



Bowdon Christmas Parade Registration Form

Sponsored by Bowdon Main Street

**REGISTRATION MUST BE RETURNED BY 4:30 PM,
NOVEMBER 3, 2022. LATE ENTRIES WILL NOT BE
ACCEPTED.**

Group or Participant: _____

We MUST have the following information, so that we can get in touch with someone, if the need arises, regarding this entry. Please fully provide the name, phone number, and email address for the person in charge of this parade entry.

Authorized Contact Person: _____

Phone: _____ Email Address: _____

May we add your email address to our Bowdon Main Street e-blast, for news about current and future events? _____

You MUST complete a copy of this form for each vehicle/entry to be in the parade.

Name of Entry: _____

Provide a short description of your entry: **If entry includes horses, please see Guidelines and Procedures, #10 (on attached page) for entries with horses. Thank you!**

Please carefully fill in the information on the following page, and read carefully the guidelines and safety policies:

I, _____ declare that I will be a participant in the Bowdon Christmas Parade on November 13, 2021. I understand the parade will begin promptly at 6:30pm, and that my group/entry is to arrive NO LATER than 6:00 pm.

I will be driving the vehicle/float representing the following group:

I will be driving the following vehicle:

(Year, Make of Vehicle, or description of float)

I declare that I am fully licensed and insured to operate said vehicle/float.

Please Initial: _____

I declare that I carry liability insurance to cover property damages and physical injuries to others.

Insurance Carrier and Policy #:

Please initial: _____

I understand that vehicles or entries other than the one(s) registered above will NOT be allowed in the parade. Please initial: _____

Please read the Guidelines and Procedures on the following page and sign where indicated. For your convenience, the last page of this form is a copy of the Guidelines and Procedures for you to keep. Please detach and keep for your reference.

Bowdon Christmas Parade
General Guidelines and Procedures

1. We require that each entry applies adequate standards of safety within their entry. Please be mindful of the safety of all involved related to vehicles, floats, horses, and walker entries. Stay alert and watchful of all involved.
2. There is to be NO CANDY THROWN FROM FLOATS OR VEHICLES. Individuals who walk with floats or vehicles may give out candy; however, no candy is to be thrown from moving floats or vehicles.
3. All parade entries should be registered, with paperwork signed, and fees paid, no later than November 3, at 4:30 pm. Checks should be made payable to the City of Bowdon and turned in to Jan Gibbs at City Hall, or mailed to: City of Bowdon, Attn: Jan Gibbs, Bowdon Main Street, 182 Grammar School Road, Bowdon, GA 30108.
4. No entries will be allowed to register the day of the event, and no vehicles will be allowed to “fall in” with the parade formation. This policy is enforced for the safety of all participants.
5. PARADE LINE-UP: Please see the attached information, regarding parade line up.
6. Upon arrival at Bowdon Baptist Church, parade participants should register at the check-in table. Volunteers will direct participants to the appropriate area for line-up. All parade entries MUST arrive by 6:00 pm, in order to participate. Entry fees are non-refundable, so late arrivals will not be placed in the line-up, and no refunds will be issued.
7. Form must be filled out completely, including all information, or entry will be considered ineligible for participation.
8. There can be only 1 (one) vehicle per entry. Organizations or individuals who have more than one vehicle to enter, must complete an entry form and pay the entry fee for each vehicle.
9. All parade entries must remain in their assigned parade slot at all times, for the safety of all participants. Any entry, including walkers, motorized or non-motorized vehicles, floats, or other entries, who break the parade formation and move from their assigned spot, will be immediately asked to leave the parade, and possibly not allowed to participate in future parades. This includes the line-up time. Once your vehicle/float is in the line up, there will be NO leaving and returning to the line up. This is for the safety of all participants and onlookers.
10. **Entries with horses: There shall be no more than 3 horses, per entry. Additional horses must pay an additional entry fee. All entries must be pre-registered. Extra horses will not be permitted to register the day of the parade. There must be one person to ride or lead each horse in the entry. One person will not be permitted to ride/lead two horses. These guidelines are in place to ensure the safety of all involved. Thank you in advance for abiding by these guidelines.**
11. **The City of Bowdon/Bowdon Main Street reserves the right to direct any entry that is uncooperative with these guidelines to leave the parade immediately.**

I agree to indemnify and hold the City of Bowdon and its agents, volunteers, and employees harmless for any injuries to others, which may result from my operation of said vehicle/float, and to defend them against any claims arising out of my operation of said vehicle/float. Initial: _____

I have read and understand the General Guidelines and Safety Procedures (above) and agree to abide by all. Initial: _____

I declare under penalty of perjury that the foregoing is true and correct.

The City of Bowdon and Bowdon Main Street have final approval of all entries. November 4, 4:30 pm is the deadline to register for the parade. Fees: \$25 per entry, on or before October 21, Fees increase to \$30 per entry after October 21. No fees or applications will be accepted after Nov 4. All fees are due with application.

Print Name: _____

Signature

Date: _____

Return this signed and completed application, along with entry fee(s), to:

Bowdon City Hall
Attn: Jan Gibbs
182 Grammar School Road
Bowdon, GA 30108
770.258.8980
jgibbs@bowdon.net

Bowdon Christmas Parade
General Guidelines and Procedure

1. We require that each entry applies adequate standards of safety within their entry. Please be mindful of the safety of all involved related to vehicles, floats, horses, and walker entries. Stay alert and watchful of all involved.
2. There is to be NO CANDY THROWN FROM FLOATS OR VEHICLES. Individuals who walk with floats or vehicles may give out candy; however, no candy is to be thrown from moving floats or vehicles.
3. All parade entries should be registered, with paperwork signed, and fees paid, no later than November 3, at 4:30 pm. Checks should be made payable to the City of Bowdon and turned in to Jan Gibbs at City Hall, or mailed to: City of Bowdon, Attn: Jan Gibbs, Bowdon Main Street, 182 Grammar School Road, Bowdon, GA 30108.
4. No entries will be allowed to register the day of the event, and no vehicles will be allowed to "fall in" with the parade formation. This policy is enforced for the safety of all participants.
5. PARADE LINE-UP: Please see the attached information, regarding parade line up.
6. Upon arrival at Bowdon Baptist Church, parade participants should register at the check-in table. Volunteers will direct participants to the appropriate area for line- up. All parade entries MUST arrive by 6:00 pm, in order to participate. Entry fees are non-refundable, so late arrivals will not be placed in the line-up, and no refunds will be issued.
7. Form must be filled out completely, including all information, or entry will be considered ineligible for participation.
8. There can be only 1 (one) vehicle per entry. Organizations or individuals who have more than one vehicle to enter, must complete an entry form and pay the entry fee for each vehicle.
9. All parade entries must remain in their assigned parade slot at all times, for the safety of all participants. Any entry, including walkers, motorized or non-motorized vehicles, floats, or other entries, who break the parade formation and move from their assigned spot, will be immediately asked to leave the parade, and possibly not allowed to participate in future parades. This includes the line-up time. Once your vehicle/float is in the line up , there will be NO leaving and returning to the line up. This is for the safety of all participants and onlookers.
10. **Entries with horses: There shall be no more than 3 horses, per entry. Additional horses must pay an additional entry fee. All entries must be pre-registered. Extra horses will not be permitted to register the day of the parade. There must be one person to ride or lead each horse in the entry. One person will not be permitted to ride/lead two horses. These guidelines are in place to ensure the safety of all involved. Thank you in advance for abiding by these guidelines.**
11. **The City of Bowdon/Bowdon Main Street reserves the right to direct any entry that is uncooperative with these guidelines to leave the parade immediately.**

I agree to indemnify and hold the City of Bowdon and its agents, volunteers, and employees harmless for any injuries to others, which may result from my operation of said vehicle/float, and to defend them against any claims arising out of my operation of said vehicle/float. Initial: _____

I have read and understand the General Guidelines and Safety Procedures (above) and agree to abide by all. Initial: _____

I declare under penalty of perjury that the foregoing is true and correct.

The City of Bowdon and Bowdon Main Street have final approval of all entries. November 4, 4:30 pm is the deadline to register for the parade. Fees: \$25 per entry, on or before October 21, Fees increase to \$30 per entry after October 21. No fees or applications will be accepted after Nov 4. All fees are due with application.

Print Name: _____

Signature _____

Date: _____

Return this signed and completed application, along with entry fee(s), to:

Bowdon City Hall
Attn: Jan Gibbs
182 Grammar School Road
Bowdon, GA 30108
770.258.8980
jjibbs@bowdon.net

PARADE LINE UP:

Christmas Parade line up will begin at 5:00 pm. The check in area will be in the Bowdon Baptist parking lot, on Mill Street. Once you check in, you will be given your number and final line up instructions.

If you are part of a group, please determine where the group will meet, and send one or two people to the check in area, to receive your number and line up instructions. There tends to be lots of confusion sometimes with large groups. It will help you out, and will considerably alleviate the confusion, if you have a pre-determined spot for your group to meet, and then have one contact person in your group assigned to communicate with everyone in your group.

No vehicles will be allowed to ride around and around the line up area. All vehicles will need to be in their assigned spot and stay there until the parade begins. Vehicles that are not part of the parade will not be allowed in the line up area.