Holiday Parade Rules and Guidelines – 2014

1. **Parade Route:** The 2014 Health First Palm Bay Hospital Holiday Light Parade will stage at the Eastern Florida State College (EFSC) Palm Bay Campus (formerly Brevard Community College). Parade will begin promptly at 6:30pm leaving EFSC Campus North onto San Filippo turning West onto Malabar Road. Parade will end by turning South onto Eldron Blvd (a 2 mile distance)

2. **Parade Theme:** Happy Holidays - All vehicles must be clean, in good condition, and decorated appropriately to represent the holiday season. Music selections should be appropriate for the holidays and in good taste as well.

3. **Participants:** Entry into the parade must be approved by Palm Bay Parks & Recreation (PBPR). PBPR reserves the right to limit the number of participants, vehicles per entry, total length of unit, and the total number of entries in the parade. PBPR reserves the right to withdraw any unit of which costume, float or performance does not conform to the standards of reasonable public taste or does not comply with parade rules and guidelines.

4. **Walking Units:** It is ***highly*** recommended that all units (other than marching bands) be on a float or vehicle rather than walking. The parade route is over 2 miles long. Children under the age of 10 **MUST** be riding on a float or a vehicle.

5. **Illegal substances/Firearms/Fireworks/Weapons:** Consumption or possession of alcoholic beverages or illegal substances is strictly prohibited by any parade participant. Firearms and weapons, of any kind, are strictly prohibited unless cleared through PBPR and Palm Bay Police Department. Paintball markers must be plugged and must remain pointing in downward angle at all times. Fireworks, including sparklers, are prohibited. Call (321) 952-3443 for more information prior to registration.

6. **Motorized Vehicles:** All motorized vehicles should proceed at a slow "parade pace." No speeding, skidding, sudden braking, wheelies or "burnouts". Please use good common sense while operating any vehicle. The safety of the participants and spectators is our primary concern. All motorized vehicles must have a valid licensed driver and proof of insurance, if applicable. Please be prepared to show proper documentation when requested. Vehicles must comply with state and county laws. Drivers must be in control of their vehicles at all times through parade route. Stalled vehicles must be removed from the parade route, if towing is needed it will be at the vehicle owners expense.

7. **Excessive noise:** Blasting horns, excessively loud music, or noise that is disruptive or not appropriate is prohibited. PBPR reserves the right to require parade participants to stop, reduce volume or frequency of noise produced. If your entry will be playing music, please be sure to notate this under "Additional Info." on the registration form. We try to ensure that we don't put entries playing music next to each other along the parade route.

8. **Candy/Promotional items:** Parade units may distribute candy and other items by hand only**. PLEASE DO NOT THROW CANDY OR OTHER ITEMS! IT IS DANGEROUS**. Participants throwing candy will be removed from the parade route. Please make sure that you have enough candy to last the entire parade route. All promotional items and other material must be pre-approved by PBPR.

9. **Fire Regulations:** To comply with fire regulations, all floats and any other mobile unit(s) carrying a generator(s) will be required to carry two (2) B-C extinguishers. All entries carrying a generator(s) will be inspected for safety compliance.

10. **Height/Weight restrictions:** The maximum allowable height of a float or any other participating unit is 13.0 feet from the ground up. The maximum allowable width of said unit is 10.0 feet. Units will be checked for compliance prior to the start of the parade. All floats must have tail lights visible at all times and are required to unload all persons off the float at the end of the parade. (You may want to pre-plan this for the parents of participating children.)

11. **Support Vehicle:** Only one (1) support vehicle (truck, car, bus, van, etc.) per entrant, used to transport equipment and/or participants, is allowed in the staging area. There will not be enough space to allow more than one (1) vehicle per entrant. This vehicle can enter and leave the staging area throughout the day as needed. They will be issued a pass

that must be displayed on the driver's side of the windshield. Any other vehicle(s), other than the support vehicle, will not be allowed to enter the staging area (parents' vehicles, group leader vehicles, buses, etc.)

12. **Vehicle Parking:** All vehicles not participating in the parade shall park in the Manchester Circle grass.

13. **Staging & Assembly Time:** All floats must be finished or require minimal assembly before entering the staging area. Arrive early! Staging begins at 3:30 pm. Floats must be in their assigned place by 4:30 p.m. All groups wanting to be judged must be in place and ready to be judged by 4:30 p.m. Participants not in place by 4:30 p.m. will NOT be judged. All other participating units must be in their assigned place by 5:30 p.m. The parade will begin promptly at 6:30 p.m. DO NOT BE LEFT BEHIND**.** If you are not in your assigned place by start of parade, you will not be allowed to participate.

14. **Floats:** Floats three (3) feet above ground must be skirted in fabric, paper, wood or a mixture of materials. No part of the wheels should be showing. Signage of sponsor and/or organization must be on the float. Please place signage on BOTH sides of your float.

15. **Judging:** Judging will be based upon the category that you register in. Your entry will be announced at the viewing stage located at the start of the parade on San Filippo Dr. SE.

16. **Santa Claus:** NO Santa or Mrs. Claus Costumes will be permitted other than the SANTA FLOAT at the end of the parade.

17. **Registration/Check In:** A representative from each participating unit (float, band, equestrian, etc.) must check in with registration upon arrival. Please ensure that your representative has a mobile phone or pager with him/her at all times during the parade and that PBPR has the number. Your unit will be escorted or directed to the proper place in the staging area by PBPR staff. Staging area will take place at EFSC Palm Bay campus. Be sure to inform ALL involved participants in your group of your units staging number and where and when you should congregate before arriving at the registration area. There is NO shuttle service provided. Vehicles, other than the one (1) allowed support vehicle, will not be permitted into the staging area to drop off parade participants at their staging location. You will need to park and walk to the parade unit location. Please be sure parents/spouses/etc. knows where to drop off and pick up children/participants. Remember, you are responsible for your children and your UNIT at all times, before, during and after the parade!!

18. **End of Parade:** The parade ends at the intersection of Malabar and Eldron. Walking units may continue to City Hall for pick-up. Riders on floats are not to get off at the intersection. Floats must turn South on Eldron. Letting riders off along Eldron is prohibited. Riders may get off floats at Southwest Middle School located at Eldron and Jupiter. The area will be lighted for safety.

19. **Equestrian/Animal:** All animal groups are required to have a pooper scooper following the animals throughout the entire route (includes staging area at EFSC). No animal may be harmed or mistreated while participating in this event. Handlers must have complete control over their animal at all times. Animals should be appropriately contained. Animals should be properly vaccinated, if applicable (i.e. canines require rabies vaccination and licensed county tag and must be leashed at all times). PBPR reserves the right to not allow animal participation.

20. **Space Assignment/Staging Order:** You will receive an email two weeks prior to the parade date regarding pre-parade meetings to be held the week of the parade. **Meeting dates are MONDAY DECEMBER 1ST or TUESDAY DECEMBER 2ND, 7p – 8p at the Palm Bay Community Center. It is mandatory that a representative for ALL registrants attend one of these meetings, as information regarding where the registration area will be, the participant drop off time and place, space assignment number, map location and any further instructions you may need will be provided. THOSE WHO DO NOT ATTEND ONE OF THE MEETINGS WILL NOT BE PERMITTED TO PARTICIPATE IN THE PARADE.** If you have not been contacted by Friday November 21, 2014, please call us at (321) 952-3443. ALL parade Units will receive an assigned space number at the meeting. This number MUST be placed in the front left corner of windshield, held by a lead person in walking or other groups, or securely attached to the left front of float/vehicle. Number must be clearly visible for judging.

21. **Questions:** If you have any questions regarding the parade, please contact a Holiday Parade Coordinator at 952-3443 or via email at holidayparade@palmbayflorida.org