Group Type	**Entry Fee**	**Prizes**
HS Marching Bands	Free	1st - $500; 2nd - $250; 3rd - $100
Specialty Units	Free	Non-prize category
Non-Profit Units	Free	Non-prize category
Commercial Sponsored Units	$750	Non-prize category
Dance, Step & Drill Team Units	$50	1st, 2nd, 3rd Place Trophies
Miscellaneous Units	Free	Non-prize category
Fire Units	Free	Non-prize category
Military Units	Free	Non-prize category

Fees

Non-profit entries must submit proof of non-profit status for verification of entry fees. If your application requires an entrance fee and you are not accepted, your entrance fee will be returned. All entry fees must be submitted in full. **Please make checks payable to the Harrisburg Downtown Improvement District.**

Prizes

Trophies will be distributed at the Awards Ceremony in the Strawberry Square at 3:00 pm on Saturday, November 21, 2015.

Participants in the Marching Band Units are in contention for prize checks. **Please complete the enclosed W-9** so that prize payments can be made. **Checks will not be issued if this information is not completed and returned to our office. A representative from your group must be present to collect your award the day of the parade. Checks will be mailed the week after your performance at the parade. If a representative is not present, the prize money will then be forfeit and the trophy will be given to the next highest score.**

Rules and Regulations

Please review the following rules and regulations of the Harrisburg Holiday Parade. By signing the Application Wavier, you are acknowledging that you have read and fully understand all rules and regulations of the Harrisburg Holiday Parade.

GENERAL INFORMATION

- The theme for this year's Parade is "**Childhood Memories**". The theme is open to individual interpretation. Entrants will be judged on their adherence to the theme.
- The Harrisburg Holiday Parade is a non-partisan organization. Themes or props may not be based on controversial, social, political, or religious issues.
- The parade is being provided with a Santa. **NO other Santa's** will be permitted in the parade. **DO NOT include a Santa in your unit.**
- Once approved, you may not make any changes to your entry without written authorization from the Parade Committee. You must notify the Parade Committee in writing of any planned changes. All materials submitted with your application become the property of the Parade Committee.
- Any entries not conforming to the approved application will be disqualified. The Parade Committee reserves the right to accept or reject any application without explanation.
- All banners or signs displayed by a unit must be approved by the Parade Committee. Banners or signs not approved will have to be removed prior to the unit participating in the parade. Any unit that does not remove unauthorized banners or signs will not be permitted to participate in the parade.

PARADE LINE-UP AND PARADE ROUTE

- Each organization must have one representative report to City Island for registration no later than 10:00 am on the morning of the Parade. .
- The Parade forms on City Island beginning at 10:00 am. The parade starts at 12:00 pm. **Any group that is not in line by 11:00 am will be disqualified from winning prize money or trophies.**
- The proposed parade route forms on City Island, with the official starting point located at Front and Market Street. The 2 mile long parade route traverses downtown Harrisburg. The parade route will then follow these street directions:
    - Market Street to Second Street
    - Second Street to North Street
    - North Street to Front Street
    - Front Street to Market Street
    - Market Street Bridge to City Island
- Items may be handed out to the parade audience in accordance with the following:
    - The City of Harrisburg's Department of Community & Economic Development must approve all items; a sample must be provided with your completed application form.
    - Wrapped items (candy, holiday crackers, etc.), non-inflated balloons, brochures, and fliers are prohibited.
    - **Items may NOT be thrown from the parade route**. Each entrant must provide additional costumed walkers to walk along the curb, adjacent to the parade entry, and hand items directly to the audience. Participants distributing items *must* keep pace with parade.
- **NO STOPPING!!** All activities must be performed while moving forward, except at the judges viewing stand. Any group that stops to perform for the judges without being asked to stop will be disqualified from winning prize money or trophies and will be banned from all future parades.

- The Judges Review Stand and the televised area are located in front of City Hall on Second Street.
- **All units must be decorated or costumed to adhere to the parade theme**; this includes Boy Scouts, Girl Scouts, Unions, Auto Units, Fire Companies, etc. Any unit that is not decorated or costumed to adhere to the parade theme will be placed at the end of the parade and will not appear on television.
- **Children under 9 years of age must ride on a float. No children under 9 may walk the parade route.**
- **Size Requirements:** Units (not including floats and marching bands) cannot be longer than 60 feet. All units must pass the review stand within 15 seconds. No unit should be more than 12'6" tall for transport to and from parade.
- The awards ceremony will be held in the Strawberry Square on the day of the parade.

FLOAT GUIDELINES - A float is defined as any completely decorated or disguised unit powered by a motorized vehicle. Floats may not be less than 8' wide x 10' long and no more than 14' wide x 60' long x 12' 6" high from street level.

- <u>Types of Floats</u>
  - **Self-propelled** – float is motorized or moves by its own power. Usually, the float frame is attached to a car or truck. This vehicle must be completely disguised.
  - **Towed** – float is built on a wheeled base and towed by another vehicle. All tow vehicles must be disguised.
- <u>Decorations / Skirting</u>
  - All exposed parts and wheels must be completely covered. Remember that television viewers will see your entry from all angles, including from above.
  - Skirting material should reach to within two inches of the ground. Hard cover skirting should reach no closer than eight inches to the ground.

- All floats and units with generators must have two (2) fire extinguishers mounted in pain view on each float and available to the driver and/or entertainers. All riders on the float must be instructed in proper use of fire extinguishers.
- Any unit over 45' in length should be "broken" with a pivot point to accommodate turning corners. In certain cases, height may exceed the 12' 6" dimension if provisions have been made to mechanically contract the unit to go under skywalks, trees, and streetlights.
- Each float must be able to be towed and have EXTERIOR FRONTAL towing capability. If your float breaks down, a tow truck will remove it from the parade.
- Each float must be towed by a licensed vehicle (if not self-propelled); built on a licensed vehicle (if self-propelled); or be transported on a licensed trailer by a licensed vehicle and driven by a properly licensed driver.
- Each float may carry as many people as safety allows, however, a maximum of fifty (50) people may perform on the street with the float (in some circumstances, the City may waive this requirement). Walkers and float riders should be used only when they serve a useful function to the overall theme of the float and must be costumed appropriately to fit that theme.

HARRISBURG HOLIDAY PARADE CATEGORY DESCRIPTIONS

A) Marching Bands - This category includes High School, Jr. High School or Elementary School related marching bands, jazz ensembles, brass ensemble, Drum & Bugle Corps, etc.

- These units must be mobile and must perform while on Parade.
- All marching bands must be in professional uniforms.
- When filling out the application please complete all information including what music you will be performing while walking through the TV Zone. Please choose a high energy, robust piece to play in the TV Zone. This is what will be televised and what will represent you and your school to the Capital Region. Performing holiday music is not required.
- ACCOMPANYING FLOAT INFORMATION: Any float in this category may not display the name, logo or other identification of any corporation or business. All banners and signs must be approved by the City of Harrisburg. All units in this category must adhere to the parade theme.
- **Marching Bands must complete a Marching Band Entry Application Form - please e-mail parades1@yahoo.com and request one**.

B) Specialty Units - The following are examples of Non-Commercial Units that should be placed in this category: Color guards, costumed groups, clown clubs, musical non-band marching units such as pompom groups and baton groups, novelty units, animal units, auxiliary Units, etc. These units will be judged on their adherence to the Parade Theme; however adherence to the theme is not mandatory. These units should be creative, unique and visually exciting.

- **Any float in this category may not display the name, logo or other identification of any corporation or business unless the appropriate Commercial Unit Fee has been submitted.** All banners and signs must be approved by the City of Harrisburg. All units must adhere to the theme.

C) Non-Profit Units - Non-Profit organizations include churches, schools, community organizations, non-profit agencies, hospitals, scouts, neighborhood groups, and government agencies. Proof of non-profit status must be provided.

- **Any float in this category may not display the name, logo or other identification of any corporation or business unless the appropriate Commercial Unit Fee has been submitted.** All banners and signs must be approved by the City of Harrisburg. All units must adhere to the theme.

D) Commercial Sponsored Units – (**Entry Fee: $750.00) -** Commercial Sponsored Units and Floats are entered by businesses and corporations, or any entry that is sponsored/ underwritten by a business or corporation.

- Due to the uncontrollable nature of TV we cannot guaranteed TV coverage for any unit
- All units in this category must adhere to the Parade Theme

E) Dance, Step & Drill Team Units (Entry Fee $50.00) - This category includes any type of choreographed dance, step & drill teams. These units will be judged on their adherence to the Parade theme; however adherence to the theme is not mandatory. These units should be choreographed, costumed, creative, unique and visually exciting. *****Any float in this category may not display the name, logo or other identification of any corporation or business unless the appropriate Commercial Unit Fee has been submitted. All banners and signs must be approved by the Parade Committee.

F) Miscellaneous - This category includes but is not limited to the following: Vintage Vehicles, Walking Units and Special Feature Units. Units in this category will be judged according to their adherence to the Parade Theme, which is mandatory.
*****Any float in this category may not display the name, logo or other identification of any corporation or business unless the appropriate Commercial Unit Fee has been submitted. All banners and signs must be approved by the City of Harrisburg. All units must adhere to the theme.

1. Animal Units including horses, wagon/carriage units, dogs, camels, mule teams, llamas, or any other unusual animal. You must provide a costumed clean-up crew with each animal unit and remove ALL animal waste in the staging/de-staging areas and throughout the parade

2. Unique/Vintage Vehicle units include motorized or self-propelled "vintage," "antique", or "funny cars." A maximum of 6 vehicles consistent in theme may be submitted. Cars must travel the parade route at least two cars wide. Vehicles must be mechanically sound and able to drive the entire Parade route and manage frequent delays.

3. Walking Units consist of 25 to over 100 choreographed and costumed participants.
Sweatshirts or t-shirts with logos, and jeans are not allowed as costuming. Special consideration will be given only if these are part of a well-thought-out, integrated costume design.

4. Special Feature Units are made up of one or more push units, other non-float pieces or mini motorized floats under 8' wide by 10' long. For example: a forest of 2' x 10' tall trees weaving in and out of performers dressed as Little Red Riding Hood.

G) Fire Departments - This category includes all community and professional fire fighting personnel and equipment: Fire engines, hook and ladder trucks, ambulances and support vehicles both modern and antique. Fire departments are encouraged to enter the parade to show community spirit. This is not a prize category, consequently, costuming and theme presentation is not mandatory, however it is encouraged and is greatly appreciated by the public. No more than 2 vehicles will be accepted from each Fire Department. *****Any float, vehicle or banner in this category may not display the name, logo or other identification of any corporation or business unless the appropriate
Commercial Unit Fee has been submitted. All banners and signs must be approved by the City of Harrisburg. All units must adhere to the theme.

H) Military - This category includes all branches of military service: active duty personnel, veteran's organizations and all military equipment. The purpose of this category is to recognize and honor military service; consequently any themes presented in this category may diverge from the overall holiday parade theme. This is not a prize category, however floats and presentations by military personnel, veterans and their families is encouraged.
*****Any float, vehicle or banner in this category may not display the name, logo or other identification of any corporation or business unless the appropriate Commercial Unit Fee has been submitted. All banners and signs must be approved by the City of Harrisburg.

IMPORTANT NOTE

On the Parade Application, applicants are asked to identify the category in which they wish to be included. When applying please be aware that the City of Harrisburg reserves the right to make final assignments of entries to appropriate parade categories based upon the nature of the entry and type of presentation.

Harrisburg Holiday Parade 2015
Entry Application

(Marching Bands must complete a Marching Band Entry Application Form. If you did not receive one with this packet, please e-mail parades1@yahoo.com and request one.)

- All Entries must be postmarked by Friday, November 6, 2015.
- Retain a copy of your completed application packet for your files.
- Application must be typed or clearly printed.
- If more than one organization is sponsoring an entry, you must provide information on each group.

A. Organization Information

Organization Name: _____

Primary Contact Person: _____

Title: _____

Mailing Address: _____

City, State, Zip: _____

Day Phone:_____ Evening Phone: _____

Fax:_____ E-mail:_____

Transportation to & from parade staging area: _____

Entry Information **Judge my Entry: YES** ☐ **NO** ☐

Unit Name (as you want it to appear in print): _____

Accompanying Music with description: _____

Sound System description: _____

Category Requested:

☐ Specialty
☐ Marching Band
☐ Non-Profit
☐ Commercial *$750*
☐ Miscellaneous
☐ Dance, Step & Drill Teams *$50*
☐ Fire
☐ Military
☐ Please place us in the proper category.
☐ VIP

The City of Harrisburg reserves the right to make final assignments of entries to appropriate parade categories based upon the nature of the entry and type of presentation.

RETURN THIS PAGE AS PART OF YOUR HOLIDAY PARADE APPLICATION

B. Unit Description (for multiple units, fill out separate descriptions)

Length_____Width_____Height _____

Description of entry: _____

_____

_____

_____

Description of tow vehicle & disguise (if used): _____

_____

_____

_____

Sound & Special Effects: _____

_____

_____

_____

Description and number of Participants (riding, walking, performing_____

_____

_____

_____

Description of costuming: _____

_____

_____

_____

Transportation (to and from parade staging area): _____

_____

_____

_____

RETURN THIS PAGE AS PART OF YOUR HOLIDAY PARADE APPLICATION.

C. **Script Information**

Festival Headquarters uses script information to write copy for the parade and must be included with your application. **DO NOT** refer to previous script information.

(These scripts will be read on-air during television and radio broadcasts. It is imperative that this information is precise and interesting, with the most important facts first. Assume that the reader knows nothing about your organization/entry.)

Based on the theme: "Childhood Memories," how does your entry connect to your organization?

_____

_____

_____

What is unique about your entry (raw materials used, size, animation, etc.)? _____

_____

_____

_____

How many people were involved in creating your unit? How long did you work on it?

_____

_____

Please give a one paragraph (100 words or less) description or history of your organization.

_____

_____

_____

_____

_____

_____

_____

List any individuals and their positions that should be mentioned in the script (include pronunciations).

_____

_____

RETURN THIS PAGE AS PART OF YOUR HOLIDAY PARADE APPLICATION.

D. Application Waiver

Your organization, if selected, agrees to participate in the 2015 Harrisburg Holiday Parade, in Harrisburg, Pennsylvania on Saturday, November 21, 2015.

In consideration for being accepted as a participant, we irrevocably grant the City of Harrisburg the exclusive right to use in any media our name, likeness, photos or reproduction of our performance for any purpose including promotion, advertising or otherwise. With these rights, we hereby release the City of Harrisburg and its officials, employees, sponsors, and its agents from any claim, liabilities and/or damages that may now or in the future arise by reason of such use. Further, we acknowledge that we are aware of the risks associated with participation in this Parade and, therefore, on our behalf and that of our heirs, do hereby release the City of Harrisburg and its officials, employees, sponsors, and its agents for any and all claims, liabilities and/or damages on account of any personal injury or property damage which may occur from any cause before, during or after the Parade.

_____	_____
Representative Name (Print)	Representative Title (Print)
_____	_____
Representative Signature	Date

RETURN THIS PAGE AS PART OF YOUR HOLIDAY PARADE APPLICATION.

Application Check-List:

- Pages 7, 8 and 9 of the application are completely filled out and signed
- Completed W-9 form with Federal Tax ID Number and signature
- Proof of non-profit status (if applicable)

(**Without all completed application components, your organization will not be considered for participation in the 2015 Holiday Parade.)**

Application Mailing Address:

Attn: Holiday Parade
Harrisburg Downtown Improvement District
22 N. 2nd St.
Harrisburg, PA 17101

(All Entries must be postmarked by Friday, November 6, 2015)

RETURN THIS PAGE AS PART OF YOUR HOLIDAY PARADE APPLICATION.