

Downtown Holiday Parade

Participant Application*

Parade Date: Friday, December 5th

Start Time: 6:30 PM

Parade Route: State Street from Sola Street to Cota Street

Deadline for Applications: Friday, October 17th by 5:00 PM

Detailed information will be sent with your confirmation on November 14th

Please fill out the entire application and submit **with payment** via email, fax or mail to:

Downtown Santa Barbara

Post Office Box 240

Santa Barbara, CA 93102

PHONE: 805-962-2098 FAX: 805-962-3286

Organization: _____

Person in Charge: _____ Email: _____

Mailing Address: _____ Zip Code: _____

Phone: _____ Number in Group: _____ Children: _____ Adults: _____

Costume Description: _____

Type of Entry: Walking Unit Band Float Other (describe): _____

Type of Activity to Perform (check all that apply): March Ride Sing Dance
Play Instruments Other (describe): _____

Will there be music with your entry? Yes No

Will there be a vehicle with your entry? Yes No Purpose of vehicle(s) _____
Float, people carrier, music, etc.

Entry Fee Classification: For-Profit \$60 Not-For-Profit \$35

How will you be paying? Cash or Check Credit Card (Visa/MC only)
Card number _____ exp ___/___ Zip code of card _____

Payment must be received with application by Friday, October 17, otherwise entry form is invalid.

Liability Release: *I hereby certify that the entry named above is eligible to be entered into this event. I hereby release and hold harmless the Downtown Santa Barbara, its officers, members, employees, agents and the City of Santa Barbara on whose grounds this event is held, from any loss, damage, or injury resulting from participation of the above entry at this event.*



Signature of authorized representative

Date

Print name

Title

*Applications accepted on a first come, first served basis. Downtown Santa Barbara reserves the right to limit the number of entries to ensure a pleasant experience for everyone.



Downtown Holiday Parade
 Friday, December 5, 2014
PARADE RULES

*Each participant in the parade must comply with the following rules. Should any participant refuse to obey the rules, their entry will be disqualified from awards and their group may not be invited to participate in future events. **Please read and initial each rule below:***

_____ 1. The Parade Application, Entry Fee and Announcers Script must be submitted by their respective deadlines to be eligible:

Parade Application and Entry Fee due:

Friday, October 17th

Announcers Script due: Friday, November 14th

_____ 2. The Parade Committee reserves the right to refuse or remove any entry, which, in their opinion, does not conform to parade rules. All entries MUST be of a "Holiday Theme." This year's theme is **Winter Nights & Holiday Lights**.

_____ 3. Entries with vehicles, including those pulling floats, are required to be festively decorated, including lots of lights. No company vehicles except the parades's sponsors will be allowed unless all commercial information is covered or decorated.

_____ 4. Entries with floats must be safe for passengers/spectators. Floats are limited to a maximum height, width and length of a fire truck. All entries using Semi Trucks must follow strict safety regulations and be approved by staff on a case by case basis (Please call or email for Semi Safety Regulations).

_____ 5. Entries with animals must be bagged for excrement while in the assembly area and on the parade route.

_____ 6. No objects may be thrown, sprayed or distributed along the parade route. **NO CANDY! NO SILLY STRING! NO HANDOUTS!**

_____ 7. No Santa Claus imitations permitted. There is only **ONE** official Santa Claus at the end.

_____ 8. No advertising or political signs are allowed. No vendors. No selling of goods.

_____ 9. Corporate/business sponsorships may only be identified with discreet signage. Sponsorship recognition may not dominate entries.

_____ 10. No vehicles are allowed in the assembly area for

_____ 11. If your entry is not in formation (gathered at your numbered station) at the start time of the parade, you maybe bumped to the end or denied at the discretion of the officials. The parade order is at the discretion of parade officials and is set weeks in advance.

_____ 12. This is a FORWARD MOVEMENT PARADE. STOPPING OR REVERSING DIRECTION along the parade route is not permitted.

_____ 13. Performance groups must perform "on-the-go". Limit your performance in front of the judges stand to no more than 15 seconds.

_____ 14. The parade has a designated disband area at the end of the parade route. You must move to the furthest empty spot before disbanding. For entries with children, the person coordinating the entry should designate an area at the far end of the disband area for children to be picked up. Remember to assign an adult to chaperone any children in your entry. All entries carrying unrestrained passengers must unload in the disband area.

_____ 15. No smoking or alcoholic beverages on any parade entry at any time.

_____ 16. A representative from your entry must sign in at the check-in area no later than 5:30 pm. Check-in will be on the NW corner of Sola and State Street. All entrries will be signed in before 5:30 pm or risk not participating.

_____ 17. Parents of children above the age of 5 wanting to chaperone their children must walk behind the entry, be dressed in a holiday theme and be included in the entry count submitted to parade officials. There must be at least one parent for every 10 children. Otherwise, they must walk on the sidewalk.

_____ 18. All persons participating in the parade must agree and sign the "Parade Hold Harmless Form" and be in costume with an appropriate holiday theme. Performing units with uniform are excluded from wearing costumes, but are encouraged to decorate their uniforms.

_____ 19. All rules, instructions by parade officials or police must be obeyed at all times.

cut and return below portion with printed application



I acknowledge and agree to follow the above rules, and I take responsibility for making sure all participants in my entry are aware of the rules and the consequences if they are broken.

 Signature of authorized representative

 Date

 Print name

 Title

2014 Theme

Winter Nights & Holiday Lights

PARADE ENTRY SUGGESTIONS & TIPS

Downtown Santa Barbara encourages you to gather family, friends, co-workers and community groups to celebrate the spirit of the holidays. Be festive and creative while exhibiting community pride in the Downtown Holiday Parade. Here are a few suggestions:

General Guidelines:

Create festive holiday themes. If using a business sponsor, please make sure their name or logo does not dominate the decorations or theme of your entry. If you are planning to have electrically amplified sound, please make sure it doesn't overpower other parade entries or announcers. We prohibit any sales or marketing efforts by parade participants for membership or products. Refer to Parade Rules for more detail.

Floats:

Use a flatbed trailer or truck for your base. Use lightweight materials for your construction such as wood, cardboard, styrofoam, or paper mache. You can utilize a small (quiet) generator to power lights to add brilliance. If your float is going to carry people, make sure they have something to hold onto to prevent them from falling while the float is in motion.

Walking Groups:

You can utilize cardboard to make signs for decoration or cutouts for people to carry. You can use multiple helium filled balloons to float a sign or appropriate decorations for people to pull along with strings. Small, battery operated blinking and/or colored lights can help enhance the decorations. You can use wagons or lightweight pull along platforms.



Put your thinking caps on and start those creative juices flowing. **The most theme oriented entry will receive a \$250 cash prize** in addition to the Grand Prize trophy! Other trophies will be awarded to: *Most Creative, Most Spirited, Best Senior High Band, Best Junior High Band, Best Elementary School Band, Best Performance Group and Best Drill Team.*

Theme Ideas:

Here are some keywords that may help you get an idea for your entry: colors, creative use of lights, flashlights, sunlight, moonlight, stars, anything Holiday related.

Animal Entries:

All parade entries with animals must have a plan for the removal of animal waste because we have so many walking entries including children. **Horses are required to wear proper gear** that guarantees the parade route will stay clear of horse droppings.

Please distribute all parade information to each participant in your entry

FREQUENTLY ASKED PARADE QUESTIONS

Q: When and where is the parade?

A: The parade is on **Friday, December 5, 2014 at 6:30 p.m.** on State Street. The parade starts at Sola Street and proceeds south ending at Cota Street.

Q: Where are the parade formation and disband areas?

A: Formation begins on Sola Street and continues up to Arrellaga Street. Disband is on Cota Street and State Street down to Haley Street. Each entry will be assigned a disband area based on their type of entry.

Q: Is there designated parking for parade entries?

A: There is designated parking at the end of the route for school buses and other large vehicles carrying participants and their equipment if prearranged. There is public parking in the downtown area as well.

Q: Is there an entry fee?

A: Yes. DTSB requires a participation fee for administrative purposes. Fees must be received upon submission of application and participation agreement. The Cost for 2014 is \$30.00 for not-for-profit businesses or organizations and \$60.00 for-profit businesses and organizations. If you are unsure of your status please call for clarification.

Q: Can anyone enter the parade?

A: Yes. The parade is open to all people, groups and organizations in the community, but the number of entries is limited. The parade is designed as a community and family event. Please refer to the Parade Rules included on the Parade Entry Form requirements.

Q: Where do I pick up my children after the parade?

A: Coordinate a pick-up location with the person organizing your entry outside the disband area. (See map to be sent 3 weeks prior to event.)

Q: Does everyone in my entry have to register?

A: No. Only one representative from your entry should check in at the parade, however all participants in your group must sign the attached Hold Harmless Waiver Form.

Q: Will I get a confirmation of my entry and parade number?

A: Confirmation will be sent to the contact person on your entry form on November 14th.

Q: What is meant by the statement in the Parade Rules that “All entries must be of holiday theme?”

A: All entries must be of a cultural, seasonal or parade theme consistent with the winter holidays.

Q: Can I display my company sign?

A: Yes. However, your company sign may not be the dominant feature of your entry. (See Rules)

Q: Can I pass out candy, literature, etc.?

A: **No!!!** The parade prohibits distribution of anything during the parade for safety and insurance liability reasons. The Downtown Holiday Parade is unique because it occurs at night when visibility is greatly reduced. Combined with the large vehicles and floats, this can become a dangerous situation when small children are present. (See Rules)

Q: Can we have Santa Claus in our entry?

A: **No.** The parade has an official Santa Claus. No other Santa Claus will be permitted, but inanimate caricatures will be allowed.

Q: Our entry is a children’s group, can parents walk along side during the parade?

A: Yes. However, adults often block spectators’ view of the children. Please try to limit the adult /child ratio to one (1) adult per ten (10) children. Parents of children over 5 years of age must walk at the rear of their child’s entry and all participating adults must be in a holiday themed costume.

Q: We have young children and want to be at the front of the parade. Can we request a specific order to march?

A: No. Unfortunately the majority of the entries are comprised of young children. The order of the parade is at the discretion of the parade officials.

Q: What happens if it rains?

A: The parade and tree lighting will only be cancelled due to heavy rain. Call 805-962-2098 or check the website for cancellation information the day of the event. If the Parade is cancelled there will not be an alternate date nor will any entry fees be refunded.

Q: How can I volunteer to help with this event?

A: Contact DTSB at: info@downtownsb.com or call 805-962-2098, ext. 800.

Q: What if I still have questions?

A: Email the Downtown Santa Barbara at: info@downtownsb.org.

Q: Is lighting required?

A: Yes- Lighting will be highly enforced this year.

Please distribute all parade information to each participant in your entry