



HARTSVILLE *for the* HOLIDAYS

2017 Hartsville Christmas Parade Guidelines

General Guidelines

The Hartsville Christmas Parade Committee welcomes your application for the 2017 parade! The parade will begin at 10:30 a.m. on Saturday, Dec. 9, 2017. The parade is limited to 100 units based upon established entry criteria. The participation committee reserves the right to accept or deny any application for entry or to request revisions for designs or plans of any entry accepted. The parade will go on rain or shine, and will not include stops for any individual performances. For updates, visit www.hartsvillefortheholidays.com.

Entry Design Information

All units must be designed and decorated to reflect the theme of the parade and must be constructed in a manner which is safe for all participants and spectators. There are occasionally strong winds and wind gusts along the parade route; therefore, each unit should be designed to withstand the elements. All applicants must submit a description and basic drawing or picture of their unit with the entry application. Float entries must include overall float dimensions and the dimensions and details of props to be used on rental and custom floats. It is acceptable to give out approved items (please list on application), unless it interferes with the flow of the parade, and no items may be thrown out to spectators. No entry may include any person dressed as or representing Santa Claus.

Insurance Requirements

All motorized units (i.e. cars, trucks, golf carts, etc.) participating MUST submit proof of valid insurance to the City of Hartsville. All entries are **REQUIRED** to provide a certificate of general liability insurance for one million (\$1,000,000) dollars, with the City of Hartsville named as an additional insured on applicable liability coverages. Please submit this information in an ACORD 25 form. Applications without accompanying insurance will be considered incomplete and will not be juried for entry into the 2017 Hartsville Christmas Parade.

Customized Floats

All custom floats must be built on a trailer or flatbed with at least two (2) axles, pulled by a separate vehicle unless self-propelled. Pickup trucks, cars, vans, and buses are not floats. Custom float entries must provide their own tow vehicle. A description of the tow vehicle must be included with the entry design information. The tow vehicle must be decorated so that the entire unit has a coordinated appearance and the trailer hitch or attachments must be secure and checked prior to the parade. Proof of insurance is required with the application.

Cycles and Small Motorized Units

Motorcycles, bicycles, and mini-cars are only accepted when part of an organization and only if the motorcycles, bicycles, and mini-cars participate as a performing unit or when the equipment is part of a professional act. Proof of insurance is required with the application.

Cars, Trucks, and Vans

An individual vehicle is not eligible to participate unless it is unique (i.e. recognized classic or antique car). Trucks are only used to pull floats. Individuals in the vehicle should be part of the entry presentation. All vehicles and riders are required to have holiday decorations and the number of riders inside the vehicles will be approved by the participation committee. Due to safety and insurance requirements, persons are prohibited from riding in the bed of a pickup truck or on the sides or hood of a vehicle.

Horses and other Animals

Due to safety and insurance requirements, only organized equestrian units with trained horses and experienced riders will be considered for participation. Riders must maintain a slow pace at all times. Any unit with animal(s) is 100% responsible for cleaning after the animal(s) during the parade or having animals diapered. Remember units will be walking, marching and performing behind you.