



HARRY POTTER FESTIVAL LIGHTED PARADE RULES AND REGULATIONS



FRIDAY OCTOBER 20, 2017 6:30 PM

Participants and Drivers

- All participants agree to hold Harry Potter Festival USA, Jefferson Chamber of Commerce and any agents of these organizations harmless for any and all damages incurred from participation in the Harry Potter Lighted Parade. This agreement is implied by the return of the entry form.
- NO Alcoholic beverages will be allowed in the staging area, during the parade or when unloading. Intoxication is not allowed and will be handled by the proper authorities.
- Smoking is NOT allowed near or on any parade entry, or during the parade itself.
- No child under **eight** years of age will be allowed to walk in the parade. They may ride on floats or in vehicles under adult supervision.
- All parade participants are required to respect the private property of businesses, residents and individuals along the parade route.
- Drivers of any entry must have a valid driver's license and be at least 18 years old in order to drive any vehicle in the parade. This includes trucks, cars, motorcycles, golf carts and all other motorized vehicles. Make sure the driver has their driver's license with them day of parade. Safety inspectors may be checking.
- Drivers of any entry must be listed on the vehicle insurance policy. Proof of the vehicle's insurance may be requested.

Parade Units or Entries

- This is a lighted parade and as such, all entries must include a minimum of 25% coverage of their unit in lights.
- The entry may not be used primarily for advertising purposes. All entries must keep to the Harry Potter theme of the lighted parade.
- If an organization has more than one entry, please list on the entry form the order in which you wish the entries to appear in the parade for planning consideration. Example: Schools with cheerleaders, bands and a student organization.

Failure to comply or a violation of any of these rules/safety requirements can result in your entry to become ineligible to be in the Harry Potter Festival Lighted Parade.

-In order to have any special requests considered they must be listed on the entry form. All special considerations will be considered and granted whenever possible.

- Any unit that uses live animals as a part of the unit or presentation will be fully responsible for the animal and its actions. Animals must be insured and proof of insurance may be asked for.

-Any unit with animals must provide cleanup in the staging area and along the parade route.

Parade Route and Rules

-Each unit must maintain a forward momentum with no slowing, or stopping en-route, unless previously approved by the Parade Committee. Distance between units must be maintained.

-Favors: Tossing items, including candy, from any part of the entry is **PROHIBITED** on the parade route during the parade. Favors may be handed out by walkers along the edge of the parade route to spectators.

Safety

-Use of live fire and/or open flame is strictly prohibited.

-No straw or hay may be used on any entry in the parade.

-Obstructions to driver's vision on towing vehicles will not be allowed. An observer other than the driver is recommended with all towed entries.

-To comply with State Traffic Laws, float riders are only permitted to ride on the float during the actual parade. Loading onto the floats will happen before the parade begins in a designated area. Unloading will take place when the float has reached the end of the parade route.

-Generators must be kept in a well ventilated area on your entry.

-No refueling of a generator is permitted while the generator is running and during the parade. Any gasoline container shall be in a U. L. (Underwriters Laboratory) approved container. Gasoline container shall be placed in a safe ventilated area.

- An on-board fire extinguisher is HIGHLY recommended, and is **MANDATORY** if portable generators are used for the parade.

-All floats must be connected to the tow vehicle by a safety chain.

-Electrical problems are a concern; some common hazards are: exceeding the number of light strands per manufacturer's specifications, faulty extension cords, staples in wiring, etc. Be sure to have *Constant Vigilance* against these hazards.

Failure to comply or a violation of any of these rules/safety requirements can result in your entry to become ineligible to be in the Harry Potter Festival Lighted Parade.

HARRY POTTER FESTIVAL LIGHTED PARADE ENTRY FORM

FRIDAY OCTOBER 20, 2017 6:30 PM

All entries will be reviewed and approved by the parade committee prior to participation in the parade. Please return completed Entry Form to: director@jeffersonchamberwi.com or Harry Potter Festival Lighted Parade c/o Jefferson Chamber of Commerce 230 S. Main St. Suite B, Jefferson, WI 53549.

If you have any questions, please contact Jefferson Chamber of Commerce at 920-674-4511.

Deadline for Entry: **Friday, September 20, 2017 by 4:00pm.**

Name of Organization/Business: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person's Number- Daytime: _____ Evening: _____

Email: _____ Fax: _____

Name & Cellphone of Entry Rep at Parade: _____

Harry Potter Festival Lighted Parade lineup will start at 5:00 pm Friday October 20, 2017. All parade entries need to be in place and ready to go by 6:15 pm that night. You will be sent by email further instructions on lineup location, unit number and other lineup details closer to the date of the Harry Potter Festival Lighted Parade, Friday October 20, 2017.

Entry Details

Music Yes No Kind: Live, Recorded, Marching Band, Choir, and/or Color Guard

Animals Yes No Type: _____

Towing Vehicle Type and Length: _____

Entry Height: _____ Entry Width: _____ Entry Length: _____

Failure to comply or a violation of any of these rules/safety requirements can result in your entry to become ineligible to be in the Harry Potter Festival Lighted Parade.

Please provide a description of your use of the parade theme. How it will be constructed, decorated and provide a general idea of what it will look like.

What types of sound effects, animation and lights will be used? Please include a drawing of the float if one is available.

Special Considerations Request: _____

I have read the accompanying safety rules and regulations and agree to abide by them.

Responsible Party Signature: _____

Print Name _____ Date: _____

Are you interested in being part of the Jefferson Chamber of Commerce Holiday Parade of Lights on Saturday December 2, 2017? Yes! No

Failure to comply or a violation of any of these rules/safety requirements can result in your entry to become ineligible to be in the Harry Potter Festival Lighted Parade.