



October 4, 2013

Timothy M. Kant, A.C.M.O.
Mayor

Council Members

Kevin G. Boone

Diana J. Brewer

Jack Burrell

Michael A. Ford, A.C.M.O.

Richard A. Mueller, Sr.

Lisa A. Hanks, MMC
City Clerk

Nancy K. Wilson, CPA
City Treasurer

Dear Friends:

Merry Christmas! It is again our pleasure to invite you, your business, church or civic organization to participate in the 2013 City of Fairhope's Magical Christmas parade.

Due to limited space, the Fairhope Christmas Parade Committee only allows parade entries from the City of Fairhope and Fairhope's planning and police jurisdiction (Montrose, Point Clear, and Barnwell) in the Christmas Parade. If you would like to participate, please return the enclosed application, insurance agreement and float description by Friday, November 8 to the City of Fairhope Attn: Christmas Parade Committee, P.O. Drawer 429, Fairhope, AL 36533. Parade participants are limited so please get your application in as soon as possible.

The parade committee would also like to remind parade participants that each float should reflect a Christmas theme. The theme of the parade is "Fairhope's Magical Christmas Parade" and we want each float to reflect that theme or the spirit of Christmas. Even if your float is used to advertise an event, organization or business it should still be decorated for the Christmas/Holiday season.

A confirmation letter, parade position and a final map will be mailed to all parade participants by Wednesday, November 13. Please plan to meet with your group or organization after November 17 but before December 4 to pass along any last minutes parade rules or details.

If you have any questions about the parade or need additional information, please call Paige Turberville (paige.turberville@cofairhope.com) at 929-1466.

Sincerely,

Ted Dwyer
Christmas Parade Committee Chairman

Paige Turberville
Christmas Parade Committee

161 North Section Street

P.O. Drawer 429

Fairhope, Alabama 36533

251-928-2136

251-928-6776 Fax

www.cofairhope.com

Printed on recycled paper



**City of Fairhope
2013 Christmas Parade
Friday, December 6
7 p.m.**

Participants must be in line by 5:30 p.m.

Name of Sponsor: _____

Contact Person: _____

Daytime Phone: _____

Mailing address: _____

E-mail address: _____

Type of entry:

Automobile _____ Truck _____ Truck w/ Trailer _____ Marching/Walking Unit _____

Estimated # of participants _____

Total # of feet for entry plus generator (if your unit is pulling one) _____

Example: Automobile (18FT) Truck (20FT) Truck w/ 30FT Trailer (56FT) Marching/
walking unit (160FT) Truck w/ 30 FT Trailer pulling generator (60FT).

Units with a generator **MUST** have a fire extinguisher.

Each float/unit must provide 2 adults to walk beside the group . The adults will be responsible for keeping riders/walkers safe and assisting parade marshals with crowd control. **Please provide the name of the 2 adults who will walk beside your group:**

Only Christmas music is allowed to be played from floats.

Return entry and insurance forms **NO LATER THAN** Friday, November 8.

City of Fairhope, Attention: Christmas Parade Committee, P.O. Drawer 429, Fairhope, Alabama 36533.

For Questions, call Paige Turberville at 929-1466 (paige.turberville@cofairhope.com).

**City of Fairhope
2013 Christmas Parade Float Entry
Description for TV and/or Radio**

Parade will be broadcast live on WABF 1220 AM

Name of Sponsor: _____

Contact: _____ Daytime phone: _____

Detailed Description for radio broadcast:

**If you do not include this form with your original application,
Please fax it to 990-0207 by Friday, November 8 .**

INSURANCE AGREEMENT

Applicant agrees to maintain a policy of insurance to cover any negligent omission or any negligent act committed by applicant or participant in Applicant's parade group during the performance of any activity association with the Fairhope Christmas Parade.

Applicant further agrees to indemnify and to hold the City of Fairhope free, safe and harmless from any and all claims, including all obligations, cost, judgments and attorney fee arising from any such negligent act or omission related or in any way connected with the Fairhope Christmas Parade.

IF YOUR GROUPS DOES NOT HAVE INSURANCE, YOU ARE RESPONSIBLE.

Sponsor Name: _____

Vehicle Description: _____

Driver Name: _____

Vehicle Insurance Carrier: _____

Please include a copy of:

1. Driver's license (legible copy)
2. Face page of Insurance policy or insurance ID card
3. Group liability Insurance

Signature of responsible person: _____

Please print the above name legible: _____

Date: _____

****Your signature affirms that you have read and understand the aforementioned parade rules and insurance conditions, and you agree to abide by these regulations****

PLEASE RETURN THIS FORM WITH APPLICATION TO:

City of Fairhope
Attn: Christmas Parade Committee
Post Office Box 429
Fairhope, Al 36533

2013 Christmas Parade Rules

1. Float parade permits must be prominently displayed on the right side windshield. **All parade participants must be in place by 5:30 p.m.**
2. ALL **FLOAT ENTRIES** ARE TO ENTER INTO THE STAGING AREA FROM NORTH SECTION STREET, NORTH OF, OR AT BAYOU DRIVE. NO OTHER ROUTE ENTRY WILL BE PERMITTED. ANYONE ATTEMPTING TO ENTER FROM ANOTHER DIRECTION WILL BE REFUSED ENTRY AND REROUTED.
MARCHERS, INCLUDING BAND MEMBERS, WILL BE DROPPED OFF AT THE AREA DESIGNATED. THIS DROP OFF AREA IS LOCATED AT FELS AVENUE AND CHURCH STREET AND MUST BE ENTERED FROM THE SOUTH OF THAT AREA. ALL OTHER AREAS WILL BE BARRICADED.
3. **BANDS** WILL ORIGINATE IN THE FAIRHOPE COMMUNITY PARK ON CHURCH STREET. **DANCING UNITS** AND **OTHER WALKING UNITS** WILL LINE-UP ON CHURCH STREET.
4. Each parading group shall name a parade coordinator who shall maintain contact with the marshals should assistance be needed during line-up or parade. If a unit cannot keep pace or is causing a problem with an unavoidable delay due to breakdown or mechanical trouble, the parade marshal will remove the unit from the parade. **PARADE MARSHALS WILL BE IDENTIFIED BY ORANGE SAFETY VESTS AND YELLOW ARMS BANDS.**
5. Each entry is required to furnish two adult safety personnel to walk alongside the float and keep spectators at a safe distance from the float. Parade marshals will be stationed behind each float.
6. Small children must be adequately supervised while on float.
7. The parade will start promptly at 7 p.m. unless there is a weather or emergency delay. At no time will the parade start later than 7:30 p.m.
8. Parade throws may include candy, cups, beads or soft stuffed animals. **Parade throws should be appropriate for a Christmas parade. FOR THE SAFETY OF OUR SPECTATORS, NO HARD ITEMS, HARD CANDY OR FRUIT.** NO boxes are to be thrown or handed down from floats.
9. NO alcoholic beverages are allowed on the floats, at the parade origination site or during the parade.
10. There will **ONLY BE ONE SANTA AND MRS. CLAUS** allowed in the Christmas Parade and they are provided by the City of Fairhope.

11. All units/floats must be lighted and must have the logo or name of the sponsoring organization clearly displayed. All floats with headlights should turn on the headlights during the parade.

NO EXCEPTIONS!!

12. ALL MUSIC MUST BE TRADITIONAL SEASONAL CHRISTMAS MUSIC. If this requirement is NOT met, the unit will be removed from the parade.

13. If mechanical problems arise you will be pulled from the parade. If you are able to continue at a later time contact a marshal. The marshal will allow you back in the parade line-up at the end of the parade in front of the fire trucks.

14. Insurance requirements must be met.

15. Floats with gasoline driven generators **MUST** have a fire extinguisher on board. All units/floats will be inspected for generators by officials of the Fairhope Volunteer Fire Dept. before the parade begins.

16. The Fairhope Christmas Parade Committee will review entries that may cause a delay in the flow of the parade before allowing them to participate such as large groups of walkers and walking groups with small children. These types of entries may cause logistical problems and can possibly threaten the safety of other parade participants and those who are watching the parade.

17. Parking at the Fairhope Municipal Complex (Civic Center) will be designated for handicap parking.

18. All parade participants must load their float or walking unit in the parade line-up area. It is not allowed to join in the parade after the parade starts.

Parade participants that do not follow the rules may not be allowed to participate in the Fairhope Christmas Parade next year.