FACT SHEET: EVENT LOAD IN & 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.

GUIDELINES

Load in and out may begin only when City Staff - Onsite Event Coordinator, has given permission.

- Event load in / out must be managed by the event organizer, not city staff.
- Only 1 gate may be used at a time for LOAD IN
    o For Example: You cannot load in from both East and West Gates at the same time
- Both Gates can be used for load out simultaneously, as long as all other rules below are being followed
- Every vehicle must drive with hazard lights on at walking speed; maximum 10 km/hr.
- Only a maximum of 5 cars / trucks can be loading in at one time.
- Every vehicle driving on Celebration Square requires a walking escort.
- Vehicles are allowed onsite for load-in and load-out only; vehicles must park offsite during event hrs
- Vehicles may only drive on City Centre Drive and the east side of the Market Trellis - see below map.
- The event organizer must be on site from the beginning of load in to the end of load out.

SECURITY / STAFFING REQUIREMENTS

A minimum of two (2) security guards/or staff are required at each gate in use at any time.
    o 1 Guard/staff to stay at the gate permanently
    o 1 Guard/staff to act as a walker to the vehicle to it's location
- Security guards and staff of the event organizer are responsible for every vehicle they allow onsite.

IMPORTANT NOTES

City staff are there to supervise the load in and out. They are NOT responsible to coordinate the events load in and out; it must be managed by the Event Organizer.

If City staff determine that safety is being compromised, the event organizer will be notified immediately and will be required to provide support to third party security. In addition, if there is no one on site to manage load in and out, permission will not be given for it to begin which may result in delayed show time and increased cost.

If there is a safety concern, MCS tech staff will be called to assist, which may delay the start of programming. As it is the event organizer's responsibility to ensure safety on site at all times, programming will not be extended if the MCS technical staff is needed to assist with load-in.

DRIVEABLE SPACES

■ Driveable areas

■ Non-Driveable Areas