

# PUEBLO PARADE OF LIGHTS RULES & REGULATIONS

Information & rules current as of 9/15/2019.

## PARTICIPATION

Parade date is November 30, 2019. Entries not received by November 1, 2019 will be charged a \$25 late fee. Deadline for all entries is November 15, 2019. Entry fee is \$100 for commercial, \$65 for all others. A limited number of premium placements are available for an additional \$75 per entry. There will be a maximum of two (2) vehicles or four (4) motorcycles per entry. Make checks payable to Pueblo Downtown Association with Parade of Lights on the memo line. Entries shall conform to the parade theme "Christmas at the Movies." The Parade of Lights Committee reserves the right to accept or reject any entry. A detailed description must be submitted by November 15, 2019. No changes may be made without notifying the Parade Committee. Chosen entries will be notified around November 18th. Line-up instructions for selected entries will be available approximately one week prior to the parade. Watch our website [www.puebloparadeoflights.com](http://www.puebloparadeoflights.com). Line-up numbers will be provided and **MUST BE DISPLAYED** on entry.

## GENERAL

**NO SANTA CLAUS ALLOWED ON ANY ENTRY.** We will present the Parade's Santa Claus for the children's delight.

### **ALL ENTRIES MUST BE LIGHTED.**

Please have your float ready and in place at 4:30 p.m. Any entry not lined up at this time will not be considered for judging.

Nothing may be thrown to spectators along the parade route. This is dangerous, unsafe and violators will be removed from the parade. Approved persons may walk the parade route to hand out approved items such as candy, pins, pamphlets, etc.

Anyone operating a motor vehicle must be properly licensed and insured.

Driver of entry must be available at all times to move unit in the event of an emergency or relocation. In order to properly and safely line up entries in the parade, you **MUST** list whether animals, sound effects or loud noises will be used.

No entry may stop along the parade route. Parade entries must maintain a distance of no more than two (2) car lengths behind the preceding entry. Violators will not be eligible for awards and may be instructed to drop out of the parade.

Discharge of firearms containing live or blank ammunition is prohibited.

Directions issued by Parade Officials and/or Law Enforcement Officials shall be strictly observed. Failure to do so may result in removal and disqualification from participation in future parades.

Maximum float height is 13' from ground to top of display.

Participants should be dropped off within walking distance to their line-up station. Vehicles will not be allowed into the parade line-up area to drop-off participants. Organization contact persons are responsible for making all parents & participants aware of drop-off & pick-up locations. Parade will disperse on 6th Street between Court & Grand.

Because road conditions, laws and ordinances, and sponsor participation may change, Pueblo Parade of Lights reserves the right to change rules and regulations, parade route and awards at any time.

## AWARD CATEGORIES

The vehicle pulling the float must be decorated. All entries must be lighted. Award Categories may be modified, added or deleted at any time.

**BEST THEME** 1. Judge's Choice 2. Best Spirit - Cheerleading Entries 3. Best Band or Marching Unit

**FLOATS** 1. Best Original Design 2. Best Use of Lights 3. Best Corporate Entry 4. Best Small Business/Organization Entry

**VEHICLES** 1. Best Decorated Classic Vehicle (1970 and older) 2. Best Decorated Modern Vehicle (1971 and newer)

**ANIMAL ENTRIES** 1. Best Decorated Entry Featuring Animals

## **Parade Theme: Christmas at the Movies**

**Payment by credit card is preferred and should be made at [www.eventbrite.com](http://www.eventbrite.com)**

<b>Make Checks Payable to:</b>	<b>Entry Fees:</b>	Commercial.....\$100
Pueblo Downtown Association		All Others .....\$65
503 N. Main St., Ste 652		School Bands.....NO charge
Pueblo, CO 81003		Late Fee (after Nov. 1, 2019) .....\$25
(Put Parade of Lights in the memo line)		Premium Placement* .....\$75 extra

\*Premium Placement places your entry toward the front of the parade. Available first-come-first-serve.

**Form W-9 for Pueblo Downtown Association available on Pueblo Parade of Lights website.**

**Questions: [puebloparadeoflights@gmail.com](mailto:puebloparadeoflights@gmail.com) or call**

**Parade Chair Mike Carlisle 719-671-1424 or Pueblo Downtown Association 719-543-7155**

Credit card payments may be made at [www.eventbrite.com](http://www.eventbrite.com).

Checks (with copy of entry form) may be mailed to or dropped off at

**Pueblo Parade of Lights**

**503 N. Main St., Ste 652, Pueblo, CO 81003**

**If office is not open, slide entry under the door.**

**DEADLINE: November 15, 2019**

**CANCELLATION POLICY: No Refunds After Nov. 1st**



# COMMERCIAL ENTRY

Date: \_\_\_\_\_

Name of Business: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

Alternate Contact \_\_\_\_\_ Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

**DETAILED DESCRIPTION OF ENTRY \*Required** (How many vehicles, year & model of car/light truck entries, length of trailers, etc., music, number of people, animals)

**ANNOUNCER'S DESCRIPTION \*Required**

Type a brief description (up to 30 words) of your organization and/or parade entry for TV parade announcers to mention as your float passes by. Suggested information: name of organization or business, purpose, types of products/service, when it was started, how many members... (No specific advertising/sale messages such as "20% off (product)" or "Buy one, get one free.")

\*Pueblo Parade of Lights committee reserves the right to reject entries and/or edit announcer's description. See specific rules for details.

Check all boxes which apply to your entry:

Music:      Carolers:      Animals:      None:      **We would like Premium Placement** (\$75 extra, while available)

## **Pueblo Parade of Lights - Liability Waiver Form**

In consideration of the acceptance of our Entry into the Pueblo Parade of Lights as a sponsor, builder or participant, we hereby acknowledge that we are entering the Pueblo Parade of Lights at our own risk and responsibility; and we therefore, agree to indemnify, defend, save and hold harmless the Pueblo Downtown Association, its officers, board of directors, committee members, employees, agents and volunteers from all liabilities and claims for damages and/or suits for or by reason of any injury, or death to any person or property of the Parade Entrant(s), its agents, employees, volunteers or third parties, from any cause or causes whatsoever while participating in the Pueblo Parade of Lights, the organizing and preparation for, the conduct of or dispersal after the Pueblo Parade of Lights or any part thereof on November 30, 2019 or occasioned by any occupancy or use of parade route or any activity carried on by the Parade Entrant(s) in connection herewith.

We have read and will abide by and be bound by the attached rules and regulations governing the Pueblo Parade of Lights.

Business or Organization \_\_\_\_\_ Date \_\_\_\_\_

Authorized Person \_\_\_\_\_ Printed Name \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Payment Method:    Cash                      Credit/Debit Card, enter last 4 Digits

Check #                                      EventBrite Confirmation #                                      Total Amount

**Print Entry                                      Submit Entry**

To save a copy of your filled-out entry, choose print and then click "save to file" or "save as pdf" from your Print menu. **If you do not use Outlook or another default email program, you may need to save the form, then attach it to an email.**