



**OFFICIAL ENTRY FORM**  
WALKING TRAIL PARK HOLIDAY PARADE

Parade Date:  
**Saturday, December 15, 2018 5:30 p.m.**

Event Sponsor:  
**Oak Grove Tourism Commission  
& Valor Hall**

Please answer each question and be specific. Entries will not be accepted until all information is complete. All entries must be received by Monday, December 3<sup>rd</sup>, 2018. A separate entry form must be completed for each entry. Due to size and timing of the event, parade spots are limited to the first 30 entries.

**IMPORTANT:** You will receive a parade confirmation and further instructions regarding check-in time and parade number the week of the parade. Please list the primary contact person's information so we may keep you informed. Our primary method of communication will be via e-mail.

Name of Entry: \_\_\_\_\_

Business or Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ENTRY DESCRIPTION (please fill out completely)**

Select a type of entry from the list below. A separate entry form must be completed for each entry, (ex: if you are registering two separate cars, each must be listed on separate forms). **ABSOLUTELY NO 18 WHEELERS WILL BE ALLOWED. Maximum Length of 14' for all Trailers.**

Select a Division:  Commercial  Non-Profit  Marching (walking)  Youth

**If your entry is a FLOAT:**

- Is the float built on a truck & trailer:  Yes  No  Other: \_\_\_\_\_
- Total length, including tow vehicle: \_\_\_\_\_
- Estimated number of riders: \_\_\_\_\_

**If your entry is a VEHICLE:**

- List make and model: \_\_\_\_\_

**If your entry is a MARCHING (walking) GROUP:**

List estimated number of participants: \_\_\_\_\_

Does your entry include music?  Yes  No If yes, what kind (band, radio, etc.)? \_\_\_\_\_

**ENTRY THEME / DECORATIONS DESCRIPTION**

Please provide a brief description of the theme of your entry / how it will be decorated. Please remember that decorations and illumination (lights other than headlights) are required.

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**Please do not include pets or live Santa’s in your float.**

The undersigned agrees to participate in the 2018 Walking Trail Holiday Parade to be held **Saturday, December 15, 2018, at 5:30 p.m.** in Oak Grove Kentucky. We agree to cooperate in every way possible and to abide by the established rules in order to ensure the safety and success of the parade. The undersigned also agrees to have the listed cell number and email address.

The City of Oak Grove, The Oak Grove Tourism & Convention Commission, or Valor Hall Conference & Event Center shall not be responsible and / or held liable for the property of the participants from theft, damage by fire, water, accidents and / or other causes of injuries. It is hereby understood and agreed that the above organization, business, cooperation, and / or individual(s) shall not hold the officers, members, agents, volunteers and / or employees, and / or sponsor(s) of the event responsible for any and all liability, suit, destruction, injury, and / or claims caused by them, their volunteers and / or to volunteer, participants and / or spectators.

We reserve the right, and may give permission to the media, to photograph classes, programs, and participants at any of our facilities and properties or any sponsored activity. Please be aware that these photos are for promotional purposes and may be used in future publications and media communications in any format. If you do not wish to be photographed, please inform staff and we will make reasonable efforts to honor your request. If you see staff taking pictures, and you do not wish to be photographed, please let us know. If you see a photo of yourself or a family member that causes you concern, please notify us. As a courtesy, we will make every reasonable effort to dispose of the image and will not use it in future publications. However, we will not be able to retrieve, destroy or discontinue existing printed publications in which the photograph may have been included.

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Signature

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Date

## **Please return pages 1-2 and keep pages 3-4 for your records**

Parade Date:

**Saturday, December 15, 2018 5:30 p.m.**

Event Sponsor:

**Oak Grove Tourism Commission**

**Valor Hall Conference & Event Center**

# **Parade Rules and Regulations**

## **SANTA**

Oak Grove Tourism will host the Santa Claus for the Parade; please do not have any additional Santas on your float (Blue Santas are still considered additional Santas and will not be allowed). Thank you for understanding the sensitivity of this.

## **ILLUMINATION**

All parade entries must be thoroughly illuminated and decorated. Illumination consists of Christmas lights and other forms of lighting where your ENTIRE entry is illuminated. Entries will not be accepted without lighting. All holiday themes are welcome –Christmas, Hanukkah, New Year's, etc.

## **PARADE ASSEMBLY & DISBURSEMENT**

Check in for floats, trailers, large vehicles, cars, etc., will be at 4:30 p.m. at the Viceroy Performing Arts Center parking lot 101 Walter Garrett Lane, Oak Grove, Kentucky 42262.

**VEHICLES DROPPING OFF FLOAT PARTICIPANTS WILL NOT BE ALLOWED IN THE LINE UP AREA AS THERE IS NOT SUFFICIENT ROOM FOR SAFETY WITH VEHICLES AND PEDESTRIANS.**

Check in for marching bands, walking groups, horse and rider clubs, etc., will be at 4:30 p.m. at The Historic Schoolhouse located at 101 Walter Garrett Lane, Oak Grove, Kentucky 42262. You will remain at this location and be fed into the parade once it hits the Vietnam Veteran Monument.

All registered entries will receive detailed information regarding the parade assembly location, check-in times, and disbursement rules one week prior to the event. The contact person listed on the entry form is responsible for notifying all float riders and drivers about the assembly and disbursement rules.

## **HORSES**

All horses must have a negative EIA (Coggins) within the past 12 months. All horses must be fitted with a manure catcher.

## **LIABILITY**

All entries must have liability waivers on file with Oak Grove Tourism Commission.

## **FLOAT RIDERS**

No one is permitted to ride on car top, fender, hood, etc.

## **FLOAT & VEHICLE DRIVERS**

All drivers must be licensed and adequately trained to drive their float. The driver should have perfect visibility of the trail ahead. Once the float is in position in the line-up area, the driver must be in attendance at all times and available to move the unit as necessary. Entries must remain in position assigned, unless directed by a parade official.

## **DISTRIBUTION OF MATERIALS**

Candy, samples or other materials of any kind may NOT be thrown or otherwise distributed from the float while on the parade route. Units in violation of this rule will be removed from the parade.

**MARCHING UNITS**

All bands and marching units shall be uniformly dressed and accompanied by an adult leader. An adult responsible for following all parade rules shall accompany youth organizations or groups.

**ALCOHOLIC BEVERAGES**

No alcoholic beverages of any kinds will be allowed in or on the float or tow vehicle. The consumption of any alcoholic beverage is strictly prohibited, and violators will be prosecuted.

**FIRE EXTINGUISHER**

At least one five-pound dry chemical or 10-pound carbon dioxide fire extinguisher should be placed within easy reach of the float driver. There should be at least one fire extinguisher near each generator. EACH FLOAT WILL REQUIRE A FIRE EXTINGUISHER.

**INCLEMENT WEATHER**

The parade will be held on the day scheduled unless there is severe inclement weather. Weather updates and announcements will be made available on the Facebook pages for both Oak Grove Tourism Commission and Valor Hall Conference & Event Center.

**DISCLAIMER**

Valor Hall Conference & Event Center/Oak Grove Tourism Commission reserves the right to refuse any entries not conforming to family-oriented quality and high standards of the parade. Failure to comply with rules may result in removal from parade and will affect future invitations to participate. All decisions are final.

**QUESTIONS?**

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