



# **Colorado Springs Festival of Lights**

## **Parade entry packet for a Commercial Entry**

You are invited to apply for entry into the 38th annual Festival of Lights Event, hosted on Saturday, December 4, 2021 and will promptly begin at 5:50 p.m. Approximately 60,000 spectators will come downtown to watch over 3,000 participants put on a dazzling display of lights, sounds and performances. Bands, floats, and all kinds of special entries compete for top honors in their class.

Space is very limited as we regularly turn applicants away; therefore, it is important to get your application in early. The deadline for submission is **November 5, 2021**. **After that date, we cannot guarantee that space will be available.**

Completed application packets must include the following:

1. Entry Fee – *Checks should be made payable to “Festival of Lights, Inc.”*
  - a. Entry Fee - \$335.00  
(All monies are non-refundable after the 13th of November, 2021)
2. Completed and signed Parade Application Form.
3. Completed and signed Liability Waiver.
4. Proof of Insurance.
5. Approximate size of your unit.

Please submit the Parade Entry Form, Entry Fee, Liability Waiver and Proof of Insurance to:

**Festival of Lights, Inc.**  
4009 San Felice Pointe  
Colorado Springs, CO 80906

Any questions can be directed to the Executive Director, Terry Collinson at 719 649-9111 or by email at [DrTerrC@aol.com](mailto:DrTerrC@aol.com)

## **Parade Rules for Entries**

1. Each entry shall have an abundance of lights and sounds. Vehicles towing entries should be decorated to the hilt as well. Your entry will be judged in its use of lighting, sounds and use of the official parade theme. This year the parade theme is: ***Songs of the Season***
2. Entries will conform to the photo or sketch submitted on the official Parade Entry Application Form.

3. All Applications must be complete and include the following:
  - Entry Fee
  - Signed Parade Application Form
  - Completed and Signed Liability Waiver Form
  - Proof of Insurance
  - Proof of Non-Profit Status if applicable
4. All entry participants will be in costumes pertaining to their float theme.
5. There must be an adult where there are children under 18.
6. Leave cars at the end of the parade. Police will not let you ride your float in traffic.
7. Maximum length should be the equivalent to one semi tractor-trailer unit.
8. A fire extinguisher is required on every float.
9. All enclosed spaces must be well ventilated, especially where portable generators.
10. Any equestrian unit must be confined to St Vrain St. west of Tejon. Do not ride your animal outside that area before the parade.
11. Clean up after your animals before, during and after the parade.
12. Place the number of your unit on the right side of your entry
13. All entries must be in their assigned position in the staging area by 4:00 p.m. for roll call and judging. Entries may arrive by 2:00 p.m.
- 14. Santa hats are allowed.**
- 15. NO** Santa Claus costumes will be allowed, except for the Santa float at the end.
16. Entries will **NOT** advertise, promote or advocate political, social or other causes.
17. Entries will **NOT** throw or handout anything (candy, etc.) into the crowd. (That's right - No Handouts or coupons).
18. Entries will **NOT** use sirens, horns, discharge weapons or fireworks or make loud disruptive noises. Motorcycles or cars will not rev their engines.
19. NO smoking or drinking of alcoholic beverages at any time before or during the parade.
20. Please remember, this is a BIG CITY EVENT. This stationary parade must have first class entries.
21. Watch for and listen to the parade Staff! You will be a part of the finest production in this community. The parade officials, marshals and staff are there to make this event the best it has ever been and in turn make your organization shine as bright as it can. Do your part, help us do ours and together we will put joy in the hearts thousands of boys and girls of all ages.
22. Please leave your area as clean as you found it.

Keep the first two pages of information and send in the following pages.

The Festival of Lights parade committee reserves the right to remove from the parade, at any time, any entrant not conforming to rules and regulations.

If you are certain you want to be in the parade, but don't know what your float is going to look like, please send in your entry and get back to us with the details. We can work with that.

### **Parade Entry Form**

Group Name or Organization: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

Title/Theme of Parade entry: \_\_\_\_\_

Number of participants: \_\_\_\_\_

Are you a Float, Special Unit or Horse Unit: \_\_\_\_\_  
(Special units are anything that isn't a float or horse unit i.e. car club, dogs, fire engine, etc.)

Number of years in the parade: \_\_\_\_\_

Please tell us something about your organization.

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**Sketch/Photo of entry**

**Let us know about how long you entry is. A Semi truck is about 75 feet long.**

**Liability Waiver Form**

Name of Organization: \_\_\_\_\_

Contact person: \_\_\_\_\_

Title of contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-mail: \_\_\_\_\_

***In consideration of the acceptance of our "Entry" into the Festival of Lights Parade as a sponsor and/or builder, we hereby acknowledge that we are entering the Festival of Lights Parade at our own risk and responsibility; and we, therefore, agree to indemnify, hold harmless and defend any action against the Festival of Lights, Inc., the Festival of Lights Board of Directors and the Festival of Lights Parade Committee from and against all liabilities whatsoever arising out of our participation in the Festival of Lights Parade.***

***It is further understood and agreed that, as a sponsor and/or builder, we agree to read, abide by and be bound by the (attached) rules and regulations governing the Festival of Lights Parade.***

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Proof of Insurance** must be provided by including Festival of Lights, Inc. as an additional insured on your organization's public liability policy.