

Prescott's 22nd Annual *Holiday Light Parade*

Saturday, November 25, 2017

Parade begins at 6:00 pm SHARP!

Official Entry Form

The Prescott Downtown Partnership welcomes your participation in this year's parade and after-parade festivities on the field at Mile High Middle School for a bonfire, Christmas Carolers and to display your float/entry while parked around the field.

Application, commentary, and check MUST be received by

Wednesday, November 15, 2017

Once your entry is received, you will receive your staging information via mail. All entries are eligible to win cash prizes. A panel of judges will be on the stage at Cortez & Union across from the courthouse. ***BE SURE the number given to you at check-in is illuminated with a flashlight or other means and is facing the announcer station and judge's stand.*** Every block will have announcers and will be talking about you and your entry. Make sure you get their attention. **HAVE FUN, BE ANIMATED AND GET NOTICED!**

CATEGORIES - CASH AWARDS TO WINNERS

1st place – GRAND PRIZE	\$350	1st place – MOST CREATIVE	\$250
1st place – WALKING ENTRY	\$175	2ND place – WALKING ENTRY	\$100
1ST place – FAMILY ENTRY	\$175	2nd place – FAMILY ENTRY	\$100
1ST place – NON-PROFIT ENTRY	\$175	2ND place – NON-PROFIT ENTRY	\$100
1st place – COMMERCIAL ENTRY	\$175	2nd place – COMMERCIAL ENTRY	\$100
1st place – SCHOOL ENTRY	\$175	2nd place – SCHOOL ENTRY	\$100

WINNERS will be notified by phone after the parade * **No entry will receive more than one award ***

General Rules

In order to maintain the quality of the parade and to ensure the safety of the participants and spectators, please follow these rules:

- **NO Santa's allowed with your entry. SANTA will be selected by PDP, Inc. and will be the finale' on our sponsors float!**
- For safety reasons, throwing candy or giveaway items from your float or vehicle is not permitted. Walkers handing out candy is okay.
- Use of alcohol, tobacco, or drugs is strictly prohibited.
- Unauthorized solicitation of any kind is not permitted.
- Due to insurance liability, horses are not allowed in the parade.
- **Display and illuminate the assigned number given at check-in. BE SURE to display the number to the announcer's stations on each block and the Judges station on Cortez at Union Street. (ALL announcer's stations are on the right side of the street, except the 100 block N. Montezuma) This is the only way they can identify your group. *Engage the announcer's for more attention! Be animated! They will be reading your Commentary.***
- **After-parade festivities at Mile High Middle School. (Optional)**

Walking / Costumed Entries

- All costumed groups should have some type of lighting in order to enter the parade. Hand-held accessories, headpieces, instruments, etc. should be outlined or accented with lights. Glow sticks, solar powered or battery operated pins, LEDs or flashlights are acceptable. Marching bands are exempt from this rule.
- Only U.L. approved wiring, lights and batteries may be used.
- For safety reasons, only lights powered by dry cell batteries may be used for individual costumes.
- Pets in the parade must be on a leash. (Clean up after your pet)
- **Chaperon ratio: Minimum requirement:** There must be at least 1 adult for every 20 children. Chaperons are required to dress in the unit's uniform or costume.
- Children 8 years or older will be allowed to march in the parade
- In order to keep the parade moving smoothly, entries will not be permitted to stop or perform reverse marches on the parade route. Failure, by any participant or parents of participants, to obey any police officer or parade official will be cause for removal of entry from the parade. Violators of any portion of these rules will not be accepted in future Holiday Light Parades.

Float Guidelines

- Your float entry should include a minimum of 60% of the visible area in lights. (Suggest at least 2" apart)
- All floats are to play holiday music throughout the parade.
- Float riders shall be illuminated by flood or spot type lighting to ensure visibility; Maximum height allowed for any entry is 13.5 feet and maximum 8 feet width. Anything higher cannot safely navigate the streets. Oversized vehicles to obtain permits from the Prescott City Hall, Traffic Engineering Department.
- Float materials to be flame retardant.
- Windshields of vehicles must not be totally masked, obscuring the vision of the driver.
- Insure wiring is properly secured to prevent mechanical damage and injury to float riders.
- Connections must be made with U.L. approved electrical boxes and devises.
- Portable generators or compressors used on the float must be securely mounted. A minimum of 12" must separate any part of the generator/compressor from combustibile materials.
- All floats will be subject to inspection by Parade Officials who may, at their discretion, enlist assistance from other agencies.
- Generators / compressors must be equipped with firmly attached exhaust systems that terminate either into a common exhaust serving the vehicle or in the same manner as vehicle exhaust.
- **TEST LIGHTS & MUSIC BEFORE COMING TO THE STAGING AREA, THEN AGAIN WHEN YOU ARRIVE**
- If you are having a problem or delay, **PLEASE NOTIFY your staging person immediately.** They will adjust your placement in the parade lineup, and communicate your new position with the announcers and Judges.

Questions, please call (928) 443-5220

Prescott Downtown Partnership, Inc. info2@prescottdowntown.com

Prescott's Holiday Light Parade

Saturday, November 25, 2017 @ 6PM

Name of Organization: _____

Contact Name: _____

Mailing Address: _____

City: _____ Zip: _____ Phone: _____ Cell: _____

Email address: _____

Circle one:

NON-PROFIT or FAMILY - \$ 35

COMMERCIAL - \$ 50

Mail application, Announcer's Commentary & check payable to PDP, Inc to:

PDP, Inc.

P.O. Box 3801

Prescott, AZ 86302-3801

I/We hereby release the Prescott Downtown Partnership, Inc. and the City of Prescott, and their agents and employees, from any and all liability on account of personal injury or property damage caused by theft, fire, public catastrophe, act of God, or any other cause in regard to my/our participation in the Prescott Light Parade. I/We agree to indemnify and hold the Prescott Downtown Partnership, Inc. and the City of Prescott, and their agents and employees, harmless from any loss or damage suffered on account of any action, inaction or negligence on my/our part in regard to my/our participation in the Light Parade. I/We acknowledge that I/we are responsible to monitor and supervise each and every person participating in the Light Parade in association with our entry in the parade. I/We also acknowledge that all equipment used in conjunction with the parade entry is in good repair and operating in a safe manner. I/we understand and agree that our own medical, health and/or disability insurance will be used in the event of an injury, and that if I/we have no such insurance, then I/we will be directly responsible for any medical costs incurred as a result of participation in the Light Parade. I/We have read and clearly understand this document and my/our responsibility to abide by all of the rules and that failure to do so may result in ejection from participation in the current Light Parade and disqualification from future Light Parades. If this document is being signed on behalf of an organization, the undersigned hereby personally guarantees that he/she is duly authorized to bind the organization to the terms of this document.

Signature: _____ Date: _____

Print Name: _____

Announcer's Commentary

The following information will be used to identify and describe your entry for the spectators. **The more information you provide, the better exposure you will receive. There will be 6 Announcer's stations along the route.**

Please print or type (Attach additional sheet if necessary)

Company / Organization: _____

Family or Individual: _____

Number of Years Participating in the Light Parade including this year: _____

Contact Name: _____

Best phone number to reach you: _____

Name by which you want your entry to be identified to the public:

Company or Organization, Give short description or mission statement with history of your organization and purpose:

If Family or Individual, provide any information you'd like to share about you and your entry:

Please provide any other interesting things we might share about you, your organization, or your entry, **including your Christmas or holiday message to the public.**

Type of Entry; (example: 2 cars, trucks, trucks with trailers, golf carts, 5 bicycles, # of walking, marching)

Number of vehicles or marchers: _____

Estimated length of entry: this will help us at the staging area. _____

If you have any questions, please call (928) 443-5220
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C/O Prescott Downtown Partnership, Inc.

P.O. Box 3801 Prescott, AZ 86302