

51 ST ANNUAL
WINDSOR SANTA CLAUS PARADE
SATURDAY, November 30, 2019
START TIME: 6:30 P.M.

Application Deadline is November 12, 2019

THEME: My Family Christmas Story

PARADE ENTRY FORM APPLICATION

NAME OF ENTRY: _____

CONTACT NAME: _____

MAILING ADDRESS: _____

CITY/PROVINCE _____ POSTAL CODE _____

CONTACT PHONE: Day _____ Evening _____

MUST PROVIDE AN EMAIL CONTACT: _____

DESCRIPTIVE TITLE: _____

(e.g. float, performance troupe, other)

SOUND/MUSIC ___ Yes ___ No Type Of Sound System _____

FLOAT ENTRY FEE: ___ Commercial & Municipal \$100
 ___ Community Clubs, Schools \$50
 & Non-Profits & Mascots

I have read and understand this Entry Form and its Rules and Regulations. On behalf of the firm/ organization/individual above and all participants in the entry, I the undersigned, agree that neither the Windsor Parade Corporation, the Parade Committee nor any agent, employee or volunteer of either assumes any responsibility for any personal injury or property damage suffered in connection with the Parade howsoever caused (including negligence and excepting only willful misconduct) and agree to release and hold harmless such parties from any claims for such injury or damage. The WPC reserves the right to request to be named on a certificate of insurance as an additional insured as a requirement of entry into the parade.

Date

Signature

Please PRINT Full Name

Mail Completed Entry Form and Payment To:

Windsor Parade Corporation
 1168 Drouillard Road
 Windsor, Ontario N8Y 2R1 Fax; 254-7735
mrssanta@mnsi.net www.sntaparade.org

INFORMATION SHEET

NAME OF ENTRY: _____

DESCRIBE HOW YOUR ENTRY RELATES TO THIS YEAR'S PARADE THEME ("CELEBRATING 50 YEARS OF CHRISTMAS")

COMPLETE PHYSICAL DESCRIPTION OF YOUR ENTRY (Including Float Dimensions): MUST BE SPECIFIC IN SIZE AND NUMBER OF ENTRIES. ANY ADDITIONAL ENTRIES WILL NOT BE ALLOWED ON PARADE DAY

PLEASE PROVIDE INFORMATION BACKGROUND (**15 SECOND SCRIPT**) ABOUT YOUR ENTRY SO IT MAY BE USED DURING THE TV RE- BROADCAST (Attach extra page, if necessary). **IF YOU DO NOT PROVIDE A SCRIPT ABOUT YOUR ENTRY THERE IS THE POSSIBILITY THAT YOUR ENTRY WILL NOT BE INCLUDED IN THE TELEVISION RE-BROADCAST.**

RULES & REGULATIONS

PLEASE READ CAREFULLY AND RETAIN FOR YOUR REFERENCE

GENERAL INFORMATION

1. **NO ENTRY MAY DEPICT SANTA CLAUS AND/OR MRS. CLAUS OR SANTA'S FLOAT.**
2. NO ENTRY MAY DEPICT ANYTHING POLITICAL, CONTROVERSIAL OR OTHERWISE OFFENSIVE WITHIN THE SOLE DISCRETION OF THE WINDSOR PARADE CORPORATION.
3. ***WE SUGGEST THAT ALL ENTRIES, COMMERCIAL & NON-COMMERCIAL, KEEP THEIR ADVERTISING TO A MINIMUM (EXAMPLE: A SMALL MAGNETIC SIGN) OR USE NO ADVERTISING AT ALL.**
4. ***FOR AN ENTRY TO BE ACCEPTED INTO THIS YEAR'S WINDSOR SANTA CLAUS PARADE: IT MUST CONFORM TO THE PARADE'S RULES AND REGULATIONS, IT MUST HAVE THEIR APPLICATION AND APPLICATION FEE IN THE PARADE OFFICE ON OR BEFORE THE DEADLINE DATE OF November 12, 2019 AND HAVE THE FINAL APPROVAL OF THE WINDSOR SANTA CLAUS PARADE COMMITTEE.**
5. NO ENTRY MAY DISTRIBUTE LITERATURE, PAMPHLETS, LEAFLETS, BROCHURES, FLYERS OR ANY OTHER WRITTEN OR PRINTED THING TO THE SPECTATORS OF THE WINDSOR SANTA CLAUS PARADE.
6. ***THERE WILL BE NO PREMATURE EXITING OF THE PARADE ROUTE, WITH THE EXCEPTION OF AN EMERGENCY. IT IS EXPECTED THAT ALL ENTRIES COMPLETE THE PARADE ROUTE FROM START TO FINISH.**
7. ENTRIES MUST BE ENTERTAINING TO A FAMILY AUDIENCE PRIMARILY MADE UP OF CHILDREN BETWEEN THE AGES OF TWO (2) AND ELEVEN (11)
8. ALL ENTRIES THAT CONSTITUTE A FLOAT MUST INCLUDE AND BE FULLY DECORATED- WHICH MEANS:
 - A) **THE WINDSOR SANTA CLAUS PARADE COMMITTEE ASKS ALL ENTRIES TO GIVE CONSIDERABLE THOUGHT AND TIME TO THE CREATIVITY AND DESIGN OF THEIR FLOAT/ENTRY.**
 - B) ***THE SANTA CLAUS PARADE COMMITTEE RECOMMENDS THAT ALL RIDERS ON ALL FLOATS/ENTRIES BE DRESSED IN MATCHING COSTUMES, UNIFORMS ETC. TO MATCH THE THEME OF THE PARADE OR THEIR ENTRY.**
 - C) ALL ENTRIES MUST BE RESPONSIBLE FOR ENSURING THAT THE DESIGN AND OPERATION OF THEIR FLOAT/ENTRY IS SAFE AND RELIABLE.
 - D) ALL VEHICLES MUST BE IN GOOD MECHANICAL CONDITION AND PROPERLY SERVICED PRIOR TO THE PARADE. SPECIAL ATTENTION MUST BE PAID TO COOLING AND EXHAUST SYSTEMS, BRAKES, STEERING AND TIRES
 - E) PROVISIONS FOR EMERGENCY TOWING MUST BE AVAILABLE ON ALL MOTORIZED ENTRIES (E.G. TOW HOOK, TOW CHAIN)

- F) **AUTOMOBILES ARE RESTRICTED TO A MODE OF TRANSPORTATION FOR INVITED GUESTS (EX.: GRAND MARSHALLS) AND ARE NOT ACCEPTABLE AS AN ENTRY.**
- G) ***SUV'S, PICK-UP TRUCKS AND FLAT BED CABS ARE RESTRICTED TO BEING A TOWING UNIT ONLY, AND MUST BE FULLY DECORATED TO MATCH THE FLOAT/ENTRY THEY ARE TOWING.**
- H) ANTIQUE VEHICLES MAY BE PERMITTED AS A MODE OF TRANSPORTATION FOR INVITED GUESTS BUT MAY NOT PULL A FLOAT OR ENTRY.
- I) **FLOATS MUST BE 100% DECORATED AND NO PART OF THE VEHICLE ON WHICH THE FLOAT IS BUILT, INCLUDING THE TOWING UNIT OR FLOAT CHASSIS MUST BE VISIBLE. ALL FLATBEDS AND OTHER TRAILERS MUST HAVE SKIRTING TO HIDE ALL WHEEL WELLS AND THE UNDERSIDE OF THE TRAILER BELOW THE FLOOR OF THE FLOAT.**
- J) ALL ENTRIES MUST RELATE TO THIS YEAR'S THEME AND BE GENEROUSLY LIT TO ACCOMMODATE FOR THE NIGHT TIME PARADE FORMAT.
- K) **THERE WILL BE A 700 LIGHT MINIMUM PER FLOAT/ENTRY.**

WALKING GROUP INFORMATION

- 9. WALKING GROUPS THAT WILL BE ALLOWED TO WALK IN THE PARADE ARE THE FOLLOWING: **MARCHING BANDS, COLOR GUARDS, MASCOTS, CLOWNS, BALLOON CREWS, PERFORMERS AND PERFORMANCE TROUPES.**

SAFETY INFORMATION

- 10. **NO MATERIAL (INCLUDING CANDY) MAY BE THROWN FROM ANY ENTRY**
- 11. **ANY ENTRY CAUGHT THROWING CANDY OR OTHERWISE IN BREACH OF THIS RULE WILL BE REQUIRED TO EXIT THE PARADE IMMEDIATELY WITHOUT REFUND OF FEES OR OTHER RECOURSE,**
- 12. ****ANY ALCOHOL OR ILLEGAL DRUG CONSUMPTION OR POSSESSION IS FORBIDDEN BEFORE, DURING AND AFTER THE PARADE FESTIVITIES. ANY INDIVIDUALS THAT ARE CAUGHT WILL BE DISMISSED FROM THE PARADE IMMEDIATELY AND TURNED OVER TO THE PROPER AUTHORITIES.**
 - A) ALL ENTRIES DECORATIVE MATERIALS MUST BE FIRE RETARDANT.
 - B) ALL ENTRIES FUEL TANKS SHOULD BE TOPPED OFF JUST PRIOR TO THE PARADE. ANY TYPE OF FUEL STORAGE RECEPTACLE WILL NOT BE ALLOWED ON ANY PARADE ENTRY.
 - C) ALL MOTORIZED VEHICLES MUST CARRY A FIRE EXTINGUISHER THAT HAS BEEN APPROVED, CHARGED, SEALED AND TAGGED TO INDICATE LAST DATE OF SERVICE (WITHIN 180 DAYS OF THE PARADE DATE). THE EXTINGUISHER MUST BE ACCESSIBLE AND THE OPERATOR FAMILIAR WITH its OPERATION.

STAGING, PARADE ROUTE AND DE-STAGING

- D) ***IT HAS BEEN RECOMMENDED BY THE WINDSOR POLICE SERVICES THAT NO RIDERS BE ON THEIR FLOAT OR ENTRY IN TRANSIT TO THE REGISTRATION-STAGING AREA. THERE IS A CITY BY-LAW PROHIBITING THIS AND ALL RIDERS WILL BE ASKED TO GET OFF THEIR ENTRY IF THEY ARE CAUGHT.**
- E) **RIDERS WILL ONLY BE ALLOWED TO RIDE ON THEIR FLOAT/ENTRY FROM THE STAGING AREA, ALONG THE PARADE ROUTE TO THE DE-STAGING AREA. ALL PARTICIPANTS AND INDIVIDUALS SHALL NOT MOUNT OR DISMOUNT FROM FLOATS OR OTHER ENTRIES ALONG THE PARADE ROUTE (WITH THE EXCEPTION OF AN EMERGENCY SITUATION). DRIVERS AND OTHER PERSONS ON ALL ENTRIES MUST HAVE A MEANS OF RAPID ESCAPE IN AN EMERGENCY.**
- F) ***ONCE AN ENTRY HAS REACHED THE DE-STAGING AREA (END OF THE PARADE) ALL RIDERS ON THAT ENTRY MUST GET OFF THEIR ENTRY IN THE DE-STAGING AREA. AN ENTRY WILL NOT BE ALLOWED TO LEAVE THE DE-STAGING AREA WITH ANY RIDERS STILL ON THE ENTRY. THE ONLY PEOPLE THAT SHOULD BE LEFT WITH THE ENTRY ARE THE DRIVER AND ONE OR TWO PASSENGERS.**
- G) ***ALL FLOAT/ENTRY RIDERS SHOULD MAKE ARRANGEMENTS BEFOREHAND TO HAVE SOMEONE PICK THEM UP IN THE VICINITY OF THE DE-STAGING AREA in the Festival Terrace. REMEMBER, THAT ONLY PARADE ENTRIES WILL BE ALLOWED IN THE DE-STAGING AREA SO YOU HAVE TO MEET YOUR RIDE OUTSIDE THE DE-STAGING AREA.**

PARADE MARSHALL INFORMATION

14. **ALL INSTRUCTIONS OF THE PARADE MARSHALLS AND its OFFICIALS MUST BE OBEYED. FAILURE TO DO SO MAY RESULT IN REMOVAL FROM THE PARADE AND MAY JEOPARDIZE PARTICIPATION IN FUTURE WINDSOR SANTA CLAUS PARADES.**
15. **PARADE MARSHALLS AND OFFICIALS RESERVE THE RIGHT TO REMOVE ANY ENTRY, AT ANY TIME, WHETHER AS A RESULT OF CONCERNS FOR SAFETY, INTERFERENCE WITH THE PARADE'S PROGRESS OR DOES NOT MEET ALL OF THE REQUIREMENTS REFERENCED ABOVE.**

ENTRY FORM, FEE AND DEADLINE INFORMATION

16. **THE ENTRY FORM MUST BE FULLY COMPLETED AND THE APPROPRIATE ENTRY FEE MUST ACCOMPANY THE ENTRY FORM AND BE RECEIVED BY THE PARADE OFFICE ON OR BEFORE DEADLINE DATE OF November 12, 2019. ENTRY FEES MAY ONLY BE PAID BY CHEQUE, CASH OR MONEY ORDER Prior to the Parade**

The WINDOR PARADE CORPORATION reserves the right to request to be named on a certificate of insurance as an additional insured as a requirement of entry into the parade.