![C:\Users\susan\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\MRQ17A9W\Santa-and-Reindeer-15219-large[1].png]()**2016 BELLEVILLE SANTA CLAUS PARADE**

**SANTA’S CHECKLIST**

* **FINAL DETAILS FOR PARTICIPANTS -**

***PLEASE ENSURE THAT EVERYONE INVOLVED WITH YOUR FLOAT READS THIS DOCUMENT***

**DATE:** Sunday November 20th, 2016

**TIME**: 4:30pm

**STARTING LOCATION:** Belleville Fairgrounds (racetrack on the NW corner of Bridge & Sidney St)

END LOCATION: Quinte Secondary School grounds (behind school … 45 College Street West)

MAPS ATTACHED:

– Route

– Fairgrounds/Racetrack Assembly Grounds … entrances, exits, float placement

– Disassembly Grounds, Quinte Secondary School … flow of floats to exit onto College Street West

**ROUTE:**

Leave assembly grounds (fairgrounds/racetrack property) at the corner of Bridge & Sidney Streets

Travel Bridge Street to Front Street in Downtown Belleville

Turn left going north up Front Street to the junction of Station Street at the bridge

Turn left heading north up North Front Street and pass the Belleville Funeral Home & Chapel

Go over the train overpass

Turn left onto King George Square

Turn right and enter the Quinte Secondary School grounds

Follow instructions from Marshals, Security Guards, and/or Belleville Police Services Personnel

Exit onto College Street West and return to your “home base”

**ASSEMBLY GROUND ARRIVAL TIMES:**

1. Corporate & Non-Profit Participants – between 2:00pm & 3:oopm (at the latest)

2. ALL participants with full sized tractor trailer flatbed floats - 3:00pm (at the latest)

***A.*** *There is a specific assembly area for these huge floats as shown on the map in orange:*

*Sears, Kelloggs, Black Diamond (Parmalat), Henderson Williams LLP, Pegasus Cheer*

***If you are using a Highway 401 tractor trailer and you are not in this list PLEASE let us know immediately!***

***B.*** *There is also a specific assembly area for CFB Trenton/MFRC personnel and the 2 Shrine Clubs (on the map in orange)*

3. Radio Stations – 4:00pm

3. Riders & Walkers on floats & Dignitaries – 4:00pm

4. Air Force City Pipe Band & Rogues of Northumberland – 4:oopm

*(bring your vehicles with instruments onto the assembly ground and park in the infield area of the track … note that your vehicle will not be permitted to leave that spot until the parade has completely left the grounds)*

5. Sea Cadets & Air Cadet Band – 4:00pm

*(Air Cadets - members must walk onto the property … Sea Cadets - your equipment truck & trailer will be permitted onto the grounds and placed in the float lineup)*

This parade will leave the assembly area and flow more quickly than in the past, so please do not be late.

**GENERAL RULES AT ASSEMBLY GROUND & ALONG PARADE ROUTE: (refer to maps)**

* **ALL** floats will enter through the same fence opening off Bridge Street (near Belmont Nursing Home) … most will travel straight through the fence opening and turn right onto the track where a Marshal will assign your number and send you around into position
* **Huge transport trailer style floats** (in the range of 65-75 ft) will use the same entrance, and make a hard right turn upon entry and head to the area designated in orange on the map …**where possible please have your driver check out this area for turn radius.**
* **float riders & walkers** enter the grounds by the curling club & grandstand and go onto the track through the fence opening (see map) Marshals will be wearing yellow vests and direct you to your float
* **CFB Trenton, Shriners & Dignitaries** have specific assembly areas which are marked on the map
* Fire & Emergency Department vehicles and personnel relating to the toy collection & boot drive; the food drive Transit bus; Canada Post volunteers; Police personnel including MADD & Community Policing volunteers will all assemble in the southbound lane of Sidney Street near the fence opening at 4:15pm and Marshals will guide them as to when to head along the route (see map)
* the grandstand **Washrooms** will be open, and there will also be portable facilities on the infield
* For safety reasons **no** personal vehicles will be permitted on the assembly grounds. You must park in lots or on side streets and walk onto the property. (choices include the Ben Bleecker property, Giant Tiger Plaza, Shoppers Drug Mart Plaza, or surrounding side streets)
* If you enter our assembly grounds before the scheduled start time of 2:00pm and there are no Parade Marshals onsite at that point, please do NOT leave your vehicle unattended as it will need to be moved into its’ proper position once our Marshals arrive.
* There is no such thing as too many lights. Our streets are extremely dark and you need lots of lights and decorations to provide the entertainment value for our parade goers.
* The generator operating your lights & music must have adequate wattage & your tow vehicle battery must be in good condition. A broken down float is difficult to remove from the lineup especially once the parade starts to move along the route.
* Distribution of candy or other items to the crowd is permitted, however, this must be done safely. Throwing treats from a float is **not permissible** as it causes children to run into the dangerous path of vehicles. Walkers must hand them out. Pace yourselves because it’s a long route.
* The use of a live Santa Claus on your float is **not**permitted. Santa is a “special guest” who will appear on the City’s official float at the end of the parade. *(painted images or inflatable Santa’s are permitted)*
* Due to hydro wires along the route, a strict **height restriction of** **13 feet, 5 inches** is in force. This measurement is **from the ground up to the highest point on your float**. This is crucial as there are 2 banners on the Bridge Street bridge, and you do NOT want to hit them.
* Float speed should be approximately 5 km per hour leaving 2 car lengths between you and the float in front of you. You want the crowds to see your whole float and appreciate your efforts!

THE PARADE ENDS AND YOU ARRIVE AT THE SCHOOL GROUNDS : **(refer to map)**

1. All float entries must stay in parade order and **keep moving until you enter the grounds of Quinte** **Secondary School**.

**NO** riders are to disembark until that point as it is too dangerous and causes chaos in the darkness.

2. Parade Marshals, Security Guards and Police will be on the school grounds to greet your float and send you into a safe parking area out of harm’s way where everyone can get off safely and be met by parents, etc.

3. Your float will then leave the grounds and head out onto College Street West with the assistance of Belleville Police Services.

**NO** personal vehicles will be permitted onto the school grounds for pick up purposes. Parents will have to park in the Metro lot or on side streets and walk into the centre compound of the school grounds to wait for their float to arrive and then walk off the property slowly and safely

There will be Security Guards posted at the school all day to secure the grounds

Travelling beyond the “end” of the route with people onboard is not permitted as it puts your float on streets where no special provisions or by-laws are in place, and therefore normal traffic laws apply.

**Note:**

*Kelloggs & the 2 Shrine Clubs will be permitted to leave vehicles on the school lot, which will be retrieved at the end of the parade.*

**Please bring patience and a smile with you as we want everyone to have an awesome fun and safe parade day!**

GENERAL INFORMATION:

If for some reason you have to drop out of the parade please send an email to susan@bellevillechamber.ca

by noon on parade day Sunday November 20th, 2016.

If you run into difficulties and will be late arriving at the assembly grounds, please call my cell phone on parade day … #613-391-0307.

**We look forward to working with all of you on this**

**wonderful family event!**

**If you have any questions, please do not hesitate to call or email.**

**Susan Walsh – Parade Coordinator**

**susan@bellevillechamber.ca**

**Tel # (613) 962-4597, Ext #3 or Fax # (613) 962-3911**