

# Napier City Christmas Parade 2018



## Napier City Christmas Parade Participation Information, Guidelines & Rules

The 2018 Napier City Christmas Parade celebrates the meaning of Christmas within a diverse community. The parade will showcase and celebrate artistic talents, many cultures and varied community groups linking to the celebration of Christmas around the world.

The 2018 parade will be held at 1.00pm on Sunday 02 December 2018.

### ***YOU MUST REGISTER TO PARTICIPATE IN THE 2018 NAPIER CITY CHRISTMAS PARADE***

***Applications close 5pm, Monday 19 November 2018. Late applications will not be accepted.***

***NOTE: There is a restricted number of floats permitted in the parade therefore early registration is recommended***

Applications from people or organisations that are not part of the Napier community are also welcomed so long as the focus on their entry is a clear message of support or celebration relating to the Napier City Christmas Parade.

Applications from groups or individuals who are not promoting a positive 'Christmas' theme related message may be refused entry.

#### ***What is a 'Parade Participant'?***

A 'Parade Participant' is fundamentally about representing a cause, message, or belief in front of a diverse audience of parade-goers, celebrating religion and beliefs. 'Parade Participants' generally organise their 'artistic' look around some central theme: celebrating self, celebrating diversity, celebrating business, and celebrating community. The possibilities are many but remember the theme of the parade is 'Christmas'.

A 'Parade Participant' can be an 'Individual' or a 'Group of Individuals', 'Walkers' and/or a 'Vehicle/Float'.

#### ***What is a 'Group of Individuals'?***

A group of individuals consist of a group of like minded participants entering the parade for one sole purpose, e.g. Napier Gumboot Group

#### ***Napier City stmas Parade Registration Form***

See attached

#### ***Parade Marshals***

There are two types of parade marshals:

- Parade Wardens (Stationary Marshals)
- Walking Marshals

#### ***Parade Wardens***

Parade Wardens, provided by the Parade Coordinator, are located at regular intervals along the entire parade route. Their primary roles are to mitigate injury and prevent the crowd from moving onto the parade route and thus slowing the parade or causing harm or injury. Parade Wardens are required to attend a training session.

### ***Walking Marshals for Powered Vehicles***

Each 'Parade Participant' will need to source staff/volunteers that will walk the parade route with the 'Parade Participant' and act as a safety marshals if your entry includes a powered (electric, petrol or diesel) vehicle excluding motorcycles. Walking Marshals, in addition to a least one member of your group, are required to attend a training session.

'Walking Marshal' training is **MANDATORY**. The short training session explains the parade mustering area, the parade route, and the parade dismantle area process.

Walking Marshals learn the 5 Safety Rules:

- Nobody gets hurt
- Walking Marshals must stay with their vehicle
- Sober and drug free
- No throwing anything into the crowd
- No getting on or off vehicles

You must have the correct number of trained walking marshals on the day of the parade otherwise this may jeopardize your participant from entering the parade route.

### ***How many walking marshals do you require?***

Normally 2 'walking marshals' are required per small vehicle. This number will increase depending on the size of your vehicle. Contact the Parade Coordinator for more information about walking marshals and training.

### ***Check-In Agents***

Each Parade Participant will be 'checked-in' by a 'check-in agent' on their arrival at the mustering area. Their role is to check you have registered, you have the required number of walking marshals and that your vehicle is approved to enter the parade route. Non compliance with any of these requirements may jeopardize your participant from entering the parade route.

### ***Training Schedule 2018***

ALL NEW Parade volunteers (crew), one walking marshal and one member of your 'Parade Participation' must attend a short training session. The date(s) and time(s) for these training sessions will be communicated at a later date.

***A representative from your group must also be available to collect the required documentation to enter the parade. This includes your sequence number in the parade and your mustering area.*** This date will be communicated at a later date.

### ***Parade Route***

The parade route is basically the same as 2017 which seemed to work well. The parade will commence in Clive Square and travel down Tennyson St, turn right into Hastings Street (not Herschell Street), right into Emerson Street and conclude back at Clive Square.

The pack-in and pack-down area for the parade is Clive Square East and West.

### ***Line-up***

A number of factors determines your placement in the parade. We attempt to accommodate as many 'Parade Participants' wishes as possible.

### ***Animals***

Cats, dogs, or other household pets are permitted in the parade however we recommend that you make prior arrangements with the SPCA and Napier City Council Dog Patrol. In accordance with Council regulations, you are responsible for cleaning up after your animals in the parade assembly area, along the parade route and dismantle area.

### ***Parade Safety***

'Parade Participants' must listen to and comply with all directions given by Napier City Christmas Parade staff including the Safety Marshals. In particular, all Parade Participants and their participants must:

- **Not throw items from a Parade Participant into the crowd**
- **Not board or dismount a moving vehicle**
- **Consider how many people can safely ride on your float**

A warning will be given to your group should any of these directions not be adhered to. If infractions continue after the warning has been given your 'Parade Participant' may be removed from the route.

### ***Safety First***

- Please use paper streamers in place of confetti – confetti is a nightmare to clean-up
- Balloons are GREAT as long as they are tied down and no higher than the restricted height.
- Bubbles are EXCELLENT.
- Feathers attached to costumes are OK.
- Signs, banners and flags are great as long as they are not higher than the restricted height.
- Water guns are GREAT. Be sure to fill them with only water and have a water supply.
- Handing out food or beverages is strictly forbidden
- **NOTE: Any vehicle with a deck or similar over 1m high off the ground carrying people must have a secure handrail or similar around the edge of the vehicle**

### ***Waste Management***

We are endeavoring to keep the cost of running the parade to a minimum. We need your help to achieve this. We ask all 'Parade Participants' to please remove any rubbish from the mustering area before you commence onto the parade route. Please be respectful of resident and street rubbish bins as they are not for our use. Leaving rubbish along the parade route is not permitted. If you have giveaways please hand these to the crowd rather than throwing. This is far more receptive and welcoming.

The dismantle area in Clive Square is designed for you to dismantle your vehicle and make it road ready for removal. Please comply with the NZ Road Code regulations. You must remove all waste from the mustering and dismantle areas.

# GUIDELINES FOR PARADE PARTICIPATION

## ***Driver and Vehicle information***

All drivers must possess a valid driver's license. All vehicles must be insured, registered and hold a valid WoF or CoF for the day of the Parade. Vehicles must be road worthy and in good operating condition. The dismantle area is designed for you to dismantle your vehicle and make it road safe for removal. Please comply with the NZ Road Code regulations. Drivers must not be under the influence of alcohol or drugs.

## ***Vehicle/Float Dimensions***

Below are the maximum dimensions of floats that can be displayed on the parade route, mustering and dismantle area and emergency exit streets. Please contact us if your float will be larger than these dimensions as we might be able to creatively accommodate your float. The dimensions of your float will be checked when arriving at the mustering area by a 'check-in agent'.

- Height: 4.25 meters including any banners, flags or persons
- Length: 12 meters (the parade route will not accommodate vehicles longer than 12 meters)
- Width: 3 meters (including rails)
- Street Clearance: 40cms above the ground (to clear any traffic island edges)
- **NOTE: Any vehicle with a deck or similar over 1m high off the ground carrying people must have a secure handrail or similar around the edge of the vehicle**

## ***Performance Maneuvers***

Please attach to the 'Napier City Christmas Parade Registration Form' a description of all maneuvers, formations, or other exhibitions that have the potential to slow or stop the pace of the Parade. Your description should include an approximate length of time and, if applicable, location for each maneuver. **Failure to submit an accurate description of planned maneuvers** or any attempt to insert a non-disclosed maneuver on Parade day may result in removal and/or denial of future participation in Napier City Christmas Parade's.

## ***Participants Conduct***

All parade participants must demonstrate basic respect for the tone of the parade and consideration of the audience. The following artistic guidelines will apply to ALL parade participants in addition to Health & Safety and Logistical requirements as per the registration form:

- Satire is acceptable – degrading is not acceptable
- Interaction is acceptable – altercation is not acceptable
- Celebration is acceptable – crassness is not acceptable
- Floats and individuals must NOT present images or messages promoting or condoning violence or hatred of any person or group. Consider our Human Rights Law

## ***How can you Increase your Visibility during a Day Parade***

Coloured t-shirt, hats and headbands, amplified music, signs and flags, whistles (can get annoying after a while)

## ***Sound***

Vehicles requiring sound equipment and/or power should contact the Parade Coordinator to access a special rate that includes delivery to the mustering area and collection from the dismantle area only on the day of the parade.

Vehicles with trailers are permitted however special conditions apply. Please contact the Parade Coordinator.

NOTE: Confirmation of your inclusion in the parade will not be confirmed until all correctly completed documentation has been received by the deadline date/time.

For all Parade enquiries and registrations please email the Napier City Christmas Parade Coordinator – Jonathan Smith  
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