

## Boca Raton Holiday Parade Rules

We are thrilled that you have chosen to be part of this year's holiday excitement and fun. The following information will help to make the parade a safe, successful, and fun event. Read all rules carefully as noncompliance may result in termination of your participation in the parade or exclusion from future city events.

*NOTE: ALL applications must include a detailed design plan, sketch, or diagram for review including dimensions. Applications will not be considered without this important information. Additionally, these details will be utilized to strategically place entrants in parade queue.*

### 1. NOTHING THROWN OR HANDED OUT

- A. For safety reasons and to prevent excessive refuse, nothing can be thrown from the floats or handed out by participants. (No candy, toys, confetti, coupons, beads, flyers, etc).
- B. Additionally, the use of bubbles, silly string, or poppers is not permitted.

### 2. FLOAT REQUIREMENTS

- A. Entries are approved based on overall show value.
- B. Use of trailers or more "traditional" float design will be considered first for parade inclusion.
- C. Optimum float size 6' x 10'
- D. Float should not exceed 12 feet in width.
- E. Including tow unit, floats must not exceed 50 feet in length.
- F. No entries can exceed 12 feet in height.
- G. May be towed (tractor or truck/auto) or self-propelled.
- H. The tow unit must be decorated with the theme of the float.
- I. Watchers required – one person per wheel of the vehicle is required.

### 3. WALKING UNITS

- A. Walking units include musical groups, drill teams, dance teams, or unique units approved by Boca Raton Community Events. Children under 14 years of age may participate in the parade, with adult supervision.
- B. A walking unit may not have a vehicle following its walkers.
- C. All walkers must be in costumes that reflect the stated holiday theme.

### 3. APPROVAL

- A. After lineup and prior to parade start, all vehicles and groups will need to be approved by a parade committee member. Parade units will follow instructions from

*City rules compared and reviewed with Tampa, Sarasota, Jacksonville, Plano, Gainesville.*

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Parade Staff, Parade Volunteers and members of the Boca Raton Police Department. If it is determined that your float does not adhere to event guidelines, you may be asked to make alterations or not to participate.

### 4. SANTA

- A. No Santa Claus replica may be part of any other entry other than the official Santa Claus float at the end of the parade. No drivers or participants may dress like Santa. Anyone dressed as Santa will be asked to leave the parade.
- B. Santa hats, as a part of other holiday outfits or décor is however permitted.

### 5. ANIMALS

- A. Animals are not permitted.

### 6. HOLIDAY THEME

- A. Boca Raton Community Events staff has the final approval of all parade entries.
- B. If any entries are deemed inappropriate for the family / holiday theme, they will be removed from the parade. (Hate-speech, political verbiage, profanity, “scary” images or characters, etc. will not be permitted).
- C. The Parade Staff reserves the right to remove any unit from the line of march for any reason or cause without advance notice.

### 7. POLITICIANS & MESSAGING

- A. Only the name of the politician, and the elected position / title will be permitted in vehicle/float signage or design.
- B. Please remember that the Event is NOT A PLATFORM FOR POLITICAL, RELIGIOUS OR SOCIAL ISSUES, and no unit will be permitted to participate in the Parade if, in the judgment of the Community Events staff, it reflects such issues.

### 8. ALCOHOL & SMOKING

- A. For the comfort and safety of all participants and attendees, smoking, including vaping, and drinking alcoholic beverages in or around the parade is prohibited.

### 9. STAGING AREA:

- A. Parade Entries MUST be in their staging location by **6:30pm** and may begin arriving to Federal Highway for line up *as early as 5:40pm*. If you arrive after 6:30pm you may be disqualified and removed from the parade entry list.

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- B. Groups must have their number placard on display for officials to approve their entry.

### 10. VEHICLES

- A. Only vehicles driving in the parade will be allowed to enter the staging area.
- B. All vehicles must have valid license plates, current registration, inspection, and insurance up to date.
- C. We encourage you to show up with a full tank of gas.
- D. Vehicles transporting walking groups to the staging area will not be permitted in the staging area.
- E. Use of excessively loud vehicle horns are not permitted.
- F. Cycles and Small Motorized Units - Bicycles, motorcycles and mini-cars are accepted.
- G. Automobiles, Trucks and Vans - An individual vehicle is not eligible to participate unless it is unique (i.e. recognized classic, antiques car, or commercially wrapped vehicles). Trucks are only used to pull floats. Other vehicles may be approved at the directive of Community Events staff after review of application.

### 11. SIGNAGE

- A. Signs and branding for floats are the responsibility of the organizations.

### 13. CANCELLATION

- A. Weather - For the safety of participants and spectators, if weather or other unforeseen events occur that are out of our control the City of Boca Raton reserves the right to cancel. Entry fees are non-refundable but will be applied to the next year's parade.

### 14. FIRE SAFETY

- A. Sirens during the parade are not permitted except for use by police/fire vehicles.
- B. Parade floats which include hay, paper streamers or decorations shall have a minimum of one fire extinguisher affixed to the trailer.
- C. No flammables or fuel containers are allowed on a parade float or trailer transporting people.
- D. There shall be no smoking prior to and around a parade float while in movement.
- E. No fireworks or the like allowed on a trailer or float.
- F. If there is a fire extinguisher required, it must be displayed and serviceable.

### 15. ON SITE CONTACT

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- A. We need a cell phone number for one contact person for EVERY PARADE ENTRY. Make sure your phone is on and charged. (This is in case the committee needs to reach you prior to lineup).

### 16. PARTICIPANTS

- A. Parade participants must travel the full length of the parade route, which is approximately one (1) mile long, which extends from SE 5th Street to N. Mizner Park Blvd.
- B. Once your group has completed the parade route, please DO NOT re-enter the parade.
- C. Once you have begun moving in the parade, please do not stop along the route. The parade is to continue moving without stopping.
  - a. To reiterate, stationary demonstrations, routines, or performances are NOT permitted along the parade route
  - b. Your entry may only pause for a maximum of ONE MINUTE at the designated judging area at Sanborn Square.

### 17. JUDGING

- A. Your float must be ready for judging (decorated, set up, lights on, etc.) no later than \_\_\_\_\_ PM.
- B. Judging criteria includes:
  - a. Appearance, originality, style, presentation
  - b. Creativity and adherence to Parade theme
  - c. Quality of design
  - d. Extra points for inclusion of Boca Raton in float
- C. The judges and announcers will be located at the northernmost end of Sanborn Square, near the end of the parade route. Look out for the sign "JUDGES", staff in RED SHIRT directing you, and X on the ground.
- D. Judges will assess each float during the parade as each float passes the Judges area and will make a final decision at the conclusion of the parade.
- E. Groups must have their number placard on display for officials to recognize their entry.
- F. Entries must complete the entire parade route in order to qualify for awards.
- G. Winners will be announced via Boca Raton social media pages.
- H. The top three places in each category (Categories are: Float, Vehicle, Marching Band & Walking Group) will be recognized on the City of Boca Raton's website and social media pages, as well as in the newspaper.

### 18. INSURANCE

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- A. All motorized floats, whether self-propelled or pulled by a tow unit, are required to provide Commercial General Liability Insurance general liability insurance with a minimum of \$1,000,000 per occurrence and a \$2,000,000 general aggregate and Automobile Liability Insurance of \$1,000,000 combined single limit for Bodily Injury and Property Damage.
- B. If the entrant is renting a float from a float company that will supply the tow vehicle, the float company must provide the Certificate of Insurance with the parade requirements outlined above.
- C. If the entrant is using a commercial towing company, the towing company must provide the Certificate of Insurance with the parade requirements outlined above.
- D. For personal vehicles, current proof of personal insurance is a required attachment with entry form.