

2018 Sponsors:



Atlas Café
Blue Spruce
Carderos Coffee and Tea
Cherry Wine Fashions
Design Therapy
Edible Island
Finders Keep Hers
Hair Pins
Home & Garden Gate
Hot Chocolates
Jims Clothes
Laughing Oyster
Lupine Arts
Ivory & Grey
Searles
Ski Tax Hut
Trousers

Downtown Courtenay Presents:

Comox Valley Christmas Parade

Sunday, December 1 2019 – 2:00pm 5th Street

Dear Parade Participant:

The Downtown Courtenay Business Improvement Association (DCBIA), together with major community sponsors, are pleased to invite you to participate in the Comox Valley Christmas Parade.

Thanks to the support of community businesses that continue to contribute to an ever flourishing Comox Valley Christmas Parade.

This year with cash and gift prizes for best floats in various categories, the parade will bring a great deal of attention to your business or organization and lots of Christmas spirit to the Comox Valley!

The 2019 Parade theme is a **Winter Wonderland**. All participants are encouraged to incorporate the theme into their floats and entries.

There is a small entry fee to help offset the expense of prizes and promote the event.

If you would like to participate in the event with a float, a marching band or another group please fill out the application below and return it with the entry fee by **November 21, 2019**.

For more information call or email Catherine Thompson, 250-800-9497 or info@downtowncourtenay.com

Float Categories:

- Best Overall Entry - \$500 Cash from Mackenzie Gartside & Associates
- Best Commercial Entry - \$500 Advertising from The Comox Valley Record
- Best Entertaining Entry - \$500 in Gift Cards from Thrifty Foods
- Best Non-Profit Entry - \$500 Cash from Brian McLean Chevorlet
- Best Children/Youth Entry - \$500 in gift cards from Downtown Courtenay
- The Three Mayors Choice - \$500 in gift cards from Downtown Courtenay
- Best New Entry - \$500 in gift cards from Downtown Courtenay

Parade Date: *December 1, 2019*

Parade Time: All floats and participants must be in position no later than 1:30pm. The Parade will start at 2:00pm sharp.

Parade Route: 5th Street & Harmston Ave, Down 5th Street to 5th & Cliffe

Application Deadline: *Wednesday November 21, 2019*

Please be sure to read and sign the parade agreement that is attached with this application.

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Sunday, December 1 2019 – 2:00pm 5th Street

Rules and Understandings

The Downtown Courtenay Business Improvement Association, together with major community sponsors, is pleased to have you participate in the Comox Valley Christmas Parade.

To help us ensure the event is a safe and enjoyable experience for all, please read and agree to the following...

1. A spot in the parade is not considered reserved until the application fee has been submitted.
2. Floats and participants must arrive by 1:30pm to the parade marshaling ground. Parade begins at 2pm.
3. As we have a Santa Claus featured in the parade, no participant entry shall have a person or figure dressed-up in a Santa costume. If anyone arrives with a person or figure dressed-up as Santa, it will be removed.
4. Our insurance requires that no candy be 'thrown' into the crowd from floats or along the parade route. If your group would like to hand out candy or approved promotional materials, it must be handed person-to-person only.
5. All applications must be able to provide proof of insurance of vehicles.
6. Music on floats is encouraged and selections must be festive. Please mark on application if you are planning to have music to help with float positioning.
7. There is NO solicitation for cash or ticket sales along the parade route.
8. 2/3rd of a vehicle being used as a 'float' must be decorated.
9. Any entrants of horses and/or live animals require a clean-up person along the parade route.
10. No float may exceed the maximum height of 3.8 meters (12'5").
11. All participants will disperse in the marshaling area.
12. The Parade Committee will review all applications and reserve the right to accept or refuse any application or participant. If any of the above statements are not complied with, the float or participants will be removed.
13. All floats after having completed the parade route, will disperse in marshaling area. It is imperative the dispersal be obeyed.

IMPORTANT: Applications will be acknowledged by email and parade instructions will be sent by email. Please ensure info@downtowncourtenay.com does not end up in your spam folder.

Thank you very much for your time and attention and for contributing to making this a wonderful community event!

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Float/Participant Application Form

IMPORTANT: All Applications must include a photocopy proof of vehicle insurance.

Business/Organization's Name: _____
(Name that will be used in event publications)

Contact Name: _____

Email: _____ Tel: _____

Mailing Address: _____

City: _____ Postal Code: _____

I understand the attached stated parade rules and understandings and take responsibility for them to be upheld at the 2019 Comox Valley Christmas Parade.

Signature: _____ Date: _____

Print Name: _____

Please check all that apply:

Proof of insurance is included in the application package

Yes, Our float is planning on having festive music

Yes, we would like to hand our promotional material or items and have included a sample with our application for approval. I acknowledge that items must be handed our person –to – person only and cannot be thrown into the crowd or onto the street.

Entry Fee Enclosed

\$10 society/non-profit entry \$25 Commercial Entry

Please make all cheques payable to 'DCBIA'

Please mail or hand deliver application with fee, insurance and sample of item handing out (if applicable) to

DCBIA
#203 – 580 Duncan Ave.
Courtenay BC. V9N 2M7

(Located upstairs from the Comox Valley Art Gallery – note access to the building is from Monday to Friday 9:30am-4:30pm). You can drop applications through the mail slot.