



Old Town Cape, Inc.'s 31st Annual Downtown Christmas Parade of Lights

"Gnome Place Like Home For The Holidays!"

We would like to invite you to participate in the 31st Annual Downtown Christmas Parade of Lights on Sunday, November 26th, 2023, the theme for which is "Gnome Place Like Home For The Holidays!" The Parade of Lights is proudly presented by Old Town Cape, Inc., and Zickfield's Jewelry & Gifts.

Included with this packet, you will find further information and rules and regulations regarding the parade, as well as a participant entry form. Please read **all** rules prior to planning your float and/or associated activities.

The parade will be limited to the first 100 entries.

Forms received on or prior to October 20, 2023, will have an entry fee of \$40.00 or \$20.00 for not-for-profit organizations, and forms received after October 20, 2023, will have an entry fee of \$50.00 or \$25.00 for not-for-profit organizations.

One parade entry is equal to:


- **One full-sized vehicle pulling one float.**
- **Two full-sized vehicles and no float.**
- **One semi-truck and no float.**

***Each additional vehicle will have a fee of five dollars. ***

Please make checks payable to Old Town Cape, Inc.

You will be notified of your acceptance into the parade by e-mail or phone call, and you will receive your parade number and day-of-parade instructions in the mail prior to the event. Contact Vicki Zickfield (information below) with any questions.

Thank you for your participation,


Vicki Zickfield

Kent & Vicki Zickfield
Zickfield's Jewelry & Gifts
Parade Coordinators
vicki@zickfields.com
(573) 335-5681

Savannah Edwards
Old Town Cape, Inc.
(573) 334-8085
savannahedwards@oldtowncape.org



Parade Information

- The Parade of Lights route will begin at the Broadway entrance of Capaha Park and proceed East down Broadway Street to the intersection of Broadway & Main Streets, will make a right-hand turn onto Main Street, will proceed South down Main Street, and will end at Art Van Furniture.
- No other vehicles, aside from parade participants on floats, will be allowed into Capaha Park beginning at 12:00 P.M. on the day of the parade. **Vehicles that are dropping off parade participants cannot park their vehicles in Capaha Park to make the drop off.**
- Line up for the Parade of Lights begins as early as 12:30 P.M. on the day of the parade, and all parade participants should have their parade entry in their assigned line up location no later than 4:00 P.M.
- Participants will receive information the week before the parade regarding their line up position in the parade, drop off locations for parade participants, and directions for getting into Capaha Park on the day of the parade.
- If you do not receive Parade of Lights line up information, or if you have any questions regarding your line up location, please call 573-335-5681.
- Float passengers and walking entries should arrive and be dropped off at the **Perry Avenue entrance of Capaha Park** located on Perryville Road. Bands should park school buses on West End Boulevard parallel to Capaha Park.
- Parade officials will be stationed at each park entrance to assist participants with directions and instructions.
- Leading up to and on the day of the event, the Parade Committee reserves the right to refuse any entry.
- The parade will begin at approximately 5:00 P.M., or at dusk.
- Cancellation for weather will be announced on local radio stations, www.downtowncapegirardeau.com, facebook.com/oldtowncape/, and other local media outlets. If canceled, the parade will be held on the following Sunday, December 3, 2023.
- No refunds will be given for event cancellation, postponement, or entry withdrawal. Please include contact information for the day of the parade on the entry form in case of cancellation or postponement.
- Payment for Parade of Lights entries must be submitted to Old Town Cape, Inc. before a parade spot will be secured.



Parade Rules

1. Please share parade rules with all members of your group or organization participating in the Parade of Lights. All entries, including commercial entries, must be decorated for Christmas and lighted. Any undecorated entries will not be allowed to participate.

2. All entries should include Christmas music: either live singing, instrumental, or taped.

3. All entries should display the name of the organization or group on both sides of the parade entry.

4. NO LIVE SANTAS ON ANY FLOAT! (We have Santa closing the parade!) Any are subject to removal.

5. No paper can be handed out during the Parade of Lights: fliers, business cards, etc.

6. No parking or stopping along the parade route.

7. One parade entry is equal to:

-One full-sized vehicle pulling one float

-Two full-sized vehicles and no float

-One semi-truck and no float

8. There is a limit of 25 walkers per parade entry.

9. There is a limit of 6 accessory vehicles per parade entry (ATV's, gators, etc.).

10. Every vehicle that will be present for one parade entry, including accessory vehicles, must be noted on the parade application.

11. Motorcycle riders must, per city ordinance, wear helmets and observe safe driving practices.

12. Motorcycle riders must decorate their bikes & have lights on them.

13. Maximum height of float/entry must not exceed 13 feet, due to traffic and streetlights.

14. Participants without headlights should have an escort vehicle meet them at the end of the parade route.

15. No entries for political campaigns are allowed.

16. Candy **cannot be thrown** from any float or moving vehicle. This policy is in accordance with the city ordinance and is for the safety of children who might run among vehicles to pick up candy, or who might be injured by thrown candy. However, walkers accompanying your entry may distribute candy, but must keep up with the parade pace. Police will remove any entry violating this ordinance.

17. Candy cannot be handed out until parade entries reach in the intersection of West End Boulevard and Broadway Streets. Candy will be subject to removal by Parade of Lights officials or law enforcement if handed out before reaching West End Boulevard.



Parade Entry Form

(Please Print)

Name of Group or Organization: _____

Contact Person: _____

Telephone: _____

Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

***In the event of inclement weather, please provide day-of-parade emergency contact information:

Name: _____ Telephone: _____

Detailed description of entry (decorated pickup, pickup with 18' trailer, 18-wheeler with flatbed, band, walking entry, animals, specific size of trailer(s) and truck, specific type of vehicle, number and type of accessory vehicles, etc.)

NOTE: The Entry Fee is for one vehicle, pickup, or 18-wheeler. Additional vehicles will have a \$20.00 per vehicle fee included.

****Please be specific regarding truck & trailer size.** Attach additional sheets if necessary.

Please mail or drop off your completed form and check to:

Old Town Cape Inc.
338 Broadway St. Ste 401
Cape Girardeau, MO 63701

Please make checks payable to: Old Town Cape, Inc.

*Entries are limited to the first 100 applications. The parade committee reserves the right to refuse any entry before and on parade day.