

PUEBLO PARADE OF LIGHTS RULES & REGULATIONS

Information & rules current as of 9/1/2018.

PARTICIPATION

Parade date is November 24, 2018. Entries not received by October 26, 2018 will be charged a \$25 late fee. Deadline for all entries is November 3, 2018. 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 Parade of Lights. Entries shall conform to the parade theme "Caroling in the City." The Parade of Lights Committee reserves the right to accept or reject any entry. A detailed description must be submitted by November 3rd. No changes may be made without notifying the Parade Committee. Chosen entries will be notified around November 12th. Line-up instructions for selected entries will be available approximately one week prior to the parade. Watch our website 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: Caroling in the City

Payment by credit card is preferred and should be made at www.eventbrite.com

Make Checks Payable to:

Parade of Lights
503 N. Main St., Ste 652
Pueblo, CO 81003

Entry Fees:

Commercial.....	\$100
All Others	\$65
School Bands.....	NO charge
Late Fee (after Oct. 26, 2018)	\$25
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 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.

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 3, 2018

CANCELLATION POLICY: No Refunds After Nov. 1st

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COMMERCIAL ENTRY

Date: _____

Name of Group or Organization: _____ Day Phone: _____

Contact Name & Title: _____ Cell Phone: _____

Email Address: _____ Fax: _____

Mailing Address: _____ Home Phone: _____

City: _____ State _____ Zip: _____

Alternate Contact _____ Phone: _____ Cell Phone _____

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 (25 words) of your organization and/or parade entry for parade announcers to mention as your float passes by. Suggested information: name and purpose of organization, when it was started, how many members... (No advertising/sale messages.)

*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: Premium Placement (\$75 extra, while available) **CHECK ONE** Yes No

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 24, 2018 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: _____

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.**