

# **Andover Firefighters Santa Parade Committee**

32 NORTH MAIN STREET  
ANDOVER, MASSACHUSETTS 01810

Dear Friends,

Thank you for expressing an interest in participating in the annual Andover Firefighters Santa Parade. We strongly encourage all participants to create a float based on the parade theme. This packet contains all entry forms and the official rules and safety regulations.

**The parade will take place on Sunday November 27<sup>th</sup>, 2016 at 1 P.M.** In the event of heavy rain, the parade will be postponed to Sunday December 4<sup>th</sup>, 2016. The staging area for the floats, vehicles, animals, and other large objects is the Doherty Middle School/Andover Senior Center complex parking lot located off of Bartlett Street. Please arrive at the staging area by 11:30 A.M. in order to complete pre-parade inspection and line up.

**PLEASE if your group will have children, dancers, performers, or band members being dropped off, it is important that they be dropped off in the horseshoe in front of Doherty, and **NOT** the entrance to the staging area parking lot. Vehicles that have to be redirected **OUT** of the staging area create huge logistical problems for the entire staging process.**

Awards will be given to the top entries from each participant category. Judging will be conducted during the parade and awards will be distributed following the parade. Winners will be announced on our website at the conclusion of the event.

**If you wish to participate in this year's parade, please fill out an entry form and return to us no later than November 13<sup>th</sup> 2016.** There is no entry fee, but feel free to enclose any donation of your choosing. We strongly encourage all businesses to contribute a donation. Support the community that supports you! Thank you in advance for your gift!

If you have any questions please visit our website, [www.andoversantaparade.com](http://www.andoversantaparade.com) or call the Santa Parade Committee @ (978) 475-1281 Ext. 4002. Leave a message and a Santa Parade Committee member will return your call as soon as possible. You may also send an email to: [andoversantaparade@gmail.com](mailto:andoversantaparade@gmail.com)

Best Regards,

FF Carl Morrison  
FF Richard Krafon  
Chairmen  
Andover Firefighter's Santa Parade Committee

# Andover Firefighters Santa Parade

## 2016 PARADE PARTICIPANT FORM

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

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

Contact Person: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Describe briefly how your group would like to participate:

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I, \_\_\_\_\_, representing the above mention organization have read, understand, and agree to adhere to the rules and safety regulations made by the Andover Firefighters Santa Parade Committee. If I am approved to have a vehicle float in the parade, I am responsible to ensure the vehicle is in good working order and is legally registered, inspected, and insured.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**I/ We wish to support the Andover community by contributing \$ \_\_\_\_\_ to the Andover Firefighters Santa Parade. Please make checks payable to: The Andover Firefighters Santa Parade Fund. Donations through Paypal are also accepted via our website: [www.andoversantaparade.com](http://www.andoversantaparade.com)**

After filling out participant form, please return to the committee by mail or in person to:

Andover Firefighters Santa Parade Committee  
32 North Main St.  
Andover, Ma. 01810

Or email: [andoversantaparade@gmail.com](mailto:andoversantaparade@gmail.com)

# Andover Firefighters Santa Parade Committee

## 2016 PARADE OFFICIAL RULES AND SAFETY REGULATIONS

- 1.) ALL FLOATS ARE ENCOURAGED TO REFLECT THIS YEAR'S THEME
- 2.) ALL PARTICIPANTS ARE REQUIRED TO PROVIDE ADEQUATE ADULT SUPERVISION FOR THEIR GROUP. ALL FLOATS ARE REQUIRED TO HAVE ADEQUATE RAILINGS AND ADULT SUPERVISION ON ALL SIDES.
- 3.) FOR THE SAFETY OF EVERYONE, **DO NOT THROW ANY CANDY OFF OF YOUR FLOAT.** THIS IS EXTREMELY DANGEROUS THAT CAN RESULT IN SERIOUS INJURY TO YOUNGER PARADE WATCHERS. If you wish to pass out candy, please have members walk along side your float and hand out any treats.  
*NOTE: Please do not stop or hold up the parade by trying to pass out too much candy. This creates large gaps in the field and can be a safety hazard. Trust us, there are plenty of other groups giving out treats as well!*
- 4.) **PLEASE KEEP 25 FEET IN BETWEEN EACH GROUP.** THIS ALLOWS FOR EVERYONE'S SAFETY AND ALLOWS THE AUDIENCE TO GET A GOOD VIEW OF YOUR ORGANIZATION. (And for taking pictures!)
- 5.) FLOATS WILL BE JUDGED PRIOR TO AND DURING THE PARADE. AWARDS WILL BE DISTRIBUTED AT THE CONCLUSION OF THE EVENT AND WINNERS POSTED ON OUR WEBSITE. We will attempt to award entrants after the parade, if this is not possible you will be contacted within the next few days following the parade.
- 6.) PLEASE, NO UNAUTHORIZED SANTAS ON ANY FLOATS. THERE IS ONLY ONE SANTA, AND HE ALWAYS ARRIVES ON THE FIRETRUCK AT THE CONCLUSION OF THE PARADE.
- 7.) PLACEMENT OF ALL PARADE PARTICIPANTS IS MADE AT THE DISCRETION OF THE SANTA PARADE COMMITTEE.
- 8.) ALL AWARD DECISIONS MADE BY THE JUDGES ARE FINAL.
- 9.) DUE TO LIMITED SPACE, ONLY VEHICLES DIRECTLY INVOLVED WITH THE PARADE WILL BE ALLOWED IN THE STAGING AREA. **A DROP OFF POINT WILL BE SET UP IN THE HORSESHOE INFRONT OF DOHERTY. PLEASE ARRANGE FOR A GROUP REPRESENTATIVE TO MEET YOUNGER CHILDREN AS THEY ARRIVE.**

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IF YOU HAVE ANY QUESTIONS OR SAFETY CONCERNS, PLEASE CONTACT  
THE PARADE COMMITTEE.