Russellville ARKANSAS Christmas Parade

2016 INFORMATION & ENTRY FORM

Theme: Any Christmas Theme
Date: Thursday, December 1 - 6:30pm
Rain Date: Monday, December 5 - 6:30pm
Entry Deadline: Monday, November 28 at Noon
Due to time constraints, entries will not be accepted past the deadline.

ENTRY FEES

Floats are $25, and commercial entries other than floats are $100. You may submit entry forms to: Russellville Recreation & Parks Department, 1000 E. Parkway, Russellville, AR 72801. The contact phone number is 479-968-1272, and the fax number is 479-968-4103.

ENTRY GUIDELINES

- All vehicles must be decorated with a Christmas theme and a minimum of 750 lights.
- No throwing candy or other items during parade. Those throwing items will be removed from the parade.
- Santa will ride on a fire truck at the end of the parade. No other live Santa is permitted.
- No dirt bikes, go-carts or 4 wheelers are allowed.
- Your entry must be finished before it is allowed in the line-up area.
- Follow the directions of all parade workers, identified by fluorescent yellow vests.
- If your vehicle breaks down during the parade, pull to the right, and police will assist you.
- Please maintain intervals of 20 feet between entries. Do not let the parade procession develop gaps. **Entries will not be allowed to stop and perform routines on parade route.**
- Motorcycles are allowed but must be members of an organization.

PRIZES

Float Non-Profit Division: 1st place $200, 2nd place $125, and 3rd place $75.
Float Commercial Division: Traveling plaques will be awarded to 1st, 2nd, and 3rd place winners.
Grand Prize: Chosen from all float entries. Traveling plaque and $250 is awarded.
Santa's Choice: Will be chosen from all parade entries. Traveling plaque will be awarded.

PARADE ROUTE

The parade will begin at 6:30pm. The parade route will be as follows: assemble at the old Gardner Jr. High Building by Sears on South Arkansas; travel north on South Arkansas to Main Street; turn west on Main Street; parade ends at S. Glenwood and W. 2nd Street. The First Baptist Church parking lot on S. Glenwood and W. 2nd Street is designated for dispersal only; vehicles will not be able to park in this area.

FLOATS

The commercial building at the fairgrounds will be available for construction of your float. For reservations, call the Parks Department at 968-1272. Entry form and entry fees must be submitted before reservations can be made. Space is limited and will be assigned on a first-come, first-serve basis. The fairgrounds will be open for use November 14 – December 1. There will not be access to the fairgrounds on Thanksgiving Day (Nov 24). You will not have access to the fairgrounds after December 1. All floats and supplies must be removed by 10:00pm on December 1. Floats can not be stored at the fairgrounds for use in other parades.

All floats must be at the line-up site and ready for judging by 4:30pm. Due to the size of the parade and time limitations, **judging will start promptly at 5:00pm.**
* Floats stored at the fairgrounds will have a police escort to the line-up site. Entries must be hooked up and ready to leave the fairgrounds at 2:30pm.*

ENTERING LINE-UP AREA

All entries must enter the line-up area at the intersection of West 13th Street and South Denver Street. Band buses will unload at the intersection of West 10th Street and South Denver Street. After unloading, buses will then proceed on West Denver Street out of the line-up area.

COMMERCIAL & PERSONAL ENTRIES

All commercial and personal entries will assemble at the line-up site by 5:30pm. This does not include floats which should be there at 4:30pm. All entries must be decorated. ANY VEHICLE NOT DECORATED WITH A HOLIDAY THEME AND A MINIMUM OF 750 LIGHTS WILL NOT BE ALLOWED TO PARTICIPATE.

MARCHERS

You will not be allowed to drive into the line-up area; you must park outside this area and walk your child to their spot. You may also drop your child off in front of the old Gardner Jr. High building, and escorts will be available to walk your child to the appropriate area. **Absolutely no parking will be allowed in front of the building.** Please pin the scout number or troop number to the marcher's clothing to assist the escort in getting the marcher to the appropriate area. * At least one adult must remain with each group of marchers throughout the parade.

BANDS

Bands will assemble on West 10th Street in front of the school's administration building no later than 5:30pm. No buses will be allowed in this area. (Refer to the section about entering the line-up area.)

HORSES

Enter the assembly area at South Denver and West 13th Street, and you will be directed to your line-up area. **You must show proof of current Coggins test while in line-up area.**

Return this form with entry fee if applicable

2016 RUSSELLVILLE CHRISTMAS PARADE ENTRY FORM

Contact Name _____

Contact Phone Number _____

Organization or Company Name _____

Address _____

Email Address _____

Type of Entry:

____ **Float** ____Non-Profit ____Commercial (FLOAT LENGTH INCLUDING VEHICLE) _____ Music: YES NO

____ **Non-Float Commercial** (LENGTH OF ENTRY) _____ Music: YES NO

____ **Antique Car** If group entry, number of vehicles _____

____ **Royalty** Participant's Name _____ (LENGTH OF VEHICLE) _____

____ **Motorcycles** (Name of Organization) _____ Number of Motorcycles _____

____ **Marching Band** (NUMBER IN GROUP) _____

____ **Associations** (NUMBER OF WALKERS **OR** LENGTH OF VEHICLE) _____ Music: YES NO

(e.g. scout troops, fire trucks, ambulances)

____ **Horses** (NUMBER OF HORSES) _____

ENTRY FEE MUST ACCOMPANY FLOAT AND COMMERCIAL ENTRY FORMS

I understand that in order to have a vehicle/float in the parade, it MUST be decorated with a minimum of 750 lights and a Christmas theme. I understand that if any guidelines are not followed, the Russellville Recreation & Parks Department has the right to refuse participation in the current or future Christmas parades. I deliberately and knowingly assume all costs, risks of injury and/or other damages for myself, including but not limited to cost of medical treatment, permanent injury or death, and property damages resulting from my decision. I waive, release and hold harmless the City of Russellville, all City Departments, their employees, volunteers, and agents from all legal and financial responsibility and from all costs, injuries and/or other damages to myself (including but not limited to, cost of medical treatment, permanent injury or death, and property damage) from this decision of mine. I have read, do understand and agree to the above stated guidelines.

Signature _____ Date _____

Print Full Name _____

Return completed form by Monday, November 28 at 12:00pm (noon) to: Russellville Recreation & Parks Department, 1000 E. Parkway, Russellville, AR 72801. Telephone: 479-968-1272 Fax: 479-968-4103

FOR OFFICE USE ONLY

Amount Paid _____ Date Received _____

Check Number _____ Receipt Number _____

_____

Office Signature