



Winston-Salem

EXHIBITION SHOW PERMIT APPLICATION

This application must be submitted to the **Community & Business Development Department** at least 14 days prior to the date of the show and shall be accompanied by a receipt from the City Revenue Office showing payment of a **fifty dollar (\$50.00)** permit fee.

**Community and Business
Development Department**

City of Winston-Salem
P.O. Box 2511
Winston-Salem, NC 27102
City Link 336.727.8000
Fax 336.727.2878
www.cityofws.org

IT IS REQUIRED THAT YOU CONTACT EVERYONE IN THE AREA WHERE THE EXHIBITION SHOW IS TO TAKE PLACE.

Event's Name: _____

Applicant's Name: _____

Address of Applicant: _____

Applicant's Email Address: _____

Telephone: _____

Organization Name:

Address: _____ Telephone: _____

1. List below the name and address of the person or persons who will be in direct charge of the exhibition show and will be present at said show:

2. Provide below the date, hours of operation, and a description of the type of exhibition show:

3. List below the name and portions of the street(s) to be closed for the purpose of displays and conducting the exhibition show or the name and area of any city park or other public place in which the exhibition show is to be conducted:

4. Applicant shall provide a certificate of insurance naming the City of Winston-Salem as an additional insured. Required coverage limits are described in Sec. 74-292 (e) of the City Code.

5. Define the exact area of event (include map as needed to define stages, entertainment, vending areas, etc.):

6. List exact location(s) of all road closures necessary/requested for the event (**Barricades are the responsibility of the event organizer**):

7. Have residences and businesses within the exhibition show area been notified? ___ Yes ___No

a. Attach a list of those contacted, including name, email address and phone number.
*** (COMPLETE LIST of those who will be affected by this event must be provided in order for permit to be approved) ***

8. What arrangements have been made for parking?

9. What is the expected attendance for event? _____

10. Is there a time frame in which attendance is anticipated to peak during the course of the event?

11. The event is expected to attract attendees of what age group? _____

12. How many vendors will be permitted to operate during the event? _____

13. How many food vendors will be permitted to operate during the event? _____

14. Will alcohol consumption or sales be permitted at event? ___ Yes ___No

15. How many alcohol distribution/vending stations will be utilized? _____

a. If used, describe location of alcohol vending stations (indicate on map if necessary):

16. What is the source of security and traffic control?

17. Will adult volunteers be utilized to assist patrons in parking or other services? ___ Yes ___No

18. List any area of event in which visible security is critical:

19. What arrangements have been made for medical assistance?

Signature of Applicant

FOR STAFF USE ONLY

Police _____ Fire _____

Dept of Transportation _____ Recreation _____

Sanitation _____ Streets _____

This Exhibition Show Permit Application is: ___ Approved ___ Denied

Date: _____ Deputy City Manager: _____

PC: _____ Ward Council Member

Winston-Salem Codes

Sec. 74-284. EXHIBITION SHOWS GENERALLY; PERMIT.

1. (a) No person may conduct or otherwise participate in any exhibition show except between the hours of 9:00 a.m. and 9:00 p.m., except for events taking place in the central business district area only as defined by Vision 2005 wherein the hours shall be from 9:00 a.m. until 12:00 midnight.

(b) Sponsor. No sale of arts, crafts, food or other tangible items shall be permitted within the street or sidewalk area during the exhibition show except under the auspices and control of the entity receiving the permit. Such entity shall be fully responsible for compliance with rules, regulations and ordinances of the city with respect to the exhibition show being conducted pursuant to a permit issued thereunder.

(c) Application for permit. Application for a permit for an exhibition show shall be filed with the development office on forms provided by the city and shall be accompanied by payment of a permit application fee of \$50.00.

(1) Filing period. An application for an exhibition show permit shall be filed with the development office not less than 14 days before the time when it is proposed to conduct the exhibition show.

(2) Contents. The application for an exhibition show permit shall set forth the following information:

- a. The name, address and telephone number of the entity applying for a permit.
- b. The names and addresses of its principal officers and management, if applicable.
- c. The name and address of the persons who will be in direct charge of the exhibition show and be present at the show.
- d. A description of the type of exhibition show and the hours of operation.
- e. The amount of any special wages, fees, commissions or expenses to be expended or paid to anyone in connection with the exhibition show.
- f. The names and portions of the streets to be closed for the purpose of displays and conducting the exhibition show or the name and area of any city park or other public place in which the exhibition show is to be conducted.
- g. A copy of a security and traffic control plan approved by the chief of police.
- h. Any additional information which the development office shall find reasonable and necessary to a fair determination as to whether a permit should be issued.

(d) Standards for issuance of permit. The development office shall issue a permit for an exhibition show upon a finding that the application meets the requirements in this section, that the exhibition will not unduly inconvenience or interfere with the orderly movement of traffic in the area involved, that property owners in the area are not unduly deprived of access to their property, that the exhibition will not unduly interfere with normal business activity within the area of the street occupied by the exhibition, that emergency vehicles will not be denied access to any person or property, and that adequate cleanup arrangements have been made. In addition, if the exhibition show is to be located in a park or other public place, the development office shall be satisfied that adequate provisions and accommodations can be made for conducting such exhibition show.

(e) Denial or withdrawal of permit. The development office shall act upon the application for an exhibition show permit promptly. If the permit is denied, the applicant shall be provided with a statement of the reasons therefore, which reasons shall be entered in writing on the application, and the permit application fee shall not be refunded. A permit issued under this section may be withdrawn in the event of any violation of conditions or misstatement of fact in the application, or in instances where the health or safety of the citizens will be adversely affected.

(f) Duration of permit. Where an exhibition show is to be conducted pursuant to a permit issued under this section, such exhibition show may not extend for more than seven successive days without an intervening period of at least one week.

(g) Vendors. No vendor's permit shall be required for any exhibitor or vendor participating in an exhibition show permitted by this section, nor, in order to avoid the interruption of the exhibition show, shall any vendor's permit issued pursuant to this article be valid in the area of such an exhibition show while it is in operation.

(h) A special exhibition permit may be provided for an event series, provided the series meets each of the following criteria:

(1) Each event in the series is conducted by the same entity.

(2) Each event in the series occurs in the same location or locations as specified in the application for a permit for an exhibition show.

(3) The dates for each event in the series are predetermined and stated in the application for a special exhibition permit, and such dates do not exceed 52 per year.

(4) The traffic control plan for each location remains the same, unless amended with the approval of department of transportation.

(5) The issuance of a special exhibition permit for a series shall be valid for the duration of the series specified in the application for the permit, not to exceed 12 months.

(6) If the event fails to take place on two or more consecutive dates specified in the application, for reasons other than those beyond the control of the permit holder, i.e. weather, national disaster, etc., then the permit shall be canceled effective on the last date the event was held.

(Code 1975, ' 21-173; Ord. No. 4292, ' 1, 7-20-98; Ord. No. 4354, ' 1, 3-27-00; Ord. No. 4490, ' 7, 3-22-04)

Sec. 74-285. Peddling of fresh farm products prohibited in primary pushcart vending area; exceptions.

(a) It shall be unlawful for any person to peddle fruit, vegetables, eggs, meats, flowers or other farm products upon any of the streets of the city within the primary pushcart vending area as defined in section 74-272.

(b) This section shall not be construed to prevent the sale from pushcarts or mobile food units of individual items of fresh fruit for immediate consumption.

(c) This section shall not be construed to prohibit the sale or delivery of such products to stores or markets. In inclement weather such products may be peddled in the tobacco warehouses of the city when permission is given therefor by the proprietor of the warehouse.

(Code 1975, ' 21-174; Ord. No. 4490, ' 8, 3-22-04)

Sec. 74-286. Sale of food or other merchandise in public parks, stadiums and recreation areas.

Except in the case of an exhibition show under a valid permit, it shall be unlawful for any person to sell or offer for sale any food, beverage or other merchandise of any description within the boundaries of any public park, stadium or recreational area, including city lakes, owned or operated by the city, whether within or without the corporate limits of the city, unless such person is acting within the scope of his employment as an employee of the city or is duly authorized to sell such merchandise at the place where it is being offered for sale under a valid subsisting contract or agreement between such person and the city or a commission or agency of the city.

(Code 1975, ' 21-175; Ord. No. 4490, ' 8, 3-22-04)

Sec. 74-287. Peddlers operating outside primary pushcart vending area.

This article shall not be construed to prohibit the vending or peddling of any merchandise for which peddler's licenses are issued pursuant to chapter 34, if such peddler or vendor has obtained the proper licenses and permits and peddles such merchandise outside the primary pushcart vending area. Peddlers vending pursuant to this section shall comply with sections 74-277, 74-278, 74-280, 74-281, 74-282, 74-285, 74-286, 74-288 and 74-289.

(Code 1975, ' 21-176; Ord. No. 4490, ' 9, 3-22-04)

Sec. 74-288. Denial, suspension or revocation of vendor's permit.

Any vendor's permit may be denied, suspended or revoked for fraud or misrepresentation in the application for the permit or in the conduct of the business, for conduct of the business in such a manner as to create a public nuisance or constitute a danger to the public health, safety, welfare or morals, or for conduct which is contrary to the provisions of this article.

(Code 1975, ' 21-177; Ord. No. 4490, ' 9, 3-22-04)

Sec. 74-289. Animals prohibited at exhibition shows.

Notwithstanding any other provision of this Code to the contrary, no animal, except for appropriately restrained seeing eye dogs, shall be permitted on any street or sidewalk area closed for an exhibition show pursuant to this article unless the animal is part of a bona fide exhibit being operated at the exhibition show.

(Code 1975, ' 21-178; Ord. No. 4490, ' 9, 3-22-04)

Sec. 74-290. Sound amplification equipment at exhibition shows.

Notwithstanding any other provision of this Code to the contrary, no portable radios, tape recorders or other sound equipment, other than such equipment being operated as part of a bona fide exhibit of the exhibition show, shall be operated in any street or sidewalk area closed for an exhibition show pursuant to this article, unless the equipment is being operated so that the sound from such equipment may be heard only through earphones.

(Code 1975, ' 21-179; Ord. No. 4490, ' 9, 3-22-04)

Sec 74-292(e)

Indemnity; insurance. In consideration for the granting of the permit, the restaurant operator agrees to indemnify and hold harmless the city, its officers, agents, and employees against loss or expense including attorney's fees, by reason of the liability imposed by law upon the city, for damage because of bodily injury, including death, at any time resulting therefrom, sustained by any person or persons, or on account of damage to property arising out of or in consequence of the granting of a permit pursuant to this article. The restaurant shall agree to such indemnity on the application for the permit.

The restaurant operator shall secure and maintain comprehensive general liability insurance protection including but not limited to coverage for all premises and non-premises operations, independent contractors, broad form property damage coverage, including explosion, collapse and underground property damage hazards, personal injury liability protection including coverage relating to employment of persons, contractual liability protection covering the indemnification of the city by the restaurant operator. This insurance shall provide bodily injury limits of not less than \$1,000,000.00 for each occurrence and not less than \$1,000,000.00 in the aggregate, and with property damage limits of not less than \$500,000.00 for each occurrence and not less than \$500,000.00 in the aggregate. All insurance required under this agreement shall be written with a company licensed to do business in North Carolina. Such insurance shall name the city as an additional insured and shall provide that the policy shall not terminate or be canceled prior to the expiration date except upon 30 days advance written notice to the city. Certificates of insurance or binders for all of the insurance coverages described herein shall be submitted with the application for the permit. If only binders are submitted with the application, the restaurant operator shall submit to the city's risk administrator, department of risk management, certificates of insurance for all of the insurance coverages described herein within 30 days after a permit is granted and, with respect to certified copies of any amendments, and/or renewals, promptly thereafter.



**COMMUNITY & BUSINESS DEVELOPMENT DEPARTMENT
BUSINESS DEVELOPMENT DIVISION
Permit Payment Form**

Date: _____

Applicant Name: _____

Exhibition Show/Special Events Permit (\$50.00) ... Account Number: 0172-42401

Foot Peddler Permit (\$25.00) Account Number: 0172-42402

Pushcart/Mobile Food Unit Permit (\$75.00) Account Number: 0172-42403

Sidewalk Dining Permit (\$35.00) Account Number: 0172-42404

Business License Yes No N/A (License # _____ Expiration Date: _____)

NOTE: If vendors will be present at an Exhibit Show/Special Event, permit holder must obtain a blanket Business License to cover all vendors, or each vendor must have his/her own individual Business License. Contact Community and Business Development Department at 336-734-1251 for more information.

Payment Address:

Revenue Department, Suite 121
Bryce A. Stuart Municipal Bldg.
100 E. First Street
Winston-Salem, NC 27101

Application and Payment Receipt Returned to:

Community & Business Development, Suite 423
Bryce A. Stuart Municipal Bldg.
100 E. First Street
Winston-Salem, NC 27101