Winterfest Lights Parade (2022)
Saturday, November 19, 2022. Parade starts at 5:30 p.m.

Over 55,000 spectators attend the annual Winterfest Celebration of Lights Parade in downtown El Paso every year. Coupled with the Tree Lighting Ceremony, it is the largest single event in downtown El Paso. This year’s event is Saturday, November 19, 2022 with the parade starting at 5:30 p.m. The festivities feature the only light parade in the City, along with entertainment by local performers and shopping opportunities with local vendors.

Parade Registration Information
Please fill out the Parade application and send back a complete application by e-mail to Grace Faulkner FaulknerGR@elpasotexas.gov. Further information about the application process will be sent to you via email. Please check your application to ensure all pertinent information is properly filled out. Be aware all payments must be done in person in order to finalize your registration and secure a slot. *Car clubs there will have a limit of 10 entries, with a max of 10 vehicles per club. **Walking groups also limited to 10 entries. Walking groups associated with a float do not count towards the 10 limit entries. Walking groups also have a max of 100 participants per group.

Mandatory Meetings
There will be a small number of mandatory meetings in October and November that must be attended by at least two (2) individuals from your organization or group. The specific meetings and times are listed below. The preferred individuals to attend these meetings are those who will be actually in attendance on the day of the event and, if there are any driven vehicles, the driver must attend.

Workshop for All Registered Parade Participants: (must attend at least one)
Tuesday, October 18th at 6 PM OR
Tuesday, November 1st at 6 PM
Sylvia A. Carreon Community Center
709 Lomita Dr., El Paso, TX 79907

Parade Order and Safety Protocols Meeting (must attend)
Tuesday November 15th at 6 PM
Sylvia A. Carreon Community Center
709 Lomita Dr., El Paso, TX 79907

Drivers of vehicles towing floats must provide a copy of current Driver’s License and a copy of proof of insurance. Please read all of the Rules and Regulations thoroughly.
Winterfest Lights Parade (2022)
Parade Entry Form

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

Motorized vehicle/ Use of flatbed trailer/Float       Walking/marching group floats only. +

☐ 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
   (4 bicycles/wagon = 1 vehicle)

☐ Motorcycles 4 = 1 vehicle $50

Dimensions of Parade Entry: Length _______ Max (35 ft) Width_______ (20 ft) Height_______ (14 ft)

Example: If you are entering a tractor with trailer & 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 parade rules and operate my entry at the Winterfest Lights Parade by complying with all event rules, municipal rules and regulations set forth throughout this document and any attached documents. I also assume the responsibility of informing my co-workers, parents, participants, guests and any individual participating in my particular entry of the event rules and will ensure they are adhered to and complied with throughout the entire event.

_____________________________________________       ____________________________________________
Applicant Signature       Date
Winterfest Lights Parade (2022)
Liability 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 2022 Winterfest 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 Participant’s 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. Also, it is understood by PARTICIPANT that such indemnity is indemnity by PARTICIPANT 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 __________________________, 2022.

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 video of the 2022 Participants in the Winterfest Lights Parade for advertising and publicity purposes of every description.

<table>
<thead>
<tr>
<th>Participant Name</th>
<th>Participant Signature</th>
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<th>Parent/ Legal Guardian Name</th>
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*Each Participant, Walker, Float Rider, must submit the above form by the deadline of October 24, 2022, or your entry in the Winterfest Lights Parade will not be allowed to participate.*
Winterfest Lights Parade (2022)
Certification Form
(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 filed and signed Winterfest Lights Parade Liability Release Form for each member of the float/marching group who will be participating in the 2022 Parade on Saturday, November 19, 2022. The Undersigned also certifies that he/she understands that no one will be allowed to participate in the Parade without a Liability/Release Form to participate as a member of his/her float/marching group.

Float/Marching group
Organization name: ___________________________

Name of Leader: ___________________________

Signature of Leader: ___________________________

Address: ___________________________

Phone: ___________________________

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 2022 Winterfest 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, or expelled from the Parade.

_________________________  ___________________________
Name and Signature  Date
Winterfest Lights Parade (2022)
Float Safety Requirements

1. CHASSIS Flexible enough to withstand normal driving, but rigid enough not to oscillate under normal driving conditions.

2. BRAKE SYSTEM Must be hydraulic and have emergency brake system, and each must be in good working condition.

3. WHEELS & TIRES Must be in good working condition and able to perform normal steering functions with no more than one-half round play.

4. ENGINE Must be properly installed and in good working condition.

5. COOLING SYSTEM Must be sufficient to cool engine and ensure proper air flow to radiator.

6. EXHAUST SYSTEM 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.

7. MUFFLER Clear of running gear; if near combustible objects, it must be shielded.

8. FUEL SYSTEM Gas tank must be D.O.T. approved for vehicle use. Tank should be securely mounted to frame and accessible, mounted away from driver position. The tank be free of decorations.

9. FIRE WALLS Must be left intact or reasonable metal substitute must be provided.

10. ELECTRICAL SYSTEM Approved wiring for automotive use. Installation must minimize mechanical damage and must be properly fused. Circuits above 30 volts must be ungrounded.

11. STEERING Must be in good working condition and able to perform normal steering functions with no more than one-half round play.

12. TOWING Floats must be equipped with some type of proper towing device on the front and rear of float.

13. FIRE EXTINGUISHER Dry chemical-all purpose 2a-10bc extinguisher is required. Extinguisher should be tested and certified and be easily accessible to the driver. No smoking will be permitted on or near floats, including the assembly area.

14. DRIVER SPACE Interior should adequately permit emergency escape. Two exits for both driver and inspector should be available.

15. VENTILATION Must provide adequate ventilation for possible exhaust leaks.

16. DRIVER VISIBILITY Adequate visibility should be provided. Devices such as mirrors will not be allowed. Riders should not block driver visibility.

17. RIDER PROTECTION Each float rider will be provided with means to support and protect themselves against falling. (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 fit the float tile and safely for visibility, and secure footing or seating. Under no circumstances should materials or objects of any kind be thrown or otherwise distributed from riders on the float during the parade route. Intoxicants will not be allowed on the floats.

18. PORTABLE GENERATORS Generators are allowed, but must be securely mounted on the vehicle and allow a 12” minimum spacing between generators and combustibles. Generators must be equipped with 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).

19. HYDRAULIC SYSTEMS Are allowed. Must have mechanical locks and override.

20. DECORATIONS Decorative materials must be fire retardant.

CHANGES ARE NOT ACCEPTED FROM THE ABOVE SAFETY REQUIREMENTS.
2022 Winterfest Lights Parade
Rules and Regulations

1. Entries for the parade are limited to the first 65 paid parade entries. Registration forms are considered on a first paid basis. Please ensure all forms are filled out completely. The signed waiver of liability form and all other required forms must accompany the registration. Registrations will not be accepted without all the required material. (Initial __)

2. Floats and entries may be no more than 14 feet high, 35 feet long and 20 feet wide to allow for safe maneuvering under traffic lights and turning streets. Forms must have proper measurements of vehicle and walkers the total length and width. (Initial __)

3. Person driving the float must present proof of insurance and current and valid state issued Driver’s License. A copy of each will be obtained at first mandatory meeting. (Initial __)

4. All entries must have excessive lights to highlight their entry. For example, a car should have 25 strands or more of lights or 'net' packages to cover more space. Rope lighting and spotlights could be used for outlining. Floats, trailers, bikes, marching/walking groups are required to have some source of lighting. Power sources are generators, battery adapters, power converters and battery operated accessories. Designated El Paso Parks and Recreation Department personnel will be in the vicinity to inspect entries prior to the parade. If it is, determined that more lights are required the entry may be disqualified from the parade and fee is non-refundable. People walking must be individually lighted from the waist up. (Initial __)

5. Headlights must be covered or off during the parade route. (Initial __)

6. All walking, marching and performance groups must stay in constant motion to avoid delays. Parade escorts will ensure constant forward motion of the parade and will maintain a steady rate to prevent gaps. Please do not stop and perform along the parade route. Skits, maneuvers or other type of performances are not permitted. (Initial __)

7. For the safety of parade participants and spectators: No candy, flyers, silly string, coupons, books, balloons, toys or objects may be thrown by parade participants and no fire or pyrotechnics. The firing of firearms of any kind is prohibited. City Code 10.12.010. A licensed carrier must notify coordinator (blank ammunition only). (Initial __)

8. All music played may be Holiday themed rap, house, hard rock, and hip-hop. No other, or unrelated to holidays music will be allowed. This is a family event with children. Ask parade inspectors to verify music. (Initial __)

9. Children and adults are not allowed to ride on the hood or side step of any vehicle. Any entry violating this rule will be immediately removed. (Initial __)

10. A map will be provided for all parade entrants. Please follow all directions that are provided. It is your responsibility to pass all necessary information on to all of your participants. (Initial __)

11. Please designate a spot (other than the parade line-up) to meet before and after the parade. Please have all parents meet at a pre-designated location to pick-up their children. Please determine your groups "pick-up spot" ahead of time. An adult must supervise all children participating in the parade at all times. Parents with baby carriages and additional siblings in tow are not allowed, unless part of the entry and totally lit. (Initial __)

12. The order of the parade will be provided at the mandatory meeting. A parade number will be assigned for each vehicle you enter in the parade. This number must be displayed in the upper right side of your vehicle(s), float(s) or banner. The entries name must be displayed visibly on the front of their parade entry for the crowd and media to see. You will not be able to get into the parade line-up without a number. (Initial __)

13. Every year, it is a tradition for the City of El Paso Parks and Recreation Department to provide "Santa Claus" for the parade. For this reason, we are requesting that no other organization/company have a Santa Claus in the parade. Please be sure to communicate these rules and regulations to your participants. You assume responsibility of participants, guests and any individual participating in your entry. (Initial __)

14. Parade staff (in safety vests) will be spaced throughout the parade route to assist participants with concerns and enforce rules and regulations. (Initial __)

15. A fire extinguisher or dry chemical-all purpose extinguisher is required. Extinguishers should be up to date, certified, and easily accessible to the driver. No smoking will permitted on or near the floats. Decorations should be heat resistant, fire retardant/proof. Parade official and fire marshal will inspect prior to parade. (Initial __)

16. Generators must be secured in vehicle/trailer and allow a"12" spacing between combustibles and generator. Must have plenty of gasoline to operate 3 to 4 hours. (Initial __)

17. Only Parade vehicles are authorized into the staging zone. Please make proper plans to park personal vehicle(s) outside the staging perimeter. (Initial __)

18. NEW STREETCAR Safety Protocol: Due to the new Streetcar rail in the downtown area, a SAFETY protocol will be established for the safety of participants and spectators. Entries with any kind of vehicles will be restricted to a 14 feet height limit and all participants will be asked to depart the vehicles 50 feet before crossing rails. City staff then will walk everyone 50 feet beyond rails and only then will escorted participants be permitted to board vehicles again. This item will be discussed further in the upcoming mandatory trainings. There will be no exceptions on this protocol.

Person Completing Application: __________________ Signature: __________________ Date: _______________
Winterfest Lights Parade (2022)
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.

*The Winterfest Celebration of Lights Parade will be televised live for the 22nd year on the CW Network Channel of Cable 8.