

# Tampa Christmas Parade Guidelines

## Entry Deadline: October 31

The Tampa Christmas Parade and Santa Fest are produced by the Friends of Tampa Recreation, Inc. on behalf of the City of Tampa. The Tampa Christmas Parade and Santa Fest are family-friendly, heritage events for Tampa, and are always held on the first Saturday in December.

### Tampa Christmas Parade Contacts

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**Date:** Saturday, December 2, 2017

**Parade Staging Time:** 8 a.m. – 10:30 a.m.

**Parade Start Time:** 11 a.m.

**PLEASE NOTE:** Due to construction in downtown Tampa, the parade staging and disbanding areas have been moved to a new location. You will receive updated information on staging/disbanding along with your Parade Line-up Number via email approximately one week before the parade.

**Entry Design Information** - The Christmas Parade is a family- friendly event. All units must be designed and decorated to reflect a holiday theme and must be constructed in a manner which is safe for all participants and spectators. Profane and inappropriate music is prohibited.

There are occasionally strong winds and wind gusts along the parade route; therefore, each unit should be designed to withstand the elements.

Please remember, **no Santa characters are allowed**, except on the Official Parade Santa Float. Santa hats are permissible. Festive costumes with bright colors are encouraged.

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.

**Cancellations** – For the safety of participants and spectators, if weather or other unforeseen events occur that are out of our control the Tampa Christmas Parade Committee and City of Tampa reserves the right to cancel. Applications fees are non-refundable, but will be applied to the next year’s entry.

**No Alcohol** - Alcoholic beverages are prohibited in the staging area and during the parade.

**Offensive Symbols** - Symbols that can be construed as offensive may not be in the Parade. This includes, but is not limited to the Confederate Flag and the Swastika

**Customized Floats** - Float entries must include overall float dimensions; the dimensions of the tow vehicle; and details of props to be used on the float. The applicant is responsible for the stability of the float and for ensuring the placement of the display and passengers on the float.

**Insurance Requirements** - All motorized floats, whether self-propelled or pulled by a tow unit, are required to provide Commercial General Liability Insurance general liability insurance with a minimum of \$1,000,000 per occurrence and a \$2,000,000 general aggregate and Automobile Liability Insurance of \$1,000,000 combined single limit for Bodily Injury and Property Damage.

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

If the entrant is using a commercial towing company, the towing company must provide the Certificate of Insurance with the parade requirements outlined above.

In either case, the entrant must provide a Certificate of Insurance with Commercial General Liability Insurance.

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

*The City of Tampa, Friends of Tampa Recreation, and all parade sponsors, are named as additional insured.*

**Certificate Holder:** Tampa Christmas Parade/Friends of Tampa Recreation, Inc.  
PO Box 173192  
Tampa, FL 33672  
Tel: (813)966-5505 Email: [info@friendsoftamparec.org](mailto:info@friendsoftamparec.org)

**Cycles and Small Motorized Units** - Bicycles, motorcycles and mini-cars are accepted. Proof of insurance is required with the application.

**Automobiles, 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.

Units with automobiles/vehicles must complete the Liability Form and provide all supporting documentation listed on the form (see attached).

**Safety Monitors** – Any motorized vehicle longer than 20 feet must provide four (4) Safety Monitors stationed at the corners of the vehicle while the vehicle is moving. Each safety monitor must be equipped 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.

**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 Organization's/ Unit's Beads and/or Throws that will be distributed at the 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 parade must be in compliance with the Consumer Product Safety Improvement Act.