

CITY OF NORTH CHARLESTON
CHRISTMAS FESTIVAL
FESTIVITIES BEGIN 3PM | PARADE AT 5PM

Christmas Parade Registration Form and Information
Saturday, December 3, 2016 - Parade start time: 5:00 pm
Parade LINE-UP time: 3:00-4:30 pm

The North Charleston Christmas Parade Committee and the City of North Charleston cordially invites your organization to participate in the 2016 Christmas Festival and Parade on Saturday, December 3, 2016, from 3:00-8:00pm. Registration fees from the Christmas parade benefit the city's annual "Families in Need" fund.

The Christmas Festival will take place at historic Park Circle with the parade lineup taking place on Mixson Avenue & Lackawanna Blvd. Line-up is from 3:00pm-4:30pm. Don't be late; otherwise your location in the line-up zone may be inaccessible, denying your participation in the parade. Participants should access the line-up via West Enterprise Street. Entering the line-up from East Montague will be strongly discouraged by police. The parade begins at 5:00pm by turning left onto East Montague, traveling down and around Park Circle, turning right onto Buist Avenue, left onto Wando Street, and terminating at the starting line-up area at Mixson and Lackawanna, where floats can break down and busses can load.

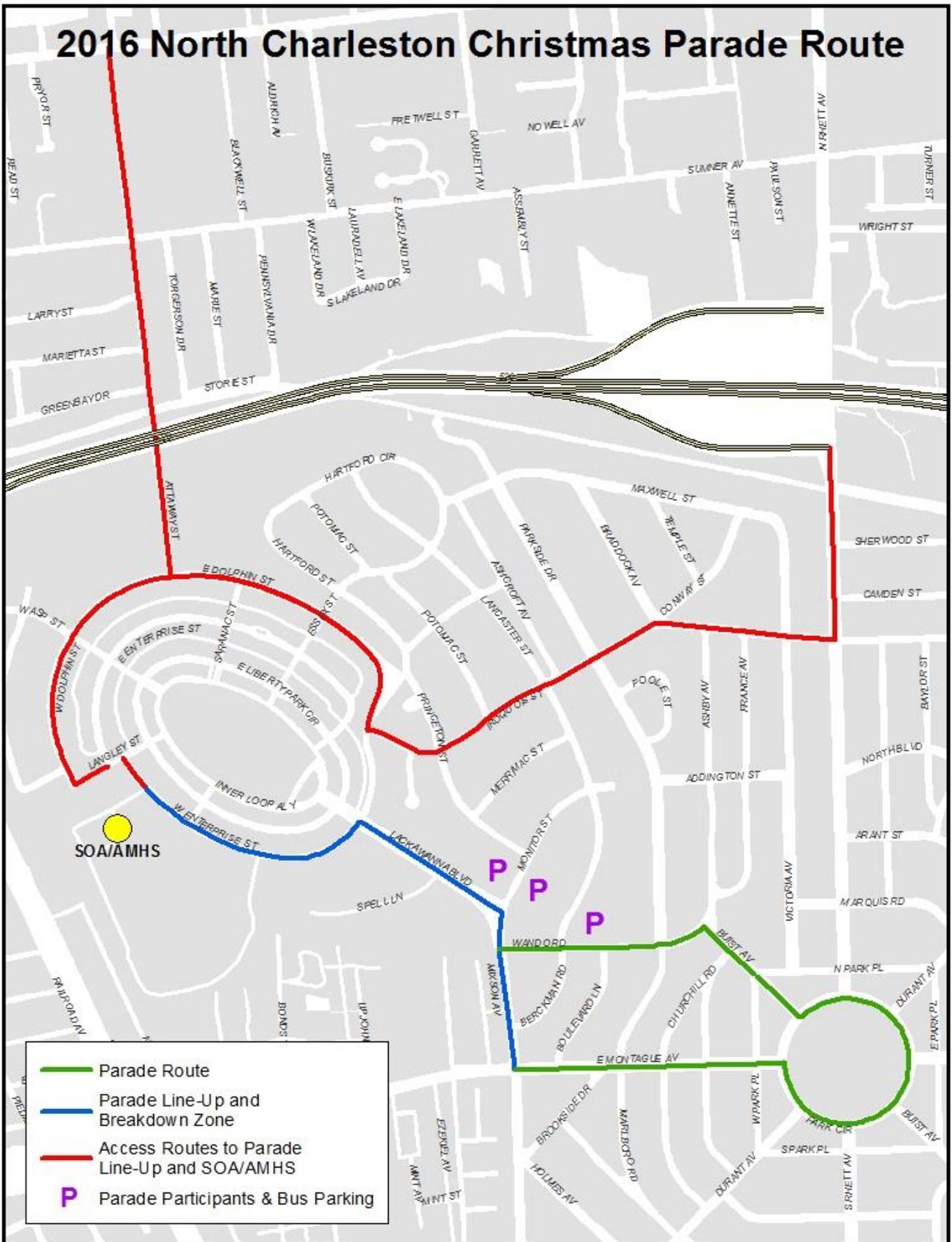
We anticipate the parade completing by 6:30pm. This will allow participants plenty of time to get to Park Circle and enjoy the rest of the Christmas Festival, which continues until 8pm. All entrants arriving in large vehicles that are not part of the parade (school busses, church vans, etc.), must park in designated parking areas on the attached map. Please keep it for your records. Directions to line-up: from I-526, take Exit 19 for North Rhett Avenue, then turn right onto North Rhett Avenue. Take the first right onto Braddock Avenue, then slight left onto Iroquois Street, which ends at West Enterprise Street. Take a right onto West Enterprise Street, which turns into East/West Dolphin. West Dolphin makes a hard left at Langley Street then right back onto West Enterprise. Volunteers will be posted for parade check-in at West Enterprise. Please refer to the map on the back of this letter. DO NOT ATTEMPT TO ENTER THE PARADE LINE-UP AREA VIA MONTAGUE AVENUE. PLEASE NOTIFY ALL OF YOUR GROUP MEMBERS! To access parking areas or meet your group, from Iroquois Street, turn left onto Lancaster Street.

Entries will be accepted on a first-come, first served basis and SPACE IS LIMITED to 75 entries.

How to register:

1. Complete the following entry form and sign the acceptance of Parade Rules and Liability Waiver
2. Return your entry form and waiver, along with \$20 processing fee (checks/money orders payable to City of North Charleston) NO LATER THAN 5:00PM TUESDAY, NOVEMBER 15, 2016:
Mail: City of North Charleston Cultural Arts Department
ATTN: Christmas Parade
PO Box 190016
North Charleston SC, 29419
E-mail: TBowers@NorthCharleston.org
Fee payments via credit card may be processed over the phone by calling (843)740-5854.
NO FAXES ARE PERMITTED!
3. An e-mail will be sent confirming your space in the parade on or before November 23.

2016 North Charleston Christmas Parade Route



PARADE ENTRY FORM:

NOTE: Application must be completed in full to be allocated a space. Any business or organization who will be represented in/on your entry or float must be included in the information you provide. Failure to abide is cause for removal from the parade line-up prior to the event.

Contact information:

Name of main contact/group leader: _____ Phone: _____

Email: _____ Name of organization: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Category: (Check one)

Business/Corporate Community Organization or Non-profit Pre-School
 School or Marching Band Cheer or Dance Group Media Church

Music: live solo singing choir singing band solo instrument taped music

Marching Units or Walking Groups:

Approximate number of youth under age 18 in marching unit or group _____ Number of adults _____
Full description of unit or group _____

Vehicular or towed unit information:

We must know what type of vehicle (s) you are entering in the parade.

NOTE: Limit of two vehicles per entry: for example: 1 truck + 1 boat = two vehicles, 1 18-wheeler cab + 1 flatbed trailer = 2 vehicles or 1 small truck + 1 trailer = two vehicles

Small Pickup truck Large Pickup Truck Car Convertible SUV
 Van Boat on a trailer (boat is feet long) Small truck cab with trailer
 Motorcycle (limit 8 bikes) 18 Wheeler cab Flatbed Trailer (length feet)
 Car Club (limit 5 cars)

Are you renting a professional float? (Check provider) Southeastern Float Floats by Allen

Other: _____ Phone: _____

(Other includes: skateboards, emergency vehicle, fire truck, golf cart, antique car, heavy equipment)

****ALL FLOATS, CARS, TRUCKS, VANS AND ANY TOWED VEHICLES MUST BE DECORATED WITH LIGHTS AND/OR HOLIDAY THEMED DECORATIONS****

Special Requests or Special needs: _____
(Requests will be considered but not guaranteed)

Credit Card # _____ VCode (3 digit code on back): _____

Expiration (mm/yy): _____ Name on Credit Card: _____

Billing Address: _____ City: _____

State: _____ Billing Zip Code: _____ (All info required to process CC Payment)

PARADE RULES AND LIABILITY WAIVER

City of North Charleston Christmas Parade

1. There will be only one Santa Claus in our parade and he rides on our City Fire Truck. Do not dress up as Santa Claus, it confuses the children.
2. Each entry is allowed a MAXIMUM OF TWO VEHICLES, if you arrive with more than what is indicated on your entry form, you will be turned away.
3. All entries, including golf carts and cars, must be well lit and decorated. Marching units are encouraged to use glow sticks, tinsel, reflective tape and other portable light sources.
4. All music played, sung or performed should be holiday themed.
5. All participants must enter the parade line up area from West Enterprise Street, call 843-740-5854, PRIOR TO PARADE DAY if you need directions.
6. Groups will not purposefully stop to perform along the route; all participants must keep the parade moving. Gaps in the parade line make onlookers think the parade is over and start to walk in the street- this is not safe!
7. Any generators used for lighting cannot be set up inside of an enclosed vehicle
8. No giveaways or candy may be thrown from moving vehicles, any candy or promotional items must be handed out by walkers.
9. Riders on floats cannot get on and off during the parade at any time.
10. All entries with children must have adults walking/riding with them throughout the entire event.
11. Use of Fire or open flames is not allowed.
12. No participant will be allowed to ride on the hood or roof of any vehicle.
13. No political campaigning is allowed on any entries in the parade.
14. The undersigned agrees that all participants may be photographed or videotaped and that these images may be published in an outlet used to promote or publicize the event.

Entries must observe all applicable rules and regulations and follow all instructions from police and parade officials. The City of North Charleston reserves the right to remove any entrant from the parade at any time if the entrant fails to follow parade rules.

LIABILITY WAIVER:

In consideration of your accepting my entry, I hereby, for myself, my child and all participants of my entry, my heirs, executors and administrators, waiver and release any and all rights and claims for damages I, my child or entry participants may have against the City of North Charleston and its representatives, successors and assigns for any and all injuries suffered by myself or my child or any entry participants at any activity sponsored by these groups. I have read in its entirety the general rules of the entry guidelines for participating in the City of North Charleston Christmas parade and agree to accept full responsibility of the compliance of this entry and all participants associated therewith, and for any liability inherent with this entry's participation in the City of North Charleston Christmas parade. I understand that if I fail to comply with all the guidelines and rules for participation that my entry will be removed from the parade line-up.

Name of group or participant: _____ Date: _____

Authorized Representative Signature: _____ Print: _____

Return \$20 fee, waiver and entry form to:

The City of North Charleston (check or money order payable to City of North Charleston)

Cultural Arts Department- Christmas Parade

PO Box 190016

North Charleston, SC 29419

Email: TBowers@NorthCharleston.org

Phone: (843)740-5854

** Emailed applications without credit card information will not be processed until payment is received.