

## 2018 HAMPTON *Holly Days* PARADE

*Celebrating the Holidays and "Hampton's Treasures" in Hampton, Virginia*

ORGANIZATION NAME:	
ORGANIZATION TYPE/OVERALL MISSION:	
CONTACT NAME:	
MAILING ADDRESS:	
PHONE(S):	
e-ADDRESS:	
EMERGENCY CONTACT NAME & PHONE(S)	
DETAILED DESCRIPTION OF PARADE UNIT (IS THIS A VEHICLE? A BAND? FLOAT? WHAT SIZE? THEME, VISUAL ELEMENTS, NUMBER OF PEOPLE, COSTUMES, MUSIC, ETC.):	
WILL YOU USE AMPLIFIED MUSIC/SOUND?	
WILL YOU HAVE LIVE SINGERS/PERFORMERS?	
YOUR PRIZE CATEGORY (Drill Team, Commercial Float, Non-Profit Float, etc):	
EMCEE SCRIPT (TO BE READ BY EMCEE TO DESCRIBE YOUR ORGANIZATION AND ENTRY):	

### AGREEMENT

"I have read and understand the rules and regulations for the 2018 Hampton Holly Days Parade as shown in the "Participant Guidelines" attached. On behalf of myself and my organization, I agree to hold harmless the City of Hampton and its assigns from any and all claims, including loss or damage to person or property. I further understand that I may be asked to leave the Event and/or lose future participation privileges for my organization if Event Staff deems I have misrepresented myself and/or my exhibit, or if I, or my assigns, do not abide by the regulations of the Event."

Signature:


Date:

#### SEND APPLICATION TO:

HAMPTON PARKS, RECREATION & LEISURE SERVICES, 22 Lincoln Street, 5<sup>th</sup> Floor, Hampton, VA 23669; Fax to (757) 727-8313; or Email [specialevents@hampton.gov](mailto:specialevents@hampton.gov) by **4:00 p.m. Friday, October 5, 2018**

## 2018 HAMPTON Holly Days PARADE

### Participant Guidelines

DATE & TIME	The 2018 “Hampton Holly Days Parade” will be held Saturday, December 8, 2018; Step-Off is at 7:00 p.m.	
FLOATS	<ul style="list-style-type: none"> <li>• Must have a minimum of 2000 miniature lights (or large bulb equivalent)</li> <li>• No more than 25 walkers may accompany entry</li> <li>• Walkers must be adults and wear (or carry) some form of illumination</li> <li>• Drivers of tow vehicles must be able to show proof of valid drivers’ license and insurance</li> <li>• Maximum Dimensions 10’ wide x 13’ high x 50 feet long</li> </ul>	
BANDS	<ul style="list-style-type: none"> <li>• Members should be illuminated in some way – lighted necklaces, hats, etc.</li> <li>• Must play the entire parade route; seasonal or theme music is encouraged</li> <li>• Name of Band Director and Drum Major(s) must be included in Emcee Script</li> </ul>	
VEHICLES	<ul style="list-style-type: none"> <li>• Cars and Trucks should have a minimum of 800 miniature lights (or large bulb equivalent)</li> <li>• No multiple vehicles per entry (except for car clubs/motorcycles – maximum 12)</li> <li>• Name of sponsor/business may be displayed, but no so as to detract from theme</li> <li>• Bicycles must be illuminated (vehicle and/or rider)</li> <li>• By order of the Hampton Police Department, NO MOTORCYCLES ARE PERMITTED IN PARADE</li> <li>• Drivers of all vehicles must be able to show proof of valid drivers’ license and insurance</li> <li>• For safety reasons, do NOT close generators in automobile trunk</li> </ul>	
MARCHING & WALKING	<ul style="list-style-type: none"> <li>• With the exception of those in official uniform (military, police, ROTC, precision teams), all walkers must be illuminated in some manner—lighted hats, etc.</li> <li>• All walkers under the age of ten (10) must be accompanied and hold the hand of an adult</li> <li>• Please plan for limited performance stops to avoid extended parade gaps</li> </ul>	
ANIMALS	<ul style="list-style-type: none"> <li>• All animals must be under the control of a handler at all times</li> <li>• Treatment of animals must conform to ASPCA guidelines</li> <li>• Handlers of small animals are responsible for cleaning up any waste</li> <li>• When possible, animals should have some form of holiday decoration</li> </ul>	
IDENTIFICATION	All units must be clearly identified by assigned parade number. Only those units approved and assigned a number are permitted to participate (no “sub-letting” to others)	
SET-UP/ARRIVAL	Units may begin arriving Saturday as early as 5:00 p.m., but must be in place no later than 6:15 p.m. for 7:00 p.m. step-off. Applicable street closures will take effect at 5:00 p.m. Detailed information will be sent to participants approximately two (2) weeks prior to Parade	
WEATHER	The parade will be held rain or shine; there is no rain date	
SANTA CLAUS	The “real” Santa Claus will appear at the end of the parade; <b>NO OTHER COSTUMED SANTAS ARE PERMITTED</b>	
CROWD ITEMS/THROWING	Units MAY Have walkers beside their unit to <u>distribute</u> items, but not to throw them. <b>Absolutely NO materials are to be thrown to crowd by parade participants—this will be strictly enforced with NO exceptions.</b> Violators will be removed from the parade immediately and will NOT be permitted to participate in future parades	
ALCOHOL/DRUGS	This is an alcohol-free and drug-free, family event. Violators will be immediately removed from the parade, along with entire parade entry, including all group members	
PARADE MARSHALS	Marshals are stationed along the parade route to ensure the continuous flow and quality of the parade. Failure to comply with the instructions of marshals, staff, and other City officials could result in removal from parade	
SELECTION	All applications will be reviewed by an independent panel, and Hampton Parks, Recreation & Leisure Services reserves the right to reject entries based on theme appropriateness, number and type of entries, logistical concerns, and for overall programming purposes. Applicants will be notified of acceptance or rejection no later than October 12, 2018	