

Colorado Springs Festival of Lights

Parade entry packet

You are invited to apply for entry into the 28th annual Festival of Lights Parade, hosted on Saturday, December 1, 2012 and will promptly begin at 5:50 p.m. Approximately 100,000 spectators will crowd the streets to watch 3,000 participants put on a dazzling display of lights, sounds and performances. Plus, nearly 200,000 viewers will watch live broadcasts and re-broadcasts of the parade throughout the season. Bands, floats, horses and all kinds of special entries compete for top honors in their class.

Space is very limited as we regularly turn applicants away; therefore, it is important to get your application in early. The deadline for submission is **November 2, 2011**.

Completed application packets must include the following:

1. Entry Fee – *Checks should be made payable to “Festival of Lights, Inc.”*
 - a. Entry Fee - \$125.00
(All monies are non-refundable after the 23rd of November, 2012)
2. Completed and signed Parade Application Form.
3. Completed and signed Liability Waiver.
4. Proof of Insurance.
5. Brief write up of the organization for television announcers as your parade, float or entry passes the media center.

Please submit the Parade Entry Form, Entry Fee, Liability Waiver and Proof of Insurance to:

Festival of Lights, Inc.
2590 Palmer Park Blvd.
Colorado Springs, CO 80909

Any questions can be directed to the Executive Director, Terry Collinson at 719 649-9111 or by email at DrTerrC@aol.com

Parade Rules for Entries

1. Each entry shall have an abundance of lights and sounds. Vehicles towing entries should be decorated to the hilt as well. Your entry will be judged in its' use of lighting, sounds and use of the official parade theme. This year the parade theme is: *Through the eyes of a child.*
2. Entries will conform to the photo or sketch submitted on the official Parade Entry Application Form.
3. All Applications must be complete and include the following:
Entry Fee



Signed Parade Application Form
Completed and Signed Liability Waiver Form
Proof of Insurance
Proof of Non-Profit Status if applicable

4. All entry participants will be in costumes pertaining to their float theme.
5. There must be an adult on floats where there are children under 18.
6. Submit a write-up for television and a 2 to 4 line write-up for the official program.
7. Maximum length should be the equivalent to one semi tractor-trailer unit. Height up to 13 feet.
8. A fire extinguisher is required on every float.
9. All enclosed spaces must be well ventilated, especially where portable generators and automobile emissions are involved.
10. Entry participants riding bicycles, skateboards, inline skates, scooters, etc., are required to wear helmets.
11. Display your parade number (provided by you) prominently on both sides of your entry.
12. If a horse is a part of your entry you will be assigned a separate staging place for your horse.
13. All entries must be in their assigned position in the staging area by 4:30 p.m. for roll call and judging. Entries may arrive by 3:00 p.m. Entries must proceed through the parade in a forward motion and at established parade pace speed.
14. **NO** one will get on or off a float once it has started down the parade route.
15. **NO** Santa Claus costumes will be allowed, except for the North Pole's float at the end of the parade.
16. Entries will **NOT** advertise, promote or advocate political, social or other causes.
17. Entries will **NOT** throw or handout anything (candy, etc.) into the crowd. (That's right - No Handouts).
18. Entries will **NOT** use sirens, horns, discharge weapons or fireworks or make loud disruptive noises.
19. **NO** smoking or drinking of alcoholic beverages at any time before or during the parade.
20. Please remember, this is a BIG CITY EVENT. This parade must have first class entries.
21. Watch for and listen to the parade volunteers! You will be a part of the finest production in this community. The parade officials, marshals and ROTC cadets are there to make this event the best it has ever been and in turn make your organization shine as bright as it can. Do your part, help us do ours and together we will put joy in the hearts of over 100,000 boys and girls of all ages.
22. Please leave your line up area as clean as you found it. No horses should be in line up except for on St Vrain west of Tejon. Please clean up after your horse before, during and after the parade.

The Festival of Lights parade committee reserves the right to remove from the parade, at any time, any entrant not conforming to rules and regulations or any entrant refusing to follow instructions of police or parade officials.



Non-Profit Entry Form

(This form is for Non-profit organizations only)

The Festival of Lights understands how difficult the standard entry fee can be on a non-profit and we do not want to discourage participation in the parade. In order to accomplish this and still allow your non-profit organization into the parade at the reduced rate, the Festival of Lights requires proof of non-profit status.

Name of Organization: _____

Type of Organization: 501(c)(3) Church Gov't Other: _____
(Please circle)

Tax ID Number: _____

Contact Name and Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Cell Phone: _____ FAX: _____

E-mail: _____

Title/Theme of Parade entry: _____

Number of participants: _____

Organization date of inception: _____

Number of years in the parade: _____



Please write a READABLE description of your float for the parade commentators to read as your float passes by the reviewing stand:

Sketch/Photo of entry

Proof of Non-Profit Status: In addition to completing the above information, you must attach a copy of your IRS Determination Letter that granted your organization the non-profit status. An example of this would be your 501(c)(3) Determination Letter.

Attach this form along with proof of non-profit status to your application and your check for \$125.00 made payable to Festival of Lights. If you have any questions, please contact the Festival of Lights, Inc.



Liability Waiver Form

Name of Organization: _____

Contact person: _____

Title of contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Cell Phone: _____ FAX: _____

E-mail: _____

In consideration of the acceptance of our "Entry" into the Festival of Lights Parade as a sponsor and/or builder, we hereby acknowledge that we are entering the Festival of Lights Parade at our own risk and responsibility; and we, therefore, agree to indemnify, hold harmless and defend any action against the Festival of Lights, Inc., the Festival of Lights Board of Directors and the Festival of Lights Parade Committee from and against all liabilities whatsoever arising out of our participation in the Festival of Lights Parade.

It is further understood and agreed that, as a sponsor and/or builder, we agree to read, abide by and be bound by the (attached) rules and regulations governing the Festival of Lights Parade.

Printed Name: _____

Signature: _____ Date: _____

Proof of Insurance must be provided by including Festival of Lights, Inc. as an additional insured on your organization's public liability policy. Call your insurance provider as automotive proof of insurance may be requested in special situations.

