

Marshall County Chamber of Commerce

2025 55th Annual Christmas Parade

Presented by **WesBanco**

Enclosed are the **application forms** and **releases** for this year's parade. In order to be considered for acceptance, the completed application along with entry fee must be returned by **NOVEMBER 14th, 2025**, to 609 Jefferson Avenue, Moundsville WV 26041.

NO INCOMPLETE APPLICATION EXCEPTED

A completed application will consist of the following:

- **PLEASE RETURN COMPLETED APPLICATION**
- **DRIVER'S LICENSE FOR ANY MOTORIED VEHICLES**
- **PROOF OF INSURANCE OF DRIVER IN PARADE, PROOF OF LIABILITY INSURANCE FOR ANY ANIMALS**
- **SIGNED RELEASE FORM**
- **DESCRIPTION FORM**
- **SUBMISSION OF ENTRY FEE (\$20)**

Submission of this application does not guarantee you a spot in this parade. You will be notified of acceptance. Due to safety concerns, do not throw candy. And we ask for no sirens past the Strand Theatre.

For questions, please call our office at 304.845.2773.

2025 Marshall County Chamber of Commerce Christmas Parade

*** Guidelines and Rules**

The following guidelines and rules have been formulated and adopted by the parade Committee of the Marshall County Chamber of Commerce.

THEME: Grateful Gifts

DATE: SATURDAY, NOVEMBER 22nd, 2025

TIME: *2pm

***PARADE LINEUP & ROUTE:**

- The parade units will line up on 2nd Street and Washington Avenue. ALL BANDS will line up on 2nd Street between Jefferson and Tomlinson Avenues. Bands will access 2nd Street from Tomlinson Avenue ONLY. All other parade units need to access their lineup spot from 1st Street.
- The parade begins at 2nd and Jefferson Avenue. The parade goes straight down Jefferson Avenue and ends at 10th and Jefferson Avenue.

1. ****ALL ENTIRES MUST BE DECORATED for Christmas.**

2. **CONTACT PERSON WILL BE NOTIFIED OF UNIT NUMBER AND EXACT LOCATION TO REPORT AT THE PARADE SAFETY MEETING.**

3. ****THE DRIVER MUST REMAIN WITH FLOAT AT ALL TIMES DURING PARADE LINE UP.**

4. **A REPRESENTATIVE FROM EACH UNIT MUST BE PRESENT AT THE PARADE SAFETY MEETING AT THE OES/4H BUILDING AT THE MARSHALL COUNTY FAIRGROUNDS ON Wednesday November 19th at 6:00 PM.***

ANY UNIT NOT REPRESENTED WILL NOT BE ALLOWED TO PARTICIPATE IN THE PARADE. THIS WILL BE ENFORCED!

ATTENDANCE BY SOMEONE FROM EACH UNIT IS MANDATORY. *

5. **There is a \$20 charge for all parties entering The Marshall County Chamber Christmas Parade except (Public service, Fire Departments, Police, Sheriff, rescue Ambulance Service Only Exemptions)**

6. **THE DEADLINE FOR ENTRIES IS NOVEMBER 14, 2025. ***No Late Entries Permitted: No Refunds Given After November 14th, 2025**

7. **FLOAT REQUIREMENTS:**

- All floats must carry a fire extinguisher.
- Maximum float height from street level is fifteen (15) feet.
- All vehicles pulling floats must be decorated.
- All floats should be constructed to the parade theme.
- **FLOAT JUDGING:**

***All floats, commercial and non-profit are eligible to be judged.**

***A panel of three judges selected by the Parade Committee will judge the floats.**

***Non-profit organizations will need to solicit their own methods of funding. Mark on the application whether this is a non-profit or commercial float entry. Write a short paragraph describing your float.**

The Chamber of Commerce Parade Committee reserves the right to approve or disapprove any application.

To be eligible for judging:

- The decorator must follow the theme of the Christmas Parade.
- The float must be constructed on a low-boy, flat bed, or vehicle of a similar size **(minimum 12 feet)** or be freestanding and motorized and of the same size.

All floats will be judged and prizes awarded in the following categories

*1ST PLACE COMMERCIAL ENTRY: \$325

*1st PLACE NON-PROFIT ENTRY: \$325

*BEST THEME REPRESENTATION FLOAT: \$350

A press conference will be held at a date to be announced to recognize winning float builders.

DANCE SCHOOLS, MARCHING UNITS, ETC:

These groups may either march in the parade or be transported on a float. **Vehicles must be decorated.** It is suggested that extra caution be used with children under 6 years of age. Groups are encouraged to march in an orderly manner. To receive proper recognition, please be sure that signage is EASILY VISIBLE.

No stopping or counter marching will be performed on the parade route. Marching routines should be done to Christmas music.

ATVs WILL BE PERMITTED if used to transport an ATTACHED trailer or cart. The truck/trailer/ cart must be decorated with lights. **Proof of insurance** will need to be provided.

HORSES, MULES, Dogs & Animals Etc.: All ENTRIES WITH ANIMALS must provide liability insurance and provide their own clean-up maintenance crew to follow each entry and provide thorough clean-up. Maintenance units should also be in costume. Each unit must have at least one walking escort.

CHAMBER SANTA CLAUS FLOAT:

The Chamber float will transport the “official Santa Claus” for the parade. No other entrants are permitted to have Santa Claus as part of their entry.

VENDORS:

The Parade Committee will select several vendors to sell food, soft drinks, hot chocolate and coffee at various spots along the parade route. Selling of other non-food items will be handled by the Chamber or its designated representative.

POLITICAL OR CONTROVERSIAL ISSUES:

No political or controversial issues may be represented or alluded to in any way on any floats or balloons or advanced by any individual, marching group or dance group.

***EMERGENCY VEHICLES, FIRE TRUCKS, AMBULANCES, OTHER MOTORIZED VEHICLES:**

Each community will be permitted to enter ONE (1) piece of fire equipment and ONE (1) piece of emergency equipment. (Lights on vehicles)

No sirens permitted past The Strand Theatre

DISTRIBUTION OF CANDY, TRINKETS, ETC.:

No objects may be thrown to the crowd by parade participants; however, participants may walk along the parade route and hand out candy at each curb.

RANDOM BREATHALIZER TESTING:

The Moundsville Police Department **will conduct random breathalyzer tests** on parade participants to ensure the safety of participants and spectators. Anyone failing the test will be subject to immediate expulsion from the parade.

VIOLATION OF THESE RULES WILL RESULT IN POSSIBLE EXPULSION FROM THE PARADE LINE-UP AND AUTOMATIC DISQUALIFICATION FROM PARTICIPATION IN FUTURE PARADES.

ADDITIONAL INFORMATION:

All inquiries about the parade should be directed to the Chamber of Commerce at 609 Jefferson Ave., Moundsville, WV 26041, or telephone 845-2773.

In order to be considered for acceptance, completed application with entry fee must be returned by NOVEMBER 14th to Marshall County Chamber of Commerce, completed application please return the following:

- PLEASE RETURN COMPLETED APPLICATION WITH DESCRIPTION FORM
- DRIVER'S LICENSE FOR ANY MOTORIZED VEHICLES
- PROOF OF INSURANCE, COPY OF DRIVER'S LICENSE IF THIS IS A MOTORIZED UNIT
- SUBMISSION OF ENTRY FEE
- SIGNED RELEASE FORM

2025 Marshall County Chamber of Commerce Christmas Parade

Participant Responsibility Agreement

Article 1: It is agreed that the undersigned intends to be a participant in the **2025 Marshall County Chamber of Commerce Christmas Parade** held in and on the streets of Moundsville, West Virginia, Saturday, **November 22nd, 2025**. Participant acknowledges that he/she has read all the rules and regulations as promulgated by the Chamber regarding safety measures and understands their content. Participant further warrants that the rules and regulations have been reviewed with and by all persons taking part in the parade with Participant, and that all such persons have voiced an understanding of their importance and content.

Article 2: It is further agreed that Participant does hereby accept and acknowledge full and total responsibility for his/her actions and activities during the course of the parade en-route, and does accept and acknowledge the fact that the Marshall County Chamber of Commerce expressly offers no indemnification, express or implied, to Participant for any injury that may befall a member of the Participant's entry or the Parade audience as the result of Participant's activity.

Article 3: It is further agreed that Participant agrees to assume full responsibility for his/her activity that involves the offering, delivery, or distribution, in any manner whatsoever, of goods or candies to members of the public who constitute the Parade audience. **These goods or candies must be handed out at the curb/sidewalk throughout the course of the Parade.**

Article 4: Participant agrees to indemnify, hold harmless, protect and defend the Marshall County Chamber of Commerce, together with its employees, officers, contractors, subcontractors, individual members and their respective employees or representatives, from and against any and all claims, damages, or liability of any sort arising from or in any manner related to the Participant's participation in the Marshall County Chamber of Commerce Christmas Parade. Such indemnification should specifically include, but shall not be limited to, claims made by any person(s) taking part in the parade with Participant.

Article 5: Participants operating a motor vehicle in the Parade agree to present a **valid Driver's License and Proof of Insurance to the Chamber. Participant agrees to submit to random drug and alcohol testing by a law enforcement officer.**

I, the undersigned Participant, have read, understand and agree with all Articles of the participant Responsibility Agreement listed above and the enclosed Guidelines and Rules for the 2024 Marshall County Chamber of Commerce Christmas Parade.

Name of Person in Charge (Please Print)

Name & Type of Unit (Float, Band, etc.)

Phone number: Day

DESCRIPTION FORM

YOU ARE GOING TO BE ON TELEVISION

John Marshall High School's WJMH Media class will be videotaping the entire parade. The parade will be shown on West Liberty University's Channel 14 many times during the Christmas holidays and YouTube.

As a parade entry, you need to *write a paragraph or two regarding your group or float*, so the broadcaster can tell the listening public. Items like the history of the group, leaders, number of members, who built the float and other points of interest. Please use the space below and if additional space or drawing is included, please use the back of this page.

**Marshall County Chamber of Commerce Christmas Parade Application
November 22nd, 2025**

Vehicles are to be decorated; walkers are to be dressed in Holiday Attire.

Organization Name: _____ Phone: _____

Contact: _____

Address: _____

Email: _____

FLOAT Entry (circle): Commercial or Non-Profit

Vehicle:

Length: _____

Band:

School Name _____

#in Band/Flag Corp/Drill Team _____

Dance:

Name of Dance Team: _____

#Dancers in Parade: _____ #motorized vehicles: _____

Horses/Wagons: (proof of liability insurance, must be submitted)

Name of Unit _____ #Horses: _____ YOU are responsible for cleanup.

Specialty Cars: Include Make, Model: _____

All Copies of Proof of Insurance Must be Attached with Application