

**Please read the following carefully and share with all people involved.**  
**SAFETY FIRST!**

**If you have any questions or comments, please email us at:**  
IngersollRotaryChristmasParade@gmail.com

**Rules and Regulations**

1. Rotary volunteers will assist you with any problems (please co-operate with any instructions you receive).
2. **Each entry will be designated a number and will be notified by email or phone of this on or before the Wednesday preceding the parade.**
3. If your group has a special need to be placed in a particular spot in the order of Parade Entries, please let us know.
4. All entry participants should be at the Staging area by 10:30am at the latest.
5. Floats, including decorations, cannot exceed 13 feet in height.
6. No offensive material will be allowed (as determined by the parade organizers).
7. **ITEMS (SUCH AS CANDY) MUST NOT BE THROWN FROM ANY MOTORIZED OR HORSE DRAWN VEHICLE, FLOAT OR OTHER STRUCTURE.** This is to keep children safe and off the parade route. Candy may be handed out by persons walking the parade route. **This will be strictly enforced by Rotary volunteers.**
8. **NO HAND OUTS OF ANY KIND (other than candy – see above)!** This includes flyers, coupons or any sort of propaganda.
9. Owners of live animals in the parade will be responsible for cleaning up after the animals.
10. **Please DO NOT have any person dressed as Santa Claus on your float/entry. The parade committee has made arrangements to have Santa appear at the end of the parade.** Elves are permitted.
11. Floats must be decorated appropriately and should be made of durable materials that will withstand the weather conditions. Please ensure the float decor secure. **No persons are permitted to ride on the floats after the disbandment area!**
12. Corporate vehicles are invited to participate in the parade but **must be decorated** to be able to participate!
13. Floats with generators must have a fire extinguisher on board and must keep all cardboard, paper, straw etc. at least 3 feet away from the generator.
14. **AWARDS:**
  - 4 awards will be offered for the best entries. One in each category, as follows:
    - Best Community Organization Entry
    - Best Band/Marching Unit
    - Best Business Entry
    - Best Youth Entry
15. Judging will take place during the parade. **Bands and other performers, please note:** A good time to perform would be in the area of the Gazebo on Thames Street as that is where Rogers Television will be set up to cover the parade.
16. Any violation of these rules or abuse towards any other party involved in the parade (volunteer, participant or spectator) will result in immediate removal from the parade (before or during).

17. All parade entries are subject to review by the parade organizers and can be refused entry at any time.
18. Communication is Key! Float/entry organizers MUST communicate with their drivers as to what is expected of them.

## **Set up/Staging Area**

1. Floats should be assembled by **10:00am** on Wilson Street and Janes Road. Access to set-up areas **must** be gained from **Pemberton Street**. Rotary volunteers will be present to assist you in finding your location. This should eliminate major traffic tie-ups on Mutual Street and floats.
2. Participants on floats please ensure that everyone knows the registered name of your float/entry. This will greatly assist in guiding participants to the proper area during set up and staging. Set up areas will have numbered stakes.
3. No other vehicles other than the parade vehicle will be permitted into the staging area, foot traffic only please!
4. There will be a port-a-potty available on Wilson Street to the east of the fire hall – access to the fire hall washrooms will not be allowed.
5. The parade will start at **11:00am SHARP** – you will hear the bag pipers begin as they start the parade
6. **Parade route:** From Wilson Street and Janes Road staging areas to Mutual Street, to St. Andrews Street, to Thames Street, to Canterbury Street, to Wellington Street, to Caffyn St.
7. **Drivers:** Please keep up to the natural flow of the parade. Do not obstruct the flow of the parade.

## **Disband Area**

1. It is the responsibility of the Float Organizer to communicate the following disband instructions to the parents/caregivers
2. Parade will disband at Harrisfield School.
3. **All passengers must get off the float at the disband area. (The parade route is a closed circuit and it is illegal to be on a float traveling the roads outside of the parade route)**
4. Please watch for signs and follow the instructions of all Rotary volunteers.
5. **Buses to return to the set up/staging area:** Buses will be provided to return parade participants back to the starting point. **PLEASE NOTE THAT NO EQUIPMENT WILL BE PERMITTED ON THE BUSES** (such as band instruments)!
6. Please inform the parents of the children on your float the busing details and pickup protocol you'll be providing so there is no confusion or worry back at the fire hall.
7. Coffee, Hot Chocolate, and Timbits will be available after the parade at the fire hall.

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