

# 2018 O'FALLON HOLIDAY PARADE

## PARADE UNIT APPLICATION

Event will be held on Saturday, November 24, 2018 6:00 p.m.  
NO applications will be accepted after November 1, 2018 at 5 p.m.

### *UNIT DEFINITIONS (Businesses are asked for a minimum fee to help us offset costs of this parade)*

- Sponsored Floats: The City of O'Fallon has a limited number of completed rental floats. These floats will be made available to paid sponsors in the order the application is received, while supplies last. Sponsored Float fee for 2018 for a full float is \$1000 (up to 16 business employees may walk with the float. Shared: Half float \$500/ 8 employees, Quarter \$250/ 4 employees.
- Business Float: Fully completed float on float bed brought in by a business. \$50 minimum entry
- Nonprofit Float: Fully completed float on float bed brought in by a nonprofit organization. No entry fee.
- Community Member Float: Fully completed float on float bed brought in by a community member/ community organization. No entry fee.
- Pedestrian Unit: (Walking promotion, Dance Troupe, Horse, etc.): Units promoting an organization, business, or social group. Business entry fee minimum of \$50. Others free.
- Mobile Unit: Units with wheels; bicycles, cars, etc... Business entry fee min of \$50. Others free.
- Marching Bands: Any organized marching group that plays instruments for entertainment purposes. No fee.

**\*\*Fees must be paid in full at the time of application submission. \*\***

### **Check payable to City of O'Fallon (Memo: O'Fallon Holiday Parade)**

2018 O'FALLON HOLIDAY PARADE reserves the right to reject applications if they are not submitted by the November 1, 2018 deadline. Fees will be returned if application is denied.

### **REFUNDS**

No fees will be refunded for cancellations. Severe weather may cause event to be rescheduled for the weekend following the event. A second severe weather day would cause the event to be cancelled by the City of O'Fallon due to unforeseen circumstances. No refunds will be made.

## **PARADE GUIDELINES**

- Your participation is greatly appreciated! Please follow the helpful guidelines to allow us to make a safe and entertaining event!
- All entries will be assigned a line-up number and receive further instructions, regulations, and information about the parade upon approval of the application.
- All participants must follow all applicable rules and regulations. The parade coordinator and the City of O'Fallon reserve the right to remove any participant from the parade either prior to assembly, while assembling, or any time during the parade.
- **NO materials (i.e. candy or other giveaways) may be THROWN from the parade route or from float. Walkers may hand or drop items along the road edge.**
- **City of O'Fallon will secure Santa Claus for the parade. NO other Santas are allowed to participate.**
- Drivers of any and all vehicles in the parade areas must possess a valid driver's license, and possess full liability vehicle insurance. A copy must be provided the day of the event to the parade official at check in. Drivers will be given a wrist band and a vehicle number once this is provided. Only verified drivers wearing the wrist band will be allowed to drive vehicles in the parade.
- All animals must be on some type of restraint and vaccinated.
- **ALL UNITS MUST BE LIGHTED! 50% of the unit vehicle, float, or persons at minimum must be lighted to meet the requirement. No we aren't going to measure exactly, please be creative!**
- **Alcoholic beverages and smoking are forbidden by any unit or participant. Violations will result in removal from the parade. No exceptions.**
- No spectator, participant, or volunteer may jump on or off a float in motion or during the parade at any time, or interfere with a unit in any way. The float capacity may not be exceeded. Participants will not have body parts, particularly legs and feet, extending past the sides, front, or rear of the float. This is a safety hazard. Floats will allow and not interfere with parade guides stationed at each wheel of the float. **FOUR** assigned volunteer guides will be walking with each float, wearing reflective vests. This is **REQUIRED** by law. You may not refill candy or promotional items from the float or vehicle pulling the float. Please use alternative method for carrying supplies (pull a small wagon, etc).
- Each unit **MUST** complete the full parade route.
- No **POLITICAL CAMPAIGNING** allowed. No exceptions.
- **VEHICLES, FLOATS, VEHICLES TOWING THE FLOATS**, and all participants in any units are **NOT** permitted to have any controversial or questionable content on themselves or any vehicle. This includes but is not limited to bumper stickers, personal attire, written language or any images that could be considered offensive or inappropriate for a kid friendly event. This is at the sole decision of the parade chairman and City of O'Fallon.

## **RAIN PROCEDURE**

- In the case of rain, all participants are responsible for covering their unit and/or products. Please wear appropriate clothing in case of inclement weather.
- If there is inclement weather (i.e. snow, freezing rain, thunderstorms, heavy rain), the parade coordinator will make the decision to cancel or delay the parade the day before or day of.
- This parade is held unless weather is severe. **No refunds of event fees will be returned to the participant.**

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## PARADE UNIT APPLICATION

APPLICATION DEADLINE: **November 1, 2018**

Return Application In Person or Mail to:

O'Fallon City Hall ATTN HOLIDAY PARADE CHAIRPERSON, 255 South Lincoln, O'Fallon, IL 62269

Email applications to: [Ofallonholidayparade@gmail.com](mailto:Ofallonholidayparade@gmail.com) and call to arrange payment drop off.

If you have any questions about this application or about participant regulations, contact  
PARADE CHAIRPERSON Beth Ortega at 618-616-3241.

SPACE IS LIMITED FOR SPONSORED FLOATS!

Applications will be accepted in person during the hours of 9:00 a.m. until 5:00 p.m., Monday thru Friday until all 60 spaces have been filled.

To ensure quality and appropriate content for this kid friendly event, O'Fallon Holiday Parade organizers reserve the right to limit or deny participants. Please provide detailed information regarding your participation. Applications received without this information will not be able to be approved. Payment In Full Must Accompany Application.

Name of Business/Organization \_\_\_\_\_

Circle one: Business    NonProfit Club    Community Member    Other

Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_ Mobile \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Entry Name \_\_\_\_\_

Number of Participants \_\_\_\_\_

DESCRIPTION OF YOUR UNIT: (design and size, activity if pedestrian unit, etc)

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