



Find your holiday  
spirit in Ashland's  
**Season of  
Celebration**



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October 15, 2017

Greetings,

The **25th annual Festival of Light Celebration** is just around the corner! **Santa's Parade** and the **Grand Illumination** are planned for **Friday, November 24th at 5pm**. Santa's Parade celebrates **children, music** and **Santa's arrival to downtown Ashland**. Your children's themed neighborhood, family, non-profit organization, Band or commercial parade entry will help to make this parade truly spectacular! Our goal is to make the parade as magical as possible by asking entries to enhance their entry with light and music.

We look forward to your participation. Please fill out the attached Parade Application to reserve your place in our Santa Parade Line-Up by **Friday, November 17th**. If you have any questions, please contact Kelsey Frantz at (541) 482-3486 ext. 104 or email: [kelsey@ashlandchamber.com](mailto:kelsey@ashlandchamber.com).

Merrily Yours,

*Kelsey*

**Kelsey Frantz**  
Ashland Chamber of Commerce

**Ashland Chamber of Commerce**

PO Box 1360 • Ashland OR 97520 • (541) 482-3486

**[www.ashlandchamber.com](http://www.ashlandchamber.com)**



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**Festival of Light**  
**25th annual Santa's Parade**  
Friday, November 24th, 2017 • 5:00 pm  
**ENTRY FORM**

SUBMISSION DATE: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY/ZIP: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

TYPE OF ENTRY (Band, float, etc.) \_\_\_\_\_

MOTORIZED?  YES  NO Type of vehicle \_\_\_\_\_

(It is requested that entries WALK if at all possible)

DOES ENTRY HAVE MUSIC?  YES  NO

HOW WILL ENTRY BE LIT? \_\_\_\_\_

PARADE ENTRY DESCRIPTION:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Initial here to acknowledge that the Rules on the back of this form have been read and the entry will be in compliance of said rules. Your application will not be accepted unless this box is initialed.

Please return form by Friday, November 17th to:

**Ashland Chamber of Commerce**

PO Box 1360 • Ashland OR 97520 • (541) 482-3486 • By fax to: (541) 482-2350

or send a scanned copy by email to [kelsey@ashlandchamber.com](mailto:kelsey@ashlandchamber.com)

[www.ashlandchamber.com](http://www.ashlandchamber.com)

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# **PARADE PERMIT AREA RULES & REGULATIONS**

**All persons within the parade permit area must comply with the following rules.**

The following rules are intended to insure safety and to maintain order and civility within the parade permit area.

**PLEASE READ AND FULLY UNDERSTAND THESE RULES. BY SIGNING YOUR PARADE APPLICATION AND INITIALING THE BOX ON THE FRONT SIDE, YOU ACKNOWLEDGE THAT YOU AND EVERYONE INVOLVED IN YOUR ENTRY WILL COMPLY WITH THESE RULES AND WITH THE LAWS OF THE STATE OF OREGON AND CITY OF ASHLAND.**

1. **PARADE ENTRIES MUST FOLLOW THE DIRECTIONS OF ALL PARADE OFFICIALS.**
2. An entry may not include any image or content that includes nudity, profanity, lewdness, illegal drugs, violence, obscenity, hate, racism, or that is vulgar or sexually explicit, insulting or offensive to any ethnic, religious, political or other identifiable group or individual, or any protest, ridicule, or negative statement directed at any other person, organization, religion, belief, nationality, ethnic group, sexual orientation, policy, program, or political or cultural identity as determined by a parade official.
3. Entries must be appropriate for a FAMILY AUDIENCE.
4. All wheels of motorized vehicles must stay in contact with the ground at all times – NO WHEELIES!
5. **Materials used in construction, decoration, etc. must be flame retardant. Materials such as straw or hay must likewise be treated.**
6. Where a person is within a float, including but not limited to the driver, there shall be no combustible material within five feet of his/her exit way.
7. Motorized floats, or floats pulled by a motorized vehicle, automobiles and go carts shall be equipped with a fire extinguisher with a classification of at least 2A 10BC. (When vehicle and trailer are connected as a single unit, one extinguisher will meet this requirement.) Bicycles, motorcycles, and boats are not required to carry extinguishers.
8. Horse-drawn wagons and other non-motorized conveyances using straw or other combustible materials shall carry extinguishers as prescribed above.
9. There shall be **NO SMOKING** allowed on any entry or anywhere within the parade permit area, **and no person shall cause or permit any fire of any kind within the parade permit area including but not limited to open fires, torches, matches, flame throwing, fire starters, lanterns and burning of any object whatsoever.**
10. No combination of vehicles coupled together shall consist of more than two (2) vehicles. Vehicles towing trailers must be equipped with a tow bar or coupling device of sufficient strength to hold the weight of the towed vehicle upon the street when operated.
11. Vehicles towing trailers must be equipped with safety chains, connected to the towed and towing vehicle and to the tow bar so as to prevent the tow bar from dropping to the ground in the event the tow bar or coupling device fails. No one shall be allowed to walk or stand directly behind or between the back of the towing vehicle and the front of the towed trailer.
12. Safety chains shall have no more slack than is necessary to permit proper turning.
13. An entry **may not exceed 40 feet in length and 13½ feet in height.** All walking entries, other than marching bands, are asked to keep their entries to a maximum of 40 feet in length. Entries will not be allowed to stop and conduct maneuvers of any kind along the parade route. **ALL MANEUVERS MUST MOVE IN A STEADY FORWARD MOTION AND IN KEEPING WITH THE PACE OF THE PARADE.**
14. All entries shall stay in their assigned position in the parade and staging area.
15. Operators of vehicles shall not have their vision obstructed. Each operator of a motorized vehicle shall have a current Oregon Operators License permitting the operation of such vehicle.
16. Persons riding on floats shall be located on the main part of the float and positioned in such a way so as not to obstruct the vision of the operator.
17. Persons shall remain on the unit to which they are assigned to the end of the parade route, except in case of emergency.
18. No unit shall disband until reaching the destination indicated on the permit, except in case of emergency.
19. The drinking, display or possession of alcoholic beverages, or other intoxicants or controlled substances, is absolutely prohibited. City ordinances and state laws will be enforced.
20. The possession, display or discharge of real or facsimile firearms, fireworks or other explosive devices is prohibited, other than official parade color guard, uniformed active military and uniformed law enforcement.
21. **NO THROWING OF ANY ITEMS FROM MOVING VEHICLES.** Any entry wishing to distribute candy, balloons or small items **MUST have a person walk alongside of the moving vehicle or entry to hand out such items.** The throwing of any object or substance, or spraying of any liquid (**INCLUDING WATER**), into the crowd is prohibited.
22. **No animals will be permitted unless under the control of a trainer or experienced handler or rider. All animals other than horses must be on a leash. No animals may be mistreated or hit in any fashion, and no spurs may be used on any horse. Participants with animals must provide and carry implements for removing animal waste and must clean up their animal waste immediately, before the following parade participant reaches the waste. No animal shall be permitted to get within ten feet of any spectator or any parade participant other than a participant in the same parade entry as the animal. No more than two horses can travel down the parade route side by side in the middle of the street.**
23. Each motorized vehicle shall have current liability insurance in compliance with Oregon law, with coverage of at least 100/300,000 liability and 100,000 property damage.
24. Every vehicle, whether motorized or non-motorized, shall be equipped with operating brakes in good working order and shall not emit any "Backfire" or "Explosions" or sparks, flames or combustible gasses.
25. **ANY PERSON WHO FAILS TO AGREE TO THE FOREGOING RULES OR WHO FAILS TO COMPLY WITH THE FOREGOING RULES WILL NOT BE PERMITTED TO PARTICIPATE IN THE PARADE.**
26. **ANY PERSON OR ENTRY WITHIN THE PARADE PERMIT AREA THAT VIOLATES ANY OF THE FOREGOING RULES WILL BE REMOVED FROM THE PARADE PERMIT AREA.**

**I HAVE READ THE FOREGOING RULES AND AGREE TO COMPLY WITH THE SAME:**

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

Printed Name: \_\_\_\_\_