



Gahanna Holiday Lights! PARADE APPLICATION

Mission Statement

The Holiday Lights! Parade exists to bring cheer to every visitor, spectator and participant and to provide families and individuals an event that will bring lasting holiday memories.

*The Holiday Lights! Parade is produced by the Gahanna Convention & Visitors Bureau
and a group of community volunteers.*



Gahanna Holiday Lights!

The Holiday Lights! committee welcomes your interest in becoming a parade participant!

Attached is the preliminary Gahanna Holiday Lights! Parade Application packet. Please fill out the application completely and return it by mail, e-mail or fax to:

Mail: Parade Participants
Gahanna Convention & Visitors Bureau
167 Mill Street
Gahanna, OH 43230

E-mail : ghof@visitgahanna.com

Fax: 614-418-9122

You may also include additional information about your organization. Please note that supplemental application materials cannot be returned.

Any questions, please don't hesitate to give us a call at 614-418-9114.

Thank you for your interest in Gahanna Holiday Lights!

Mission Statement

The Holiday Lights! Parade exists to bring cheer to every visitor, spectator and participant and to provide families and individuals an event that will bring lasting holiday memories

*The Holiday Lights! Parade is produced by the Gahanna Convention & Visitors Bureau
and a group of community volunteers.*



Gahanna Holiday Lights!

2011 Parade Application

Parade Date: Friday, November 25, 2011

Application Deadline: October 31, 2011

The Gahanna Holiday Lights! Parade is an entertainment event, designed to appeal to residents and visitors and to bring the community and the region together.

Group or Business Name _____

Organization website (if applicable) _____

Contact Name _____

Address _____

City/State/Zip _____

Daytime Phone () _____

Parade Day Phone () _____

Contact E-mail (PLEASE PRINT CLEARLY) _____

Please select Classification of your Entry:

Fees apply to every Parade Entry (please see reverse)

Pageant Entry ____

Commercial Vehicle ____

Fire Truck ____

Drill Team ____

Gahanna Commercial Vehicle ____

Antique Vehicle ____

Equestrian Unit ____

Mascot ____

Non-Profit Group ____

Is your entry a float? _____

Seasonal Music must be incorporated into your entry.

Will your music be ___live or ___recorded?

Minimum number of lights on each entry is 1,000

Estimated number of lights ____

Please give a brief description of your company/organization and/or parade entry and state the reason your organization would like to participate in the 2011 Gahanna Holiday Lights! Parade. This information will be used by the announcer and/or for promotional materials.

Non-Refundable Entry Fees

\$25 Late Fee collected for every application received after due date of 10/31/11

Please make checks payable to the Gahanna Convention & Visitors Bureau

Commercial Vehicle	\$150
Commercial Vehicle (Gahanna based business)	\$100
Non-Profit (church, community or youth group)	\$ 50
Pageant Royalty	\$50
Mascots	\$50
Fire Truck/Antique Vehicles	\$50
Equestrian Unit	\$50

How to apply:

1. Read and sign the 2011 Parade Rules and Guidelines/Indemnity waiver
2. Complete all required information on Parade Application
3. Send your completed application and entry fees to:

Gahanna Convention & Visitors Bureau
Parade Entry
167 Mill Street
Gahanna, OH 43230

Questions: Call the Gahanna CVB, 614-418-9114 or e-mail to ghof@visitgahanna.com

2011 Parade Rules and Guidelines

1. Parade entries must be lit and fully decorated for the holidays (minimum of 1,000 lights required). This is a nighttime parade – you need lights for your entry.
2. All entries must incorporate live or recorded seasonal music. Volume must be tasteful and appropriate for all ages.
3. All entries are required to maintain a FORWARD MOTION, always moving. All entries must complete the entire parade route.
4. All entries are subject to safety inspections
5. No Santas are permitted. Due to a sponsor agreement to provide the OFFICIAL Santa, all others will be removed
6. For safety reasons, no item of any kind may be thrown from a parade entry. This includes candy, toys, brochures. Please advise all individuals involved with your unit of this regulation. Candy will be confiscated from violators.
7. No advertising of drugs, alcohol, or tobacco products. No political, social or personal agendas. No alcoholic beverages are permitted in the staging areas or on the parade route.
8. No blowing of sirens or vehicle horns. It can be distracting to other performing units in the parade and spectators. In addition, loud and sudden noises may frighten horses.

Additional Entry Rules per Classification

- **Marching Units –**
Must be in uniform
Lighted holiday accessories are encouraged
- **Floats –**
May be self propelled or pulled by a tow
Must carry a 2A10BC fire extinguisher
Adults must supervise children on floats
Handhold or other support must be provided for all entry riders who are required to ride in a standing position.
- **Equestrian Teams and Horse Drawn Carriages and Wagons**
Must have proven parade experience
Must have control of horses at all times. Unsafe animals will be removed.
Equestrian teams must consist of 5 or more riders
Entry must provide “clean-up” crew/ hand-powered equipment to follow unit in the parade.

Application Confirmation

The committee will review all sketches and photos of entries. Be sure to note all lighted items. Entries will be accepted into the Holiday Lights! Parade based on appropriateness, uniqueness, quality, originality and previous participation. You will receive an e-mail confirming your entry's acceptance into the parade within two weeks of receiving your application. The committee reserves the right to reject any entry at anytime, including on the day of the parade, if it does not meet the quality desired for the event. All committee decisions are final.

Cancellation Policy

This event is rain, snow or shine. Only a significant act of nature will cancel the parade, of which all units would be notified. Entries absent on parade day without proper notification may jeopardize future participation.

Committee Rights

The Holiday Lights! Parade committee reserves the right to cause removal of any person or entry from the staging areas or parade route who is, in its opinion, offensive or a hindrance to the progress of the parade, or places other participants or spectators in physical danger, or violates any of the regulations set forth in this application. These rights are non-negotiable and will be strictly enforced. Any violation of the above listed regulations will be considered grounds for immediate removal from the parade.

Indemnity

"If accepted as a participant, I/we irrevocably grant the Holiday Lights! Parade the exclusive right to use in any media our name, likeness, photos or reproduction of our performance for any purpose including promotion, advertising or other-wise. Further, I/we hereby understand and agree to accept the risk of bodily injury and/or property damage which I/we may incur or cause a third party to incur as a result of my/our participation in the Gahanna Holiday Lights! Parade. With this understanding, I/we further agree to indemnify, defend and save harmless the Gahanna Convention & Visitors Bureau and/or the City of Gahanna, the Boards, its Commissions and their respective officers, agents, sponsors and contractors from and against any and all claims, losses, injuries, suits and judgments arising from, or in connection with/my successors, assigns, heirs, executors and administrators, and any other persons or entity's who/which may have a claim based on my/our personal injuries and/or property damage. I/we further understand and agree that this save harmless and indemnification shall apply to and all facilities that the Holiday Lights! Parade may own and/or control. I/we understand and agree that the Holiday Lights! Parade may be televised and all participants in the parade relinquish all present and future television, video, and photographic rights by virtue of their appearance. Furthermore, I/we have read and agree to abide by the Holiday Lights! Parade guidelines and rules, as shown in the pages provided and those to be presented with the participant's information package if my unit is accepted. Application must be signed. ALL entries are subject to approval by the event organizers."

I have read and understand the rules and guidelines listed above and recognize that our participation in the Holiday Lights! Parade is based upon adherence to these rules. I agree that if my group is invited to participate in this parade, we will adhere to all rules and regulations as stated above.

Please sign this page and enclose it with your completed application and fee.

Name (Contact Name) _____ Organization _____

Date _____ Signature _____

The Holiday Lights! Parade is produced by the Gahanna Convention & Visitors Bureau and
a group of community volunteers