



## PARADE ENTRY APPLICATION

*"Sounds of Christmas"*

**RAIN OR SHINE THE PARADE MUST GO ON!**

**Parade Date:** Thursday, December 5, 2019

**Time:** 6 - 8 p.m.

**Float Entries Check-in:** 1 – 3 p.m. at assigned location

**Other Parade Entries Check-in:** 1 – 4 p.m. at assigned location

**New :** only 110 total entries will be accepted. Acceptance will be based on completed application with liability insurance and full payment. If an application is submitted incompletely, it will be disqualified. Qualified applications will be reviewed and accepted based on their interpretation of the theme and a balance of categories. Good luck! Entries accepted into the Parade must attend the mandatory meeting to pick up their packet. Entries who do not send a representative are subject to forfeiting their placement. No refunds will be used to entries that is forfeited.

**This event is a CHRISTMAS THEMED FAMILY ORIENTED parade. It is not an appropriate venue for political ideology, campaigns or social statements.**

Applications accepted starting Monday, August 26, 2019

**DEADLINE:** Friday, October 25, 2019 by 4:30 p.m.

**COMPLETE ALL INFORMATION – TYPE OR PRINT LEGIBLY. Attach additional pages if needed.**

### INSTRUCTIONS:

Read all rules and regulations and then complete Sections 1-4 of this application.

Retain a copy of Sections 1-5 for your records.

### Return the following:

1. **Completed Sections 1-4** of this Parade Entry Application
2. **Parade entry fee** (see Section 2 of this application)  
Remittance: Checks, cashier's checks and money orders are accepted payable to: **Bakersfield Christmas Parade Committee, Inc.**
3. **Evidence of Insurance** (see Section 4 of this application)
4. **NEW:** Non-profit entries must submit IRS Determination Letter.

**Please mail your completed application, fee payment and evidence of insurance to:**

Bakersfield Christmas Parade Committee, Inc.,  
Attention: Mira Patel, Parade Coordinator  
P.O. Box 22344  
Bakersfield, CA 93390

**Questions:** call (661) 301-2081 or email [MiraP@BCParade.com](mailto:MiraP@BCParade.com)

**Address:** Buck Owens Production Company, Inc., 3223 Sillect Ave., Bakersfield, CA 93308

## **SECTION 1: CONTACT INFORMATION**

**Person in charge of the entry:** All contact will be with this person and all correspondence sent to this address.

Organization/Business: \_\_\_\_\_

Non-Profit (circle YES or NO)      If YES, enter Tax ID Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_ FAX: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## **SECTION 2: PARADE ENTRY CATEGORIES AND FEES**

ALL PARADE ENTRIES MUST SELECT A CATEGORY - ✓ MARK THE APPROPRIATE BOX

**MARK EACH CATEGORY FOR MULIPLE ENTRIES (VEHICLE & MARKCHING OR FLOAT & MARCHING,ETC.)**

NOTE: ALL FLOATS WILL BE JUDGED. JUDGING BEGINS PROMPTLY AT 4P, ENTRY AND FLOAT REPRESENTATIVE MUST BE STATIONED IN ASSIGNED SPOT AT THS TIME TO QUALIFY. **LATE FLOATS WILL NOT BE JUDGED.**

### **FLOAT**

- Youth \$75
- Civic/Fraternal \$75
- Church/Religious \$75
- Non-Profit/Civic \$75
- Commercial \$150

### **MARCHING/WALKING**

- Non-Profit/Civic \$75
- Active Military Waived
- Veterans Group Waived
- Commercial \$150

### **EQUESTIRIAN**

- Individual \$75
- Non-Profit/Civic/Show \$75
- Commercial \$150

### **Marching Band**

- School \$75
  - Elementary
  - Jr. High
  - Middle School
  - High School
  - College/University
  - Private

### **VEHICLE**

- Non-Profit/Civic \$75
- Commercial \$150

**Script (description of your entry for radio/video announcers. 200 word maximum):**

Committee reserves sole right to edit for content or length. Noticed video of last year's event read script ran into on-coming participant

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**SECTION 2 (continued)**

**Please, place a mark on ALL that apply to your parade unit.**

For example, if you have a dance group, please mark on the appropriate line and circle "Dance."

\_\_\_\_ Float pulled by a vehicle  
(Maximum total length 65'; 10' W x 14 H)

\_\_\_\_ Vehicles (Limit 5)  
How many? \_\_\_\_

\_\_\_\_ Float pulled by semi  
(Maximum total length 65'; 10' W x 14 H)

\_\_\_\_ Motorcycles (Limit 10)  
How many? \_\_\_\_

\_\_\_\_ Float with no towing vehicle

\_\_\_\_ Dance/gymnastics/twirling group

\_\_\_\_ Float unit on flat bed

\_\_\_\_ Marching/walking

\_\_\_\_ Drill Team

Walking/Marching Group: No stopped performances, unless approved by the parade committee. Describe number of marchers, chaperones, and any vehicle, which are a part of the group:

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Out Of Town Band: Describe any special accommodations needed:

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Float: Please fully describe your float, type of vehicle, dimensions and any special features (height Measurement is from the street to the highest point). Also, describe your organization (who you are, awards/recognitions, how long in business/service, etc.). Additional page(s) may be added.

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**FLOAT ENTRY DRAWING**  
(STICK DRAWING IS ACCEPTABLE)

**TRUCK AND TRAILER:**



### **SECTION 3: STATEMENT OF COMPLIANCE**

Organization/Business Name: \_\_\_\_\_

I acknowledge and understand this year entries will be limited to 110 completed applications. Participants are asked to remember that the purpose of the parade is to provide enjoyment and fun for the members of the community. All items for sale shall be appropriate for children under the age of 18. The Bakersfield Christmas Parade Committee reserves the right to approve or deny entry to the "Christmas Square" locations. Non-compliance with any ruling could result in removal from the "Christmas Square" locations. Should removal be necessary, there will be no refunds for fees paid. There will be no refund of an entry fee if cancellation is necessary for any reason after the Parade Committee confirms acceptance into the parade. Your fee will be considered a parade donation. Retain parade rules and instructions and read carefully as this will be a helpful guideline in making your day and appearance go smoothly.

On behalf of the above-mentioned organization, I hereby waive and refuse any and all rights and claims for damages against the Bakersfield Christmas Parade Committee, and/or sponsors, its agents, officers or members. I also agree to abide by all the guidelines and regulations as outlined by the committee and understand that this information is being obtained for the purpose of registration. The applicant hereby consents to public access being provided to this information request. Additionally, the undersigned voluntarily consents to use of participant's photograph, name, image and likeness (recordings), and waives and releases the Bakersfield Christmas Parade Committee from any and all claims, causes, damages, liabilities and/or actions arising there from and/or relating thereto, whatsoever, provided said use shall be for non-commercial purposes in connection with advertising, administrative, programmatic and promotional activities and materials. In connection therewith, participant grants a royalty-free, irrevocable permission to use, reproduce, publish, broadcast and distribute the recordings.

Signature: \_\_\_\_\_

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

### **SECTION 4: INSURANCE REQUIREMENTS**

Parade entries are required to provide an additionally insurer endorsement made to the Bakersfield Christmas Parade Committee. It **MUST INCLUDE** the following language (word for word): *The Bakersfield Christmas Parade Committee, officers, agents, employees, volunteers, vendors and contractors as indemnified and additionally insured against any and all loss, damage or injury which occurs as a result of an appearance in the Bakersfield Christmas Parade.* **INSURANCES WITH DIFFERENT LANGUAGE WILL BE REJECTED.**

Entry participants must provide general liability coverage with a minimum coverage of \$1,000,000. **APPLICATIONS WITHOUT PROOF OF INSURANCE WILL BE REJECTED.**

Note: All Bakersfield City and Kern County public schools have been issued a blanket umbrella Insurance policy that is currently in effect and on file at the parade office for the 2018/2019 fiscal school year. A copy of this policy will be attached upon receipt of your Band Application.

**Questions:** call (661) 301-2081 or email [MiraP@BCParade.com](mailto:MiraP@BCParade.com)

**Address:** Buck Owens Production Company, Inc., 3223 Sillect Ave., Bakersfield, CA 93308

### **SECTION 5: PARADE GENERAL INFORMATION, RULES & REGULATIONS**

**PARADE THEME:**

**"Sounds of Christmas"**

Entries must be decorated to parade standards in keeping with the Christmas spirit and theme of the parade. This includes all participants except band

entries, dignitaries, and guests invited by the Bakersfield Christmas Parade Committee.

**PARADE OBJECTIVE:**

This is a float oriented parade. Trophies are awarded to floats only.

**SANTA:**

Replicas of Santa or persons dressed, as Santa will not be allowed in the parade and marketplaces. The only entry that is allowed to have a live Santa Claus will be the "Official Santa Float" — the very last entry. Any group failing to adhere to this will be removed from the lineup. Santa hats are allowed and encouraged!

**MRS. CLAUS:**

Replicas of Mrs. Claus or persons dressed, as Mrs. Claus are not allowed in the parade or marketplaces.

**APPLICATION FEES:**

All entry fees are established to cover the cost of the parade and are non-refundable, for any reason, after date of acceptance. Entry fees for denied applications will be returned to the applicant. A \$25 check return fee will be applied to any check returned by the bank.

**FEE PAYMENT:**

All checks, cashier checks, or money orders must be made payable to:  
**Bakersfield Christmas Parade Committee, Inc.**

**MAILING ADDRESS:**

Bakersfield Christmas Parade Committee, Inc.  
P.O. Box 22344  
Bakersfield, CA 93390

**PHYSICAL ADDRESS:**

Bakersfield Christmas Parade Committee, Inc.  
Buck Owens Production Company, Inc  
3223 Sillect Ave  
Bakersfield, CA 93308

**ENTRY CATEGORIES:**

(1) Float (2) Equestrian (3) Vehicle (4) Marching/Walking (5) School Band  
Refer to **Parade Entry Application and Section 2: Categories and Fees.**

**APPLICATION:**

**Application period begins: Monday, August 19, 2019**

All entry application(s) must also include the proper fee and required evidence of insurance document(s), to be considered by the Committee for participation. Submittal of an application does not guarantee participation in the parade.

**DEADLINE:**

**Application period ends: Friday, October 25, 2019 by 4:30 p.m.**

To be an eligible application, the completed application must be postmarked no later than the above date or (if hand delivered) reach the office of the Bakersfield Christmas Parade Committee no later than the above date and time to be eligible. (See **Mailing Address, Physical Address and Deadline** above).

**ACCEPTANCE:**

**Notification date: Thursday, October 31, 2019**

The Committee will notify applicants by e-mail, fax or phone of their acceptance into the parade. The Committee will select approximately 100.

**SELECTION:**

All applications must be accompanied by the proper fee along with the requested evidence of insurance for your entry. All applications must be turned in to the parade office on or before the deadline date to be considered. The parade committee will be selecting a predetermined number of entries per category. Submittal of an application does not guarantee participation in the parade. In the past, applications exceeded the number of available spaces and unfortunately some were rejected.

Selections may be made based on the written application and any visuals provided (8½" x 11" drawings). Selection criteria will be based upon the following: entertainment/show value; diversity within category; and

completeness of application. Each entry is highly encouraged to submit a festive theme with motion, sound, illumination and/or Christmas music. The point of the event is to entertain the crowds prior to the arrival of Santa Claus.

**INSURANCE:**

All Parade Entries/Vendors/Exhibitors must be covered by required insurance made to the Bakersfield Christmas Parade Committee. It **MUST INCLUDE** the following language (word for word): The Bakersfield Christmas Parade Committee, officers, agents, employees, volunteers, vendors and contractors as indemnified and additionally insured against any and all loss, damage or injury which occurs as a result of an appearance in the Bakersfield Christmas Parade. **INSURANCES WITH DIFFERENT LANGUAGE WILL BE REJECTED.** Also, all equestrian units must provide liability insurance for the animals. **Applications without proof of insurance will be rejected.**

**MANDATORY MEETING:**

A representative for each accepted entry (all categories) is required to attend a mandatory pre-parade meeting. Attendance is required in order to receive your parade position number, disband area location, and other information. **Positions will not be held for entries not represented and no positions will be given out over the phone or by mail.**

**Pre-Parade Meeting**

**Date is TBD (Week of 11/4)**

**Larry E. Reider Education Center**

**2000 'K' Street Room 101**

**Bakersfield, CA 93301**

**PARADE NUMBER:**

Parade entry/space unit numbers will be assigned by the parade committee for each entry and vendor/exhibitor's booth. There is no guarantee for a specific lineup position. Parade entry number must be posted on the front window passenger side. All push carts and stroller vendors will be assigned a check-in location and assigned an official number.

**TIME LIMIT:**

The parade time limit is 2 hours.

**ARRIVAL TIMES:**

FLOAT

Float entries and representative must be in their numbered staging position by 3:00 p.m. to be eligible for the judging competition. Judging begins at 3:30 p.m. and the judges will not revisit an entry position. Road closures may make entry more difficult after 3:30 p.m.

EQUESTRIAN/VEHICLE  
WALKING/MARCHING

Any time before 4:00 p.m. is recommended.

BAND

School drill teams may be subject to band arrival times. Bands will be rotated in at different time frames. Check your band's schedule.

**STOPPING:**

**No stopping is permitted unless directed to do so by parade officials. Entries must start and restart immediately when directed by the officials. This includes ALL performances.**

**PARADE MARSHAL:**

The movement of the parade is very important. Personnel will be located along the parade route to direct entries and ensure this continuity. Our goal is to establish and maintain an interval of 50 feet between entries throughout the parade. Parade marshals have the right to remove entries from the parade. **Individuals or groups not following requirements of participation will be denied subsequent participation.**

**UNIT DISTANCE:**

Our goal is to establish and maintain an interval of 50 feet between entries throughout the parade.

<b>UNIT SIZE – VEHICLE ENTRIES:</b>	An organization may submit a separate application request to enter more than the allowed five vehicles. Written permission from the parade committee is required to exceed the five vehicle limit. Vehicles must use a close diamond formation with a lead car. Motorcycles are limited to ten (10) per entry. Motorcycles must be driven in twos, side-by-side with one leader in close formation.
<b>MASCOT:</b>	Personalities or company mascots, except school band mascots, will be allowed only if they are on a float or in a vehicle and if they are in compliance with the theme/category of the parade.
<b>PARTICIPANTS:</b>	All participants must be in Christmas colors, costume or at the very least, wearing a Santa hat.
<b>LINEUP TIME:</b>	The published lineup schedule will be adhered to, regardless of weather conditions. Every entry must be ready to go at the scheduled lineup time.
<b>STAGING AREA:</b>	It is the responsibility of each parade unit to keep your staging space position clean of any trash. Remember the area is a residential/business area, and all complaints fall onto the parade committee.
<b>PARADE SCHEDULE:</b>	The parade final parade lineup schedule and assembly area map will be available on the website starting on or about <b>Monday, November 18, 2019</b> .
<b>PUBLIC MAP:</b>	Each entry must obtain a copy of the public information map. This map will identify the beginning and ending parade locations. Do not attempt to re-enter the assembly area for any reason after your entry has finished the parade. Study the map to identify your disbanding location. Disbanding areas may have changed from prior year. To avoid confusion, please identify drop off and pickup locations for your participants before parade night.
<b>SECURITY:</b>	Security is the sole responsibility of each approved participant. The Bakersfield Christmas Parade Committee or its agents and City Of Bakersfield are not responsible for the security of any entry, at any time, for any reason.
<b>ADVERTISING:</b>	No commercial advertising of any kind is allowed without prior written approval from the Bakersfield Christmas Parade Committee.
<b>CANDY, ETC.:</b>	Per the Bakersfield Police Department, “no object of any kind may be thrown to the parade spectators from any parade unit and nothing may be handed out along the parade route or along the sidewalks of the parade route such as candy, gum, trinkets, balloons, informational material, etc. Violators may be cited under Municipal Code 10.76.120, a misdemeanor,” and your future participation in the Bakersfield Christmas Parade may be suspended.
<b>ALCOHOL:</b>	Per the Bakersfield Police Department, “consumption of alcoholic beverages in the assembly area or parade route is strictly prohibited. Violators may be cited under Penal Code section 647.f, a misdemeanor,” and future participation in the Bakersfield Christmas Parade may be suspended.
<b>DISCLAIMER</b>	The Bakersfield Christmas Parade Committee reserves the right to limit or exclude any entry for non-compliance. Entry fees are non-refundable except for denied applications.
<b>CONDUCT:</b>	All participants must conduct themselves in a respectful and orderly fashion. The Christmas Parade Committee has a zero-tolerance policy toward dangerous/reckless driving at any time!



<b>NON-COMPLIANCE:</b>	Any parade entry or vendor/cart/ or stroller vendor working without permission by the parade committee will be removed by the parade committee's security service and or BPD from the parade's permitted locations.
<b>WITHDRAW:</b>	If your parade unit must withdraw, notify us at (661) 301-2081 <b>and</b> e-mail <a href="mailto:MiraP@BCParade.com">MiraP@BCParade.com</a> . <b>There are no refunds of entry fees for withdrawn entries.</b>
<b>SELF SUFFICIENT:</b>	All vendors must be self-sufficient! An electrical or water hook up to a nearby business is not acceptable! Any vendor not in compliance may be removed upon notification from the lot owner of such a violation.
<b>GENERATOR:</b>	All entries are responsible for their own set-up, equipment, and generator.
<b>LOCATION:</b>	The Bakersfield Christmas Parade Committee reserves the right to the placement of all entries and vendors/exhibitors at any location and any comps (if any). The parade coordinator will assign the location and notify you by email, fax, or phone all information needed for set-up.
<b>MARKETPLACES:</b>	Tentative locations: Santa Lane @ SW corner of 22 <sup>nd</sup> & L Streets Toyland @ NE corner of L & 21 <sup>st</sup> Streets North Pole @ NE corner of 21 <sup>st</sup> & H Streets Holly Lane @ SW corner of Eye & 21 <sup>st</sup> Streets Elf Town @ SE corner of G Street between 21 <sup>st</sup> & 20 <sup>th</sup> Streets Northern Lights @ SE corner of Eye & 20 <sup>th</sup> Streets Candy Cane Lane @ SE corner of 20 <sup>th</sup> & K Streets Reindeer @ SW corner of L @ 20 <sup>th</sup> Streets
<b>MARKETPLACE CHECK-IN TIME:</b>	Set-up time starts at 1 p.m. for all locations. Breakdown begins at 8 p.m. for all locations
<b>CLEAN UP:</b>	Please pick-up after yourself.
<b>ADDITIONAL INFO:</b>	(661) 301-2081 or email <a href="mailto:MiraP@BCParade.com">MiraP@BCParade.com</a> .
<b>WEBSITE:</b>	<a href="http://www.BCParade.com">www.BCParade.com</a>