

APPLICATION

Presenting Sponsor: TOYOTA
65th Annual Springfield Christmas Parade
 2017 Theme:
"Christmas All Over the World"

Saturday, December 2, 2017

PARADE START TIME !! 1:00 p.m. !!

Parade Staging/Line Up: opens 9:00 a.m. JUDGING of Entries: 11:45 a.m.



Name of Company, Organization Group or Individual: _____
 Contact Person: _____ Contact e-mail (if possible): _____
 Mailing Address: _____ City/St/Zip: _____
 Phone: _____ Cell: **(Day of Parade # REQUIRED)** _____

Parade Division Entered: (REQUIRED)

- ___ Non-Commercial/Senior Float (High School & Older)
- ___ Non-Commercial/Junior Float (Middle School & Younger)
- ___ Senior Division Marching Unit (High School & Older) Number in Unit _____
- ___ Junior Division Marching Unit (Middle School & Younger) Number in Unit _____

- Commercial Float
- ___ Horses/Animals - # of Trailers anticipated _____ **(must have accompanying clean-up crew)**
- ___ Vehicles (Motorized or other, not part of a Float, must be decorated in theme)
 # of vehicles in group _____ Type: _____
- ___ Bands – Number of Band Members _____

Please note: Senior Division categories are for high school and adult groups.
 Junior Division categories are for middle school and younger children.

DESCRIPTION:

Length of Float (including tow vehicle): _____ ft. **(REQUIRED)**
 Car _____ Pick-up _____ Tractor/Trailer _____

Will Entry have music/sound/public address system? YES _____ NO _____ what type? _____

PARADE ENTRY FEES: (Must accompany application)

Politician/Political Groups	\$100	Bands/Music Production Entries	No Fee
Commercial/Business	\$ 50	All Other Non-Commercial Entries	\$ 25

Make checks payable to "Springfield Community Parade Corporation". Mail application to: PO Box 599, Springfield, OR 97477. Information also available at www.springfieldchristmasparade.org

Amount enclosed: _____

Visa/MC# _____ Exp. Date _____

Name on Card: _____ Phone Number: _____

Address: (if different from contact person on reverse) _____

Cardholder's Signature: _____ Today's Date: _____

Entry Cancellations notified by entry after November 30 will be refunded 50% entry fee. No refunds for cancellations on parade day.

Title of Entry: Must be a Holiday theme or related to parade theme **"Christmas All Over the World"**

Company/Organization Name: _____

Name of Sponsor (if different from organization) _____

Please write a **brief description** of your entry. This will be read by an announcer during the parade. Must be typed or printed clearly. **(e-mail description to info@springfieldchristmasparade.org if possible)**

Description must be 45 words or less.

ALL ENTRIES must be in place no later than 12:30 the day of the parade

I have read the attached rules and releases and agree to the terms of this Agreement. Deadline for applications: November 15, 2017. All entries must be received by Nov. 15, 2017.

Signature _____

Print Name _____

Date _____

www.springfieldchristmasparade.org ~ PO Box 599, Springfield, OR 97477
info@springfieldchristmasparade.org ~ (541)988-0955 ~

2017 Springfield Christmas Parade Rules

Parade Date: Saturday - December 2, 2017 - Parade start time 1:00 pm !!

ALL ENTRIES must be in place no later than 12:30 the day of the parade

Planning your entry:

1. Entries must reflect a Holiday theme, or the theme chosen by the parade committee – **“Christmas All Over the World”** Entries may be historical, humorous, or modern in design, as long as they are in good taste. Remember a large part of the audience will be children.
2. **NO OTHER SANTA IS ALLOWED.** Santa Claus and his sleigh are provided by the committee.
3. Please identify only the sponsor(s) and/or builder of your float/entry. No other advertising is permitted.
4. Floats may not exceed ten (10) feet in width and 13.5 feet in height.
5. Entries may use sound amplification for musical purposes, but not for addressing the audience—no speeches/campaigning please! Music/sound/public address amplification systems must be no louder than 80-90 decibels.
6. The Parade will be held RAIN OR SHINE. Dress warm, be safe & have fun!

Before the Parade--Staging Area Opens at 9 a.m. Staging area is Olympic Street between 21st & 28th. Entrance into the parade is only through the Olympic and 19th starting checkpoint. You will NOT be permitted to enter at any other point of the parade route.

1. Each entry will be assigned a number that is your place in the line-up. The number and entry confirmation will be mailed to you after the deadline (November 15, 2017) when all entries have been collected.
2. You are responsible for notifying all of your participants of your number to avoid confusion locating your entry in the line-up.
3. Numbers on stakes will mark all entries along Olympic Street and in adjacent staging areas. **Traffic on Olympic Street will be one-way (west bound) from 28th Street to 21st Street. ENTRY FLOW INTO THE PARADE LINEUP WILL BE FROM 28TH STREET ONLY.**
4. Olympic Street is limited to floats/entries and traffic dropping off material or people. No parking permitted.
5. Roll call of all units will be conducted at 12:30 p.m., once this is complete, any unit that has not arrived will be eliminated from the parade. Parade will start promptly at 1:00 p.m.

Judging

1. Judges will evaluate the entry's interpretation of the parade theme.
2. **All entries** (except marching and equestrian units) **will be judged at 11:45 a.m. Entries not ready will not be judged.**
3. Marching and equestrian units must be in place at 12:30 the day of the parade. Judging of marching and equestrian units will be during the parade at the reviewing stand at 14th and Main Streets.

During the Parade

1. For the safety of all, **no materials may be thrown along the parade route.** This includes candy, flyers, literature, etc. However, walkers alongside entries may hand out candy. Violations of this rule will result in removal from the Parade.
2. Parade speed is a maximum of 5 mph. Entries who falter may be asked to step aside and let others pass.
3. All motorcyclists **MUST** wear helmets—**DON'T RISK INJURY OR FINES!**
4. Dress warmly and prepare for any kind of weather. Bring extra blankets or warm clothing, especially for children.
5. **Animal entries (Horses, etc.) – YOU ARE RESPONSIBLE - BE PREPARED TO CLEAN UP AFTER YOUR OWN ANIMALS BOTH BEFORE LEAVING THE STAGING AREA AND WITH POOPER SCOOPERS ON THE PARADE ROUTE.**

End of Parade

1. At the end of the Parade please remember to pull off of Pioneer Parkway to disband.
2. Use "A" Street or "B" Street (either side) and pull as far away from Pioneer Parkway as possible so that other entries can pull off also.

3. DO NOT STOP IN THE MIDDLE OF THE STREET -- STOPPING HOLDS UP THE PARADE PROGRESS.

PLEASE NOTE: All entries must be received by Nov. 15, 2017. Entries must observe all applicable rules and regulations or be barred from the parade. The Parade Committee reserves the right to remove from the parade, either prior to assembly, at assembly, or at any time during the parade, any entrant not conforming to the rules and regulations or any entrant refusing to follow instructions of police or parade officials. *The Parade Committee must approve all entries before entering the line-up. Failure to adhere to the parade rules may result in a one-year suspension from participation in the parade.*

Entry Cancellations: When the Parade Committee is notified by an entry after November 30, entries will be refunded 50% entry fee. No refunds for cancellations on parade day.

In case of severe freezing temperatures or snow/ice, the parade may be postponed. The decision will be announced on area radio stations and other media. OTHER QUESTIONS? CALL (541) 988-0955.

RELEASE:

I give the Springfield Community Parade Corporation the absolute rights and permission to copyright and/or publish, or use any photographic or video images of this parade entry, in which may be included in whole or part, or composite or distorted in character and form, in conjunction with my own or fictitious name, or reproductions thereof in color or otherwise, for art, advertising, trade or any other lawful purpose whatever.

I hereby waive any right that I may have to inspect and/or approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied.

I agree, for all participants in this parade entry and hereby release, indemnify and hold harmless, the Springfield Community Parade Corporation, its planning committee, sponsors, and volunteers from all liability, claims, demands, and causes of action whatsoever, arising out of my participation in the 2017 Springfield Christmas Parade.

Parade Date: Saturday - December 2, 2017 - ENTRIES in parade place by 12:30 PM.

Mail application to PO Box 599, Springfield OR 97477 or (Deliver to Springfield Chamber of Commerce 101 South A Street, Springfield) Parade Phone: (541) 988-0955 **Entry Deadline -- November 15, 2017** Information also available at www.springfieldchristmasparade.org.

2017 Parade Route Map:

