

APPENDIX X

Parade Over-Subscription Procedure

The Parade Registration Oversubscription Procedure

The PCA National Board of Directors previously determined that the current Parade format should be retained with minimal change. This will, on occasion, require limiting registration due to food service, lodging accommodations, and/or maximum number of cars at the various events. The basic philosophy of Parade registration shall be "first come, first served". In the event of oversubscription, i.e., a greater number of applications for registration than there are openings available, the lottery system, or "luck of the draw", is determined to be the most equitable system to use. The Parade Committee shall determine the maximum number of Parade registrations that will be available for the Parade.

The following is a detailed description of the oversubscription procedure as adopted by the Executive Council on October 14, 1978, and as amended in June 2005:

1. **Announcement.** Details regarding Parade registration shall be published in Panorama at least six to eight weeks prior to the earliest eligible registration postmark date. The registration period shall not begin on a Saturday, Sunday, or Federal holiday.
2. **Region Presidents and National Staff.** Region Presidents and members of the National Staff, as listed in the back of Panorama shall have registration preference if their individual applications are post-marked or correctly filed electronically on the first eligible day.
3. **Four Applications per Region Guaranteed.** Each Region shall be guaranteed acceptance of four (4) applications, provided they are postmarked or correctly filed electronically on the first eligible day. This guarantee shall be over and above the preferred acceptances for Region Presidents and members of National Staff.
4. **Region of Record.** The Region of Record for Parade registration shall be the Region shown on the member's mailing label for the issue of Panorama containing the Parade registration application. The identification of Region on the mailing label is via a two or three letter code.
5. **Oversubscription Calculations.** If the maximum allowable registration is oversubscribed with applications postmarked, or correctly files electronically, as specified by the host Region(s), on the first eligible day, they shall first be sorted by Region and the appli-

cations from Region Presidents and National Staff members shall be accepted. All Regions having four or less applications shall be allowed to enter in full. The remaining applications postmarked or correctly filed electronically, as specified by the host Region(s), on the first eligible day shall then be counted and the pro-rata percentage of remaining available registrations shall be applied to each individual Region's remaining applications, to be drawn by lot according to the following example:

Maximum allowable registrations (excluding workers)	400
First day Applications received or electronically filed (total)	580
First day Applications received or electronically filed Region Presidents	35
First day Applications received or electronically filed National Staff	25
First day Applications, 4 or less per Region	80
Total first day applications received or electronically filed	580
Less Region President, National Staff, and 4-or-less per Region	140
Total remaining applications	440
Maximum available registrations	400
Less Region President, National Staff, and 4-or-less per Region	140
Spaces remaining	260
Spaces remaining, divided by remaining applications results in a "pro-rata" percentage allocation:	260/440 = 59%

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In this example, 59% of the remaining applications from each Region shall be drawn by lot until that Region's allocation, or the minimum allocation of four (whichever is greater) has been filled.

6. **National Pool.** After registration is filled, all remaining applications postmarked, or correctly filed electronically on the first eligible date (580 in the above example) shall go into a National Pool, regardless of Region, and they shall then be drawn by lot and assigned a standby number. Each applicant on this standby list shall be notified of their position on the list.
7. **Standby List.** As and when cancellations are received from those originally accepted, applications will be accepted from the standby list of the National Pool, in numerical order. Applicants on the standby list shall be notified every 30 to 60 days of the status of the list.
8. **Refunds.** Applicants on the standby list shall be entitled to a full refund of their entry fee if their written withdrawal request is received by the Parade Registrar at least 30 days prior to the first official day of the Parade. Applicants who remain on the standby list during the last 30 days prior to the first official day of the Parade shall be entitled to a refund only if the applicant has not been offered the opportunity to register during this final 30-day period. In other words, if an applicant is on the standby list in the 30-day period preceding the Parade and is not allowed to register because of a lack of openings by cancellation, then that applicant will receive a full refund.
9. **Exchange or Transfer.** There will be no exchange or transfer of registrations permitted.