indicate if you would like to receive potted flowers

Yes No

Type	
Colour	
Amount/Number	

*Type and colour will be discussed at creative workshops if you are unsure of requirements

COUNCIL FLOAT BASES

Toowoomba Regional Council provides a limited number of Community Float entrants with a Council float base, along with providing a space to build and decorate the float. Bases will be awarded on the condition that the successful applicant agrees to work with the Coordination Team to develop the successful applicant's float entry. This includes the applicant attending a Toowoomba based workshop and/or meeting with the Creative Advisor.

A sketch design must be attached with the application of your float design.

At the completion of parade, entrants will have 2 weeks to remove all decorative items from the float base and return in its original condition. All living matter is to be removed immediately after Parade and not allowed in storage spaces.

All Council float base applications will be assessed, and successful applicants notified by 22 April 2020. The Toowoomba Carnival of Flowers and the Creative Advisor's decision is final, and no correspondence will be entered into.

Please indicate if you would like to receive a Council float base

Yes No

Self-propelled Trailer

Community Parade Grants:

In past years Toowoomba Regional Council have granted not-for-profit groups financial assistance towards meeting the floral creative elements of Parade entries. Council have not yet guaranteed this support for 2020 (local government election and new Council adoption pending). If you would like to receive any possible funding information, please indicate below

Yes No

ACKNOWLEDGEMENT AND ACCEPTANCE BY THE ENTRANT:

I/We have read and understood this application and the separate Parade information booklet and acknowledge and accept that:

- a) Neither the Toowoomba Regional Council (“Council”), Toowoomba Carnival of Flowers Parade Coordination Team its appointed parade organisers, sponsors will provide any Public Liability insurance protection with regards to my/our participation in the parade; and
- b) I/We am/are required to obtain Compulsory Third Party insurance and Department of Transport permits for all unlicensed floats and vehicles; (where applicable) and
- c) I/We am/are required to obtain Police Permit for unregistered vehicles; (where applicable)
- d) Distribution of items or soliciting of funds is NOT PERMITTED PRIOR OR DURING THE PARADE (please refer to conditions of entry).
- e) I/We acknowledge and accept the conditions of entry as outlined in this application.
- f) I/We agree that participation in the parade is solely at my/our own risk; and
- g) I/We agree that I/we am/are solely liable for and indemnifies and saves harmless Council and the Toowoomba Carnival of Flowers Coordination Team from and against all liability, actions, claims, penalties, damages and expense that may be incurred by or brought against or made upon Council in relation to the entrant’s participation in the parade except where such liability, actions, claims, penalties, damages and expense arise out of a negligent act or negligent default of Council, its employees or its agents.
- h) I/we agree that Council are permitted to take photographs and footage of our participation in the parade. These images may be reproduced for future parade promotional purposes.
- i) I/we acknowledge that our entry maybe cancelled if criteria aren’t adhered to.

Name			
Company/Organisation			
Signature		Date	

FURTHER INFORMATION AND CONTACTS

If you have any questions about participation in the Grand Central Floral Parade, please contact Kiera Bredhauer | Phone 07 4688 6661 | Email kiera.bredhauer@tr.qld.gov.au