



West Hants
something inspiring awaits

West Hants Regional Municipality
Parade Entry Application and Guidelines
Santa Parade of Lights, Windsor
Saturday, November 21, 2026, at 6:00 PM

DEADLINE to register is Thursday, November 19 at NOON!
PARADE ENTRIES MUST PRE-REGISTER AND FOLLOW ALL GUIDELINES

The Santa Parade of Lights is a magical celebration for children and families! Be creative, festive, and have fun! Participants may walk, sled, bike, skateboard, in-line skate, run, or even push a wheelbarrow.

EVENT INFORMATION

- Saturday, November 21, 2026
- Float line-up starts at 5:00 pm at the Fort Edward Plaza.
- Parade start time: 6:00 pm SHARP!
- Parade finish: 7:15 pm (approx.)
- Followed by the Victoria Park Tree Lighting

Give away smiles, not stuff:

- **Throwing of candy or any object IS NOT ALLOWED.**
- Any handouts or collections WILL require volunteers to walk through the crowd.

There is only one Santa and he rides at the end of the parade on the Windsor Fire Truck!

All entries must pre-register by Noon on Thursday, November 19, 2026. Email the completed registration and signed waiver to vanessa@westhants.ca or drop off the application off at 76 Morison Drive, Windsor.

VEHICLE/FLOAT REQUIREMENTS: Motorized entries must meet the vehicle/float requirements listed below. **Spotters are required on both sides at the rear-most wheels — no exceptions.**

Drivers are responsible for the following to be in compliance with the parade application:

Completed Checklist

- All drivers MUST have a **valid driver's license**. The CLASS of the driver's license must show that the driver can operate the vehicle entered in the parade.
- Be able to provide all necessary **insurance documents** for all vehicles, including trailers, and any livestock, entered in the parade.
- Provide **vehicle registration** for all vehicles, entered in the parade.
- All entries must have at least **two SPOTTERS accompanying EACH entry**. Spotters will walk at the rear-most wheel, one on each side of the entry (single vehicle or float) to ensure no one jumps on or off the float or entry.
- **All entries MUST have a fire extinguisher accessible in case of fire**

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It is strongly recommended that anyone driving in the parade should notify their insurer.

Remember to bring your documentation and a fire extinguisher.

PARADE SAFETY AND CONDUCT GUIDELINES

- Parade marshals and security personnel will be stationed along the route. Any safety violations will be reported immediately to the RCMP and parade officials. Entries may be removed from the parade.
- Parade marshals/security will manage all intersections along the parade route.
- All individuals and organizations participating in the parade are expected to act courteously, in good taste, and prioritize safety at all times during formation, the parade, and dismissal.
- **No open flames** are allowed on any parade entry.
- Generators are permitted only if they are CSA approved.
- Each entry must carry a fire extinguisher, especially if a generator is in use.
- Entries must maintain reasonable and consistent spacing from the entry in front.
- Marching bands and performing groups must not unduly delay the parade.
- It is the responsibility of the driver and float organizer to ensure that all children are securely seated and supervised on floats or in vehicles.
- All passengers must remain seated while the vehicle is in motion.
- Once the parade begins, no one may climb onto or jump off a float or vehicle for safety reasons.
- By signing the Parade Waiver and application, participants agree to comply with the West Hants Regional Municipality Parade Guidelines.

DRIVER REQUIREMENTS:

- Drivers should notify their automobile insurer of their participation in the parade.
- Proof of vehicle and float registration, valid insurance, and a valid driver's license should be available for review by the Traffic Authority during parade line-up.

ANIMAL AND LIVESTOCK REQUIREMENTS:

- Each live animal must have at least one handler.
- A cleaning crew must accompany every animal entry and immediately clean up after any incidents ("poop & scoop").
- Animals must not stop along the route for interaction with bystanders; all entries must maintain parade pace.
- All livestock entries must be pre-registered and provide a certificate of insurance.
- Large livestock or horses must carry \$5,000,000 liability insurance. A copy of the insurance certificate must be submitted with your application.

POOP & SCOOP:

- Your clean-up crew must follow each live animal entry and immediately clean up after any incidents.

DECORATIONS: All floats and vehicles **must** be decorated and illuminated with lights.
There is only one Santa, and he rides at the end of the parade on the Windsor Fire Truck.

The West Hants Regional Municipality reserves the right to refuse participation to any driver, vehicle or float deemed unsuitable; without spotters; or without proper documentation to operate a vehicle/float in the parade. All parade entries will be checked by the Traffic Authority prior to the start of the parade.

If you require further information, please contact:
Vanessa Roberts at 902-798-1708 or by email at vanessa@westhants.ca



West Hants Regional Municipality
Santa Parade of Lights APPLICATION
SATURDAY, NOVEMBER 21, 2026, AT 6:00 PM
DEADLINE to register is Thursday, November 19 at NOON!

- *CONTACT PERSON: _____
- *CONTACT PHONE/CELL NUMBER: _____
- *CONTACT EMAIL: _____
- *GROUP/BUSINESS/ORGANIZATION: _____
- *ADDRESS: _____
- *Will there be a float? Yes _____ No _____ Length of float: _____
- *Type of vehicle hauling the float: _____
- *Vehicle/float entry activity/description: _____
- ***Spotters are required for any and all vehicles/floats entries.** Do you have Spotters Yes _____
- *Will there be walkers in the parade Yes _____ No _____ How many: _____
- *Will there be animals in the parade Yes _____ No _____ How many: _____
- *Does driver have required documentation to provide for inspection prior to the start of the parade?
i.e.: Driver's License, vehicle insurance and vehicle registration: Yes _____ No _____
- *Do you have a Fire Extinguisher for the parade entry? Yes _____ No _____

For questions regarding your parade entry, please contact VanEssa Roberts at 902-798-1708

Completed Parade Registration Forms can be emailed to: vanessa@westhants.ca

or dropped off at the West Hants Municipal Office, 76 Morison Drive, **by Noon on Thursday, November 19, 2026**

WAIVER, RELEASE of LIABILITY, and CONSENT

In consideration of being permitted to participate in the West Hants Santa Parade of Lights, I/we, on behalf of:

Name of Individual, Group, or Organization: _____

acknowledge and accept the risks associated with parade participation. I/we agree to release and hold harmless the West Hants Regional Municipality (WHRM), parade organizers, volunteers, and sponsors from any claims, injuries, losses, damages, or liabilities arising from participation in the parade, including those resulting from negligence to the extent permitted by law.

I/we confirm that I/we have read, understood, and agree to follow all parade rules, safety regulations, and instructions provided by the organizers. I/we understand that failure to comply with any parade guidelines may result in removal from the parade or disqualification from participating in future parades in the West Hants Regional Municipality.

Signature: _____

Print Name: _____

It is recommended parade applicants or participants seek legal advice before signing this waiver. By signing, the participant or organization agrees not to hold the West Hants Regional Municipality (WHRM), parade organizers, volunteers, or sponsors liable.