



City of Portsmouth, NH Illuminated Holiday Parade & Food Drive

PARADE SAFETY

Parades – everyone loves them!

They are part of a community's fabric and tradition. Parades are especially fun when they celebrate a holiday, but procedures must be in place to make a parade a grand AND a safe event for everyone.

General Parade Rules

- Smoking, alcoholic beverages, controlled substances, firearms, mopeds, scooters, mini-bikes, segways, and 4-wheelers are prohibited.
- Bicyclists must wear a helmet and have lights and/or reflective materials on the bicycle for safety.
- Equestrian units must be illuminated, may not be left unattended, and must be followed by a clean up crew.
- Children must have adult supervision before, during and at the end of the parade. State law also requires there be at least one adult for every four children riding on a float.
- All vehicle operators must possess a valid driver's license and registration for the vehicle. Police will check on Parade Day.

Floats -- Mandatory Safety Meeting TUES, NOVEMBER 7 at 6:30pm at Police Station

- No floats or towed trailers with wheels protruding beyond the footprint of the float platform will be allowed. No exposed wheels. Fenders are not sufficient. Be sure your float includes a platform that extends out farther than the wheels. If you have questions, call 603-767-2697.
- Towed float trailers can be no longer than 23 feet long and flatbed trailers no longer than 29 feet. Floats shall be no more than 13 feet high from the ground and 9 feet wide.
- Participants SHALL NOT get on or off moving floats and walking participants SHALL NOT retrieve articles from floats.
- Portable generators must be securely mounted. Floats should be constructed with fire-retardant materials and must carry an all-purpose type ABC, 5-lb. fire extinguisher within reach of the driver. No open flames are permitted.
- At least one adult, other than the driver, must supervise children riding on vehicles and have a reasonable means of immediate communication with the driver. There "shall not be less than one adult per every 4 children and sufficient to ensure each child is visible to a supervising adult," per RSA 265:108-a.
- All participants on floats must be seated with a substantial barrier in front of them; sitting on the edge of the vehicle/float with arms and legs hanging off is prohibited.
- Standing participants must wear a safety belt to prevent falls from the float or vehicle.
- The name of the float-sponsoring organization or individual must be visible to the crowd. Commercially sponsored floats must promote the parade theme and not emphasize commerce.
- For Float Meeting, please bring 3 things:
 1. Pictures or schematics of float (if pulling a trailer-- photos must show that wheels are not exposed)
 2. Proof of registration & insurance for trailer
 3. Copy of the driver's license of the driver of the float unit. All drivers will be re-checked on parade night.

Liability Release

- Applicants assume all responsibility for any loss or damage in connection with their participation in the parade. The City of Portsmouth will not be liable for any damage, theft, loss of property, or injury.
- The City of Portsmouth reserves the right to remove any entry where safety measures are, in the opinion of City staff, inadequate and also the right to disqualify any entry for failure to abide by safety regulations.
- The ultimate responsibility for safety lies with each parade participant. Participants must comply with these rules and follow all other applicable government laws and regulations, safety codes, and manufacturer's recommendations and similar standards necessary to safely operate vehicles, floats and equipment.



PARADE RULES & REGS

Parade General Information

Theme 2017: Peace on Earth



ROUTE (See Back Page)

- For spectators, the parade route officially begins at Summer St./Islington Street and proceeds across Maplewood Ave and down Congress Street towards Marker Square. The procession turns right onto Pleasant Street and right again onto Junkins Ave.
- Vehicles are not allowed to park along the parade route and will be towed at the owner's expense. Spectators line the route to watch the parade. Please note that parade is most congested in Market Square and to take extra caution.
- The route is posted on the website for reference as needed.

BEGINNING & END

- Beginning: Everyone must be in place by 5:30pm. Parade Units will line up at their assigned side streets along Islington Street starting at Jewell Court (near Plaza 800/Hanaford). Floats congregate at the back end of Jewell Court. Units will be fed into the parade at appropriate times from the unit's assigned side street. Parade volunteers are on-site to provide direction and support. Please note-- arrival times are important to uphold so the parade can run smoothly.
 - 1) All entries must check in with staff wearing white "Event Staff" jackets.
 - 2) No float or vehicle may be left unattended while waiting for the parade to begin.
 - 3) The award judging and food collection will take place prior to the start of the parade.
 - 4) All vehicle operators must possess the proper driver's license and registration for the vehicle. Police will check prior to step off of the parade.
- End: The South Mill Pond Parking Lot has been designated as the end of parade for units to breakdown and arrange for pick ups. Additional space is available at the Lower City Hall Parking Lot across the street.

FOOD DRIVE (Volunteer Collectors)

- All participants are encouraged to participate in the food drive. Volunteers will be on site at the beginning of the parade to collect contributions. Please look for shopping carts pushed by student volunteers. Please note: While the food may be put into one of the participating food pantry trucks, it will be evenly distributed at the end of the parade.
- Spectators will be bringing food to put in the baskets of the volunteers walking in the route. Be advised that people may walk into the route to reach a shopping cart.

CANDY

Entries may distribute candy and souvenirs along the parade route but NO ONE MAY TOSS OR THROW ANYTHING INTO THE CROWD. Violators will be removed from the parade.

FEES

- Nonprofit, community organization, family, student or neighborhood group No Fee
- Corporate or commercial entry \$35.00 - Check payable to "City of Portsmouth" included with application
- Late Fees (all applicants) \$25.00 - As of November 18, all applications must include late fee.

RAIN DATE

In the event of inclement weather, the parade will be rescheduled to Sunday, December 3.

If the weather on the rain date also poses a hazard, the parade would be cancelled. All weather related notices will be posted at www.CityofPortsmouth.com, Twitter @PortCityParade, WMUR, and by calling 603.767.2697.

AWARDS

Judging for the awards is done at the staging area of the parade. Winners will be announced as they proceed through Market Square.

- ♦ Best Community Entry
- ♦ Best Family/Neighborhood entry
- ♦ Most Creative Use of Illumination
- ♦ Mayor's Award
- ♦ Best Commercial Float reflecting theme
- ♦ Best Non-Profit Entry

WITHDRAWAL FROM PARADE

Please be courteous and call, text or email to let us know: 603.767.2697 / parade@cityofportsmouth.com

SOCIAL MEDIA

Twitter @PortCityParade | Facebook Event: Portsmouth Illuminated Holiday Parade & Food Drive

Website: www.CityofPortsmouth.com/Mayor

Important Deadlines

Mon, November 6

Tues, November 7 at 6:30pm

Application deadline for floats, flatbed trailers and towed trailers

Safety Meeting for float entries and any entry carrying someone outside a vehicle cab. Portsmouth Police Station – 1 Junkins Avenue (see special rules for floats/towed trailers. Please bring 3 things to the meeting:

- ✓ Pics or schematics of float (if pulling a trailer-- photos must show that wheels are not exposed)
- ✓ Proof of registration & insurance for trailer
- ✓ Photocopy of the drivers license of the driver of the float unit. All drivers will be re-checked on parade night.

Fri, November 17 at 1:00pm

Deadline for other entries. A \$25 late fee must accompany applications following the deadline.

Mon, November 27

No applications accepted after this date. Parade Lineup will be done.

The City of Portsmouth is committed to offering a safe and enjoyable parade. If you have any questions, please contact the Parade Coordinator at 603-767-2697 or parade@cityofportsmouth.com



PARADE APPLICATION 2017

~ Portsmouth Illuminated Holiday Parade ~
Saturday, December 2 at 6:00pm
Theme: Peace on Earth



Organization Name: _____
Address: _____
Contact Person: _____ Email: _____
Phone: _____ Cell phone for Parade Day: _____

Please circle your type of entry:

- Walking Unit
- Band
- Vehicle (how many): _____
- Float
- Equestrian
- Other (Describe): _____

IMPORTANT NOTE: For all vehicles, floats, and towed trailers, please carefully review the Parade Safety Rules. If you are carrying participants outside the cab, or have a float on a flatbed trailer or towed behind a vehicle, you must attend the November 7th safety meeting at the Portsmouth Police Department.

- Approximately how many people will participate in your entry? _____
- Will there be children riding on the vehicle/float? No _____ Yes _____ How many? _____
- Please provide a detailed description of your entry, **including how it will be illuminated.** (**Note: Your entry may NOT include Santa Claus**): _____

- Describe any sound associated with your entry: _____
- If you are distributing items, they MUST be pre-approved. Please describe them: _____
- Provide media narration about your organization and entry. This will be edited as needed and read by an emcee during the parade. Use a separate sheet of paper necessary, handwrite on the back or submit via email to parade@cityofportsmouth.com.

Sign below to signify that your entry will follow the Parade Rules and Conditions per NH RSA 265:108a and Portsmouth Parade Committee requirements, as detailed on Pages 1 and 2 of this brochure. *I have read and accept the terms set forth in the parade rules. By signing this application, I for myself, my heirs, executors and administrators, release and hold harmless the City of Portsmouth, and its officials, employees and agents from and against any and all losses, claims, damages, injury or death arising out of or relating to any negligence as a result of my participation in the parade.*

Signature on behalf of the parade entry: _____ Date: _____

Return to:
City of Portsmouth Illuminated Holiday Parade -- Attn: Brinn Sullivan
Mail or Drop off: Senior Activity Center, 100 Campus Drive, Community Campus, Portsmouth, NH 03801
parade@cityofportsmouth.com / Cell: 603.767.2697