Wake Forest Christmas Parade 2013

BE A PART OF THE 2013 WAKE FOREST CHRISTMAS PARADE

IN HISTORIC DOWNTOWN WAKE FOREST

Saturday, December 14, 2013 at 1 pm

INFORMATION FOR PARTICIPANTS:

Applications to participate in the 2013 Wake Forest Christmas Parade are now being accepted. Interested participants should submit their application by mail to Wake Forest Downtown, Inc. Entries postmarked by October 15 will be considered for inclusion based on the number of entries needed for each category. Accepted entrants will be notified via email by October 31. Payment for entry must be received by November 13 to secure a position in the parade. Parade packets for accepted participants will be mailed on November 25. This packet will include vehicle passes, parking information and other pertinent details for the event.

The Wake Forest Christmas Parade is a fun-filled event for thousands of participants and spectators. Parade instructions and rules are designed to remind participants that sometimes even the most innocent actions can provoke significant problems in a crowded area. The rules are in place to ensure that we have an orderly, safe and joyful parade. Please communicate these rules to all members of your parade entry.

Applications must be postmarked by October 15.

Produced by Wake Forest Downtown, Inc.
For more information, contact the Wake Forest Downtown office at 919-435-9415 or lisa@wakeforestdowntown.com.

Instructions for Participants

SATURDAY DECEMBER 14, 2013, 1:00 PM

REQUIRED SIGN IN

WHEN Registration begins at 10:00 am and promptly closes at 12:00 pm.

WHERE Entry for parade participants will be at the intersection of Wait Avenue and South Franklin Street only. Vehicles entering from the 98 Bypass/Calvin Jones Boulevard will not have access to the check-in and line-up area. The Parade registration checkpoint is located on Holding Avenue.

WHO One representative from your group must sign in. All vehicles participating in the parade must be the staging area by 12:00 pm and a driver must remain with vehicles at all times.

VEHICLE PASSES & PARKING

You must have your vehicle pass ready to show at the South Franklin Street & Holding Avenue roundabout checkpoint. Vehicles without passes will not be permitted past the checkpoint.

Carpool parking passes for the staging area and Drop & Go participant drop-off passes are limited. Each group has been designated passes based on availability. Please note, requests for additional passes cannot be accommodated however on-street parking and municipal parking lots are available throughout downtown. Please review the parade route map for street closings.

LINE-UP

WHEN All participants must be on site and lined-up by 12:30 pm.

WHERE Beginning at the intersection of Elm Avenue and South White Street, wrapping around onto Holding Avenue. Each group's line-up position is determined by parade officials. Due to the overwhelming number of entries, individual requests for line-up positions cannot be accommodated. Line-up positions may be posted online a few days preceding the parade but are subject to change without notice. Confirmed line-up positions will be given upon check-in the day of the parade.

PARADE ROUTE

The parade will begin at the intersection of Elm Avenue and South White Street, continue north on South White Street, turn right at East Wait Avenue, then right again on Brooks Street. The Parade will end at Renaissance Place after the intersection of Brooks Street and Elm Avenue. Do not stop at the intersection to unload—please continue into the Renaissance Place parking lot as directed by parade officials.

PARADE RULES

Please communicate these rules to everyone in your group. Failure to comply with these rules and/or instructions from parade officials could result in removal from the parade line-up this year and future years. Thank you for your understanding and compliance.

- There is only one Santa allowed in the parade, provided by Wake Forest Downtown.
- All hands and feet must be kept inside vehicles and floats at all times and everyone must remain seated. Floats must come to a complete stop before participants disembark. Absolutely no one may jump from a float while it is in motion.
- Do not leave the parade line-up until the parade ends at Renaissance Place.
- The maximum number of riders on any float is 20 (total number of adults and children).
- Adult supervision for all children under the age of 14 is required at all times in the staging area and during the parade, in addition to the driver of the vehicle.
- Be conscious of participant vehicles while in the parade line-up. Parade volunteers coordinate this event and are not responsible for children.
- Candy may not be thrown to the public at any time. Such action can harm those watching the parade and provides an unnecessary danger to children who can be run over by parade vehicles while trying to collect candy. Candy and promotional material may be handed out to the crowd by your representatives walking alongside of your entry.
- Loud noises such as sirens and motorcycle revving are discouraged since these can frighten children.
- We request that all teams, troops and tribes please wear their uniforms or matching attire and carry a sign or banner that identifies the group.
- Festive attire is strongly encouraged for all parade participants including parents and chaperones.
- In order to prevent gaps in the parade, participants must continue moving forward and are not permitted to stop and perform.
- The Wake Forest Christmas Parade is a rain or shine event. Please ensure your organization has appropriate weather related provisions.
- Homemade floats are especially encouraged and appreciated by spectators.

THANK YOU FOR YOUR HELP IN MAKING THIS A GREAT COMMUNITY EVENT!

Entry Form

Must be postmarked by October 15

Contact Information

ORGANIZATION NAME:

Please note that Girl & Boy Scout Troops, YMCA Indian Tribes and Youth Athletic organizations require separate applications for each troop, tribe and age group.

CONTACT PERSON:

MAILING ADDRESS:

CITY: **STATE:** **ZIP:**

EMAIL:

PHONE: **CELL PHONE AVAILABLE ON PARADE DAY:**

Entry Information

Please provide a brief description (100 words or less) of your organization to be read by our parade broadcaster. Content subject to editing.

Will your entry include music such as singing, instruments or recordings? { } **YES** { } **NO**

Please choose either option A or option B:

A { } We need a pre-decorated float with driver.

Wake Forest Downtown will provide float, sign and driver. Your organization only needs to show up, ride on the float, smile and wave to all the people and get off at the end of the route when instructed. No set up, no clean up. Please note that the Half Float option is a single float shared by two organizations.

{ } **FULL FLOAT — $600 ENTRY FEE** Maximum of 20 riders including children
{ } **HALF FLOAT — $375 ENTRY FEE** Maximum of 10 riders including children

Number of riders: Number of walkers: Name to appear on float:

Comments:

If you filled out option A, skip option B and go directly to the Release section of application.

OFFICE USE ONLY

Amount rcvd:

Payment rcvd on:

Application rcvd on:

B { } We will provide our own float with driver and/or walk.

Please select your entry option:

{ } **COMMERCIAL — $200 ENTRY FEE** Any for-profit organization or company.

{ } **GENERAL — $35 ENTRY FEE** Youth, church, civic or community group.

Number of riders: Number of walkers:

Number of vehicles: { } NONE { } ONE { } TWO

Type of vehicle 1: { } CAR { } TRUCK { } FLOAT (truck pulling trailer) Length of trailer:

Type of vehicle 2: { } CAR { } TRUCK { } FLOAT (truck pulling trailer) Length of trailer:

Comments:

Release

I have read the Instructions for Participants and agree, on behalf of my organization, to adhere to all instructions, guidelines and safety rules and will communicate these instructions to all participating members of my organization. In addition, I, and all members of my organization, agree to follow all instructions from Parade officials on the day of the event. I accept full responsibility for my own safety and those participating members of my organization while participating in parade activities. I further waive and hold harmless the Wake Forest Christmas Parade, Wake Forest Downtown, Inc., the Town of Wake Forest and all of their officers, employees and duly appointed representatives of all liability and responsibility for any injury, damage or loss sustained by participants, guests or vehicles before, during or after the Wake Forest Parade or as a result of my organization's participation in the Parade. I agree not to file suit against Wake Forest Downtown, Inc. or the Town of Wake Forest. This release is binding upon me, my spouse, my dependents, successors and administrators.

I understand that the Wake Forest Christmas Parade reserves the right to remove any displays or deny entry to any group(s) that do not meet the standards set forth in the guidelines. I understand that there are no refunds or rain checks due to inclement weather or any other circumstances. I agree to allow the Wake Forest Christmas Parade use of photographs and video taken during the Parade for purposes of promoting the Parade this year and future years. I understand that the Wake Forest Christmas Parade reserves the right to revise these regulations and/or terminate this agreement at its sole discretion.

I have read, understand and voluntarily sign this release and waiver of liability.

SIGNATURE: **PRINTED NAME:** **DATE:**

Please make checks payable to Wake Forest Downtown, Inc. and mail completed application and entry fee to:

Wake Forest Parade
c/o Wake Forest Downtown, Inc.
PO Box 78
Wake Forest, NC 27588

Questions? Contact Wake Forest Downtown at 919-435-9415 or lisa@wakeforestdowntown.com.

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