

Downtown  
CARLETON  
PLACE



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PLACE  
Celebrates Canada's 150th!

## The 2017 Santa Claus Parade

Saturday, November 25th, 2017

Greetings Parade lovers!

**This year's parade theme is all things, Canada 150!** That means, red plaid overload (is there such a thing?), maybe that means Santa goes skiing, elves snowshoeing perhaps? Imagination is key and the sky is the limited. Have fun with our great nation's birthday! We can't wait to see what you come up with! **Parade set up begins at 3pm. Parade starts at 5:00 pm (sharp).**

**To register, please complete this form and return it to:**

Downtown Carleton Place  
136 Bridge St., Carleton Place ON K7C 2V5  
E-mail: [info@downtowncarletonplace.com](mailto:info@downtowncarletonplace.com)  
Office: (613) 257-8049

Company / Organization Name: \_\_\_\_\_

Contact person: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Will your entry include (tick all that apply)

Music/radio/speakers

Animals/horses

Dancers

Walking

## **Categories for judging of the 2017 parade entries are as follows:**

If you wish to have your float judged you circle one or more the categories which applied to your entry. Entries will be responsible for posting their own judging number which will be assigned to them by the parade organizers. Floats that do not have a number posted will not be judged.

- Best Overall Entry will win the Championship Trophy
- Best Walking Entry categories for 1st, 2nd and 3rd
- Best Use of Theme categories for 1st, 2nd and 3rd
- Best Commercial Entry
- Best Small Independent Business
- Best Not for Profit group

## **Terms and Conditions:**

### **ENTRIES CAN ONLY HAVE ONE VEHICLE AND ONE TRAILER AND ARE WELCOME TO HAVE WALKING PARTICPANTS.**

- Pre-registration is mandatory, there will be a float registration fee of \$25. A signed registration form along with payment will secure your spot in the 2017 Santa Claus Parade. Registration and payment must be received no later than November 21 at noon. Floats that have not registered and made payment will not be permitted to participate in the parade.
- There will be no parking allowed on Bridge Street, after 4pm from Townline Rd. to Lake Avenue.
- Float registrants are responsible for communicating the location of their float in the staging area to their own float participants. Once your float is in place please send a representative on foot to meets those individuals participating in your parade float in the pool area.
- Floats will assemble in the staging area on a first come, first serve basis.
- If you would like your float to be judged, a number will be assigned to your float when registering. It is the responsibility of the registrant to remember their judging number and to have your judging number in a clear visible location on the left hand side of your float.
- All entries must be decorated for Christmas and are encouraged to participate in the 2017 parade theme "Celebration of Canada's 150". Lights and music are strongly encouraged as they are attractive to the spectators.
- The parade begins at 5pm sharp; floats are encouraged to arrive no later than 4:30 pm.
- All bands, dancing groups, and VIP's are asked to assemble at the Carleton Place Pool Parking lot and should arrive not later than 4 pm.

- No objects (candy, prizes, etc.) are to be thrown from vehicles. However, participants may walk along the parade route and hand items to observers. You must bring your own candy, prizes, etc.
- The use of water guns or sprayers is not permitted during the parade. All such items will be confiscated. In the winter months, snowballs should not be thrown at the public from floats.
- The use or possession of alcoholic beverages by parade entrants either in the staging area or during the parade is prohibited. Entrants who arrive at the parade site intoxicated will not be permitted to participate. We ask that you do not smoke while the parade is in motion.
- The parade begins at Townline Rd, travels Bridge Street turning right onto Lansdowne Avenue. All entries must remain in formation until the end of the parade.
- Float organizers are asked to make arrangements for a pick up location of the float participants. For safety reasons it is best to choose a location outside of the parade route or receiving area.
- There is only one Mr. and Mrs. Santa Claus in the parade and they will be riding at the end of the parade.

#### Town of Carleton Place Floats and Vehicles Regulations

- All floats must have a driver that is in the possession of an appropriate valid driver's license and insurance.
- Vehicles/floats cannot be greater than 80 feet in length, 10 feet in width, or 13 feet in height from the ground. No vehicle, float, trailer or other display shall be used that is of such height as to interfere with official signs, traffic control signs, electrical, light, telephone or other wires or cables.
- Participants must remain on floats during the parade and adult supervision is required for children.
- Participants must not smoke while on the parade route.
- Individuals riding on the float must be situated in a secure location.
- No participant should have their feet dangling over the sides of floats.
- All walking participants not in an organized walking group must have a type of illumination to ensure adequate visibility for safety purposes.
- All participants are responsible for ensuring that the design and operation of their entry is safe and reliable. Safety of all participants and the general public is top priority. Pay special attention to uncovered tires, loose ropes, and sharp objects that may harm participants or spectators.
- All farm tractors and self-propelled implements must display a slow moving vehicle sign on the rear. If one of these machines is towing an implement or other device, the sign must be displayed on the rear of the combination.
- No open flames are permitted on floats or tow vehicles. It is recommended that all floats carry a 10lb ABC Dry Chemical Extinguisher that is readily accessible to the operator/driver.
- Fuel tanks should be topped off just prior to the parade. Fuel containers must not be carried on any parade entry.
- Any float found unsafe or inappropriate by Parade Director or police will be removed from the parade.

Floats and vehicles in the parade must be properly lit in order to ensure the safety of both the operator and public. Horse drawn carriages are to be lit to ensure the safety of the operator, horses and the public.

**Movement of Floats and Vehicles (Town of Carleton Place)**

All entries must always maintain a forward motion unless you are asked otherwise by Parade Director. All entries must keep pace with the parade to prevent large gaps between entries.

Your entry must ensure, to the best of their ability, the immediate passage of all police officials and emergency vehicles.

Please ensure that you take all garbage with you. Each entry is responsible for the clean-up of all debris and waste after the activity is over.

Any entry may be refused up to the start of the Parade if it does not meet these guidelines or differ from its approved entry form.

**Thank you for your co-operation.**

On behalf of myself and/or the above-noted company/organization, I hereby agree not to hold the Downtown Carleton Place Business Improvement Association, the Town of Carleton Place, or its agents responsible for any incidents, injuries, losses, or damages which may occur as a result of my / our participation in the 2017 Santa Claus Parade.

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

Date: \_\_\_\_\_