

## **Rules, Route and Safety Requirements 2009 Silver Bells Electric Light Parade**

**ENTRY INFORMATION – We ask that you read the following rules and safety requirements and sign the acknowledgement form in the application stating that you have done so.**

1. The parade will take place on Friday, **November 20, 2009 at 6:10** pm, RAIN, SNOW or SHINE.
2. The parade will be limited to **sixty entries**. Entry **applications must be received on or before September 1, 2009**. Previous entrants and event sponsors will have first priority if their unit description assures spectacular lighting.
3. Entries must have entertainment value and demonstrate creative use of lights (clear and colored). **A minimum of 5,000 lights is required** for a visible and well-lighted entry.
4. **Maximum height** for entries is thirteen feet, 6 inches from the ground.
5. **All entries should be properly identified with signs or banners with the organization's name on the entry** so spectators know who you are.
6. **THERE CAN BE NO LIVE SANTAS OR MRS. SANTAS AS A PART OF YOUR ENTRY.** The Parade Committee will be bringing "The Real Mr. and Mrs. Claus" at the end of the parade.
7. **Equestrian and animal units must provide their own accompanying clean-up personnel and equipment.**
8. There will be **no walking entries**.
9. **The Arts Council of Greater Lansing and its parade committee reserves the right to reject any entry that is not in good taste, is inappropriate, or is not in the best interest of the enjoyment of the Parade.**
11. All parade participants are required to conduct themselves in such a manner as to not infringe on the rights of those people living in and along the staging areas and parade route.

### **SAFETY/LIABILITY**

1. There will be no fueling of generators during the parade route or fuel cans (gasoline, fuel oil, etc.) allowed on board parade floats.
2. There will be no live fires on any floats including wood stoves.
3. There will be no vision obstructions to tow vehicles. An observer other than the driver is required with all towed entries. The observer can walk or ride.
4. Electrical problems are a concern and we will be looking for common hazards such as exceeding the number of light strands per manufacturing specifications, faulty extension cords, over current protection, staples in wiring, etc.
5. All children must have adult supervision.

## SAFETY/LIABILITY (continued)

6. **City Ordinance prohibits throwing or passing out favors or give-aways on the parade route. Due to our large crowds and for the safety of small children, this ordinance will be strictly enforced.** If you would like to hand out favors, please do so at the designated display area on Washington Square after the parade, this a great opportunity for you to meet and greet your fans and hand out your treats.
7. In accordance with local fire regulations, every float, motorized or horse drawn entry shall be equipped with a class (A,B,C) fire extinguisher. All units will be checked for the fire extinguisher.
8. For your safety, floats/vehicles shall be brought to a complete stop before participants climb on or off the vehicle. Only emergency stops shall be allowed during the parade procession.
9. **The travel speed in the parade route shall be the average walking speed or approximately 3 miles per hour. A distance of at least 25 feet and no more than 50 feet shall be maintained between other entries. Please do everything possible to maintain this distance, large gaps are confusing and hazardous to spectators.**
10. No explosives or fireworks of any kind shall be allowed during the parade. Any entries that are exceptionally noisy (horns, antique muskets, sirens, etc.) must be noted on the application.
11. Responsibility for the disposal of trash and other debris in the staging area and along the route rests with the parade participants. We encourage everyone in keeping our city beautiful. Those units with animals must clean up any leavings prior to vacating the area. Floats and other entry material shall be removed from the site by 9:00 P.M.
12. You must submit a COMPLETE application to be considered. You may re-submit a more detailed description later when you finalize plans for your entry. Successful applicants will be notified by October 1, 2009.
13. ***Proof of Comprehensive Liability Insurance with Contractual Liability Coverage in an amount of not less than five hundred thousand dollars (\$500,000) is a requirement for participation in the parade.*** This is easily obtainable through your current insurer, a rider to your policy naming the Arts Council and Silver Bells in the City as an additional insured. We will accept faxed copies: 517-484-2564.

## PARADE ROUTE/STAGING AREA

1. The parade route will be through downtown Lansing. The parade will begin at the corner of Lenawee and South Washington. The route will be north on Washington Square, west on Ottawa, south on Capitol Avenue, back to the staging area. The route is slightly less than one mile total.
2. Because of congestion in the staging area, only those vehicles registered in the actual parade will be permitted in the staging area.
3. The parade staging area will be unavailable for parking vehicles that are not in the parade.
4. Entrants will be sent information on the parade line-up and final staging instructions prior to November 15, 2009. This information will tell you exactly where your unit will appear in the parade.
5. All parade participants must remain in the designated order through the entire parade.



2009 Silver Bells in the City  
DVD Pre-Order Form

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Yes! Please reserve \_\_\_\_\_ copies at \$10.00 each

My check is enclosed \$ \_\_\_\_\_

Please charge my Visa/MC/Amex/Discover card:

Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

CVS# (3 digit number on back of card) \_\_\_\_\_