



The Courier

SERVING THE BALLARAT REGION SINCE 1867

The Courier Begonia Parade 2012

General Information and Guidelines

Entry Forms

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Overview

The 2011 Courier Begonia Parade was a resounding success with 44 Parade entries displaying their creativity and community spirit to an amassed audience of over 7000 people. The Courier Begonia Parade 2012 will seek to be bigger and brighter and take this important community icon to new levels of excitement. The following information kit has been prepared to assist your group's preparation and to inform you of the 2012 parade entry requirements.

Event details

Event The Courier Ballarat Begonia Parade 2012
Date Monday 12 March 2012
Time 11:00am – 12.30pm
Location Along Wendouree Parade starting from the corner of Carlton Street
 and Wendouree Parade finishing at the North Gardens.

Register your interest now

To register your interest to participate, please complete and return the Entry Form (page 9) by Friday 3 February 2012 detailing as much information about your float or entry as possible. There will be an opportunity to finalise these details closer to the parade date.

Return your form to:

Andreas Litras
Chatterbox Creative
PO Box 1381
Bakery Hill VIC 3354

Email andreas@chatterboxcreative.com.au

Chatterbox Creative

Chatterbox Creative is working with the City of Ballarat to coordinate the parade. We are the primary point of contact for the parade.

Parade Coordinator Andreas Litras
Email andreas@chatterboxcreative.com.au
Phone 0438 671 809

2012 Parade: “Fairytale...”

The Courier Begonia Parade 2012 will celebrate the joy and visual delight of Fairytale from around the world. Myths, legends, fairytale and nursery rhymes fill the landscape of our childhood and will help make The Courier Begonia Parade 2012, a visual spectacular. Whether your float reflects this is up to you but either way The Courier Begonia Parade is a wonderful opportunity to celebrate your organisation’s role and contribution to our community.

Entries can be purpose-built floats, decorated vehicles and/or simply a massed collection of people marching together. We want to make the 2012 parade the biggest, most elaborate and spectacular ever.

If you need assistance in sourcing transport or infrastructure for your entry please contact Chatterbox Creative and we will assist where possible.

Awards

In 2012 awards will be presented in the following categories

Mayor’s Choice Award	<i>2011 winner - Black Hill Primary School</i>
Best Schools Entry	<i>2011 winner- Ballarat Grammar J. S.</i>
Best Community Entry	<i>2011 winner- Filipino Australian Ass’n</i>
Best Business Entry	<i>2011 winner -C.E. Design & Toyworld</i>
Best Musical Entry*	<i>*new category for 2012</i>

Location

The parade will travel along Wendouree Parade from the corner of Carlton Street up to the North Gardens precinct. Both sides of the road will be closed to all vehicle traffic allowing the viewing public close access.

Parade entrants/floats are to marshal in Carlton St between Sturt Street and Wendouree Parade and along Wendouree Parade between Morrison Street and Hamilton Avenue. These areas will be available to entrants only, allowing for the loading of heavy equipment and the final assembly of entries.

Parade Duration

The 2012 parade has been scheduled to run from 11.00am to 12.30pm. It will be undertaken at slow walking pace and temporary halts may occur. All participants should be aware of the duration and length (approximately 1.5km) and be able to complete the route in all weather conditions.

Weather

The average temperature for early March is 20°C. As we all know weather can be extremely unpredictable. The City of Ballarat is committed to the parade and expects participants to share this passion. Therefore, please be prepared for all weather conditions; rain, hail and shine.

Signage and Commentary

As in 2011, a corflute sign will be provided to each parade entry. Although there is a live commentary during The Courier Begonia Parade, we encourage the creative use of audio equipment. As long as you are not breaking the noise limits we encourage your group to make some noise! Make sure you fill out the group information section as this will form the basis of the commentary on Parade day. You are also welcome to email in suggested commentary.

Parade event staff/marshals

We will have many staff and volunteers on hand during the parade. They will be positioned in a variety of locations and will fill the roles of traffic management, customer service and parade route marshals. At all times observe their direction, they are there to help and ensure the parade's success.

Transport and parking

To enable the parade to take place, **there will be no parking on either side of Wendouree Parade or Hamilton Avenue from 10.00am.** Please allow time to park on the side streets around Wendouree Parade. If you require any special consideration regarding this matter, contact Andreas.

Equipment drop-off

You may use Wendouree Parade as a drop-off point for heavy or large musical equipment or props which must be in place no later than **10:00am** but all vehicles must be relocated. Your equipment should not be left unattended.

Arrival/departure time

Your float must be unloaded no later than **10:00am. All exhibits and participants must arrive no later than 10.15am in the allocated marshalling area and be ready to parade by 10:30am.** At the end of the Parade the de-marshalling area must be cleared by 1.30pm.

Pre Parade Briefing

As in 2011 a pre parade briefing which will be held on **Monday the 27th of February** at the Robert Clarke Centre. Attendance at this briefing is **compulsory** for all Parade entrants in order to complete the Occupational Health and Safety handbook induction process.

Friendly reminder

The parade is a community event and it should in no way be used as your own personal or political forum. The City of Ballarat and event managers Chatterbox Creative reserve the right to at any time withdraw any float or entry they consider unsuitable.

Clearances and dimensions

All vehicles must be roadworthy and hold the appropriate registrations valid on Monday, March 12, 2012.

Maximum Float Height (each)	4.0 metres
Maximum Float Width (each)	3.0 metres
Maximum Length (each)	5.0 metres

Semi trailers and large vehicles being used as floats should be aware of the following:

- Allowance for turning right around a round-about from Wendouree Parade into Wendouree Parade.
- Allowance for the left turn into Zoo Drive (North Gardens) from Wendouree Parade.

IMPORTANT: Public liability insurance

The City of Ballarat requires each entry in The Courier Begonia Parade 2012 to have its own **Public Liability Insurance to the value of \$5million.**

It is a requirement that you provide a Certificate of Currency as evidence of insurance. Please ensure the policy covers the Parade date of March 12, 2012. If you have any questions please contact Chatterbox Creative on 0438 671 809.

Safety and risk assessment

The safety of your float or entry is paramount to all participants. Under no circumstances should you have sharp or harmful objects on or protruding from any structure or as part of the props. All participants should be fully versed and trained in the operation of any moving parts.

On the Float/Entry Description Form (page 11) you should detail all aspects of your float or entry and if possible include a rough diagram. This will give us an idea of your intentions.

The use of any flammable products such as sparklers or flaming batons is not permitted. Fire extinguishers are to be carried where appropriate. In the interest of public safety, a qualified Health and Safety representative will inspect your float or entry and reserves the right to deem necessary changes or modifications to make it safe for all concerned.

Contact details

If you have any questions regarding The Courier Begonia Parade 2012 please contact Parade Coordinator Andreas Litras on **0438 671 809.**

(#1) The Courier Begonia Parade 2012 Entry Form

Name of your organisation _____
Organisation contact person _____
Contact mailing address _____

_____ Postcode: _____
Contact number _____
Email address _____
Fax _____

NB: Your organisation may be contacted by the parade's principal sponsor using these details regarding to promotional opportunities for your organisation.

Which category do you think your exhibit represents?

(Please circle as appropriate):

- Musical Entry
- Community group/Club/ Multicultural/ Sporting
- Commercial/corporate/business
- School
- Other (please specify) _____

Will music form part of your entry? Yes No

If yes, please state the type and style: _____

If yes, is it another artist's work or original? _____

What kind of entry?

(Please circle as appropriate):

- Float
- Vehicle
- Marching Group
- Other (please specify) _____

What are the dimensions of your float/vehicle?

(Please note: Maximum Float Height = 4 metres; Maximum Float Width = 3.0 metres; Maximum Length = 5.0 metres)

Length _____ Height _____ Width _____

Will your entry be motorized? (please circle) Yes No

How many participants will be involved? _____ participants

Are there any animals/livestock involved? Yes No

If so, how many and what type? _____

Will your entry be using any flammable materials or products or producing sparks or flame? (please circle) Yes No

If yes, please state what you intent using

VEHICLE AND DRIVER DETAILS

Vehicle registration details _____

Type of vehicle/s _____

Nominated driver/s _____

Please note: All vehicles must have current registration and be roadworthy

Please return by Friday, February 3 2012 to Parade Coordinator
Andreas Litras Email: andreas@chatterboxcreative.com.au

(#2) Float/Entry Description

Name of your float or entry _____

Float contact person _____

(if different from organisation contact)

Please provide a general description or a rough diagram of your float/ entry.

Please list any additional requirements that may need to be considered on Parade day (eg. do you need to arrive early to drop off equipment? etc)

Group description/history- In 100 words tell us about your group-this may be used in the Parade day commentary- attach a flyer if you have one.

Please return by Friday, February 3 2012 to Parade Coordinator
Andreas Litras Email: andreas@chatterboxcreative.com.au

(#3) Parade Indemnification

I/We _____
(your name/s)

Representing the _____
(your group's name)

Agree to indemnify and keep indemnified the City of Ballarat and event organiser Chatterbox Creative, its officers, servants and agents against any claim, cost and expenses which may be incurred by the City of Ballarat /Chatterbox Creative because of my/our participation in any such City of Ballarat events and I agree not to make any claim against the City of Ballarat /Chatterbox Creative, its officers, servants and agents regarding my participation in this event.

Signature: _____
1st signatory (authorised representative of the exhibit/entry)

Your Name: _____
(please print)

Date: _____

Signature: _____
2nd signatory, if applicable (authorised representative of the exhibit/entry)

Your Name: _____
(please print)

Date: _____

<p>Please return by Friday, February 3 2012 to Parade Coordinator Andreas Litras Email: andreas@chatterboxcreative.com.au</p>

(#4) Photographic Copyright Release

Management will engage the services of an official photographer for The Courier Begonia Parade 2012. This document acknowledges your written consent for the City of Ballarat (Ballarat Begonia Festival) and Chatterbox Creative to retain copyright and ownership of all photographic images taken of your group or display during The Courier Begonia Parade. It also acknowledges that you agree to allow the City of Ballarat (Ballarat Begonia Festival) and Chatterbox Creative to use these images for promotional purposes without consultation and that you relinquish all rights to any payments or profits gained from the use of these images.

I, (print name)

agree that the City of Ballarat (Ballarat Begonia Festival) and Chatterbox

Creative:

- Hold and retain copyright and ownership to all photographic images that feature any individual associated with my exhibit, float or activity or part thereof during The Courier Begonia Parade 2012.
- Has complete rights to the unlimited use of these images for promotional purposes.
- Will not need to consult with me in regards to the use of these images.

Furthermore, I relinquish all rights to any payments or profits that may be gained from the use of these images.

Full name: (please print)

Company/association/society name

Signature:

Date:

Authorised Chatterbox Creative representative

Sign: _____

Date: _____

<p>Please return by Friday, February 3 2012 to Parade Coordinator Andreas Litras. Email: andreas@chatterboxcreative.com.au</p>

The Courier Begonia Parade 2012 Checklist

To register your interest in participating in The Courier Begonia Parade 2012 please make sure you include the following documentation:

- Completed entry form with contact details and driver information
- Completed float/entry details (to give us an idea of what you are planning to do)
- Completed indemnity form
- Completed photographic release form
- A copy of your **Certificate of Currency for your Public Liability Insurance (to the value of \$5million)**. Don't forget to ensure the policy covers the Parade date of **Monday 12 March 2012**.

Important dates – put these in your diary!

Parade entries close - Friday 3rd February 2012

Pre Parade briefing - Monday 27th February 2012 – Robert Clarke Centre

Parade Day - Monday 12th March 2012