



October 7, 2009

Happy Holidays!

130 West Main Street
St. Clairsville, OH 43950

Phone: 740 695-9623
Fax: 740 695-4280

www.stcchamber.com

The *Holidays on the Hilltop St. Clairsville Christmas Parade*, presented by the St. Clairsville Area Chamber of Commerce, is just around the corner and we invite you and your business or organization to participate. The parade will be **Thursday, November 19, beginning at 6:30 p.m.**, immediately following the Christmas Tree Lighting Ceremony, which will begin at 6:00 p.m. This year, we are honoring East Richland Evangelical Friends Church's Pastor Emeritus Wayne Ickes and his wife Barbara as the Grand Marshals and our theme is *Spirit of Christmas*.

An entry form, parade rules/regulations, and participant responsibility agreement are all enclosed. **Please take the time to read these documents because insurance requirements dictate strict adherence to these guidelines.**

If you wish to participate in the parade, please complete the entry form and return it to the Chamber office **no later than Friday, November 6**. No entries will be accepted after this date because we need to finalize the parade order. **Please keep a copy of your entry form and responsibility agreement for your records.**

An entry fee of \$35 will be charged for each commercial participant; non-profit organizations may participate at no charge. **The entry fee will be reduced to \$25 for applications that are completed and returned to the Chamber office by Wednesday, October 28.**

Before the parade you will be sent a follow-up letter with your parade position number and other details for the day. **Please make sure that line-up information is shared with everyone participating with your unit.** As much as is practical, we encourage groups to carpool to the parade lineup to minimize the traffic around the lineup area.

Please call us at (740) 695-9623 if you have any questions. If this letter has reached the wrong person, please forward it to the appropriate individual or contact our office with address changes. We appreciate any help you provide in routing this letter.

The parade is always a lot of fun and a big attraction for the area. We're looking forward to having you join us on November 19 to celebrate the parade!

Sincerely,

Handwritten signature of William A. Piko in black ink.

William A. Piko
Parade Chairperson

Handwritten signature of Amy Aspenwall in black ink.

Amy Aspenwall
Chamber Executive Director

The St. Clairsville Area Chamber of Commerce presents the
Holidays on the Hilltop St. Clairsville Christmas Parade
Entry Form

The parade is **Thursday, November 19, 2009 at 6:30 p.m.**

Print or type • Complete all requested information • Do not leave any item blank
 Also complete the responsibility agreement • Keep a copy of both forms for your records

Organization Name _____

Contact Name _____ Title _____

Additional Contact Name _____ Title _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Organization Type Commercial Non-Profit Individual

Payment (\$25 if paid by October 28, \$35 if paid October 29 - November 6)

enclosed will be delivered to the Chamber office by 11/6/07 not applicable (non-profit)

Describe your entry (to be read by announcers)

Check each of the classifications that apply to your entry

- | | |
|---|--|
| <input type="checkbox"/> Float (<input type="checkbox"/> Rented <input type="checkbox"/> Homemade) | <input type="checkbox"/> Police |
| <input type="checkbox"/> Decorated Vehicle | <input type="checkbox"/> Fire Department |
| <input type="checkbox"/> Marching Unit | <input type="checkbox"/> Horses |
| <input type="checkbox"/> Dance Unit | <input type="checkbox"/> Horse-drawn Unit |
| <input type="checkbox"/> Music will be played with unit | <input type="checkbox"/> Animals _____ (types) |
| <input type="checkbox"/> Candy will be distributed by walker | <input type="checkbox"/> Walking |
| <input type="checkbox"/> Will stop to perform in front of judges | <input type="checkbox"/> Mascot |
| <input type="checkbox"/> Military / Veteran | <input type="checkbox"/> Also participating in Tree Lighting |

Approximate length of your line-up less than 20' 20' 40' 60' 80' other _____

Return this form, participant responsibility agreement, and payment (by Friday, November 6) to:

St. Clairsville Area Chamber of Commerce 130 West Main Street St. Clairsville, OH 43950
 Phone 740 695-9623; Fax 740 695-4280; info@stcchamber.com

Holidays on the Hilltop St. Clairsville Christmas Parade
presented by the St. Clairsville Area Chamber Of Commerce

Participant Responsibility Agreement

Article 1: It is agreed that the undersigned intends to be a Participant in the Holidays on the Hilltop St. Clairsville Christmas Parade, presented by the St. Clairsville Area Chamber of Commerce held in and on the streets of St. Clairsville, Ohio on Thursday, November 19, 2009. Participant acknowledges that he/she has read all the rules and regulations as promulgated by the Chamber regarding safety measures, and understands its content.

Article 2: Be it further agreed that the Participant does hereby accept and acknowledge full and total responsibility for his/her actions and activities during the course of the Parade en-route, and does accept and acknowledge the fact that the St. Clairsville Area Chamber of Commerce, its staff or Board of Directors, expressly offer no indemnification to Participant for any injury that may befall a member of the Participant's entry or the Parade audience as the result of the Participant's activity.

Article 3: It is further agreed that Participant agrees to assume full responsibility for his/her activity that involves the offering, delivery, or distribution, in any manner whatsoever, of goods or candies to members of the public who constitute the Parade audience. **These goods or candies must be handed out by a walker (NOT from a vehicle or float) or gently tossed underhanded throughout the course of the Parade.**

Article 4: In the event that any rules are broken, Participant will hold harmless the St. Clairsville Area Chamber of Commerce, its staff and Board of Directors and will be responsible for any damages and/or legal expenses resulting from Participant's activities.

I, the undersigned Participant, have read, understand and agree with all Articles of the Participant Responsibility Agreement listed above and the enclosed Guidelines and Rules for the 2009 St. Clairsville Area Chamber of Commerce Christmas Parade.

Organization Name

Name/Type of Unit (Float, Band, etc.)

Printed Name of Person in Charge

Signature of Person in Charge

Holidays on the Hilltop St. Clairsville Christmas Parade

presented by the St. Clairsville Area Chamber Of Commerce

General Information

Theme: *Spirit of Christmas*
Date: Thursday, November 19, 2009, beginning at 6:30 p.m.

Guidelines

Floats

- All floats must have skirting or fringe
- A driver must remain with each float at all times
- Towing vehicles should be decorated to tie in with the float theme
- **Items may not be thrown from a vehicle/float – only walkers may distribute items.**
- Santa may not appear on any floats except the official Santa entry
- Floats must be decorated before entering the line-up area (final touch ups may be made after the float is in position)
- Floats may only enter at the Fairgrounds by the Recreation Center

Horse Units

- Horse units such as riding clubs, horse-drawn carriages or wagons are permitted in the parade
- All horse units meet at the fairgrounds
- Each horse must be diapered or provide its own cleanup crew to follow behind the horse unit

Vehicle Units

- Vans, cars, trucks, etc. are permitted in the parade should be decorated, and have a neat, clean appearance

Marching Units

- Marching units must be costumed

Dance / Performance Units

- Area dance schools may participate in the parade
- Stopping to perform routines is **only** permitted in front of the courthouse. Performing routines that require the full forward movement of the group / unit to stop or go to half-step are allowed only when forward movement of the entire parade has come to a halt or when performing in front of the judges' stand.
- Performances in front of the judges' stand will be limited to a MAXIMUM of 2 MINUTES.
- Judging of performing units will be based on relevance to parade theme; coordination of costumes with parade and performance theme; coordination of music selection with parade / Christmas theme; and technical difficulty of performance. Individual scores in each area will be assigned, then averaged and compared with other performers' average scores to determine the category winner.

Specialty Units

- Specialty units are encouraged to join the parade
- Units may be farm tractors, ATVs, go-carts, clown units, etc.
- Units may be driven only by licensed drivers
- Units must be decorated and carry the logo of the sponsoring business

Fire Department Units

- All units are welcome
- Line-up on Woodrow Avenue (headed west)

Line-Up Rules

- We reserve the right to disqualify any entry that is not ethically suitable or does not adhere to the rules and regulations.
- All participants must be dropped off at the Recreation Center parking lot and check in at the press box.
- Groups should meet at the stadium and, upon notification of your line-up position, report as a group.
- All equipment used in the parade must be unloaded at the Recreation Center and carried to the line-up area.
- Absolutely **no vehicles** (other than vehicle entries) will be allowed in the line-up area.