

2009 Holiday Caravan Parade

* Policies and Procedures *

Purpose

The intent of the Holiday Caravan Board of Directors, and any affiliated parties, is to create and produce a holiday parade for the enjoyment of the residents of Rowan and neighboring counties. Presented during the Thanksgiving-Christmas holiday season, the Holiday Caravan's units must conform with and contribute to an overall "Happy Holidays" theme as related to Thanksgiving and/or Christmas seasons.

1. The Holiday Caravan Parade will be presented on **Wednesday, November 25th, 2009**. The parade will begin promptly at 2:00 p.m. in Spencer and 3:00 p.m. in Salisbury.
 - A. **Tossing or throwing of any item** (such as candy, favors, or leaflets) from a rolling unit is expressly prohibited. Items may be passed by hand to the crowd by walking unit members. **Entries in violation of this policy will be asked to stop; on the second offense, the entry will be disqualified from any judging, may be removed from the parade and will not be invited back the following year.**
 - B. **The use of alcoholic beverages and/or the use of controlled substances in the marshalling area prior to the parade and during the course of the parade are prohibited.** Individuals offending this policy shall be removed from the parade and shall be subject to arrest.
 - C. **No campaign or strictly political sign of any kind ("Re-Elect", "Vote for", etc.) will be allowed on any unit other than the approved commercial entries.**

2. The Entries Committee of the Holiday Caravan Board of Directors shall review and approve all prospective entrants prior to the parade. The committee shall ensure that each parade unit meets all requirements and fits within the overall purpose, intent and spirit of the parade.
 - A. A **description** and **sketch** of any prospective parade unit must be submitted for consideration to the Holiday Caravan Parade Board, complete with any applicable fees. All entries, with the possible exception of school sponsored bands, invited dignitaries and certain special units, shall pay an entry fee (**a unit equals one vehicle**). Entry fees for all prospective units that are not accepted as parade participants will be refunded. Once an entry is officially accepted and notification has been made in writing, no entry fee will be refunded.

- B. The deadline for parade entries is **5:00 p.m. on Friday, November 6, 2009**. All entries received after the deadline are subject to board approval and a substantial late fee. As with all parade applications, no entry is guaranteed to be approved by the Holiday Caravan Board.
- C. All entries shall be required and must agree to participate in both the Spencer and Salisbury phases of the parade. Failure to do so may revoke the right for invitation or application approval the next year.
- D. All units must remain faithful to their descriptions as submitted to the parade board for approval. Any major change to a unit, after it has met the approval of the board, must be re-submitted to the board for approval. Unapproved units showing up on parade day will not be allowed to enter the parade.
- E. There will be only one Santa Claus in the parade. **No unit, with the exception of the Santa Claus float at the end of the parade, will be allowed to use the Santa Claus character.**
- F. All units must be complete and parade ready prior to entering the parade marshalling area. **Any entry arriving in the marshalling area after 12:00 p.m. is subject to being put at the end of the parade lineup or totally eliminated from the parade.**
- G. All units shall be subject to safety inspection prior to the parade. Any unit, which is considered unsafe, will be required to comply with instructions, which would render the unit to meet safety regulations.
 - (a). Failure to meet safety requirements shall result in the removal of the unit from the parade.
 - (b). the discharge of any firearms or fireworks will not be allowed.
- H. **No children under the age of 14 shall be allowed to ride a float without adult supervision.**
 - (a). If at all possible, especially if young children are on board, side railings are encouraged on flatbed vehicles.
 - (b). Walking entries with small children will be considered on a case by case basis.
- I. All units must be identified as follows:
 - (a). Signs must be used to identify floats and other rolling units.
 - (b). **Only signs identifying the parade participants are allowed. Any additional commercial signs are subject to the commercial entry fee of \$595; no political campaign signs are allowed.**
 - (c). Bands and marching units are to have identifying banners.
- J. No live animals will be allowed except service animals, such as police dogs, and see & eye dogs.
- K. **All units that do not have an overall holiday theme will be considered as "strictly commercial" and will not be allowed in the parade or will be required to pay a commercial entry fee.**
- L. No motorized entries shall be allowed to be pulled or be towed by another vehicle. Vehicles that have mechanical problems during the parade may or may not be replaced, based on the discretion of Holiday Caravan officials.
- M. Floats may be dismantled or broken down only in designated areas, not in the passenger unloading areas or any other authorized area. Violators of this policy will be subject to a traffic citation.

- N. Only professional floats rented thru the Holiday Caravan Parade will be allowed in the parade. All others will be charged a fee of \$595.
 - O. No active municipal Firetrucks other than the City of Salisbury and the Town of Spencer will be allowed in the parade.
 - P. **No public transportation vehicles will be allowed in the parade, with the exception of approved trolleys (Trolley entry fee \$595).** Public transportation is defined as all vehicle services designed to transport customers on local and regional routes. These service vehicles include private and public buses, vanpools and similar type vehicles.
3. National, state, festival, city and high school queens shall be permitted to ride in cars. All other queens may be allowed to ride in cars, subject to the approval of the board and payment of an entry fee.
- A. Miss Holiday Caravan will ride in a car, and will be the first queen in parade line-up following the Holiday Caravan Banner.
 - B. All commercial/business queens will be charged a commercial entry fee of \$595.
 - C. Queens driven' by commercially sponsored business may not add any additional signage to the vehicles or the entry will be subject to a commercial entry fee of \$595.
4. Any accredited high school with a participating marching band submitting and obtaining an approved application to participate in the Holiday Caravan Parade will be allowed to have the following entries in the Holiday Caravan Parade at no charge:
- A. 1 high school marching band
(Bands are encouraged to play holiday music. Rowan County bands will rotate in the parade line-up from year to year – first this year will be last next year, etc.)
 - B. 1 JROTC marching group
 - C. 1 car with the high school Homecoming Court (king/queen)
 - D. 1 car with Miss Merry Christmas or other organized high school pageant winner
 - E. 2 vehicles from high school civic or school activity groups (first 2 applications will be accepted; all others will require an entry fee)
 - F. 1 vehicle containing Varsity Cheerleaders
(Varsity cheerleaders may ride in a decorated car or truck, on a single axle float, or march behind the band, with approval from the band director. JV or middle school cheerleaders may be included with the Varsity Cheerleaders unit, but will not be accepted as a separate unit without an entry fee.)
(All accredited high schools may have other entries than the 7 free entries allowed above, but the entry fee will apply to each entry.)

5. The following entries will be evaluated by an independent group of judges for awards and/or recognition:
- A. **Most Outstanding Entry** –
May be selected from any category in recognition of superior contribution to the goals and objectives of the Holiday Caravan Parade
(Receives the Carl E. Weinbrunn Award)

 - B. **Best Professional Float** –
First Place
Second Place
Third Place

 - C. **Best Non-Professional/Non-Business Float** –
First Place
Second Place
Third Place

 - D. **Best Non-Professional/Business Float** – (Most Outstanding)

 - E. **Best Band** – (Best Overall)
First Place – (Trophy and named “Julian C Johnston Honor Band”
– will lead the 2007 Holiday Caravan Parade)

 - F. **Best FLAG Squad** - Trophy

 - G. **Best Drum Majors/Marjorettes** - Trophy

 - H. **Best JROTC Group** –Trophy

 - I. **Best Dance Group** - Trophy

 - J. **Most Unusual Entry** (Receives General Chairman’s Award)

 - K. **Most Original Entry** (Receives Executive Director’s Award)

 - L. **Best Religious Entry** - Trophy

 - M. **Best Depiction of “Happy Holidays” Theme** - Trophy

Note: Winners may be disqualified from awards/recognition if the judges are notified by Holiday Caravan officials of policy violations by an entry, such as late arrival at the marshalling area, throwing of candy, safety violations, etc.