



2022 Santa Claus Parade Rules and Regulations

The Santa Claus Parade is an annual event coordinated by the Regional Municipality of Wood Buffalo. Registered floats will marshal along Clearwater Drive.

These rules apply to ALL entries

1. Your completed signed and/or electronically submitted application form is your acceptance, on behalf of your entry and all your entry's participants, of all Santa Claus Parade rules and regulations.
2. The Regional Municipality of Wood Buffalo assumes no responsibility in connection with and makes no representation as to safety of any parade entry, in whole or in part, solely by reason of compliance with Santa Claus Parade rules and regulations.
3. The ultimate responsibility for safety lies with each individual entry. Entries must comply with all Santa Claus Parade rules and regulations as well as comply with all government regulations, safety codes, manufacturer's recommendations, and similar standards.
4. Santa Claus Parade officials determine location of all entries in the parade and the entry must maintain that position throughout the parade unless otherwise directed by a parade official.
5. Santa Claus Parade officials will reject any entry on parade day that does not meet the regulations or conform to the description on their parade application. The only exceptions would be for entries arriving in better appearance than described.
6. All instructions of Santa Claus Parade officials must be obeyed. Failure to do so will result in removal from the parade and may jeopardize participation in future Santa Claus Parades. Safety is the number one priority.
7. Santa Claus Parade officials reserve the right to remove any entry, at any time, because of safety concerns, interference with the parade's progress or any other reason that parade officials deem appropriate.

8. The Santa Claus Parade is a community event and therefore inappropriate music (profanity/swearing/degrading, etc.) or attire unsuitable for viewing by a family audience is not acceptable.
9. The use of noisemakers or band practice is forbidden near animals. The firing of live or blank firearms is not permitted.

All entries pertaining to music must have appropriate sound systems and must have the prior approval of the Santa Claus Parade Officials. Playing music through a vehicle's stereo system and speakers is not recommended.

10. Blowing of horns and sirens will only be allowed during parade times and must be kept to a reasonable level. Acceptable noise levels will be determined by the parade officials and any requests to adjust sound levels must be adhered to.
11. Fuel tanks should be topped off just prior to the parade. Containers of fuel **MUST NOT** be carried on any parade entry.

Decorating and Music Requirements and Restrictions:

12. All participants, including drivers, should be festively attired.
13. All vehicle entries must be clean and a minimum 80% decorated. Any entry which does not meet decoration requirements, will not be permitted to enter the parade route. Wrapped vehicles must be a minimum 80% decorated in addition to their "wrap". Wrapped vehicles and custom paint jobs may be incorporated into the design of the decoration but are not considered decorations.
14. Decorations must be appropriately attached to the vehicle. No duct tape should be visible.
15. Entries may not consist of multiple of the same type of vehicle (ex. Two half-ton trucks within one entry). Entries which consist of one truck and one quad would be acceptable. Semi-trailer, tractor trailer and 18 wheelers are **NOT** permitted in the parade. A semi-truck on its own is allowed.

Semi-Truck; allowed in conjunction with a flat deck trailer.

Allowed



NOT Allowed



16. Protective equipment must be worn while accompanying your entry.
17. Santa Claus Parade officials encourage entries to include mascots. Please ensure all mascots have a handler with them.
18. All vehicles must be in good mechanical condition and properly serviced prior to the parade. Special attention must be paid to cooling systems, exhaust systems, brakes, steering and tires.
19. Drivers and other persons on all entries must have a means of quick and safe escape in case of an emergency.
20. Parade lineup assignments, arrival times, parade map and hyperlink to the mandatory virtual parade orientation will be emailed to the parade applicant by **November 30th, 2022**. An authorized representative for each group is required to attend one of the virtual Microsoft Teams meetings on **November 30th, 2022, at 12:00 p.m. or 6:00 p.m.**

21. All entries are required to be in place at their designated arrival time. Failure to arrive at your designated time may result in your removal from the parade.
22. All entries will be inspected upon arrival at the parade on **December 3, 2022**, for safety and content approvals. Any entry not meeting the safety requirements, not family friendly or socially acceptable will be removed from the parade. Any float, decorations that are deemed inappropriate by parade organizers will not be allowed to participate.
23. All groups using animals of any type in the parade are required to have a clean-up crew with the animal(s). All animal waste is to be disposed of properly. All animals must be on a leash, have proper shelter from weather and food/water.
24. Alcoholic beverages and other controlled substances are forbidden on any float, in any vehicle or on any parade participant, to include during staging, the parade and the drop off zone. Participants who consume alcohol or other controlled substances prior to parade start are not permitted to enter and will be removed from the parade.
25. There will be no smoking allowed in the parade viewing or marshaling area.
26. For safety reasons, participants shall not mount/ dismount from entries unless the entry has come to a complete stop.
27. In case of an emergency please follow the direction of the on-site safety personnel.

Regulations for floats:

28. Float Structure Requirements and Restrictions:
 - a. Height Restriction - maximum of 17 feet (5.2 meters) in height on the parade route and 13 feet 6 inches (4.5 meters) in height through normal traffic.
 - b. Width Restriction - maximum of 8 feet 6 inches (2.6 meters) wide.
 - c. Length Restriction - No entry may exceed a length of 53 feet (16.15 meters) total overall length. Only one towed unit per entry.
 - d. Over Dimensional Load Permits are required for vehicles/load over 4.5 meters high or 2.6 meters wide.
29. Float Mechanical Requirements and Restrictions:
 - a. All towing vehicles must be in good mechanical order.
 - b. All towing vehicles must have safety chains between the pulling unit and the float.
 - c. Tires must have the proper amount of air and be in good condition.
 - d. Brakes and pulling capacity must be checked prior to the parade.
 - e. Brakes, steering and headlights must be in good working order.

30. Safety Requirements and Restrictions:

- a. No sharp projections, which might result in injury, should be used as a prop or in the construction of any float entry.
- b. Candles or other open-flame items are not permitted on floats.
- c. Generators on floats are permitted and must be placed in a safe distance from hay bales or other flammable materials.
- d. All units are required to have a stocked first aid kit and tagged fire extinguisher on board (required at check-in)
- e. Each vehicle must have a spotter to ride with the driver.
- f. All floats are required to have a safety spotter assist parking their float in their designated area.

Insurance Requirements:

All applications must provide evidence that insurance is maintained for your entry. If you are distributing edible items in the parade a certificate of insurance is required.

The purpose of requesting insurance is to ensure that the members of the public and the Regional Municipality of Wood Buffalo (RMWB) is protected in the event of any third-party liability claims arising out of the actions of the parade entrants.

All motor vehicle entries:

A copy of the insurance policy declarations or a certificate of insurance evidencing \$1,000,000 liability is required for personal vehicles and \$2,000,000 liability is required for commercial vehicles; pink cards may be considered with a letter of confirmation from your broker/insurance company stating that your insurance is currently active, noting that the participants Insurance is primary.

1. Complete legal name and address of the applicant (insured) for which insurance has been arranged. Please note that the insured name shown **must exactly match the name on the municipal parade registration.**
2. The Regional Municipality of Wood Buffalo added as “additional insured” with respect to liability arising out of the participation of the names insured in the December 3rd, 2022, RMWB Santa Claus Parade.
3. The Certificate of Insurance must require that the insurance provider give the Regional Municipality of Wood Buffalo any notice of cancellation by giving fifteen (15) days notice of termination by registered mail or five (5) days written notice hand delivered to the following address: 9909 Franklin Ave, Fort McMurray AB T9H 2K4 attn. Public Works.

*If you are submitting a vehicle, please ensure you comply with both insurance requirements listed above. The vehicle information can be reflected on the insurance certificate should they be coming from the same insurance company.

Participants are to conduct themselves in a responsible manner respecting other participants, volunteers, and neighboring communities. Though the Santa Claus Parade officials make every effort to ensure the safety of personnel, animals, and property, it is the responsibility of the parade participants to ensure the safety of bystanders and/or private or public property within their control or supervision.

PARADE SCHEDULE

Float Staging:

1:00 p.m.-4:30 p.m.

SANTA CLAUSPARADE APPLICATION PACKAGE CHECK LIST

- Completed online application form. Notify parade organizers of any changes to your online application. For example, distributing items in the parade.
- Proof of Insurance Coverage
- Attend Mandatory Parade Meeting
- Tagged fire extinguishers on board
- First aid kit on board
- Rules and Regulations reviewed to ensure compliance
- Float safety checklist completed
- Recruit mandatory safety walkers to accompany your float.

CONTACT INFORMATION:

Megan Hull – Parade Coordinator

Phone: 780 -742 -7567

E-mail: megan.hull@rmwb.ca