

EXHIBITION SHOW PERMIT APPLICATION

This application must be submitted to the **Development Office, City Hall, Suite 158** 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.

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

Event Name: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Email Address: _____

Applicant's Telephone: _____

Organization Name: _____

Address: _____ Telephone: _____

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:

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

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:

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

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

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

Attach a list of those contacted, with contact information.

D. What arrangements have been made for parking?

E. What is the expected attendance for event? _____

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

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

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

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

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

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

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

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

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

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

O. What arrangement have been made for medical assistance? _____

Signature of Applicant

FOR STAFF USE ONLY

Comments:

Police _____ Fire _____

Dept of Transportation _____ Recreation _____

Sanitation _____

This Exhibition Show Permit Application is: ___ Approved ___ Denied

Date: _____ Deputy City Manager: _____

PC: _____ Ward Council Member

WINSTON-SALEM CODE

SEC. 74-284 EXHIBITION SHOWS GENERALLY; PERMIT.

- (a) *[Hours permitted; exceptions.]* 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 Legacy wherein the hours shall be from 9:00 a.m. until 12:00 midnight.
- (b) *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, email address and telephone number of the individual and organization applying for a permit.
 - b. The name and address of the persons who will be in direct charge of the exhibition show and be present at the show.
 - c. A description of the type of exhibition show and the hours of operation.
 - d. The names and portions of the streets to be closed for the purpose of display 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.
 - e. A statement that every resident and business within the area of the exhibition show has been contacted, and a list of those, including contact information. For multi-tenant buildings, it is acceptable to provide information to the building manager or head of the tenant association, providing they agree to distribute the information to all tenants.
 - f. Any additional information which the City of Winston-Salem shall find reasonable and necessary to make a fair determination as to whether a permit should be issued.
- (c) *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.
- (d) *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 therefor, 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.
- (e) *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.

SEC. 74-284 EXHIBITION SHOWS GENERALLY; PERMIT (Cont'd.).

- (f) *Vendors.* 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. 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.
- (g) *[Criteria required.]* An exhibition show 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.
- (h) *[Animals prohibited; exceptional]* 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.
- (i) *[Sound amplification equipment prohibited; exceptions.]* 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, § 21-73; Ord. No. 4292, § 1, 7-20-98; Ord. No. 4354, § 1, 3-27-00; Ord. No. 4490, § 7, 3-22-04; Ord. No. 4607, § I, 12-17-07)



**DEVELOPMENT OFFICE
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 (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 the City's Business License Office at 747-6954 for more information.