

*2019 LEXINGTON CHRISTMAS PARADE
PRESENTED BY Metro by T-Mobile
as a part of Luminate Lexington Presented by Kentucky Utilities Company*

PLEASE READ EACH AND EVERY ITEM - ESSENTIAL INFORMATION

DOWNTOWN LEXINGTON PARTNERSHIP (DLP) CONTACT INFORMATION

- If you have any questions after thoroughly reading this information packet, please contact Laura Farnsworth, Senior Event Coordinator at 859-335-8640 or laura@downtownlex.com.

DATE & TIME

- Saturday, December 7 at 11:00am

ENTRY APPLICATIONS

- Groups must choose a primary contact who will sign the application and serve as liaison between the group and the DLP. To avoid confusion and miscommunication, DLP will not accept correspondence from anybody other than this person. **ONLY** the primary contact may check in for the group on the day of the Parade.
- All entries must return **COMPLETED ENTRY FORM, ENTRY FEE AND WAIVER FORM SIGNED BY ALL PARTICIPANTS BY WEDNESDAY, DECEMBER 4, NO EXCEPTIONS.**
- **Payment is required at the time of application. No payments will be accepted at the registration booth the day of the parade.**
- Mail entry paperwork to: **Downtown Lexington Partnership, Attn: Christmas Parade, P.O. Box 1179, Lexington, KY 40588-1179.**

ENTRY ACCEPTANCE

- DLP invites all who are interested in the parade to participate by submitting an application. Prior to the parade, you will receive an e-mail confirming that your application has been received and providing any additional event details. If you do not receive that e-mail, please call 859-335-8640 to confirm that your application has been received and processed. ***DLP reserves the right to reject any entries that arrive at the parade check-in without registering prior to the deadline (Wednesday, December 4).***

THE DOWNTOWN LEXINGTON PARTNERSHIP RESERVES THE RIGHT TO REJECT ANY ENTRY AT ANY TIME PRIOR TO OR DURING THE PARADE. THE PARADE WILL NOT BE CANCELLED DUE TO INCLEMENT WEATHER.

ENTRY FEES

- **Non-profit organizations:** \$50 per entry. *Organizations claiming non-profit status must provide proof of status as a 501(c) 3 organization.*
- **Standard entry:** \$50 per entry. Non-Commercial, non 501(c) 3 organization. Examples: clubs or associations.
- **Commercial/Business:** \$300 per entry. Any group which represents a business or organization that sells goods or services for a profit, regardless of size or number of employees. Any group which registers under the name of a business and/or displays a business name or logo on the entry.
- **Political entry:** \$500 per entry
- **Entries including more than 50 people will be charged an additional \$100.**
- **Bands, Equestrian Based Groups (does not include for-profit organizations), and Veteran's Groups** are excluded from fees and size restrictions – entry is FREE.
- Fees are non-refundable.
- Checks should be made payable to the **Downtown Lexington Partnership**. For your convenience, we also accept Visa, MasterCard, American Express and Discover, which incur a \$2.50 service charge.
- A \$35 fee will be assessed for any returned checks.

SAFETY REQUIREMENTS

- **Entries containing motorcycles and vehicles** – due to safety concerns, we must insist that you agree not to rev the engine of the motorcycle/vehicle to full throttle, allowing it to reach its rev limit. We also will not allow entries to rev an engine causing excessive noise, which may cause alarm to spectators. Additionally, any individual motorcycles attempting to do a “burn out” during the parade will be immediately discharged from the parade. Any unit that disregards this rule will be banned from future parades.
- Each person participating in the parade must sign the waiver form, with a parent/guardian signing for participants under the age of 18.
- Consumption of or possession of alcohol, drugs and/or firearms (other than arms required by authorized peace officers and military personnel) is prohibited during the parade participation. Possession of such items may subject the entire entry group to disqualification.
- It is requested that each entry have an adult spotter, other than the driver, to watch for any problems with participants/riders.
- Drivers of any vehicle or float must have the appropriate driver's license and necessary insurance. Proof of either may be requested upon registration.
- All temporary seating should be at least 18 inches from all edges of the unit.
- Decorations around driver and prime mover should not impede the driver's field of vision in any maneuvers along the parade route.
- Decorations of the prime mover should permit full ventilation of exhaust fumes, and substantial ventilation of engine heat.
- Vehicle entries may not perform maneuvers and must drive straight down the street.
- A fire extinguisher shall be placed in each vehicle or float entry if the entry contains any mechanical device or combustible material which may lead to fire.
- To ensure the safety of both participants and spectators, parade participants must make every effort to discourage spectators from coming onto the street and getting close to the parade vehicles.
- **NOTHING MAY BE THROWN FROM THE PARADE UNIT. VIOLATIONS OF THIS RULE MAY RESULT IN BEING BANNED FROM FUTURE PARADES.** If you have items to give out (i.e. candy, literature, etc.), participants walking with the unit must move to the crowd to hand out these items. Any unit that slows the pace of the parade by handing out large items (shirts, food, etc) may be banned from future parades. Spectators must be discouraged from entering the parade route for the safety of all.
- Downtown Lexington Partnership, and any other sponsor, assumes no liability for anyone participating in the parade.
- Absolutely **NO** stunting.
- Absolutely **NO** mini bike, trick bike or moped automobiles.

SANTA

- **No entries may include a Santa**, as we all know there is only one Santa!

LINE-UP ORDER

- **You will receive your parade line-up number when you check in the day of the parade.**

PARTICIPANT PARKING

- **Parking for participant personal vehicles** will be available in the Lexington Herald-Leader front parking lot. The best way to access this lot will be from Main Street to Indiana Avenue. Do not try to access the lot via Midland as Midland Avenue will be closed to vehicles that are not in the parade. Parade participants may also park on East Short Street, East Second Street, and Corral Street.
- **Parking for horse trailers** will be reserved on Eastern Ave. between Short Street and Corral Street. Horses may rest in the park at the corner of Short and Eastern (across from Thoroughbred Park) until they move to Midland Ave. All equine entries must provide clean-up.

PARTICIPANT CHECK-IN & LINE-UP

- Upon arriving for the parade, the primary group contact must check in with the DLP registration coordinator.
- The primary group contact will receive the group's line-up number and a Parade Marshal will then direct the group to their place in the line-up along Midland Avenue.
- **Parade entries may begin lining up at 9:00AM on Midland Avenue.** This time may flex if Division of Police officials are not yet able to close Midland Ave due to rush hour traffic.

LINE-UP AND PROCESSION INFORMATION

- The staging area for the Parade will be on **Midland Avenue** between Main Street and Winchester Road. **All parade vehicles should enter Midland Avenue from Winchester Road in order to be headed in the right direction.**
- Vehicles not in the parade, other than band buses, will not be allowed on Midland Avenue to drop people off. ONLY PARADE UNITS will be permitted on Midland Avenue. Entries should remain in the staging location until directed to move by a Parade Marshal.
- When moving in the parade, please maintain a steady rate of speed. The parade officially begins at the intersection of Main Street and Midland Avenue and continues West on Main Street to Mill Street. The parade will disperse at Mill Street.
- The review stand will be located on Main Street across from Phoenix Park. **Dance, baton, cheer and pom squad entries may perform a quick routine (no more than 30 seconds) in front of the review stand. ABSOLUTELY NO STUNTS ARE ALLOWED. (No jumps, flips, somersaults or assisted lifts). Any group violating this rule will be banned from future parades.**

EXITING THE PARADE ROUTE

- At the conclusion of the parade (**Main and Mill Streets**) pedestrians and any people riding on a float may exit their formation; pedestrians need to move to the sidewalk in order to clear the streets.
- All vehicles or float entries should immediately exit the parade so the parade does not come to a stop behind your float. PLEASE PLAN IN ADVANCE WHICH ROUTE YOU WILL FOLLOW.
- **Vehicles and floats must choose one of the following routes to exit downtown:**
 - **To Return to Midland Ave:** Turn left on Mill Street, and left on Vine Street
 - **To go South:** Turn left on Mill Street
 - **To go North:** Turn right on Mill Street
 - **To go West:** Turn left on Mill Street. Cross over Vine Street. At the top of the hill turn right on High Street and continue to Versailles Road.
 - **To remain in downtown:** Vehicles may be parked in any of the local public parking lots for the posted rates. (See parking map at www.lexpark.org.)

MOTOR POWER

- Floats and other units may employ the use of jeeps, vans, pick-ups, cars, wagons or other types of transportation vehicle. Any vehicle entered in the parade must be easily moved and in good working order. All vehicles in the parade must be able to attain sufficient speed as determined by DLP and/or its representatives.

VEHICLE AND PEDESTRIAN LIMITATIONS

- Parade units may consist of no more than 10 vehicles per unit and up to 50 persons, regardless of age, riding on the unit(s) and/or walking alongside the unit for the basic entry fee. Entries including more than 50 persons must include a \$100 fee (see Entry Fees). **All persons** walking with or riding on an entry must sign (or have a parent or guardian sign) the liability waiver in order to participate.

PUBLIC ADDRESS SYSTEMS

- Public address systems, bullhorns, or other types of broadcasting equipment or amplified sound equipment may be used within an entry. Use for commercial messages is prohibited. If you have not indicated this information in your unit description on the entry form, please call 859-335-8640 and inform DLP of your plans for sound.

EQUINE ENTRIES

- All entries with horses should be prepared to clean (if necessary) the area where trailers are parked. **Entries must also provide own clean up control during the parade.**

FLOAT STRUCTURE

- The bed on which any float is constructed shall be sturdy and capable of carrying all loads imposed. Converted rubber tire farm wagons are acceptable; however, builders must be responsible for keeping tires up and for quick maintenance throughout the parade.

DIMENSIONS

- The **maximum length** of a unit towed by a single prime moving vehicle shall not exceed 55 feet beyond the length of the prime moving vehicle. The **maximum height** of any part of the unit shall be 13 feet and the **maximum width** shall be 12 feet.

FLOAT RIDERS

- All persons riding on the float entry must be in some way directly related to the entry group or the theme of the float.
- The number of persons riding on each float may not exceed a safe carrying capacity.
- Drivers and all persons riding on the float should have available means of a quick exit. Handholds or other support should be provided for all persons who are required to ride the float in a standing position.
- All walkers and those riding in the vehicle **MUST** sign a parade waiver. If a participant is less than 18 years of age, a parent or guardian **MUST** sign the parade waiver for the minor. Downtown Lexington Partnership, and any other sponsor, assumes no liability for anyone riding on a float entry.

FLOAT PROTECTION

- Downtown Lexington Partnership **WILL NOT GUARANTEE PROTECTION OF ANY FLOAT**. Downtown Lexington Partnership and any other parade sponsor assume no liability for the protection of float or other entries due to vandalism or weather conditions.
- It is recommended that any group or organization provide their own maintenance and supervisory personnel and plastic or tarp covering in case of rain.
- No float or other entry may be brought to the parade line-up area until the day of the parade.

PARADE CONTROL

- Downtown Lexington Partnership and/or its representatives will have supervision over the parade to ensure prompt and efficient movement and dispersal of the entries. The parade entry group is responsible for having the entry in working order. If the entry fails to meet any of the specifications listed in this document, Downtown Lexington Partnership in its sole discretion and without liability to the entry group may order an entry removed from the parade without refund.
- The Participant recognizes that the Lexington Christmas Parade is a public event whose participants and viewers include persons of all ages. The broadcast of any music or message or any visual display containing obscene language from any float, vehicle or participant in the parade will not be accepted. Downtown Lexington Partnership will require any float, vehicle and/or participant broadcasting or displaying such music or messages containing obscene language to immediately cease such broadcast or remove such display or immediately cease participation in the parade. Any parade participant excluded from participating for this reason shall not be entitled to a refund of any portion of the parade entry fee.
- Vehicles must follow the directions of DLP and LFUCG personnel. Any driver not cooperating with parade staff or found violating any parade traffic rules may be subjected to discipline by an LFUCG traffic officer and may further subject their associated parade entry group to disqualification.
- Midland Ave. must reopen in a timely manner following the event. Any vehicle or entries left on Midland Ave. for more than 30 minutes following the last entry entering Main St. will be towed at the owners expense.

2019 LEXINGTON CHRISTMAS PARADE
PRESENTED BY Metro by T-Mobile
as a part of Luminate Lexington Presented by Kentucky Utilities Company

Saturday, December 7, at 11:00am

ENTRY FORM

Please return this form with your entry fee no later than Wednesday, December 4. There will be no exceptions. *PLEASE PRINT IN INK OR TYPE, WRITING MUST BE LEGIBLE. PLEASE FILL OUT THE ENTIRE APPLICATION, REGARDLESS OF PARTICIPATION IN PAST PARADES.*

Please direct any questions to Laura Farnsworth, Senior Event Coordinator, at laura@downtownlex.com or 859-335-8640. Please mail the completed application, with payment to:

Downtown Lexington Partnership
Attn: Christmas Parade
316 West High Street * Lexington, KY 40588-1179

Name of Group: _____

Primary Contact: _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

Entry fee enclosed (Please see definitions of categories in the Information & Specifications):

- | | | |
|--------------------------|-------|--|
| ☐ | \$0 | Equestrian Group, Marching Band or Veteran's Group |
| ☐ | \$50 | Non-Profit (501(c)3 only – include copy of documentation) |
| ☐ | \$50 | Standard (non-commercial, non-501(c)3 association or organization) |
| ☐ | \$300 | Commercial/Business |
| ☐ | \$500 | Political |

Method of Payment: ☐ Check ☐ Credit Card We accept American Express, Visa, MasterCard and Discover.

Card Number	Expiration Date	CVV2: (three digit code on back)	Billing Zip Code
-------------	-----------------	----------------------------------	------------------

Billing Address

Cardholder Signature

Please check all that apply:

- | | | |
|---|------------------------------------|---------------------------------------|
| ☐ Float | ☐ Non-Float | ☐ Band |
| ☐ Vehicles | Number of vehicle(s): _____ | Indicate type(s) of vehicle(s): _____ |
| ☐ Horses | Number of horses: _____ | Indicate # of Clean-Up Crew: _____ |
| ☐ Pedestrians (Walking/Dancing/Marching (non-band) | Number of Pedestrians: _____ | |

Please send a brief paragraph (3-4 lines) to laura@downtownlex.com to be included in the script used by the announcer during the parade. Failure to send information may result in a generic holiday greeting being used in addition to your entry name. (Example: Happy Holidays from *Entry Name*)

How is your entry propelled?

☐ Truck

☐ Tractor

☐ Self-Propelled

☐ Walking/Dancing/Marching

☐ Horse/Animal

☐ Other: _____

Please indicate if amplified MUSIC or SOUND will be a part of your entry: ☐ Yes ☐ No

Please describe your entry (do not include verbiage for the parade announcer here):

I have read this complete application and the attached Parade Information and Specifications and understand all rules as applied to pedestrian, vehicle and float entries, and agree to abide by all rules and regulations including obtaining Waiver signatures from all participants. As the undersigned, I agree to function as the primary contact for the above named entry group and agree to promptly notify the Downtown Lexington Partnership should the contact responsibilities be transferred to another person. I understand that failure to abide by the enclosed rules may disqualify my group from participation. I understand that all fees are non-refundable and that if, for any reason, my group is unable to attend the parade I will notify the DLP immediately as a courtesy to the script and lineup preparation process.

Applicant Signature

Date

DOWNTOWN LEXINGTON PARTNERSHIP
2019 LEXINGTON CHRISTMAS PARADE
PARTICIPANT WAIVER

By signing this Application and participating in the Parade, Participant(s) or signatory agrees to indemnify and hold harmless Downtown Lexington Partnership, its members, officers, directors, agents, sponsors and employees (the "DLP Indemnified Parties") from and against any and all claims, demands, obligations, damages, recoveries, liabilities, losses or deficiencies, whether accrued, absolute, contingent, known, unknown or otherwise (including, without limitation, any and all penalties, interests, reasonable attorneys' fees and other costs and expenses relating to any and all actions, suits, proceedings, demands, assessments and judgments), whether brought by the parties hereto or a third party, made against or incurred by any of the DLP Indemnified Parties, which arise out of, result from or relate to Participant's negligence, willful misconduct, misrepresentation, or breach of any duty in connection with the Parade.

By signing this Application and agreement, the signatory further (i) represents and warrants that such person reviewed and understands the terms and conditions herein and has the full right and authority to execute and deliver the Application and this waiver on behalf of the Participant and (ii) releases, absolves, holds harmless and waives all claims against the DLP and Lexington-Fayette Urban County Government, their agents, employees, officers, directors, members and sponsors for any losses or injuries of any kind whatsoever arising out of the Lexington Christmas Parade.

Group Name (Please Print Clearly)

Print Name: Primary Contact

Date _____

Signature: Primary Contact

ALL ADDITIONAL ADULTS in your group must sign below, printing their names in the left column and signing their names on the corresponding line in the right column.

PARENTS OR GUARDIANS must sign for any child under the age of 18 by printing the child's name in the left column and by signing the parent or guardian's name in the corresponding right column. Check the "Minor" box if the participant is under the age of 18.

PRINT NAME CLEARLY

Minor

SIGN NAME OR PARENT'S NAME

[illegible]

GROUP NAME: _____

PRINT NAME CLEARLY	MINOR	SIGN NAME OR PARENT'S NAME
_____	☐	_____
_____	☐	_____
_____	☐	_____
_____	☐	_____
_____	☐	_____
_____	☐	_____
_____	☐	_____
_____	☐	_____
_____	☐	_____
_____	☐	_____
_____	☐	_____
_____	☐	_____
_____	☐	_____
_____	☐	_____
_____	☐	_____
_____	☐	_____
_____	☐	_____
_____	☐	_____
_____	☐	_____
_____	☐	_____
_____	☐	_____
_____	☐	_____

****You may make copies of this form, but please note that all entries containing more than 50 people must include an additional \$100****