



Now is the time to begin making your plans to be part of the 2017 Lancaster Christmas Parade. The Parade will be held on **Saturday, December 9 at 6 pm** in the Cultural Arts District in Historic Downtown Lancaster.

The parade beginning on Main Street, at Springs Street, and continuing through historic downtown, then exiting onto Williams Street.

Because this is an evening parade, lighting and/or reflective materials are required, for safety and show, on your unit. Units will be inspected during staging time. Please be aware that those units not following the parade guidelines will be subject to rejection from the parade without refund.

This year's Theme is **"Misfit Toys."**

Try to use this theme when decorating your unit to try to win one of the city's trophies! The Lancaster Christmas Parade is becoming widely known for its lit parade -- from lighting the largest float to the smallest child, everyone comes together to make this event a bright success.

Each entry will be announced at the judges' stage on Main Street at Dunlap. Lancaster High School's Learn TV will be located at Main and Gay Street filming the parade. When completing your application please complete the Learn TV form so that the anchor will introduce you correctly, This information is required for this year.

Please call or e-mail with any questions or concerns that you may have! We look forward to seeing you on Saturday, December 9!

Application deadline is **Thursday, November 30th**. Placement in the parade is based upon application submission and type of entry.

Happy Holidays,

Joe Timmons III
Events and Promotion Manager
See Lancaster
City of Lancaster
120 W Arch St.
Lancaster, SC 29720
jtimmons@lancastercitysc.com

DATES TO REMEMBER:

November 20th 5 pm: Professional Float Choice and Entries due in City Hall.

DEADLINE November 30th by 5 pm: Parade Application In City Hall.

December 9th Staging begins 3 pm at LHS

**2017 Christmas in the City
Christmas Parade**

Saturday, December 9, 2017 at 6 pm ~ **ENTRY DEADLINE: November 30, 2017**

Organization _____
Contact Person _____
Address _____
City _____ State _____
Zip _____ Phone: Primary _____ Secondary _____
*e-mail: _____
(Communication will be through e-mail unless otherwise noted)

ENTRY TYPE: Please complete all entry information... Each form represents ONE entry

Theme: "Misfit Toys"

- **Professional Floats:** (Floats are delivered and driven by Cline Floats Co. Please call events office for available rentals and information: 803-289-1498. Rentals must be ordered by **NOVEMBER 20, 2017**)
 - With Walking Group? YES NO
- **Self-Built Float:** (1 Float)
 - With Walking Group? YES NO
 - Make/Model of vehicle pulling float _____
 - Type of trailer used as the float and **size** _____
 - Overall length and full measurements are important for positioning in staging area
- **Motorized Unit:** (up to 2 motorized units ONLY)
 - Make/Model of vehicle(s) _____
 - With Walking Group? YES NO
- **Walking Unit:**
 - Type of Walking Group (stepping group, marching band, Church group) etc _____
- **WILL Music/Sound** be added? ___ yes ___ no.
 - If yes, in what way... singing, sound system, Please explain _____

**ENTRY FEE STRUCTURE: \$10 Non-profits, \$25 Commercial/Businesses,
No-charge for Lancaster County School Organizations
Return this entry form and appropriate entry fee by **NOVEMBER 30, 2017**
Mail to Christmas Parade PO Box 1149, Lancaster, SC 29721**

INDEMNITY AND HOLD HARMLESS AGREEMENT

I/we further agree to defend, and hold harmless the City of Lancaster, SC, The Lancaster Christmas parade committee and its employees or agents against loss or expense, including attorney's fees for loss or expense because of bodily injury, death or property damage sustained by any person or persons. It is further agreed that I/we, as participants, will provide proof of general liability and auto insurance for the parade entry naming the City as an additional insured.

Participant further agrees to have received, read, understood, and will fully comply with all of the City of Lancaster parade Rules and Regulations.

_____ <i>Name of Organization</i>	_____ <i>Organization Representative</i>
_____ <i>City</i>	_____ <i>Date</i>
_____ Participant's Signature	_____ Participant's Parent or Guardian

Parade Rules & Regulations

Entries participating in this theme will be eligible for judging. It is very important to the success of the parade and the full enjoyment and safety of all participants and spectators that you know your responsibilities. Please review these guidelines with your participants.

1. Parade Units:

All Parade Units will be parked in Black or Orange Parking Lots at Lancaster High, people riding the floats, or dropping people off for the parade but use the Green Parking Lot. NO ONE will be dropped off at Black or Orange Parking Lots.

- a. STAGING begins at 3 pm on Dec. 9 and ends at 5 pm in the Lancaster High School Parking lots. **No admittance in the staging area after 5 pm.**
- b. Please do not bring a Santa. There is one Santa and he will close the parade.
- c. **NO THROWING OF GUM, CANDY, AND/OR OTHER MATERIALS** from units.
- d. Walkers may **hand** out candy.
- e. Alcoholic beverages are forbidden
- f. No smoking on or around units
- g. **FLOATS:** Floats transporting people, more than 30 inches from the ground must have side rails. Rails should measure a minimum of three feet from the floor of the unit.
- h. Participants are not allowed on or off of the parade unit once in motion
- i. All motorized units must be operated by a licensed driver with current auto insurance. **ALL PARTICIPANTS MUST PRESENT DRIVERS LICENSE AND INSURANCE (General Automotive Insurance) AT STEP-OFF**
- j. Only street legal vehicles are allowed with general liability insurance shown at line up. If insurance is not present you will be asked to leave the lineup. **Horses/ Horse Groups must have Equine general liability insurance coverage and proof at the parade.**
- k. **Motorcycles/Automobiles/Horses/Any parade applicants that do any of the following (but not limited to): "racing", "figure eights," "Wheelies," or anything considered "stunting" or "reckless behavior" will be ticketed or banned from participating in future events with the City of Lancaster.**
- l. **Motorcycles will be idling frequently.**

2. All Parade Entries:

- a. A space of no more than **30 feet** for each entries will be enforced.
- b. All performances must be in good taste. This is a family event, therefore routines and or expressions that are lewd, obscene are expressly prohibited and likewise actions portraying violent, abusive and/or offensive behavior are not permitted and will be grounds for removal.
- c. Adult 18 years or older must accompany children at all times.
- d. The signing applicant must have rules in their possession and be present at time of entry inspection.

3. *Entry Numbers/Signage*

- a. **Entry Numbers**, will be provided by the City of Lancaster Parade staff and distributed during parade line-up.
- b. **Signage**: Participants are responsible for sign or placard stating the name of the entry and sponsor. Signs must be on the first vehicle on the LEFT front windshield or held by the person at the front on the LEFT.

4. **LEARN TV- News Show**: is a weekly news show produced by Lancaster High School students and will be set up on Main Street before Gay Street.

5. **PARADE JUDGING** (Please use Theme "**Misfit Toys**")

- *BRIGHTEST*
- *BEST OVERALL USE OF THEME*
- *MOST ORIGINAL*
- *MOST HOLIDAY SPIRIT*

6. **No On-Day Parade entrees.**

- a. **SAFETY IS FIRST!** We also reserve the right to remove any entry or participant from the parade when the actions of that entry, or its participants, present a danger to spectators or other parade entries. Decisions of The City of Lancaster and Parade Committee are final. If any automobiles, motorcycles, horses, or Any parade applicants that do any of the following (but not limited to): "racing", "figure eights," "Wheelies," or anything considered "stunting" or "reckless behavior" will be ticketed or banned from participating in future events with the City of Lancaster.

The primary focus of the Lancaster Christmas Parade is to provide a safe, enjoyable and quality parade in and on the streets of Downtown Lancaster in celebration of the holidays. If at any time, leading up to or on parade day, the weather/street conditions are deemed unsafe, the parade will be cancelled and rescheduled per Lancaster City. Please check the City of Lancaster website www.lancastercitysc.com

*****Required*****

2017 Parade Unit Information

Please complete for our hosts to use on the parade. Use additional pages if necessary

Name: _____ Representative: _____

Parade # _____ Unit description:

Organization Leader/President:

Number of members in your organization:

When your organization was founded:

When your organization meets/number of hours it practices OR if business, hours of operation

Your activities during the year or services you provide

Information about your unit: (How it was built, hours spent building it, special features, etc.)

Any unusual stories about building the float or about your organization that you want to share

Other information you would like us to share on TV.