









# Kingsport Christmas Parade Rules & Regulations













2017 Kingsport Christmas Parade | 5:00 p.m. | Downtown Kingsport

-  There will be only ONE Santa Claus in the Parade and the Downtown Kingsport Association has already requested his company.
  
-  All participation must be in good taste and in conformance with the community standards of decency and subject to the right to disapprove of an entry in its entirety, at the sole discretion by the Downtown Kingsport Association and Parade Committee.
  
-  Regardless of any inclement weather conditions, or other conflicting matters, there will be no entry refunds provided.








## VEHICLES & FLOATS

-  Participants riding on floats are to remain on the float until it comes to a complete stop.
-  Do not to hang legs off sides of floats, especially near tire wells.
-  ANY VEHICLE pulling ANY ATTACHMENT is considered a float.
-  ALL vehicles and floats in the parade must be decorated with lights, and the holiday theme.
  - Sunset is scheduled at 5:15, so we encourage you to LIGHT IT UP!
-  Entries shall not exceed 65 feet in total length.



## PARADE ENTRY SET UP, PICK UP & VEHICLE AUTHORIZATION

-  If your application was approved, you will be contacted a week before the parade and issued a lineup number and vehicle pass (for vehicles used in the parade). The vehicle pass must be prominently displayed or shown to the police and parade committee to enter the line-up area.
-  Each entry in the parade will be provided a Parade Captain from our Parade Committee who will be their main point of contact prior and during the parade.
-  Each participant in the parade must wear the provided wristbands, provided in your parade packet. It is recommended that an emergency contact number is written on children wristbands.
-  Academic Village will serve as “home base” for all parade entrants and participants. Main Street to Shelby will be open at all times to easily access the Academic Village Parking Lot.
-  Each entrant must arrive to check in by 3:30 p.m. Line-up will begin at 4:00 p.m.
-  It is recommended to park in the Academic Village Parking Lot. Please do not park in unauthorized areas or you will be ticketed.
-  Should you have disabled or elderly participants, please let your Parade Captain know at check in so that we can assist with taking them by golf-cart to their parade line and location.
-  Children need to be supervised at all times by an adult with your organization. DO NOT DROP OFF CHILDREN UNATTENDED.
-  If you would like your entry to be judged for the parade contest, your entry must be in place and ready no later than 3:45 p.m. Be sure to let your parade captain know of your interest in being judged. You will know who your parade captain is after your application has been approved.
-  Please know and understand we cannot make guarantees of your group’s exact lineup location in the parade.
-  Please ensure participants have arrangements to be picked up at the designated pick up location.
-  The route of the parade with line up and pick up information will be posted to the website and provided in each parade entrant packet.

## DURING THE PARADE




-  Participants on foot must be able to keep up with the pace of the parade. The Downtown Kingsport Association, Parade Committee, and Kingsport Police Department have the right to remove participants from the parade if they cause a delay to parade participants behind them.
-  Participants must remain in the parade through the entire procession, start to finish.
-  Participants must stay inside, beside or on their designated parade vehicles at all times during the parade procession.
-  The Downtown Kingsport Association, Parade Committee, and Kingsport Police Department reserve the right to remove or ban from future parades participants and their guests who assault or make forceful contact with spectators during the parade procession.
-  Participants on floats are NOT allowed to throw candy at spectators from their vehicles or from the procession.
-  **THROWING CANDY IS PROHIBITED.** Participants may hand candy and other favors to spectators.
-  Absolutely NO fireworks or open flames permitted.

## ANIMALS

-  Dogs/House pets may participate as long as they are well tempered in crowds. You must indicate pet participant(s) on the application. You are responsible to clean up all waste immediately. We will have extra doggie bags at check in should you need. Pets must be leashed at all times.
-  Absolutely NO saddled animals are permitted in the Christmas Parade.

## PRICING & PAYMENT INFORMATION

Applications will not be accepted until payment has been confirmed. After November 19<sup>th</sup>, entry fees will increase \$15.

-  \$50.00 **Christmas Parade Entry - Commercial Float and/or Over-Sized/Non-Standard Vehicle**  
(with or without walkers).
-  \$40.00 **Christmas Parade Entry- Standard Size Motorized Vehicle**  
(car, pickup truck, SUV or motorcycle).
-  \$25.00 **Christmas Parade Non-Float Entry**  
(walking groups).

**Credit/Debit:** On-line applications will accept all major credit cards; no fees applied. If mailing or faxing your application, please fill out all appropriate fields prior to submitting to process payment.

**Check:** Please make checks payable to Downtown Kingsport Association.

**Memo:** Christmas Parade Entry.

**Mail | Fax:** Download the application on-line, or stop by the Downtown Kingsport Assoc. Office to pick up.

**Attention to:** Downtown Christmas Parade

**Mailing Address:** 229 Broad Street | Kingsport, TN 37660

**Fax:** (423) 246-6551

Rules and regulations will be enforced by the Downtown Kingsport Association, Parade Committee, and Local Kingsport Authorities.

In consideration of accepting this entry, I, as a representative for our group/organization, agree to abide by the Kingsport Christmas Parade Rules and Regulations and waive and release any and all claims for personal injury or property damage of whatever form or nature that I or my group/organization may have against the Downtown Kingsport Association or any other sponsoring organization or municipality arising from or as a result of my individual or my organization's participation in the Kingsport Christmas Parade on Saturday, Dec. 2, 2017. I understand the Downtown Kingsport Association and Parade Committee reserve the right to approve all entries or remove participants from the parade for any reason.

**For further questions, please email [info@downtownkingsport.org](mailto:info@downtownkingsport.org), Subject line: Christmas Parade Entry.**

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 **I have read the rules and regulations and agree to follow them as outlined in the application.**

**Authorized Contact, Please Print:** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Sponsoring Organization** \_\_\_\_\_