

FACT SHEET: LOAD-IN/LOAD-OUT

To ensure the safety of Celebration Square and its patrons, event organizers must adhere to and enforce these conditions for all vehicles driving onsite during load-in and load-out.

- Every vehicle must drive with hazard lights on at walking speed; maximum 10 km/hr.
- Vehicles are not permitted on Celebration Square unless authorized by City staff.
- Every vehicle driving on Celebration Square requires a walking escort.
- Drivers must follow all instructions from City staff.
- Vehicles are allowed onsite for load-in and load-out only; vehicles must park offsite during events. Underground parking is free on weekends and after 6:00pm on weekdays.
- Load-out will only begin when permission has been given by City staff.
- Vehicles are not permitted to idle for more than 3 minutes [Idling Control By-law 194-09](#).
- MCS is a smoke-free space [Smoking By-law 94-14](#). Violators may be fined.
- Drivers must comply with the City's [Respectful Workplace Policy 01-03-04](#) and the [City's Respectful Workplace Statement Of Commitment](#); no form of discrimination, harassment, or bullying will be tolerated.
- Drivers must abide by all Federal, Provincial, Municipal Laws, By-laws and Guidelines.
- Vehicles may only drive on City Centre Drive and the east side of the Market Trellis. Vendors in red areas must park and walk their equipment to their assigned location.
- Parking at Square One is not permitted. Violators will be ticketed.

