



2019 DOWNTOWN MACON CHRISTMAS PARADE

The Downtown Macon Christmas Parade will be held on **Sunday, December 1, 2019 at 4pm**. We hope that you will consider participating in this holiday tradition that attracts hundreds to downtown Macon annually. This year's theme is **"It's Beginning to Look a LOT like Christmas."** All parade participants are encouraged to incorporate this theme into the presentation of their unit. All units will be judged in their specific category. Categories are explained on page 5 of this packet.

Entry is easy. Just complete and sign where indicated, on the attached application and return with the applicable fee, payable in cash, check or money order. Your signature acknowledges that you have read and agree to adhere to all guidelines put forth by the Downtown Macon Christmas Parade Committee, Urban Development Authority/Macon-Bibb County. It is strongly suggested that you keep a copy of the entire packet as it summarizes the important guidelines you will need to adhere to in order to participate.

Date of Parade: Sunday, December 1, 2019
Time Parade Begins: 4:00 pm
Check-in: Terminal Station (200 Cherry St – front entrance)
Check-in begins: 1:00 pm
Must be in assigned space by: 3:00 pm

Entry fee per unit/group: \$125.00
Rental fees for professional floats are in addition to the entry fee:
Professional float - For-Profit organizations/businesses: \$650
Professional float - Non-profit organizations: \$450
Pease note: Only the float is for rent. You must provide your own towing vehicle.

Deadline for entries is Wednesday, November 6, 2019 by close of business-5:00p.m. Parade packets will be available via email or pick-up from the Terminal Station (200 Cherry Street, Suite #100) on Monday, November 25, 2019 and Tuesday, November 26, 2019, from 9am-5pm. Parade line-up will begin at the corner of Cherry and Fifth Streets. (Road closures will be highlighted in the parade packet and must be strictly adhered to, to prevent congestion and avoidable mishaps. You should refer to your packet for road closures.)

Your color-coded line-up number and staging area will be issued once you have checked in. You will line up by your line-up number which you will receive during your designated check-in time on Sunday. While you may gather and line-up in your space as early as 12:30pm, **you must check-in at the registration table** in order to receive other materials required to proceed in the parade. Each group **MUST** have their color-coded number in order to proceed once the parade begins. Any block captain can remove your unit from the line-up if you do not display your assigned number.

Parade check-in begins at 1:00pm and all units must be in place no later than 3:00pm. Parade Units that are not in place by 3:00pm may not be able to participate and will not receive a refund.

We are looking forward to a wonderful and festive Christmas Parade 2019 and your participation will make it even more merry and bright. *It's already beginning to look a lot like Christmas!!!* If you have any questions please contact Lesa Latimore-Kelley, Parade Coordinator at 478-751-7190 or lkelley@maconbibb.us.

Thank you for being the best part of the holiday tradition this year.

Lesla Latimore-Kelley
Downtown Macon Parade Coordinator
(478) 803-2436 or (478) 751-7190

PLEASE READ THE CLAUSE BELOW IN ITS ENTIRETY BEFORE SIGNING. SIGNING ACKNOWLEDGES THAT YOU HAVE READ AND WILL COMPLY AS WRITTEN.

Hold Harmless Clause:

Downtown Macon Christmas Parade Entrant shall assume all risks incident to or in connection with the permitted activity and shall be solely responsible for damages or injury, of whatever kind or nature, to persons or property, directly or indirectly arising out of or in connection with the Downtown Macon Christmas Parade or the conduct of entrant's operation. The entrant hereby expressly agrees to defend and save The Urban Development Authority/Macon Bibb Consolidated Government (UDA/MBCG), governing body, harmless from any penalties for violation of law, ordinance or regulation affecting its activity and from any and all claims, suits, losses, damages, injuries, costs and expenses, including, without limitation, reasonable attorney fees and other litigation expenses, directly or indirectly arising out of or in connection with the Downtown Macon Christmas Parade or conduct of its operation or resulting from the negligence or intentional acts or omissions of entrant or its officers, agents and employees.

If the entrant agrees to operate a vehicle in connection with the Downtown Macon Christmas Parade he/she shall be validly licensed to drive such vehicle and be responsible for complying with all laws that apply as a driver of a vehicle.

Entrant also agrees to obey the guidelines put forth by the Downtown Macon Christmas Parade, including (but not limited to) abstaining from throwing candy and other items from parade units and the consumption of alcohol during the lineup, on a parade unit, or along the parade route.

Photography, video recording, and audio recording will occur at this event. By attending, you consent to photography, audio recording, video recording and their release, publication, exhibition, or reproduction for any purpose(s) that UDA/MBCG deems fit. You release UDA/MBCG and each and all persons involved from any liability connected. By entering the event premises, you waive all rights you may have to any claims for payment or royalties in connection with any use of these materials. You also waive any right to inspect or approve any photo, video recording, or audio recording taken by UDA/MBCG or the person(s) or entity designated to do so by UDA/MBCG.

Signature of Person in Charge of Parade Unit

Date

Printed Name of Person in Charge of Parade Unit

Contact #

DOWNTOWN MACON CHRISTMAS PARADE GUIDELINES-2019

Please read these guidelines carefully before submitting your parade participation application and paying the entry fee. By signing you acknowledge that you understand and agree to adhere as written. Keep a copy of these guidelines for your reference.

- 1) The parade entry fee is \$125. Float rentals are an additional fee depending on your exempt status. Proof of status is required at the time of registration if you rent a float.
- 2) All fees (cash, checks, money orders) must be paid/postmarked, along with this signed and dated document by the deadline: Wednesday, November 6, 2019. (Electronic forms of payment are not permitted at this time.) Parade units will not be allowed to participate if their fee has not been paid by the agreed upon time.
- 3) Professional floats may be rented from Mr. Kip Dingler through the Urban Development Authority. (no additional application is required, however an additional fee for float rental does apply. See application.) If you are interested in renting a float, please contact Lesa Latimore-Kelley at kelley@maconbibb.us or 478-803-2436 to select your float design. Float designs are one of a kind and are rented on a first come (paid reservation), first served basis.
- 4) Self-made floats are allowed and encouraged, however drawings for approval by the Parade Committee no later than Monday, November 4, 2019 are required.
- 5) If your unit, on parade day, is different or differs greatly from previously submitted drawing and/or explanation, or if your unit refuses to adhere to guidelines of the Parade Committee, your unit will be dismissed from the parade even if already in the assembly

area. No refund of registration fees will be given should your entry be dismissed because of non-compliance.

6) You are responsible for providing a vehicle for your dignitaries and "royalty".

7) Signage for all entries should be professionally printed and/or in good taste, acceptable to the Parade Committee and at the discretion of any block captain.

8) You are requested to **NOT** be dressed or have anyone in your unit dressed as Santa Claus.

9) **ABSOLUTELY** No candy, samples, political materials or other materials of any kind are to be **thrown or tossed from** a float, car or specialty unit along the parade route. This is in direct violation of the rules and regulations and The UDA/MBCG reserves the right to remove units from the parade at any point if they do not abide by this rule. Unit members however, who are walking near the crowd line may **hand out** items to the crowds on the sidewalks.

10) The Parade Committee will determine order of appearance to establish variety and best use of the parade participants. The line-up is NOT arranged on a first come, first served basis.

11) Individuals and organizations participating in the parade are expected to perform courteously, in good taste and with safety in mind at all times during the assembly, execution and procession of the parade.

12) Drivers of all vehicles in the parade and those entering the parade line-up area must have a valid driver's license, proof of current insurance as required by state law, and be at least 18 years old. Proof of validity may be requested and must be presented at check-in if requested. Any block captain may also request proof to operate at any time during the assembly and/or procession of the parade.

13) Tow vehicles should be decorated to accent and compliment the unit.

14) The consumption of any alcoholic beverage by any participant is strictly prohibited. The police will strictly enforce all City, County and State statutes concerning the consumption of alcoholic beverages before, during and after the parade. If this policy is broken, the unit will be pulled and towed from the parade, the operator is subject to arrest, and the unit will not be asked back by the Christmas Parade Committee. Refunds will not be issued if your unit is removed from the parade route due to any issues concerning intoxication and/or the possession of alcohol.

15) Marching Bands will be allowed 45 seconds to stop and perform in front of the judges and live camera crew located at the intersection of Third and Cherry Streets. If your unit is not a Marching Band, continue moving with the flow of the procession throughout the entire parade route.

16) The Christmas Parade Committee plans to proceed with the parade, rain or shine. We request that you make provisions for inclement weather as refunds of registration, float rental, additional fees will not be issued because of parade delay or cancellation due to inclement weather.

17) Each parade unit will be provided a line-up number during check-in that must be displayed by each unit. Each unit must be in their assigned space by 3:00pm. Units that are not in place by 3:00pm may not be allowed to participate and will not receive a refund.

There will be road closures and detours strictly enforced by the Sheriff's Department. Please refer to your line-up packet to know in advance from where you should enter the parade route. You will not be permitted to just drive the length of Fifth Street to locate your spot.

18) Horse/Equine Units - Coggins Requirement – Georgia law requires that all horses that come together for public display (i.e. parade) must have a current negative Coggins Test. (GA Administrative Code: 40-13-3-.06) *Proof of Negative Coggins Testing must be provided before parade day. However, a test is not required for suckling foals accompanying a negative dam.* All horses must either have diapers on or someone to follow them to clean up. You are responsible for cleaning up any hay or bedding in the staging area as well.

19) Canine Units - Rabies Vaccination Requirement – State law requires that any and all canines must have a current certification of rabies vaccination. *Proof of rabies vaccination must be provided on request.* Macon-Bibb County Ordinance – All dogs in a public place must be effectively restrained by chain or leash not exceeding eight (8) feet in length and any person having the custody or control of any dog shall have the responsibility for cleaning up any feces of the animal and disposing of such feces in a sanitary manner.

20) Car/Motorcycle Club - All vehicle entrants are required to be decorated for Christmas and play Christmas music when appropriate, including while in the staging area. There is a strict 15 vehicle limit per club. Any additional vehicles may be subject to an additional fee, on site.

21) All units will be judged and awarded for exemplary parade units in one of three categories:

- Commissioner's Award – Awarded to the float that Best Fits the Theme of the parade – "It's Beginning To Look a LOT Like Christmas"
- Mayor's Award – Awarded to the Most Original float or parade unit
- Best Band – Awarded to the band that Hypes the Crowd the most.
Bands should be able to stay in neat formation and perform dynamic music.

22) The parade will be broadcasted live on December 1 at 4p.m., recorded and re-run at later times to be announced by WGXA. The description you provide will be used in a script provided to WGXA/FOX Channel 24 and its' subsidiaries (I-Heart Radio, etc.) for use during the live and recorded broadcasts of the parade.

By signing below, I acknowledge that I have read and understand and agree to follow the guidelines of the Downtown Macon Christmas Parade as described:

Signature of Person in Charge of Parade Unit

Date

Printed Name of Person in Charge of Parade Unit

Parade Unit Name