



KAMPALA CITY FESTIVAL 2017

Float Procession Guidelines

Name of Organization or Sponsor:

Float Name—as it will appear in print:

Name of float builder:

Float description—please provide detailed explanation of theme, colours, props, design, and building materials:

Is your float animated/have moving parts?

Yes _____

No _____

Float Length: _____ Width: _____ Height: _____

Number of persons on float and/or walking: _____

Costume Description—all float riders and walkers must be in costume:

Does your float have music? Yes _ No _

If YES, what type? Live _ Recorded _

Pamella Akora, Kampala City Festival Float and Costumes Coordinator

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KAMPALA CITY FESTIVAL 2017

October 08th 2017

'Celebrating Cultural Diversity'

PROCESSION SCRIPT INFORMATION

(Please specify your participation)

- _____ Sponsor
- _____ Float Entry
- _____ Marching Entry
- _____ Decorated Vehicle

(Type or Print)

I. UNIT PARTICIPANT INFORMATION

A. _____

Applicant/Unit Name

B. _____

Unit Coordinator/Contact

C. _____

Mailing Address

D. _____

District/City/Division

E. _____

Telephone: Business Home Cellular

F. _____

Email

Registration Deadline: September 29th 2017

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GENERAL INFORMATION & PROCESSION RULES

A. GENERAL INFORMATION

Procession Route – The procession route extends over a course approximately 10km; beginning at Buganda Road, it proceeds along Kampala Road to Jinja Road, then round to Nile Avenue via Jinja Road traffic lights, and back to Buganda Road via Nile Avenue junction.

Point and time of convergence - procession participants must converge along Buganda Road opposite Central Police Station commencing at 6:00am and not later than 8.00am. All Festival participants shall be obliged to attend the City Festival procession participants meeting in October 2017 (to be communicated).

I. EXPECTED ENTRIES AND RECOMMENDATIONS

- a. **Floats** (see also, Appendix I – Float Rules & Regs.)
- b. **Bands, Marching & Specialty Units** (see also, Appendix III – Marching & Specialty Units Rules & Regs.)
 - Military Band
 - Marching Performance
 - Acrobats
 - Drill Team, including School ROTC
 - School Band

B. SPECIAL NOTES

- a. The Festival Committee determines procession size.
- b. Maximum participation of a single sponsor, organization or group will not exceed 100 persons regardless of unit configurations.
- c. Should a sponsor desire a multi-unit group be kept together, the Festival committee will give all consideration.

- d. Violation of Procession Rules may, at the discretion of the Float Procession Chairperson, result in suspension from the procession.

C. PROCESSION RECOMMENDATIONS

In a bid to promote the safety and comfort of the procession participants, the following rules must be adhered to:

- a. Persons may not accompany a float on foot unless they form an integral part of the float procession.
- b. Participants MUST keep position assigned to them in the procession formation area and throughout the procession to its official terminus unless directed otherwise by an official procession monitor.
- c. During the procession, a distance of approximately 20 metres must be maintained between all units unless otherwise instructed by a Procession Monitor. In cases of a pause during the procession, the procession gap should at least 15metres.
- d. Floats may stop ONLY if the unit ahead stops or if instructed to do so by a Procession Monitor. Drivers may not stop or deviate from the straight, forward progress of the procession route.
- e. FLOAT BREAKDOWNS: if a float breaks down, 3 minutes are allowed to restart the engine, if a float cannot be restarted within 3 minutes, a tow vehicle will be summoned and the procession will be allowed to continue.
- f. Bands and Specialty Units engaging in counter marches or other trick manoeuvres may not delay the forward progress of the procession.
- g. There is no food service in the formation area. Float participants are encouraged to eat a good breakfast before assembling and must have adequate beverages to keep hydrated.
- h. Float participants are not allowed to disembark from the moving floats unless it is absolutely required in cases of emergencies after notifying the Procession Monitor(s).
- i. Float participants are not permitted to throw harmful or sharp objects in the public.

D. PROCESSION PARTICIPANTS MEETING

Festival formation details will be issued during the KCCA Float Participants Meeting slated for October 2017 at City Hall.

A representative from each entry must check in with his/her respective Procession Committee Chairperson for the Float, Equestrian, Dance Troupe, Bands, and Specialty Units – prior to the meeting.



APPENDIX I
2017 FLOAT RULES & REGULATIONS
October 08th 2017

The sequence of the procession is extremely important. Therefore, **NO STOPPING OR SLOWING** will be allowed except by direction of the police or an official procession monitor.

I. DIMENSIONS

A. Floats include a power-driven float chassis or truck.

PLATINUM SPONSORSHIP – UGX. 150,000,000

Length: 18 meters/ 60ft (maximum)

Unlimited number of floats

GOLD SPONSORSHIP – UGX. 75,000,000

Length: 18 meters/ 60ft (maximum)

Limited to two floats

SILVER SPONSORSHIP – UGX. 15,000,000

Length: 12 meters/ 40ft (maximum)

Limited to one float

BRONZE SPONSORSHIP – UGX. 5,000,000

Length: 6 meters/ 20ft (maximum)

Limited to one float

OTHER SPONSORSHIP CATEGORY – UGX. 3,000,000

Length: 3 metres/ 10ft (maximum)

Limited to one float

GENERAL CONDITIONS FOR ALL WITH NO EXCEPTIONS

Height: 4.5 meters/ 15ft

(maximum from ground to highest point, excluding riders)

B. Variances: Any variance from established dimensions or rules must be applied for, in writing, no later than **29th of September 2017**. The Procession Committee will review the request and provide a written response to that request.

II. AREAS FOR SPECIAL ATTENTION- RECOMMENDATIONS

The Float Coordinator recommends that the management of the relevant float units should take careful note of the following:

- A. *Batteries* – Two (2) freshly-charged batteries of proper voltage and capacity are required in each float. They must be in place the evening before the procession.
- B. *Brakes* – Hydraulic brakes are strongly recommended. Mechanical brakes may be used if deemed adequate by the Float Committee. An emergency brake system is required.
- C. *Chassis* – The float chassis, or framework, must be of sufficient strength to support added features and riders. No chassis, or framework, or any part thereof, may be less than 10– inches from the ground.
- D. *Controls* – Brakes, clutch pedals and foot throttle are required. Starter switch or starter button must be firmly fastened and readily accessible. An ignition or toggle switch is required. Ammeters, temperature gauges and oil gauges must be in plain view of the driver.
- E. *Driver Space* – The float driver must be provided with a safe and comfortable seat facing forward. The compartment must be well ventilated to protect against engine fumes and heat.
- F. *Driver Visibility* – The driver must have a clear view of the area in front of him/her so he/she does not have to rely on external guidance.
- G. *Driver Selection* – The driver should be selected early so he/she can become familiar with the float operation and/or obstacles getting to and from the assembly area.
- H. *Driver Entry/Escape* – Provision must be made for the rapid entrance and exit of driver so the driver can easily reach his/her seat and so the entrance/exit is free of obstacles.
- I. *Engines* – Engines should be in good mechanical condition. Carburetors should be kept covered during construction.
- J. *Fire Extinguishers* – One 4–pound dry chemical extinguisher must be placed within easy reach of the driver. Other types of extinguishers are prohibited.

- K. *Gasoline Lines & Tank* – Must be filled to capacity at the start of the procession. Flexible lines and connections should be used to prevent leaks.
- L. *Radiator & Cooling System* – Must be checked for leaks and allowance made for adequate air circulation. Check that all fan belts are in good condition. For air-cooling systems, check fan belts and drive system for proper operation. Radiator caps should be painted “RED” for easy identification.
- M. *Steering* – Float designs usually stress steering mechanisms. Extended steering systems must be braced every 36–inches. Steering columns must be secured at top and bottom. A turning radius of 45–degrees, left and right, is mandatory.
- N. *Tail Pipes* – Exhaust from engines must be vented through leak–free pipes extending beyond the apron, back or side.
- O. *Tires* – All tires should be of good quality and adequate capacity to support the load. Heavy–duty tires are preferable. A spare tire must be available. Tires must not rub against any portion of the frame when the wheels are turned. Access for changing tires within a reasonable time should be made with your own equipment.
- P. *Towing Attachments.* – Every float must be equipped with a suitable towing attachment projecting, where applicable, through the float apron and securely fastened to the chassis frame.
- Q. *Wiring* – Wiring should be properly located and securely insulated to avoid damage by crushing, abrasion or inadvertent kicking or snapping by the driver.

For enquiries on Floats and Costumes, please call:

Pamella Akora, Float and Costumes Coordinator

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Email: pakora@kcca.go.ug

OR

Email: kampalacityfestival

Twitter: [@KLACityFestival](https://twitter.com/KLACityFestival)

Facebook: [Kampala City Festival](https://www.facebook.com/Kampala-City-Festival)