



Mississauga Santa Claus Parade

145 Queen St S, Box 54
Streetsville, ON L5M 2B7

* * * Instructions * * *

SUNDAY NOVEMBER 29, 2009, 12:50pm

Please communicate these instructions to all your participants.

We are pleased to acknowledge receipt of your parade application and to confirm acceptance of your entry.

Parade Assembly (See Assembly area on route map)

****Notes Change: The parade will assemble on Hogan Drive which runs north from Britannia east of Erin Mills Parkway.**

To eliminate any parade delays, you must arrive at the assembly area no later than 10:30 am

To avoid confusion please read the instructions below and communicate these instructions to all members of your group.

We are attaching a map of the assembly area to assist you with the following instructions:

1. Vehicles participating in the parade, including floats, cars, vans, wagons, trailers and band buses must access Hogan Drive from Britannia Road. Any people on floats, who cannot be safely transported on the float to the staging area, must follow the #2 instruction below.
2. **ALL PEOPLE PARTICIPATING IN THE PARADE, INCLUDING THOSE ASSOCIATED WITH A FLOAT, WHO CANNOT BE SAFELY TRANSPORTED ON THE FLOAT TO THE STAGING AREA, WILL BE SHUTTLED, BY BUS, TO THE STAGING AREA, FROM THE STREETSVILLE GO STATION PARKING LOT. NO VEHICLES WILL BE PERMITTED TO ENTER THE STAGING AREA TO DROP OFF PARADE PARTICIPANTS.** You must have your parade number for the volunteer to direct you to your spot in the parade. If applicable, you will be joined with your vehicle in your designated parade position.
3. **THE PARADE MARSHALL RESERVES THE RIGHT TO REFUSE ANY ENTRANT** he deems to be unsafe; does not conform to the theme of the parade; or is not adhering to the Parade Rules. Any participant arriving in the marshalling area after 12:00 noon will be denied entry into the parade.

There will be volunteers to assist all walkers into your parade position. Please follow the instructions provided by our volunteers. You are asked to **exercise extreme care when**



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driving in the marshalling area, as there will be many walking groups including children in the area. Please remember to identify your entry for easy recognition.

Parade Position

Please check the attached listing for your position in the parade.

This information is extremely important to have to prevent confusion in this assembly area. Please ensure that all parade participants in your group know their parade number upon arrival to the assembly area.

Parade Route

The parade will proceed from the staging area:

- South on Millcreek
- East on Britannia
- South on Queen Street and travel south through the village
- Disperse after Old Station Road junction.

The map attached illustrates the parade route. Please follow instructions from the volunteers who will be placed along the parade route.

Parade Dispersal

1. Vehicles (including vans, floats, trailers, wagons, cars) will continue south on Queen Street to disburse naturally either at Reid Drive or Erin Centre Boulevard.
 - Any parade participants riding in your vehicle must remain with your vehicle.
 - You must make arrangements to pick up your participants either at Reid Drive or Erin Centre Boulevard.
1. **THERE IS NO STOPPING ON QUEEN STREET SOUTH TO UNLOAD PASSENGERS.**
2. **All walkers participating in the parade must turn right at Old Station Road and proceed through the tunnel at the rail tracks into the GO Station parking lot to be picked up there. NO VEHICLES ARE TO TURN HERE. Vehicles are to continue straight along Queen Street and disperse naturally.**

There will be volunteers at these locations to direct you. **Respectfully** follow their instructions so as not to obstruct the smooth flowing of the parade.



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General Rules

For your safety and that of other participants and spectators, the following safety rules are for assembling your float.

- 🎁 Anyone standing on a float must be supported.
- 🎁 Nobody is to be within 18 inches of the edge of a float unless railed in.
- 🎁 Nothing is to cover or drape over the wheels of the float that may interfere with its movement.
- 🎁 2 spotters must walk with your float to make sure that these rules are followed.
- 🎁 People walking with a float must stay at least 6 feet from the side of a float.
- 🎁 No one is to get on or off of a float once the parade is moving. This also applies should the parade stop on route.
- 🎁 Handouts of any kind must have prior, written approval from the Mississauga Santa Claus Parade Committee. (Please refer to page 5 of this document)
- 🎁 Nothing is to be thrown into the crowd.
- 🎁 No pamphlets or flyers are to be handed out.
- 🎁 We reserve the right to deny entry to anyone arriving in the marshalling area after 12 noon
- 🎁 The Parade Marshall reserves the right to refuse any entrant he deems to be unsafe; does not conform to the theme of the parade; or is not adhering to the Parade Rules.



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Distribution Guidelines for Handouts along the Parade route

The following guidelines are to be followed by all distributors.

General

1. Distributed items must be primarily for the entertainment and enjoyment of those who are watching the Parade.
2. Pamphlets and flyers are not to be distributed as they distract from the Parade and create excessive litter.
3. The distributing group should have sufficient items so that they can be distributed along the entire route.
4. Items are only to be distributed between the official start and finish, which is Queen Street South between Britannia Road and Old Station Road.
5. Edible items are to be individually wrapped or packaged.

Distribution methods

1. For proper distribution system, you will require distributors, stock managers and spotters.
2. Distributors work along both sides of the parade handing the items to the spectators at the curbside clear of the traffic flow.
3. Stock managers remain with the vehicle bagging the items for the distributors.
4. Spotters are positioned between the vehicle and the curbside ensuring that all distributors are clear of the vehicle when it is moving.
5. Under no circumstances are workers to move on or off the vehicle or float during the parade.
6. Experience indicates that a minimum of 6 distributors, 2 stock managers and 2 spotters are required for a safe and timely distribution. This minimum is based on the distributors being able to carry at least 100 items at a time. If distributors cannot carry 100 items then additional distributors are required and possibly additional stock managers.
7. Distributors should be at least fifteen (15) years of age.



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Access to Parade and Assembly Area Map

