



## Baguio Flower Festival Foundation, Inc.

### **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.

**APPLICATION PROCESS:** 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](mailto:secretariat@panagbengaflowerfestival.com). While you are welcome to include supplementary information about your organization, please note that these additional materials are non-returnable.

**THEME AND OBJECTIVES:** 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.

**COMPLIANCE AND GUIDELINES:** 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.

**REGISTRATION AND LOGISTICS:** It is worth noting that **REGISTRATION FOR FLOAT ENTRIES IS COMPLIMENTARY**. 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**



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**Baguio Flower Festival  
Foundation, Inc.**

## **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.



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### **MEDIUM FLOAT CATEGORY - DIMENSIONAL GUIDELINES**

1. 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**

1. 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.



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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.



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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 quality.
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.



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**E. EVALUATION CRITERIA**

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

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.



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



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**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
<b>Documentation:</b>	Present a current driver's license and valid vehicle insurance verification.	To comply with legal requirements.
<b>Device Usage:</b>	Cellular devices for texting or browsing during the parade are prohibited.	To maintain focus and ensure safety.
<b>Field of View:</b>	Drivers must have a clear and unobstructed view in all directions.	To minimize the risk of collision or other incidents.
<b>Control of Equipment:</b>	Drivers must maintain complete control over their float at all times.	To ensure smooth operation 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.

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



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

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



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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.



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# REGISTRATION FORM

NAME OF COMPANY/ ORGANIZATION:	
ENTRY CATEGORY <input type="checkbox"/> HALL OF FAME <input type="checkbox"/> COMPETING <input type="checkbox"/> NON-COMPETING	ENTRY TYPE:  <input type="checkbox"/> MEDIUM FLOAT <input type="checkbox"/> 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)	





# Baguio Flower Festival Foundation, Inc.

## 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, 2024

### 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**

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**UPDATED AS OF NOVEMBER 11.24. 2023**



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