



## 2022 CHRISTMAS PARADE ENTRY FORM

**Parade Theme:** *A Very Merry Main Street*

**Date of Parade:** Saturday, December 3, 2022    **Start Time:** 5:30 PM

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 reserve 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 MUST BE RECEIVED NO LATER THAN NOVEMBER 11, 2022.** Entries 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 **FREE**

*To be Completed by Office Staff*

Amount Paid in Full \_\_\_\_\_ Date \_\_\_\_\_

Process by \_\_\_\_\_

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

✓	Entry Type	DESCRIPTION
	<b>Walking Entry</b>	Entries which walk the entire parade route and have no vehicles.
	<b>Self-Propelled Apparatus</b>	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.
	<b>Vehicle Walking Combined</b>	Entries which are both vehicles and people walking. This category <b>does not</b> include entries in which a trailer is being pulled by the vehicle. No entry may be higher than 13 feet to clear power lines. <b>Only two vehicles per entry.</b>
	<b>Vehicle Entry</b>	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. <b>Only two vehicles per entry.</b>
	<b>Float Entry</b>	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.
	<b>Animal Entry</b>	Entries which have animals included.

### 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.

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

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

Number of walkers: \_\_\_\_\_

**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)*: \_\_\_\_\_

**Float 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)*: \_\_\_\_\_

**Animal Entry:** (see regulations concerning animals)

*NOTE: If you have a Vehicle, a Vehicle Pulling a Trailer or a float going on 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: Pre-staging for all Animal Entries will be the parking lot of LARA (Lafayette Adult Resource Academy) at Union Street and 13<sup>th</sup> Street. Please enter off 13<sup>th</sup> Street. All entries MUST collect and remove all unused hay and feed as well as all manure prior to leaving or moving to the main staging area.*

**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 11, 2022**. Late entries will not be accepted into the parade.

**Please complete your form and return no later than **NOVEMBER 11, 2022**.** 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**

**Lafayette, IN 47901**

**Email: bmatthews@greaterlafayettecommerce.com**

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

## 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 Christmas Parade” event (the “Event”) to be held December 3, 2022, in 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                      , 2022.

Signature: \_\_\_\_\_

Printed: \_\_\_\_\_

## **Christmas Parade Rules & Regulations**

**Parade Theme: *A Very Merry Main Street***  
**Saturday, December 3, 2022 5:30pm**

### **Parade Route**

The parade begins in Lafayette at the intersection 11<sup>th</sup> and Main Streets and continues down Main Street to 2<sup>nd</sup> Street.

### **Staging Directions**

1. The person listed as the contact for the parade entry will be notified of their entry number, arrival time, and staging location a couple of days prior to parade day.
2. A **single** representative from each entry must check in at the registration table located at the corner of 10<sup>th</sup> and Elizabeth Streets. The representative will receive an entry number placard to be placed on the entry unit.
3. All parade entries must be in place at their staging location by 4:30pm.
4. The parade starts promptly at 5:30pm from the intersection of 11<sup>th</sup> and Main Streets. Entries will be moved from the staging area to the parade route by police officers and/or emergency management personnel.

### **Parade Disbursement**

1. The parade route ends at the intersection of 2<sup>nd</sup> and Ferry Streets. Keep moving through the entire parade route to this intersection. You will be directed further by police officers and/or emergency management personnel.
2. Entries with children or those who need to remove portions of their entry may utilize areas along 3<sup>rd</sup> or 4<sup>th</sup> 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 proceed back to the staging area for any lengthy work.
3. Those picking up children or participants are strongly encouraged to communicate the information in #2 above to parents of the children in your entry.

### **In The Event of a Parade Cancellation**

1. In the event of cancellation, the Contact Name on the entry form will be notified. Refunds will be given at the request of the entrant.
2. There will be no rain date for this event.

## **General Rules & Regulations**

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 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. For safety concerns, no candy or other handouts may be thrown from floats or vehicles. Walkers may give out free candy or handouts, but it must be handed out by a walker. Nothing may be given directly from nor thrown from vehicles or floats.
6. Each organization is to find its own sponsors, if needed.
7. A banner is suggested to identify your entry. It should list 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 derogatory scenes, pictures or displays. No entry that is considered political or controversial will be accepted. We reserve the right to eliminate your entry the day of the parade.
10. All entries are to take with them any trash and decorations when they leave the staging area and the parade route.

### **Regulations for Floats, Self-propelled and Vehicle Entries**

1. All drivers must be in possession of appropriate valid driver's license and insurance.
2. Participants must remain on floats during the parade and an adult must properly supervise children.
3. No entry may be higher than 13 foot in order to clear power lines along the parade route.
4. All vehicles must be operated in a safe manner and at appropriate speeds. This includes vehicles within the staging area.
5. All entries must maintain a minimum of 30 foot distance from the entry in front of it.
6. 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.
7. Music is strongly encouraged. Please play music appropriate for the holiday.
8. Once your entry reaches the end of the parade route you will be directed to locations along 3<sup>rd</sup> and 4<sup>th</sup> 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.**
9. Vehicle Entries are only permitted two vehicles per entry. Vehicles range from golf cart or miniature riding apparatus to fire truck size.

### **Regulations for Animal Entry**

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. All Animal Entries must move from pre-staging to the main staging area 30 minutes prior to the parade start time. All entries MUST collect and remove all unused hay and feed as well as all manure prior to leaving.

### **Regulations for Walking Entry**

1. Walking groups should wear costumes that reflect the parade theme. Comfortable walking shoes are recommended.
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 on foot.