

# WinterFest Scherr Legate Lights Parade 2023 Application

Saturday, November 18, 2023 – Parade Starts at 5:30 P.M.



Office Only:

Entry#:

Over 50,000 spectators attend the annual Winterfest Scherr Legate Parade in downtown El Paso every year. Coupled with the Tree Lighting Ceremony, it is the largest single event in downtown El Paso. This year's event is Saturday, November 18, 2023, with the parade starting at 5:30 p.m. The festivities feature the only light parade in the City, along with entertainment by local performers and shopping opportunities with local vendors.

## Parade Registration Information

Please fill out the parade application and send back a complete application by email to Grace Faulkner [FaulknerGR@elpasotexas.gov](mailto:FaulknerGR@elpasotexas.gov). Once the application has been reviewed and approved, a representative will contact you on next steps. Further information about the application process will be sent to you via email. Please check your application to ensure all pertinent information is properly filled out. Be aware all payments must be done in person in order to finalize your registration and secure a slot.

## Parade Entry Limitations- 55 Parade Entries

1. Car clubs will have a limit of 5 entries, with a max of 9 vehicles per club.
2. Walking groups are limited to 8 entries with a max of 100 walkers per entry.
3. Walking groups associated with a float do not count towards the 8 limit entries but the number of walkers is limited to 25 per entry.
4. All Entries must have EXCESSIVE LIGHTS

## Dimension of Parade Entry should not exceed the following measurements:

- **Length: 35 Ft.**
- **Width: 20 Ft.**
- **Height: 14 Ft.**

In the Parade Registration Packet, you will be receiving the following documents:

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> Parade Entry Form   | <input type="checkbox"/> Certification Form        | <input type="checkbox"/> Rules & Regulations | <input type="checkbox"/> Fire Department Float Inspection Form          |
| <input type="checkbox"/> Liability Form<br>(Everyone participating must fill one out.) | <input type="checkbox"/> Float Safety Requirements | <input type="checkbox"/> Media Sheet         | <input type="checkbox"/> Parks & Recreation Parade Float/Walk Checklist |

Print Name:

Signature:

Date Signed

# Parade Entry Form

Applicant's Full Name:

Business/Organization:

Title of Entry:

Email:

Address (Street/Apt. Number):

City:

State:

Zip Code:

Daytime Telephone Number:

Cell Phone Number:

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## Please check all that apply.

**All entries must have Excessive Lights! Neon Sticks are not sufficient for the Scherr Legate Lights Parade.**

- Motorized vehicle/Use of flatbed trailer/Float
  - 1-3 vehicles per entry \$50  
1 vehicle + flatbed = 2 vehicles \$50  
May have 25 walkers/ entry
  - 4-6 vehicles per entry \$75, 5 entries
- Non-motorized vehicle (bicycle, wagon, etc.) \$50  
(4 bicycles/wagon = 1 vehicle)
- Walking/marching group only
  - 1-100 \$50 per entry, 8 entries
- Motorcycles 4 = 1 vehicle \$50

### Dimensions of Parade Entry:

Length: (Max 35 ft)

Width: (Max 20 ft)

Height: (Max 14 ft)

Example: If you are entering a tractor with a trailer & truck. What is the total length of the entries combined from nose to tail?

My signature below indicates I have read and agree to follow and adhere to all parade rules and operate my entry at the Winterfest Scherr Legate Lights Parade by complying with all event rules, municipal rules, and regulations set forth throughout this document and any attached documents. I also assume the responsibility of informing my co-workers, parents, participants, guests, and any individual participating in my particular entry of the event rules and will ensure they are adhered to and complied with throughout the entire event. Drivers of vehicles towing floats must provide a copy of their current Driver's License and a copy of proof of insurance. Please read all of the Rules and Regulations thoroughly.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date Signed

# Liability Form

Participant's Full Name:

Age:

Address:

Parent/Guardian – Father's Name:

Home Phone Number:

Work Phone Number:

Parent/Guardian – Mother's Name:

Home Phone Number:

Work Phone Number:

Emergency Contact:

Home Phone Number:

Work Phone Number:

For and in consideration of the privilege of participating in the 2023 Winterfest Scherr Legate Lights Parade organized by the City of El Paso Parks and Recreation Department, the undersigned (participant or legal guardian) \_\_\_\_\_, his, her, or its predecessors, successors, assigns, heirs, executors, administrators, legal representatives, or anyone claiming an interest through Participant, does hereby agree to indemnify, waive all claims, release, defend and hold harmless the City of El Paso, its officers, agents, and employees from and against any and all liability claims, suits, losses, damages or causes of action, including all expenses of litigation and settlement for death, injury to or debt of any person, or for loss of, damage to, or loss of uses of any property arising out of, connected with, or related to Participant's participation in the above-described activity. Such indemnity shall apply whether the claims, suits, losses, damages, causes of action, or liability arise in whole or in part from the negligence, or allegations of negligence, of the City of El Paso, or any of its officers, agents, or employees. It is the express intention of the parties hereto, both the City of El Paso and Participant, that the indemnity provided for in this waiver is indemnity by PARTICIPANT to indemnify and protect the City of El Paso from the consequences of the City of El Paso's own negligence, whether that negligence, or allegation of negligence, is the sole or concurring cause of the injury, death, or damage. Also, it is understood by PARTICIPANT that such indemnity is indemnity by PARTICIPANT to indemnify and protect the City of El Paso from liability, claims, suits, losses, damages, or causes of action due to the negligence, error or omission of PARTICIPANT, or the negligence, error or omission of any other person or persons.

The undersigned PARTICIPANT executes this waiver knowingly, intentionally, and voluntarily, understanding that the terms herein are contractual and not a mere recital, and with full knowledge of its significance.

SIGNED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Organization	Address	Phone Number
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I hereby consent and authorize the City of El Paso Parks and Recreation Department to reproduce photographs or videos of the 2023 Participants in the Winterfest Scherr Legate Lights Parade for advertising and publicity purposes of every description.

Participant Name	Participant Signature	Date Signed
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Parent/Legal Guardian Name	Parent/Legal Guardian Signature	Date Signed
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**\*Each Participant, Walker, or Float Rider, must submit the above form by the deadline of October 27, 2023, or your entry in the Winterfest Scherr Legate Lights Parade will not be allowed to participate.**

# Certification Form

(To be filled out and signed by the float/marching group leader only) 1 copy only

The Undersigned, being responsible for the **(NAME OF ORGANIZATION, SCHOOL, BUSINESS)** \_\_\_\_\_ float/marching group, hereby certifies that he/she has attached a properly filed and signed Winterfest Scherr Legate Lights Parade Liability Release Form for each member of the float/marching group who will be participating in the 2023 Parade on Saturday, November 18, 2023. The Undersigned also certifies that he/she understands that no one will be allowed to participate in the Parade without a Liability/Release Form to participate as a member of his/her float/marching group.

*Float/Marching Group*  
*Organization Name:* \_\_\_\_\_

*Name of Leader:* \_\_\_\_\_

*Signature of Leader:* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Phone Number:* \_\_\_\_\_

## Acknowledgment Signature Sheet

I, \_\_\_\_\_ representing the \_\_\_\_\_ (organization or business) ("Entrant") have completely read, and have a full understanding of the Rules & Regulations, and the Safety Requirements for the 2023 Winterfest Scherr Legate Lights Parade. I agree that it will be my responsibility to inform all members of the Entrants as to the Rules, Regulations, and Safety Requirements. I also understand and agree that if the Entrant or any member thereof fails to abide by the Rules, Regulations, and Safety Requirements, that the Entrant can be prevented from participating or expelled from the Parade.

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date Signed*

## Float Safety Requirements

<b>1. CHASSIS</b>	Flexible enough to withstand normal driving, but rigid enough not to oscillate under normal driving conditions.
<b>2. BRAKE SYSTEM</b>	Must be hydraulic and have an emergency brake system, and each must be in good working condition.
<b>3. WHEELS &amp; TIRES</b>	Must be in good working condition and able to perform normal steering functions with no more than one-half round play.
<b>4. ENGINE</b>	Must be properly installed and in good working condition.
<b>5. COOLING SYSTEM</b>	Must be sufficient to cool the engine and ensure proper air flow to the radiator.
<b>6. EXHAUST SYSTEM</b>	Must meet automotive standards, free of cracks. Should extend 12" beyond the exterior of float. Must be insulated with pipe lagging and must not make contact with the float. Flexible exhaust pipe tubing must extend 12" to the side or rear of the float beyond the apron.
<b>7. MUFFLER</b>	Clear of running gear; if near combustible objects, it must be shielded.
<b>8. FUEL SYSTEM</b>	Gas tanks must be D.O.T. approved for vehicle use. The tank should be securely mounted to frame and accessible, mounted away from driver position. The tank be free of decorations.
<b>9. FIRE WALLS</b>	Must be left intact or reasonable metal substitute must be provided.
<b>10. ELECTRICAL SYSTEM</b>	Approved wiring for automotive use. Installation must minimize mechanical damage and must be properly fused. Circuits above 30 volts must be ungrounded.
<b>11. STEERING</b>	Must be in good working condition and able to perform normal steering functions with no more than one-half round play.
<b>12. TOWING</b>	Floats must be equipped with some type of proper towing device on the front and rear of float.
<b>13. FIRE EXTINGUISHER</b>	Dry chemical-all-purpose 2a-10bc extinguisher is required. Extinguisher should be tested and certified and be easily accessible to the driver. No smoking will be permitted on or near floats, including the assembly area.
<b>14. DRIVER SPACE</b>	Interior should adequately permit emergency escape. Two exits for both driver and inspector should be available.
<b>15. VENTILATION</b>	Must provide adequate ventilation for possible exhaust leaks.
<b>16. DRIVER VISIBILITY</b>	Adequate visibility should be provided. Devices such as mirrors will not be allowed. Riders should not block driver visibility.
<b>17. RIDER PROTECTION</b>	Each float rider will be provided with means to support and protect themselves against falling. (examples: seat belts, back support, armrests or hand holds) Riders should only be used when they serve a useful function and must be costumed appropriately to fit the float title, and safely fit the float title and safely for visibility, and secure footing or seating. Under no circumstances should materials or objects of any kind be thrown or otherwise distributed from riders on the float during the parade route. Intoxicants will not be allowed on the floats.
<b>18. PORTABLE GENERATORS</b>	Generators are allowed but must be securely mounted on the vehicle and allow a 12" minimum spacing between generators and combustibles. Generators must be equipped with exhaust lines firmly attached and installed so as to terminate into a common exhaust line serving the vehicle or piped directly to exterior of float as required for the vehicle exhaust system. (Recommend use of GFCI Outlet).
<b>19. HYDRAULIC SYSTEMS</b>	Are allowed. Must have mechanical locks and override.
<b>20. DECORATIONS</b>	Decorative materials must be fire retardant.

**CHANGES ARE NOT ACCEPTED FROM THE ABOVE SAFETY REQUIREMENTS.**

## Rules and Regulations

1. Entries for the parade are limited to the first 55 paid parade entries. Registration forms are considered on a first paid basis. Please ensure all forms are filled out completely. The signed waiver of liability form and all other required forms must accompany the registration. Registrations will not be accepted without all the required material. **(Initial \_\_\_)**
2. Floats and entries may be no more than 14 feet high, 35 feet long, and 20 feet wide to allow for safe maneuvering under traffic lights and turning streets. Forms must have proper measurements of vehicle and walkers the total length and width. **(Initial \_\_\_)**
3. Person driving the float must present proof of insurance and current and valid state-issued Driver's License. A copy of each will be obtained at first mandatory meeting. **(Initial \_\_\_)**
4. All entries must have excessive lights to highlight their entry. For example, a car should have 25 strands or more of lights or 'net' packages to cover more space. Rope lighting and spotlights could be used for outlining. Floats, trailers, bikes, and marching/walking groups are required to have some source of lighting. Power sources are generators, battery adapters, power converters and battery operated accessories. Designated El Paso Parks and Recreation Department personnel will be in the vicinity to inspect entries prior to the parade. If it is, determined that more lights are required the entry may be disqualified from the parade and fee is non- refundable. People walking must be individually lighted from the waist up. **(Initial \_\_\_)**
5. Headlights must be covered or off during the parade route. **(Initial \_\_\_)**
6. All walking, marching and performance groups must stay in constant motion to avoid delays. Parade escorts will ensure constant forward motion of the parade and will maintain a steady rate to prevent gaps. Please do not stop and perform along the parade route. Skits, maneuvers or other type of performances are not permitted. **(Initial \_\_\_)**
7. For the safety of parade participants and spectators: No candy, flyers, silly string, coupons, books, balloons, toys or objects may be thrown by parade participants and no fire or pyrotechnics. The firing of firearms of any kind is prohibited. City Code 10.12.010. A licensed carrier must notify coordinator (blank ammunition only). **(Initial \_\_\_)**
8. All music played maybe Holiday themed rap, house, hard rock, and hip-hop. No other, or unrelated to holidays music will be allowed. This is a family event with children. Ask parade inspectors to verify music. **(Initial \_\_\_)**
9. Children and adults are not allowed to ride on the hood or sidestep of any vehicle. Any entry violating this rule will be immediately removed. **(Initial \_\_\_)**
10. A map will be provided for all parade entrants. Please follow all directions that are provided. It is your responsibility to pass all necessary information on to all of your participants. **(Initial \_\_\_)**
11. Please designate a spot (other than the parade line-up) to meet before and after the parade. Please have all parents meet at a pre-designated location to pick up their children. Please determine your group's "pick-up spot" ahead of time. An adult must supervise all children participating in the parade at all times. Parents with baby carriages and additional siblings in tow are not allowed, unless part of the entry and totally lit. **(Initial \_\_\_)**
12. The order of the parade will be provided at the mandatory meeting. A parade number will be assigned for each vehicle you enter in the parade. This number must be displayed on the upper right side of your vehicle(s), float(s), or banner. The entries name must be displayed visibly on the front of their parade entry for the crowd and media to see. You will not be able to get into the parade lineup without a number. **(Initial \_\_\_)**
13. Every year, it is a tradition for the City of El Paso Parks and Recreation Department to provide "Santa Claus" for the parade. For this reason, we are requesting that no other organization/company have a Santa Claus in the parade. Please be sure to communicate these rules and regulations to your participants. You assume responsibility for participants, guests, and any individual participating in your entry. **(Initial \_\_\_)**
14. Parade staff (in safety vests) will be spaced throughout the parade route to assist participants with concerns and enforce rules and regulations. **(Initial \_\_\_)**
15. A fire extinguisher or dry chemical-all-purpose extinguisher is required. Extinguishers should be up to date, certified, and easily accessible to the driver. No smoking will be permitted on or near the floats. Decorations should be heat resistant, fire retardant/proof. The parade official and fire marshal will inspect prior to parade. **(Initial \_\_\_)**
16. 16. Generators must be secured in vehicle/trailer and allow a"12" spacing between combustibles and generator. Must have plenty of gasoline to operate 3 to 4 hours. **(Initial \_\_\_)**
17. Only Parade vehicles are authorized into the staging zone. Please make proper plans to park personal vehicle (s) outside the staging perimeter. **(Initial \_\_\_)**
18. NEW STREETCAR Safety Protocol: Due to the new Streetcar rail in the downtown area, a SAFETY protocol will be established for the safety of participants and spectators. Entries with any kind of vehicle will be restricted to a **14 feet height** limit and all participants will be asked to depart the vehicles 50 feet before crossing rails. City staff then will walk everyone 50 feet beyond rails and only then will escorted participants be permitted to board vehicles again. This item will be discussed further in the upcoming mandatory training. There will be no exceptions to this protocol.

Person Completing Application

Signature

Date Signed

## Information Sheet for Media

Entry/Group Name:

Title of Entry:

Category: (Check One)

- Motorized     Non-Motorized     Walking     Motorcycle

Entry design/sponsored by:

How many years in parade?

Phone Number:

Note: Provide information for media advertisement/promotion:

Special stories about your entry? (optional)

Recognized/ Merits you wish the media to announce: (optional)

**NOTE: All information will be released to local news media.**

**\*The 2023 Winterfest Scherr Legate Lights Parade will be televised live on KTSM Channel 9.**

# El Paso Fire Department Parade Float Safety Checklist

(To be completed day of Parade by the El Paso Fire Department)

Float Builder's Name:  Date:  /  /

Address (Street/Apt. Number):  City:  State:  Zip Code:

Responsible Party Name:  Phone Number:

Parade Float Safety Checklist	N/A	1st Visit		2nd Visit	
		YES	NO	YES	NO
<b>Fire Extinguisher(s):</b> Tag Date: / / Present / Accessible / Mounted / Charged / Type / Quantity					
<b>Driver Space:</b> Emergency egress present, exit accessible, and egress unobstructed.					
<b>Driver Visibility:</b> Clear / Unobstructed / 180 degrees field of view (minimum)					
<b>Rider Ventilation:</b> NO exposure to any possible exhaust leaks and/or products of combustion.					
<b>Rider Protection:</b> Stabilized support, hand holds, protection from sudden stops, free of fall/trip hazards.					
<b>Horn or Sounding Device:</b> Present / Audible / Functional					
<b>Chassis:</b> Intact - Expected to withstand normal driving conditions.					
<b>Tow Mechanism:</b> Primary (tow bar) and Secondary (chain) connections appropriate for anticipated load(s).					
<b>Steering:</b> Full range / Unobstructed					
<b>Brake System:</b> Intact - Appears to be in good working condition without visible leaks or mechanical damage.					
<b>Wheels and Tires:</b> Good working condition, adequate tread, and no visible damage.					
<b>Engine Cooling System:</b> Free of potential obstructions.					
<b>Fuel Tank/Fuel Storage:</b> Approved location(s) - NO extra fuel carried on float in secondary containers.					
<b>Hydraulic Systems:</b> Safety override and mechanical locks must be present.					
<b>Muffler System/Exhaust:</b> Extends at least 12" beyond exterior of float, directed away from all passenger areas.					
<b>Portable Electrical Generators:</b> Securely mounted, NOT located in driver/passenger compartment areas.					
<b>Decorations:</b> Assembled with flame retardant materials and/or treated to be effectively flame retardant.					
<b>Float Activities:</b> NO smoking, candles, open flame devices, or fireworks allowed on floats or tow vehicles.					
<b>Other Safety Concerns (Specify):</b>					
<b>Remarks:</b>					

Float Builder Name (Print) \_\_\_\_\_

Inspector Name (Print) \_\_\_\_\_

Unit \_\_\_\_\_

Signature \_\_\_\_\_

Inspector Signature \_\_\_\_\_

A copy of this Parade Float Safety Checklist **must** remain on the float (with the driver) **AT ALL TIMES.**



# Parks and Recreation Department Parade Float Checklist

(To be completed day of Parade by the Parks and Recreation Department)

Person Responsible for Group:

Phone Number:

Date:


 /  / 

Parade Float Safety Requirements Checklist	YES	NO	NOTES
<b>Fire Extinguisher:</b> Expiration Date: / /			
<b>Muffler:</b> Clear Ventilation			
<b>Driver's Space:</b> Available for emergency exit and communication with staff.			
<b>Visibility:</b> Available for maneuvering.			
<b>Generators:</b> Ventilation available and free of hazards.			
<b>Decorations:</b> Free from hazards.			
<b>Seating:</b> Seats available in trailer or bed of truck.			
<b>Gas Tanks:</b> Free from hazards, certified gas container.			
<b>Tires:</b> Clear from obstacles.			
<b>Tailor Hitch:</b> Free from hazards / secure.			
<b>Headlights:</b> Are covered or turned off.			
<b>Liability Forms:</b> All participants have on file with check-in.			
<b>Driver's License:</b> Have on file with check-in.			
<b>Liability Insurance:</b> All vehicles have insurance on file with check-in.			
<b>Adult Supervision:</b> How many adults walking with group.			
<b>Total # of Group:</b> How many individuals in entry.			
<b>Music:</b> Type, able to hear staff commands.			
<b>Entry#:</b> Displayed on passenger side of vehicle visibly.			
<b>The fire extinguisher is required for vehicles carrying a generator.</b>			

Walking Units Safety Requirements Checklist	YES	NO	NOTES
<b>Decorations:</b> Free from hazards.			
<b>Walking Unit Visibility:</b> Sufficient lights on walker.			
<b>Entry#:</b> Displayed right side of banner or displayed properly.			
<b>Liability Forms:</b> All participants have on file with check-in.			
<b>Adult Supervision:</b> How many adults walking with group.			
<b>Music:</b> Type, able to hear staff commands.			
<b>Total # of Group:</b> How many individuals in entry.			
<b>Total # of:</b> Wagons, carts, baby wagons.			

Printed Name of Person Doing Check

Signature of Person Doing Check

Kronos #

Printed Name of Street Captain

Signature of Street Captain

Kronos #