Light Up NOMA Parade Application

Saturday, December 14, 2024

All parties (including civic groups, schools, dignitaries, politicians, etc.) seeking parade space within Light Up NOMA must read and sign the following contract. Please complete this application and return with your payment. Indicate your responses by typing or printing clearly. Parade space will be assigned on a priority basis as applications are received.

Set-Up Times & Pertinent Info:

- Parade date - Saturday, December 14, 2024
- **Arrival Time - 9:30am-10:30am – Please be in your assigned location by 10:45am at the latest.**
- Parade Start Time - 11am, Ridgeway Street at Monticello Road
- Parade Route - It starts at Ridgeway Street at Monticello Road and travels straight down Monticello Road and ends where Monticello Road and N. Main Street intersect.
- Parking - **Parking is limited and carpooling is highly recommended because only street parking is available. Making arrangements to have someone drop you off is recommended.**
- **Weather – The parade will go on rain or shine.**
- **Entry fees are non-refundable.**
- Floats – If you need a float for your entry, please contact Kirby Parade Floats at 803.359.3134.
- Submission of documentation does not guarantee selection for the 2024 Light Up NOMA Parade. If your organization is not selected to participate, your parade fee will be returned to you.

Line-Up & Staging Info:

- **Parade Check-In** - Parade Captains will be stationed in each line-up area. Please assign one member from your unit to check-in with your area captain.
- **Parents/Leaders** – Please walk children to their assigned spot in the staging area. Please make sure that all of your participants know the line-up number. **Gathering at a pre-determined spot and entering the staging area as a group is highly recommended.**
- The parade assembly/staging area is on Ridgeway Street.
- **All streets in the lineup area will be closed at 9am to all but parade units. Only vehicles participating in the parade may enter the staging area.**
- **For vehicles entering the staging area, write your parade unit number on paper, and display it in your LEFT FRONT windshield**; it must be easily visible. Units should arrive at the staging area in time to be in place by 10:45am. Go to your area, and line up according to your number. Line up after the unit number previous to yours or the number closest to it. The list of parade units will be included in your parade packet. Please bring it with you the day of the parade to assist you in identifying the groups just before and just after yours. We will have a parade grandstand located at Monticello Road near the Eau Claire Print Building, and the emcee will be XXXX from XXXX. He will announce each entry as it passes, so it's most important that everyone is lined up in the correct order. See one of the parade marshals, if you have questions the day of the parade.
- **Once you submit an application, please do not add anything to your parade unit without permission as it will throw off the line up. Your cooperation in this is greatly appreciated.**

Parade Rules:

- Drive slowly in the middle of Monticello Road.
- Keep at least one car length between units.
- Keep at least one car length from walking units

- Do not stop unless you have an emergency.
- Stay Alert – The goal is to have a gapless parade, and watch out for children and those with strollers and pets
- Do not throw candies or novelties to the crowd. This is a major safety issue as it encourages parade watchers, especially children, to run into the street to retrieve whatever is being thrown. Any unit not abiding by this request can be removed from the parade by the Columbia Police Department.
- Favors/information may be handed out. We encourage walkers with your group to hand out favors, candy or information to the crowd.
- Be courteous and remember the spirit of the parade. It is a day for family fun!
- Always listen to law enforcement officers and parade officials.
- Animals – We love having animals in the parade; however, you must keep up with the unit in front of you. Please do not stop and let children pet the animals or take pictures with them. **Horses, dogs or other animals must provide their own clean up staff.** The Light Up NOMA Committee, the NOMA Business Association, their committee members and/or volunteers will not clean up behind your animal(s). Please be respectful of the other units that may follow you and your animals.

Awards:

- Prizes will be awarded for:
  - Best Christmas Music Entry
  - Best Community Spirit Entry
  - Best Use of Christmas/Holiday Theme
- Winning entries will receive their prizes by mail (using the mailing address in the application) and will have their information published on NOMAColumbia.com post-festival.

Post-Parade Transportation & Dispersal:

- End of Parade Dispersal - Please follow the directions of law enforcement officers and Parade Captains who will direct your unit through the end of the parade dispersal on Monticello Road and N. Main Street.
- It is the responsibility of each group to get back to their starting destination. Leaders should have a list of participants and each person's return plan. Individual vehicles picking up participants should do so outside the event perimeter at a pre-arranged location.

Parade Entry Fees:

- **Political Candidates** - $100
- **Commercial** - $75
- **Nonprofits** - $25 (Must submit proof of IRS documentation with application)
- **District Schools, Churches and Sitting Politicians** - FREE

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General Release:

The undersigned does hereby release, acquit, and forever discharge the NOMA Business Association, their officers, directors, agents, representatives and employees or contracted staff of and from all manner of actions, suits, damages, claims and demands whatsoever in law or equity from any loss or damage of any nature of description, known or unknown, in any way barring from or relating to the undersigned participation in the Light Up NOMA Parade. The undersigned will indemnify and hold the NOMA Business Association harmless from any claim, by any agent, employee or contractor of the undersigned arising from or related to participation in the Light Up NOMA Parade celebration. I agree that photographs, recordings or any other record may be used for the purpose of promoting programs operated by the NOMA Business Association.

By signing this document, parade participant acknowledges that they have received a copy of the Light Up NOMA Parade contract, have read the regulations, understood its contents, how they will apply and agree to fully comply with the regulations.

_____ _____

Signature Printed Name

_____ _____

Organization Name Date

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Parade Entry Information:

Company/Organization Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ /w _____ /c

Email: _____

Day of Site Contact: _____ Cell: _____

Unit Category:

_____ **Political Candidates** - $100
_____ **Commercial** - $75
_____ **Non-Profits** - $25 (Must submit proof of IRS documentation with application)
_____ **District Schools, Churches and Sitting Politicians** - FREE

Type of Unit:

_____ Walking, Estimated number in group: _____
_____ ROTC/Drill Team, Estimated number in group: _____
_____ Marching Band, Estimated number in group: _____
_____ Motorcycles/ATVs/Bikes, Estimated number in group: _____
_____ Horses/Animals/Mounted, Estimated number in group: _____
_____ Motorized/Float

If motorized/float:
Type of vehicle(s): _____

Length/width/height: _____

Total vehicles in unit: _____

All Entries:
Describe your unit (i.e. passing out info or candy, animals, dancing, marching band, etc.):

_____

_____

_____

_____

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Grandstand Script for Emcee:
Keep descriptions short. Anything longer than these four lines will not be read.

1. _____

2. _____

3. _____

4. _____

Mail Your Application to:

NOMA Business Association
2800 N. Main Street
Columbia, SC 29201

OR

Email Your Application to:

sabrinaodom1@gmail.com

Applications will not be considered complete and will not be processed until fee payment and complete application is turned in. If your application is not approved, then the application fee will be returned to the address listed in the application. Please make checks payable to the NOMA Business Association. If you'd prefer to pay by credit card, we can send you a Venmo request. Just let us know by emailing sabrinaodom1@gmail.com.