

**KILMARNOCK CHAMBER OF COMMERCE**  
**PO Box 1357**  
**KILMARNOCK, VIRGINIA 22482**

October 15, 2009

Dear Parade Participants:

The Kilmarnock Chamber of Commerce will be presenting its annual Christmas Parade on Friday, December 11th, 2009. This year's theme is "*Twas the Night Before Christmas*". The Chamber is very excited about the wonderful plans that are unfolding for this year's event.

Here are some things that you will need to know.

**PLEASE READ THESE CAREFULLY!**

- LINE UP TIME: 4:30 – 5:45 PM
- JUDGING: 5:45- 6:30 PM
- PARADE TIME: 7:00 PM
- Updated Application and Christmas Parade Packet – Please be sure to read ALL enclosed materials very carefully as many changes have been implemented to improve and enhance our parade.

PARADE ROUTE: The Parade will go down Main Street, turn right onto Irvington Road, and then right again onto School Street to Lancaster Middle School.

- There are to be NO SIRENS or HORNS used during the parade
- NO candy or objects can be thrown from floats or vehicles. You may have someone walk and hand out candy or other items
- Santa should NOT be used as part of a float
- No one under the age of 16 will be allowed to drive any type of entry.
- Parade entries should be 95% completed before entering the line-up with the exception of final touches.

For more information, please contact Brenda Shirah at 804-436-9033, Susan Cockrell at 804-435-1552 x25 or Carroll Ashburn at 435-2473.

***Thank You for showing pride in our town, and participating in  
the Chamber's Annual Christmas Parade!***

# **Kilmarnock Christmas Parade Rules and Regulations**

## **GENERAL INFORMATION**

- The parade will begin at Chesapeake Commons on Main Street (KFC) and will proceed south on Route 3 towards downtown Kilmarnock, turning right on Irvington Road, then right again on School Street where the Parade will conclude.
- The Parade will be held RAIN or SHINE.
- The Parade will step off at approximately 7 p.m.
- All units must submit a completed application with fee and have permission to participate in the Parade. All applications must be received or postmarked no later than Saturday, November 28, 2009.
- The appropriate entry fees will be due with the application. Upon acceptance of your entry's application, your check will be deposited. All entries are required to pay an entry fee of \$25 (Chamber of Commerce Members, \$20) per unit. The exception to these fees would be any vehicle used to transport a dignitary or princess, equestrian clubs, non-profit organizations, and units invited by the Parade Committee for special appearances.
- Receipt of application does not guarantee acceptance in the Parade.
- All units must reflect a holiday theme, or the theme chosen by the parade committee, and must not be predominantly commercial in nature.
- No materials of any sort (candy, toys, leaflets, etc.) are to be thrown from the floats or any other unit. Violations of this rule will result in the removal of the unit from the Parade, and the violating group will not be allowed in the next year's Parade.
- It is your responsibility to arrange the pick-up of all float riders, band members, etc., at the conclusion of the parade.
- The consumption of alcoholic beverages before and/or during the Parade is strictly prohibited. Anyone disobeying this rule will be removed from the Parade. The entire unit could be removed at the discretion of parade officials.
- Your unit must look as it is described on your application. Any unauthorized changes or additions (including additional vehicles) to applications after November 28<sup>th</sup> may cause disqualification of your unit at the time of the parade.
- Any walking units should be aware that the street could have some residual dirt or debris (including animal droppings) and should take any precautions necessary.

## **ANIMALS**

Any unit and/or other animals **MUST** make arrangements to have animal droppings "scooped" immediately. Please, no autos or trucks should be used for picking up the droppings. Droppings may not be dumped at disband area!

## DAY OF THE PARADE

### ALL UNITS

Please be PROMPT! Tardiness may cost your participation in the Parade. Floats will enter Chesapeake Commons from the entrance across from Sal's Pizza. DO NOT attempt to enter Chesapeake Commons from any other entrance, as the other entrances will be closed and Parade Officials are instructed to allow no one to enter from any other point. Separate staging areas will be set up for Equestrian Entries, Bands, Fire Trucks, and Special Appearances.

- ALL UNITS MUST KEEP THE PARADE MOVING AT ALL TIMES! Please remember that unless directed by Parade Officials or a Police Officer there is to be NO STOPPING!
- **No sirens or horns may be used during the parade.** Doing so may disqualify entry/unit in future parades.

### FLOATS

#### DESIGN

- Floats should be constructed and decorated so that either side is equally appealing.
- No unit other than the float designated by the Parade Committee as the "Official Santa Float," may have any individuals dressed as Santa or Santa-like figures or representation.
- All floats must be 95% complete before entering the lineup and available for judging by 5:45 p.m.

#### BUILDING SPECIFICATIONS

- The maximum dimensions of unit shall not exceed: Length- 50 feet; Height - 14 feet; Width - 10 feet.
- **GENERATORS:** All generators MUST have gas tanks of sufficient size to supply unit for duration of Parade. There will be no refueling during the Parade.
- **EACH FLOAT MUST BE EQUIPPED WITH A FIRE EXTINGUISHER.**

**Kilmarnock Chamber of Commerce**

**2009 Christmas Parade**

**Friday, December 11<sup>th</sup> - 7 PM**

**THEME –“Twas the Night Before Christmas”**

**Application Deadline is Saturday, November 28, 2009**

All applications are subject to approval

**DEADLINE:** This application must be complete and postmarked **no later than Saturday, November 28<sup>th</sup>**. In order to meet parade length constraints, the Parade Committee is forced to limit the number of participants. Appropriate fees will be due with the application and will be deposited upon acceptance. Incomplete applications will not be considered.

**Organization Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Phone # (DAY):** \_\_\_\_\_ **Email (REQUIRED):** \_\_\_\_\_

1. Please indicate choice:  Judged  NOT Judged

2. Type of organization:

Civic Organization or Association  Nonprofit (501-C only) ID# \_\_\_\_\_

Commercial or Professional Organization or Association  Other \_\_\_\_\_

3. Type of unit:

*Non-Motorized:*  Band  Drill/Dance  Equestrian  Marching  Specialty

☞ Are any vehicles requested to accompany this unit?  Yes  No

If Yes, reason: \_\_\_\_\_

☞ Number of members in unit: \_\_\_\_\_

*Motorized:*  Float  Automobile  Emergency Vehicle (Active)

Emergency Vehicle (Private)  Other \_\_\_\_\_

☞ Exact length of entry in feet: \_\_\_\_\_ ft + \_\_\_\_\_ ft = \_\_\_\_\_ ft  
[Float inc. tongue] [Automobile] [TOTAL]

Please provide a brief description of the group and/or entry. This information will be used by the parade announcer during the parade in recognizing your organization and/or entry. Use back of form if needed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ENTRY FEES**

All entries are required to pay an entry fee of \$25 (Chamber of Commerce Members, \$20) per unit. The exception to these fees would be any vehicle used to transport a dignitary or princess, equestrian clubs, non-profit organizations, and units invited by the Parade Committee for special appearances.

**By signing this application, I agree that, if our unit is accepted, all participants hold harmless the Kilmarnock Chamber of Commerce and Town of Kilmarnock for any incident/accident and certify that I have read, and distributed to all involved, the Rules and Regulations enclosed and will abide by them. I understand that failure to abide by these rules and regulations will disqualify my unit's participation in the parade, as well as future parades. I also understand that the Kilmarnock Christmas Parade Committee reserves the right to refuse or admit/invite any entry.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\$ \_\_\_\_\_  
Amount Enclosed

**Return entry form and check (made payable to Kilmarnock Chamber of Commerce) to:**

**ATTN: Kilmarnock Town Office, P. O. Box 1357, Kilmarnock, VA 22482**