

2019 O'FALLON HOLIDAY PARADE

PARADE UNIT APPLICATION

Event will be held on Saturday, November 30, 2019 6:00 p.m.

NO applications will be accepted before October 1, 2019 at 8 a.m. or after November 1, 2019 at 5 p.m.

Applications will be reviewed in the order they are received. We can only accept 70 units total for the parade.

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)

2019 O'FALLON HOLIDAY PARADE reserves the right to reject applications that are not compliant to our regulations, duplicate another entry, and if they are not submitted by the November 1, 2019 deadline.

Fees will be returned if application is denied. We will accept as many as we possibly can... Thank you for applying!

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 the 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, 2019**

Return Application In Person or Mail to:

RE/MAX Preferred, ATTN HOLIDAY PARADE CHAIRPERSON, 1668 Windham Way, O'Fallon, IL 62269

Email applications to: Ofallonholidayparade@gmail.com and drop off payment at the office above no later than one week from accepted date.

If you have any questions about this application or about participant regulations, contact
PARADE CHAIRPERSON Beth Ortega at OfallonHolidayParade@gmail.com.

SPACE IS LIMITED!

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 PARADE UNIT (example: Toy Story Float)

What type of unit would you like to have in the parade? (check one)

- Marching Band
- Rental Float (provided by City)
- Decorated Mobile Unit
- Pedestrian Unit (detail) _____
- Nonprofit Float
- Business Float Community Float Horse
- Other _____

Describe your float/ parade unit design and theme and if you will have music. (25-100 words)

I hereby affirm that I have read and understand all instructions and guidelines in the Holiday Parade Application form and an information packet. I agree to comply with all Holiday Parade rules/guidelines and my failure to do so will result in my removal from the event activities with NO REFUND. Any situation not specifically covered in these guidelines will be resolved at the discretion of the Holiday Parade Event Coordinator.

_____ Signature of Applicant _____ Date

For Office Use Only

Date Rec'd: _____ Mail Email In Person _____ Approved _____ Denied _____ Ck # _____