



**Kiwanis Club of Abingdon
P.O. Box 445
Abingdon, VA 24212
August 22, 2017**

Dear Christmas Parade Participant,

It's that time of year to again think about and plan for the annual Kiwanis Christmas Parade. This year the parade will be held on **Saturday, December 2, 2017, at 6:00 p.m.**

The parade will begin promptly at 6:00 p.m. Parade units will begin lining up at 4:30 p.m. The staging area, the route and ending point remain the same. Please do not arrive in the staging areas prior to 4:30 p.m. This will allow adequate time to position all entrants.

Again this year the parade length will be limited so entries should be made as soon as possible. There will be no professional floats in the parade this year. All entries are expected to reflect the true spirit of Christmas with their decorations. All entries are subject to Kiwanis final approval. Entries should be received by Kiwanis by November 21, 2017. You will be notified by phone or email if your entry is rejected for any reason. Approved entries will be notified with a permit letter and staging instructions prior to November 28, 2017 by mail or email. Inappropriately decorated entries or entries strictly for commercial advertising may be asked to leave.

Registration forms, rules, and contact numbers are available on-line at www.abingdonkiwanis.org.

The Kiwanis Christmas Parade is a fundraiser. Proceeds above expenses, if any, will be used for area children's programs. We hope that you will carefully review the enclosed material and join us for the 2017 Kiwanis Christmas Parade.

Very truly yours,

Lucy E. Phillips
Club President, 2016-17

Robert T. Copeland
Club President, effective October 1, 2017

RULES GOVERNING PARTICIPATION IN THE KIWANIS CHRISTMAS PARADE

1. REGISTRATION FEES:

- First Responders: No fee is required.
- Public-Service Agencies, Churches, Clubs, Scouts, Elected Officials, Pageant Winners, and Individuals: \$10.00
- Commercial: For profit businesses, corporations, etc.: \$25.00

All applications received after November 21, 2017 will be charged a late fee of \$15.

2. PARADE PERMITS: All participant groups and vehicles Must have a parade permit letter issued by the Kiwanis Club of Abingdon in order to participate in the parade. This permit letter must be presented to the Kiwanis representative when arriving in the staging area. Up to two (2) vehicles or floats may be entered. But you must tell us when you register how many vehicles you will be bringing.

ENTRANTS WITHOUT A PARADE PERMIT LETTER MAY NOT BE ADMITTED INTO THE STAGING AREA, THIS INCLUDES VEHICLES JUST DROPPING OFF PARTICIPANTS. Vehicles without a permit will be turned away by the police and Kiwanians manning the entry points. Only the Kiwanis Club of Abingdon has a Town parade permit for this event and others participating without a permit issued by Kiwanis will be in violation of Town ordinances.

3. Vehicles dropping off participants and picking them up at the end of the parade must leave the staging area ahead of the parade once participants are dropped off. They should proceed to the pick up area on West Main Street by Southern States to await their unit. The street there will be blocked off by the police and there will be ample parking.

4. All units or groups in the parade **MUST** have substantial and appropriate Christmas themed decorations on their floats or displays.* Merely hanging a wreath on the front of a vehicle is not sufficient. The overall appearance must appear to be Christmas related. * *This does not apply to vehicles used merely to transport the Grand Marshall, Town officials, dignitaries, etc.*

5. Entries will be staged in order of arrival in the staging area with certain exceptions, however, no entries will be allowed in the staging area prior to 9:00 a.m.

6. **THE DEADLINE FOR REGISTRATION IS WEDNESDAY, NOVEMBER 21, 2017.** Registration fee and full information about your entry must be received by this date. A full refund of your entry fee will be made if your entry is not accepted or if received after the maximum of 60 entrants have been approved. All applications received after November 21, 2017 will be charged a late fee of \$15.

7. **PLEASE, Do not throw candy** from any vehicle or float. Hand the candy to children who otherwise may dart out in front of vehicles to get it. Throwing candy may subject you to being removed from the parade. Please help keep our children and our parade safe. Thanks!