



HARTSVILLE *for the* HOLIDAYS

2020 Hartsville Christmas Parade Guidelines

The City of Hartsville is excited to uphold the standing tradition of the Hartsville Christmas parade this year. In the interest of public safety, the City asks that all parade entries strictly adhere to the guidelines set forth by the City in order to have a wonderful, safe Christmas Parade this year. Please pay a special attention to the COVID-19 Guidelines portion of this list as these are new to all participants.

General Guidelines

The Hartsville Christmas Parade Committee welcomes your application for the 2020 parade! The parade will begin at 3:00 p.m. on Saturday, Dec. 12, 2020. The participation committee reserves the right to accept or deny any application for entry or to request revisions for designs or plans of any entry accepted. The rain date for the parade is December 13th at 3 p.m. The parade route will not include stops for any individual performances. For updates, visit www.hartsvillefortheholidays.com.

COVID-19 Guidelines

In the interest of public safety, the City of Hartsville has added an extra set of guidelines for events held during the COVID-19 pandemic. A limited amount of units will be permitted into the 2020 Hartsville Christmas parade due to space needed for social distancing. Applicants will be considered on a first-come, first-served basis. All parade participants will be required to wear masks during the parade and parade lineup due to the amount of people in the area along the parade route. Units will not be permitted to hand out or throw out any materials including, but not limited to: candy, marketing materials, business cards, coupons, etc. Cooperation by all units allows the City of Hartsville to continue the long standing tradition of the Hartsville Christmas parade that our residents have come to love and expect each year.

Entry Design Information

All units must be designed and decorated to reflect the theme of the parade and must be constructed in a manner which is safe for all participants and spectators. There are occasionally strong winds and wind gusts along the parade route; therefore, each unit should be designed to withstand the elements. All applicants must submit a description and basic drawing or picture of their unit with the entry application. Float entries must include overall float dimensions and the dimensions and details of props to be used on rental and custom floats. **No entry may include any person dressed as or representing Santa Claus.**

Insurance Requirements

All motorized units (i.e. cars, trucks, golf carts, etc.) participating **MUST** submit proof of valid insurance to the City of Hartsville. All entries are **REQUIRED** to provide a certificate of general liability insurance for one million (\$1,000,000) dollars, with the City of Hartsville named as an additional insured on applicable liability coverages. Please submit this information in an ACORD 25 form. Applications without accompanying insurance will be considered incomplete and will not be juried for entry into the 2020 Hartsville Christmas Parade.

Customized Floats

All custom floats must be built on a trailer or flatbed with at least two (2) axles, pulled by a separate vehicle unless self-propelled. Pickup trucks, cars, vans, and buses are not floats. Custom float entries must provide their own tow vehicle. A description of the tow vehicle must be included with the entry design information. The tow vehicle must be decorated so that the entire unit has a coordinated appearance and the trailer hitch or attachments must be secure and checked prior to the parade. Proof of insurance is required with the application.

Cycles and Small Motorized Units

Motorcycles, bicycles, and mini-cars are only accepted when part of an organization and only if the motorcycles, bicycles, and mini-cars participate as a performing unit or when the equipment is part of a professional act. Proof of insurance is required with the application.

Cars, Trucks, and Vans

An individual vehicle is not eligible to participate unless it is unique (i.e. recognized classic or antique car). Trucks are only used to pull floats. Individuals in the vehicle should be part of the entry presentation. All vehicles and riders are required to have holiday decorations and the number of riders inside the vehicles will be approved by the participation committee. Due to safety and insurance requirements, persons are prohibited from riding in the bed of a pickup truck or on the sides or hood of a vehicle.

Horses and other Animals

Due to safety and insurance requirements, only organized equestrian units with trained horses and experienced riders will be considered for participation. Riders must maintain a slow pace at all times. Any unit with animal(s) is 100% responsible for cleaning after the animal(s) during the parade or having animals diapered. Remember units will be walking, marching and performing behind you.

We thank you for your participation in the Annual Hartsville Christmas Parade. Our staff is thankful to be able to deliver this annual tradition of Hartsville during a year filled with so many uncertainties. Your understanding and cooperation is appreciated during this time.