

Hello Participants and Volunteers,

The Clay County Business Association would like to welcome each of you to the 2018 Middleburg Christmas Parade.

We thank you for your participation and wanted to make sure we all understand where we are to be on the day of parade. **We are staging at new location, with a new route so please see attachment of maps.**

**If there are any questions** after reading all the way through our **contact info is at the bottom.**

If your entry form **has not** been sent via Email back to us please do so before December 15<sup>th</sup> Saturday at 3:00pm. Bring a printed copy with you of the entry form to the lineup with you. We will have extra entry forms at staging as well to fill out. **All Money will be collected at Staging upon arrival. We appreciate exact change \$20.00.**

- **12:00pm** The lots will be open to all participants and volunteer at **Middleburg High School** on CR220
- **12:00 to 4:00pm:** Vehicles that require preparation will park in the Administrative/Office parking lot to stage their floats and get all decorations assembled. **ALL Floats in this area MUST be ready for line up by 4:00pm and moved into the bus stop loop.**
- **12:00 to 5:00pm:** Once your float is complete then it is moved into the line up area at bus stop loop (look for volunteers which will help you with line-up) This is a first come first ride basis, we won't hold spots as we have to get everyone lined up and ready by 5:00pm. We will be filtering the riders and walkers in between vehicles as they arrive. Once a vehicle is lined up it will not be able to leave. **A driver must be with vehicle at all time.**

**ALL** people riding on floats or walking next to floats **MUST be at their floats** no later than **5:00pm**

- **12:00 to 5:00pm:** Walker Drop off and parking of vehicles not participating in parade can be done in the Student Parking area near Athletic Fields.

**Please remember parking is limited. We ask that you carpool as much as possible!**

- **4:00 to 5:00pm:** ALL walking groups must be in Line up area; they will be toward the beginning of our parade.
- **5:30 to 6:00 pm Horses** are in holding pattern awaiting release of all walking groups, vehicles, and floats in the line up to be released, **ALL horse trailers and preparation** can be done in Equine only lot. (\*see note below)

Please Remember it is the responsibility of the Equine group to remove **ALL** debris left by the horses as they move along parade route and in staging lots.

- **6:00 pm** parade line up starting as designated by Staging official will proceed out onto 220 toward Blanding to begin Parade.
- Our Official SANTA CLAUS will close out parade, in front of horses if necessary.

**Walking groups: these are participants without floats or vehicles we will need your complete group to be available by 5:00 pm** to begin to line up our parade as you are toward the front. We cannot allow any animals unless they are on vehicle or contained in a device with wheels.

**Large Groups of Vehicles:** We may space larger groups out into smaller groups and filter them throughout Parade line up to provide the best exposure of club or organization and provide best possible spectator enjoyment along the route.

**\*HORSES: We have a special lot on property along Blanding in FFA area for parking trailers and getting your horses prepared; We hope all horses will be ready by 5:00pm** We will be holding you until after all vehicles so that clean up of manure is easier along the parade route. (Please carpool when available as there is only so much trailer space available)

We are doing our best within the time period that we had for organizing and together we can make this the best Parade so far. **Please clean up your area we will have trash boxes scattered throughout.** We do ask if possible that anyone who can please stick around and help us clean up the Parking/Staging lots and along the Sidewalk areas.  
**We hope to leave the area cleaner than we found it.**

We would appreciate any questions to please be sent ASAP through email at [claycountybusiness.events@gmail.com](mailto:claycountybusiness.events@gmail.com). You may also call or text: Charles Hodges 904-400-1246 Skylar Davis 904-631-4757 Patti Shaffer 904-625-0441 Or Charliy Steel 352-478-5886.

**Volunteers:** We are at a great appreciation of each one of you who have stepped up beside the Clay County Business Association to bring this almost lost tradition back. We are hoping to not have anyone working for more than 4 to 5 hrs and have several positions to fill which can range from early in staging lot and line up, to during with crowd control and protecting driveways from releasing vehicles into parade route, and afterwards while we all clean up. This Parade has definitely taken a village and we can never express our gratitude to those who have come to work along with us.

Please Text Charliy Steel 352-478-5886 to get plugged into the necessary positions available. We will have volunteer service hours letter for those who may require it.