

Electric Christmas Parade Entry Form

Saturday, November 28, 2026

5:30 p.m. - Main Street from 6th Street to 4th Avenue

All entries **must** be illuminated with a Holiday theme (more details below). All entries **must include** each of the following documents and **must be received by Friday, November 13th**:

- ☐ A completed Entry Application
- ☐ A **Certificate of Insurance** naming the St. Charles Business Alliance *and* The City of St. Charles as additional insureds.
- ☐ A signed copy of the Electric Christmas Parade **Rules and Safety Guidelines**.
- ☐ Please make all checks payable to: **St. Charles Business Alliance** on or before Friday, November 13, 2026.

Please Circle One: Non-Profit Entry: $50 Business Entry: $300 Political Entry: $325

Business/Organization Name_____

Contact Person _____ **Title**_____

Main Contact E-mail: _____ **Optional 2nd E-mail**:_____

All correspondence will go to the above E-mails.

Contact Phone Number: _____ **Day of Contact Number (IF DIFFERENT):** _____

Social Media Handle(s) (For Tagging on Event Photos):_____

DESCRIPTION OF ENTRY (REQUIRED: Approximate length and type of vehicle, etc. - Any unit requesting walkers **must obtain special permission.)**

_____

_____

THREE SENTENCE DESCRIPTION OF ORGANIZATION and/or THEME for PARADE EMCEE (**REQUIRED;** If nothing is written, the emcee will simply read your Business/Organization name.) Email info@stcalliance.org if you would like an example.

_____

_____

_____

Holiday Music is Encouraged. Will your unit have music? Yes ☐ No ☐

Please note: **All parade entries must be illuminated/lit prior to coming to the parade staging area. Entries including animals (horses, goats, etc.) are not permitted.** Non-illuminated entries **will not** be permitted into parade staging area. No batteries/lights will be provided or for sale in the parade staging area or during the parade.

Electric Christmas Parade, November 28, 2026 – RULES AND SAFETY GUIDELINES

This is a judged parade. Entries will be judged by category and winners will be notified and presented with Awards at a subsequent City Council meeting.

PARADE CHECK-IN AND STAGING AREA

- **Line up information will be E-mailed 7–10 Days prior to the parade date.**
- **Please plan on arriving at 4:00PM.** All registered parade entries must report to the parade staging area designated for their entry prior to the designated arrival time.
- Late arrivals may not be allowed to participate, and refunds will not be issued.
- Vehicles are not permitted to move from their line-up area unless specifically asked to do so by a Parade Marshal or a police officer.
- Due to space limitations, only parade vehicles and floats will be allowed in the staging area. Only those vehicles registered as entries in the parade will be permitted in the staging area.

WALKERS

- **Any unit requesting walkers must obtain special permission.**
- The number of walkers must be relative to the size of your vehicle.
- All walkers must be lighted and must walk behind your vehicle.
- **To obtain special permission, please reach out to the St Charles Business Alliance at 630-443-3967 or info@stcalliance.org**

DISTRIBUTION OF MATERIALS

Distribution of candy, merchandise, literature, or other material along the parade route is **prohibited**. Handing out or throwing any item is **not** allowed.

BEHAVIOR

- No profanity or offensive behavior will be tolerated before, during, or after the parade while on the parade route.
- No alcoholic beverages will be allowed.
- No drugs or weapons will be permitted in the parade assembly area, on floats or tow vehicles or on the parade route.

ILLUMINATION AND MUSIC

All parade entries must be illuminated. This includes walkers. Remember, the more lights, the better your entry looks along the parade route for the spectators. All vehicles must be decorated, and all music must be appropriate holiday music.

LIGHTING, GENERATORS AND FIRE EXTINGUISHERS

- Wire and lighting devices must have sufficient capability for the use intended on the float/entry.
- Wiring should be properly secured to the float.
- Portable generators used in conjunction with float lighting must be securely mounted on a vehicle or other base.
- A minimum of 12 inches clearance should separate any part of the generator from light and combustible materials, including decorations.
- At least one fire extinguisher should be placed within easy reach of a responsible adult. **Class (A, B, C) Fire Extinguishers are required for floats using generators.**

Electric Christmas Parade, November 28, 2026 – RULES AND SAFETY GUIDELINES

COSTUMED CHARACTERS

Costumed characters are encouraged on floats. However, **NO SANTA CLAUS costumed characters will be permitted**. The only Santa of the night will be on a float at the end of the parade.

VEHICLE, FLOAT, AND YOUNG PARTICIPANT REQUIREMENTS

- All children must have adult supervision.
- NO PERSON OR ARTICLES ARE PERMITTED TO RIDE OR HANG OVER THE SIDES OR EDGES OF FLOATS OR VEHICLES. Float riders must be secure on the float with handholds or chairs.
- All decorations must be non-flammable.
- ALL vehicles must be properly registered and insured. **Any motorized vehicles must only be driven by properly licensed adults over the age of 21.**
- Floats more than 30 inches off the ground, that are also transporting children, are strongly encouraged to have side rails.
- Maximum height for entries is 15 feet.
- All entries should be properly identified with signs or banners with the organization's name on the entry so spectators know who you are.
- Floats/vehicles shall be brought to a complete stop before participants climb on or off the vehicle.
- Any unit requesting walkers must obtain special permission. Each walker under the age of 12 must be supervised by an adult.
- If your entry has any type of animals (dogs, horses, etc.), you will not be permitted to participate.
- **Unique vehicles must be approved by STCBA Events Committee.**
- **Parade Marshals have the authority to remove any entrant from the parade for failure to comply with these rules.**

Business/Organization Name: _____

Contact Person: _____Phone/Cell: _____

- Entry fees are non-refundable.
- The St. Charles Business Alliance (ALLIANCE) reserves the right to use images taken at this event for promotions.
- All entries must provide a certificate of insurance naming the ALLIANCE and the City of St. Charles as additional insureds no later than one week prior to parade day. Call your insurance company to request this document.
- The ALLIANCE reserves the right to accept or reject any application.
- The ALLIANCE shall have the right to cancel the event in its sole and absolute discretion.

I have read and accept that the ALLIANCE and the City of St. Charles will not be held liable for any injuries or damage to any person(s) or personal property while participating in the Electric Christmas Parade. I acknowledge that I am responsible for everyone participating in/on my entry. In addition, I will be responsible for each person in/on my entry receiving a copy of the Parade Rules and Safety Guidelines and agreeing to the terms set forth. I understand that disregarding any of the rules and guidelines will result in my entry being eliminated from the parade and not eligible for judging.

_____ _____

Signature Date

How to Enter

Mail or email this form by November 13, 2026

St. Charles Business Alliance, 2 E. Main Street, St. Charles, IL 60174

info@stcalliance.org | 630.443.3967