



Polk County Chamber of Commerce

**Annual Polk County Christmas Parade
Saturday, December 9, 2023**

Rules and Regulations:

REGISTRATION: Completed entry forms/fees must be received by December 1, 2023 at 4:00 p.m. Entries may be mailed, emailed, or dropped off to Chamber office. Late applications are subject to \$5 late fee. No applications accepted after 12 noon on Tuesday, December 5. Rain date is Saturday, December 16. Entry fees are non-refundable.

PARADE ROUTE: Departing from the fairgrounds behind the Showbarn, the parade will exit near the ballfields and travel north on Welcome Valley Road, then north on Hwy 411, around the courthouse, south on Ward Street, south on Hwy 411, and back to the fairgrounds entering at the Showbarn entrance. All drivers must be at least 18 years of age and present driver's license and proof of insurance.

SAFETY GUIDELINES: Participants will be required to adhere to all safety guidelines and assume responsibility for such. **NOTE: ALL horse and motorcycle riders MUST be registered for liability purposes.**

START TIME AND ASSEMBLY: Gates will open at 9:00 a.m. Parade will begin promptly at 1 pm. Position will be the order in which floats arrives at fairgrounds; a volunteer will direct you into position. Only parade vehicles allowed in float area. Riders should park at ballfields.

THROWING CANDY/OBJECTS: For safety reasons, throwing of candy or objects is not allowed. Participants may walk and hand out candy. Throwing candy entices children into the streets in the parade path and is extremely dangerous and not tolerated.

THEME: Parade theme is "*Christmas at the Movies*". Please note Santa Claus rides in a carriage/float at the end of the parade; no other "real" Santa is allowed in the parade.

DECORATIONS: All entries must have Christmas decorations. Please make sure towing vehicle and float can maneuver turns along the route. Maximum float height from ground is 14 feet to clear traffic signals. All participants should have a visible sign with organization name on the float or a sign carried by individuals in front of float for identification.

HORSES: All horses must have current Coggins Papers. A copy papers should be filed with the application and may be checked by veterinarian prior to event. Animals in the parade should be familiar with parade events and comfortable in large crowds. Rubber shoes are recommended. All horses report to the designated horse staging area past the ballfields on Welcome Valley Road on arrival. No horses allowed inside the gates where parade is staged.

NO STOPPING DURING THE PARADE: Vehicles may not stop or intentionally slow down during parade route to perform or have photographs taken. An equal distance of 50 feet between vehicles must be maintained at all times. Please stay in line and drive at a steady speed. Do not unload riders until parade returns to the Showbarn.

POST PARADE: Floats/Vehicles will return to Fairgrounds to unload riders, dismantle floats, etc. Participants are asked to exit via the ballfield entrance.

CHRISTMAS PARADE ENTRY FORM – DECEMBER 9, 2023

Please attach to this completed entry form: entry fee; proof of insurance for parade vehicle; and a copy of the driver’s license for the person driving in the parade. Return to the Polk County Chamber of Commerce by mail or drop off.

Company/Organization: _____
Contact Name: _____
Address: _____
City/State/Zip: _____
Day Phone Number: _____ Cell Number: _____
Email address: _____ (required)
Brief Description of Entry: _____

Estimate the number of people that will be on your float. _____
Number of motorized vehicles in your parade entry: _____

Driver’s License attached Proof of insurance attached
Horses – Are your Coggins papers attached?

Select the category you wish to enter:

- Business School / Youth Organization
- Church Civic / Non Profit

I will hold harmless the City of Benton, Polk County Chamber of Commerce, their officials and employees from any and all loss, cost, damages, expenses and liability arising from the Christmas Parade. Polk County Chamber of Commerce, the City of Benton, and Benton Police Department accept no liability for actions that may arise. Any insurance protection which may be necessary for accidental injury or property damage during the event is the sole responsibility of the applicant. I have also read and will abide by the rules and regulations for the Polk County Christmas Parade.

DATE: _____ Printed Name: _____

Mail to: _____
Polk County Chamber of Commerce
PO Box 560
Benton, TN 37307

Email: westoffice@ocoeeecountry.com

Checks Payable to: Polk County Chamber of Commerce
Physical address: 2009 Hwy 64, Benton, TN 37307
Debit/credit cards accepted

Application Fee: _____
Drivers License: _____
Insurance Copy: _____
Horses-Coggins Papers: _____

Fees:	\$20 Float & Towing Vehicle
	\$20 per decorated car
	\$10 per motorcycle
	\$10 per horse
	\$5 late fee after 12/1/2022