

City of Harrisburg Holiday Parade Rules & Regulations

Please review the following rules and regulations of the Harrisburg Holiday Parade. By signing the Application Waiver, you are acknowledging that you have read and fully understand all rules and regulations of the Harrisburg Holiday Parade. Please return the signed application waiver with your application.

GENERAL INFORMATION

- The theme for this year's Parade is "Making the Season Bright". 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.

Types of Floats

- 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.

Decorations / Skirting

- 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 plain 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.