

ALL ENTRIES MUST BE IN PLACE BY 3:00 OR RISK ELIMINATION FROM THE PARADE

SAFETY GUIDELINES FOR THE CHEYENNE CHRISTMAS PARADE

VEHICLE SAFETY:

1. FLOAT NUMBERS MUST BE PLACED ON BOTH SIDES OF THE ENTRY. BIGGER IS BETTER AS FLOAT ENTRIES WILL BE TELEVISED AND THIS HELPS IDENTIFY YOUR ENTRY
2. DRIVERS OF FLOATS MUST BE AT LEAST **21** YEARS OF AGE AND HAVE A LICENSE FOR THE VEHICLE BEING OPERATED. PROOF OF INSURANCE IS REQUIRED FOR ALL VEHICLES.
3. NO ITEMS SUCH AS CANDY OR OTHER ITEMS WILL BE THROWN FROM ANY ENTRY. PLEASE USE WALKERS TO HAND THESE ITEMS OUT TO SPECTATORS.
4. AN ADULT MUST BE PRESENT WHEN CHILDREN ARE RIDING AN ENTRY. SAFETY RAILS, BARRIERS, OR ROPES MUST BE INSTALLED TO PREVENT A FALL FROM AN ENTRANT. SAFETY BELTS MUST BE WORN BY ANY ENTRANT STANDING ON A FLOAT.
5. ALL VEHICLES AND/OR VEHICLES PULLING A FLOAT WILL HAVE A DRY CHEMICAL ABC RATED FIRE EXTINGUISHER. THE EXTINGUISHER CAN BE IN THE TOW VEHICLE.
6. NO REFUELING OF GENERATORS WILL BE ALLOWED ONCE THE PARADE IS IN MOTION.

PERSONAL SAFETY OF FLOAT RIDERS

1. MAKE SURE THERE ARE NO COMBUSTIBLE OR FLAMMABLE MATERIALS NEAR THE EXHAUST.
2. ALL TOW VEHICLES OR FLOATS USING GENERATORS IN A CONFINED SPACE SUCH AS IN THE BED OF A PICK-UP WITH A TOPPER SHELL OR CAMPER WILL NOT HAVE ANY RIDERS INSIDE.
3. NO FIREWORKS OR PYROTECHNICS ALLOWED ON ANY TOW VEHICLE OR ENTRY.
4. THERE WILL BE NO CONSUMPTION OF ALCOHOL OR SMOKING ON ANY ENTRY.
5. FLOAT DECORATIONS WILL NOT INTERFERE WITH THE DRIVERS FIELD OF VISION AND THE OPERATION OF ANY VEHICLE LIGHTS OR SAFETY FEATURES.
6. IF THERE IS ANY POTENTIAL FOR INCLIMENT WEATHER BE SURE THAT ADDITIONAL WARM CLOTHING OR BLANKETS ARE AVAILABLE FOR THOSE RIDING ON VEHICLES OR FLOATS.
7. NO FLOAT RIDERS MAY HAVE THEIR FEET HANGING OVER THE SIDES OF THE ENTRY. PARTICIPANTS MUST STAY ON FLOATS AT ALL TIMES ONCE THE PARADE IS IN MOTION.

ELECTRICAL AND GENERAL SAFETY

1. ALL ENTRIES MUST BE DECORATED WITH LIGHTS. ALL DECORATIONS MUST BE "UL" APPROVED.
2. ALL EXTENSION CORDS SHOULD BE RATED TO CARRY THE CURRENT LOAD AND HAVE GROUNDING TYPE PLUGS IN PLACE.
3. ALL PLUG CONNECTIONS WILL BE TAPED TO PREVENT THEM FROM COMING APART OR ALLOWING MOISTURE TO ENTER CONNECTION.
4. POWER STRIPS MUST BE WATERPROOFED BY WRAPPING THEM IN PLASTIC.
5. HIGH INTENSITY FLOODLIGHTS MUST BE KEPT AWAY FROM FLAMMABLE OR COMBUSTIBLE MATERIALS AND DECORATIONS.
6. ALL FLOATS WILL BE INSPECTED PRIOR TO THE START OF THE PARADE. THE FLOAT INSPECTORS WILL TRY TO HELP FIX THE LITTLE THINGS, BUT PLEASE TRY TO HAVE YOUR FLOAT READY TO GO BEFORE ARRIVING AT THE DESIGNATED STAGING AREA.
7. ONCE THE PARADE STARTS THERE WILL BE NO REFUELING OF GAS POWERED GENERATORS.
8. SOME HELPFUL ITEMS TO BRING ALONG ARE TWINE, ROPE, ELECTRICAL AND DUCT TAPE, STAPLE GUN, HAMMER, NAILS, CORDLESS DRILL AND DECK OR SHEETROCK SCREWS. LET'S NOT FORGET THE EVER USEFUL ROLL OF BALING WIRE TOO.
9. ALSO FOR THE HUMAN SIDE OF THIS FESTIVE EVENT, HOT COFFEE, TEA OR CIDER CAN MAKE THE EVENING MORE PLEASANT.

PARADE RULES AND REGULATIONS

****Entries must observe all applicable rules and regulations. The Cheyenne Christmas Parade Committee reserves the right to remove any entrant not conforming to rules and regulations or any entrant refusing to follow instructions of police or parade officials. All entries must be approved by the Christmas Parade Committee.****

1. Deadline for parade entries is November 9th, 2013.
2. **All entries must be in place by 3:00 p.m. or risk elimination.** The person signing application must be present at time of float inspection.
3. No one will get on or off a float or entry once it has started down the parade route. No dangling of legs over edges of float.
4. **All entries must be decorated.** They must have a **minimum of 1000 lights.** Please help us by complying with the rule.
5. The committee will require inspection of floats prior to the parade. Float inspections will be done in the staging area. **You must be in your assigned spot, no later than 3:00p.m.**
6. Parade numbers used to identify entries must be on both sides of the vehicle, and windshield that is towing a float.
7. There must be a responsible adult on floats where there are children.
8. **No Santa Claus suits allowed.** Santa will be the last entry in the parade to greet children.
9. Throwing of candy or any object from parade entrants will not be allowed. Handing out candy or objects using a sturdy container to the crowd is permitted by walkers only.
10. Parade participants must have their own liability insurance. You must have proof of liability vehicle insurance for the entry inspectors to see.
11. All parade entries should follow the theme: 12 Days of Christmas _____
12. It is the responsibility of parents with children participating in the parade to make necessary arrangements to have children met and picked-up at designated points.
13. Maximum allowable height is 12 feet and maximum length of 75 ft.
14. **Fire extinguisher** is required to be on every float for safety reasons.
15. Rules signed by the person responsible for the entry, must be in their possession at the time of inspection. A signed copy must also be attached to the signed application.
16. No parade participant will be allowed to have a loaded firearm at any time.
17. **NO SMOKING OR ALCOHOLIC BEVERAGES ON ANY PARADE ENTRY AT ANY TIME BEFORE OR DURING THE PARADE!!! SAFETY COMES FIRST!!!**

LAST BUT NOT LEAST, THANKS TO ALL OF YOU WHO HAVE PREPARED ENTRIES FOR THIS YEARS PARADE. WE DO APPRECIATE THE HELP YOU PROVIDE BY COMPLYING WITH THESE SIMPLE GUIDE LINES FOR FIRE, ELECTRICAL AND PERSONAL SAFETY. WE WISH TO MAKE THIS ANNUAL EVENT A SAFE AND FUN FAMILY NIGHT AND A WONDERFUL START TO THE CHRISTMAS HOLIDAY SEASON.

Cheyenne Christmas Parade is funded solely by donations only!!

We are a 501-c3 non-profit organization

Cheyenne Christmas Parade Requirements

All commercial entries will be required to pay \$25.00 entry fee. (This fee does not include sponsorship).

Non-commercial, non-profit clubs, organizations & churches may make a donation in the amount of what your funds will allow.

Send check along with this form!!

**PLEASE READ ALL RULES AND REGULATIONS
YOU ARE RESPONSIBLE FOR YOUR ENTRY AND FOLLOWING THESE RULES**

THEME: 12 Days of Christmas

DEADLINE FOR PARADE ENTRIES IS NOVEMBER 9th, 2011

The parade Safety Inspection Committee will be checking each entry at the staging area for compliance to the rules.

****All entries must be in their positions by 3:00 p.m. or risk elimination****

PRIMARY FOCUS:

The primary focus of the "Cheyenne Christmas Parade" is to provide a safe, enjoyable & quality parade in and on the streets of downtown Cheyenne.

If at any time leading up to or on parade day the weather/street conditions are deemed unsafe, the parade will be cancelled

I understand that the Cheyenne Christmas Parade cannot be held responsible for theft, damage or injury and I have read, accepted and will follow the rules and regulations governing this event.

I hereby certify that I have read the rules and regulations and agree to abide by them. I will have a copy of these rules in my possession during the parade.

Name (please print)

Signature

Please mail this signed form with application, fax to 307- 778-1407 or email to info@cheyennechamber.org.

Cheyenne Christmas Parade
P.O. Box 1462
Cheyenne, Wyoming 82003

**CHEYENNE CHRISTMAS PARADE IS FUNDED SOLELY BY DONATIONS ONLY!!
WE ARE A 501-C3 NON-PROFIT ORGANIZATION**