

# 2020 Webster Holiday Parade of Lights

## Exhibitor Requirements and Event Guidelines

Thank you for your interest in participating in the 2020 Webster Holiday Parade of Lights. Our goal is to hold an event that enables members of the community to engage with area first responders, businesses, and community organizations in a safe way.

The following requirements and guidelines must be met and adhered to during the entire event. Any deviation from this list may result in your organization either not being allowed to participate or being removed from the event.

- All exhibitors must follow Center for Disease Control (CDC) and New York State COVID guidelines, which can be found at <https://www.cdc.gov/coronavirus/2019-ncov/index.html> and <https://coronavirus.health.ny.gov/home>.
- All exhibitors will be required to wear approved masks covering the nose and mouth at all times when in the parade route.
- A maximum of 2 people per 6 linear feet of exhibit space will be allowed in the exhibit area at a time. Given that this is a 5-hour, outdoor event in December, please dress for the weather and plan to rotate your people.
- Exhibitor Spaces will be 15 feet deep (a car length) with length based on exhibitor requests. Spaces will be visible from the front only, as each row will back up to another row of exhibitors. Organizers reserve the right to limit linear space based on demand.
- There are no bathrooms at this event. Please plan to rotate your people accordingly.
- Smoking is prohibited during the entire event.
- All exhibitors must provide a Certificate of Insurance that names the **“Town of Webster” and “Xerox Corporation and its affiliates, subsidiaries, companies, agents, officers and directors”** as additional insured.

**You must provide this certificate prior to a space being assigned.** Call your insurance agent for the certificate, they will know what this means. If your agent has any questions, the agent can contact Chris Bilow at the Town of Webster by emailing him at [cbilow@ci.webster.ny.us](mailto:cbilow@ci.webster.ny.us).”

- **Nothing can be handed out on the parade route and exhibitors are asked to not approach vehicles during the parade.** Exhibitors are encouraged to provide material which will be placed in a bag and handed out, 1 per car, at the start of the parade. The item should be one 8.5x11 sheet of paper and you must provide 2,000 copies by November 25<sup>th</sup>. Any other items you would like to include in the bag must be pre-approved by event organizers.

Any questions can be directed to [2020WebsterParadeOfLights@NEQALS.org](mailto:2020WebsterParadeOfLights@NEQALS.org)

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- No sales of any type may take place during the event.
- No food, candy, or anything else that can be consumed may be given during this event.
- You must provide your own power and lighting. Plan to bring your own generator or battery powered lights, ensuring your lights can be on from 3 to 8 pm.
- Someone must attend the display at all times.
- This is a Rain or Shine event. Please plan your display accordingly.
- Set up time will be from 10 am to 2:30 pm on Saturday, December 5<sup>th</sup>.
- All displays must be taken down the evening of December 5<sup>th</sup> by 10:00 pm.
- Exhibitors may not have a live Santa Claus in their exhibit. There will be one provided by the organizers for this event.
- The Parade will begin with a 1-hour slot from 3 to 4 pm for those with special needs and members of our Senior Living Communities. During this time, we will minimize the use of flashing lights and loud music, sirens and horns. At 4 pm, the normal parade will commence.
- **Registration Deadline is Wednesday, November 25<sup>th</sup>.** No late registrations will be accepted.
- Register at <https://www.eventbrite.com/e/2020-webster-holiday-parade-of-lights-exhibitors-tickets-127084899355?aff=erellivmlt>.
- Spaces will be assigned on December 2<sup>nd</sup> and sent to the contact provided during registration.

Thank you in advance for participating in the 2020 Webster Holiday Parade of Lights.

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