



*Sanford's Annual Illuminated Christmas Parade*  
*"Parade of Lights"*

**Saturday, December 10, 2016 6PM**

**Entry Fee: \$40**

Thank you for your participation; we look forward to a fun filled event.  
Please review the following rules and regulations.

**PARADE Entry RULES & REGULATIONS**

General Information (Applicable to **all** entries. Please read all rules as several have changed.)

1. Application and payment for entry must be received by 5pm Wednesday, November 23<sup>rd</sup>. Positions will be assigned on December 5<sup>th</sup>. If it is necessary to obtain your position number, you may call 407.688.5120, option #6 after December 5<sup>th</sup> otherwise you will receive your position number when you check in on parade day. Please note all position numbers are subject to change.
2. There is a *mandatory* meeting scheduled for Wednesday, November 16<sup>th</sup> at 6pm in the Utility Training Room, located on the first floor of Sanford City Hall (300 North Park Avenue). A representative from your organization/group **MUST** attend this meeting in order to be able to participate in the parade. Failure to attend this meeting will result in your organization/group not being able to participate in this year's parade and forfeiture of your entry fee! **NO EXCEPTIONS!!!**
3. A parade by its nature is a family friendly entertainment medium; thus, the contribution of each entry to this concept is critical. Entries are approved based on "show value" to the overall parade.
4. Because of this "show value" concept and the objective of providing entertainment, our parade is not a platform for political campaigns, social issues, or targeted special groups and such entries will not be approved.
5. As this is a Night Parade, all entries in the parade **must** be well lighted with a self contained lighting system, or they will be found inappropriate for the parade theme and not approved for participation.

6. The parade committee reserves the right to accept or reject ANY entry and/or remove from the Parade line-up any person, float or other entry not acting in accordance with the rules and regulations set forth.
7. All entries must be sponsored by a civic, school, business, professional or religious group. (Dignitaries excluded)
8. For everyone's safety, no candy may be thrown from the parade float itself. If you desire to pass out candy, or other material, you are required to have helpers alongside the float doing so. Helpers must also be dressed appropriate to the overall float theme. (Refer to rule #25)
9. Check-in for parade entry is no later than 3:30pm at parade headquarters on San Juan Avenue, by New Tribes Mission. Entrants must be in assigned space by 4pm. All participants must enter parade staging area through 2<sup>nd</sup> Street and Mellonville Avenue.
10. Disbursement (the end of the parade) location is the back of the Sun Bank building and City Hall parking lot located on Fulton Avenue.
11. Entries will be judged by how well the illuminated holiday theme is followed and expressed. Artistic beauty, use of colors, holiday music, costuming, animation, special effects, use of lights, originality, rider personnel and visual appeal all come into play determining the acceptability of the entry.
12. In an effort to announce the entry winners during the parade, judging will begin along the parade formation grounds at 5:30pm. If your entry is interested in being judged, you must have your group in formation with lights and sound operational.
13. ONLY HOLIDAY music will be allowed in parade.
14. All entries are subject to the laws of the City of Sanford and the State of Florida. Failure to comply with parade regulations will result in immediate removal and jeopardize future participation from the parade.
15. As there is one official "Santa" at the end of the parade, no participants will be allowed in the parade as "Santa" or Mrs. Claus or any variations, as this is too confusing to children. The parade committee reserves the right to remove from the parade any other resemblance of Santa Claus. **This will be strictly enforced.**
16. Matching attire is required for all marching/walking groups.
17. **In an effort to celebrate the season and not be offensive to our guests, all entrants are expected to perform courteously and in good taste at all times. For dance or marching groups; hip grinding, bumping, etc. will not be tolerated. Unacceptable behavior will be cause for immediate removal and a ban on future participation.**

18. The parade formation area will be closed early in the morning to vehicular traffic. If you need to drop off participants, 2<sup>nd</sup> Street and Mellonville is the appropriate drop off area.
19. ***There is no stopping to perform.*** Therefore, any **marching** or **dance** group must have a routine that is in continuous forward motion. Parade monitors will be on hand to control gaps and continuous forward motion. Stopping or reversing motion will result in removal from the parade and will jeopardize future participation.
20. Any musical or marching groups must be tastefully costumed reflecting the entry's theme and its music tastefully presented.
21. Advertisement: For identification purposes all entries should include as an integral part of their entry the name of the business, organization, etc. that the entry represents and displayed on both sides. Beyond this entry name, no other advertisements, promotions, and/or informational language may be used on or as part of the entry itself, including the tow unit.
22. Vehicles:
  - A limited number of stand alone, single cars will be permitted. Sanctioned, pre-approved car clubs are encouraged and allowed to participate only if each car is lit and decorated. Cars not decorated will be viewed as having no entertainment value and will not be approved as an entry (stand alone or part of other entries).
  - Motorized vehicles that are classified by Florida Department of Motor Vehicles as antiques and/or horseless carriages may be approved as an entry. (A vehicle that is simply old and having no real show value will not be considered.)
23. All vehicles must be decorated with lights, many, many lights. This also includes a themed and fully decorated tow unit for pulling the float or be self propelled.
24. If you have a vehicle in the parade, you must include a copy of that vehicle's insurance card in your entry application and sign a hold harmless form.
25. Materials or favors are encouraged for handing out and they must have an intrinsic value. Examples might be pencils, beads, balloons, balls, etc. These handouts should be distributed directly to parade spectators by persons walking in your entry, referred to as helpers. For safety reasons to both spectators and parade participants the handouts shall not be thrown from floats, vehicles because of possible injury to person in street or on sidewalk. ***This includes candy!*** (Refer to rule 8)
26. Honor Guard/Color Guards: There will be only one official color guard to begin the parade and it will be designated by Parade Selection Committee. However, other Honor and Color Guards are welcome and encouraged.
27. It is agreed by all parties that the parade entries accept full responsibility for protection against personal injury and property damage in the operation of said entry, and that the City

of Sanford shall be indemnified and hold harmless by the same. Hold harmless agreements **must** be signed.

28. All applications must be approved by the Parade Selection Committee. Any and all sponsors (business, organizations, media, etc.) must be listed on the parade application.
29. On arrival at the parade formation area, entries not conforming with the description on the application may be prohibited from participating in the parade.
30. There is no stopping to perform as our goal is to have a parade with "NO GAPS". Your cooperation in this matter is greatly appreciated. Any entry not conforming will be removed from the parade.
31. Official "Parade Monitors" will be helping the parade run smoothly and can be identified by their florescent safety vests. Please follow their recommendations as they are authorized to enforce all rules stated.

#### **FLOAT ENTRIES** (In addition to the General Information Section above)

1. A major part of any parade is the presence of floats. The City of Sanford, in an effort to build the integrity of its night parade request that all floats be of the appearance of a professionally built float. This includes a self contained lighting system with generator, self contained sound system, etc.
2. Tow units for all floats must be fully powered and completely decorated in keeping with the theme of the floats. All vehicles in the parade will be decorated with lights.
3. Signage: One sign on each side of float, identifying entry's name to be seen by a distance of 30 feet. Signs appearing on float mean no signs allowed on tow unit and vice versa.
  - Vehicles: One sign on each side of vehicle, showing entry name.
  - Walking Units: One sign showing entry name and carried in front of entry itself. For the sake of parade officials and announcers.
4. Persons that are a part of a float entry and are walking alongside the float **MUST BE** costumed to compliment the floats decoration and theme and be "lighted".

#### **WALKING ENTRIES** (In addition to the General Information section above)

1. A walking group must have a common theme and all members of that group who are walking in the parade must be costumed to compliment the entry's overall theme.
2. All walkers must be lighted with a self contained lighting unit.
3. Dispensing materials or favors-please refer to rules #8 and #25.

4. In an effort to encourage more floats, walking entries will be allowed with a minimum of 10 but no more than 20. Any group larger than 20 will be required to have a float for the remainder to ride. This does not apply to marching bands or any other musical group that is playing while marching.
5. Walking groups must maintain lines and an organized presentation. And again, continuous forward motion.

### BASIC SAFETY CHECKLIST

1. Height – 13 feet maximum for entries. Street width is 24 feet, therefore floats should be no more than 20 feet in width.
2. Floats must have and should be checked for:
  - Brakes
  - Charged battery
  - Enough gas, spare tire, support equipment available
  - Driver visibility and ventilation
  - Fire extinguisher on board and readily available
  - Safety railing, belts, back supports or handholds for riders
3. Muffler & pipes must be guarded if it is near other surfaces. Cooling systems must be adequate for engine. Generators securely mounted and equipped with an exhaust line.
4. Wiring must be properly secured with correct connections. Circuits must be properly fused and grounded. It is suggested that your purchase a converter to be used to power lights, if needed.

**REMEMBER – SAFETY FIRST.** If you use a generator, for safety reasons, ALL generators must be well ventilated.

**The parade route:** First Street at San Juan Avenue continuing east bound down First Street to Myrtle Ave.

**BE SURE THE VEHICLE/TRAILER/TRUCK you are using in the parade can maneuver this route.**

For more information, please visit [www.sanfordfl.gov](http://www.sanfordfl.gov) or call the Recreation Department at 407-688-5120 option #6.