



**57th ANNUAL KILLEEN CHRISTMAS PARADE**  
**Saturday, December 14, 2019**  
**4:30 p.m.**

## **RULES & REGULATIONS**

**PLEASE READ THESE RULES & REGULATIONS. VIOLATIONS OF THEM WILL MAKE YOUR ENTRY INELIGIBLE FOR AN AWARD AND WILL SUSPEND YOU FROM ENTERING THE FOLLOWING YEAR.**

1. The theme for this year's parade will be "**Santa's Winter Camp.**"
2. All entries must be decorated, including: cars, trucks, horses, dogs, performing groups, floats, etc. Any music coming from an entry should be holiday themed music. Participating organizations agree to the conditions and safety requirements for decorating the entries as stated below and to put forth every effort to create entries that will enhance the overall appearance of the parade. Obscene, vulgar, violent displays, conduct, or words are not allowed--this is a family event.
3. Awards will be given only to entries that have indicated on their entry form that they wish to be judged and that meet the following conditions: compliance with theme, originality, attractiveness, workmanship, and use of materials.
4. Each entry will have a no more than 3 minutes in front of the judges. Awards will be given for the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place in each of the following categories within the general theme:
  1. BEST COMMERCIAL
  2. BEST NON-PROFIT
  3. BEST ENTERTAINING GROUP
5. Judging will take place during the parade. Entries will be judged in one category only. All winners will be notified by phone on December 17<sup>th</sup>. Awards will be presented December 20<sup>th</sup> at the Killeen Community Center located at 2201 E. Veterans Memorial Blvd. from 2:00 pm to 4:00 pm. Each winning entry must send a representative to receive their award.
6. SAFETY PRECAUTIONS: Fireproof or fire-resistant paper and materials must be used whenever possible. Sand is not permitted due to wind hazard. All trailers entries must be street legal. Before constructing floats, trailers must be inspected for mechanical fitness such as tongue, bed, tires, and cleanliness of wheels and tires. It should be remembered that when designing a float, stability is necessary due to movement and wind. The floats must be chained to the towing vehicle in addition to the hitch.
7. COST: There is a \$25.00 non-refundable fee for all entries. There is no fee for KISD groups, but they are require to turn-in the Entry Form and Announcer Script by November 30, 2019.
8. All cancelations must be received by December 6, 2019.
9. Each participant will procure their own trailer and pulling vehicle. Equipment must be in top mechanical condition for maximum dependability. Each float entry must furnish a minimum of two walking escorts (one on each side) to maintain the designated distance between parade units and ensure the safety of the float and spectators.

10. No float, sponsor, organization, or parade participant is allowed to disperse literature of any type during the parade or throw anything (gum, candy, etc.) from a moving vehicle into the crowd. ALL gum and candy must be handed directly to parade attendees by walkers along the route. This avoids the danger of children running out in front of a moving vehicle. For safety and insurance reasons, this rule will be strictly enforced. The only exception will be the Santa Claus, provided by the event committee.
11. All cars and motorcycle groups are limited to 5 vehicles and must line up for the parade at the same time.
12. The event committee can limit the length of any entry.
13. There will be no stopping along the parade route to perform for any reason. The parade will keep moving at a constant pace, without gaps between entries. We will have parade staff located throughout the route of the parade. If a staff member asks you to speed up and close the gap or to slow down, you must comply with their request.
14. All float entries are subject to inspection on the day of the parade. All floats must have a one 5-pound ABC fire extinguisher, no older than a 2004 model which will have to have been inspected by a licensed extinguisher company within the last year (with inspection tag attached). For more information or for questions contact the Fire Marshal at 501-7660. This does not apply to walking groups, performance, equestrians or any group with not float/vehicles/truck.
15. Arrival time is 2:00pm on December 14<sup>th</sup>. All entries must be in their line up location by 3:00 pm. All parade entries must be lined up at their designed location by 4:15pm, otherwise they will be disqualified.
16. There will be a Christmas Parade packet distribution on December 10<sup>th</sup>, from 5:00 pm to 8:30 pm, at the Killeen Community Center located at 2201 E. Veterans Memorial Blvd in room W200. All entrants must send a representative to receive lineup information, maps and parade passes.
17. There will be **ONLY ONE SANTA CLAUS**, and the right to designate his location remains with the event committee.
18. A completed entry packet will include: an entry form, \$25.00 entry fee, and announcer script in order to be accepted by the event committee. **NO ENTRIES WILL BE ACCEPTED WITHOUT ALL REQUIRED PAPERWORK.**
19. Entries must be received on or before November 30, 2019, by 5:30 p.m. **LATE ENTRIES WILL NOT BE EXCEPTED.**
20. I and my heirs, executors, administrators, and assignees, do hereby release and forever discharge the City of Killeen, its employees, officers, volunteers, agents and sponsors from any and all claims, damages of every type, cause of action, costs attorney fees, and interest which now exists or hereafter, arising out of or related to acts or omissions of myself or the City of Killeen or any of its employees, officers, volunteers, agents or sponsors during my participation as a vendor. I attest and verify that I have full knowledge of the risks involved in this event. I have read and fully understand the content and meaning of this statement and execute it voluntarily.
21. The event committee reserves the right to disqualify any entry deemed inappropriate, unsafe, or otherwise not in compliance with these rules, regulations or law at any time before or during the parade.

City of Killeen: Recreation Services  
Christmas Parade  
2201 E. Veterans Memorial Blvd.  
Killeen, TX 76540  
(254) 501-8889