



# 2019 Marton Christmas Parade



# **Entry Form, Info Pack and Safety Acknowledgement**

**Date: Saturday December 7<sup>th</sup> 2019**

Floats in Place 2.30pm

Parade Start Time: 3.15pm

Entry Form must be completed and submitted by  
Tuesday 3<sup>rd</sup> December, or bring with you on the day

Contact Project Marton for more details

[projectmarton@xtra.co.nz](mailto:projectmarton@xtra.co.nz)

Ph: 06 3277633

Hello from Santa and his Project Marton helpers,

Congratulations for picking up an entry form for a float in this year's Christmas Parade, we hope you are having fun putting it together and we thank you for your participation in this traditional Marton event.

Our objective is to provide a colourful, safe and fun filled parade. We want parade entrants to enjoy themselves as well as taking advantage of the exposure that having a float in the parade will bring.

Keep in mind when building your entry — children are our main judge and audience, and they particularly enjoy appropriately themed floats. Many of them still believe in the magic of Christmas so please don't dress up as Santa, as usual Santa will be the grand finale of the parade and we want to keep that magic alive by only having one "real" Santa.

Please read the attached information carefully, especially the Safety Issues. Again we emphasise **NO THROWING LOLLIES OR ANYTHING ELSE FROM YOUR FLOAT**, kids will scramble for whatever is thrown and we don't want anyone getting accidentally run over. We will be having a giant lolly scramble in Marton Park after the Parade so they will still get their sugarfix! If you want to hand out giveaways you are welcome to have some walkers alongside your float who can hand them out to the crowd.

We are really thankful for the local business support, please continue to support these businesses when you can.

Thank you again for your support, and we look forward to working together with you to have a fun day. The parade will not happen without your participation, so well done for being involved in this wonderful community event. Remember to come back to Marton Park where Santa will be arriving after the parade followed by the giant lolly scramble.

Please ring Cath Ash on 021 524585 if you have any enquiries.

**Floats to be in place by 2.30** ready for Judging. Floats will roll out at 3.15pm (following plane flyover courtesy of Brendon Deere)

**Assembly Area:** Follet Street Marton (alongside Marton Park) **Line-Up Time:** Please have your float / entry lined up by 2.30pm at the latest

Marshals will be there to help from 1.45pm

**Where to park on the Day:** The parade route begins and ends at Follett Street adjacent Marton Park. Please enter from the Skerman Street end of Follett Street and park on the left hand side of the road. You must then report to a Project Marton marshal to let us know you have arrived, and to complete an entry form if you haven't already done so (marshals will be wearing Hi-Vis vests). They will check your float to ensure it meets safety requirements.

**The Parade Route:** We will have a police car to lead the parade. Depart from Follett Street heading towards Broadway, turn right onto Broadway, continue down Broadway until Morris Street, right onto Stewart Street, right onto High Street, left onto Broadway, up Broadway until Follett Street where the parade officially ends. It is traditional that many floats will continue on to the Edale Rest Home, so if you were able to continue there the residents would love to see you!

## ENTRY CRITERIA

**Entry Form** An entry form is required from all float entries — see attached forms to be completed. This ensures we know who is in charge and also to gather some brief information about your organisation so that the announcer on Broadway can let the crowd know about you as you go past.

**Float Description** A float may be truck, car, trailer, bike, tractor, and indeed any piece of moving equipment. It should be decorated in a way that reflects your culture, community message or groups activities. Floats must be made safe and secure for passengers, and must have something for them to hold onto in case of a sudden stop. You will also need to ensure all vehicles and drivers are road legal.

**Performers:** An entry may also consist of a group of performers eg. Marching team, band, dragon, etc. It is permissible for people over the age of 10 to perform on the road, but please ensure that they keep moving along energetically and be committed to their performance as they move along. You must not stop the parade to perform a static routine.

**Costumes** We encourage all participants to be in themed costumes, uniforms, or clothes such as t-shirts that promote their activity.

### **Lots of Sound/Be Loud, Lots of Action, Be Creative**

Your float may have taped or live performance of music. It is best to have a sound system that allows the music to be heard clearly, and live music should also be amplified.

### **Giveaways:**

There is a strict mandatory requirement of a NO giveaway policy from floats. The risk is that children may rush forward and go under the wheels of a float. This applies particularly to lollies; we will be holding a lolly scramble at Marton Park at the conclusion of the parade to cater for those needing a sugar fix. Marshals will be on the lookout for giveaways and will ask you to stop immediately.

**Fire Safety** If your float is fully enclosed with passengers you will be required to have a Fire Extinguisher in the towing vehicle within reach of the driver.

**Float Marshals:** Marshals (or walkers) are encouraged, but not compulsory, with every parade entry. Their responsibility is to walk with the float on the closed off roadways, one on each side of the float. Their role is to monitor their float at all times, keeping spectators well away from the vehicles. If your float is particularly long and/or made up of more than one vehicle, please ensure your marshals are constantly keeping an eye on the full length of the float. Vehicles should have their hazard lights on throughout the parade.

**Safety Briefing:** All drivers, head persons and marshals will be briefed by a Marshal before the parade as you line up at the Assembly point on Follet Street.

No gaps between floats during the parade please! Large gaps between floats encourage the public to run between them, which is a huge hazard. Please keep the gap to a constant and safe level. Do not speed up suddenly to close any gaps as float passengers will not be expecting it and may fall off! Drive slowly to catch up to the float in front of you.

**Adverse Weather:** In the advent of adverse weather it may be necessary to cancel the parade for safety reasons. Please listen out for any cancellations notices, or phone our contact person. **SAFETY REQUIREMENTS**

Please read carefully and have a copy for your driver / person in charge on parade day

The height of your entry must not exceed 4 metres

The width of your entry must not exceed 2.2 metres wide and must be able to easily manoeuvre around corners, roundabouts, etc

Each entry will be inspected before the parade. If deemed unsafe a float will not be permitted to enter the parade until it is made safe

The driver or Head Person, as named on the entry form, is responsible for all people on or in your entry. All people should be positioned in a safe place with ability to hold on to something secure should the vehicle stop suddenly.

The driver needs clear visibility front and rear

Should a street marshal give instructions to a driver, please comply as quickly as possible

If the entry is enclosed with passengers riding there must be a fire extinguisher readily available

Strictly no throwing anything from floats!

Please keep a constant distance between you and the entry in front — no gaps please. The public will rush through a gap and create a hazard

Not all of the roads will be closed to the public. ONLY Follet Street from William Street to Broadway, and Broadway between Follet Street and High Street will be closed to traffic except parade vehicles. All other roads are OPEN TO THE PUBLIC and normal road rules apply, however treat all roads as if they are open and be alert for other vehicles, performers and members of the public at all times.

All vehicles should be roadworthy and have a fully licensed driver

Project Marton Inc reserve the right to Refuse Entry, or Remove from the parade any entry that fails to comply with entry criteria, safety issues or behaves in a manner inappropriate for the 2019 public Christmas Parade (as judged solely by members of Project Marton team)



# **Marton Christmas Parade 2019**

## **Entry Form**

Follett St & Broadway

**Saturday 7th December**  
**2019 Parade Starts at**  
**3.15pm**

Please line up outside Marton Park by 2.30pm

**Don't miss out on having a Float! Get in QUICK**

To secure your place in the parade - return the SIGNED and completed **Entry Form** and **Safety Acknowledgement Form**

Float Name/Group \_\_\_\_\_

Contact Person \_\_\_\_\_

Contacts Details PH \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

Person Responsible for Float \_\_\_\_\_

Contacts Details PH \_\_\_\_\_ Email \_\_\_\_\_

Please provide us some information about yourselves. Who are you, what do you do, when do you do it and where do you do it etc. We will use this information to put over the public address system to promote you. Please keep it as brief as possible:

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Please read our **Safety Acknowledgement Form** on the following pages.

**BY SIGNING THIS PAGE YOU AGREE TO THOSE TERMS AND CONDITIONS.**

If you did not receive a copy of the Terms and Conditions with your registration form please contact Project Marton [projectmarton@xtra.co.nz](mailto:projectmarton@xtra.co.nz) or 021 524 585 or 06 327 7633

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ **BY SIGNING YOU**

**AGREE TO THE TERMS AND CONDITIONS** REGISTRATIONS WILL NOT  
BE ACCEPTED WITHOUT A SIGNATURE.

**Return To:** Cath Ash  
Co-ordinator Project Marton  
P.O.BOX 45  
MARTON, 4741

**Alternatively:** Email a scanned or photographed  
completed registration form to  
[projectmarton@xtra.co.nz](mailto:projectmarton@xtra.co.nz)

# Safety Acknowledgement Form

Please complete the following form and return it with your entry form.

I/We have read the information supplied by Project Marton and agree to abide by all its safety requirements and information.

Name:

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Signed:

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Organisation Name:

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Date:

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This form **MUST** be completed and returned to a member of the Project Marton Marshal team to allow parade entry. You may return this to Project Marton, 18 Humphrey Street, or email to [projectmarton@gmail.com](mailto:projectmarton@gmail.com) or give to us on the day.

For any enquiries contact:

Cath Ash 06 327 7633 or 021 52 4585 email [projectmarton@xtra.co.nz](mailto:projectmarton@xtra.co.nz)