



2018 ACC Downtown Parade of Lights Guidelines and Rules



Parade Date: Thursday, December 6, 2018

Entry Deadline: Thursday, November 15, 2018 at 5:00 pm. **(Entries must be RECEIVED by this time.)**

Entry Fee: \$40 (Checks payable to Athens-Clarke County)

Parade Theme: "Christmas around the World"

General Guidelines:

1. Payment (\$40) must accompany a fully completed entry form.
2. Entry forms will not be accepted after the published registration deadline.
3. Acceptance of entry into the parade is contingent upon entry meeting the requirements and available space.
4. The parade committee reserves the right to limit the number of entries to 65 entries to stay within the goal of a one-hour parade and to stay within the parade route distance.
5. The parade committee reserves the right to refuse entry in advance or on parade day if entry does not meet the requirements. Entry fee will not be refunded.
6. The ACC Downtown Parade of Lights is a float-oriented parade; therefore, priority will be given to those entry types.
7. Organized Performing Units are allowed, such as marching bands, gymnasts, twirlers, etc., but the entry must have some entertainment value. *Groups of individuals walking are not permitted.*
8. Cars, trucks, and motorcycles are not accepted as entries with the exception of Classic Cars. A Classic Car is defined as being 45 years old or older and maintained in a way that keeps it true to the original manufacturer specifications. A limited number of Classic Cars will be allowed for the purpose of carrying the Mayor, Commissioners and/or Parade Marshal. If these vehicles are not needed for this purpose, they may be entered as entries in the parade on behalf of a car club and must pay the parade entry fee.
9. Public Service vehicles may be allowed as entries but must be decorated such that their physical characteristics are hidden.
10. Entries with horses (or any other large animals) are by invitation only. Horses should have buns, and riders should dress in holiday attire.
11. Entries with other animals must have prior approval.
12. The Parade Committee will set the marching order of the parade.
13. The ACC Downtown Parade of Lights is a holiday event whose primary audience is children. Entrants with displays or messages not appropriate for children or which are unrelated to the parade theme, the winter season, or holidays occurring in the months of November and December will not be allowed to participate. No political messages or signage is allowed.
14. No weapons of any kind (real or replica) are allowed, with the exception of military units who must have prior approval.
15. The ACC Downtown Parade of Lights is a "rain or shine" event. If safety becomes an issue for participants and spectators due to severe weather, the parade may be cancelled by the event organizer. If the event is cancelled, refunds will be given if requested in writing within 7 days of the event. Entry fees will not be given as credits for subsequent year's entry fees.

Entry Requirements:

1. Floats have a maximum height of 13 feet; maximum length of 55 feet; maximum width of 12 feet. These parameters include the *entire entry* -- float *and* tow vehicle.
2. Floats must be decorated so that their physical characteristics will be hidden and unrecognizable as a trailer, flatbed, etc. Skirting shall extend to a point no higher than 6" from the ground and is required on all floats. Each float must promote the parade theme and/or the holiday season.
3. Organized Performing Units should keep their formations to no more than 8 people wide, in that some of the parade route is narrower than other portions.
4. Organized performing units are granted a maximum of 30 seconds to perform a short routine for judges at the reviewing stand. If the unit needs music played and amplified from the reviewing stand for a performance, it must be provided to us on a CD, MP3 player or phone and music should be cut to the appropriate starting point. All performances and music should be "family friendly."
5. Absolutely no objects such as candy etc. shall be *thrown or dropped* from floats, vehicles or other entries. *Note: Failure to comply with this rule will jeopardize future acceptance in the parade. This is a safety issue.* If an entry has adults walking alongside it, those individuals may go to the sidewalks to *personally hand* candy to the spectators along the route. Throwing of candy is prohibited.
6. No more than 10 individuals may walk beside or behind an entry – either float or performing unit.
7. Live "Santas" are not permitted to avoid duplication of the official parade Santa.
8. "Special characters" (ie. Frosty the Snowman, the Grinch, etc.) must be in full costume.
9. Use of holiday music is encouraged, but any other amplified sound/music is not permitted without *prior* approval from the parade coordinator.
10. Entries should carry or include easily readable signage to assist the judges with identification.
11. Parade participants should be dressed in a manner appropriate to the theme of the entry or holiday season, including those individuals walking along with an entry.
12. As many lights should be used on the entry as possible in order to make this a "parade of lights." Flashlights, glow sticks, etc. are encouraged.
13. A detailed description of the entry is *required* and part of the application form. Photos or clearly detailed drawings are recommended. Entry forms without this information will not be processed. Please remember include the length from the front bumper of your vehicle to the end of the float/trailer, including the connecting hitch.
14. The parade is limited to a maximum number of entries.

Rules for Parade Line Up – Floats

1. Entries will be given as assembly time and spot assignment. Entries assembling on Hancock Street no earlier than 5:00 p.m., but are to be in place no later than 5:45 p.m. Entries not in place by this time may not be judged or eligible for awards.
2. The parade line up will be posted on the ACC Leisure Services Department website (www.athensclarkecounty.com/parade) the day before the parade. Entrants will also receive the parade line up and instructions via email.
3. Entrants arriving after 6:00 p.m. will not be allowed to participate in the parade.

Rules for Parade Line Up – Performing Units

1. Performing Units may begin assembling on Hancock Street no earlier than 5:00 p.m. but need to be in place no later than 6:15 p.m. Arriving after this time places the entrant at risk of not being allowed to participate in the parade.

2. The parade line up will be posted on the ACC Leisure Services Department website the day before the parade. Entrants will also receive the parade line up and instructions via email.
3. Performing Units should gather at their assigned location, but off the street. There is usually a parking lot or other open space for members to congregate while waiting for the parade to begin.