

Annual Holbrook Christmas Parade of Lights

Guidelines, Rules and Regulations

General Parade Guidelines

- The parade application fee is NO CHARGE per entry.
- Parade entry applications must be submitted by the deadline date of 12/8 ,5 Days prior to Parade Date @ 4 p.m.
- Entries must observe all applicable parade rules and regulations, as well as follow all instructions from police and parade officials.
- All applications will be evaluated by the Parade Committee to ensure compliance with parade guidelines, rules and regulations. The Parade Committee reserve the right to reject any application based upon non-compliance with the parade guidelines, rules and regulations or for any other reason that is deemed not to be within the spirit of the Christmas Parade.
- Each entries theme must relate to the theme, Christmas holiday season, and must relate the theme in the form of decorations, costumes, lights, music, etc.
- This is a family-friendly event. No obscene or suggestive graphics or phrases may be visible on participant's person or any part of a parade entry.
- On the day of the event, the Parade Committee reserves the right to remove any entrant from the parade either prior to assembly, at assembly, or at any time during the parade if the entrant fails to comply with parade rules or does not follow standards of reasonable public taste.
- Parade officials assume no liability for any damage to floats, vehicles, or for any injuries or damage due to negligence of parade participants.
- Parade will begin promptly at sunset on Saturday, December _13_. In the event of inclement weather, the parade date will be rescheduled.
- INCLEMENT WEATHER: The decision to change the parade date due to inclement weather will be made by the Holbrook Chamber of Commerce no later than Friday, December 12th. If a change is made, the Chamber will notify all parade entries via email communication (please be sure an accurate email address for your entry is noted on the parade application).

Parade Formation Guidelines

- Participants will be assigned a number at check-in time. Check-In will be at the corner of Florida Street and 4th Street (Next to divide on Island). Check in will begin at 4:30 p.m.
- ALL participants MUST arrive no later than 5:00 PM on Saturday, December _13_.
- Upon arrival at check-in, participants will be asked to identify their entry name. Your entry number assigned must be visible on the RIGHT SIDE of your vehicle or float.
- The parade route will begin at Hunt Park on Florida Street, left onto Navajo Blvd. travel down Navajo Blvd, right onto Hopi Drive, travel down Hopi Drive, Ending by turning Right at 10th Avenue. Floats must pull over to the curb on Arizona if waiting for pick ups.
- Participants may not exit the parade early and must ride the entire parade route.

- The Parade Committee will have final authority over positioning the order of parade entries, as well as the pace and movement of the parade in progress.

Parade Rules & Regulations

- All entries must provide a sign/banner to identify their organization. Sign/banner should be neat and easily recognized.
- Since this is an evening parade, ALL entries must be illuminated by lights. There is an award for the most illuminated float.
- Band and music ensembles are expected to play music of the holiday season. Christmas music is strongly encouraged for other entries, although not required. Please indicate on the application to avoid competing sound.
- Marching/walking units should be in uniform. Flags or banners are encouraged for identification of group.
- Adult chaperones must accompany children participating in the parade at all times, whether walking, marching or riding. A ratio of 1:10 is a good rule to follow. (Young children are not allowed to walk the parade route)
- Candy may be distributed by a walking participant who passes out candy directly. Candy cannot be tossed from vehicles or floats/entries.
- **Santa Claus is Holbrook Chamber's featured guest. No participant may enter the parade dressed as Santa or use any representation of Santa. Santa hats are allowed.**

Parade Safety Guidelines

- Only forward movement by motorized vehicles is permitted.
- Participants are expected to maintain an appropriate distance between entries. All entries are required to close the gap between units when ordered by parade officials.
- Floats or entries that include ANIMALS, must also provide a means to pick up "animal droppings" following your entry so that those following in the lineup with walkers/marchers/dancers can safely participate.
- Candles or open flames are prohibited.
- Required illumination for ALL entries will help ensure safety since the parade will begin in the evening.
- Participants are responsible for providing appropriate fire extinguishing equipment for floats with generators or other potential fire hazards.
- All participants operating motorized vehicles must possess proper liability insurance and proper vehicle insurance coverage.
- All drivers must have a valid driver's license.