



## 2018 KRIS KRINGLE PROCESSION EVENT INFORMATION & REGISTRATION

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The 2018 Holiday Committee of Celebrate Frederick, Inc. would like to invite your group to participate in the 33<sup>rd</sup> Annual Kris Kringle Procession. Our annual procession is set for **Friday, December 7<sup>th</sup>** at 6:30 PM.

### PROCESSION ROUTE

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Starting at the corner of East Patrick and South Carroll Street, the procession heads west on Patrick Street, turns right and heads north on Market Street, turns left and continues west on Second Street, crosses Bentz Street and concludes at the Baker Park Band Shell with the Procession Closing Ceremonies.

### PROCESSION THEME

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The procession theme, **"Holiday Traditions,"** compliments our goal of recreating the magic of the Holidays during the time of Frederick's founding. The festive sight of holiday characters marching through downtown makes this a truly enchanting event to ring in the holiday season.

Included in the "Rules and Regulations" section of this this packet is a list of costumes ideas for the procession. This list is not meant to be comprehensive. Rather, it is intended to assist you in the brainstorming process of selecting an appropriate theme for your group.

### PROCESSION TIMELINE

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Friday, November 2 <sup>nd</sup>	Registration Deadline at 4 PM
Friday, December 7 <sup>th</sup>	Annual Kris Kringle Procession at 6:30 PM

### REGISTRATION DEADLINES & ENTRY FEES

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- Entry Fee
  - \$10 per participating group (*One group per registration form*)
  - Cash or Check (Payable to Celebrate Frederick, Inc.)
- All registrations must be received by the Office of Special Events no later than 4 PM on Friday, November 2, 2018.
- Your completed registration and payment assures your consideration for participation in the procession. Registrations can be submitted via:
  - Mail – Office of Special Events, 121 N. Bentz Street, Frederick, MD 21701, ATTN: Kris Kringle Procession
  - Fax – ATTN: Kris Kringle Procession @ 301-600-2849
  - Email – Hailey Johnson at [hjohnson@cityoffrederick.com](mailto:hjohnson@cityoffrederick.com)

**All registrations submitted will be reviewed and acceptance determined by Kris Kringle Sub-Committee. If approved, you will receive an email or phone confirmation.**

### CONTACT INFORMATION

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Thank you for your interest in participating in the annual Kris Kringle Procession. Please contact Hailey Johnson at 301-600-2844 or [hjohnson@cityoffrederick.com](mailto:hjohnson@cityoffrederick.com) if you have any questions.

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### **KRIS KRINGLE PROCESSION – RULES & REQUIREMENTS**

The Holiday Committee, the organizers of the Kris Kringle Procession, is a sub-committee of Celebrate Frederick Inc., which is a non-profit, non-partisan and non-political organization. It does not promote any individual, business, social, commercial or political purpose. Celebrate Frederick Inc. is a dynamic organization comprised of City staff, volunteers and the corporate community who offer free and low cost events that showcase Frederick through the arts. Celebrate Frederick Inc. and its sub-committees are an independent organization.

- I. The theme of the procession is **“Holiday Traditions,”** which complements our goal of recreating the magic of the Holidays during the time of Frederick’s founding.
  
  - II. Authority of the Committee
    - a. The Kris Kringle Sub-Committee reserves the right to refuse any entry upon arrival, which does not, for whatever reason, adhere to the entry requirements of the Committee as stated below.
    - b. Procession participants agree to abide by all entry requirements and decisions of The Kris Kringle Sub-Committee. Any misrepresentation or failure to abide by the Sub-Committee requirements is grounds for removal from the procession. Decision by the Sub-Committee is final and not subject to review by any other body.
    - c. No group will be allowed to enter the procession that did not meet the registration deadline or fails to provide proof of approval by The Kris Kringle Sub-Committee at the line-up area on the day of the procession.
  
  - III. Registration & Entry Fee
    - a. All registrations must be postmarked by or turned in to the Office of Special Events, 121 North Bentz Street, Frederick, MD 21701 by 4 PM on Friday, November 2, 2018.
    - b. Registrations must be submitted with entry fee.
    - c. No late registrations will be accepted.
    - d. A non-refundable entry fee of \$10 per participating group is required.
    - e. Cash or check will be accepted. Checks can be made payable to “Celebrate Frederick, Inc.”
  
  - IV. Policies
    - a. Banners
      - i. A banner or sign is **suggested** to identify all units. The support of the sign may not be made of metal or any metallic like substance
      - ii. Banner carriers must be capable of maintaining the procession pace. If the pace of the banner carriers is impeding the procession progress, the banner will be removed.
    - b. Commercial
      - i. The only permitted commercial procession participants will be those who sponsor Celebrate Frederick Inc. for the current calendar year.
      - ii. Procession participants may not recognize during the procession any individual business or businesses that are sponsoring them.
    - c. Expense – No minimum or maximum. The use of ingenuity and creativity in the design and execution of an entry is encouraged.
    - d. Hand-Outs or Giveaways - According to a Frederick City ordinance, **NO CANDY OR OTHER OBJECTS ARE TO BE THROWN FROM ANY VEHICLE, FLOAT OR PROCESSION PARTICIPANT.**
    - e. Political
      - i. The Committee is a non-political organization. Only current and incoming office holders are allowed to participate in the procession.
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- ii. Small signs on either side of a horse-drawn carriage are permitted. No place cards or large advertising will be permitted.
- iii. Individuals or organizations that try to use the procession to further their own or others' campaigns will be removed from the procession. (Based on political campaign prohibition of IRC Section 501(c)(3).)

### V. **SAFETY RULES**

- a. Forward motion will be maintained at all times. No group is to leave the procession until they reach the end of the route designated in the invitation.
- b. According to a Frederick City ordinance, animals are prohibited from special events, which includes the Kris Kringle Procession, except for approved horse-drawn carriages.
- c. According to the City of Frederick's Procession Policy of 1995, no firearms or dangerous weapons may be carried except for that of law enforcement officers, officers and soldiers of the armed forces, students of military science in an accredited program, park ranger, animal control officers, and uniformed members of an honor guard belonging to any recognized civic or fraternal organization.
- d. No sirens or horns are to be sounded during the procession.

### VI. Participant Costumes/Themes

- a. All procession participants should select a theme that supports the Procession theme of Holiday Traditions. Costumes which have been acceptable in past processions include:
  - i. Angels
  - ii. Bell Ringers
  - iii. Candles
  - iv. Candy Canes or Mints
  - v. Carolers
  - vi. Chimney Sweeps
  - vii. Christmas Dolls, Presents, Stocking, Toys, Trees
  - viii. Dreidel
  - ix. Drummer Boys
  - x. Elves
  - xi. Gingerbread Boys & Girls
  - xii. Ice Skaters, Old Fashioned
  - xiii. Kings Carrying Stars
  - xiv. Nutcrackers
  - xv. Ornaments
  - xvi. Reindeer
  - xvii. Santa's Helpers
  - xviii. Shepherd & Sheep
  - xix. Snow Angels and Fairies
  - xx. Snowflakes
  - xxi. Snowmen
  - xxii. Stars
  - xxiii. String of Lights
  - xxiv. Sugar Plum Fairies
  - xxv. Teddy Bears
  - xxvi. Tin Soldiers
  - xxvii. Victorian Ladies
  - xxviii. Wreaths

- B. **IN KEEPING WITH THE PROCESSION THEME, NO MOTORIZED VEHICLES OR FLOATS ARE PERMITTED.**
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- c. Representations of Santa, or derivatives thereof, will not be approved. One Kris Kringle will be provided by the Committee.
- d. To minimize multiple duplications of the same costume theme, the Committee may request the latest entries received to change their costume theme.

**VII.** Judging - This is not a judged procession.



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**CONTACT INFORMATION**

CONTACT NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

CELL PHONE \_\_\_\_\_

HOME PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

**PARTICIPANT INFORMATION**

PARTICIPANT/ORGANIZATION NAME \_\_\_\_\_

NUMBER OF PARTICIPANTS IN THE PROCESSION \_\_\_\_\_

PARTICIPANT COSTUMES/THEME (Reference Rules and Requirements)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MY ENTRY INCLUDES MUSIC (EITHER LIVE OR PRE-RECORDED): YES \_\_\_\_\_ NO \_\_\_\_\_

**RULES & REGULATIONS CONFIRMATION**

This signature confirms that I have read and understand the Kris Kringle Procession Rules & Requirements.

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

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

**REGISTRATION SUBMISSION & DEADLINE**

Please fax (301-600-2849), email (hjohnson@cityoffrederick.com) or mail (Office of Special Events, 121 N. Bentz Street, Frederick, MD 21701 Attn: Kris Kringle Procession) your completed registration no later than **4 PM on Friday, November 2, 2018.**

<b>FOR OFFICE USE ONLY</b>		
Payment Type: Cash Check MO		
Payment Info: _____	Event: _____	Event: _____
Amount: \$ _____	Account #: _____	Account #: _____
Date: _____	Allocation: \$ _____	Allocation: \$ _____