SUBJECT: INVITATION TO PARTICIPATE IN PANAGBENGA GRAND FLORAL FLOAT PARADE 2024:

Dear Partner / Stakeholder,

We are pleased to invite your organization to participate in the prestigious Grand Floral Float Parade, an Annual Panagbenga Festival marquee event. This event is a collaborative endeavor between the Baguio Flower Festival Foundation Inc. and the City Government of Baguio.

<u>APPLICATION PROCESS</u>: We kindly request that you complete the attached application form and submit it as soon as possible or on or before February 1, 2024. In case of revisions on the design, deadline for submission is on February 11, 2024. Submissions can be made either in person at the Baguio Flower Festival Foundation Office or digitally via email to secretariat@panagbengaflowerfestival.com. While you are welcome to include supplementary information about your organization, please note that these additional materials are non-returnable.

<u>THEME AND OBJECTIVES:</u> The Grand Floral Float Parade champions an open competition format, offering participants significant creative latitude in deciding their themes and designs. However, we encourage you to align your entry with the festival's theme, objectives and environmental advocacies.

The Panagbenga Festival is a celebration of the season of blooming and an ode to Baguio's resilience, particularly following the devastating earthquake in 1990. The City of Baguio, as a member of UNESCO's Creative Cities Network, aspires to leverage the festival to promote various cultural and environmental initiatives, including but not limited to elevating the profile of Baguio and the Cordilleras, Philippine culture, arts and crafts, environmental stewardship and sustainable development.

<u>COMPLIANCE AND GUIDELINES:</u> We expect all entries and contingents to positively engage with the community and the public. Please ensure your chosen concept is coherent, resonates with the festival's values, and complies with all existing laws and ordinances. The Festival Organizing Committee retains the discretionary authority to disqualify entries that deviate from these guidelines or objectives.

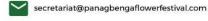
<u>REGISTRATION AND LOGISTICS:</u> It is worth noting that <u>REGISTRATION FOR FLOAT ENTRIES IS</u> <u>COMPLIMENTARY</u>. Should you require assistance in float construction, the Foundation can recommend a list of accredited float makers. For any engagements with third-party suppliers or contractors, we strongly advocate formalizing such collaborations through legally binding agreements with duly registered entities.

We eagerly await your organization's contribution and participation in the enriching tapestry of this year's Grand Floral Float Parade.

Very sincerely yours,

BAGUIO FLOWER FESTIVAL FOUNDATION FESTIVAL ORGANIZING COMMITTEE









GRAND FLORAL FLOAT PARADE

As we prepare to unveil the splendor of the festival's annual floral float parade, please be advised of the standards we uphold to preserve the essence and shared values of this cherished event.

GENERAL GUIDELINES:

- 1. Adherence to Natural Materials: At least 90% of your float decoration must comprise natural materials and vegetation. This requirement is a non-negotiable criterion in the adjudication process.
- 2. **Concealment of Artificial Elements:** All synthetic materials—florist foam, wires, or plastics—must be artfully concealed from view. We encourage the innovative use of various vegetation, such as flowers, moss, tree bark, and vegetables.
- 3. **Dyeing of Vegetation:** Participants are permitted to dye flowers and other vegetation in alignment with their float design. However, the use of paint is prohibited.
- 4. **Corporate Branding:** Representation of your company's name or logo must be executed solely through natural elements like flowers or other vegetation. Traditional branding avenues such as streamers, banners, and placards are disallowed.
- 5. **Wheel Concealment:** Your float's Design must skillfully mask all wheels, ensuring they are neither visible nor a distraction from the float's overall aesthetic.
- 6. **Sound System Integration:** Should you wish to employ a sound system, it must be seamlessly integrated into the float design, remaining invisible to the onlooker's eye.
- 7. **Character Consistency:** Any individuals aboard the float should be considered extensions of its Design. Thus, they must be attired in costumes that coalesce with the float's overarching theme or concept.
- 8. **Post-Parade Presentation:** Since floats will remain on display post-parade, their construction must withstand the test of time, maintaining an immaculate presentation throughout the exhibition period.
- 9. **Special Categories:** Decorated floral carts and bicycles are segregated into a distinct category and will not be considered floats. Likewise, cars are ineligible for float participation.
- 10. **Health and Safety:** The Festival Organizing Committee shall enforce prevailing health and safety protocols the local government prescribes during the event/s.

Your adherence to these guidelines will uphold the festival's significant reputation and contribute to an event that is a testament to the magnificence of floral artistry.











MEDIUM FLOAT CATEGORY - DIMENSIONAL GUIDELINES

- Dimensional Specifications: The minimum required dimensions for each float are 5 feet in height and 5 feet in width, escalating to a maximum of 10 feet in both height and width. Additionally, float length must fall within a range of 12 feet at minimum and 20 feet at maximum. These constraints are necessitated by street size and overpass height along the parade route.
- 2. Design Proportions: Proportional integrity should govern your Design's length. Ensure the float is constructed to execute 90-degree turns at intersections seamlessly.
- 3. Adherence to Parameters: Designers must conform to these dimensional parameters, guaranteeing aesthetic alignment and operational feasibility during the parade.
- 4. Pre-Parade Measurement: Before parade commencement, all floats will undergo a formal dimension verification process. This requirement is to ensure strict compliance with the established guidelines.
- 5. Penalty Scheme: A point will be deducted for each foot exceeding the maximum height, width, and length dimensions. For example, an excess of one foot in each size—height, width, and length—would result in a 3-point deduction.

LARGE FLOAT CATEGORY - DIMENSIONAL GUIDELINES

- Dimensional Requirements: Floats in this category must possess minimum dimensions of 11 feet in height and width. These dimensions may extend up to a maximum of 12 feet in height and width. The length should be a minimum of 21 feet and can extend up to a maximum of 40 feet. These guidelines are dictated by the constraints of street sizes and overpass heights along the parade route.
- 2. Design Proportions: Proportional integrity should govern your Design's length. Ensure the float is constructed to execute 90-degree turns at intersections seamlessly.
- 3. Adherence to Parameters: Designers must conform to these dimensional parameters, guaranteeing aesthetic alignment and operational feasibility during the parade.
- 4. Pre-Parade Measurement: Before parade commencement, all floats will undergo a formal dimension verification process. This requirement is to ensure strict compliance with the established guidelines.
- 5. Penalty Scheme: A point will be deducted for each foot exceeding the maximum height, width, and length dimensions. For example, an excess of one foot in each size—height, width, and length—would result in a 3-point deduction.

Safety is the bedrock upon which the grandeur of our parade rests.

Therefore, safety measures have been outlined to ensure a successful and secure event. Additionally, guidelines for float participation are provided to ensure operational efficiency.





secretariat@panagbengaflowerfestival.com





Please find below the specifics:

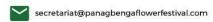
C. Safety Guidelines

- 1. Material Combustibility: Float decorations must be combustible or flame-retardant to mitigate fire risks.
- 2. Prohibition on Open Flames: Open flame devices are forbidden on the floats and along the parade route.
- 3. Pyrotechnic Restrictions: Fireworks or any other pyrotechnic devices are expressly prohibited.
- 4. Smoking Limitations: Smoking on or near the floats is prohibited at any time.
- 5. Object Propulsion: Throwing objects from the float or by any parade entrant is prohibited.
- 6. Pre-Parade Safety Inspection: Parade coordinators and marshals will conduct inspections before parade commencement to ensure compliance with safety guidelines.
- 7. Boarding Protocol: Entrants may not step on or off the float unless it has completely stopped.
- 8. Child Supervision: An adult must accompany children on the float, with an adult-to-child ratio sufficient to ensure the safety of children under 16.

D. Float Operation Guidelines

- 1. Timely Reporting: All entries must report to their designated starting area no later than 6:00 A.M. for instruction and line orders. The parade will commence at 8:00 A.M. sharp. Late arrivals will be disqualified.
- 2. Identification Display: Each float must prominently display an identification or entry number for judging purposes.
- 3. Operational Speed: Floats must be capable of maintaining a minimum speed of 10 km per hour under expected conditions to ensure a smooth procession.
- 4. Uninterrupted Motion: All units, including floats, must maintain a forward motion throughout the parade. Unless explicitly directed by a Parade Marshall or Parade Coordinator, halting for any reason is prohibited.
- 5. Additional Personnel: Any other personnel not directly integral to the float's Design are limited to five individuals. These individuals must maintain a suitable distance from the float to prevent interference with its visual allure.
- 6. Spacing Between Entries: All entries should maintain a gap of at least twenty (20) to thirty (30) feet from one another to create a visually pleasing procession and to accommodate any unexpected stops or starts.









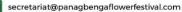
- 7. Handling Difficulties: Floats experiencing operational difficulties must move to the side of the street to allow other entries to pass unobstructed.
- 8. Grounds for Disqualification: The Organizing Committee will disqualify and may bar any float from future competitions if it interrupts the parade due to mechanical failures or other obstructions.

F. Musical Guidelines

- 1. Musical Selection: The music played should be tasteful and suitable for a general audience, adhering to the overall theme of the entry float. Explicit content is not permitted.
- 2. Volume Control: While the music should be audible, the volume must be set at a level that is considerate of both attendees and other parade participants.
- 3. Sound System Integration: Any audio equipment or sound systems must be well-integrated into the float design to remain inconspicuous, aligning with our guidelines for other equipment and materials.
- 4. Licensing: Ensure that all music used complies with copyright laws. The participant must pay any royalties or fees, if applicable.
- 5. **Time Limit:** If your float's theme incorporates music, please note that there is a time limit for musical performances to ensure the parade maintains its schedule.
- 6. Live Music: If live musicians are part of your float, they must adhere to all float design and safety guidelines. Additionally, acoustic considerations should be made to ensure sound
- 7. Pre-Parade Check: Organizers will perform sound checks before the parade commences to ensure all guidelines are followed.
- 8. Failure to Comply: Non-compliance with these music guidelines can result in point deductions from the float's overall score and may even lead to disqualification.











E. EVALUATION CRITERIA

Scoring Metrics	Standards:
Creative Design (20%):	Emphasis on unique concepts, effective
Definition: Measures the originality and	utilization of space, and the inclusion of
ingenuity of the float Design	elements that distinguish the float from
	conventional designs.
Floral Craftsmanship (20%):	Expertise in arrangement, suitability of flower
Definition: Assesses the skill and artistry in	choices for the theme, and overall quality of
applying floral elements on the float.	floral work.
Artistic Merit (15%):	Attention to detail, balance and proportion,
Definition: Evaluate the aesthetic value and	and the coherence of artistic elements such
artistic expression embodied in the float.	as color, texture, and form.
Floral and Color Presentation (20%):	Harmony of color combinations, vibrancy,
Definition: Rates the effectiveness of color	and the emotional impact of color and floral
schemes and the visual impact of floral	choices.
elements.	
Dramatic impact (25%):	Overall storytelling capability, emotional
Definition: Gauges the emotional or thematic	engagement, and alignment with the
resonance of the float, including its ability to	overarching theme of the floral float
captivate and engage the audience.	
Overall Score: 100%	

These metrics should serve as a transparent and comprehensive rubric, enabling a more nuanced assessment while aligning with the event's objectives and quality standards.

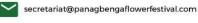
Evaluation Methodology: The determination of winners shall be anchored on the aggregate scores ascertained by the panel of judges.

Finality of Judgments: The conclusions reached by the judges are deemed conclusive and are not subject to appeal.

Addressing Concerns: Any grievances or queries must be formally submitted in writing to the Festival Organizing Committee for due consideration.

Post-Event Material Donation: The Festival Organizing Committee warmly invites the donation of reusable floral and other natural materials post-parade. Parties interested in making such contributions are encouraged to coordinate with the Secretariat for the logistical particulars of the material handover.









1. FLOAT VEHICLE GUIDELINES		
	REQUIREMENT:	RATIONALE:
Fire Safety	Each float must be equipped with a fire	To provide immediate fire
Equipment:	extinguisher.	suppression capabilities.
Structural	Float beds must be robust and	To prevent structural failure
Integrity:	engineered to support the designated weight.	during the parade.
Vehicle	Float vehicles must possess valid	To ensure legal compliance
Registration and	egistration and registration and insurance. and financial protection.	
Insurance:		
Pre-Parade	Perform comprehensive vehicle	To prevent mechanical
Servicing:	maintenance, including gasoline, water,	failures during the event.
	oil, brakes, tires, and battery checks.	
Material Clearance	Maintain appropriate clearance around To ensure safe and smooth	
Around Wheels:	wheel areas to prevent materials from	mobility.
	becoming entangled.	
Driver	Drivers must be experienced, have a valid	To ensure capable and legally
Qualifications:	alifications: license, and be at least 18 years of age. compliant operation of the	
		float.
On-Site	A designated driver and authorized	To address immediate
Attendance:	coordinators must always be present	questions, concerns, or
	with their float entries during the	required adjustments.
	assembly phase.	
Driver's Field of	Ensure the driver has an unobstructed	To minimize the risk of
View:	field of view.	collision or other incidents.
Child Safety:	No children under 12 are permitted on a	To ensure the safety of
	float without adult supervision.	younger participants.
Rider Safety	All float passengers must be secured via	To ensure the safety of all
Measures:	safety belts or provided with secure	float riders.
	handholds.	











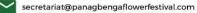
2. DRIVER-SPECIFIC GUIDELINES These guidelines encapsulate best practices for vehicle and driver safety, ensuring an organized and secure parade experience for all

participants and attendees.			
	REQUIREMENT	RATIONALE	
Documentation:	Present a current driver's license and valid	To comply with legal	
	vehicle insurance verification. requirements.		
Device Usage:	Cellular devices for texting or browsing To maintain focus and ensure		
	during the parade are prohibited. safety.		
Field of View:	Drivers must have a clear and		
	unobstructed view in all directions. collision or other incidents.		
Control of	Drivers must maintain complete control To ensure smooth operation		
Equipment:	over their float at all times. and safety during the parade.		
3. PARTICIPANT GUIDELINES. These guidelines aim to govern the conduct of participants,			
thereby enhancing the event's safety, orderliness, and overall aesthetic value.			
Interaction with	th Participants must not break formation to To maintain the integrity of		
Public:	engage physically with the public,	the parade formation and	

	Interaction with Public:	Participants must not break formation to engage physically with the public, including shaking hands.	To maintain the integrity of the parade formation and ensure participant safety. Enforcement: Marshals are authorized to enforce this requirement.	
	Animal Prohibition:	The inclusion of animals on floats or within contingents is prohibited.	To ensure public safety and adhere to potential municipal regulations concerning animals.	
	Safe Riding	All persons aboard floats or vehicles must	To minimize the risk of injury	
	Practices:	adopt safe and reasonable riding practices	es due to abrupt movements or	
		considering the float's or vehicle's motion.	collisions.	
	Leaving Floats or	Participants may not leave their float,	To maintain the structural	
	Vehicles:	vehicle, or entry before completing the	integrity and visual appeal of	
		parade route.	each parade entry.	
	Right-of-Way for	Participants must yield the right-of-way to	To ensure quick and	
	Emergency	all emergency vehicles.	unobstructed access for	
V	Vehicles:		emergency responders.	











PARTICIPANT GUIDELINES. These guidelines aim to govern the conduct of participants, thereby enhancing the event's safety, orderliness, and overall aesthetic value.

	Value.	
	REQUIREMENT	RATIONALE
Item	Throwing or distributing items along the	To maintain safety and order
Distribution:	parade route is prohibited.	among spectators.
Smoking	Please refrain from smoking along the	To comply with public health
Prohibition:	entire parade route.	and safety regulations and
		City Ordinance.
Fire Safety:	Open flames are forbidden on floats or	To minimize fire risks and
k.	vehicles.	adhere to safety regulations.
Secure	Individuals riding on floats must occupy a	To ensure the safety of all
Positioning:	secure position, either seated or provided float riders.	
	with a secure handhold (e.g., railing, pole,	
	handle).	
Distribution of	Participants cannot distribute fliers or	To prevent crowd congestion
Materials:	merchandise during the parade for crowd	and ensure smooth parade
	management reasons.	flow.
Marshal	Marshals are authorized to inspect floats	To enforce compliance with all
Inspection:	before the parade starts.	guidelines and safety
		standards.
Entry	The Festival Organizing Committee	To maintain the event's
Disqualification:	reserves the right to disqualify any	integrity and branding.
	contingents that violate overall guidelines,	
	including unauthorized use of promotional	
	materials, logos, and banners.	











To ensure that the Grand Floral Float Parade upholds its standing as a premier cultural and community event, the Baguio Flower Festival Organizing Committee has put forth specific decisive measures.

Firstly, the Committee emphasizes its exclusive right to vet and approve all entry applications. This step ensures that each participating float aligns with the festival's objectives and advocacies, thus contributing positively to its overarching mission.

On the event day, the Organizing Committee maintains the prerogative to disqualify entries that deviate from their initially approved applications. The Committee will not tolerate violations of guidelines, inappropriate behavior, or gross misconduct by participants. This policy underscores the Committee's commitment to upholding a high standard of conduct and presentation throughout the event.

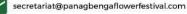
Further safeguarding the integrity of the Festival, the Organizing Committee also reserves the right to impose long-term exclusions. Any entry, contingent, or participant displaying attributes such as unsportsmanlike conduct, gross misconduct, or actions compromising safety, peace, goodwill, and honesty, may face a permanent ban. Such a stringent measure aims to protect the festival's reputation, and that future iterations meet or exceed the community's expectations.

Lastly, the Committee acknowledges the dynamic nature of event planning and execution. As such, it reserves the right to amend any guidelines before the final briefing for all float participants. This flexibility allows for accommodating unforeseen circumstances and integrating feedback and observations, ensuring that the Grand Floral Float Parade continues to evolve positively.

In sum, these provisions, articulated with the utmost consideration, lay the Foundation for an entertaining event that is safe, respectful, and consistent with the festival's objectives and community expectations.











REGISTRATION FORM

NAME OF COMPANY/	
ORGANIZATION:	
ENTRY CATEGORY	ENTRY TYPE:
☐ HALL OF FAME	
□ COMPETING	MEDIUM FLOAT
□ NON-COMPETING	LARGE FLOAT
ADDRESS:	
AUTHORIZED REPRESENTATIVE:	
CONTACT NUMBER/S	
EMAIL ADDRESS:	
ALTERNATE PERSON IN CHARGE:	
CONTACT NUMBER/S	
EMAIL ADDRESS:	\
FLOAT MAKER / CONTRACTOR / SUPPLIER / DESIGNER	
CONTACT NUMBER OF FLOAT MAKER / CONTRACTOR	
CHEQUE PAYEE (FOR COMPETITION PRIZES, WHEN APPLICABLE)	











REQUIRED ATTACHMENTS:

PLEASE ATTACH:

- AT LEAST TWO (2) GOVERNMENT-ISSUED IDS ALONG WITH THIS ENTRY FORM
- 2x2 PICTURE FOR FLOAT COORDINATORS (MAXIMUM OF FIVE (5)
- Float Design Specifications: A detailed float layout specifying the types and arrangement of flowers used.
- Float Concept and Description: A comprehensive narrative elucidating the float's theme, design elements, and intended impact. Kindly submit the concept and description in paragraph form.
- Materials Inventory: Please submit a list enumerating all flowers and materials employed in the float's construction.

OPERATIONAL DIRECTIVES:

Design Integrity: Once a float design receives approval, any deviations from the approved specifications are prohibited unless the Foundation grants prior written permission. Unauthorized alterations to the float design will result in deductions and/or disqualification.

Submission Deadline:

Please submit the registration form and requirements on or before February 1, 2024. For those with revisions as to design, Final Submission / Deadline is on February 11, 20240

MANDATORY BRIEFING:

Please attend the compulsory briefing session for all approved entries on February 11, 2024, at Gilligan's Restaurant at 2:00 P.M. Venue may change WITH PRIOR NOTICE.

PARADE ASSEMBLY:

All approved float entries must assemble at the designated starting point along Panagbenga Park South Drive, Baguio City, no later than 6:00 A.M. on Sunday, February 25, 2024. The parade will commence promptly at 8:00 A.M.

Compliance with these requirements and operational directives is essential for an effective and successful parade. We appreciate your adherence to these guidelines and look forward to your enthusiastic participation.

CONTACT NUMBER : THE SECRETARIAT 09619626688

UPDATED AS OF NOVEMBER 11.24. 2023





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