



2019 CHRISTMAS PARADE ENTRY FORM

Parade Theme: *A Very Merry Main Street*

Date of Parade: **Saturday, December 7, 2019** Start Time: **5:30 P.M.**

All types of entries that relate to the spirit of the parade theme are encouraged to participate. This is a lighted parade; all entries must incorporate lights into their entry design. **Entries designed only for publicity or political statement purposes cannot be accepted, please help us keep to the spirit of the parade.** If your entry does not meet our requirements, we hold the right to decline your admittance to the Christmas Parade.

Please reference the Christmas Parade Regulations and Size Restrictions before planning your entry and completing your application. The size restrictions are set to ensure entries can maneuver through the staging area and parade route.

YOUR ENTRY AND PAYMENT MUST BE RECEIVED NO LATER THAN NOVEMBER 8, 2019. Entries and payments received after this date are not guaranteed placement into the parade. There will be no exception to this rule. ALL INFORMATION BELOW IS REQUIRED.

Group Name: _____

Contact Name: _____

Email Address: _____

Entry Name (reflecting parade theme): _____

Mailing Address: _____

City: _____ Zip Code: _____

Contact Information:

Day Phone _____ Evening Phone _____

BASIC INFORMATION:

The "Entry type" refers to the method in which your entry will move through the parade.

Commercial \$50.00 Non-Profit \$10.00 Government/Public Safety (currently in office) \$0.00

To be Completed by Office Staff

Amount Paid in Full _____ Date _____

Entry Details

Entry Types: *(please choose only one type that best fits your entry)*

√	Entry Type	DESCRIPTION
	Walking Entry	Entries which walk the entire parade route and have no vehicles.
	Self-Propelled Apparatus	Entries which are powered by human efforts such as traditional bicycles or other such apparatus. No entry may be higher than 13 feet to clear power lines.
	Vehicle Walking Combined	Entries which are both vehicles and people walking. This category does not include entries in which a trailer is being pulled by the vehicle. No entry may be higher than 13 feet to clear power lines. Only two vehicles per entry.
	Vehicle Entry	Entries which are only vehicles or have vehicles pulling a trailer with a static display and no personnel on the trailer or tow vehicle. No entry may be higher than 13 feet to clear power lines. Only two vehicles per entry.
	Float Entry	Entries which include a self-contained and motorized traditional type of float or those which utilize a vehicle and trailer; may or may not have people walking. No entry may be higher than 13 feet to clear power lines.
	Animal Entries	Entries which have animals included.

DO YOU WANT YOUR ENTRY TO BE JUDGED IN THE PARADE? Yes No

If yes, please select a judging category: *(please check one)*

- Commercial/Industrial/Non-profit
- Youth *(over 12 yrs old)*
- Elementary *(under 12 yrs old)*

DETAIL INFORMATION:

Describe in detail how your entry will incorporate lights and the parade theme. It is requested that your entry not be used primarily as advertising for your company or group. No entries with political statements will be admitted. All entries must incorporate lights and the parade theme.

Entry Details

Physical Description of Entry. Please provide and attach an illustration of your layout of your entry, including length, width, and height of any vehicles.

Walkers: *(see regulations concerning this type of entry)*

Number of walkers: _____

Approximate area required in staging area: _____

Self-Propelled Apparatus: *(see regulations concerning this type of entry)*

Number of Apparatus: _____

Number of Riders: _____

Number of Walkers: _____

Approximate area required in staging area: _____

Vehicle/Walking Combined: *(see regulations concerning this type of entry)*

Vehicle Type: _____

Vehicle Type: _____

Number of participants: Riding: _____ Walking: _____

Music on Entry: Yes No

Overall Combined and while in motion on the parade route, including spacing:

Length: _____ Width: _____ Height: _____

Total length to set-up and park within the Staging area *(includes all vehicles)*:

Length: _____ Width: _____

Other Needs *(please specify)*: _____

Vehicle Entry: *(see regulations concerning this type of entry)*

Vehicle Type: _____ Length: _____ Width: _____

Vehicle Type: _____ Length: _____ Width: _____

Trailer Type: _____ Length: _____ Width: _____

Overall Combined and while in motion on the parade route, including spacing:

Length: _____ Width: _____ Height: _____

Total length to set-up and park within the Staging area *(includes all vehicles)*:

Length: _____ Width: _____

Music on Entry: Yes No

Other Needs *(please specify)*: _____

Floats Entry: *(see regulations concerning floats)*

Self-Contained Motorized Float: Yes No

Length: _____ Width: _____ Height: _____

Vehicle Type: _____ Length: _____ Width: _____

Trailer Type: _____ Length: _____ Width: _____

Overall Combined and while in motion on the parade route, including spacing:

Length: _____ Width: _____ Height: _____

Total length to set-up and park within the Staging area *(includes all vehicles)*:

Length: _____ Width: _____

Number of participants: On float: _____ Walking: _____

Music on float: Yes No

Other *(please specify)*: _____

Entry Details

Animals Entries: (see regulations concerning animals)

NOTE: If you have a Vehicle, a Vehicle Pulling a Trailer or a float in the parade with you, please complete the applicable section above.

Number of animals: _____

Type and Kind of Animals: _____

Number of animal handlers: _____

Manure Handler : Yes No Type: _____

Approximate area required in staging area (*including tow vehicle and stock trailers*):

Length: _____ Width: _____

Number of Tow Vehicles: _____

Number of Stock Trailers: _____

NOTE: All Animal Entries utilizing any of the pre-staging areas MUST collect and remove all unused hay and feed as well as all manure from there entry prior to leaving or moving to the main staging area.

Entry Details

The Greater Lafayette Christmas Parade will be televised by Star City Broadcasting. Fill out the information below for viewers to know about your organization.

This is not to be used as an advertisement opportunity and no advertisements or mottos will be put into the final script.

How many years have you been a part of the Greater Lafayette Christmas Parade?

How did your organization come up with your entry's theme?

How long has your company/organization been in the Greater Lafayette area?

What does your company/organization do?

Why does your company/organization participate in the Greater Lafayette Christmas Parade?

Is your business locally owned?

Other than your own entry, what is your favorite part of Parade Day?

Entry Details

Final Check List:

- ✓ All sections of entry form completed (incomplete entries will not be considered)
- ✓ Entry incorporates the parade theme
- ✓ Entry form is legible and signed
- ✓ Copy of entry form retained by organization
- ✓ Payment included
- ✓ Rule and Regulations reviewed
- ✓ Signed Hold Harmless Agreement
- ✓ Don't be late! The deadline is **NOVEMBER 8, 2019**. Late entries will not be accepted into the parade.

Please complete your form and return no later than **NOVEMBER 8, 2019.** A parade line-up and map will be prepared and forwarded to all entries via email no later than one week prior to parade day. Return to:

Greater Lafayette Commerce
337 Columbia Street
P.O. Box 348
Lafayette, IN 47902
Fax: 765-742-6276
Email: info@greaterlafayettecommerce.com

Checks should be payable to Greater Lafayette Commerce. To pay by credit card, please call our office (765) 742-4044.

Entry Details

Hold Harmless Agreement

Please read all of the Christmas Parade Rules and Regulations. Your entry form is acceptance of these rules. We reserve the right to remove units for failure to comply. Thank you for making the Lafayette – West Lafayette Christmas Parade a Success!

Waiver and Hold Harmless Agreement:

THIS AGREEMENT is entered into by and between Lafayette-West Lafayette Development Corp. (hereinafter referred to as “Organizer”) and _____ (hereinafter referred to as “Parade Entry”).

WHEREAS, the Organizer is sponsoring the “Lafayette- West Lafayette Christmas Parade” event (the “Event”) to be held December 7, 2019, in Lafayette-West Lafayette, Indiana; and

WHEREAS, the Parade Entry will be participating during the Event; and

WHEREAS, the Organizer requires that Parade Entry hold Organizer harmless from and against any and all liability or claims arising from any damages or injuries to person or property of the Parade Entry, his employees, agents, guests and invitees.

NOW, THEREFORE, the parties agree as follows:

1. The Parade Entry acknowledges that he is an independent entry and is not an agent or employee of the Organizer and is not in any manner affiliated with the Organizer.
2. The Parade Entry acknowledges, agrees and understands that Organizer shall in no way or manner be responsible or liable for supervising or monitoring the Parade Entry or the participation of the Parade Entry during the Event.
3. The Parade Entry agrees to indemnify and save Organizer harmless from any and all claims for personal injury or property damage which arise out of the negligence or tortuous conduct of Parade Entry, his servants, employees, or agents.
4. The Parade Entry hereby releases Organizer and agrees to hold Organizer harmless from and against any and all claims, damages, charges, demands, obligations, recoveries, liabilities, loss, deficiencies, rights or action or causes of action, of any kind, character, or description, whether accrued, absolute, contingent, known, unknown, or otherwise (including, without limitation, any and all penalties, interest, attorneys’ fees and other costs and expenses relating to any and all actions, suits, proceedings, demands, assessments and judgments), which pertain to, arise out of, result from or relate to Parade Entry’s participation in the Event.

DATED this ___ day of _____, 2019.

Signature: _____

Printed: _____

Entry Details



Christmas Parade Rules & Regulations

Parade Theme: *A Very Merry Main Street*
Saturday, December 7, 2019, 5:30pm

Parade Route

The parade begins in downtown Lafayette at 11th Street and Main Street, follows Main Street to 2nd Street to Ferry Street. Entries needing to drop off riders are encouraged to take Ferry Street to 4th Street and disembark along 4th Street.

General

- 1. All participants must display holiday spirit and shall incorporate the parade theme and lights in their music, costumes, and float design and decorations.**
2. All Entries must check in at 10th and Cincinnati Streets upon arrival at the parade check-in station. The check-in station opens at 1:30 PM the day of the parade. All entries must be checked in by 4:30 pm.
3. ALL entries must display their number that was issued upon check-in, on the front left-hand side of the entry, such as the windshield.
4. Parade entries must **not include a Santa Claus**. There is only **one** Santa Claus in the parade, which will be the last parade entry.
5. No candy or other handouts may be thrown from floats or vehicles. Walkers may give out free candy or handouts and it must be handed out. Nothing may be given directly from vehicles or floats. This is a safety concern.
6. Each organization is to find its own sponsors, if needed.
7. We suggest that you have a banner to identify your entry. The banner should give the name of your organization and who is supporting your entry. The banner should precede the float and use large letters and be lighted.
8. All Parade Entries must maintain a spacing of approximately 30 feet from the entry in front of them upon entering Main Street and throughout the parade route.
9. No entry may display inflammatory or derogating scenes pictures or displays.

Entry Details

Regulations for Floats, Self-propelled and Vehicle Entries

1. All entries must incorporate lights and the parade theme.
2. Music is strongly encouraged. Please play music appropriate for the holiday and reflecting the parade theme. If you are planning to use music on your float please let us know and we will place you away from the bands and other loud units.
3. For safety reasons, candy and other handouts may be distributed from the street level only, **never** thrown from the floats or vehicles.
4. All drivers must be in possession of appropriate valid drivers license and insurance.
5. Participants must remain on floats during the parade and an adult must properly supervise children.
6. No entries will be permitted to exit the parade route early.
7. No entry may be higher than 13 foot in order to clear power lines along the parade route.
8. Any displays that are deemed inflammatory or derogating scenes pictures or displays or that are considered political and controversial will not be accepted. If, on the day of the parade, the Committee feels that your unit depicts questionable content, we reserve the right to eliminate your entry from the parade.
9. All vehicles must be operated in a safe manner and at appropriate speeds. This includes vehicles within the staging area.
10. All entries must maintain a minimum of 30 foot distance from the entry in front of it.
11. Entries are to ensure the driver has a safe and clear view to operate and maneuver the entry along the parade route. Should an issue arise, public safety agencies will make the final determination.
12. Once your entry reaches the end of the parade route you will be directed to locations along 3rd and 4th Streets, where you can disembark passengers and decorations. Or you may choose to take Ferry Street directly back to the Staging Area for this task. **There is NO disembarking along Ferry Street.**
13. All entries are to take with them any trash and decorations when they leave the staging area and the parade route.
14. Vehicle Entries are only permitted two vehicles per entry. Vehicles range from golf cart or miniature riding apparatus to fire truck size.

Entry Details

Directions for Marching Bands:

1. All Marching Bands are to secure their own transportation needs for travel to and from the parade.
2. The pre-staging location for marching bands is the south Jefferson Center parking lot.
3. Transportation for Marching Bands should enter the Staging area via 9th street from Union Street, turning into the ally at the North Jefferson Center Parking Lot. Once band members have disembarked, busses should exit the area via 10th street to Salem Street making a right onto Fannon Drive and left onto 3rd Street.
4. Once through the parade, Marching Bands should turn right on Ferry Street, then left on 3rd Street and meet their transportation in the DYE Parking lot.
5. Marching Bands are requested to play as continuously as possible throughout the parade.

Regulations for Animal Groups

1. Animal entries must incorporate the parade theme.
2. Animal entries shall exercise appropriate measures to keep spectators safe.
3. Animals must be bagged or followed by “scoopers” during the parade.
4. The staging area is expected to be left as clean as you found it.
5. All Animal Entries are to move from pre-staging to the main staging area 30 minutes prior to the parade start time.

Regulations for Walking Units

1. Walking groups should wear costumes that reflect the parade theme.
2. Due to the length of the parade route, we suggest entries plan for issues with small children not being able to complete the parade.

Entry Details

Use of the Fairgrounds for Construction of your Entry

Due to construction, the Tippecanoe County Fairgrounds will **NOT** be available for float storage or construction for entrants in the 2019 parade. Entrants will be responsible for locating their own build sites. Escorts for your floats for the day of the parade can be requested, but are not guaranteed.

Staging Directions

1. Participants will be advised at least one week prior to the parade of their entry number, arrival time, and staging location.
2. A single representative from each entry shall check in at the registration table located at the corner of 10th and Cincinnati Streets upon arrival. The representative will receive the entry number placard to be placed on the entry unit.
3. All parade entries must be in place by 4:30PM. If you are being judged, please be in place by 3:30PM.
4. The parade starts promptly at 5:30PM from the intersection of 11th and Main Streets.

Judging

1. The judging of the floats will be done during the parade.
2. Award winning categories:
 - a. Commercial/Industrial/Non-profit
 - b. Youth (*over 12 yrs old*)
 - c. Elementary (*under 12 yrs old*)

Please note: The majority of people who actually build the float must be in the age range indicated for each class. Judges have the authority to place groups in the classes they deem age appropriate. A float can only enter ONE class.

3. Winning entries will receive awards as follows:
 - a. 1st Place: \$ 100.00
 - b. 2nd Place: \$ 75.00
 - c. 3rd Place: \$ 50.00
4. Judging Criteria:
 - a. Relation of float to theme of parade
 - b. Use of lights in your entry
 - c. Costuming of characters on and around the float
 - d. Vehicle pulling float relates to float
 - e. Sponsor's sign

Entry Details

- f. Construction and craftsmanship
- g. Originality of design
- h. Creative use of materials
- i. "Floating" effect
- j. Use of color
- k. Overall visual impact

(Each section is rated on a scale of 1-5; 1-poor, 5-outstanding)

Parade Disbursement

1. The parade will finish at the intersection of 3rd and Ferry Streets. Keep moving through the entire parade route to this intersection. You will be directed further from there.
2. Entries with children or those who need to remove portions of their entry may utilize areas along 3rd or 4th Street. You will be directed to these areas by public safety personnel at the end of the parade route. This work should be done quickly and then move back to the Staging area for any lengthy work.
3. Those picking up children or participants are strongly encouraged communicate the information in #2 above to parents of the children in your entry.

In The Event of a Parade Cancellation

1. Refunds for this event due to parade cancellation will be given at the request of the entrant.
2. We understand and appreciate the time and effort all entrants put into their floats and presentations. However, we are unable to offer a rain date for this event.
3. In the event of a cancellation, the primary contact on the application form will be notified. The information will also be televised on Star City Broadcasting.