



**POLICIES REVISED August 7, 2008**

**NOTE - INDEMNIFICATION WAIVER THAT MUST BE SIGNED  
AND SUBMITTED WITH PAYMENT**

**NOTE - FIRE MARSHAL REQUIREMENTS FOR FLOATS**

- A. BANNERS, SIGNS AND ENTRY NUMBERS:
- Two banners can be placed on your entry, one on either side, or one banner preceding your entry is mandatory. No size limit. This banner will state the name of your organization and identify your entry.
  - Banner must be lighted for effective viewing.
  - Banner carriers must be capable of maintaining the parade pace. If the pace of the banner carriers is impeding the parade progress the banner will be removed.
  - We will provide a number for posting on your entry. This number is large enough to be read by our spotters prior to entering the Announce Stand areas. Please be sure this number is placed in such a way as to be able to be seen and read by the spotters (ie, **not** behind tinted glass in the tow vehicle...). The number can be posted on your banner.
- B. COMMERCIAL:
- Entries may be sponsored by an individual business or businesses in a mutual association.
  - A logo or business name may be used on an entry; however, the entry may not be used primarily for advertising purposes and must be in keeping with the holiday spirit of the parade. Signs must be limited to two per entry. Maximum size per sign not to exceed 24 in. x 36 in.
  - Businesses may enter and pay the appropriate commercial fee.
  - Floats keeping with the overall theme of the parade are available for sponsorship, inclusive of marketing and advertising benefits. Contact [jay@dfwi.org](mailto:jay@dfwi.org) for more information.
- C. EXPENSE OF UNIT
- No limit. The use of ingenuity and creativity in the design and execution of an entry is encouraged and favored by the judging criteria
- D. HAND-OUTS OR GIVEAWAYS:
- NO HANDOUTS OR GIVEAWAYS OF ANY KIND ARE PERMITTED DURING THE PARADE except by Parade Sponsors.
  - Only Parade Sponsors will be permitted to distribute handouts and giveaways in conjunction with the parade before the parade begins or during the parade.
- E. PERFORMANCE:
- PERFORMANCE OPPORTUNITIES –
    - a. Entries are invited to perform during the Holiday Fun Zone activities in the Chisholm Trail Parking Area beginning at 2:00 PM



- b. Entries must allow enough time to move to their parade float or location for participation in the parade.

- **PARADE PERFORMANCES**

- a. Any performance along the route or in front of the judges or TV stands must be a moving/marching routine.
- b. Any entry that stops to perform shall be ineligible for an award and will be subject to removal from the parade.**
- c. Only moving marching routines will be permitted at the TV and Reviewing Stands. As cited above, any entry that stops to perform shall be ineligible for an award. Final judging is at 3rd Street and Houston Street, but **DO NOT STOP AT REVIEW STAND.**

**F. POLITICAL**

- DFWII is a non-political organization.
- Only current office holders are allowed to enter the parade and must contact us directly.
- Individuals or organizations who try to use the parade to further their own or others' campaigns will be removed from the parade.
- Under Section 501 (c) (3) of the Internal Revenue Code, tax-exempt organizations are prohibited from participating in or intervening in political activities.

**G. SUPPORT VEHICLES:**

- Motorized entries (floats, cars, etc.) will **not** be permitted to have a support vehicle. A float and a tow vehicle comprises one unit.
- Marching units and walking entries are permitted to have one support vehicle.
- You must describe your vehicle on your supplement form to be eligible to have a support vehicle in the parade.
- The support vehicle must be lit as per the specifications below.

**H. SAFETY RULES:**

- No child under eight years of age will be allowed to walk in the parade. They may ride on floats, vehicles or bicycles under adult supervision.
- At no time shall anyone on the float attempt to step off of the float while the float is in motion.
- Materials used in each entry must be fire-retardant and not of a dangerous nature.
  - If you choose to apply a flame retardant yourself, the City of Fort Worth Fire Marshal will need a simple written document, signed by the participant, indicating the product that was applied, the manufacturer, and a statement that it was applied in accordance with the manufacturer's recommendations.
  - The technical documentation should be provided to them by the manufacturer/distributor and should be made available onsite, if requested. Usually, this is simply the label or instructions that came with the product.
  - Floats will be inspected for conformance to this requirement prior to the start of the parade. Non-compliance may be cause for exclusion from the parade at the Fire Marshal's discretion.
  - Please note the attached letter from the City of Fort Worth Fire Marshal's office which is a part of these policies regarding parade participation.
- An on-board fire extinguisher is highly recommended and **mandatory** if portable generators are used.
- All parade participants (individual or organization) shall be required to adhere to the provisions of the Texas State Penal Code part 46.04, titled Places Weapons Prohibited and any changes thereto.
- Bike riders must adhere to state and local laws regarding helmets.
- Hand holds must be provided for float riders.
- Payment of the fee and appearance at the parade staging area(s) indicates an understanding of and acceptance of the above policies. Non-conformance may be cause from dismissal from the parade.



I. APPLICATIONS:

- All applications must be postmarked by or turned in by October 10, 2008. Notifications of participation will be made by October 24, 2008
- A separate application must be submitted for each entry in parade. Example: A school that enters their baton twirlers, drum major, and color guard to be judged, must submit a separate application for each. If it is to be considered as one entry, submit one application only.
- If an organization has more than one entry, please list on one of your applications, the order in which you wish them to appear. Example: Schools with cheerleaders, drum majors, band, drill team and alumni groups.
- Submission of application does not assure entry into the parade. Acceptance of entry is based on illumination, musical programming, artistic merit, creativity, costuming and entertainment value.
- All entry forms must include: (1) a written description, which is informative and complete, and must be accompanied by (2) a photo, sketch or artist's rendering.

J. FLOAT/ENTRY RULES AND LIGHTING PARAMETERS:

- Each entry **MUST BE ILLUMINATED** (light strands, flashlights, spotlights, florescent materials, etc.) according to the following minimum requirements:
  - Floats (decorated unit on a trailer pulled by a tow vehicle/self propelled/ or flatbed) Length
    - 5 ft., 800 lights
    - 10 ft., 1,300 lights
    - 15 ft., 2,000 lights
    - 20 ft., 2,500 lights
    - 25 ft. and over, 4,000 lights (no longer than 50')
  - Cars/Golf Carts/Tractors 1,500 lights
  - Carriages/Stagecoaches/Wagons 1,500 lights
  - Trucks (tow vehicles are not included and should not be illuminated) 2,500 lights
  - Horses/Livestock (includes pull horse for horse-drawn vehicles) 75 lights ea.
- All individuals in walking units must be illuminated. You can do this with lights (minimum of 50 per individual) using battery pack or florescent materials such as mylar.
- Walking units will be limited and are required to accompany a float and/or provide entertainment value such as performing a mobile routine, clowning, drill team, cheerleading or handling a giant balloon or inflatable or use creative holiday costuming.
- ALL parade participants including float and horse riders, walking units and car drivers must be in costume or holiday wear. Please indicate costuming on entry description.
  - Exception will be uniformed marching units, drill teams and/or cheerleaders; however, lights are encouraged.
- Automobile entries (does not include tow vehicles or flatbeds) may be asked to carry a costumed character or dignitary. Downtown Fort Worth, Inc. will assist in providing dignitaries.
- Consumption of alcohol by participants during staging or on the parade route is strictly prohibited. The Fort Worth Police Department will be notified of any suspected intoxication or violation of this rule and the entry will be removed from the parade.
- Throwing or handing out of candy or any items by parade participants to the spectators is strictly prohibited. This causes a unique danger to spectators as kids like running out onto the route to retrieve the candy or other items.
- The Downtown Fort Worth Initiatives, Inc. Santa Claus will ride the anchor float and no other live or life-size likeness of Santa Claus is permitted, although replications of reindeer, sleighs, etc. are acceptable.
- All entries are required to be ready to step-off at the appropriate time and any entry not prepared will forfeit their opportunity regardless of the reason.
- All floats shall have a skirt to cover the wheels within the bounds of safety.



- Because of City Code, no superstructure may exceed 14 feet from street level and must be wired or otherwise secured. It must be able to go under utility wires along the parade route.

K. MUSIC:

Special consideration will be given to those entries providing some sort of musical offering during the parade.

L. FEES AND INDEMNIFICATION:

- Applications accepted for participation will be required to pay an entry fee based on the following:
  - Commercial (businesses and for-profit companies) \$850
  - Non-Commercial \$125
  - Non-Profit (must prove non-profit status and may not "sell" their status to a for-profit organization) \$60
  - Fees and INDEMNIFICATION FORM MUST be paid prior to November 14, 2008, or you will forfeit your place in the parade.

M. FLOAT CATEGORIES

- Non Profit Floats: for non-profit organizations.
- Non-commercial Floats: for non-commercial organizations.
- Commercial Floats: for commercial organizations.

N. JUDGING CRITERIA FOR ALL FLOATS:

- Overall Lighting and Appearance 1-25 points
- Holiday Spirit 1-25 points
- Costumes 1-25 points
- Originality, Music & Creativity 1-15 points
- Crowd appeal 1-10 points
- Possible total points 100 points

O. VEHICLE CATEGORIES:

- Classic/Antique Car Clubs (25 years of age). Clubs only (8 cars per club maximum).
- Antique vehicle (Model 1941 or older) - Individual.

P. JUDGING CRITERIA FOR ALL VEHICLES:

- Car club entries with less than 4 vehicles will not be judged.
- Overall Lighting and Appearance 1-25 points
- Holiday Spirit 1-25 points
- Costumes 1-25 points
- Originality, Music & Creativity 1-15 points
- Crowd appeal 1-10 points
- Possible total points 100 points

Q. MARCHING UNITS: (Categories: Youth and Adult)

R. JUDGING CRITERIA FOR MARCHING UNITS

- Overall Lighting and Appearance 1-25 points
- Holiday Spirit 1-25 points
- Costumes 1-25 points
- Originality, Music & Creativity 1-15 points
- Crowd appeal 1-10 points
- Possible total points 100 points

S. MARCHING BANDS:



- Judging criteria is established by experienced band judges.
- T. MUSIC: (All other entries except marching bands)
- 10 extra points to be given for live music only.
- U. CLOWNS:
- V. JUDGING CRITERIA FOR MARCHING BANDS:
- Overall Lighting and Appearance 1-25 points
  - Holiday Spirit 1-25 points
  - Costumes 1-25 points
  - Originality, Music & Creativity 1-15 points
  - Crowd appeal 1-10 points
  - Possible total points 100 points
- W. MOUNTED UNITS:
- Overall Lighting and Appearance 1-25 points
  - Holiday Spirit 1-25 points
  - Costumes 1-25 points
  - Originality, Music & Creativity 1-15 points
  - Crowd appeal 1-10 points
  - Possible total points 100 points
- X. UNIQUE:
- Any entry that does not fit in any other category. Divided into commercial and non-commercial entries with trophies awarded in each category.
- Y. JUDGING CRITERIA FOR UNIQUE ENTRIES:
- Overall Lighting and Appearance 1-25 points
  - Holiday Spirit 1-25 points
  - Costumes 1-25 points
  - Originality, Music & Creativity 1-15 points
  - Crowd appeal 1-10 points
  - Possible total points 100 points
- Z. DIGNITARIES: (Not for judging)
- This category includes elected officials, sponsors of the Parade, Grand Marshall, and invited dignitaries
- AA. COMMUNITY SERVICE: (Not for Judging)
- This category is limited to the official vehicles of non-profit organizations (e.g. Red Cross, Handitran, etc.).
- BB. AWARDS:
- GRAND PRIZE WINNER: Trophy awarded for the best overall entry, commercial or non-commercial, selected following the parade. This entry must be of a holiday nature.
  - COWTOWN SPIRIT AWARD: Equestrian entries
  - HOLIDAY SPIRIT AWARD: Vehicles.
  - FOUNDERS AWARD: Commercial floats
  - FOUNDERS AWARD, Non Commercial: Non-commercial Floats.
  - CRAFTSMANSHIP AWARD: Marching Units and Walkers (not Marching Bands).
  - MUSIC AWARD: Bands and live musicians.
  - DIRECTOR'S CHOICE: Overall award by Downtown Merchants
  - PEOPLE'S CHOICE AWARD: Selected by at-large Parade Spectators along the route.



- **BEST OF CLASS AND HONORABLE MENTION:** May be chosen in each category. All winners will receive awards.



Indemnification, Statement of Financial Responsibility and Waiver  
Corporate/Organization/Participant  
Chesapeake Energy Parade of Lights  
November 23, 2008  
(MUST BE SIGNED AND SUBMITTED BY NOVEMBER 14, 2008)

I, the undersigned, as an authorized person, officer, or director of the participant herein named, do hereby agree to release, hold harmless, and indemnify Downtown Fort Worth Initiatives, Inc., Downie Productions, Inc., and the City of Fort Worth, its participants, officers, directors, and each and every parade sponsor, from any and all liability or claim whatsoever for any damage or injury including death or any financial loss that may occur as a result of or relating to participation in the above named parade and event. I warrant that I am an authorized representative for:

\_\_\_\_\_

and as such further warrant that such entity/organization/person possesses adequate financial responsibility so as to indemnify the above named parties and assume all expenses that may arise from any third party claim. Further, as the authorized representative I hereby waive any and all claims that the participant/corporation/organization may have against the above named parties as a result of or relating to the Chesapeake Energy Parade of Lights and/or related events.

NAME OF PARTICIPANT/ORGANIZATION

\_\_\_\_\_

ADDRESS OF PARTICIPANT/ORGANIZATION

\_\_\_\_\_

I HEREBY WARRANT AND REPRESENT THAT I HAVE READ AND UNDERSTAND THE ABOVE RELEASE, INDEMNIFICATION, STATEMENT OF FINANCIAL RESPONSIBILITY AND WAIVER, AND THAT I AM DULY AUTHORIZED TO BIND THE ABOVE STATE PARTICIPANT TO SUCH REPRESENTATIONS. \_\_\_\_\_ INITIAL

SPECIFIC RELATIONSHIP OF SIGNER OF THIS DOCUMENT TO THE PARTICIPANT IN THE CHESAPEAKE ENERGY PARADE OF LIGHTS

\_\_\_\_\_

\_\_\_\_\_ DATE SIGNATURE \_\_\_\_\_



October 17, 2008

RE: Parade float requirements, Parade of Lights

The Fort Worth Fire Department, Bureau of Fire Prevention is charged with the enforcement of the Fire Code within the City of Fort Worth. When this office determines that an indoor or outdoor gathering of persons has an adverse impact on public safety, this office has the authority to order the development of, or prescribe a plan for, the provision of an approved level of public safety.

In order for any plan to be approved by this office, it must include the following requirements, which will affect the participants of the event:

- Any motorized float, or any float with a liquid fueled generator, must be equipped with at least one fire extinguisher with a rating of no less than 2A10BC.
- All decorative material used on floats must be either non-combustible, or treated with a flame retardant.

There have been many questions raised in previous years regarding these two requirements. The following is an attempt to answer these questions, and hopefully, provide for better communications between our office and the participants this year.

If your float has any combustible material, including hay, paper, cardboard, cloth, foam, etc., you may be asked by a fire inspector to produce documentation that you have had the material treated with a flame retardant. **It is highly suggested that you seek professional assistance for the application of such products**, as a reputable applicator will provide you with documentation to verify that the application was done properly.

If you choose to apply a flame retardant chemical yourself, you will be required to present a signed letter stating which product was applied, who manufactures the product, and an statement confirming that you applied the product in accordance with the manufacturers directions. This does not have to be a formal certificate, but rather a simple document acknowledging that you have complied with this requirement. You may also be required to provide a copy of the manufacturer's documentation, which should indicate that the product is designed to be used on the material in question for the purpose of reducing the ability of the material to burn.

This office cannot recommend specific flame retardant products. However, if you have a question about a particular product, you're welcome to contact us to discuss its approved use.

You will not be required to present testing data on the use of a fire retardant product, as that data should have already been collected by a listing agency, such as Underwriters Laboratories or Factory Mutual, and does not need to be duplicated. However, if the product documentation is not available, the fire inspector may require that a field test be conducted. It is not likely that this will occur, provided that the proper documentation is available. It is your responsibility to ensure that the documentation is available onsite.

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FIRE PREVENTION DIVISION

Fort Worth Fire Department H 1000 Throckmorton Street H Fort Worth, Texas 76102

Fire extinguishers have been required on all floats in the past. This was actually an explicit fire code requirement until 2001, at which time the code changed allowing the code official more flexibility in applying such rules. This office has continued to apply the requirements as written in the previous codes. However, we feel that requiring the fire extinguishers to be provided on motorized floats, and floats with liquid fueled generators meets the intent of the previous requirements, and allows for an approved level of public safety.

If your float is not compliant with these requirements, you will not be allowed to participate in the event, and your float must be removed from the area. However, the fire inspector will be on-site during the entire event, and if the issues can be resolved prior to the step off, the inspector will certainly allow you time to do so.

We understand that the entrants of this parade are largely non-profit and small organizations, and that the budgets for these floats may be small. However, the requirements noted above should not add significantly to the cost of participating. We welcome any questions from the participants and look forward to helping in any way to ensure a safe event for all. You may call this office at 817-392-6835 for any questions or concerns you may have.

Thank you,

A handwritten signature in cursive script, appearing to read "Brian Hannah".

Brian Hannah

Assistant Fire Marshal

Fort Worth Fire Department

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FIRE PREVENTION DIVISION

Fort Worth Fire Department H 1000 Throckmorton Street H Fort Worth, Texas 76102