



FESTIVAL OF LIGHTS

HOLIDAY PARADE

www.folholidayparade.org

Saturday December 11, 2010

Theme: *Holiday Spirit*

*Please print or type all requested information.
This form must be completed in full.*

*Only **ONE SANTA** will be selected to participate in the parade.
NO CANDY or any other items may be distributed at any time before,
during or along the parade route.*

REGISTRATION

Contact Information: Entries - Greg: 503-409-4904

Sponsorship Information: Email: paradelady@q.com

Sponsor Entry - Please contact us for customized strategic marketing opportunities for your business. Please talk to our sponsorship team regarding the 2010 sponsorship programs, to provide the best return on your investment. Typically restricted for investments of 1,000 and above.
Sponsorship team contact: paradelady@q.com

Please circle appropriate fee.

	EARLY BIRD (January 2nd-July 1st)	REGULAR (July 2nd-Aug. 31)	LATE (Sept. 1st-Oct. 1st)
Commercial/Business	\$500 Flat Fee		
(1 Vehicle/1 Unit Only - Each Additional Vehicle/Unit is \$100.00)			
Non-Commercial/Non-Profit	\$115.00	\$165.00	\$190.00
Non-Commercial Single Auto Entry (1-2 Autos Per Entry)	\$90.00	\$115.00	\$165.00
Non-Commercial Equestrian Entry (1-2)	\$115.00	\$165.00	\$190.00
Non-Commercial Individual Walker (1)	\$65.00	\$90.00	\$115.00
Emergency Vehicles (1-3 Vehicles)	\$115.00	\$165.00	\$190.00

Organization/Company _____

Contact _____ **Title** _____

Address _____

City _____ **State** _____ **Zip** _____

Phone (Day) _____ **(Eve)** _____

E-Mail _____ **(Fax)** _____

Entry Category (Circle All That Apply):

- | | | |
|--|--|---|
| <input type="checkbox"/> Precision Marching | <input type="checkbox"/> Marching Band | <input type="checkbox"/> Automotive Club |
| <input type="checkbox"/> Youth | <input type="checkbox"/> Fraternal | <input type="checkbox"/> Church |
| <input type="checkbox"/> Equestrian(s) | <input type="checkbox"/> Llama | <input type="checkbox"/> Government |
| <input type="checkbox"/> Commercial Float
(10-35 Employees) | <input type="checkbox"/> Commercial Float
(36+ Employees) | <input type="checkbox"/> Non-Commercial Float |
| <input type="checkbox"/> Music | <input type="checkbox"/> Sirens | <input type="checkbox"/> Address System |

***Return completed entry form with a check made payable to:
"Festival of Lights" along with proof of insurance, media sheet,
and a sketch or picture of entry to:***

**PGE Festival of Lights Holiday Parade
4742 Liberty Road S. #211
Salem, Oregon 97302-5000
www.folholidayparade.org**

If, after viewing the web site and reading the rules provided to you in the entry packet, and you still have any questions, please contact us:

Greg (503) 409-4904 - staging@folholidayparade.org

PLEASE NOTE: We are a volunteer run organization. Please have patience when contacting us. Our goal is to answer all calls and questions in a timely manner but as each of us has another job we have to answer as time permits. Thank you and we look forward to another great parade!

MEDIA REFERENCE SHEET

The information listed below will be used to identify, announce, and to describe your entry to the listening and viewing audiences. Please provide us with as much information as possible.

Organization/Built by _____

Contact Person _____

Phone Day/Evening _____

E-Mail Address _____

Number of Lights _____

Number of years your group has participated in the parade _____

Has your organization won an award before? _____

Description of Entry in Detail _____

Size of Entry (length) _____

Please tell us everything about your entry (attach as separate sheet if necessary).

If you have any changes or updates in the design or description of your entry after submitting this form, please send new updated information to us by the deadline date of November 1, 2010.

Note: The announcers, either on TV or radio, will summarize the information you provide and will make every effort to let the listening audience know about your entry. Please keep in mind the Festival of Lights and or its affiliates can make no guaranties that your entry will be televised or the information provided will be announced as listed in the entry.

REQUIREMENTS FOR ALL PARADE ENTRIES

- 1. *All entries must be illuminated, including walkers.***
You must have a quality, illuminated entry to be approved by the board of directors for acceptance in the parade.
- 2. *Evidence of insurance must be returned with your entry form.***
Evidence of insurance with limits not less than \$500,000 single limit covering bodily injury, death and property damage to any number of persons or property in any one occurrence. The certification shall name the “PGE Festival of Lights Holiday Parade” as an additional insured.
- 3. *No material may be handed out or thrown along the parade route.***
Persons in the official parade are prohibited from distributing merchandise, gifts, literature or other materials.
- 4. *Throwing candy is NOT allowed due to safety issues. This will be strictly enforced!***
- 5. *No honking of horns is allowed.***
- 6. *Alcoholic beverages and other controlled substances are not allowed.***
Participants consuming a controlled substance prior to the start of the parade will not be permitted to enter the parade. Participants consuming a controlled substance, during the parade, or in the disbanding area will not be allowed to participate in future parades.
- 7. *Participants must keep pace with the line of march.***
Do not mingle with spectators. All units must maintain forward motion during the parade.
- 8. *All entries must provide the following:***
 - a. Application and entry fee.
 - b. Proof of insurance.
 - c. Written description of entry.
 - d. Sketch or photo of entry.
 - e. Completed Media Sheet.
- 9. *Any changes in the entry form after submission and acceptance, must be submitted to the parade committee for approval by November 1st.***

10. 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 other time during the parade, any entrant not conforming to the rules and regulations or any entrant refusing to follow the instructions of police or parade officials.

11. ALL ENTRIES MUST HAVE INSURANCE AND MEDIA SHEETS IN BEFORE NOVEMBER 1ST.

NO EXCEPTIONS — NO INSURANCE, NO MEDIA SHEET, THERE WILL BE NO ACCEPTANCE TO THE PARADE & NO STAGING PACKET WILL BE SENT TO YOU.

ADDITIONAL REQUIREMENTS

FLOAT ENTRIES

- 1. All entries must be illuminated, including walkers.**
- 2. Floats must be constructed prior to taking assigned space in the staging area.**
- 3. Float dimensions must not exceed 16 feet wide x 13 1/2 feet high x 70 feet in length.**
Includes tow rig and all vehicles.
- 4. Good brakes are required.**
- 5. Number of out walkers is limited to 6 and they must be illuminated.**
This includes chaperones.
- 6. A float can be self-propelled, a towed trailer, or a flatbed truck, suitably lighted and decorated. Tow vehicles must be illuminated as well as the float.**
- 7. Towing hitches are required in front and back, easily accessible and of sufficient strength to tow the float at any time.**
- 8. Each float operator must have a valid driver's license and be a competent operator.**

9. ***Floats must have a rapid escape exit for the driver in case of emergency.***
10. ***A means of escape must be provided other than through the top of the float.***
11. ***For maximum safety, all floats should be designed to provide full exposure of the driver's head with 180-degree vision to the front and side of the float.***

MARCHING/BAND ENTRIES

1. ***All participants must have some sort of illumination.***
2. ***All participants must be in costume or uniform.***
3. ***Groups must march in formation.***
4. ***No more than six (6) adult leaders are allowed to march with any youth group.***

EQUESTRIAN & ALL OTHER ANIMAL ENTRIES

1. ***All entries must be illuminated, including walkers.***
2. ***Equestrian groups may meet the insurance requirement with the group's insurance policy.***
If the group does not have insurance, each individual must provide proof of insurance. Your insurance agent should be able to add a "rider" to your home owner's policy for the parade.
3. ***No unit will be accepted without a decorated cleanup unit.***
4. ***All animals must be under the control of the rider/handler at all times.***
Any animal deemed unsafe to other riders or spectators by the Parade Committee will be removed from the Parade.

FOR YOUR INFORMATION

- 1. There will be a quality control team at the staging area to ensure all requirements are met.**
- 2. Use of any political or other social signs/materials or improper use of the American Flag will not be permitted.**
Decisions of the parade committee are final.
- 3. All floats will have lighting and electrical equipment judged prior to parade time by the judges whom are selected by the parade committee.**
Bands will be judged during the parade.
- 4. Helmets are required, if using a motorcycle, ATC, bicycle or any vehicle the law requires.**
- 5. Float Training Seminare are available. See attached form.**
- 6. NO INSURANCE - NO ENTRY - NO EXCEPTIONS!**
- 7. NO ENTRY FEE PAID - NO ENTRY - NO EXCEPTIONS!**
- 8. If accepted, your assembly area and assembly with specific directions will be sent to you in a separate letter.**

In consideration of accept of the application, the *Entrant*, agrees to indemnify, hold harmless and defend against any action against the “PGE Festival of Lights Holiday Parade” committed and its sponsors from and against all liabilities what so ever a rising out of its participation in the “PGE Festival of Lights Holiday Parade” and related activities.

Submission of entry form does not assure acceptance in the parade.
Entry fees will not be refunded unless you are not accepted in the parade.

Signature _____ Date _____

Print Name _____

Address _____

City _____ State _____ Zip Code _____

Work Phone _____ Cell _____

E-Mail _____