



December 3, 2015 6:11:00 a.m.

General Guidelines

Santa Fest and Holiday Parade is a family friendly event. Alcoholic beverages are prohibited in the parade staging area and along the parade route.

Entry Design Information

All units must be designed and decorated to reflect the holiday theme of the parade and must be constructed in a manner which is safe for all participants and spectators. There are occasionally strong winds and wind gusts along the parade route; therefore, each unit should be designed to withstand the elements. Float entries must include overall float dimensions and the dimensions and details of props to be used on rental and custom floats. No entry may include any person(s) dress as or representing Santa Claus. Santa Fest and Holiday Parade is a family- friendly event and profane and inappropriate music is prohibited.

Customized Floats

Understanding that the Parade by its nature is an **ENTERTAINMENT MEDIUM** and, therefore, the contribution of each unit to this concept is critical. Entries are approved by the Parade Committee based on “show value” to the overall Parade. The Event is **NOT A PLATFORM FOR POLITICAL, RELIGIOUS OR SOCIAL ISSUES**, and no unit will be permitted to participate in the Parade if, in the judgment of the Parade Committee, it reflects such issues.

Cycles and Small Motorized Units

Bicycles, Motorcycles and mini-cars are accepted. Proof of insurance is required with the application.

Cars, Trucks and Vans

An individual vehicle is not eligible to participate unless it is unique (i.e. recognized classic, antiques car, or commercially wrapped vehicles). Trucks are only used to pull floats. Individuals in the vehicles should be part of the entry presentation. All vehicles and riders are required to have holiday decorations. Due to safety and insurance requirements, persons are prohibited from riding in the bed of a pickup truck or on the sides or hood of a vehicle.



Marching Units

Any drill team or marching unit (other than bands) will be limited to a minimum of 12 and a maximum of 50 participants.

Horses and other Animals

Due to safety and insurance requirements, only organized equestrian units with trained horses and experienced riders will be considered for participation. Riders must maintain a slow pace at all times. Any unit with an animal(s) is 100% responsible for cleaning after the animal(s) during the parade or having animals diapered. Remember units will be walking, marching, and performing behind you.

Bead Compliance

All of our Organization's/ Unit's Beads and/or Throws that will be distributed at the 2014 parade must meet or exceed current federal, state and local standards and are compliant with the Consumer Product Safety Improvement Act. We are aware and acknowledge the lead-free and phthalate-free stipulations contained in the Consumer Product Safety Improvement Act, effective February 2009. All Organization/ Units that participate in the 2015 parade must be in compliance with the Consumer Product Safety Improvement Act.

Safety Monitors

Any motorized vehicle(s) longer than 20 feet must provide four (4) safety monitors stationed at the corners of the vehicle used in the parade at all times while the vehicle(s) are moving.

Each safety monitor must be equipped with an orange or lime green safety vest and a whistle.

The role of the Safety Monitor is to make sure the driver is aware of any emergency requiring him/her to stop immediately. Emergencies include, but not limited to: equipment malfunction, passenger falling from float, overhead obstructions, parade viewers coming too close, etc.

Safety monitors may not hand items out to spectators along the parade route.



Insurance Requirements

All approved motorized parade entries must present separate and individual proof of insurance to the parties below for event participation.

If the parade entry is a self-propelled unit, the self-propelled unit must present evidence of Automobile Liability. Automobile liability shall be \$1,000,000 combined single limit for bodily injury and property damage.

If the parade entry is a float pulled by a tow unit, the tow vehicle must present evidence of Automobile Liability insurance. Automobile Liability shall be \$1,000,000 combined single limit for bodily injury and property damage.

Additionally, all motorized parade entrants must present evidence of General Liability insurance, whether or not a float entry. General Liability shall be \$1,000,000 combined single limit for bodily injury and property damage.

Automobile Liability and General Liability must be presented as separate policies, each having a limit of \$1,000,000.

If entrant is renting a float from a float company that will supply the tow vehicle, the float company must provide a Certificate of Insurance in compliance with the parade requirements.

If entrant is using a commercial towing company the towing company must provide evidence of insurance from the commercial towing company for Commercial Automobile Liability.

In either case the entrant will supply a certificate of insurance for General Liability Insurance.

Each Certificate of Insurance must contain an Additional Insured Clause as shown below:

Certificate Holder: Friends of Tampa Recreation, Inc.
PO Box 173192
Tampa, FL 33672
Santa Fest and Holiday Parade
TEL: (813) 966-5505
Email: info@FriendsOfTampaRec.org

Additional Insured Clause to read:

Friends of Tampa Recreation, Inc., the City of Tampa, one (1) "Title" and up to two (2) "Presenting" level sponsors are named as Additional Insured.