



Electric Christmas Parade Entry Form

The St. Charles Electric Christmas Parade is Saturday, November 26, 2022 at 5:30 p.m. on Main Street from Sixth Street to Fourth Avenue in downtown St. Charles. In an effort to maintain an efficient process, all entries **must include EACH** of the following documents and must be received by the noted due date:

- ✓ A completed **Entry Form** on or before October 21, 2022.
- ✓ A **Certificate of Insurance** naming the St. Charles Business Alliance AND the City of St. Charles as additional insured on or before October 21, 2022.
- ✓ A signed copy of the Electric Christmas Parade **Rules & Regulations** on or before October 21, 2022.
- ✓ All entries: Please make check payable to the *St. Charles Business Alliance* on or before October 21, 2022.

Please circle one:

Business Entry (\$275)

Non-Profit Entry (\$25)

*Business/Organization Name _____

*Contact Person _____ Title _____

*E-mail Address _____ Mailing Address _____

*City/State/Zip _____

*Preferred Phone Number _____

*For line-up purposes, describe your entry (vehicle type, approximate height and length etc.):

*For our parade emcee, please describe your business or organization (50 words or less):

*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.

Required Information

Please return ALL required application documents to:
 St. Charles Business Alliance, **2 E. Main St, St. Charles, IL 60174**
 E-MAIL: info@stcalliance.org
 Parade line-up information will be sent by November 18, 2022.
 Questions? Please call the Alliance office at 630-443-3967.

Electric Christmas Parade, November 26, 2022 – RULES AND SAFETY GUIDELINES

Business/Organization Name: _____

Contact Person: _____ Phone/Cell: _____

- Entry fees are non-refundable. The St. Charles Business Alliance (Alliance) reserves the right to use photographs taken at this event for future promotions.
- All entries must provide a certificate of insurance naming the Alliance and the City of St. Charles as additional insured one week prior to parade day. Please call your insurance company to request this document.
- The Alliance reserves the right to accept or reject any application.

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 agree 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

PARADE CHECK-IN AND STAGING AREA

All registered parade entries must report to the parade staging area designated for their entry prior to the designated arrival time. Refunds will not be issued to late arrivals. 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. Please have someone drop-off persons riding on entries at the designated drop-off location. Arrival time and drop-off location will be communicated closer to the date of the parade. Late arrivals may not be allowed to participate and refunds will not be issued. 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. Number of walkers must be relative to the size of your unit with a maximum number of 30. 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 sstark@stalliance.org

DISTRIBUTION OF MATERIALS

Distribution of gifts, candy, merchandise, literature or other material along the parade route is **prohibited**.

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.**

COSTUMED CHARACTERS

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

ANIMALS

If your entry has any type of animals (dogs, horses, etc.), you will not be permitted to participate in the parade.

VEHICLE, FLOAT, AND YOUNG PARTICIPANT REQUIREMENTS

All children must have adult supervision. **NO PERSONS OR ARTICLES ARE PERMITTED TO HANG OVER THE SIDES OF FLOATS OR VEHICLES.** No persons will be allowed to ride on the outside of a vehicle or hang over the edge of a float. 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. Vehicles must only be driven by properly licensed adults over the age of 21. Floats that are 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 of the vehicle. Any unit requesting walkers must obtain special permission. Each walker under the age of 12 must be supervised by an adult.

Parade Marshals have the authority to remove any entrant from the parade for failure to comply with these rules.