

**Merchantville Borough**  
**Annual Christmas Parade & Tree Lighting**  
**Friday, December 2, 2016**

## **Parade Rules & Guidelines**

### **Parade Check-In & Parking**

- Check-in will begin at 6:30 PM SHARP at Wellwood Park on Maple Avenue. Please be prompt.
  - Check-in will be conducted by 2 coordinators located at Wellwood Park
  - Coordinators will assign your order in the parade and place you in a staging area if necessary.
  - Bus and van parking will be permitted on Chestnut Avenue alongside the Train Station (near end of parade route).
  - Vehicle parking will be available behind the old PNC Bank and Verizon Building lot on Park Avenue and Merchantville School Parking lot on Centre Street (all near end of parade route). Street parking available where permitted.

### **Parade Route**

- The parade will start from Wellwood Park at 7:00 PM SHARP and proceed down Maple Avenue.
- The parade will bear left onto Park Avenue and proceed one (1) block to the intersection of Park Avenue and Centre Street. This will be the main performance area.
- The route will then continue by making a left on Centre Street and continue one (1) block to Chestnut Avenue - the parade end.
  - We ask all parade participants to please not congregate at the end point but disperse so not to stop the flow of the parade. We hope you will join the crowd for the arrival of Santa and our Tree Lighting at the intersection of Centre Street and Park Avenue.

### **Parade Performances**

- As you travel along the route down Maple Avenue, the first half block of Park Avenue and Centre Street, we hope you will perform for the parade goes a few times along the way.
- Your main performance will be at the intersection of Park Avenue and Centre Street. Our parade MC will be there to assist you if need be.

- With respect for all parade participants, we ask you limit your performance to 4 minutes or less.
- Should you require our Disc Jockey / MC to play music to accompany your performance you must submit your music in advance.
  - All music must be submitted in .mp3 format or CD.
  - You can email your music or drop it off at Merchantville Borough Hall during normal business hours on or before Wednesday, November 30, 2016.
  - **Music submitted the night of the parade runs the extreme risk of incompatibility with the Disc Jockey's equipment and may not be played.**
  - To email your music or for more information please contact John Grasso, [jgrasso@merchantvillenj.gov](mailto:jgrasso@merchantvillenj.gov) . Please include your full name, phone number and all necessary details.
  - If you wish to drop off a CD at Borough Hall to be played during the parade please see the Disc Jockey after your performance to retrieve your CD. We cannot guarantee the return of your disc after this evening. Please make sure your disc is properly labeled with your name and song selection to be played.

#### Safety and Weather

- Merchantville Police Officers will be continually moving throughout the parade route beginning at 6:30 PM.
  - An officer will be at Wellwood Park during check-in and at all major intersections along the parade route.
  - Should you need assistance please make contact with any officer.
- Though Merchantville Borough will make every attempt to keep our parade goes out of the street and on the sidewalks we ask that you remain alert at all times and keep safety in mind.
- If you wish to toss candy and or other items to the parade goes please do it with safety in mind.
- Please note that the Merchantville Christmas Parade is a Rain or Shine event. In the event of inclement weather we will still operate under the same schedule, rules and guidelines. We do understand that some participants cannot perform under these circumstances. Please give us a call in the event you cannot perform 856-662-2474 extension 303.

Thank you for participating in the annual Merchantville Christmas Parade and Tree Lighting.

Merchantville Public Events Committee