



2023 Christmas Parade of Lights Registration

Thank you for your interest in the Mena/Polk County Chamber of Commerce Parade of Lights. Below you will find rules, regulations, and registration. If you have any questions, call 479-394-2912 or email: director@menapolkchamber.com

Parade Rules and Guidelines:

1. No entry will be accepted into the parade without a completed entry form.
2. Deadline for entry is Wednesday, November 29, 2023.
3. Each entry will pay a fee payable to the Mena/Polk County Chamber of Commerce.
 - a. Floats and groups will pay a \$10 registration
 - b. Individual motorcycles, ATVs, horses, etc. will pay a \$5 fee.
4. All entries must incorporate the Chamber's 2023 holiday theme: Christmas Around the World.
5. Instructions by parade staff must be followed at all times. Violations may result in immediate removal from parade.
6. Santa Claus will arrive by special invitation. **No additional live Santa is allowed** - statues of Santa or an inflatable Santa is acceptable.
7. Holiday music is encouraged at a reasonable volume. Sound systems may not be used for broadcasting messages or agendas.
8. Vehicles participating in the parade must be in good running order and be able to idle for periods of time without overheating.
9. Vehicles need to turn off headlights while on the parade route in order to showcase the holiday lights on all parade entries.
10. All vehicles must be operated by a legal, licensed driver and will be required to provide proof of insurance upon request.
11. All animal entries must provide their own clean-up crew.

12. Religious expression is permitted, but please be respectful to all faiths and refrain from proselytizing.
13. Entries must be checked in and staged by 5:00 p.m. on Friday, December 1, 2023, as pre-judging of categories will be at 5. Approved applicants will receive additional staging information. (See attached notes for parade route.)
14. Candy is allowed with the following safety provisions:
 - a. Candy shall only be tossed to the curb by walkers walking alongside the float to help keep the crowd from approaching the vehicles.
 - b. Walkers handing out candy must be 13 years of age or older.
 - c. Participants will accept all liability of any situation that may arise from candy distribution.
15. Float contest results and announcements will be made during the Park Lighting and Festival ceremonies in Janssen Park directly following the parade.
16. Inclement Weather Policy: This is a 'rain or shine' event. However, in the event of the possibility of severe conditions, The Mena/Polk County Chamber of Commerce Board of Directors will decide whether to either cancel or reschedule the parade at least 24 hours in advance.

Contest Judging Rules

- Floats are defined as decorated trailers.
- Parade Rules and Guidelines must be followed, or floats are deemed disqualified from the contest.
- Only floats will be judged and eligible for awards.
- Categories of judging will be:
 - Best in Show – 1st place
 - Best in Show – 2nd place
 - Best in Show – 3rd place
 - Best Theme Representation
 - Best Small Business Float – Business must have 10 employees or less.
 - Best Church Float
 - Chamber Favorite – Must be a Chamber member. Board member's floats are not eligible.
 - Best Car/Truck
 - Best Motorized Non-Car (Includes motorcycles, ATVs, go-karts, etc.)
 - Best Horse



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Liability Release and Rules Agreement

Participants grant the Mena/Polk County Chamber of Commerce the right to take photographs in connection with the above identified event. Contestants authorize the Mena/Polk County Chamber of Commerce its assigns and transferees to copyright, to use and publish the same in print and/or electronically. Contestants agree that the Mena/Polk County Chamber of Commerce may use such photographs with or without my name (either individual, business, non-profit, etc.) and for any lawful purpose, including for example, such purposes as publicity, illustration, advertising, and web content.

The undersigned signer and the Organization/Group (which the undersigned signer represents that he/she has the authority to contract for) will indemnify, defend, and hold the Mena/Polk County Chamber of Commerce, its employees, officials, and volunteers harmless from and against all claims, damages, losses, suits, and expenses, including but not limited to reasonable attorney's fees for bodily injury or death, or for injury to or destruction of tangible property arising out of or resulting from any breach of the Parade Rules and Guidelines, or negligent act or omission by the undersigned, by the Organization/Group, or by anyone directly or indirectly related to the Organization/Group that is involved in the parade.

Application is hereby made for entry in the 2023 "Christmas Around the World" Christmas Parade, December 1, 2023. The entry agrees to indemnify, hold harmless and defend against any action against the Mena/Polk County Chamber of Commerce, all sponsoring organizations and their officers, directors, employees, and agents from and against all liabilities whatsoever arising out of its participation in the Parade. By signing below, I acknowledge that I have read, understand, and agree to comply with the rules. Failure to comply may cause denial of entry on parade day or jeopardize future parade participation.

Organization/Group: _____

Parade Entry Type: Group _____ Individual _____ Church _____

Small Business (10 or less employees) _____ Large: (more than 10 employees) _____

Car _____ Motorized Non-Car _____ Horse _____

Address: _____

City, AR, ZIP: _____

Phone: _____

Email: _____

Contact Person (Print): _____

Signature: _____

Date: _____

Important Note:

Candy is allowed with the following safety provisions:

- a. Candy shall only be tossed to the curb by walkers walking alongside the float to help keep the crowd from approaching the vehicles.
- b. Walkers handing out candy must be 13 years of age or older.
- c. Participants will accept all liability of any situation that may arise from candy distribution.
- d. Sign here that you've read and understand the candy rules:

Office Use Only: **Entry Number:** _____

To be Judged in Float Contest: Y or N