



City of Colonial Heights Christmas Parade

December 4, 2018

Rules & Regulations

GENERAL INFORMATION

1. All entries must submit a completed application with fee and have permission to participate in the Parade. All applications must be postmarked no later than **Friday, November 2, 2018**.
2. The appropriate entry fees are due with the completed application. Checks are payable to City of Colonial Heights. Registration is available at www.colonialheightsva.gov/christmasparade, or by phoning 804-520-9390.
3. Receipt of application does not guarantee acceptance in the parade. You will be notified via email within approximately two weeks from receipt of the completed application if your unit is accepted.
4. Approved entries will receive pertinent parade information to include lineup and Parade Day Instructions mid to late November.
5. The Parade is essentially a RAIN or SHINE event. Every effort will be made to hold the parade on the scheduled date.
6. The parade staging areas are located at the Rent-Equip parking lot (2600 Boulevard), Lakeview Elementary ballfields (401 Taswell Ave.), Snead Ave. behind Johnson's Cleaners and adjacent businesses, and several streets that intersect the Boulevard.
7. The parade will begin at the Temple Ave. intersection on the Boulevard and will proceed south to the Colonial Heights Courthouse where the parade will conclude.
8. The Judges Review stand will be located at the Colonial Heights Police Department; corner of the Boulevard and James Ave.
9. **The 2018 parade theme is "March of the Toys"**
10. **All units must reflect a Holiday theme**, or the theme chosen by the parade committee, and must not be predominantly commercial in nature and should be accompanied by a float or holiday performance. **Parade entries without significant holiday decorations will NOT BE ACCEPTED to include;** Vehicles (commercial/individual/clubs, etc.) and Non-Performing walking groups and individuals.
11. **No materials of any sort (candy, toys, leaflets, etc.) are to be thrown or otherwise distributed from the floats or any other unit without City approval.** Violations of this rule will result in the removal of the unit from the Parade, and the violating group will not be allowed in the next year's Parade.
12. Your unit must look exactly as described and accepted in your application. Any unauthorized changes or additions (including additional vehicles) to your accepted application may cause disqualification of your unit at the time of the parade.

13. Units shall not exceed 13' in height. **No units other than the float designated by the Parade Committee as the "Official Santa Float," may have any individuals dressed as Santa or Santa-like figures or representation.**
14. ALL UNITS MUST KEEP MOVING AT ALL TIMES! Please remember that unless directed by Parade Officials or a Police Officer there is to be NO STOPPING.
15. It is your responsibility to arrange the pick-up of all float riders, band members, etc. from the disbanding area located at the Colonial Heights Courthouse - 550 Boulevard Colonial Heights, VA 23834. Parking is not permitted at the Courthouse.
16. **Parade Prizes:** 1st and 2nd Place Prizes (\$200 and \$100) will be awarded in the following categories; Band, Float, Dance and Judges Choice.
17. \$500 Mayor's Award: Given to the overall outstanding entry best presenting and illustrating the parade theme.

ANIMALS

1. Any unit and with animals MUST have animal droppings "scooped" immediately by 'walking' individuals associated with their unit. Vehicles may not be used for picking up droppings. Droppings may not be disposed of at the disband area.

FLOATS

DESIGN:

1. In general each float must be completely covered on all exposed parts. Floats should be constructed and decorated so that all sides are equally appealing.
2. In all phases of float design, try to keep the format as fun and as eye appealing as possible. If the theme is humorous make sure that no one can be offended by it. All floats must reflect the **theme** and **must not be predominately commercial in nature**. All entries MUST send a description or sketch of the unit with the application. If a description or sketch is not received the application will be returned. Floats not meeting standards for appearance will not be allowed in the parade.
3. No unit other than the float designated by the Parade Committee as the "Official Santa Float," may have any individuals dressed as Santa or Santa-like figures or representation.
4. The unit shall not exceed 13' in height.
5. No part of the frame, when fully decorated and loaded can be lower than 6 inches from the ground.
6. All props and structures on the deck must be fireproof, be of sound construction and be professional in appearance.

7. EACH FLOAT MUST ALSO BE EQUIPPED WITH A MINIMUM - ONE TEN POUND ABC TYPE FIRE EXTINGUISHER.
8. Floats may bear the name of the organization/business and the name of the theme depicted by the float. All signs must be of high quality and easily readable to spectators.
9. **GENERATORS:** All generator ground wires should be in compliance with SECTION 150.6 of the National Electrical Code. All electrical lines should be fused on larger than 15 amps. All generators must have gas tanks of sufficient size to supply unit for duration of parade. There will be no refueling during the parade.
10. If there is music on the float, it must be kept at volume level which will not detract from adjacent units.

FLOAT RIDERS AND WALKERS:

1. For floats which have standing riders, proper safety should be incorporated – railings, supports, safety hinges, etc. Flooring must have adequate strength to safely hold all riders.
2. Float riders should be used only when they serve a useful function to the overall theme of the float and must be constructed appropriately to fit that theme. No arms or legs are to hang off the side of the float. All riders must stand or sit in the middle of the float.
3. Any float riders under 12 years of age must be accompanied by adults.
4. Float sponsors may use walkers with their floats. They must be costumed to comply with the general theme of the float.
5. Riders and walkers should not be using cell phones except in an emergency.

ALL FLOATS MUST:

1. Be complete and ready to go prior to reporting to the formation area.
2. Report to their designated staging location by the assigned time provided in the Parade Day Instructions.
The pulling unit and driver will remain with the float placement in the parade.

CONTACT INFORMATION

Colonial Heights Recreation & Parks Department
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www.colonialheightsva.gov/christmasparade