

**2015 Ocala/Marion County Christmas Parade Application**

**FRIENDS OF THE CHRISTMAS PARADE, INC. PRESENT THE  
OCALA/MARION COUNTY CHRISTMAS PARADE**

**SATURDAY, December 12, 2015**

Parade begins promptly at 5:30 p.m.

**THEME: "Winter Express!"**

**Application deadline is Wednesday, October 15<sup>th</sup>, 2015 at 5PM!**

**Thank you for your interest in the Ocala/Marion County Christmas. This packet includes the 2015 application and rules. Please read through this ENTIRE packet carefully before submitting. Completed applications and general questions should be directed to the address and numbers listed below.**

So that the Christmas Parade is an entertaining holiday event and lasts no longer than 2 ½ hours, a pre-determined number of applications will be selected for each parade group as follows: 50 float units, 15 band units, 15 horse Units, 10 marching units and 20 motorized units with a maximum of 110 parade units. The parade committee will review and select applications one week after deadline. Selection criteria will be based upon the following:

1. Entertainment/show value of unit
2. Diversity within category
3. Completeness of application

**Applicants must provide unit drawings, action photos or video that represents your entry. All Christmas music must be submitted in advance to be reviewed by the parade committee and will be exclusive music to be used throughout the parade route. Submitted materials will not be returned.**

**THE 2015 ENTRY FEE WILL BE \$75.00 FOR ALL FLOATS, MOTORIZED, HORSE/ANIMAL, MARCHING AND OUT OF COUNTY BANDS. THERE IS A LIMIT OF 3 ENTRIES FOR EACH GROUP. No entry fee is charged for government or Marion County Public School units. THESE ARE THE ONLY EXCEPTIONS!**

**PLEASE WRITE LEGIBLY! THE ADDRESS PROVIDED WILL BE WHERE YOUR ACCEPTANCE PACKAGE WILL BE SENT SHOULD YOUR APPLICATION BE APPROVED!**

<b>NAME OF ENTRY:</b>			
<b>CONTACT PERSON:</b>			<b>TITLE:</b>
<b>ADDRESS:</b>			<b>CITY/ZIP:</b>
<b>PHONE</b>	<b>WORK:</b>	<b>CELL:</b>	<b>HOME:</b>
<b>BEST TIME TO CONTACT:</b>		<b>EMAIL:</b>	
<b>PLEASE PLACE AN X NEXT TO THE UNIT TYPES YOU ARE ENTERING!</b>			
<input type="checkbox"/>	MARCHING BAND	<input type="checkbox"/>	FLOAT UNIT
<input type="checkbox"/>	HORSE/ANIMAL UNIT	<input type="checkbox"/>	MOTORIZED UNIT
		<input type="checkbox"/>	OTHER MARCHING UNIT

**A SEPARATE APPLICATION AND ENTRY FEE IS REQUIRED FOR EACH DIFFERENT PARADE CLASSIFICATION**

FOR QUESTIONS, COMMENTS AND GENERAL INFORMATION CALL (352) 897-0198, FAX AT (352) 237-2040, EMAIL ONE OF THE PARADE UNIT COORDINATORS OR SEE THE FAQ PAGE OF OUR WEBSITE AT [WWW.OCALACHRISTMASPARADE.ORG](http://WWW.OCALACHRISTMASPARADE.ORG)

<b>PARADE CONTACTS FOR SPECIFIC QUESTIONS and WHERE TO MAIL APPLICATIONS:</b>			
<b>Band Coordinator</b>	Bands@ocalachristmasparade.org	<b>MAIL APPLICATIONS TO</b>	Friends of the Christmas Parade P.O. Box 2438 <u>Ocala, FL 34470</u>
<b>Float Coordinator</b>	Floats@ocalachristmasparade.org		
<b>Horse Coordinator</b>	Animals@ocalachristmasparade.org		
<b>Marching Coordinator</b>	Marching@ocalachristmasparade.org		
<b>Motorized Coordinator</b>	Motorized@ocalachristmasparade.org		
<b>FOTCP President</b>	Sue@ocalachristmasparade.org		

# DESCRIPTION OF UNIT(S)

## \*Required for ALL UNIT TYPES! PRINT LEGIBLY!

A complete description of unit in detail including size, number of persons, either marching or riding, is necessary for application approval. This will be used for commentary to be used on television to introduce and describe your unit. Completion of this information no way guarantees it will be used on television.

**NAME OF UNIT:**

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**DESCRIPTION OF UNIT FOR UNIT COMMANDER**

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**DESCRIPTION OF UNIT FOR TV COMMENTARY**

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## UNIT INFORMATION DETAILS

Provide the requested information for your unit type in the spaces below. If you have multiple unit types (i.e. Marching & Motorized) input the information for both units. If you have questions, please email your unit coordinator at the address provided on the first page. **PRINT LEGIBLY!**

### FLOAT UNIT INFORMATION

<b>FLOAT UNIT NAME:</b>			
<b>(Check One)</b>	<input type="checkbox"/> <b>Business/Commercially Built</b>	<input type="checkbox"/> <b>Youth Built</b>	<input type="checkbox"/> <b>Non-Profit</b>

**\*\*\*\*All float entries must include a complete drawing of unit\*\*\*\***

<b>Will you have music? Please Circle One:</b>	<input type="checkbox"/>	<b>YES*</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>NO</b>
*All music must be submitted in advance with the application to be reviewed by the parade committee and must be holiday or Christmas music. This music must be used throughout the parade route. Submitted materials will not be returned.					

<b>LENGTH:</b>	<b>HEIGHT:</b>	<b>WIDTH:</b>
<b>TYPE OF TOWING VEHICLE:</b>		
<b>NUMBER OF PERSONS RIDING ON FLOAT:</b>		
<b>NUMBER OF PERSONS WALKING ALONG SIDE OF FLOAT:</b>		

### HORSE/ANIMAL UNIT INFORMATION

<b>HORSE/ANIMAL UNIT NAME:</b>			
<b># OF HORSES/ANIMALS:</b>	<b># OF RIDERS:</b>		
<b># OF HORSE TRAILERS:</b>	<b># OF WALKERS:</b>		
<b>BREED OF HORSE/ANIMAL:</b>			
<b>WILL YOU HAVE A POOPER SCOOPER? (NO EXCEPTIONS UNLESS WEARING DIAPER.)</b>			<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>
<b>DESCRIBE COSTUMES/ATTIRE:</b>			
<b>WILL YOU NEED A RIDE FROM DISPERSAL CARAVAN BACK TO STAGING FOR PARADE?</b>			<input type="checkbox"/> <b>YES</b> <input type="checkbox"/> <b>NO</b>

## MARCHING UNIT INFORMATION

<b>MARCHING UNIT NAME:</b>			
<b># OF MARCHERS:</b>		<b># OF CHAPERONS:</b>	
<b>DESCRIBE COSTUMES/ATTIRE:</b>			
<b>MUSIC?</b>	<input type="checkbox"/>	<input type="checkbox"/>	<b>AUDIO/VEHICLE:</b>

## MOTORIZED UNIT INFORMATION

<b>MOTORIZED UNIT NAME:</b>			
<b># OF VEHICLES (Max of 8):</b>		<b># OF RIDERS IN VEHICLES*:</b>	
<b>DESCRIBE TYPE OF VEHICLE/DECORATIONS:</b>			
<b>MUSIC**? (Please see below guidelines on music.)</b>		<input type="checkbox"/>	<input type="checkbox"/>

***NEW RULE: Motorized Units must submit a listing and picture of EVERY VEHICLE that will be in the Parade. NO EXCEPTIONS!***

*\*All riders under 5 years of age must be properly restrained and accompanied by parent or guardian. Children under 3 years must be secured in a separate carrier or vehicle child safety seat. For children 4 through 5 years, a separate carrier, safety seat or safety belt may be used. These are the State of Florida DOT rules on a state road or highway.*

**\*\*Music played in motorized units must be traditional holiday/Christmas music. All music must be submitted in advance with your application to be reviewed by the parade committee. This music must be used throughout the entire parade route. Submitted materials will not be returned.**

## BAND UNIT INFORMATION

<b>BAND UNIT NAME:</b>	
<b># OF MUSICIANS:</b>	<b># OF AUXILIARY:</b>
<b># OF CHAPERONES:</b>	<b># OF BUSES:</b>

**PLEASE READ CAREFULLY**

**The following does not apply to governmental or school units and no signature is needed.  
All others must sign!**

The Friends of the Christmas Parade, Inc. does not provide liability insurance for the protection of participants, spectators, merchants, or others who participate in the annual Ocala/Marion County Christmas Parade. In consideration of being permitted to participate in such activity, the participant does hereby release and forever discharge Friends of the Christmas Parade, Inc., its officers, officials and employees and all members of officials of Friends of the Christmas Parade, Inc. parade committee, the City of Ocala, its elected officials and employees, together with the County of Marion, its elected officials and employees, jointly and severally against all claims, suits, actions, and causes of action brought against them, including active negligence of the people that are hereby released, and to indemnify and hold the same harmless from and against all actions, claims, demands, and liabilities, loss damages and expense of whatever kind of nature, including attorney fees, any of which may, at any time, be incurred by them or claimed against them by reason of my participating in this Christmas Parade.

**I have read the application and rules and agree to abide with the terms of this application. In signing this entry form, I do hereby release Friends of the Christmas Parade, Inc., its officers, employees and organizers of this parade, the City of Ocala, its elected officials and employees, together with the County of Marion, its elected officials and employees, from any damages or injuries sustained by reason of my unit's participation in this parade. I also agree to distribute copies of this application to all participants in this parade unit.**

<b>PRINT NAME:</b>	<b>SIGNATURE:</b>
<b>NAME OF UNIT:</b>	<b>DATE:</b>

**Application not fully completed or that does not have all the information will not be considered for selection and will be returned until the information is complete. A copy of the application and rules will be sent once the selection process is made and approval given. Entries not accepted will have entry check/money returned.**

**REQUIREMENTS:**

1. Completed and signed application by deadline of October 15<sup>th</sup>, 2015 at 5 P.M.
2. Entry fee of \$75.00 for all entries. There is no fee for Marion County Public School sponsored units and governmental units. These are the only exceptions!
3. Drawing of floats, action photos and/or video and music to be played.

**PAYMENT INFORMATION:**

**By Check:** Make all checks payable to Friends of the Christmas Parade, Inc.

**Mail to:** Friends of the Christmas Parade, Inc.

P.O. Box 2438  
Ocala, FL 34470

**Credit Card:** You may make credit card payments by filling out an online application at [www.ocalachristmasparade.org](http://www.ocalachristmasparade.org).

**BLATANT SOUND ADVERTISING OR SIGNAGE WILL NOT BE ALLOWED.**  
**Sponsor signs can be at the front or rear of the unit and may be 18" x 36" maximum or proportioned to overall size of unit.**

The Friends of the Christmas Parade, Inc. is a 501(c)3 non-profit organization. A copy of the official registration and financial information may be obtained from the Division of Consumer Services by calling toll-free 800-435-7352 within the state. Registration does not apply endorsement, approval, or recommendation by the State of Florida.

## GENERAL RULES AND REGULATIONS

1. All parade entries and participants are selected by the committee based on “show and entertainment value” offering a diverse mix to the overall parade and theme. Selection criteria used is: (a) show and entertainment value of unit, (b) diversity within parade group, and (c) Completeness of application. Understanding that a parade is an entertainment medium, the contribution of each unit is critical. Artistic beauty, use of color, animation, special effects, originality, rider personnel, marching/dancing skills, visual appearance and holiday spirit are all considerations for selection by the committee. Costuming and decoration of all units is mandatory. Because of this “Total Show Concept”, **THIS PARADE IS NOT TO BE A PLATFORM FOR POLITICAL CAMPAIGNS/ISSUES, BLATANT ADVERTISING OR TARGETED SPECIAL GROUPS.**
2. All walking and marching parade participants must be a minimum of 8 years of age
3. Lineup position cannot be changed once assigned.
4. Parade units (especially floats) may arrive after 10 a.m. in the staging area for final decorating. Due to space availability and safety for participants, there will be only one support vehicle allowed into the staging area for each parade unit. Support vehicles must **unload** and proceed to provided parking area. **All support vehicles must leave staging area by 2:45 p.m.**
5. No vehicles and/or riders are allowed to leave or be removed from any unit once the parade has started.
6. **All units and participants must be in position for lineup and parade ready by 3 p.m. with the exception of bands. Entrance to the McPherson complex is closed at 3 p.m. Caravan of buses, vans and horse trailers begins out of the staging at 4:30 p.m. Lineup of parade units begins immediately after.**
7. All buses, horse trailers, vans and their drivers must remain in the staging area and be ready by 4 p.m. when instructions are given to proceed to the dispersal area by police escorted caravan. **Drivers are to stay with their vehicle in the dispersal and wait for their unit.**
8. All audio, towing and motorized vehicles, with the exception of antique vehicles, must be decorated in the holiday spirit.
9. **No excessive horn blowing or sirens is allowed by any unit.**
10. **Any unit using sound must play traditional Christmas/holiday music only and it must be played for the entire parade route.** All music must be submitted in advance with your application to be reviewed by the parade committee. This music must be used throughout the parade route. Submitted materials will not be returned.
11. This is a moving parade. **NO stopping to perform at any time during parade route, in front of the reviewing stand or stopping for the addition or removal of persons or articles of clothing will be allowed.** Failure to comply could result in removal and/or non-acceptance in future parades. The costume attire of marchers or walkers is to remain the same for the entire parade.
12. All vehicles in the unit must arrive with a vehicle pass, which has been issued to the unit coordinator. No one will be admitted to the staging area and the parade itself without the pass. The distribution of these passes is the responsibility of the person signing this application. Passes must be placed on the dashboard of the driver’s side window. Non-conformity will result in removal from the parade.
13. All unsafe or disabled units will be removed from the parade route and not allowed to re-enter.
14. **Blatant sound advertising or signage will not be allowed. Sponsor signs may be at the front or rear of the unit/float and may be 18” x 36” or proportioned to overall size of the unit.**
15. No profanity, verbal or otherwise, by persons or on vehicles in the lineup area or on parade route, will be tolerated

## GENERAL RULES AND REGULATIONS (Continued)

16. During parade, units are to maintain a safe distance of at least 10' from each curb and 10' from the unit in front of you. Vehicles must be in good mechanical and braking condition and must have an adequate supply of gas to run engine before parade and the entire length of the parade route. Units are to maintain a safe speed of 5 mph and will watch for the unit in front of and behind them to maintain a smooth flow. Motorized units will be lined up 2 abreast and are required to maintain formation for the entire route.
17. There is a speed limit of 5 mph for all units including motorcycles and law enforcement units. No maneuvers will be allowed by any unit, including law enforcement!
18. **No persons are allowed to dress as Santa Claus in or on any unit or have an image of Santa other than the official Santa float as designated by the parade committee.**
19. Absolutely no candy, flyers or merchandise will be thrown or distributed along the parade route. Violation of the rule may result into acceptance in future parades.
20. Any person who possesses or is under the influence of alcohol or drugs will be violating a City of Ocala ordinance and will be removed from the lineup area and the parade itself. Ocala Police K-9 dogs will be patrolling the lineup area for violators.
21. There will be no parade entry fee refunds after acceptance for any reason. The parade will be held rain or shine, unless conditions deemed dangerous to participants are present.
22. Parade official's instructions in the staging area, on parade route, and in the dispersal area, must be followed. The parade committee has the right to eliminate any unit from the parade if instructions are not followed or if any unit is considered unsafe to proceed down the parade route.
23. The parade committee reserves the right to accept or reject any entry.
24. Parade rules as listed above have been developed for the safety and enjoyment of participants and spectators. Any violations to parade rules will be written up by parade committee and will be taken into consideration upon review and acceptance into parade for subsequent years.
25. Parade participants are required to clean trash and debris from their area prior to the beginning of the parade.
26. I understand that any rule violation by any member of this group may result in non-acceptance into subsequent parades.
27. The parade committee reserves the right to pull a unit from the parade for any reason.

## FLOAT GUIDELINES

- All float designs must have a change of 50% from the previous year with the exception of the Santa float.
- Riders are limited to one person per lineal foot of trailer length. **All riders under 5 years of age must be properly restrained and accompanied by parent or guardian. Children under 3 years must be secured in a separate carrier or vehicle child safety seat. For children 4 through 5 years, a separate carrier, safety seat or safety belt may be used. These are the State of Florida DOT rules on a state road or highway.**
- Walkers with a float unit are limited to a maximum of **10 and must be over 8 years of age and in costume as part of the float presentation.**
- Total length of float including tow vehicle must not exceed 14' wide, 14' high from pavement and 75' in length.

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- Floats may arrive after 10 a.m. in the staging area for final decorating. Only **ONE** support vehicle will be allowed in staging area and all others must unload and proceed to provided parking area. Support vehicle must leave staging area by 2:45 p.m.
- Floats must be in position and completely decorated by 2:30 p.m. for preliminary judging. Final judging will take place along parade route.
- No participant may be dressed as Santa Claus and no image of Santa may be on the float.
- **All material must be properly secured to float unit and proper support/railing and/or restraints must be provided for all riders. There is a speed limit of 5 mph for all units and no maneuvers are allowed.**
- All floats and large towing vehicles must have fire extinguishers on board and are subject to inspection by the Ocala Fire Department.
- **NO excessive** horn blowing or sirens is allowed by vehicle drivers or towing vehicle drivers of all units.
- **ALL UNITS MUST BE IN THEIR ASSIGNED SPOT IN LINEUP BY 3 P.M. THIS IS MANDATORY AND THERE ARE NO EXCEPTIONS.**
- **BLANTANT SOUND ADVERTISING OR SIGNAGE WILL NOT BE ALLOWED! SPONSOR SIGNS CAN BE AT FRONT OR REAR OF THE UNIT/FLOAT AND MAY BE 18" X 36" MAXIMUM PROPORTIONED TO OVERALL SIZE OF UNIT. THERE ARE NO EXCEPTIONS!**

### **HORSE/ANIMAL UNIT GUIDELINES**

- All horse/animal units must arrive in the staging area by **3 p.m.** All horse/animals must be parade-ready and comfortable with crowds and noise. Off-site un-trailing into staging area is not allowed. Trailers must be in unit position in caravan for move out to dispersal by 4:30 p.m. If trailer driver needs ride back to staging area, please identify above.
- All horse/animal units **must have** a "pooper scooper" immediately following its unit or all horses must wear "horse diaper". Failure to provide this cleanup equipment will result in removal from the parade.
- No participant may be dressed as Santa Claus.
- Water for animals is available at the staging area but you will need to provide your own container.
- There will be only one rider per horse!!!!!!!!!!!!
- There is to be a maximum of 5 walkers, and all must be 8 years of age or older AND in coordinated costume.

### **MARCHING UNIT GUIDELINES**

- All music must be holiday/Christmas music and must be submitted in advance with your application to be reviewed by the parade committee. This music must be used throughout the entire parade route. Submitted materials will not be returned.
- All Marching units may be subject to audition for an available spot within the parade. **All marchers must be 8 years of age and older.** Marchers must be in similar-like attire and march in an organized formation.
- **All marchers/participants must be in their assigned parade spot in staging no later than 3 p.m. including those arriving by bus or motor vehicle.**
- **There is absolutely no stopping along parade route to perform!!!**
- No participant may be dressed as Santa Claus with any of the icons associated with Santa Clause including hats.



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- Marching unit participants are required to arrive into staging area and leave the dispersal area via mass transit; bus, van or car pool. Buses and vans are to be in their correct lineup spot for caravan to dispersal at 4:30 p.m.
- Marching units must follow a pre-determined unit structure as designated by the Marching Coordinator for the parade.

### **MOTORIZED UNIT GUIDELINES**

- **NO excessive** horn or siren blowing is allowed by vehicle drivers of any unit!
- Walkers with any motorized unit will be a maximum of 2 carrying the unit banner and must be 8 years of age or older. **No other walkers will be allowed.**
- Riders in motorized units must wear appropriate attire.
- No rider will be dressed as Santa Claus including Santa Hats.
- **All vehicles, drivers, riders and walkers must be in correct lineup spot in staging by 3 p.m. If vehicles arrive later, they will not be in the parade.**
- **There is a speed limit of 5 mph for all units including motorcycles and law enforcement units.**
- **No maneuvers will be allowed by any unit, including law enforcement!!!!!!**

### **BAND UNIT GUIDELINES**

- Band participants **must** ARRIVE AND DISBURSE BY BUS. Students not arriving by bus will be required to have a signed parental permission slip to participate. Band chaperones must be in school attire or wear a participant badge distributed by the Friends of the Christmas Parade band coordinator.
- Band units **must play only Christmas/holiday music and must be played for the entire parade route.**
- Bands **must be playing music as they approach, pass, and leave the TV reviewing stand!**
- **THERE WILL ABSOLUTELY BE NO STOPPING TO PERFORM ALONG THE ENTIRE ROUTE!**
- All music must be submitted in advance to be reviewed by parade committee. This music must be used throughout the entire parade route. Submitted materials will not be returned.
- All band units and participants **MUST BE IN CORRECT LINEUP SPOT BY 4 p.m. SO THAT THE PARADE PULLOUT CAN BEGIN PROMPTLY.**
- All buses must be in position near correct lineup spot and ready to leave via caravan at 4:30 p.m. They will be lined up in dispersal area in same order for prompt loading and dispersal from area.