

“A Portsmouth Christmas”
2009 Portsmouth Illuminated Holiday Parade
Saturday, December 5, 6:00 p.m.
parade@cityofportsmouth.com 610-7281

Please read the following information carefully before submitting an application.

The Theme

The theme “A Portsmouth Christmas” will coincide with the “Vintage Christmas in Portsmouth” program created by The Music Hall and Strawberry Banke to celebrate a December of warmth, light and a return to our collective memories of Christmas past. Walking units are highly encouraged in our parade. **Every unit must have some type of illumination.** Float operators must attend a safety meeting in advance of the parade date.

General Parade Information

- Applications can be found at **www.CityofPortsmouth.com** by clicking on the “Mayor” listing on the left side of the page. Or you can request an application by phoning (603) 610-7281 or e-mailing Parade@CityofPortsmouth.com. Our fax number is (603) 427-1575.
- Applications are due by **November 16, 2009. NO FLOATS will be accepted into the parade after this deadline.** Applications may be submitted by fax, e-mail, or US mail. You will receive a confirmation of receipt by e-mail. If you have not received a confirmation within a reasonable amount of time, call (603) 610-7281 or email Parade@CityofPortsmouth.com.
- The Parade Committee will review entry applications and send notifications no later than Nov. 23. You will receive an arrival time ranging between 3:30 p.m. and 5:30 p.m. Arrival times are VERY IMPORTANT to uphold so that the parade can run smoothly. Entries must check in with staff wearing white “Event Staff” jackets. **Floats and drivers must line up and park early, but float riders need not arrive until closer to the 6 p.m. parade time.**
- **No floats with protruding wheels will be allowed. Also, no mopeds, mini-bikes or 4-wheelers.**
- The 1.1-mile parade route begins at Plaza 800, continues down Islington Street, Congress Street, and Market Square, turns right on Pleasant Street, crosses Court Street, and ends at the South Playground near the South Mill Pond. Floats will congregate near Plaza 800 and walking groups and bands will be fed into the parade at appropriate times from side streets.
- All vehicles bringing participants to the parade should park at the end of the parade route -- either in the lower City Hall parking lot or the South Mill Pond parking lot.
- All entries with youths must confirm with parents where children should be picked up after the parade. Someone from your group must stay with the children until all are picked up.
- While entries may distribute candy and souvenirs along the parade route, **NO ONE MAY TOSS OR THROW ANYTHING INTO THE CROWD** from a float or walking along the route. **Violations will not be tolerated** and your entry will be removed from the parade.
- In the event of inclement weather, a decision will be made by noon on Dec. 5 on whether to cancel. A cancellation notice will be posted at www.CityofPortsmouth.com and at 610-7281. If you decide to withdraw your entry, please contact parade@cityofportsmouth.com or 610-7281.

Entry Fees

There is no entry fee for nonprofit or community organizations. Corporate/commercial entries submit a \$35 fee per entry with the completed application. Make checks payable to the City of Portsmouth.

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Awards for Reflecting the theme of “A Portsmouth Christmas”

Walking units and floats are eligible for Best Community Entry, Mayor’s Award, Best Non-Profit Entry, and Best Commercial Float. Judging will take place before the Parade and during the event.

Parade Rules

The following rules are imposed by the State of New Hampshire RSA 265:108-a (which imposes fines for violations) and/or the Portsmouth Parade Committee:

Children riding on vehicles in the parade must remain entirely within the perimeter of the vehicle and, if standing, must be reasonably protected from probable injury if the vehicle suddenly starts or stops, per RSA 265:108-a. **Sitting on the edge of the vehicle with legs and feet hanging off is not permitted.**

At least one adult, other than the driver, must supervise children riding on vehicles in the parade and have a reasonable means of immediate communication with the driver. The number of adults supervising the children “shall not be less than one adult per every 4 children and sufficient to ensure that each child is visible to a supervising adult,” per RSA 265:108-a.

While entries may distribute candy and souvenirs along the parade route, **NO ONE MAY TOSS OR THROW ANYTHING INTO THE CROWD** from either a float or when walking along the route. **Violations will not be tolerated and your entry will be removed from the parade.**

Floats (towed trailers and flatbed trucks) and Other Vehicles

- **No outrigger (protruding) wheels allowed—even if covered with a flap or other apparatus.**
- **Each float must have a designated safety officer who must attend a parade safety meeting on Nov. 19 at 6:30 p.m. at the Portsmouth Police Station. Floats will be inspected on Parade Day. Violations will result in removal from the parade.**
- All float and vehicle drivers must have valid driver’s licenses. The owners and operators of all vehicles should check with their insurance carriers to determine adequacy of coverage.
- Every vehicle, including towed vehicles, must hold a valid registration. Vehicles also must have a valid state inspection certificate if required by law. **Bring info to the Nov. 19 meeting.**
- Floats should enhance the theme or recognize it in a creative manner.
- Towed float trailers can be no longer than 23 feet long and flatbed trucks no longer than 29 feet. Neither can be larger than 13 feet high and 9 feet wide.
- Floats should be constructed with fire-retardant materials. Each float must carry an all-purpose type ABC, 5-lb. fire extinguisher within reach of the driver. No open flames are permitted.
- The name of the community group, organization, or company responsible for the float should appear where it is visible to the crowd.
- Float entries with live music or public address systems must indicate this on the application.
- Commercially sponsored floats must promote the parade theme and not emphasize commerce.
- **All entries MUST be illuminated in some manner.** Indicate on your application how this will be accomplished. *Suggestions: Floodlights and spotlights hooked directly into a towing vehicle; battery-operated string lights; glow sticks.*

Bands

If you wish to march with your Pep squads/cheerleaders, their application also must be attached to the band application. Bands are expected to play along THE MAJORITY OF THE PARADE ROUTE. We hope that all bands will take the opportunity to perform a special selection at the reviewing stand in Market Square. Band leaders and parents – please remember it is critical that everyone be ON TIME and READY TO MARCH by their assigned call time. **Band entries also must have illumination.**

Equestrian Entries

All equestrian units must be decorated and illuminated. Horses and horse-drawn entries must not be left unattended at any time. ALL ENTRIES WITH HORSES MUST BE FOLLOWED WITH POOPER-SCOOPERS or you will not be accepted into the parade.

“A Portsmouth Christmas” Application
2009 Portsmouth Illuminated Holiday Parade
Saturday, December 5, 6:00 p.m.
(Please fill out both sides of this application and return by Nov. 16)

Organization Name: _____

Address: _____

Website: _____ Email: _____

Phone: _____ Fax: _____

Contact Person: _____

Email: _____ Day Phone: _____

Night Phone: _____ *****Cell Phone:** _____

*****You must provide a cell phone number for contact on Parade Day and during the parade.**

Please Circle one:

- Walking Unit
- Band
- Float
- Equestrian
- Other (Describe): _____

Approximately how many people will participate in your entry? _____

For floats and other vehicles (please carefully review the Parade Rules)

What is the combined length of the float plus towing vehicle? (The MAXIMUM allowed float length is 23 feet, maximum height is 13 feet, and maximum width is 9 feet.) _____ feet

Will there be children riding on the vehicle/float? Yes _____ No _____

How many children will be on the float? _____ (1 adult supervisor is required for every 4 children.)

Sign below to signify that you will follow the rules for floats per NH RSA 265:108a and Portsmouth Parade Committee requirements: No person may use any type of vehicle with protruding or outrigger wheels in a parade. At least one adult, other than the driver, shall supervise children riding on a vehicle in a parade and have a reasonable means of immediate communication with the driver. The number of adults supervising the children shall not be less than one adult per every 4 children and sufficient to ensure that each child is visible to a supervising adult. Children riding on a vehicle in a parade shall remain entirely within the perimeter of the vehicle and, if standing, shall be reasonably protected from probable injury if the vehicle suddenly starts or stops. No person may throw candy or other items into the crowd from a float or walking unit.

I understand that if there are violations of the above provisions, our entry will be removed from the parade.

Your signature _____

To read NH RSA 265:108a, see the “Holiday Parade 2009” section at www.cityofportsmouth.com
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