



**Holiday at the Hall Festival
Main Street Parade
Entry Form**



**Saturday, December 5, 2009
3:00 pm**

**Parade Theme:
“Peace on Earth”**

Application Deadline: Friday, November 20, 2009

Name of Entry: _____
(Name of Company, Club or Organization)

Contact Name: _____

Address: _____

Phone #: _____ **Day of Contact #:** _____

Email: _____ **Number of Participants:** _____

TYPE OF ENTRY - THIS INFORMATION IS NEED FOR LINE UP PURPOSES.

Float Vehicle & trailer
***Please provide total length:** _____
(*must be completed for parade line up committee)

Animal(s)
Type of animal(s): _____

Decorated Vehicle
(Example: Hummer, Classic car, etc.)

Walking/Marching
(Bands, Boy/Girl Scouts, Dance)

Music with Entry: YES NO

AWARD CATEGORIES – PLEASE SELECT ONLY (1) CATEGORY IF YOU WOULD LIKE YOUR ENTRY IN THE JUDGING SELECTION:

“Babe’s In Toyland” Award
Most entertaining marching band, cheerleader or drill team

“Santa’s Sleigh” Award
Most decorated/interesting vehicle

“Rudolph the Red Nose Reindeer” Award
Entry with at least two animals/animal-themed entry

“Elves Workshop” Award
Entry with vehicle and trailer decorated in the parade theme

**Return applications to:
Lewisville Convention & Visitors Bureau
Attn: Melinda Stephens
P.O. Box 299002 * Lewisville, TX 75029
972.219.3401 phone * 972.219.3719 fax**

Please give a detailed description about your Parade Entry and information about the company, club or organization. If your description does not fit in the space provided, please add additional page to application. **This information will be used by the emcee to announce your entry in the parade.** This information is also used by the parade organizers for lineup purposes. _____

Important: Each entry must include a copy of your certificate of vehicle insurance coverage. Examples would be a copy of your personal auto coverage if you are driving your vehicle/float in the parade, or a business certificate of insurance for a business float/vehicle entry. Application is not complete unless the vehicle insurance is provided.

Agreement of Liability Waiver

I hereby release, waive, discharge, covenant not to sue and agree to hold harmless for any and all purposes Promoter Line, Inc., The City of Lewisville, Texas, its officers, employees, successors, assigns, sponsors and volunteers (collectively “the City”) from any and all liabilities, claims, demands, personal injury including death, or property damage that may be sustained by me while participating in the Holiday at the Hall event, including injuries or damages sustained as a result of the negligence of the City.

Venue

The Parties agree that if legal action is brought under this contract, exclusive venue shall lie in the Courts of Denton County, Texas, and its terms or provisions, as well as the rights and duties of the Parties hereunder, shall be governed by the laws of the State of Texas.

Contract Agreement

I have read the General Information regarding the 2009 Holiday at the Hall parade. I agree to the conditions and terms of this contract. It is understood and agreed by applicant that this entire document constitutes a contract between the applicant and Lewisville Holiday at the Hall only when Holiday at the Hall Management confirms this contract. Confirmations may be mailed. Verbal agreements or promises made verbally and not specifically stated and confirmed in writing, as part of this application, will not be binding.

I HAVE READ THE HOLIDAY AT THE HALL RULES AND REQUIREMENTS AND AGREE TO ABIDE BY THEM. I ALSO AGREE TO ABIDE BY ALL CITY OF LEWISVILLE POLICIES AND ORDINANCES AS RELATED TO LEWISVILLE FESTIVALS AND EVENTS.

**RESPONSIBLE
PARTY
SIGNATURE**

Sign Here: _____

Print Name: _____ Title: _____

City of Lewisville RESERVES THE RIGHT TO ACCEPT OR DECLINE ANY ENTRY FORM

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Parade Application Information, Rules & Tips for Success

The City of Lewisville is excited to celebrate its sixth annual Holiday at the Hall Festival Parade! Our goal is to celebrate the holidays with a celebration that brings entire community together!

The parade is Saturday, December 5, 2009. The parade will begin at 3:00 p.m. at the corner of Main and Cowan. All floats and participants need to arrive at the staging area at the corner of Purnell and Cowan by 1:00 p.m. The parade will end at the intersection of Purnell and Mill. You may bring your parade entry in earlier if you want to decorate in the staging area. All parade entries will travel on Main through Old Town Lewisville, turning right onto Mill and traveling south back to Purnell. We hope you will plan to stay for all of the events and activities at the festival!

Since this is a holiday parade, Santa will be the final parade entry to greet everyone with a jolly smile and yummy treats. Lewisville will promote this tradition, celebrated by parades around the world, by showcasing Santa on the last float in the parade. For this reason, **please do not include a Santa in your parade entry**. We appreciate your help in keeping the spirit and magic of the season alive for everyone young and old!

Please remember that this is a family-friendly parade and each entry must be conducive to this environment. Entries will be reviewed by the parade committee at the staging area and are subject to removal if entry could be perceived as offensive, frightening, or inappropriate for a family-friendly parade.

Professional-looking signage is required. We can provide names of local sign companies if you prefer to have them made. But hand-made, clearly visible signage is fine. This will also allow the judges to read parade entries as they determine the trophy winners of the parade contest. Themed floats - The overall theme for the festival which this year is "Peace on Earth" and we ask that all entries somehow reflect this theme or the holiday season. Trophies will be awarded with the theme in mind as best used by each entry. **Trophies will be awarded during the Lighting Ceremony at 5:45 pm in Old Town.**

Music and lights on floats attract attention. We can provide you with the name of float companies that can outfit your float with a generator and/or sound system if needed. All entries must have an adult and licensed driver to represent each entry. Each float/car/truck must have AT LEAST 2 people for passenger cars and 4 for all other vehicles walking around the sides of the vehicle to ensure the safety of everyone involved if participants are inside back of truck, on float, etc. These people will be responsible for making sure the spectators don't get too close to the vehicle. Operators of motorized or non-motorized vehicles may not throw any item or items from a moving vehicle. Operators of motorized or non-motorized vehicles may not talk or text on their cell phone during the course of the parade. Participants must keep all body parts within the confines of the vehicle or float. Dangling feet over the edge of the vehicle is prohibited. Hard or pointed objects such as pens, pencils, etc., are prohibited.

If your float requires balloon handlers, they must wear work gloves. Dressing in the same color is encouraged in order to blend in with the balloon. Clearance is 19' for aerial balloons and floats due to electrical lines along the parade route. All materials used must be Flame retardant.

The Lewisville Fire Department will be coordinating the parade line-up and they will be on-site to direct you to your exact spot in the line-up. Please don't hesitate to ask one of the Firefighters coordinating the line-up for assistance if needed or if you have any questions.

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All floats and participants need to arrive at the staging area at Purnell and Cowan by 1:00 pm.

Cars, trailers, floats, etc will line-up in the staging area on both sides of Cowan Street (between Purnell and Main).

There are two ways to get to the staging area:

- a) Travel east on Main St. and make a right onto Edna St. Continue down Edna until you reach Purnell St. Turn left onto Purnell St. and slowly approach the parade entrance area onto Purnell St. on the left.

OR

- b) Travel on Mill St. and turn onto Purnell St. Travel west on Purnell St. until you reach Cowan St. on the right.

Please **DO NOT** attempt to bring in floats on Cowan St. coming from Main St. This end of the intersection will be closed as the starting point for the parade to begin.

Spectator parking is available at locations throughout Old Town.

All parade entrants should park their cars at Delay Middle School or Central Elementary School and walk to the staging site. Parade participants may be picked up in the Delay Middle School parking lot or in the Central Elementary School parking lot one block south. All arrangements should be coordinated with your group coordinator.

The location of the parade ending is on Purnell Street off of Mill Street. You may coordinate pick up with your parents, friends, etc., in the parking lot of Delay Middle School or Central Elementary School one block south of Delay Middle School. **PLEASE DO NOT STOP IN THE MIDDLE OF MILL ST. TO UNLOAD.** This holds up the parade on the street. Each parade entry will make arrangements with their own group to pick up participants after turning back onto Purnell St. at the end of the parade. You may coordinate your group to meet at the above mentioned parking areas.

Please remember that SAFETY is our #1 CONCERN during the parade. Please keep this in mind while planning and constructing your float and also during the parade.

Kick off the holiday season at Lewisville's award winning Holiday at the Hall festival with an assortment of free family events and activities. Festival activities include the city's official Christmas tree-lighting celebration, Main Street parade, live entertainment on two festival stages, visits with Santa Claus, Polar Excursion live Ice Carving Village, Motorcycle Toy Run, Breakfast with Santa, and more. Enjoy scenic carriage rides throughout Old Town during the festival or find that perfect holiday gift from one of the unique and talented vendor artists as they showcase their talents with live demonstrations at the festival. General admission is free into outdoor festival. Nominal admission fee may apply for individual events held during the festival. For more information, call 972.219.3401 or visit us on the web at www.cityoflewisville.com or www.visitlewisville.com.

**We look forward to seeing you on December 5, 2009
Thank you for your community spirit and support!**

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