

**Town of Arlington
2015 Christmas Parade
December 5, 2015
“Honoring Our Armed Forces Hero’s”**

(Rain date: December 6th at 3:00PM)

Official Entry Form

All entries must be e-mailed or postmarked by **Tuesday, November 17th**. Entries are subject to the Christmas Parade committee’s approval. Please complete a separate form for each float entry.

Name of Float Entry: _____

Sponsoring Business/Organization: _____

Contact Person: _____ **Phone:** _____ **E-mail:** _____

Address: _____

Approximate number of participants: _____ **Will participants ride/walk/both?** _____

Approximate Length of Float: _____

If entry is a float, what type of vehicle will pull your float? _____

Does your entry include music? Yes No **Does entry include live animals?** Yes No

Please provide a specific description of your entry. ***This information will be read exactly as written at the judge’s stage.***

I have read and agree to the parade rules and regulations. I understand that by disregarding these rules my entry will be disqualified and may be eliminated from the parade. I understand that participating in a parade such as this carries certain risks; I further agree that I consent and will not hold The Town of Arlington liable.

Signature: _____ **Date:** _____

Mail entry to: Town of Arlington
P.O. Box 507
Arlington, TN 38002

For questions (or to email entry form) contact: lwells@townofarlington.org



Participant Instructions

The Town of Arlington is very excited to begin the Christmas Season with the 23rd annual Christmas Parade and Depot Square Christmas Celebration. We are especially pleased to have you as a parade participant. These instructions will outline your activities for the evening. Because we want to make this event enjoyable for you and your group, please don't hesitate to contact us at 901-867-2620. Thank you again for sharing your Christmas spirit.

Please be sure to use caution as children are present in the parade and along the parade route. If you plan to distribute items such as candy, please ensure that you have enough for the entire parade route and that you follow the guidelines given in the official rules and regulations.

We are asking participants and guests to help Santa provide toys to area children. If you would like to participate, please bring a new, unwrapped gift to Santa after the parade. Santa will be located in the gazebo at Depot Square or drop it off at the judge's booth as you pass by during the parade.

Parade Schedule – Saturday, December 5th

1:00PM	Participants can start arriving on Douglas Road at Chester. Line-up is determined by order of arrival.
2:00PM	Floats/Entries need to be lined up in place for judging.
2:30 PM	Road will be closed.
3:00PM	Parade Start

Entry Order and Number

Each group is assigned a number that corresponds with their line-up position. Your participant number will be given before arrival. Each parade entry must display their number on the right side of their entry in order to be judged during the parade.

Arrival and Parking

Please advise all participants to arrive on Saturday December 5th and be in place by 2:00pm. Floats and vehicles participating in the Parade must access the line-up area on Douglass from Polk. This will allow all floats to pull right into their correct staging position without turning around. **NO PARKING IS AVAILABLE** for non-parade vehicles at the staging area. Please park all non-parade vehicles in the Arlington Elementary School parking lot on Douglass or in the field off Forrest Rd east of Downtown Arlington and have someone shuttle you to the line-up area.

Release Forms

Float sponsors are responsible for submitting a Participation Release Form for each person participating. Upon arrival to the line-up area, please give one of the volunteers your release forms.

Riding on the Float – Drop Off Location

Please use the intersection of Polk and Douglas or Arlington Elementary school (and walk up to parade line up) to drop off float riders. Please remember the east side of Douglas Rd will be blocked beginning at Polk. To get back to Hwy 70 from the parade line up, you may turn left on Polk and then left on Greenlee.



Participant Instructions *Continued*

Parade Route and End

The route will go down the hill on Chester (north), turn left at Walker and will end when it crosses Quintard. **All Floats must stay intact until they reach one of the two unloading areas: 1) Corner of Quintard & Walker or 2) The library on Walker.** Please designate an adult from your float to walk the children from your float to **your pre-determined meeting location picked by your group (after leaving the unloading area).** Please encourage all parents to wait at the pickup point for their children rather than trying to unload them from the float as this has been potentially dangerous in the past. After the float is unloaded, it may continue on Walker and to your organization's pre-determined final float destination. Upon arrival, you will be told which of the 2 unloading areas your group will unload.

Judging

Judging occurs on the parade route for performance entries on the corner of Forrest and Chester. Your performance will be judged while walking in the parade. Entries will be judged on the following elements: aesthetic quality, originality, creativity, use of animation and/or humor, and relevance to the theme.

Horse Entry Information

If you must unload your horses from trailers, please park your vehicles & trailers at Arlington Elementary School and unload your horses there. Then, proceed to the line-up area on Douglas. At the end of the Parade, equestrian entries will need to continue straight back to the school.

All Live Animal Entries

Any float featuring a live animal of any kind must make provisions for the prompt cleanup of the animal's waste **before, during, and after the parade.** Please be considerate of those who are walking alongside the floats. ***If you arrive without these provisions you will not be able to participate in the parade.***

Distribution of candy and/or other materials

Candy, flyers, samples and other materials of any kind may not be thrown from the float while on the parade route per city ordinance. Float participants *may* distribute such materials by hand while walking beside their float. Entries in violation of this rule will not be allowed to participate in next year's parade.

Alcoholic beverages

No alcoholic beverage of any kind will be allowed in or on the float or tow vehicle. The consumption of any alcoholic beverage is strictly prohibited.

Portable generators

Portable generators used for a float must be securely mounted on a vehicle or other substantial base. A minimum of 12 inches clearance must separate any part of the generator from light, combustible fabrication or decorating material.

Fire extinguisher



At least one five-pound dry chemical or 10-pound carbon dioxide fire extinguisher should be placed within easy reach of the float driver. There should be at least one fire extinguisher near each generator.

Participant Instructions *Continued*

Float and vehicle drivers

All drivers must be licensed and provide proof of insurance. The driver should have perfect visibility of the road ahead. Once the float is in position in the line-up area, the driver must be in attendance at all times and available to move the unit as necessary.

Sponsor name

The float should bear the name of the community organization, business or sponsor. All signs should be easily readable. Commercial symbols and logos are permitted to the extent that the creativity of the float dominates over the promotional aspects of the symbols or logos used.

Float theme

All float themes must be submitted on the application form. The Town of Arlington Parade Committee retains the right to eliminate any float that it deems to be inappropriate or offensive.

Float insurance

Every organization with a float is required to show proof of liability insurance. Proof must be submitted according to the instructions in the participant packet no later than November 17th with entry. Floats not in compliance will not be allowed in the line-up. This proof of insurance is *in addition to* each float participant's Participation Release Form.

Costumed Characters

No Santa Claus will be allowed (Santa is featured at the end of the parade by the event sponsor).

Awards Ceremony and Prizes

Awards will be announced via the Town's Web Site or you may contact Town Hall at 867-2620.

Entries are judged on the following criteria: Aesthetic quality, originality, creativity, use of animation and/or humor, use of illumination and best theme related.

Questions?

E-mail lwells@townofarlington.org

901-867-2620 Lena Wells or Brittney Owens

Thank you! We look forward to seeing you all on parade day!

