The Lancaster by the Bay Chamber will be presenting its 36th annual Christmas Parade on Friday, December 12, 2014. **This year’s theme is “Star Spangled Christmas”.** The Chamber is very excited about the wonderful plans that are unfolding for this year’s event.

Here are some things that you will need to know: **PLEASE READ THESE CAREFULLY!**

* LINE UP TIME: 4:30 – 5:30 pm (no entry allowed after 6:15 pm)
* JUDGING: 5:30 – 6:30 pm
* PARADE TIME: 7:00 pm
* Updated Application and Christmas Parade Packet - Please be sure to read ALL enclosed materials very carefully as changes have been implemented to improve and enhance our parade.
* **Application, signed waiver and payment in full must be received by Wednesday, November 26, 2014 @ 5PM. NO EXCEPTIONS!**

PARADE ROUTE: The parade will go down Main Street, turn right onto Irvington Rd., and then right on School Street to Lancaster Middle School.

* There are to be **NO UNAUTHORIZED SIRENS or HORNS** used during the parade
* **NO candy or objects** can be thrown from floats or vehicles. You may have someone walk and hand out candy or other items.
* **NO live SANTA in any parade entry!**
* No one under the age of 16 will be allowed to drive any type of entry.
* Parade entries should be 95% complete before entering the line up with the exception of final touches.

For more information, please contact Anne Paparella at 804-435-6092 or Susan Cockrell at 804-435-1552, ext. 25.

Thank you for showing pride in our community, and participating in the Chamber’s Annual Christmas Parade.

**2014 Kilmarnock Lighted Christmas Parade**

**DAY OF PARADE DETAILS**

**ALL UNITS**

Please be PROMPT! Tardiness may cost your participation in the Parade. Floats will enter Chesapeake Commons from the entrance across from Sal’s Pizza. DO NOT attempt to enter Chesapeake Commons from any other entrance, as the other entrances will be closed and Parade Officials are instructed to allow no one to enter from any other point.

Separate staging areas will be set up for Equestrian Entries, Bands, Fire Trucks and Special Appearances.

* ALL UNITS MUST KEEP THE PARADE MOVING AT ALL TIMES! Please remember that unless directed by Parade Officials or a Police Officer there is to be NO STOPPING!
* **NO UNAUTHORIZED SIRENS or HORNS may be used during the parade!** Doing so may disqualify entry/unit in future parades.

**FLOATS**

**DESIGN**

* Floats should be constructed and decorated so that either side is equally appealing.
* **No unit other than the float designated by the Parade Committee as the “Official Santa Float” may have any individuals dressed as Santa or Santa-like figures or representation.**
* All floats must be 95% complete before entering the lineup and available for judging by 5:30 pm.

**BUILDING SPECIFICATIONS**

* The maximum dimensions of unit shall not exceed: Length – 50 Feet; Height – 14 Feet; Width – 10 Feet.
* **GENERATORS**: All generators MUST have gas tanks of sufficient size to supply unit for duration of Parade. There will be no refueling during the Parade.
* **EACH FLOAT MUST BE EQUIPPED WITH A FIRE EXTINGUISHER.**

**"Judging" Categories for floats are as follows:**

**1. Grand Marshal's Award - Best Presentation of Theme**

**2. Spirit of Christmas Award - Best non-commercial Entry**

**3. Judge's Award - Best Use of Lights**

**4. Chamber of Commerce Award - Best Commercial Entry**

**5. Youth Award - Best Youth Entry**

**6. Tanya Dickinson Memorial Award**

**7. Charlie Carneal Memorial Award**

**8. Ryan Wilcox Memorial Award - Best Decorated Fire Truck**

**2014 Kilmarnock Christmas Parade**

**Rules and Regulations**

**GENERAL INFORMATION**

* The parade will begin at Chesapeake Commons on Main Street (KFC) and will proceed south on Rt. 3 towards downtown Kilmarnock, turning right on Irvington Rd., the right again on School Street where the Parade will conclude.
* The Parade will be held RAIN or SHINE.
* The Parade will step off at approximately 7:00 pm.
* **All units must submit a completed application with fee and have permission to participate in the Parade. All applications, signed waiver must be received no later than WEDNESDAY, NOVEMBER 26, 2014.**
* The appropriate entry fee will be due with the application. Upon acceptance of your entry’s application, your check will be deposited. All entries are required to pay an entry fee of $35 per unit; Chamber of Commerce Members $30 per unit. The exception of these fees would be any vehicle used to transport a dignitary, equestrian clubs, non-profit organizations, and units invited by the Parade Committee for special appearances.
* Receipt of application does not guarantee acceptance in the Parade.
* All units must reflect a holiday theme, or the theme chosen by the Parade Committee, and must **not** be predominantly commercial in nature.
* All vehicles, with the exception of emergency services and antiques cars, must be decorated.
* **NO materials of any sort (candy, toys, leaflets, etc.) are to be thrown from the floats or any other unit.** Violation of this rule will result in the removal of the unit from the Parade, and the violating group will not be allowed in the next year’s Parade.
* It is responsibility of each entry to arrange the drop off and pick-up of all float riders, band members, etc., before and at the conclusion of the parade.
* **THE CONSUMPTION OF ALCOHOLIC BEVERAGES BEFORE and/or DURING THE PARADE IS STRICTLY PROHIBITED. ANYONE DISOBEYING THIS RULE WILL BE REMOVED FROM THE PARADE. The entire unit could be removed at the discretion of parade officials.**
* Your unit must look as it is described on your application. Any unauthorized changes or additions (including additional vehicles) to applications after November 26, 2014 may cause disqualification of your unit at the time of the parade.
* Any walking units should be aware that the street could have some residual dirt or debris (including animal droppings) and should take any precautions necessary.
* **All vendors must have written permission from property owner/manager before set-up. In some cases it may require permission from the Town of Kilmarnock.**
* **All commercial vendors must have a special events license ($10) or a current Kilmarnock business license. If you need to obtain a business license from the Town of Kilmarnock, please call 804-435-1552, ext. 31.**
* All entries and vendors must collect and remove any trash or debris from line-up site, vendor space and/or parade route.

**ANIMALS**

Any unit and/or other animals MUST make arrangements to have animal droppings “scooped” immediately. Please, no autos or trucks should be used for picking up the droppings. Droppings **may not** be dumped at disband area!

**2014 Kilmarnock Lighted Christmas Parade**

**Friday, December 12, 2014 – 7:00 PM**

***THEME – “*Star Spangled Christmas*”***

***Application Deadline Wednesday, November 26, 2014***

**ALL APPLICATIONS ARE SUBJECT TO APPROVAL**

**DEADLINE:** Complete application, waiver and payment in full must be received **no later than Wednesday, November 26, 2014.** In order to meet parade length constraints, the Parade Committee is forced to limit the number of participants and vendors. Appropriate fees will be due with the application and will be deposited upon acceptance. ***Incomplete applications will not be considered.***

**Organization Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City/State/Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone (Day):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. Please indicate choice: Judged NOT Judged Invited Entry

1. Type of organization: Civic Organization or Association Non-profit (501-C) only ID# \_\_\_\_\_\_\_\_\_\_\_\_\_

Commercial or Professional Organization or Association Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Type of Unit:

***Non-Motorized****:*  Band Drill/Dance Equestrian Marching Specialty

* Are any vehicles requested to accompany this unit? Yes No

If yes, reason: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Number of members in unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Motorized:*** Float Automobile Emergency Vehicle (Active)

 Emergency Vehicle (Private) Other

* Exact length of entry in feet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ft. + \_\_\_\_\_\_\_\_\_\_\_\_ ft. = \_\_\_\_\_\_\_\_\_\_\_\_ ft.

 **(Float incl. tongue) (Automobile) (TOTAL)**

 **\*\*\****Tractor Trailers will* ***ONLY*** *be allowed if space provides, and approved by Parade Committee.*

**"Judging" Categories for floats are as follows:**

**1. Grand Marshal's Award - Best Presentation of Theme**

**2. Spirit of Christmas Award - Best non-commercial Entry**

**3. Judge's Award - Best Use of Lights**

**4. Chamber of Commerce Award - Best Commercial Entry**

**5. Youth Award - Best Youth Entry**

**6. Tanya Dickinson Memorial Award**

**7. Charlie Carneal Memorial Award**

**8. Ryan Wilcox Memorial Award - Best Decorated Fire Truck**

**Entry Fees:** All entries are required to pay an entry fee of $35 (Chamber of Commerce Members, $30) **per unit**. The exception to these fees would be any vehicle used to transport a dignitary, equestrian clubs, non-profit organizations, and units invited by the Parade Committee for special appearances.

**4**. Vendors:

**Non-Profit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and **Chamber Members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $20 per 10x10 space**

**For Profit:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and **Non-Chamber Members:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **$25 per 10x10 space**

**All Strolling Vendors:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **$30 per registration**

* **NOTE\*\*\*All vendors must have written permission from property owner/manager before set-up. In some cases it may require permission from the Town of Kilmarnock. A COPY MUST BE SUBMITTED WITH APPLICATION TO PARADE COMMITTEE. All commercial vendors must have a special events license ($10) or a current Kilmarnock business license. If you need to obtain a business license from the Town of Kilmarnock, please call 804-435-1552, ext. 31. All vendors must collect and remove any trash or debris from vendor space.**

Please provide a brief description of the vendor, group and/or entry. For entries, this information will be used by the parade announcer during the parade in recognizing your organization and/or entry. For vendors please describe what you will be selling. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**By signing this application, I agree that, if our unit/vendor application is accepted, all participants hold harmless the Lancaster by the Bay Chamber of Commerce and the Town of Kilmarnock for any incident/accident and certify that I have read, and distributed to all involved, the Rules & Regulations enclosed and will abide by them. I understand that failure to abide by these rules and regulations will disqualify my vendor space/unit’s participation in the parade, as well as future parades. I also understand that the Kilmarnock Christmas Parade reserves the right to refuse or admit/invite any entry.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_ Amount Enclosed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return entry form with check or credit card information *(checks made payable to: Lancaster by the Bay Chamber)*

Lancaster by the Bay Chamber, Attn: Cindi Huey

 PO Box 1868 ◊ Kilmarnock, VA 22482

804-435-6092 ◊ 804-435-2291 Fax **◊ *Emergency Contact Number Day of Parade 804-436-6614***

**info@lancasterva.com**

**NO LATER THAN WEDNESDAY, NOVEMBER 26, 2014**

Credit Card Payment Authorization Form

*Please complete the following: Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Visa \_\_\_\_\_ MasterCard \_\_\_\_\_ AMEX\_\_\_\_\_Discover\_\_\_\_\_\_*

Name As It Appears on Credit Card:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credit Card Billing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Card Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Exp. Date: \_\_\_\_\_\_\_\_\_ Security Code \_\_\_\_\_\_\_

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Lancaster by the Bay Chamber ◊ P.O. Box 1868 ◊ Kilmarnock, VA 22482***

***804-435-6092 / 804-435-2291***

***info@lancasterva.com***