



HOLIDAY LIGHT PARADE

2016 PARADE FACTS

Date/Time: Saturday, December 3rd, 2016
Parade begins at 6PM. Please line up by 5:15PM.

Organizers: City of Janesville-Recreation Division, Hedberg Public Library, Downtown Development Alliance, Inc., Janesville Performing Arts Center, Rock County Historical Society, Janesville Farmers Market, Inc., Voigt's Music Center, Olde Towne Mall, and Janesville Area Convention & Visitor's Bureau.

Route: Parade entries will assemble in the public parking lot located at W. Milwaukee St. & River St. The parade route is a little over $\frac{3}{4}$ of a mile. The parade will proceed East on Milwaukee St. (wrong way), and South on Main St., ending at JPAC. Parade entries should continue down to Racine St. and disperse from there. Parade entries looking to park after the parade to watch the fireworks can do so on River St. (from Racine St. to Court St.).

Application Deadline: All applications must be received on or before **Friday, November 18th**. You may either mail, fax, hand deliver entries, or scan in and email applications and support documents.

Entry Fee: There is no entry fee

Entry Types: Typical Parade Entry Types

- Floats
- Vehicles (cars, trucks, buses, bikes, etc)
- Marching Groups (bands, choirs, color guard, veterans groups)
- Walking Units (clowns, clubs, etc)
- Animals (carriages, horse drawn vehicles, walking units etc.)

***Please note entries with vehicles are limited to only two vehicles*

Parade Acceptance: Your acceptance into the 2016 *Janesville's Jolly Jingle* Holiday Light Parade will be confirmed via email upon approval of your application. Please allow up to a week for a response.

Awards: Awards given in the following categories for entries overall:
Judge's Choice Award-(\$100 prize & Framed Certificate)
Best Use of Lights-(\$50 prize & Framed Certificate)
Best Motorized Entry- (\$50 prize & Framed Certificate)
Best Non-Motorized Entry-(\$50 prize & Framed Certificate)

Contacts: Please contact Shelley Slapak at the City of Janesville Recreation Division at (608) 755-3032 or slapaks@ci.janesville.wi.us

* SEE REVERSE FOR INSTRUCTIONS *

INSTRUCTIONS TO PARTICIPANTS

1. All parade entries must assemble in the public parking lot located at the corner of W. Milwaukee /River St. Your unit number will be located in order within the parking lot. Please line up or park your vehicle/float by your unit number. Only vehicles pulling a float or vehicles that are part of the parade are allowed in the W. Milwaukee St. parking lot.
2. Entries with additional vehicles or people dropping off people to participate in the parade should be told to park in the Chase Bank parking lot, as the staging area is only for parade entries. Direct your participants with extra vehicles or those dropping off people to do so by entering the Chase Bank Parking lot at Franklin St. and parking there and dropping off there.
3. All parade entries must check in at the registration table located in a tent in the parking lot. There will be restrooms available inside City Hall.
4. Each entry will be given two sets of your assigned unit number. The number must be visible on both sides of the vehicle. Walking units only need one number and it must be visible in front.
5. All entries must be in their assigned spots no later than 5:15PM.
6. All entries will be inspected between 5:15 and 5:45PM. Please have a representative available at your number during this period of time.
7. The parade will begin at approximately 6PM. You will be instructed by parade officials when and where your group will merge with the parade.
8. The parade will follow this route: East on Milwaukee St., South on Main St. and ending at JPAC. Parade entries should disperse at Racine St. Parking for entries after parade can be done on River St. You must notify us in advance if your entry will be parking on River St. after the parade so an appropriate amount of space can be blocked off. The fireworks will begin 10 minutes after conclusion of parade.

RULES & REGULATIONS

1. All parade entries should be decorated and lighted. They should have a minimum of 500 lights. The lights must be in good shape, with no wires exposed. The only exception is marching bands/groups. Walking units are encouraged to use glow necklaces, etc. All units must be appropriate and family friendly.
2. No Santa Claus costumes will be allowed in any entry. Santa will be making his grand appearance at the end of the parade.
3. The name of your entry/business/organization must be displayed on your unit.
4. For safety reasons, throwing of candy and/or items from vehicles or floats is not allowed. However, individuals can walk near float and throw candy to people. People handing out candy must choose a side to walk on while handing candy and not cross in front of vehicles. Walkers **should not** stall the pace of the parade. It stalls the parade when people hand something to every single person.
5. All handouts/flyers must be approved prior by the Recreation Division.
6. All parade entries must have an adult 18 or over present at all times
7. The driver of a vehicular entry must be at least 18 yrs. of age with a valid license and insurance.
8. All vehicular parade entries must provide their own liability insurance. All entries with horses must have a Coggins certificate. A copy of these forms must be in our office prior to the parade date.
9. Any entry that includes animals must provide their own waste clean-up.
10. Fire extinguishers must be on every float entry.
11. No smoking or consuming alcoholic beverages on any parade entry at any time.
12. No fireworks allowed on any parade entry.
13. Generators, converters and/or batteries can be used to power lights and sound.
14. Units are encouraged to incorporate holiday music into their float/unit.
15. All units and entries must keep moving forward at all times. Large gaps in a parade are not good.

All rules/regulations are subject to change. Entries will be made aware of these changes.