



Christmas Lights Parade Rules and Regulations

1. **LIGHTS! LIGHTS! LIGHTS! YOUR FLOAT/ORGANIZATION/WALKING UNIT MUST HAVE CHRISTMAS LIGHTS!** The Parade occurs after dark. Your entry will not be seen if you do not have operational lights. **Christmas Lights** are a requirement of the Parade. Be creative, be festive and show your holiday spirit!
2. The FOX West Texas Christmas Lights Parade does reserve the right to accept or reject any parade application.
3. The Parade staff reserves the right to remove any unit from the Parade line-up or staging area for any cause or reason without advanced notice.
4. **A Release Form/ Hold Harmless (HH) agreement**, must be signed by each entry as a requirement for participating in the Parade. All HH agreements must be signed by the main group contact or responsible group supervisor. The Hold Harmless must be provided when registering.
5. Proof of insurance must be provided for **ALL** vehicles in your group. Insurance must meet the minimal Texas Insurance Coverage requirements. A copy of insurance for the vehicle being used must be provided when registering and have a copy available at the parade.
6. Additions or changes made to parade units post acceptance must be approved by the Parade Coordinator. Parade units with changes that have not been approved will not be allowed on the parade route.
7. Parade participants and unit drivers will follow instruction from the Parade Staff, Volunteers, and the Abilene Police Department. Unit leaders accept responsibility for the actions and behavior of the participants of their entry.
8. **There shall be no use of any social or political material, issue, or candidate.** Improper use of the American Flag is not permitted. Proper use of the Flag is based upon United States Code, Title 4; §1 - §10.
9. All vehicles in the parade must have parking/running lights on at all times. The driver of the float must be able to see what is in front of their vehicle at all times and watch for spectators crossing the parade line. There will be some crowd control, but the driver is responsible for being aware of their surroundings.
10. **No walking groups parallel to ANY vehicle or trailer.** Walking groups must follow behind a minimum of 3 feet and may not make physical contact with spectators of the parade (i.e. handshakes, high fives). Walking groups must keep pace with the parade and stay within the boundaries of the parade line at all times. **We will not allow walkers under the age of 12, as they have trouble keeping up.**
11. **For everyone's safety, Parade participants or walkers are NOT allowed to distribute [throw/hand out] candy, pamphlets, or any other materials along the parade route. Participants found tossing, handing out or receiving anything (candy or otherwise) to spectators will be removed from the parade route and are subject to the laws of the City of Abilene.** Violators of this rule will also be excluded from future FOX West Texas Parades.
12. Parade entrants are **NOT** allowed to have **SANTAS** in their group or on their float. The one and only Santa Claus will be appearing in the parade as Grand Marshall. Santa hats are allowed. Entries will be checked as they enter the line-up area and parade route. We will ask you to remove your Santa before you will be allowed to continue. Artwork of Santa is acceptable.

13. **FX MACHINES:** If your float is using an effects machine [e.g., bubbles, snowflakes] you must also have a person on each side of the back of the float to keep spectators – especially children – from running up to the float to catch or play with any element being dispersed through the parade route. There will be volunteers to help along the parade route, but please be alert. Safety First.
14. **BANDS:** We are asking ALL bands to play Christmas music only. As this is the Christmas Lights Parade, it helps the spectators, participants – everyone (and those watching at home) get into the holiday spirit. 'Tis the season to play loud when passing the Broadcast booth!
15. Participants must keep pace with the parade line. All units must maintain forward motion during the parade. There should be **no counter marching, demonstrations or maneuvers that would be contrary to the forward progress of the parade.** A set pace must be maintained at all times to keep the parade on schedule.
16. Parade line-up numbers will be sent out in **November.** Make sure the number is on the **Driver's Side door** of your entry. If other (walking group/horse etc.), please place number on the **person to the front left** side of your group. Numbers are used by the news anchors to identify your unit during the parade broadcast.
17. **Parade units are NOT to STOP in front of or in the broadcast zone unless otherwise directed by the Parade Coordinator.**
18. If there is a problem with your unit, or your vehicle has a malfunction, move off to the side of the road out of the parade line. A parade Committee member will assist you as soon as possible.
19. **DO NOT BE LATE TO THE LINE-UP AREA.** Arrive no later than 5:40pm to get your float/group in line. You will receive a map of the line-up area. Follow it and park where your number is located, facing the direction stated. You may show up early to the line-up as long as local businesses are not impeded or interrupted by your entry. Streets will be blocked off at 5:30 p.m.
20. **NO PARKING in or driving through the Parade line-up area.** This area gets extremely congested and space is limited. Extra traffic does not allow bigger floats to maneuver to their designated parking spot. **Have your guests and parents park elsewhere and then walk to the line-up area.** If your group consists of many small children, it is suggested that you meet earlier at an accessible location and then walk over to the float staging area as a group. IT WILL BE EXTREMELY CROWDED AND YOU WILL BE ASKED TO MOVE. Please do so promptly.
21. Non-participants (family/friends) are not allowed to stay with participants in the line-up area. **Groups must have a responsible adult for children in your unit. Groups must have 1 adult for every 10 children.** This excludes organized bands or performance groups.
22. There will be check-in persons along the line-up area. Look for the people wearing yellow reflective vests, name badges, and carrying a clipboard. They are there to assist you!
23. **Pick-Up:** After completion of the parade route **have a Predetermined Meeting Place** for your group. Be aware the parade will still be moving out of the staging area. **Do Not** impede the parade units in this area. Roads will still be blocked, and parents will not be able to drive in to pick up children. **Group supervisors stay with your group until ALL children have been properly accounted for!**

**LET'S KICK OFF THE HOLIDAY SEASON WITH A CHRISTMAS LIGHTS PARADE THAT SPARKLES!
AND HAVE LOTS OF FUN!**