

# ABC's of Street Fairs for Municipalities

**A**rrange meetings to keep up to date with what's happening with the event.

**B**lindly agreeing to hold an event in your municipality is never a good idea. Do your research first!

**C**onfirm that safety precautions have been looked into.

**D**amaged property could become your problem if you don't have the proper contracts.

**E**valuate the best ways to prevent accidents.

**F**ile all paper work in case it is needed at a later date.

**G**etting signed contracts and proof of insurance can go a long way in mitigating risks.

**H**ave open communication with the organizers of the street fair.

**I**dentify which parties are involved and what responsibilities each party has for the event.

**J**ust because it hasn't happened to you yet doesn't mean it's not going to. Make sure there is a contract.

**K**eeep everyone safe by having proper plans and procedures in place.

**L**ook into signage and safety postings to make sure they are clear and easily visible.

**M**ake sure emergency plans have been put together.

**N**otify the organizers if there are any changes to your policies or the contract.

**O**bjects that could pose as a hazard should be removed before the event takes place.

**P**roper instruction should be given to the organizers about what you expect.

**Q**ueries should be dealt with immediately.

**R**estore anything that could be dangerous or need maintenance before the event.

**S**eparate permits are needed for alcohol. Make sure the organizer has them before the event.

**T**iming is everything! Make sure you don't leave things to the last minute.

**U**ppdate all policies to make sure that all rules are current and apply to the event.

**V**igilance is key when having a street fair.

**W**rite down the street conditions before and after the fair to make sure that the streets are in good shape.

**X**'cellent results come from putting in the time and effort needed to plan such a multifunctional fair.

**Y**our municipality is responsible for the safety of guests attending so make sure that you have the right safety procedures in place.

**Z**ones should be marked clearly to ensure no one gets hurt.

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