

Your Check List



**Deadline for returning a completed entry form is:
Monday, October 29, 2018 by 5 p.m.**

Incomplete entries will not be considered for the parade.

Do not mail your application before you have checked and completed all the items below.

- Completed Application parts I and II Signed and Dated.
- Description of Entry & Background Information for Parade Announcer. Please be descriptive. Give an interesting point about your entry for Channel 30.
- Rules and Regulations acknowledgement form signed and returned.
- Copy of Proof of Group Liability Insurance Endorsement Naming Downtown Visalians, City of Visalia and Cal Trans as Additionally Insured.
- Copy of the DMV Required Insurance for all Towing Vehicles/Single Vehicle Participants.
- Signed and Dated Release of Liability Form for Minor Children.
- Appropriate Fee.
- Absolute Deadline Monday, November 5, 2018 at 5 p.m.
- Line-up packets will need to be **picked up when we have contacted you with a date and time.**



Monday November 26th @ 7 p.m. Downtown Visalia

APPLICATION PART I of II

DEADLINE: 5:00 P.M. MONDAY, OCTOBER 29, 2018.

Name of the Organization

Person in Charge of the Entry **All Contact Will Be Made With This Person**

Mailing Address **All Correspondence Will Be Sent to This Address.**

Day Phone

Evening Phone

Email Address-Please Print CLEARLY

OFFICE USE ONLY		
FLOAT	S or P	BAND
VEHICLE	VEHICLE GROUP	
EQUESTRIAN	MARCHING GROUP	
MUSIC	NO MUSIC	

OFFICE USE ONLY			
DATE RECEIVED:	_____	AMOUNT PAID:	_____ CHECK # _____ VISA MC CASH
COMPLETE ENTRY:	YES NO	ITEMS NEEDED:	Liability Insurance - Release for Minor - Signed Rules & Regulations _____
Notes _____			

Groppetti Automotive Family's Candy Cane Lane Parade Downtown Visalia



Media Partner:

Sections A & B are REQUIRED and must be completed before the application will be considered.

Use separate page if needed.

A. PROVIDE INFORMATION ABOUT YOUR ENTRY FOR CHANNEL 30 ANNOUNCERS IN 50 WORDS OR LESS. This cannot be a commercial. Be descriptive. (Example: note a point of interest for your entry. How many years have you participated in the parade. Who decorated the entry? What is the focal point of your entry?)

B. DESCRIBE IN DETAIL OR SKETCH YOUR ENTRY AND HOW IT WILL BE DECORATED FOR THE CHANNEL 30 ANNOUNCERS.

APPLICATION PART II of II

PARADE ENTRY:

MARK ONLY ONE ENTRY PER APPLICATION

- | | |
|--|--|
| <input type="checkbox"/> Band | <input type="checkbox"/> Marching Unit 30 costumed members |
| <input type="checkbox"/> Vehicles Group up to 12 | <input type="checkbox"/> Single Vehicle |
| <input type="checkbox"/> Float-Pulled by Semi | <input type="checkbox"/> Equestrian |
| <input type="checkbox"/> Float-Pulled by pickup | |

FLOAT DECORATIONS: (please mark one only) only those floats entered under and decorated with the official parade theme will be eligible for the Sweepstake Award.

- Official Parade Theme **“Through the eyes of a child”**
- Biblical
- Christmas

Entry will have Music: YES or NO

FEES:

BANDS: NO FEE. Application deadline **October 29th.** After that date a fee of \$20 will be enforced for bands.

EQUESTRIAN FEE: \$150 (After October 29th fee is \$300.) Clean up needed Clean up provided

NON-PROFIT ENTRY FEE: \$75. (After October 29th fee is \$150.)

REQUIRED NON-PROFIT TAX ID NUMBER: _____

ALL OTHER ENTRIES: \$150. (After October 29th fee is \$300.)

APPLICATION DEADLINE: 5:00 P.M. MONDAY, OCTOBER 29, 2018.

NO ENTRIES WILL BE ACCEPTED AFTER 5:00 P.M. MONDAY NOVEMBER 5, 2018.

PACKETS WILL NO LONGER BE MAILED. WE WILL CONTACT YOU TO SET UP A DATE AND TIME TO ATTEND A MANDATORY DISEMBARKING ORIENTATION AND PICK UP YOUR PARADE PACKET.

RETURN THIS PAGE WITH THE ENTRY FEE AND ALL APPROPRIATE FORMS TO:

**Downtown Visalians
120 S Church St
Visalia, CA 93291
Phone: 559.732.7737 Fax: 559.732.7750 Email: Lara@downtownvisalia.com**



RULES & REGULATIONS 2018

This is a FAMILY ORIENTED parade.

It is not an appropriate venue for commercial advertising, political ideology, campaigns or social statements.

Lights, Music & Costumes are strongly encouraged by parade organizers and Channel 30, our media sponsor who will be live streaming the parade on their social media and website.

SAFETY STANDARDS

NO OBJECTS/CANDY OF ANY KIND MAY BE THROWN FROM OR HANDED OUT FROM ANY PARADE UNIT. FAILURE TO COMPLY MAY RESULT IN EXPULSION FROM FURTHER PARADES.

GENERAL INFORMATION

PARADE ORIENTATION: PACKETS WILL NO LONGER BE MAILED. THEY WILL NEED TO BE PICKED UP AND YOU WILL HAVE TO ATTEND A DISEMBARKING ORIENTATION WHEN YOU DO PICK UP YOUR PACKET AND NUMBER.

NO SIRENS & HORNS: WE WILL NO LONGER ALLOW HORN BLOWING AND SIRENS SOUNDING BETWEEN SANTA FE & CHURCH. THE COMMENTATORS FROM ABC 30 THAT ARE BROADCASTING THE PARADE ARE COMPLETELY DROWNED OUT AND YOUR ENTRY INFORMATION CAN'T BE HEARD.

PARADE MARSHALS: MARSHALS HAVE THE AUTHORITY TO REMOVE ENTRIES FROM THE PARADE. GROUPS NOT FOLLOWING REQUIREMENTS OF PARTICIPATION WILL BE DENIED SUBSEQUENT PARTICIPATION.

FIRE EXTINGUISHERS: MUST BE CARRIED ON ALL FLOATS AND TOWING VEHICLES.

- SANTAS:** REPLICAS OF SANTA OR PERSONS DRESSED AS SANTA WILL NOT BE ALLOWED IN THE PARADE. SANTA HAS AN "OFFICIAL SANTA FLOAT." SANTA HATS ARE ALLOWED.
- PARTICIPATION:** AN ORGANIZATION HAVING MORE THAN ONE DIVISION MAY HAVE UP TO 3 ENTRIES. EACH DIVISION MUST BE ENTERED INDIVIDUALLY WITH A SEPARATE ENTRY FEE. INSURANCE MUST INDICATE EACH DIVISION IS FULLY INSURED.
- PARADE NUMBERS:** PARADE NUMBERS ARE ASSIGNED AT RANDOM AND GROUPS OR DIVISIONS OF AN ORGANIZATION CANNOT BE GUARANTEED A SPECIFIC LINEUP POSITION.
- FEES:** FEES FOR APPLICATIONS BY THE DEADLINE (Oct 29) FOR NON-PROFIT IS \$75. FEES FOR COMMERCIAL ENTRIES \$150. AFTER THE DEADLINE (Oct 29) IS \$150. FOR NON-PROFITS AND \$300 FOR COMMERCIAL ENTRIES. DEADLINES ARE ENFORCED. **FEES ARE NON-REFUNDABLE.** APPLICATIONS WILL NOT BE ACCEPTED AFTER NOVEMBER 5, 2017.
- COMMERCIAL:** COMMERCIAL MEANS A FOR-PROFIT ENTITY.
- NON-PROFIT:** MUST PROVIDE A "NON-PROFIT TAX ID" NUMBER ON YOUR OFFICIAL ENTRY FORM.
- SIZE LIMITATIONS:** HEIGHT: 13 FEET
LENGTH: 40 FEET PLUS THE TOWING VEHICLE
- INSURANCE:** REQUIRED FOR ALL ENTRIES. SAMPLE FORMS ENCLOSED.

PARADE REQUIREMENTS

Not acceptable parade entries:

Single passenger cars, personal vans, commercial mascots /representations, representations of Santa Claus, limousines, similar "other" as determined. Commercial vehicles unless being used as a tow vehicle.

Acceptable vehicles: Each vehicle must be 75% decorated. A maximum size of 3' X 3' sponsor sign (name only) may be displayed on two sides of the vehicle.

- i. Royalty/VIP Vehicle: may ride in a single car or limousine.
- ii. Vehicle Clubs: motorcycle, novelty, classic, antique: limited to 12 in a group. Vehicles must drive in two side-by-side lines in close formation.

FLOAT REQUIREMENTS

1. All floats must be 100% decorated and skirted. Towing vehicles must also be 25% decorated. Towing vehicles are allowed to have a 3 X 3 foot sponsor sign (name only) displayed.
2. Floats may be decorated in accordance with the Theme of the parade, Christmas, or Biblical but they will not be considered for the sweepstakes award. Only floats decorated in the theme of the parade will be eligible for Sweepstakes Award.
3. Personalities or mascots will be allowed if they are on a float and if they are in compliance with the theme/category of the parade.
3. A banner with the name of the organization and a message appropriate to the theme/category not to exceed 25% of the skirting may be displayed on three sides of the float.
4. Towing vehicles must be 25% decorated. A maximum 3' X 3' sponsor sign (name only) may be displayed on two sides of the towing vehicle.
5. All floats must be towed by either: pick-up, agricultural tractor, semi-tractor, auto or equestrian unit.
6. All floats are strongly encouraged to have lights and music powered by a generator or battery.
7. Participants riding on a float and those escorting the float are to be in costume in accordance with the theme/category of the parade.

MARCHING UNIT REQUIREMENTS

1. Marching units, other than bands or armed services, are limited to 30 participants including escorts. Units must be in costume according to the theme/category of the parade.
2. Only those adults assigned by the director of a marching unit may accompany the group and must be in costume.
3. The parade is a continuous forward moving event. Do not stop to perform along the route.
4. For safety reasons and to insure the continued forward motion of the parade, marching units should not include those under the age of 6. Marching units do not stop to perform.
5. Solo majorettes must be accompanied by a band or baton corp ages 6 and older.

EQUESTRIAN UNITS

1. All equestrian units must provide liability insurance for the animals. Downtown Visalians will provide clean-up crew upon request.

RETURN WITH ENTRY FORM

I have **read and understand the Rules and Regulations** for the 2018 Candy Cane Lane Parade.

Please sign and return bottom portion with your completed entry forms and fees.

Our entry will comply with all the rules and regulations. Failure to comply could result in removal from the line up or expulsion from being able to participate in upcoming years. I understand there is a firm deadline for returning entry forms to the Downtown Visalians office. If your entry does not meet this deadline, we will be place you on the mailing list for the next Candy Cane Lane Parade.

Signature _____ Date _____