

# ABC's of Street Fairs for Organizers

**A**pply for all the necessary permits.

**B**arricading of the roads by police or local authorities will ensure the roads are properly blocked.

**C**reating a site map that identifies all exits and entrances, first aid stations, temporary structures, barricades/pylons/fencing, portable washrooms, emergency vehicle access, food/merchandise vendors, etc. will help you guests to find their way around.

**D**iligent planning will help to make sure that all equipment stays safe and undamaged.

**E**radicate harm done to others by putting a plan in place to remove people who are misbehaving.

**F**ollow the 'Developing Policy and Procedure for Volunteers at your event' to get the best volunteers for your event.

**G**arbage cans should be placed in several spots at the event. Having a sanitation plan is a great way to keep the streets clean and sanitary.

**H**ave the streets been looked at and cleared of any and all dangers?

**I**mplementing crowd control and other security measures are a great way to keep everything safe and fun.

**J**ust make sure that with an amusement park you get the right permits, sign the right contracts and get the right licensing.

**K**ee a detailed record of the shifts and locations that employees/volunteers are responsible for.

**L**imit worries by applying a program to help lost children find their parents/guardians.

**M**edical emergencies can happen so set up an emergency medical station/first aid station to keep everyone safe.

**N**o one likes to be surprised! So make sure to have a good contingency plan in place for all types of emergency situations.

**O**bliterate confusion by placing signage indicating where the closest first aid station is, emergency exits are and security office is.

**P**rofessionals should set up, operate, take down any stage equipment that will be used for shows.

**Q**uixotic ideas are fun but make sure they are realistic and comply with your contract, permits and insurance coverage.

**R**oad closures require lots of notice so make sure that you post signs and announce the road closure times long before the event.

**S**igns and authorities should be directing traffic the day of the event to make sure that no one gets hurt.

**T**raining staff and volunteers is crucial to a great event.

**U**se ID badges for quick identification of volunteers and staff.

**V**endors must have the proper permits and follow the contracts and policies set out.

**W**ise parking is parking that is close enough to walk. If no parking is available in walking distance a shuttle service may be needed.

**X**'tra planning will help to make things go smoothly.

**Y**ou should set rules regarding animals and make sure that your staff or volunteers are enforcing the rules you put in place.

**Z**eal will help your cause be a success so be sure to treat staff and volunteers with respect and courtesy.

While Intact Public Entities Inc. does its best to provide useful general information and guidance on matters of interest to its clients, statutes, regulations and the common law continually change and evolve, vary from jurisdiction to jurisdiction, and are subject to differing interpretations and opinions. The information provided by Intact Public Entities Inc. is not intended to replace legal or other professional advice or services. The information provided by Intact Public Entities Inc. herein is provided "as is" and without any warranty, either express or implied, as to its fitness, quality, accuracy, applicability or timeliness. Before taking any action, consult an appropriate professional and satisfy yourself about the fitness, accuracy, applicability or timeliness of any information or opinions contained herein. Intact Public Entities Inc. assumes no liability whatsoever for any errors or omissions associated with the information provided herein and furthermore assumes no liability for any decision or action taken in reliance on the information contained in these materials or for any damages, losses, costs or expenses in a way connected to it. Intact Public Entities Inc. is operated by a wholly owned subsidiary of Intact Financial Corporation. Intact Design® and Risk Management Centre of Excellence® are registered trademarks of Intact Financial Corporation or its affiliates. All other trademarks are properties of their respective owners. TM & © 2021 Intact Public Entities Inc. and/or its affiliates. All Rights Reserved.