



**Event Information: Saturday, November 23 at 9:30AM**

**Early Bird Entry Fee and Deadline: \$125 for applications submitted no later than September 20**  
**Entry Fee and Registration Deadline: \$160 for applications submitted no later than October 4**

**Mandatory Pre-Parade Meeting: Wednesday, October 9, 2019 from 6:30-7:30PM**  
 at Sentara CarePlex (3000 Coliseum Drive, Hampton) in meeting rooms B&C

Due to the parade's guidelines for excellence, a selection process will determine participants. Please complete this application with care, your acceptance will be based on the information you provide.

**Holiday Theme: Celebrate the Season!** All units must have decorations in keeping with the holiday theme. Decorations must be described in detail on your application. Units cannot display or handout any political preferences and materials. This will be checked during parade lineup and if unit has misrepresented itself it will be disqualified.

**Parade applications will not be reviewed until all required items have been submitted.**

- Entry Application
- Information About Your Organization
- Entry Fee
- W-9\*

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

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Alternate Contact: Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Organization:  Business  School  Military  City  Non-Profit  
 Organization Entry:  Animal  Band: High School  Band: Other  Float: Commercial  
 Float: Non-Commercial  Other: \_\_\_\_\_

Is your unit motorized? \_\_\_\_\_ Number of vehicles: \_\_\_\_\_

Does your unit have music (live, amplified or otherwise)? \_\_\_\_\_

Do you plan to compete for one of the parade awards? \_\_\_\_\_

If you are a winner, check should be made payable to: \_\_\_\_\_

*\*A current W9 is required in the name of the organization to which the check is to be made payable.*

Mandatory Holiday Decorations: (Explain in Detail)

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Animals (if applicable): Number \_\_\_\_\_ What kind? \_\_\_\_\_  
Number of People: Costumed \_\_\_\_\_ Riding \_\_\_\_\_ Walking \_\_\_\_\_  
Unit Features: Holiday Music \_\_\_\_\_ Singing \_\_\_\_\_  
Other \_\_\_\_\_

Please make checks payable to Coliseum Central. Cash and money orders are accepted.

### INFORMATION ABOUT YOUR ORGANIZATION

This information about your organization will be used for reviewing stand commentary and in the parade program for television. Be precise and interesting! Failure to supply this information will result in no mention of your unit. **Please limit your script to no more than 30 seconds.**

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I certify that the information I have provided is true and correct and that I have read and understand the rules and general information in this application package, and I and any representative(s) of the participant named on this application agree to abide by these rules and regulations. I and my representative(s) expressly release and hold harmless the city of Hampton, Old Point Comfort Exchange Club, Coliseum Central, broadcast media, their directors, employees, agents and volunteers from any and all liability for injury, property damage or loss which may arise in connection with my participation in the Coliseum Central Holiday Parade.

\_\_\_\_\_  
SIGNATURE (Failure to sign invalidates application)

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
DATE

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## INFORMATION AND GUIDELINES

- **Early Bird Registration Deadline and Entry Fee: September 20, \$125**
- **Final Registration and Entry Fee: October 4, 2019, \$160**
- **Manadatory Parade Participants Meeting: Wednesday, October 9<sup>th</sup>, from 6:30-7:30PM at Sentara CarePlex (3000 Coliseum Drive) in Conference Rooms B&C**
- **Parade Details:** The parade begins on Saturday, November 23, 2019 at 9:30AM. Units must be at Hampton Roads Center Parkway and Coliseum Drive no later than 7AM

### All units must adhere to the following criteria:

- **Holiday Theme: "Celebrate the Season!"** All units must have decorations in keeping with the holiday theme. Decorations must be described in detail on your application. Units cannot display or handout any political preferences and materials. This will be checked during parade lineup and if unit has misrepresented itself it will be disqualified.
- **Pre-Parade Meeting:** Each unit scheduled to participate in the 2019 holiday parade must send a representative to a mandatory pre-parade meeting. Please note that this meeting is **mandatory**, failure to attend could result in your unit being disqualified. The meeting will occur on **Wednesday, October 9<sup>th</sup>, from 6:30-7:30PM located at Sentara CarePlex (3000 Coliseum Drive) in Conference Rooms B&C.** Unit positions will be announced.
- **Transportation to Hampton Roads Center Parkway:** Make plans early with your group regarding meeting location and vehicle parking. Shuttles to the staging area will be available beginning at 7AM from Riverpointe Shopping Center. **Please note that animals are not allowed on the shuttle buses and cannot be parked on Hampton Roads Center Parkway.**
- **Official Walker:** Each entry must provide an "official walker" to march in front of your entry carrying the official parade unit number. The official walker is necessary for correct identification for commentary, safety, and judging.
- **Forward-Marching:** The parade will be forward marching for everyone. Each unit's performances along the parade route and at the reviewing stand must be performed in a forward march manner. Parade Marshals will be stationed along the parade route to enforce forward movement of parade at all times.
- **Identification:** All units including non-commercial organizations must be identified. In the case of floats or motorized units name identification must be on both sides. Bands, marching and animal units must provide name identification in front of your unit. All celebrities or officials must be identified on both sides of motor vehicles or floats in the general location of



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the person.

- **Distribution of Materials:** Flowers, samples, candy, literature or other materials of any sort shall not be thrown. Units must have walkers beside their unit to distribute items.
- **Santa Claus:** The "Real" Santa Claus will appear in the parade; No Santa Claus costumes are permitted in your unit.
- **Competition:** Competing units are judged by the National Judging Association. Failure to submit a W9 will disqualify the unit from competition.

### Types of Entries:

- **Animal:** An entry that includes animals. Type and number of animals must be indicated on application. Animals must wear holiday decorations and be under handler's control at all times. Use of live animals on floats must have Committee approval. Each unit is responsible for cleaning up after their own animals.
- **Band: (High School Band or Other)** A group that marches while playing musical instruments. The number of participants is not limited but everyone marching should be in uniform.
- **Float: (Commercial or Non-Commercial)** A decorated and lighted/or not lighted structure that is self-propelled or pulled by a motor vehicle. All visible sides must be completely covered with decorations. Floats must be constructed and decorated so that each side is equally attractive and interesting.
- **Maximum Dimensions:** 10' wide x 13' high. Walkers accompanying floats are limited to 10 persons. Those marching must be 10 years of age or older due to the route length (approximately 1.7 miles).
- **Motorized:** Motor vehicles. All vehicles must be decorated and may be illuminated if desired. Motor vehicle units will be allowed a maximum of four vehicles per club/organization.
- **Other:** Includes an individual or group other than a band, float, or motor vehicle that marches the parade route in costume or uniform.



## Competition Information

Fun Competitions to Promote Holiday Spirit

### Categories and Prizes:

<b>Bands: High School</b>	1 <sup>st</sup> Place	\$1,400
	2 <sup>nd</sup> Place	\$1,100
	3 <sup>rd</sup> Place	\$ 900
	4 <sup>th</sup> Place	\$ 700
<b>Bands: Other</b>	1 <sup>st</sup> Place	\$ 900
	2 <sup>nd</sup> Place	\$ 700
	3 <sup>rd</sup> Place	\$ 500
<b>Floats: Commercial</b>	1 <sup>st</sup> Place	Trophy
	2 <sup>nd</sup> Place	Trophy
	3 <sup>rd</sup> Place	Trophy
<b>Floats: Non Commercial</b>	1 <sup>st</sup> Place	\$ 900
	2 <sup>nd</sup> Place	\$ 700
	3 <sup>rd</sup> Place	\$ 500
<b>Animals:</b>	1 <sup>st</sup> Place	\$ 900
	2 <sup>nd</sup> Place	\$ 700
	3 <sup>rd</sup> Place	\$ 500
<b>Other: (Not In Above Categories)</b>	1 <sup>st</sup> Place	\$ 900
	2 <sup>nd</sup> Place	\$ 700
	3 <sup>rd</sup> Place	\$ 500
<b>Best In Parade: (All Participants)</b>	Grand Winner	Trophy

**Fewer than two entries in a category does not constitute a competition. Failure to comply with rules or on-site instructions will be cause for disqualification.**