



# Bowling Green Community Holiday Parade

*Saturday November 19, 2016; Starting at 10:00a.m.*

*Downtown Bowling Green, OH*

## 2016 UNIT Registration Form & Rules/Regulations

*2016 Parade Theme: "Lights, Camera...Angels!"*

***Again this year: Unit Judging & Registration Fee***

Unit Registration ends Monday, November 7 or when capacity is reached  
***whichever comes first.***

### Rules and Regulations

#### Please Note these Important 2016 Guidelines

*Your participation in the Annual Community Holiday Parade is greatly appreciated as you enhance this family, fun-filled event with music, laughter, smiles, and candy. The BGCC Project Team recognizes and thanks you for your hard work in organizing and decorating your unit! Please follow the guidelines outlined in this document. Thank you!*

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• **There is a Registration Fee: \$25 for Chamber Investors**

**\$50 for Non-Investors, \$15 for All Non-Profits.** The registration fee will be used to offset safety, promotional, trophy, signage costs, and provide additional stipend funds to the marching bands.

• **Judging of 5 Categories: We encourage you to decorate your unit!**

Winner will be spotlighted on the Chamber E-Blast Monday Reminders including photos and a paragraph about the organization! Spotlight will also be featured in The Quarterly Newsletter, Website Slide Show, and Chamber Facebook & Twitter pages. The winner will receive an Interview on The Morning Show, 88.1 WBGU-FM Radio as well as mention on the Holiday Parade Rebroadcasts on WBGU-TV!

~ Best of Show (Wins Traveling Trophy)      ~Best Live Performance

~Best Youth Organization Entry      ~ Best Float Decoration/Construction      ~Most Unique

• **All vehicles MUST be decorated for the theme "Lights, Camera...Angels!"**

• **Please Note:** Simply hanging bows or wreaths on your unit defeats the purpose of having a imaginative and creative unit for the crowd to enjoy and remember!

• **Use multiple forms if you have more than one unit.**

• A parade unit consists of **1** of the following: 1 group of marchers OR 1 vehicle OR 1 float

• **Please DO NOT include a Santa or any likeness of Santa, in your unit.—This takes away the joy for the children who are waiting to see the 'real' Santa.**

• Sorry, if you plan on entering a Semi, 18 Wheeler, we cannot permit.

**A Complete Registration = Parade Registration Form and appropriate fees are due November 7 or when capacity is reached *whichever comes first.***

- The sponsoring organization/business name must be clearly displayed for the judges and TV purposes. Please advertise your organization/business only.
- Equestrian and animal units **must** provide their own accompanying clean-up personnel and equipment.
- Due to safety concerns, **no firing of guns or cannons will be allowed.**
- Submit **UP TO** four sentences for broadcasting purposes. *Include information about your float and your organization. Anything longer than four sentences will not be used.*
- Any entry not conforming to the approved application will be disqualified. The Chamber of Commerce reserves the right to accept or reject any application without explanation.
- Once again, WBGU TV 27 will film and rebroadcast the Annual Community Holiday Parade throughout the holiday season. Broadcast dates/times will be provided at a later date, on the BG Chamber of Commerce website.
- If you are a Performance unit, and are asked to perform at the intersection of Main & Wooster (4-Corners), Please be mindful performances will be limited to 2 & 1/2 minutes.
- Candy **must** be handed out by individuals **walking** the parade route. Candy **may not be thrown from floats, cars or other entry vehicles.** Thrown candy causes dangerous situations as children run to collect candy off the street. Drivers of large trucks and vehicles have difficulty seeing the children dash around the vehicles. Please be smart and safe, by respecting this regulation!
- Upon acceptance of your Registration Form, confirmation of your entry will be sent via email.
- Notification of your line-up (Bay/Unit #) will be emailed on Friday, November 11. Additional safety measures and reminders will be included.

### **Event Cancellation Policy**

In the event that the Holiday Parade must be cancelled due to safety of participants, spectators or Chamber of Commerce staff; every effort will be made to make sponsors, participants and all involved, satisfied with the outcome. Cancellation decisions will be made in cooperation with Bowling Green City Safety Director and Bowling Green Police and Fire Departments, where applicable.

Upon written or verbal notification to the Chamber of Commerce, sponsorship monies remaining after costs of permits and pre-promotional advertising; including radio, print, television, social media and other related expenses, have been deducted can be refunded to sponsor. Chamber also reserves the right to cancel an event due to low enrollment or other circumstances which would make the event non-viable. Full refunds will be made in this instance.

*Thank You for Your Time & Creativity devoted to the 2016 Holiday Parade!*

*Please maintain the quality of the BG Community Holiday Parade,  
by following the Guidelines noted above. Thank you!*

## 2016 Annual Community Holiday Parade ~ Registration Form - Due Nov. 7



- Confirmation of receiving Registration Form, will be emailed **to the person listed on this form.**
- If you do not receive your instructions (different than Confirmation of receiving your Registration Form) by **November 11th**, please call (419) 353-7945 **IMMEDIATELY**. Instructions will include line-up time, unit number, bay assignment, overall safety measures and parade guidelines.

**NOTE: UNITS ARE NOT PLACED IN ORDER OF REGISTRATION RECEIVED.**

**Placement requests cannot be guaranteed, but will be honored to the best of our ability.**

### Parade Unit Info:

Theme/Title of parade unit \_\_\_\_\_

Name of Group/Organization/Company \_\_\_\_\_

Contact Person \_\_\_\_\_

Mailing address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

HM Phone \_\_\_\_\_ Email \_\_\_\_\_

Cell Phone \_\_\_\_\_ WK Phone \_\_\_\_\_

Registration Fee: Chamber Investor (\$25)\_\_\_ Non-Investor (\$50)\_\_\_ Non-Profit (\$15)\_\_\_

Cash\_\_\_ Check\_\_\_ (Checks made payable to BGCC—Foundation; Memo line: 'Holiday Parade')

Type of unit (check all that apply): Float w/Vehicle\_\_\_ Vehicle w/out Float\_\_\_ Walking Only Unit\_\_\_

Using Animals? Y or N \_\_\_\_\_ Animals: Type and quantity \_\_\_\_\_

Approximate number of members in walking only unit \_\_\_\_\_

Other (please list) \_\_\_\_\_

Do you consider your unit to be a 'Performance Unit'? Yes \_\_\_ No \_\_\_

Will your unit you have music or loud noises? Yes \_\_\_ No \_\_\_

If you are a band, approximately how many members do you have? \_\_\_\_\_

What is the approximate total length of your parade unit (in feet)? \_\_\_\_\_

Detailed description of unit. Be specific. NOTE: APPLICATION WILL NOT BE ACCEPTED WITHOUT A DETAILED DESCRIPTION. \_\_\_\_\_

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\_\_\_\_\_

Is there another entrant you would like to be placed next to in the lineup?

Other entrant's name: \_\_\_\_\_



**Commentary BY BULLET POINTS - MAXIMUM 5 BULLET POINTS:**

- 1. \_\_\_\_\_  
\_\_\_\_\_
- 2. \_\_\_\_\_  
\_\_\_\_\_
- 3. \_\_\_\_\_  
\_\_\_\_\_
- 4. \_\_\_\_\_  
\_\_\_\_\_
- 5. \_\_\_\_\_  
\_\_\_\_\_

**No commentary changes will be permitted after November 7. The Chamber reserves the right to select which units/information will be included in any broadcast. If commentary is not provided, the parade MC's will simply not have your information to broadcast on-air.**

**Consent to Rules and Liability Waiver:**

I hereby agree to hold the City of Bowling Green, its employees, officials, agents and the Bowling Green Chamber of Commerce harmless and to indemnify and defend the City, its employees, officials, officers, and agents of the Bowling Green Chamber of Commerce against all claims, demands, liabilities, losses, damages, and expenses of any kind or nature, including reasonable attorney's fees and other costs and expenses of litigation on account of any injury, damage or death to any person or property, directly or indirectly arising from, in connection with, caused by or resulting from my participation and the participation of those directly involved with me in the Bowling Green Annual Community Holiday Parade.

I hereby release, waive and discharge the City of Bowling Green, its employees, officials, agents and the Bowling Green Chamber of Commerce from all liability should injury, damage, or death occur as a result of my actions or inactions, and the actions or inactions of others participating in the event with me.

The mission of the Bowling Green Annual Community Holiday Parade is to present a parade that is an enjoyable holiday event for the community, providing for quality family time. Candy may not be thrown into the crowd. The Bowling Green Chamber of Commerce encourages participants to focus their efforts and funds on creating unique and enjoyable entries.

I agree to inform all participants of our parade entry of these risks above listed statements, and that we are bound by these above statements and we personally assume any and all risks of liabilities for any injury, damage, or death, whether directly or indirectly occurring as a result of our participation in the Bowling Green Community Holiday Parade.

I do hereby agree to abide by all the rules set forth by the Bowling Green Annual Community Holiday Parade. I understand that any violation of these rules will result in my removal of the parade and that I will not be permitted to participate in the future.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_

Date: \_\_\_\_\_

***Thank You from the BGCC!***

**Please return this completed form, by November 7 to:**

BG Chamber of Commerce, PO Box 31, Bowling Green, OH 43402 or return it in person to 130 South Main Street, or fax 419-353-3693 or email in a PDF to *sandykerr@bgchamber.net*