



# The Main Street Bank “Fantasy In Lights Parade” November 22, 2019

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Enclosed are the Application, Forms, and Releases for this year’s parade.

In order to be considered for acceptance, a **completed application** along with **entry fee must be returned by October 4, 2019**. Preference will be given to those who show creativity. The Chamber Parade Committee will determine entries. Please make sure that you give plenty of detail on your application, as this is what the Committee will use to determine parade entries. A completed application consists of the following:

1. Completed Application, entry description, and TV description
2. Signed acknowledgement of the Rules and Regulations
3. Completed Participant Responsibility Agreement
4. Completed General Release of all claims
5. Completed Dance Unit Rules Addendum, if applicable
6. \*Submission of entry fee

\*Make checks payable to:

***The Wheeling Area Chamber of Commerce.***

\*return with application to:

***The Wheeling Area Chamber of Commerce***

***1100 Main Street, 2<sup>nd</sup> Floor***

***Wheeling, WV 26003***

Please remember that although every effort is made, submission of this application DOES NOT guarantee you a spot in the parade. In order to present a balanced parade, the number of entries in each category is controlled and a total of 90 is the limit. The parade committee determines which entries will participate. You will be notified of acceptance. Remember, the more creative you are the better.

For questions, please call our office at any time - **(304) 233-2575**.

# The Main Street Bank "Fantasy In Lights Parade"

Presented By:

Wheeling Area Chamber of Commerce

November 22, 2019

Filling out this application does not guarantee you a spot in the parade! Our Parade Committee will review the entries and make the final determination. Acceptance is based on the information provided in the application and entry forms. *Any application submitted without the required waivers, releases, descriptions, and entry fee will not be considered.* Please be specific! If the Parade Committee does not accept your application, your entry fee will be returned. The decision of the Parade Committee is final. We encourage all entries to have a holiday theme. Please return completed form and registration fee to: Wheeling Area Chamber of Commerce, 1100 Main Street, 2nd Floor, Wheeling, WV 26003.

**PLEASE PRINT**

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**ORGANIZATION NAME:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**BEST PHONE CONTACT:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**Please fill out the information below that pertains to your entry**

- \$150.00 FOR CHAMBER MEMBERS     \$250.00 NON-CHAMBER MEMBERS
- \$50.00 FOR NON-PROFIT ORGANIZATIONS – NON-COMMERCIAL FLOATS
- \$50.00 DANCE TEAMS     \$50.00 HORSE/HORSE DRAWN WAGON

**FLOAT:**

FLOAT THEME: \_\_\_\_\_

SPECIAL FEATURES: \_\_\_\_\_

LIVE OR RECORDED MUSIC: \_\_\_\_\_ YES \_\_\_\_\_ NO

SIZE OF FLOAT BED (including the vehicle pulling it by FEET): \_\_\_\_\_

**DANCE TEAM:**

NAME OF DANCE TEAM: \_\_\_\_\_

NUMBER OF PARTICIPANTS: \_\_\_\_\_

\*Children under 8 years of age are not permitted to march in the parade.

LIVE OR RECORDED MUSIC: \_\_\_\_\_ YES \_\_\_\_\_ NO

TYPE OF MUSIC (ex. Jingle bells, Santa Claus is coming to Town): \_\_\_\_\_

COSTUMES THAT WILL BE WORN BY STUDENTS: \_\_\_\_\_

**HORSE/HORSE DRAWN WAGON: \$50.00 PER ENTRY**

NAME OF UNIT: \_\_\_\_\_

NUMBER OF HORSES: \_\_\_\_\_

TYPE OF CLEANUP THAT WILL BE PROVIDED: \_\_\_\_\_

**BAND:** SCHOOL/BAND NAME: \_\_\_\_\_ # in Band \_\_\_\_\_

**The Main Street Bank**  
**“Fantasy In Lights Parade”**  
**NOVEMBER 22, 2019**  
**DANCE UNIT RULE ADDENDUM**

Due to risk management issues and increased liability concerns, effective for the 2019 Main Street Bank Fantasy in Lights Parade and continuing thereafter for all future Wheeling Area Chamber of Commerce sponsored parades, as a condition to participation in the Parade, all dance units shall adhere to the following rules:

- 1.) **No one under eight (8) years of age** will be permitted to walk/march in the parade. Children under 8 years of age must ride on an approved float, which is a separate entry fee.
- 2.) All forms of tumbling are prohibited.
- 3.) All shoes are to be compatible to concrete and slip resistant. (i.e. no tap shoes)
- 4.) ***DUE TO TELEVISION COVERAGE OF THE EVENT, NO STOPPING WILL BE PERMITTED DURING THE PARADE UNLESS YOU ARE DIRECTED BY THE PARADE STAFF!***

Failure to follow the above-referenced rules will result in removal from the Parade lineup and no refunds of any previously paid Parade entry fee will be granted.

At the discretion of the Wheeling Area Chamber of Commerce, any dance unit(s), which does not follow the above-referenced rules, may not be considered for participation in future Wheeling Area Chamber of Commerce sponsored parades.

Participant acknowledges that he/she has read and understands all of the amended rules and regulations promulgated by the Sponsor governing the parade.

Participant has fully read and considered the terms of this Rule Addendum, which is a legally binding document, is satisfied with its terms, and signs it of his/her own free will and accord.

With full understanding of the importance of this Rule Addendum, I have hereunto affixed my signature this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
PARTICIPANT

\_\_\_\_\_  
Name of Unit

Name & Number of Person in Charge (please print) \_\_\_\_\_

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# The Main Street Bank

## “Fantasy In Lights Parade”

### *General Release of all Claims*

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PARTICIPANT intends to participate in the Perkins Restaurant and Bakery Fantasy In Lights Parade (“PARADE”) held in and on the downtown streets of Wheeling, Ohio County, West Virginia, on Friday, November 22, 2019, sponsored by the Wheeling Area Chamber of Commerce (“SPONSOR”).

PARTICIPANT acknowledges that he/she has read and understands all of the rules and regulations promulgated by SPONSOR governing the PARADE, attached hereto as “**Exhibit A.**”

In consideration of the right to act as a PARTICIPANT in the PARADE, and my desire to voluntarily do so, PARTICIPANT hereby agrees as follows:

1. For purposes of this General Release of all Claims and all documents constituting submission for consideration of entry into the PARADE, PARTICIPANT includes not only the individual executing this General Release of all Claims but also includes and is not limited to any and all officers, employers, agents, customers, members, organizers, teachers, students, servants, employees, independent contractors, volunteers, parent and any and all other person or entity which intends to participate in the Parade in any capacity including but not limited to set up and tear down, driver, escort, instructor, leader, member or in any other capacity including any and all direct and indirect participation in the PARADE.

2. PARTICIPANT, as well as his/her heirs, officers, agents, servants, employees, affiliates and successors hereby releases and forever discharges SPONSOR, as well as its insurers, officers, agents, servants, employees, subsidiaries and corporate sponsors, from any and all demands, claims, actions or causes of action, of any kind or description, for relief of any kind and nature, as a result of any damages and/or injuries including but not limited to bodily injury, personal injury, property damage, advertising injury, and any and all other claims whether based in tort, contract or other theory of recovery, arising out of being a participant in the PARADE.

3. PARTICIPANT acknowledges and agrees that PARTICIPANT assumes the risks of participating in the PARADE, including damage to property and personal or bodily injury to PARTICIPANT and that neither he/she nor anyone on PARTICIPANT'S behalf or associated with PARTICIPANT will seek compensation from SPONSOR and/or SPONSOR'S insurers, officers, agents, servants, employees, subsidiaries and/or corporate sponsors for any claims, rights or damages arising out of participation in the PARADE.

4. PARTICIPANT hereby represents and agrees that he/she will Indemnify, Hold Harmless and Defend, SPONSOR from any and all liability and damages from any actions, causes of action, claims and demands made by any parade spectators and/or other participants in the PARADE, arising out of any claimed injuries and/or damages which may arise out of or in connection with my participation in the PARADE.

5. PARTICIPANT understands and agrees that the PARADE is conducted by the SPONSOR and agrees to abide by all the rules and regulations set forth in Exhibit A and specifically agrees to:

- a. Follow the proper and designated parade route;
- b. Only stop at the designated stopping points as directed by the SPONSOR
- c. Follow direction of the Parade Marshalls
- d. Attend or send a representative to the orientation meeting or any pre-parade meeting
- e. Not throw items, including but not limited to candy, toys, samples, coupons and or any other matter or item, in to the crowd or parade spectators; and
- f. Abide by any all rules set forth in Exhibit A or provided to them by the SPONSOR before or at the time of the commencement of the PARADE

PARTICIPANT has fully read and considered the terms of this General Release of All Claims. PARTICIPANT acknowledges that this is a legally binding document, certifies that the PARTICIPANT and/or its representative signing below is legally competent to execute this release on behalf of himself/herself and all persons or entities associated with the PARTICIPANT, certifies that he/she is at least 18 years of age is satisfied with and agrees to the terms and signs it of his/her own free will and accord. ***DUE TO TELEVISION COVERAGE OF THE EVENT, NO STOPPING WILL BE PERMITTED DURING THE PARADE UNLESS SPECIFICALLY INSTRUCTED BY THE CHAMBER COMMITTEE OR IT'S REPRESENTATIVE.***

With full understanding of the importance of this General Release of All Claims, I have hereunto affixed my signature this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
PARTICIPANT

\_\_\_\_\_  
Name & Type of Unit (Float, Band, etc.)

Name & Number of Person in Charge (please print) \_\_\_\_\_

## Exhibit “A”

# The Main Street Bank “Fantasy In Lights Parade”

*Synopsis of Rules & Regulations*

Friday, November 22, 2019

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**Route:** The Parade will begin at 20th and Market Street and will run North on Market, West in the two Southern most lanes of 10th Street and South on Main Street, before disbanding in **front of the Orrick Building**.

(The Parade will step off at 6:30 p.m.)

*The Committee will review all applications and descriptions that have been submitted for acceptance into the parade. Acceptance will be based on the number & use of lights, creativity and the information gathered from the application/ description forms. Please submit your application, signed Rules & Regulations form and enclosed releases, properly executed, with your entry fee on or before the deadline of October 4, 2019, as it will be strictly enforced. You will be notified in writing of your acceptance on or shortly after October 11, 2019.*

### Float Information:

1. All floats **must be decorated with lights** and include skirting or fringe on the bottom. All individuals riding on any float must be dressed in conformity with the theme of the float. No Pull Trailers!
2. There will be **no judging of the floats**.
3. **No political** or controversial issue may be represented or alluded to, in any way, on any float.
4. **All floats must be made of fire retardant materials** and **must carry a fire extinguisher** on the vehicle. Where appropriate, safety rails should be incorporated.
5. **NO PRODUCTS** of any kind may be distributed along the parade route! This includes candy and other products thrown from vehicles or passed out along the route.
6. **Santa Claus may not appear on any float** except **the last float in the parade, which is provided by the sponsor**.
7. In case of mechanical difficulties, floats must be moved to the side and out of the parade line-up as quickly as possible.
8. Floats must be pulled by vehicles **no larger than a pick-up truck**. (No semi's, please.) Automobiles or small pick-up trucks are preferred. We ask that the vehicle pulling the float **be as inconspicuous as possible** and should be decorated to tie-in with the float theme. Adult supervision is required.
9. **Float Fee: (\$150.00)** for members and **(\$250.00)** for non-members must accompany application.
10. If you have music on your float it must be facing forward.
11. **DUE TO TELEVISION COVERAGE OF THE EVENT, NO STOPPING WILL BE PERMITTED DURING THE PARADE UNLESS SPECIFICALLY INSTRUCTED BY THE CHAMBER COMMITTEE OR IT'S REPRESENTATIVE.**

### Dance Schools:

- Each dance school must inform the Parade Committee as to the type of costumes and music it plans to use to eliminate duplication.
- All uniforms or costumes should be enhanced with lights.
- *NO dance students under eight years of age are permitted to march in the parade. Students under 8 years of age must ride on an approved float.*
- **Vehicles accompanying dance groups must be pulling a float, decorated with lights, and following the criteria set forth in this application for floats.**
- **All forms of tumbling, acrobatics, and/or gymnastics are prohibited.**
- **All shoes are to be compatible with and safe for use on concrete and blacktop. (i.e. no tap shoes or other shoes with slippery walking surface)**

### Horse/ Horse Wagon Units:

Horse units that are associated with recognized riding clubs, horse drawn coaches or wagons are encouraged in the parade, providing their sponsors *provide clean-up maintenance to follow each entry*. Maintenance units should be costumed and the wheelbarrows or other containers should be disguised. *Any horse units without proper maintenance will be pulled from the line-up.*

### Bands:

- Area College, high school, junior high and drum and bugle corps are invited to submit an application to participate in the parade.
- Each ensemble should decorate their instruments, uniforms, hats or costumes with lights.
- Adults accompanying the bands must be dressed as part of the unit. (Even matching sweatshirts will do--remember, you will be on television!)
- Band equipment vehicles *are not* permitted to accompany the band throughout the parade.

### Televising the Parade:

The Main Street Bank Fantasy In Lights Parade will be televised live. Therefore, the units in the parade will:

- Step off at 6:30 p.m. on the assigned date, barring unforeseen circumstance.
- The televising of the Parade will last 90 minutes.

### Restrictions:

To provide for the maximum pleasure and safety of those who attend the Parade, the following rules will be enforced by the Parade Marshals:

- No political or controversial issues may be represented or alluded to, in any way, on any float, balloon or specialty unit, or advanced by any marching or dancing unit
- **No items (candy, samples or other materials) can be thrown** to the crowd by the parade entries. Participants throwing items will be immediately ejected from the parade and asked not to return next year.
- Participants in the Parade are **not permitted to stop** at any point during the parade to perform for television cameras, special groups, news reporters or any other reason not specifically permitted or directed by the Parade Committee, Parade Marshals or other designated representative. News media do not constitute designated representatives.

**PARADE MANAGEMENT:**

Members of the Wheeling Police Department, other law enforcement agencies, and security agencies employed by the Wheeling Area Chamber of Commerce, and parade officials and marshals have responsibility for providing safety for the public and for the staging and movement of the parade. All parade entrants will be expected to follow the instructions of these authorities while in the staging area or during the event. Failure to do so will cause the entry to be ejected from the parade.

**Parade Cancellation:**

In case of inclement weather, the Parade may be delayed but will not be rescheduled.

**Violations of Rules and Regulations/Penalties:**

The following penalties or restrictions may be implemented by the Parade Committee for violation of any of the rules and regulations set forth above. It is in the sole discretion of the Parade Committee as to the use of one or all of the penalties or restrictions set forth below. There is no cumulative or incremental penalty or restriction. Any or all penalties and restrictions can be utilized for any violation of the above rules and regulations or any activity or omission that in the sole discretion of the Parade Committee places the general public, parade spectators, parade representatives or other participants in the parade in danger of damage or harm or injury and/or places the Parade in danger of damage to reputation, loss of sponsor, or other detrimental effect.

- Failure to follow any rule or regulation set forth above or the direction of the Parade Committee or representative will result in removal from the Parade lineup and loss of any previously paid entry fee.
- Violation of any of the rules, regulations or directions of the Parade Committee or other representative will be grounds for not being considered for participation in future Wheeling Area Chamber of Commerce sponsored parades.
- Failure to attend the orientation meeting and/or any other pre-parade meeting may result in removal from the lineup, loss of any paid entry fee and removal from consideration from any future Wheeling Area Chamber of Commerce sponsored parades.

(Please print) I, \_\_\_\_\_, a representative of \_\_\_\_\_ hereby understand and agree on behalf of myself and my organization or entity to abide by all of the rules set forth by the Wheeling Area Chamber of Commerce and the Main Street Bank Fantasy of Lights Parade Committee. I also understand that I am responsible for ensuring that my unit will adhere to these rules and that for any reason if we do not follow these rules we may not be asked to participate in the next Fantasy in Lights Parade. I confirm that I have read and understand these Rules and Regulations including the Violations of Rules Section. I confirm that I will ensure that my organization, entity and/or participant in the Parade will conform to the Rules and Regulations set forth herein as well as by any and all directions of the Wheeling Area Chamber of Commerce, The Parade Committee and/or their representative(s).

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_







**The Main Street Bank**  
**“Fantasy In Lights Parade”**  
*Participant Responsibility Agreement*

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Be it known that the undersigned intends to be a Participant in the Main Street Bank Fantasy In Lights Parade held in and on the downtown streets of Wheeling, West Virginia on **Friday, November 22, 2019** which said Parade is sponsored by the Wheeling Area Chamber of Commerce. Participant acknowledges that he/she has read **all of the rules and regulations** as promulgated by the Wheeling Area Chamber of Commerce regarding safety department measures and understands their content.

Be it further known that Participant does hereby accept and acknowledge full and total responsibility for his/her actions and activities during the course of the Parade enroute, and does accept and acknowledge the fact that the Wheeling Area Chamber of Commerce, Main Street Bank, the Main Street Bank Fantasy In Lights Parade Committee and any and all sponsors expressly offer no indemnification to Participant for any injury that may befall a member of the Participant's entry or the Parade audience as the result of Participant's activity. Participant understands that the Wheeling Area Chamber of Commerce, the Main Street Bank Fantasy In Lights Parade and any and all sponsors are not insurers of the participants and are not to be held liable for any damages or injuries as more fully described in the General Release of All Claims.

Participant expressly agrees to assume full responsibility for his/her activity that involves the offering, delivery, or distribution, in any manner whatsoever, of goods or candies to members of the public who constitute the Parade audience and agree not to throw any item to the crowd, general public or Parade Audience as set forth in the Rules and Regulations.

With full understanding of the importance of this Participant Responsibility Agreement and of its contents, I, on behalf of the organization, entity or participant identified below have hereunto affixed my signature this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

By: \_\_\_\_\_  
PARTICIPANT (*sign*)

\_\_\_\_\_  
Entity or Organization

Name \_\_\_\_\_

Email \_\_\_\_\_