

Office Only:

Entry #

**evolve Federal Credit Union**  
**Celebration of Lights Parade (2017)**  
**Saturday, December 2, 2017. Parade starts at 5:55 p.m.**

The City of El Paso Parks and Recreation along with Department Director, Tracy Novak would like to welcome you to the evolve Federal Credit Union Celebration of Lights and Parade that draws upwards of 70,000 people to downtown El Paso. This is the 8<sup>th</sup> year of evolve Federal Credit Union as the title sponsor as this event has now become a destination point for thousands coming to downtown El Paso.

There will be entertainment, arts and crafts and food vendors and much more this year to get you into the holiday spirit. KVIA-TV (Channel 7) will broadcast all of the festivities starting at 4:30 p.m. along with streaming the activities live at [www.kvia.com](http://www.kvia.com) through the conclusion of the Celebration of Lights Parade.

**Parade Registration Information**

*Please fill out all information on this application*

Registration for the Parade will start on September 25, 2017 with a deadline of October 19, 2017 as only 60 parade slots are open based on a first paid, first served basis.

Everyone must fill out an application and return it via e-mail to [Faulknergr@elpasotexas.gov](mailto:Faulknergr@elpasotexas.gov) or in person at Grandview Senior Center, 3134 Jefferson Ave. weekdays from 9:00 a.m. to 4:00 p.m.

There will be two (2) meetings scheduled with the dates listed below to attend. At least two (2) individuals from your organization should attend the meetings listed below.

1. **Mandatory Workshop for new floats / Marching groups:**  
6:30 p.m. on Thursday October 26th, at O'Rourke Recreation Center, 901 Virginia St.
2. **Mandatory Meeting for all registered participants:**  
6:30 p.m. on Wednesday November 29<sup>th</sup> at O'Rourke Recreation Center, 901 Virginia St.
- **Drivers of vehicles towing floats must provide a copy of valid Driver's license and proof of vehicle insurance.**

**Please be sure to read all of the Rules and Regulations and sign below.**

SIGNATURE \_\_\_\_\_ NAME \_\_\_\_\_



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Applicant's Name: \_\_\_\_\_

Business/Organization: \_\_\_\_\_

Title of Entry: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Street/Apt. Number

City

State

Zip Code

Daytime Telephone Number: \_\_\_\_\_ Cell Phone No.: \_\_\_\_\_

(Please circle all that apply)

**All entries must have Excessive Lights!**  
**Neon Sticks are not sufficient for the Holiday Lights Parade**

<b>Motorized vehicle/ Use of flatbed trailer/Float</b>	<b>Walking/marching group floats only.</b>	+
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 1-3 vehicle per entry \$50 1-100 \$50 per entry, 5 groups / 4-6 vehicles per entry \$75 101-200 \$75 per entry 1 group 1 vehicle + flatbed = 2 vehicles \$50 Non-motorized vehicle (bicycle, wagon, etc.) \$50 Motorcycles 4 = 1 vehicle \$50**Dimensions of Parade Entry: Length \_\_\_\_\_ Max (35 ft) Width \_\_\_\_\_ (20 ft) Height \_\_\_\_\_ (13 ft)**

Example: If you are entering a tractor with trailer &amp; truck. What is the total length of the entries combined from nose to tail?

My signature below indicates I have read and agree to follow and adhere to all of the parade rules and regulations for the Celebration of Lights as listed in this packet. I also assume the responsibility of informing my co-workers, parents, participants, guests and any individual participating in my entry of the event rules and regulations for the Celebration of Lights.

\_\_\_\_\_  
Applicant Signature\_\_\_\_\_  
Date

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**Liability Release Form**

Participant's Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian: Father \_\_\_\_\_ Phone(H): \_\_\_\_\_ (W) \_\_\_\_\_

Mother: \_\_\_\_\_ Phone(H): \_\_\_\_\_ (W) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone(H) \_\_\_\_\_ (W) \_\_\_\_\_

For and in consideration of the privilege of participating in the **2017 evolve Federal Credit Union Celebration of Lights Parade** organized by the City of El Paso Parks and Recreation Department. The undersigned (participant or legal guardian) \_\_\_\_\_ his, her, or its predecessors, successors, assigns, heirs, executors, administrators, legal representatives, or anyone claiming an interest through Participant, does hereby agree to indemnify, waive all claims, release, defend and hold harmless the \_\_\_\_\_ City of El Paso, its officers, agents and employees from and against any and all liability claims, suits, losses, damages or causes of action, including all expenses of litigation and settlement for death, injury to or debt of any person, or for loss of, damage to, or loss of uses of any property arising out of, connected with, or related to Participants participation in the above described activity.

Such indemnity shall apply whether the claims, suits, losses, damages, causes of action or liability arise in whole or in part from the negligence, or allegations of negligence, of the City of El Paso, or any of its officers, agents, or employees. It is the express intention of the parties hereto, both the City of El Paso and PARTICIPANT, that the indemnity provided for in this waiver is indemnity by PARTICIPANT to indemnify and protect the City of El Paso from the consequences of the City of El Paso's own negligence, whether that negligence, or allegation of negligence, is the sole or concurring cause of the injury, death, or damage.

It is understood by PARTICIPANT that such indemnity by PARTICIPANT is to indemnify and protect the City of El Paso from liability, claims, suits, losses, damages or causes of action due to the negligence, error or omission of PARTICIPANT, or the negligence, error or omission of any other person or persons.

The undersigned PARTICIPANT executes this waiver knowingly, intentionally and voluntarily, understanding that the terms herein are contractual and not a mere recital, and with full knowledge of its significance.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

Participant's Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Parent / Legal Guardian: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

I hereby consent and authorize the City of El Paso Parks and Recreation Department to reproduce photographs or videos of the 2017 Participants in the evolve Federal Credit Union Celebration of Lights Parade for advertising and publicity purposes.

_____	_____	_____
<b>Participant Name</b>	<b>Participant Signature</b>	<b>Date</b>
_____	_____	_____
<b>Parent/ Legal Guardian Name</b>	<b>Parent/ Legal Guardian Signature</b>	<b>Date</b>

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**Certification of Entry**

**(To be filled out and signed by the float/marching group leader only) 1 copy only**

The Undersigned, being responsible for the (NAME OF ORGANIZATION, SCHOOL, BUSINESS) \_\_\_\_\_ float/marching group, hereby certifies that he/she has attached a properly filled out and signed Celebration of Lights Parade Liability Release Form for each member of the float / marching group participating in the 2017 Celebration of Lights Parade on Saturday, December 2, 2017. The Undersigned also certifies that he/she understands not to authorize anyone without a signed and filed Celebration of Lights Parade Liability Release form with Parks and Recreation officials to participate as a member of his/her float/marching group.

Name of Group/Marching Unit/Float:

\_\_\_\_\_

Name of Person in Charge: \_\_\_\_\_

Signature of Person in Charge: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail \_\_\_\_\_

**ACKNOWLEDGEMENT SIGNATURE SHEET**

I, \_\_\_\_\_ representing the \_\_\_\_\_ (organization or business) (“Entrant”) have completely read, and have a full understanding of the Rules & Regulations, and the Safety Requirements for the 2017 Celebration of Lights Parade. I agree that it will be my responsibility to inform all members of the Entrants as to the Rules, Regulations and Safety Requirements. I also understand and agree that if the Entrant or any member thereof fails to abide by the Rules, Regulations and Safety Requirements, that the entrant can be prevented from participating and or expelled from the Parade.

\_\_\_\_\_  
Name and Signature

\_\_\_\_\_  
Date



# 2017 Celebration of Lights Parade

## Float Safety Requirements

<b>CHASSIS</b>	Flexible enough to withstand normal driving, but rigid enough not to oscillate under normal driving conditions.
<b>BRAKE SYSTEM</b>	Must be hydraulic and have emergency brake system, and in good working condition.
<b>WHEELS, TIRES</b>	Must be in good working condition and able to perform normal steering functions with no more than one-half round play.
<b>STEERING</b>	
<b>ENGINE</b>	Must be properly installed and in good working condition.
<b>COOLING SYSTEM</b>	Must be sufficient to cool engine and ensure proper air flow to radiator.
<b>EXHAUST SYSTEM</b>	Must meet automotive standards, free of cracks. Should extend 12” beyond exterior of float. Must be insulated with pipe lagging and must not make contact with the float. Flexible exhaust pipe tubing must extend 12” to the side or rear of the float beyond the apron.
<b>MUFFLER</b>	Clear of running gear; if near combustible objects, it must be shielded.
<b>FUEL SYSTEM</b>	Gas tank must be Dept. of Transportation approved for vehicle use and load free of decorations. Tank should be securely mounted to frame and accessible, mounted away from driver position.
<b>FIRE WALLS</b>	Must be left intact or reasonable metal substitute must be provided.
<b>ELECTRICAL SYSTEM</b>	Approved wiring for automotive use and installation must minimize mechanical damage and must be properly fused. Circuits above 30 volts must be ungrounded.
<b>TOWING</b>	Floats must be equipped with some type of proper towing device on the front and rear of the float.
<b>FIRE EXTINGUISHER</b>	Dry chemical-all purpose 2a-10bc extinguisher is required and should be tested and certified and accessible to the driver. No smoking allowed on or near the floats, including the assembly area.
<b>DRIVER SPACE</b>	Interior should adequately permit emergency escape and have two exits for driver and inspector.
<b>VENTILATION</b>	Must provide adequate ventilation for possible exhaust leaks.
<b>DRIVER VISIBILITY</b>	Adequate visibility should be provided. Devices such as mirrors is not allowed. Riders should not block driver visibility.
<b>RIDER PROTECTION</b>	Each float rider must have a means to support and protect themselves against falling objects. (examples: seat belts, back supports, arm rests or hand holds) Riders should only be used when they serve a useful function and must be costumed appropriately to fit the float title, and safely for visibility, and secure footing or seating. Under no circumstances will materials or objects of any kind be thrown or otherwise distributed from riders on the float during the parade route. Intoxicants are not allowed on the floats.
<b>GENERATORS</b>	Portable generators only are allowed, but must be securely mounted on the vehicle with 12” minimum spacing between generators and combustibles. Exhaust lines firmly attached and installed so as to terminate into a common exhaust line serving the vehicle or piped directly to exterior of float as required for the vehicle exhaust system. (Recommend use of GFCI Outlet).
<b>HYDRAULIC SYSTEMS</b>	Hydraulic Systems are allowed by must have mechanical locks and override.
<b>DECORATIONS</b>	Decorative materials must be fire retardant.

**No changes or modifications are allowed from the Float safety requirements.**



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# Information Sheet for Media

Please Print (legibly) or Type information

Entry/Group name: \_\_\_\_\_

Title of Entry: \_\_\_\_\_

Category: (circle one) Motorized      Walking      Non-Motorized      Motorcycle

Entry designed/sponsored by: \_\_\_\_\_

How many years in parade: \_\_\_\_\_ Phone: \_\_\_\_\_

Note: Provide information for media advertisement/promotion:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Special stories about your entry? (optional)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recognized/ Merits you wish the media to announce (optional):

\_\_\_\_\_  
\_\_\_\_\_

**NOTE: All information will be released to local news media.**

(please use additional sheets if necessary)

