



Name of Company, Organization, Group, or Individual: _____

Contact Person: _____ Contact e-mail: _____

Mailing Address _____ City/St/Zip _____

Phone: _____ Contact Cell: _____

(Contact Person and Cell for the day of the parade is REQUIRED)

*****Confirmation of staging time and entry number will be made ~1 week prior to December 6th. If Contact is not made; entry is subject to removal. *****

General Division Entry: (please check one below)

_____ Marching Bands
Total # of Band Members _____
Space given for parking/stage: 50 ft. per 50 members
Parking for individual members needs to be prearranged

_____ Float
Total Length of the Entry (Must include tow vehicles): _____ ft. (**REQUIRED**)
_____ Vehicles (motorized or other, not part of a float, must be decorated in theme)
Type: Cars/Trucks _____ Motorcycle _____ Tractor/Trailer _____ Other _____
Total # of Vehicles in Group _____
Total Approximate Length of the Entry _____ ft. (**REQUIRED**)

_____ General Entry (please select if the following did not apply)

Total Approximate Length of the Entry _____ ft. (**REQUIRED**)

Will there be music, sound, or public address system? Yes, _____ No _____

What type? _____

Any special requirements needed for Event? Yes, _____ No _____

What type? _____

Please write a brief description of your Entry. This will be read by the announcer during the parade. Must be typed or printed clearly.

Description must be 60 words or less:

Any special accommodation needed: (i.e. staging time, bussing students)

I have read the attached rules and releases and agree to the terms of this agreement. All entries must be mailed no later than November 20th, 2025.

Printed Name _____

Signature _____ **Date** _____

1. U.S. Mail application to: PO Box 193, Springfield, OR 97477

Attention "Oregon Riders Society Events"

2. Questions??? Call: Brenda 541-232-1505, Rachel 541-653-1377

*Oregon Riders Society is a 501(c) 3 nonprofit with all proceeds of the Parade going directly back into the Eugene/Springfield communities. Every dollar helps support the Oregon Riders Society Mission as "Every Child Deserves a Fighting Chance."

*There is a minimum donation of \$60.00 dollars for all entries. Donations must accompany the application to be fully registered.

*Donations are not required from Marching Bands, School Groups, Military or Veteran

Please make all donation checks payable to "Oregon Riders Society"

On memo line write: Springfield Christmas Parade

Information is available at <https://www.facebook.com/ORS501> and oregonridersociety.org

All entries are final, and no refunds will be provided

Special thanks to the supporters of last year's

INTERNATIONAL  PAPER



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Looking to Sponsor the Springfield Christmas Parade?

Email us

at:

OregonRidersSocietyEvents@gmail.com

2025 “*Enchanted Snowman Forest*”

Springfield Christmas Parade Rules

1. Entries must reflect a holiday theme, or the theme chosen by the Parade Committee. Entries may be historical, humorous, or modern in design, as long as they are in good taste. Remember a large part of the audience will be children.
2. **NO OTHER SANTA IS ALLOWED**. Santa Claus and his sleigh are provided by the Parade Committee. Please communicate this to all those participating.
3. Please identify only the sponsors and / or builder of your Entry. No other advertising is permitted.
4. Floats MAY NOT exceed 10 ft. in width and 13.5 ft. in height.
5. Entries may use sound amplification for musical purposes, but not for addressing the audience - no speeches or campaigning please! Music / sound / public-address amplification systems must be no louder than 80-90 decibels.
6. The parade will be held in rain or shine. Dress warm, be safe & have fun!

Before the parade -

1. Each Entry will be given a parking/staging number for parade staging. Time for Entry registration will be given by the Parade Committee by November 30th (1 week prior to the parade). Staggered entry time is required as a means of ensuring safe entry into the staging area.
2. Staging area opens at 9am. Staging area is on Olympic Street, between 21st Street and 28th Street. **Entrance into the parade entry staging area is only through the Olympic and 28th checkpoint.** You will not be permitted to enter any other point of the parade route. **Do not** drop off participants or non-participating vehicles through this point.

Please communicate this to anyone who is operating a vehicle and will be in need of accessing any of the staging area.

3. You are responsible for notifying participants of the given Entry number to avoid confusion in locating the Entry staging area.
4. Olympic Street is limited to floats/entries and traffic that is dropping off materials or people. No parking will be permitted.
5. Roll call of all Entries will be conducted at 12:30pm. Once this is complete, any Entries that have not followed the registration process will be eliminated from the parade. **Parade will start promptly at 1 p.m.**

During the Parade:

1. For the safety of all, no materials may be thrown along the parade route. This includes candy, flyers, literature, etc. However, individuals walking alongside entries may hand out items. Violations of this rule will result in removal from the parade.

2. Parade speed is a maximum of 5 miles per hour. Entries who falter may be asked to step aside and let others pass.

3. Dress warmly and prepare for any kind of weather. Bring extra blankets or warm clothing, especially for children.

4. Animal entries (horses, etc.) - you are responsible - **be prepared to clean up** after your own animals both **before leaving the staging area** and **during the parade route**. Violators can be fined for such violations, and the Parade Committee is not liable.

End of parade

1. At the end of the parade please remember to pull forward on Pioneer Parkway E to disband.
2. **Pull past B Street** before starting to unload passengers from Entries. Pull as far away from Main Street as possible, so that other entries can also pull off. Pioneer Parkway E will be closed off to all traffic other than parade Entries, please utilize side streets for the picking up of passengers.**Following this process will ensure all participants remain safe.

There will be a special map and exit for horses – please look for that the day of the parade

3. **Do not** stop in the middle of Pioneer Parkway E, pull off to either side.
4. ** Stopping in the middle will cause congestion and delay the parade progress.

Please note: all entries must be received by November 20th, 2025. Entries must observe all applicable rules and regulations, or entry will be barred from the

parade. The Parade Committee reserves the right to remove from the parade, either prior to assembly, at assembly or at any time during the parade, any entrant not conforming to the rules and regulations or any entrance refusing to follow instructions of police or parade officials. * The Parade Committee must approve all entries before entering the lineup. Failure to adhere to the parade rules may result in a one-year suspension from participation in the parade. *

Release:

I give the Parade Committee the rights and permission to copyright or publish photography or video images of this parade. This may be included in whole, parts, composite or distorted characters and form. In conjunction with my own or fictitious name, reproduction Fair in color or otherwise, for art, advertising, trade or any other lawful purpose whatsoever. I hereby waive any right that I may have to inspect and or approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied. I agree, for all participants in this parade entry and hereby release, indemnify and hold harmless, the Parade Committee, it's planning committee, sponsors, and volunteers from all liability, claims, demands, and causes of action whatsoever, arising out of my participation in the "2025 Enchanted Snowman Forest"

Parade Date: Saturday - December 6, 2025. Parade Start Time: 1pm.

LOCATION IS SAME EVERY YEAR, PLEASE REQUEST MAP UPON ENTRY IF YOU ARE NOT SURE OF STAGING ENTRY LOCATION