

Lebanon / Wilson County Chamber of Commerce
615-444-5503

To: 2013 Christmas Parade Participants
From: Lebanon Wilson County Chamber of Commerce

The 2013 Lebanon Christmas Parade will be held on Sunday, December 8th at 2:00 p.m. with a theme of **"A Taste of Christmas Fun."**

Floats may be entered under one of **FOUR CATEGORIES:**

- 1. Commercial**
- 2. Church**
- 3. Civic**
- 4. Youth**

Notice: Chamber members will be charged \$10.00 entry fee, non-members will be charged \$20.00. This fee will help the Chamber of Commerce cover the cost associated with the parade.

All floats wishing to be judged, must be in the parking lot, completely decorated, and ready to be judged by 12:00 p.m. Any floats not in the parking lot and complete by 12:00, will not be judged.

Floats will be judged for overall appearance, originality, quality, features, parade and promptness in arriving at the line-up.

All divisions will compete for Cash. Each division will have three winners. Each winner will be awarded appropriately.

Before your entry is accepted, you must read the Rules & Regulations, sign the entry form and return the form **AND PAYMENT** to the Chamber of Commerce office by 4:30 p.m. on Tuesday, December 3rd. Office hours are 8:00 a.m. until 5:00 p.m. Monday through Friday. Our address is:

Lebanon / Wilson County Chamber of Commerce
149 Public Square
Lebanon, TN 37087

Many hours of work, paperwork and scripting must be accomplished after the registration cutoff; therefore, the deadline will be enforced.

All entries after Tuesday, December 3, 2013 will be charged an *additional* \$30.00 late fee.

All vehicle entries must have been manufactured before 1975. These are considered antique automobiles. All vehicle entries must be decorated following the parade theme.

Enclosed:

1. Cover Sheet
2. Parade Registration
3. Rules & Regulations
4. Rules & Regulations continued
5. Spacing Rules

Lebanon / Wilson County Chamber of Commerce

2013 Christmas Parade Registration Form

615-444-5503

PARADE DATE: SUNDAY, DECEMBER 8th @ 2:00 P.M.

THEME: "A Taste of Christmas Fun."

PARADE ENTRY:

Name of Organization or Company: _____

Address: _____

Contact Person: _____

Day Phone: _____ Evening Phone _____ Fax _____

DIVISION ENTRY: Please check one selection.

Organization: Church: ___ Commercial: _____ Civic: ___ Youth: ___

1ST PLACE IN EACH CATEGORY WILL BE AWARDED \$100.00 2ND PLACE \$50.00& 3RD PLACE \$25.00 *
CHAMBER PRESIDENTS AWARD FOR OVERALL WINNER WILL BE AWARDED \$100.00*

TYPE OF ENTRY:

Decorated car or truck _____

Float w / car or truck _____ Length of entry _____

Float w / car or truck & walkers _____ Number of Walkers _____

More than one vehicle _____ How many vehicles _____

Band _____

SADDLE CLUBS MUST PRESENT MEMBERSHIP LIST WITH REGISTRATION

Animal _____ How many animals _____

Animal w / wagon or buggy _____

**Requesting to be judged? _____

Details of float MUST include length of entry, description and # of walkers!!

Give a DETAILED description of entry

*Registration forms must be delivered to the Chamber of Commerce Office by 4:30 p.m.
Tuesday, December 3, 2013*

Lebanon/Wilson County Chamber of Commerce
149 Public Square
Lebanon, TN 37087

I am a Chamber of Commerce member entry fee \$10.00 ____

I am not a Chamber member entry fee \$20.00 ____

Late fee after Tuesday, December 3, 2013 an additional \$30.00

I have read the attached Rules & Regulations and agree to abide by each.

Signed _____ Date _____

LEBANON CHRISTMAS PARADE **RULES AND REGULATIONS**

****Please Read and Note Rule Changes # 6 and # 8 Regarding Entrance & Parking***

***VIOLATIONS OF THESE RULES AND REGULATIONS SHALL CAUSE THE VIOLATOR TO BE SUBJECT TO IMMEDIATE REMOVAL FROM THE PARADE.
DECISION OF PARADE OFFICIALS WILL BE FINAL!!***

1. Each entry must read and understand these rules and regulations and be assured that they are followed. The responsible person must sign the enclosed form and return it to the Chamber of Commerce prior to 4:30 p.m. Tuesday, December 3, 2013
2. **Chamber members must pay a \$10.00 entry fee; non-members a \$20.00 fee. Any entry received after December 3, 2013 will be charged an additional \$30.00 late entry fee.**
3. If you must change your entry, call the Chamber of Commerce at 444-5503.
4. Each vehicle participating in the parade as an entry should be **"A Taste of Christmas Fun."** All entries will be subject to safety inspections by parade officials. (Please use caution with Lighting Equipment). Parade route will begin at the old Lebanon High School on Harding Drive and end on West Main Street in the D.T. McCall shopping center.
5. All parade participants are encouraged to follow the theme **"A Taste of Christmas Fun."** Judging of floats will be based on Originality, Quality & Features and Parade Theme.
6. * Each year our greatest problem is unnecessary traffic congestion in the assembly areas. If you have a group (such as scouts) riding on an entry, **the riders must enter the parking lot on the float or be walked in through the west gate at the parking lot at the left of the football field.** There is parking in between the school and football field to park and walk riders over. ***No vehicles will be allowed in the parking lot that are not numbered and participating in the parade.***
7. Children must be picked up promptly at the end of the parade. Parade officials are not baby-sitters. **Parents should be at the designated areas waiting to pick up their children when their float reaches the end of the parade route!**
8. * Signs will be at all entrances. Please arrive by 11:30 A.M. and line up in the assembly area. **PLEASE NOTE!!!! All participants will enter from Tennessee Blvd.**
All walkers and riders must be in lot by 1:30 p.m. All floats must be in lot by 12:00.
Limited parking for drop offs will be available between High school and Football Field.
9. **Judging will be begin promptly at 12:00. Floats not in place by 12:00 will not be judged!**
10. Floats and cars will assemble in the football parking lot. Horses and horse drawn vehicles will line up behind Lebanon Police Department parking lot.

11. Please stay off the grass areas at the high school. Stay to the side of the street. The registered person in charge of your entry must remain with your group at all times after arriving at the assembly area. All persons in or on vehicles or floats must remain with their entry in the assembly area.
12. All participants shall conduct themselves in a safe and orderly manner. All vehicles must be operated by a licensed driver. Violators are subject to ticketing by law enforcement officers and ejection from the parade.
13. Stationery performances may not last over two (2) minutes. Make sure you do not run over the scheduled two minutes. **NO VEHICLE “PERFORMANCES”** are allowed, except by officially organized, licensed and trained groups that are approved in advance by the Parade Committee. Violators and their entry shall be immediately ejected.
14. **THERE WILL BE NO STREET ALTERED VEHICLES ALLOWED.**
15. **NO ALCOHOLIC BEVERAGES ARE ALLOWED** either during the parade or the assembly area. Violators and their entry will be immediately ejected.
16. **PLEASE DO NOT THROW CANDY!!! ANYONE CAUGHT THROWING CANDY WILL BE ASKED TO PULL OUT OF PARADE.** This is extremely dangerous to children who run into the street to retrieve candy. You may have walkers hand-deliver candy to the children.
17. **ONLY ONE SANTA SHALL BE ALLOWED IN THE PARADE.** Santa will ride on the fire engine near the end of the parade.
18. You are responsible for your own transportation from the end of the parade back to the starting point. Parade will end in D. T. McCall parking lot on West Main Street. Designated areas in the lot will be assigned for horses and trailers
19. In the event of an emergency, during the parade, participants should remain with their unit. All units are to move to the far right lane, leaving room for emergency vehicles.
19. **Every entry must complete entire parade route.**

PLEASE MAKE A COPY OF THESE RULES AND GIVE TO ALL PARTICIPANTS OF YOUR ENTRY

PLEASE NOTE:

The Spacing Of The Parade Is Crucial.

Please Make Sure You **Remain Within 3 Car Lengths** Of The Entry In Front Of You.

Please ***Do Not Throw Candy*** From Vehicles.

Due To Potential Injuries And Children Running In Road To Pick It Up. You May Walk And Hand Out Candy, But Please **Do Not** Throw Any From Vehicles.

Thank You For Participating In The 2013 Parade,
We Hope You Enjoy It.

Lebanon Wilson County Chamber Of Commerce
Community Tourism Committee