



Festival of Lights Parade 2017

Saturday, December 9th, 2017, 7:15 PM

Entry fee: Non Profit \$50 Commercial \$75

Parade Entry Application Submission Deadline: 4:00pm Friday, December 1, 2017
Festival of Lights Parade Captains' meeting: 6:00pm on Tuesday, December 5, 2017

2017 Parade Theme: **“Jingle Bell Rock”**

Entry Name: _____

Entry Captain (must participate in parade): _____

Street address: _____

Telephone Number (cellular preferable): _____ On Site Telephone Number: _____

E-Mail Address: _____

Type of Entry:

Vehicles/Floats Marching/Walking Equestrian Group Performance Group
Float Attached: __Yes __No # of People _____ # of Horses _____ # of People _____
(Proof of a negative Coggins test result must be provided for each horse)

Total Length Of Entry: _____ feet

Vehicle Insurance Company: _____ Phone: _____

Vehicle #1 Policy #: _____ Vehicle Year: _____ Make: _____

Vehicle #2 Policy #: _____ Vehicle Year: _____ Make: _____

Insurance cards for each participating vehicle must be submitted with Parade Entry Application

Announcer script (subject to revision): _____

List any items that will be distributed to parade spectators (subject to approval): _____

I understand that any items distributed by my parade entry and its participants will be handed directly to spectators. Distribution of items in any other manner will not be allowed and may result in confiscation of said items and immediate expulsion from the parade. This includes throwing candy to spectators. Refer to attached Parade Information and Guidelines.

LIABILITY WAIVER:

By signing this application, I agree to abide by the rules set forth. I understand, as a representative of said organization/group, that we take full responsibility for the safety and actions of each and every participant of our group in the parade. We hereby waive any and all claims against the City of Kissimmee and the event sponsors apprising out of any personal injury or property damage that is incurred during the parade. I also acknowledge that any copies of insurance certificates for each vehicle in the parade and proof of a negative Coggins test for any participating horses are valid.

Signature: _____ Date: _____

Submit your application by email to civiccenter@kissimmee.org or by fax to 407.935.1437. Applications may also be delivered to the front desk at the Kissimmee Civic Center, 201 East Dakin Avenue, Kissimmee, FL 34741.

For more information, contact David DeMartino at the Kissimmee Civic Center at 407.518.2561 or DDeMartino@kissimmee.org.



PARADE INFORMATION AND GUIDELINES
(Applicable to all entries.)

1. Entries are accepted on a first come, first served basis. All entries are subject to approval. The City Of Kissimmee has the right to remove any entry that does not follow rules, creates safety concerns, includes inappropriate displays, or is otherwise deemed as an unsuitable entry for the event.
2. The application must be completely filled out and signed or the application will not be accepted. The completed application and payment for entry must be received by 4pm Friday, December 1, 2017. **No refunds or credits will be issued.**
3. The parade committee reserves the right to accept or reject any entry and/or remove from the parade line-up any person, float or other entry not acting in accordance with the rules and regulations set forth.
4. All entries are subject to the laws of the City of Kissimmee and the State of Florida. Failure to comply with parade regulations will result in immediate removal and a one (1) year ban from participation.
5. It is agreed by all parties that the parade entries accept full responsibility for protection against personal injury and property damage in the operation of said entry, and that the City of Kissimmee shall be indemnified and held harmless by the same.
6. Upon arrival at the parade formation area, entries not conforming to the description on the application may be prohibited from participating in the parade.
7. **Each parade float must have a fire extinguisher with a minimum 2A-10 BC rating.** The fire extinguisher must have a current tag issued by a State of Florida licensed fire extinguisher contractor. No open flames are allowed on any floats or vehicles.
8. If parade staff determines that the weather will create dangerous conditions, the parade will be cancelled and will not be rescheduled.
9. Proof of a negative Coggins test result must be provided for all horses participating in the parade. Entries with horses must have designated individuals to pick-up any excrement.
10. Civic groups/non-profit groups may not recognize (via marketing, signage, hand-outs) any other organization, company, or business during the parade without prior approval from the City Of Kissimmee.
11. All entries should reflect the theme of **"Jingle Bell Rock"**. Judges will review each entry and award prizes to the top rated entry in each of the following categories: Best Overall, Most Original, Best Lights And Effects, Best Themed, Best Performance, Best Walking Group, and Crowd Pleaser. All float captains will be notified no later than Friday, December 15, 2017. Awards will be distributed at a scheduled City Commission meeting.
12. Items, including candy, may only be distributed by being personally handed to spectators. If you wish to distribute items, there must be someone walking and handing them out along the parade route. No literature of any kind may be distributed.
13. Check-in for the parade starts at 3:00pm. Entrants must be in their assigned space by 6:30pm. Further details regarding staging and disbursement will be distributed at the captains' meeting. Parade spaces will not be given prior to the day of event.
14. The City Of Kissimmee's Parks & Recreation Department will escort Santa Claus during the parade. Anyone else assuming the likeness of Santa Claus will be removed from the parade at the discretion of the parade staff.
15. Unless otherwise approved by City Of Kissimmee staff, entries will be limited to a total number of six (6) vehicles. Additional vehicles (in increments of two (2)) will have to submit a separate parade entry application and fee.
16. In an effort to celebrate the season and not be offensive to our spectators and other participants, all entrants are expected to perform courteously and in good taste at all times. Performances, costumes, items for disbursement, music, and decorations should all be in

good taste for a family audience. Anything or anyone deemed inappropriate for the parade by City Of Kissimmee staff will be removed immediately from the parade.

17. Groups wishing to perform a routine for the judges will be permitted to do so. The judges will be located in front of the Kissimmee Civic Center. All entries must continue along the route as instructed by parade staff. Entries are not allowed to stop anywhere along the route unless for safety purposes or otherwise instructed to do so by parade staff.
18. For identification purposes, all entries should include as an integral part of their entry the name of the business, organization, etc. that the entry represents. Beyond this entry name, no other advertisement/promotion/information language may be used on or as a part of the entry itself, including the tow unit, without prior approval by City Of Kissimmee.
19. All vehicles must be decorated with lights. This also includes a themed and fully decorated tow unit for pulling the float.
20. Official "Parade Monitors" will be helping the parade run smoothly and can be identified by their attire. Please follow their directions as they are authorized to enforce all rules stated.
21. Simulated pulling of floats by people is not allowed.
22. A walking group must have a common theme and all members of that group who are walking in the parade must be costumed to compliment the entry's overall theme. Matching attire is encouraged for all marching/walking groups. All walkers must be lighted with a self contained lighting unit.
23. The maximum height for entries is thirteen (13) feet. Participants and vehicles must be able to navigate the entire parade route.
24. Float captains are responsible for ensuring that each float is in safe operating condition. The following must be checked before the start of the parade:
 - Brakes
 - Batteries/generators
 - Gas (for vehicles and generators)
 - Tires
 - Driver visibility and ventilation
 - Fire extinguisher on board and readily available
 - Safety railing, belts, back supports or handholds for riders
25. Muffler and pipes must be guarded if it is near other surfaces. Cooling system must be adequate for engine. Generators securely mounted and equipped with an exhaust line.
26. Wiring must be properly secured with correct connections. Circuits must be properly fused and grounded. It is suggested that you purchase a converter to be used to power lights, if needed.

Information regarding event day details, including parking and set-up locations and times, will be distributed and discussed at the Festival Of Lights Parade captains' meeting on Tuesday, December 5, 2017. It is strongly urged that all float captains attend this meeting. Any captains not in attendance must make other arrangements to pick-up the information prior to Friday, December 8, 2017. Additionally, all float captains must provide a day of event contact number (preferably a cell phone number).