

## **2024 Zebulon Christmas Parade Guidelines**

The Zebulon 2024 Christmas Parade is a FAMILY-FRIENDLY HOLIDAY CELEBRATION. All rules reflect this as foundational to participating in the parade to provide a SAFE, FUN, CELEBRATORY COMMUNITY EVENT. The Town of Zebulon, volunteers, and the Zebulon Police Department have the authority to remove any participant that does not adhere to these rules.

SAFETY IS THE TOP PRIORITY of all involved in the planning, execution, and participation of the 2024 Zebulon Christmas Parade. Organizations participating in the parade – their representatives and participants – by applying to be in the parade and accepting the invitation to participate as an entry, agree to take responsibility for guaranteeing that all reasonable measures are being taken to ensure the safety of all participants, spectators, contractors, volunteers, and Town employees.

By applying, you agree to assume the role of your organization's representative and liaison between the 2024 Zebulon Christmas Parade organizers and your organization's leadership and participants. Serving as liaisons, participating organization representatives agree to take the responsibility for receiving, disseminating, and educating their participants on the parade rules and working with other designated leaders of their organizations to monitor each of their participants before and during the parade as well as at the conclusion of the parade.

By applying, you agree to abide by all rules and regulations set forth by the Town of Zebulon as organizer of the parade.

### **General Guidelines:**

1. The parade will be held, rain or shine, unless there is a state of emergency called or governmental restrictions put in place which would prevent it from proceeding.
2. In the event of a cancellation, the 2024 Zebulon Christmas Parade shall NOT be rescheduled for this year.
3. All entries will furnish their own signs.
4. Floats/displays shall be of good quality and taste and reflect the family-friendly, holiday theme of this event.
5. Stabilized props on a float shall not to exceed 12 feet in height (from the ground). The float shall not exceed 14 feet in width or 45 feet in length including the towing vehicle. The float must be designed to maneuver around corners throughout the parade route.
6. Floats shall be a minimum of 12 inches ground clearance from the frame. Nothing can drag on the roadway from the float. Proper clearance of materials from around the wheels of the vehicle must be incorporated to avoid any materials being caught in them.
7. Decorative material and the float structure shall be kept clear of the exhaust system.

8. Ensure the float driver has a wide, unobstructed field of view to safely manage the vehicle.
9. Vehicles or floats that include music (live or recorded) may only play family-friendly, holiday music. Participants planning to play music must include this on their parade application when it is submitted. If not noted on the application, music may not be allowed with your entry. The music must maintain a reasonable volume that will not interfere with other entries.
10. Float beds shall be sturdy and capable of carrying the weight to be imposed.
11. Float vehicles shall be properly registered and insured according to the laws of the State of North Carolina or of the state of registration.
12. The float vehicle shall be properly serviced for gasoline, water, oil, brakes, tires, and battery prior to entry into the parade. NO extra gasoline, other than in the vehicle's tank, can be carried on the float vehicle.
13. Zebulon Police Department and parade volunteers will monitor entry into the staging area. Only those individuals, vehicles, floats, etc., that are listed as part of a parade entry will be allowed in the staging area.
14. Vehicles, floats, etc., may be checked for safety at the staging area. Those raising safety concerns may be restricted from entering the parade lineup and procession.
15. No more than 15 individuals shall ride on any float.
16. Participating organizations with minor children in the parade shall designate responsible adult leaders to safely manage minor participants when not with parents. This includes clearly communicating expectations and logistics within your own organization. Designated adults from your organization shall be available during your assigned drop off time, in the staging area, during the parade procession, and at pickup following the parade. The sponsoring organization shall have responsible adult supervision at all times to ensure that minors in their organization are picked up by an approved adult following the parade.
17. Riders are not permitted on the float during transport to and from the parade site.
18. Riders shall not mount or dismount the float or tow vehicle when it is in motion.
19. Children riding on floats shall be accompanied and supervised by responsible adults.
20. Riders shall not stand, jump, dance, or dangle any body part over the edge when the float is in motion.
21. Participants walking in the parade with associated floats and/or motor vehicles shall not be placed directly in front of floats and/or motor vehicles. Participants shall march beside the float and/or motor vehicle or behind the float and/or motor vehicle.

22. Participants not adhering to these rules may be removed from the staging area and the parade procession at any point.

23. If your organization is entering a motorized vehicle or self-made float into the parade, you agree to take FULL responsibility to ensure that:

- Each vehicle and float/display are in optimal working condition.
- Each vehicle and float/display are properly inspected and current on inspections according to the laws of the State of North Carolina or state in which it is registered.
- Each vehicle and float/display are properly insured and current with insurance according to the laws of the State of North Carolina or state in which it is registered.
- All drivers for your organization shall be 21 years of age or older, skilled to drive and experienced to drive their assigned vehicles in the parade and have valid, current, state-issued drivers licenses.
- Before entering the staging area, all motorized vehicles scheduled to be in the parade that are required by State law to undergo inspection and registration shall present current registration documentation. This is to demonstrate the vehicle meets State requirements for safety and road worthiness. Those vehicles required by State law that do not have copies of valid, up-to date proof of registration shall not be allowed to enter the staging area or participate in the parade.
- Drivers shall maintain a speed of no more than walking speed when the float is occupied.
- Drivers shall alert float riders upon stopping and starting the vehicle.
- Drivers shall maintain a space of 30 feet between parade entries to permit safe, smooth, steady stopping. Parade pacers shall be stationed at various points along the parade route to monitor and assist with pacing. Drivers agree to adhere to the parade pacers' directions.
- Cell phones shall not be used by those operating moving vehicles during the parade.

24. Entries shall not display signs, play music, or present any public display that is considered offensive and not conducive to the family-friendly nature of this event.

25. Candy may be distributed to parade attendees only by parade participants who are walking along the parade route. To ensure the safety of children and all spectators, candy shall not be thrown from parade floats, vehicles, horses, etc., that could endanger children or other spectators by encouraging them to run into the parade route.

26. Advertising is permitted only for the business or group that officially registered to be in the parade. You shall not advertise for a business that was not officially registered and approved as a parade participant.

27. No one shall be dressed as Santa Claus in the parade EXCEPT the official 2024 Zebulon Christmas Parade Santa.

28. Participants not remaining in their assigned place in the lineup as requested by parade officials and acting in accordance to a safe, family-friendly event may be subject to removal.

29. No parade participants shall smoke during the parade.

30. No flags shall be permitted, EXCEPT a. The officially recognized American flag displayed using proper protocols. b. The officially recognized flag of various states of the United States using proper protocols c. The officially recognized flags of legally chartered and broadly recognized youth and military organizations such as Boy Scouts of America, Girls Scouts of America, ROTC, etc., using proper protocols.

31. Political and/or partisan campaigning and related activities are not permitted to participate in the parade. This includes signage.

32. Entries that include equine or cars/vehicles may have up to 20 equine or 20 cars for their entry. No other live animals besides equine shall be permitted in the parade.

33. Because there are required expenditures that will not be refundable, even in the event of a cancellation, there is a “no refund” policy for sponsors and parade entries.

34. Space for up to 75 entries is allotted for the 2024 parade.