Holiday Parade

2021 Parade Unit Manual

Rules and Regulations

When: **Friday, November 26, 2021**
Event Time is 4:00pm – 9:00pm
Parade Steps off at 6:00pm
Participant Arrival & Set up Times: TBD between 12:00 Noon and 4:00pm. Units to be fully decorated and members in place by 5:30pm.

Overview: For over 25 years this parade has kicked off the holiday season for thousands of people for many generations. The parade begins at 3rd St and Mill, heads south and turns right on 7th Street, right on Maple, and left on 5th St. The main stage is on 7th Street between Mill and Maple.

Awards Impress the judges by creating that wow factor and you could win:

- Best New Entry - $500
- Best Use of Lights - $500
- Best Animation/Special Effects - $500
- Best Originality - $500

Entry Fee: Application period: Now thru November 8, 2021 @ 5pm.
Early bird pricing is thru October 15 2021.

Community - $35 early bird | $45 October 15-November 8. This is for Individuals, families, schools, neighborhoods, and nonprofit organizations. Groups over 25 participants will pay an additional entry fee(s) depending on the size and type of unit. These will be taken on a case by case basis. *Note additional fees for walking groups over 50 may apply. See below*

Downtown Tempe Merchant/Business - $165.00 early bird | $175 October 15-November 8. This is for any business who is a member of the Downtown Tempe business improvement district, within the bounds of College Avenue to Ash, and Tempe Town Lake to University.

Commercial - $265 early bird | $275 after October 15-November 8. This is for any business displaying logos, products or services references.

Deadline: Deadline for payment and applications is Monday, November 8, 2021 at 5pm.

General Parade Guidelines
The following is a description of the ideal parade composition based on categories of units to be recruited. The descriptions include best-practice-standards for unit design and participation. Your parade unit should be well lit and not contain offensive, political, or inappropriate content. It is very important that you *do not* have any human Santas in your group. If your parade unit is deemed offensive or inappropriate you may be refused from participating in the parade and you will not be refunded.

Accessibility
If anyone in your unit has special accessibility requirements please let us know so that we can do our best to fulfill your needs so that you can have the best experience possible. Email events@downtowntempe.com with any requirements and questions.
Fun fact, did you know that we have spectacular ADA viewing adjacent to the stage on 7th Street?

Height Restrictions
Maximum dimensions are 14' wide x 30' long x 12' height from street level. No conducting material (metal) at height: wood, plastic or paper is acceptable.

Generators
The use of generators is permitted, given the following requirements are met:

1. Generator must be whisper quiet
2. Spark arrestors are mandatory on all generators (absolutely no exceptions)
3. Gas and fuel cans are not permitted on any unit Please make sure your generator has ample fuel before loading in.

All units must be illuminated and lighted. This is a night-time parade with lighting standards for all participants. A *minimum* of 100 lights per walker and 2000 lights per vehicle/float is required**.** Lighting is required for the safety of parade attendees and unit members, as well as for entertainment value. After all it is the Fantasy of Lights Parade!

Load in Location
Load in will be in two locations- Mill Ave between 3rd and Rio Salado. 3rd Street between Mill and Ash. Exact details sent closer to the event.

Floats are motorized units either towed or self-propelled that are decorated to the theme of your choice. They can be as small as golf carts or as large as flat beds. No military vehicles.

- Maximum dimensions are 14' wide x 30' long x 12' height from street level. No conducting material (metal) at height; wood, plastic or paper is acceptable.

- Floats and trailers must use safety chains.

- All props on floats and trailers must be properly secured, braced or tied down to prevent movement. All floats and trailers must provide adequate safety measures for all riders to prevent falling from platforms.

- All float structures must provide a fire extinguisher mounted in plain view on each float and be available to your participants; all riders on the float must be instructed in its use.

- Floats should incorporate lighted decoration. Participants must be costumed to complement the float decoration and theme <u>those not following these guidelines may not participate in the parade.</u>

- Only one vehicle may pull a float; no other vehicles may accompany the unit. Any tow vehicles must be disguised, decorated, or incorporated into the float. Structure must be completely decorated including top and all sides.

Precision Drill Teams & Alternative Marching range from unique groups such as the mop brigade, synchronized briefcase team, to flag teams, color guard, pompom squads, dance teams, and motorcycle drill teams.

- Participants must be fully costumed or uniformed with a **minimum of 100 lights per person**. <u>Those not following these guidelines may not participate in the parade.</u>

- Units that are unique entries or special appearances shall exhibit excellent showmanship and delight the spectators with coordinated costuming.

- Units must incorporate some sort of activity and/or sound, i.e. close order drill, dance, use of props, unique costuming, etc. Smaller units may be combined with other entries to create a large themed unit. We will assist in the combination of the entries.

Marching Bands are a group of individuals with musical instruments who typically march or walk with precision while playing music. (**minimum of 100 lights per person).**

- All participating bands must incorporate lighted decoration and be uniformed. <u>Those not following these guidelines may not participate in the parade.</u>

Walking Groups-Scouts, schools etc. If you are registering multiple troops under one unit, you will need to pay an additional fee over 50 participants. These will be taken on a case by case basis. Please email julie@downtowntempe.com with any questions.

Animal Units may include horses, whether with a rider or horse-drawn carriage, or other four legged animals such as dogs and camels.

 Units should incorporate lighted decoration.

 Animals that will be in the parade must be accustomed to being around humans and crowds, walking for long distances, and can handle the noises of bands etc.

 Equestrian units must have experienced parade riders and handlers.

 Team members must be decorated with a minimum of 100 lights

 There must be an assigned pooper scooper(s) with appropriate receptacle. Disposal must take place out of the downtown area.

Novelty Units are unique entries or special appearances such as costumed characters, clowns, children's costumed processions, helium balloons, etc. **(minimum of 100 lights per person)**

Characters must be in full costume; any persons accompanying the character must be in costume as well. Those not following these guidelines may not participate in the parade.

- Participants are responsible for ensuring that all copyright permissions are sought and obtained in the event that they are using characters subject to such protection. Event organizers do not provide such consent and comply with all applicable laws governing copyright protection.

General Rules for All Participants

1. Please be prepared to perform, wave to attendees, etc. from 6PM – 8PM. All units must be ready to start at 6PM and stay the duration of the parade.
2. Individuals not associated with the parade unit will not be allowed into your space during the parade.
3. No tossing or throwing candy-we don't want kids running into the street
4. If the unit is not in their space by 4:00 p.m., the unit will forfeit participation and be disqualified from the parade
5. Youth entries must provide a minimum of 1 adult chaperone for every 4 children.
6. No alcohol or illegal drugs will be allowed or on the units in the parade. This is a zero tolerance policy.

7. This is a lighted night-time parade; therefore all units must have a minimum of 2,000 display lights. Individuals should a have a minimum of 100 lights on.

8. Fireworks, firearms, and pyrotechnics are prohibited.
9. The event staff reserves the right to remove anyone from the staging area for any reason.

Cancellation Policy

In the situation a participant needs to cancel their attendance at the parade, the parade fee is not refundable. In the event that Downtown Tempe must cancel an event due to unforeseen Circumstances-COVID restrictions, severe weather, Downtown Tempe will refund the cost of participate, minus a $5 processing fee. Downtown Tempe does not assume responsibility for any additional costs, charges or expenses.

Vehicles

1. Any applicant utilizing a vehicle in the parade hereby certifies that the vehicle is legally licensed with all required authorities and that the vehicle is covered by liability insurance during the full period of the parade's production and performance. Proof of insurance must be present in the vehicle at all times during your participation in this event.

2. Drivers of any vehicles must be duly licensed and must show a valid driver's license the day of the parade at registration, and to law enforcement officials upon request.

3. All vehicles in the parade must have working brake lights and turn signals.

4. Every float structure must have Exterior Frontal towing capability; if your float breaks down, tow trucks must be able to tow the unit through the parade if circumstances permit.

Photography

Parade units may be photographed by the event for promotional purposes. These images are the property of the event and by participating in this event you automatically authorize the use of any of the images that include your float, participants, etc. The event will post any images online. Not all parade units may be photographed.

Community Health

All parade units must follow all CDC, Maricopa County Health Department and City of Tempe regulations in relation to public health. In addition to following these guidelines, we may institute additional health safety protocols to not only ensure safety, but also give all attendees extra confidence we are taking every precaution necessary. A determination will be made closer to the event date.

Liability

1. The Parade does not provide liability insurance for the protection of parade participants, spectators, vendors, or merchants engaged in these activities and does not assume or accept responsibility for claims filed as a result of them. Applicant participates at his/her own risk and responsibility and agrees to hold harmless the Fantasy of Lights, Downtown Tempe Foundation, Inc., and the City of Tempe from and against any and all claims, demands, obligations, causes of action and lawsuits and all damages, liabilities, fines, judgments, costs (including settlement costs), and expenses.

2. The Fantasy of Lights Parade, Downtown Tempe Authority, and the City of Tempe are not responsible for any personal property damage due to any cause, and by signing this application each unit agrees to assume responsibility for any damage involving their entry.

3. Any applicant utilizing a vehicle in the parade hereby certifies that the vehicle is legally licensed with all required authorities and that the vehicle is covered by liability insurance during the full period of the parade's production and performance. Proof of insurance must be present in the vehicle at all times during your participation in this event.

Now that you have read through and understand our guidelines, APPLY HERE!

Thank you for your interest in the 2021 Fantasy of Lights Parade!