



City of Portsmouth, NH Illuminated Holiday Parade

2024 PARADE RULES & REGS

Saturday, December 7

Theme: Let it Glow!

GENERAL PARADE RULES

- Walking, driving, bike riding, skate boarding, dancing, and general merriment allowed.
- Smoking, alcoholic beverages, controlled substances, firearms, mopeds, scooters, mini-bikes, segways, and 4-wheelers are prohibited.
- Bicyclists & scooters must wear a helmet and have lights and/or reflective materials on the bicycle for safety.
- Equestrian units must be illuminated, may not be left unattended, and must be followed by a clean up crew.
- Children must have adult supervision before, during and at the end of the parade. State law also requires there be at least one adult for every four children riding on a float.
- All vehicle operators must possess a valid driver's license and registration for the vehicle.
- Each entry application has a maximum of 3 vehicles (unless special permission is granted).

THEME

"Let it Glow" is a play on the Let it Go song from Disney movie, Frozen. For this holiday season, The Music Hall is hosting the Ogunquit Playhouse production of Frozen the Broadway Musical. Since the Portsmouth Holiday Parade focuses on illumination, we have changed the words to Let it Glow!

ILLUMINATION

This is an illuminated parade. It takes place in the dark. All units are required to have some form of illumination. The more festive, the better!

FLOATS

- ALL FLOAT TRAILERS MUST RECEIVE APPROVAL FROM PARADE COORDINATOR.
- **No floats or towed trailers with wheels protruding beyond the footprint of the float platform will be allowed.** No exposed wheels. Fenders are not sufficient. Float platform must extend out farther than the wheels.
- Towed float trailers can be no longer than 23 feet long and flatbed trailers no longer than 29 feet. Floats shall be no more than 13 feet high from the ground and 9 feet wide.
- Participants SHALL NOT get on or off moving floats and walking participants SHALL NOT retrieve articles from floats.
- Portable generators must be securely mounted. Floats should be constructed with fire-retardant materials and must carry an all-purpose type ABC, 5-lb. fire extinguisher within reach of the driver. No open flames are permitted.
- At least one adult, other than the driver, must supervise children riding on vehicles and have a reasonable means of immediate communication with the driver. There "shall not be less than one adult per every 4 children and sufficient to ensure each child is visible to a supervising adult," per RSA 265:108-a.
- All participants on floats must be seated with a substantial barrier in front of them; sitting on the edge of the vehicle/float with arms and legs hanging off is prohibited.
- Standing participants must wear a safety belt to prevent falls from the float or vehicle.
- The name of the float-sponsoring organization or individual must be visible to the crowd. Commercially sponsored floats must promote the parade theme and not emphasize commerce.
- **FLOAT PARTICIPATION REQUIREMENTS:**
 - ☑ 1. Pictures or schematics of float (if pulling a trailer-- photos must show that wheels are not exposed).
 - ☑ 2. Proof of registration & insurance for trailer.
 - ☑ 3. Copy of the driver's license of the driver of the float unit. All drivers will be re-checked on parade night.

LIABILITY RELEASE

- Applicants assume all responsibility for any loss or damage in connection with their participation in the parade. The City of Portsmouth will not be liable for any damage, theft, loss of property, or injury.
- The City of Portsmouth reserves the right to remove any entry where safety measures are, in the opinion of City staff, inadequate and the right to disqualify any entry for failure to abide by safety regulations.
- The ultimate responsibility for safety lies with each parade participant. Participants must comply with these rules and follow all other applicable government laws and regulations, safety codes, manufacturer's recommendations, and similar standards necessary to safely operate vehicles, floats and equipment.

ROUTE

- For parade participants, the line up locations will be on the side streets along Islington Street near Plaza 800. Approximately one-week prior to the parade, all participants will be notified of their exact street line up location.
- The parade route officially begins at Summer St./Islington St and proceeds across Maplewood Ave and down Congress Street towards Market Square. The procession turns right onto Pleasant Street and right again onto Junkins Ave.
- Vehicles are not allowed to park along the parade route and will be towed at the owner's expense. Spectators line the route to watch the parade. Please note that the parade is most congested in Market Square and to take extra caution.

BEGINNING & END

- **BEGINNING: Everyone must be in place by 5:30pm!** Parade Units line up at their assigned side streets at an assigned time along Islington starting at Jewell Court (near Plaza 800/Hannaford). Units will be fed into the parade at appropriate times from the unit's assigned side street. Parade volunteers, called Street Captains, are on-site.
 - 1) All entries must check in with staff wearing "Event Staff" jackets. Each street has a "Captain" wearing a jacket.
 - 2) No float or vehicle may be left unattended while waiting for the parade to begin.
 - 3) The award judging will take place prior to the start of the parade.
 - 4) All vehicle operators must possess valid driver's license and registration for the vehicle.
- **END:** The South Mill Pond Parking Lot has been designated as the end of parade for units to breakdown and arrange for pick ups. Additional space is available at the Lower City Hall Parking Lot across the street.

***PLEASE NOTE – It is best to map your line up location or do a drive by ahead of time. On the night of, it is very hard to take calls and help you find your street. Plan ahead for your group's parking at the beginning and the end of the parade.**

CANDY

Units may hand out candy and souvenirs along parade route but **NO ONE MAY TOSS OR THROW ANYTHING INTO THE CROWD. Violators will be removed from the parade.**

FEES

- Nonprofit, community organization, family, student or neighborhood group = No Fee
- Corporate or commercial entry = \$35.00 - Check payable to "City of Portsmouth" included with application
- Late Fees (all applicants) = \$25.00

RAIN DATE

In the event of inclement weather, the parade will decide the best course of action.

All weather-related notices will be posted at www.CityofPortsmouth.com, Facebook at "Portsmouth NH Holiday Parade" and by calling 603.767.2697.

If the weather looks iffy, we scrutinize the forecast and radar. If rain and/or snow are predicted and cancelation/postponement is required for safety's sake, we will make the call on Friday, Dec 6. We have several marching bands with students, parents and school buses which require notification well ahead of time.

AWARDS

Judging for the awards is done at the line up/staging area of the parade. Winners will be announced as they proceed through Market Square.

- ♦ Best Community Entry
- ♦ Most Creative Use of Illumination
- ♦ Mayor's Award
- ♦ Best Commercial Float
- ♦ Best Non-Profit Entry

WITHDRAWAL FROM PARADE

Please be courteous and call, text or email to let us know: 603.767.2697 | bsullivan@cityofportsmouth.com

SOCIAL MEDIA

Facebook: Portsmouth NH Holiday Parade & Tree Lighting

Website: www.CityofPortsmouth.com

IMPORTANT DEADLINES

Wed, November 13

Application deadline for floats, flatbed trailers and towed trailers

Wed, November 13

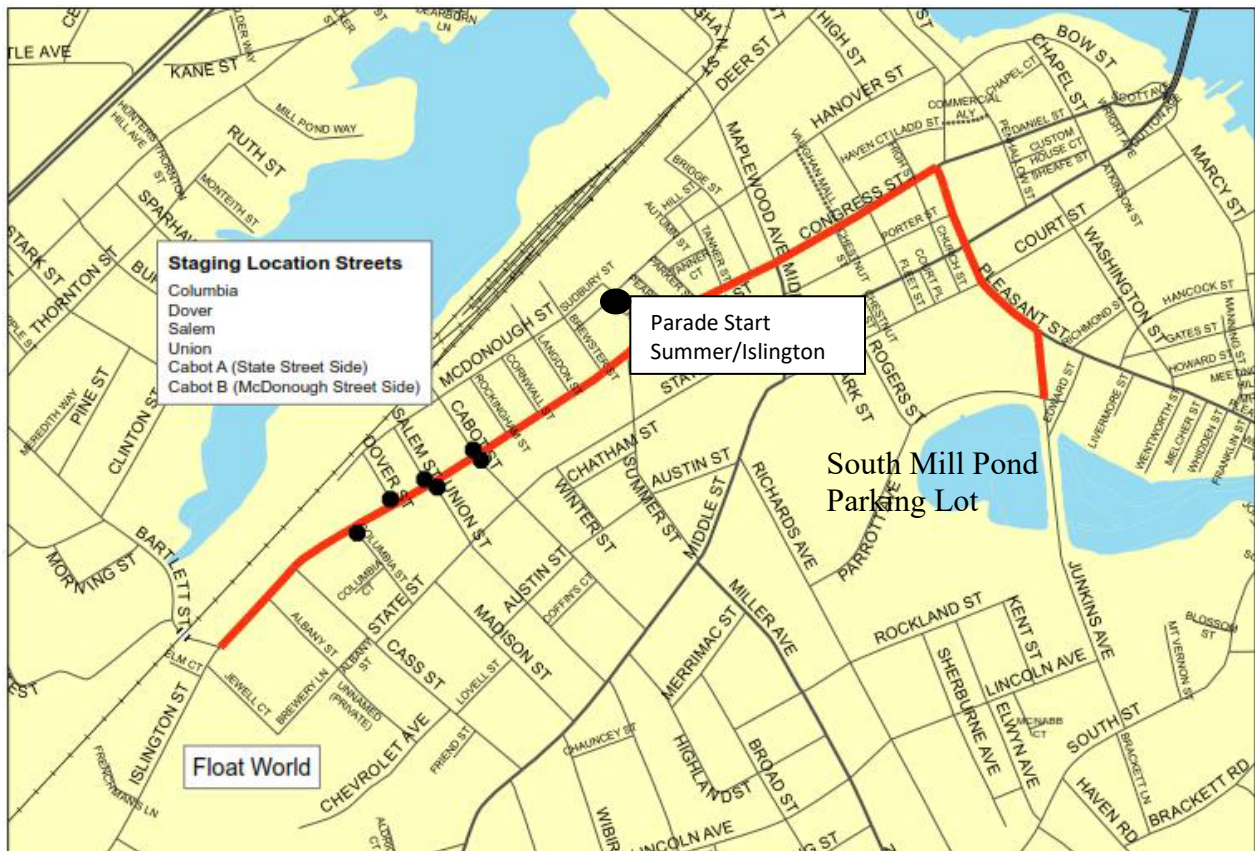
Application deadline for High School Marching Bands

Mon, November 25 at 12:00pm

Deadline for other entries.

A \$25 late fee must accompany ALL applications following the deadline.

The City of Portsmouth is committed to offering a safe and enjoyable parade. If you have any questions, please contact the Parade Coordinator, Brinn Sullivan. 603.767.2697 | bsullivan@cityofportsmouth.com



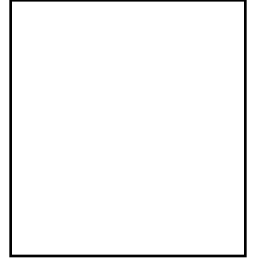


HOLIDAY PARADE REGISTRATION 2024

RETURN TO:

City of Portsmouth Holiday Parade -- Attn: Brinn Sullivan

Mail or Drop off: Community Campus
100 Campus Drive
Portsmouth, NH 03801
bsullivan@cityofportsmouth.com | Cell: 603.767.2697



Person/Group/Organization Name: _____

Address: _____

Contact Person: _____ Email: _____

Phone: _____ Cell phone for Parade Day: _____

Website of Company (if applicable): _____

TYPE OF ENTRY:

- Walking Unit
- Band
- Float (any vehicle pulling a trailer)
- Vehicle (how many): _____
- Equestrian
- Other (Describe): _____

CATEGORY:

- Non-Profit
- School
- Community Organization/Group
- Commercial/Business

GENERAL DETAILS:

- Approximately how many people will participate in your entry? _____
- Will there be children riding on the vehicle/float? YES NO How many? _____
- Description of entry, **including how it will be illuminated.** (**Note: Your entry may NOT include Santa Claus**):

- Sound? YES NO Describe any sound associated with your entry: _____
- Distributing items? YES NO Please describe items: _____
- Do you need to be lined up next to a specific unit? YES NO Which one? _____

Sign below to signify that your entry will follow the Parade Rules and Conditions per NH RSA 265:108a and Portsmouth Parade Committee requirements, as detailed on Pages 1 and 2 of this brochure. I have read and accept the terms set forth in the parade rules. By signing this application, I, for myself, my heirs, executors and administrators, release and hold harmless the City of Portsmouth, and its officials, employees and agents from and against any and all losses, claims, damages, injury or death arising out of or relating to any negligence as a result of my participation in the parade.

Photo Consent: I hereby grant the City of Portsmouth permission to use my likeness in a photograph, video, or other digital media without payment or other consideration. I understand and agree that all photos will become the property of the City.

Signature on behalf of the parade entry: _____ Date: _____

DON'T FORGET:

- Liked the "Portsmouth NH Holiday Parade & Tree Lighting" on Facebook
- Completed the parade registration form – use the back as needed or email/text additional items.
- 3-SENTENCE WRITE UP TO BE READ BY THE ANNOUNCER – PLEASE DON'T FORGET THIS!!!!!!**

SUBMIT 3-SENTENCE OR LESS DESCRIPTION of YOUR ENTRY FOR THE DJ TO READ WHEN YOUR UNIT GOES THROUGH MARKET SQUARE. WILL ALSO BE SHARED WITH PPMTV WHEN THEY FILM THE PARADE.