



## Parade Application

The City of Fairfield is proud to welcome the community to celebrate the holiday season with the first ever *Fairfield Parade of Lights* which will be held on **Sunday, December 1, 2019!**

The City is seeking participants for this eye-catching event! Want to be part of the 2019 Fairfield Parade of Lights? We are looking to include art and cultural organizations, schools, community groups, and City departments with illuminated floats, vehicles, performances, and more!

The parade will bring together the entirety of our local community to celebrate the spirit of the winter season. We encourage everyone to visit the City of Fairfield for this unique experience.

**START TIME:** The parade will start promptly at 6PM.

Parade lineup is from 5:15PM – 5:45PM at the Fairfield City Municipal Court 675 Nilles Rd, Fairfield, OH 45014.

**PARADE THEME:** The parade theme is general Holiday/Winter theme. – Be creative! 😊

**PARADE ROUTE:** The parade route is approximately 0.7 miles long and mostly flat. The route begins at the Fairfield City Municipal Court, take a right onto Wessel Drive and left onto Fairfield Commons Drive (adjacent to the Village Green Park) where you will park and be present for the patrons to take photos and see the light up vehicles up close!

**ENTRY DETAILS:** Applicants will be sent instructions for parade day regarding lineup and staging area assignments during the week before the parade.

**FEES:** To celebrate the inaugural year for this event, the fee will be waived for 2019!

**HOW TO APPLY:** All entries must be reviewed and approved by the parade committee prior to participation in the parade. Please complete the Fairfield Parade of Lights application.

Applications must be received by **Monday, November 25, 2019.**

**EMAIL APPLICATION TO:**

btheilman@fairfieldoh.gov

OR

**MAIL APPLICATION TO:**

Community Events Coordinator  
Fairfield Parks & Recreation Office  
411 Wessel Drive, Fairfield, OH 45014

Name of Organization: \_\_\_\_\_

Main Contact Name: \_\_\_\_\_

Number: \_\_\_\_\_

Email: \_\_\_\_\_

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

Number of Participants: \_\_\_\_\_

Entry Category (check):

Float       Marching Band       Color Guard/ Veterans Unit

City Vehicle - Please Describe: \_\_\_\_\_

Other – Please Describe: \_\_\_\_\_

**All vehicles must attach a current copy of insurance**

**Please Note:** No “Walking” entries are allowed in the parade except marching bands and color guard.

Will there be amplified sound? \_\_\_\_\_

**Description of Entry:** Please give a description of your use of the “Holiday/Winter” theme and information on your organization, (Ex: how many lights are on your float, how it will be constructed, decorated and what it will look like, purpose of your organization, year founded, etc.)

\_\_\_\_\_  
\_\_\_\_\_

Entry Dimensions:

Width \_\_\_\_\_ Length \_\_\_\_\_

Has your organization/business been in a parade before? \_\_\_\_ Yes \_\_\_\_ No

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_



## RULES AND REGULATIONS

1. ALL entries must have lights on them (**including approved walking entries**).
2. Entries will be evaluated for acceptance based on theme use, entertainment value and use of lights (clear and/or colored).
3. No unit will be admitted into the parade that has not been pre-approved. Entries will **NOT** be accepted or considered after November 25, 2019.
4. The Fairfield Parade of Lights committee reserves the right to reject any entry that is inappropriate, not in good taste, not in the best interest of the parade or depicts a controversial issue.
5. All units are required to maintain **forward motion at all times**. No maneuvers or drills are allowed that slows the forward movement of the parade. This includes color guards, animal entries and cheer/pom teams.
6. All entries **should** be properly identified with signs or banners with the organization's name so the spectators know who you are.
7. Drivers of motorized vehicles must be at least 18 years of age and have a valid driver's license. The events committee must receive a copy of the driver's license one week prior to parade day. A copy of your proof of casualty and general liability insurance, including bodily injury insurance, in the minimum amount of one million dollars (\$1,000,000) to cover any and all liability exposure to the City of Fairfield – City of Fairfield, Ohio its officials, employees and volunteers **MUST** be listed as additional insured.
8. Siren and Horns - **Please refrain from using them**. They compete with musical units and are not in keeping with the parade holiday/winter ambience.
9. The walkers must be able to keep up with the pace and length of the parade. We do not allow "walking only" units other than marching bands (including cheer/pom), and the color guard.
10. Equestrian and animal units must provide their own accompanying clean-up personnel and equipment. Please make sure the horses have the proper shoes. If you have a vehicle, carriage etc. it **MUST** have lights on it to go through the parade.
11. All parade participants are required to conduct themselves in such a manner as not to infringe on the rights of those people living in and along the staging areas and parade route. **NO solicitation is allowed during event**.
12. No impersonating Santa please - we have invited the "real" Santa! 😊

## **SAFETY REQUIREMENTS**

**1. No objects including candy, flyers, or favors, may be THROWN out along the entire parade route or in the staging area.**

2. There will be no fueling of generators during the parade. Fuel cans (gasoline, fuel oil, etc.) are not allowed to be stored on the entry. They can be stored in the vehicle.

3. There will be NO live fires or open flames on any floats. No straw or hay is to be used.

4. One current 5 lb. ABC Dry Chemical extinguisher must be carried and accessible on each float. The gauge must be in the green area.

5. There are to be no vision obstructions to tow vehicles. An observer other than the driver is required with all towed entries. The observer can walk or ride with the entry.

6. Electrical problems are a concern. Safety inspectors may look for common hazards such as exceeding the number of light strands per manufacturer's specifications, faulty extension cords, staples in wiring, etc.

8. Float riders are only permitted to ride on the float during the parade. They are to load onto the float at the Fairfield City Municipal Court and unload at the Village Green Park – participants may be picked up from this location at the conclusion of the lighting of the tree.

9. Alcohol beverages are not allowed in the staging area, during the parade or upon dismissal.

10. No smoking near or on entries.

11. Please place your generators in a well ventilated area on your entry. We recommend use of 10 to 12 gauge wire to the generator.

**12. Any violation of the rules or safety requirements could result in not being able to participate in the parade.**

# PARADE ROUTE MAP

