



## 2019 Parade Unit Guidelines & Rules

### Parade Information

**What:** 2019 Fantasy of Lights Opening Night Parade sponsored by Wells Fargo

**When:** **Friday, November 29, 2019**  
Event Time is 4:00 p.m. – 9:00 p.m.  
Parade steps-off at 6:00 p.m.  
Participant Arrival & Set up Times: TBD between 12:00 Noon and 5:00 p.m.

**Overview:** More than 40,000 people attend the Opening Night festivities, which include the Fantasy of Lights Parade and the arrival of Santa Claus. The parade winds its way down Mill Avenue and through Centerpoint Plaza. Santa arrives at Centerpoint Plaza, where he takes a seat to hear gift requests from children. You are free to photograph. Entertainment takes place on the Centerpoint stage before and after the parade. A tree lighting ceremony Centerpoint Plaza also follows the parade.

Your parade entry should reflect this year's theme: "Silver Bells."

**Entry Fee:** **Community - \$35 earlybird, \$45 after October 15.** This is for families, schools, neighborhoods, and nonprofit organizations.

**Downtown Tempe Merchant/Business - \$165.00 earlybird, \$175 after October 15.** 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 earlybird, \$275 after October 15.** This is for any business displaying logos, products or services references.

**Deadline:** Applications open June 11, 2019. Deadline for payment and applications is **Tuesday, November 6, 2019 at 5pm.** The application is available [HERE](#)

**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. Ideally, between 40 and 50 units will comprise the parade. Your parade unit should reflect this year's holiday theme. If your parade unit is deemed offensive or inappropriate you may be refused from participating in the parade. **No refunds are given.**



## **AWARDS**

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

- Best New Entry - \$500
- Best Use of Lights - \$500
- Best Animation/Special Effects - \$500
- Best Music - \$500
- Best Originality - \$500
- Best Theme “Silver Bells” - \$500
- Most Jars of Peanut Butter Collected - Trophy from Tempe Community Action Agency  
*You can make a difference in the lives of the hungry, low-in individuals who turn to Tempe Community Action Agency for help this holiday season. Collect jars of peanut butter and bring them to the parade staging area.*

## **Unit Guidelines**

The following is a description of common parade unit categories. These descriptions include best-practice-standards guidelines for unit design and participation.

**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.

**Floats** are motorized units either towed or self-propelled that are decorated to follow the theme of the parade. 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.
- A float may carry as many people as safety dictates; however, a maximum of 10 people may walk in the street with a float; everyone accompanying a float must be in coordinating uniform or costume.



- All float structures must provide a fire extinguisher mounted in plain view on each float and be available to the driver and/or entertainers; 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. Non-uniformed or costumed team members may not participate in the parade.
- 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 Units** 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.

- Walking units **MUST** consist of fully costumed or uniformed walkers with a **minimum of 100 lights per person**. Non-uniformed or non-costumed walkers may not participate in the parade.
- Walking 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 while walking, i.e. close order drill, dance, use of props, unique costuming, etc. Smaller walking 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 march or walk with precision while playing music. (**minimum of 100 lights per person**)

- All participating bands must incorporate lighted decoration and be uniformed.
- Non-uniformed or non-costumed band members and walkers may not participate in the parade.



**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.
- Non-uniformed or costumed team members may not participate in the parade.
- 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.
- 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.



# Fantasy of Lights Opening Night Parade Rules & Regulations

## General Rules

1. **No refunds** will be given after the application has been submitted.
2. Youth entries must provide a minimum of 1 adult chaperone for every 4 children.
3. No alcohol or illegal drugs will be allowed in the staging area or on the units in the parade. This is a zero tolerance policy.
4. This is a lighted night-time parade; therefore all units must have a minimum of 2,000 display lights.
5. Fireworks, firearms, and pyrotechnics are prohibited.

## Parade Unit Behavior

1. Once parade has begun, unit or members of unit must remain in line until parade is over, and must take direction from parade marshals along the route who are managing the pace of the parade.
2. All units are encouraged to display their group names.
3. Individuals not associated with the parade unit will not be allowed into the staging area.
4. Costumed participants who walk along-side floats may approach the sidelines to distribute candy hand-to-hand. **NO TOSSING OR THROWING CANDY**
5. If the unit is not in the staging area by 4:00 p.m., the unit will forfeit participation and be disqualified from the parade.
6. All units are required to follow parade marshals' direction on speed and must be prepared to perform while continuing to move along the parade route. No Cameo performances will be permitted that cause the parade to stop.
7. The event staff reserves the right to remove anyone from the staging area for any reason.



## **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.

## **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.