

6/16/2014

AUGUST 29 – SEPTEMBER 1,
2014

KIWANIS COMMUNITY FAIR
SPECIAL EVENT APPLICATION



KCF Administrative Committee

13-0865 2 A 1 of 14

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Note to City of South Lake Tahoe Special Event Permit Staff

To Whom this May Concern:

Thank you for the opportunity to write to you a proposal for the first Annual Kiwanis Community Fair, 2014. Between the Kiwanis Club of Lake Tahoe, Tahoe Sierra Kiwanis, Kiwanis Club of Lake Tahoe Sunrisers and the South Lake Tahoe Optimist, Tahoe Turning Point, Inc., Live Violence Free, Choices for Children and the Boys and Girls Club more than a year of planning meetings has gone into the coordination of this fair to be an event for the community of South Lake Tahoe and holiday guests that is family centered and benefits the children and families of the Tahoe basin. All participating organizations have a unique trait in common, we serve children. We wanted to be able to come together in collaboration to create a community that would be able to raise funds and support family centered activities for our community members and families.

The following proposal was created to ensure the safety of the families, community and environment of South Lake Tahoe to the best of our ability. We are excited to be able to host this event in partnership with the Lake Tahoe Community College and expect to be able to raise enough funds to make a huge impact within our community programs and services such as school sports, counseling services, family resources and much more. We project for this to be an annual event that increases in effectiveness, creativity and size of outreach in the years to come.

We know that without your support this event is unable to happen. With that, we ask that any piece we may need to improve on or add to our proposal, we be contacted so that we may immediately amend and implement necessary steps to ensuring safety and required permitting. Please contact me by phone at (530) 541-4594 or by e-mail at Kristin.Hunt@TahoeTurningPoint.org.

Sincerely,

Kristin Hunt
Kiwanis Community Fair Committee Member
Phone: (530) 541-4594
Fax: (530) 542-1200

GUIDELINES

Purpose

The purpose of this document is to inform the City of South Lake Special Event Permit Department and the county of El Dorado of the intention to host the second annual Kiwanis Community Fair over the 2014 Labor Day weekend at the Lake Tahoe Community College.

Aim

To raise awareness of childhood issues within the South Lake Tahoe community, to increase funding for local non-profits that serve the children of South Lake Tahoe and to provide a safe event for families over the Labor Day weekend.

Responsibilities

- Kiwanis of Lake Tahoe: Service group hosting the Kiwanis Community Fair
- Lake Tahoe Community College: Property owner of fair location
- Administrative Committee: To plan and organize the fair event, recruit sponsorships for local businesses, coordinate booth vendor/carnival activities, obtain necessary permit/licenses, final complete clean-up
- Admin Non-Profit groups: Planning, organizing, marketing, vendor coordination
- Admin Service Groups: Sponsorship recruitment, activity/contest planning
- World Amusements: Carnival; rides, food, activity booths, carnival insurance, set-up and tear-down, carnival clean-up, **\$2 million insurance policy holder** for carnival and fair
- Food Booth Vendors: To obtain required TFF/Vendor Permits

Administrative Committee

The Kiwanis Community Fair Administrative Committee began meeting October 29, 2012 to begin organizing the first annual Kiwanis Community Fair. This year, the committee began meeting in November 2013 to plan the 2014 KCF. The Committee consists of representatives from four non-profits and four service groups. The non-profits represented include Tahoe Turning Point, Inc., Live Violence Free, Choices for Children and the Boys and Girls Club. The local Service Groups represented include Kiwanis Club of Lake Tahoe, Tahoe Sierra Kiwanis, Kiwanis Club of Lake Tahoe Sunrisers and the South Lake Tahoe Optimist. The group was selected by non-profit status and invited by Richard Barna, Kiwanis Club of Lake Tahoe President, to come together to organize a community event that would benefit the children of the Tahoe basin over the Labor Day weekend. It is the intention of the Administrative Committee to continue in the commitment that this event occurs annually over the same weekend to help raise awareness of childhood issues within the Lake Tahoe area, give non-profit and other businesses an opportunity to share what services are available, to provide a safe event over the popular tourist-attracting weekend for families with children and to help raise money for the non-profits who offer services for children in order that quality care may be continued and expanded to meet the needs of the families and children within the South Lake Tahoe community.

Booth Rules and Regulations

All booth vendors are to complete the Vendor Information Packet (See attachment A). There is absolutely no alcohol permitted on fair grounds for sale or otherwise. Each vendor is classified by profit, non-profit, craft fair and food vendor, each with separate costs to be part of the KCF. Each booth will be required to have an activity or trinket to give to children attending the fair. All booths are required to submit all

marketing pieces, informational hand-outs and staffing schedules in order to monitor what information will be present to ensure that all information is appropriate for children. All information will be reviewed by a member of the Administrative Committee and is subject to be dismissed as inappropriate and will not be authorized to be posted or passed out at the fair. All vendors must keep a copy of their staffing logs and Vendor Application Packet within their booth at all times. Any vendor who is operating a food booth must comply with county regulations and complete and submit 20 days prior to the fair the County of El Dorado Environmental Management Department Application for Temporary Food Facility (TFF) Permit to the Administrative Committee to ensure that application is submitted to the office well before the mandatory 14 days prior to the event as set by the Environmental Management Department or must submit their El Dorado County Health Permit 20 days prior to the fair. Booths will be directed by the Booth Coordinator who will be present the full duration of operating hours of the fair to answer questions and to help vendors as needed.

Event Guidelines

The following guidelines have been set for all vendors and employees of the Kiwanis Community Fair:

Eligibility

All companies/organizations/firms must be locally tied to South Lake Tahoe in order to be considered for booth vendor space at the fair or must endorse the teaching, research, promotion or professional development of children and family issues. The Kiwanis Community Fair Administrative Committee reserves the right to decline any application that, at the discretion of the committee, presents inconsistent information with the intended purpose of the fair. Booth vendors are presented with the Booth Vendor Information Packet containing necessary information regarding regulations and necessary permit requirements. A booth chairman has been selected to help organize and answer any questions during the fair for all booth vendors.

Location and Agreement of Property Use

The fair will be held in the Library parking lot of the Lake Tahoe Community College, 1 College Way, South Lake Tahoe, CA 96150. Authorization from Lake Tahoe Community College has been established. Please see Attachment E for the LTCC Contract. All agreements will be honored and followed including all clauses, requirement and restriction hereinto mentioned.

Assignment of Booth Space

All booth vendors will be allotted a 12'x12' area to safely secure their booth structures, booth vendors are able to request additional space if necessary, which space is available to expand. Booth regulations and requirements are outlined in attachment A, the Booth Vendor Information Packet. Determinants by the Tahoe Valley Fire Department for booth space safety will be strictly followed by all booth vendors.

Event Operation Plan

Internal Communication Plan

Internal Communication for the Tahoe Community Fair can be divided into two parts: prior to the event and day-of. Prior to the event the bulk of communication will be via emails and face-to-face monthly meetings. All agencies involved in the fair will have a list of emails that includes at least one representative from each agency. Additionally, a phone tree (preferably with cell phone numbers) will be established to use for last-minute information blasts and communication during the event.

As mentioned, the phone tree (using calls and/or texts) will be a tool for internal communication during the event. Additionally key staff will have access to walkie-talkies to assist in communication with volunteers. A central locale will be designated to help with the flow of information. Finally, staff and volunteers will be wearing color-coded T-shirts that will make recognition of individuals with information easier and quicker to find.

Risk Assessment

1 INTRODUCTION

1.1 Purpose Of The Risk Management Plan

A risk is an event or condition that, if it occurs, could have a negative effect on a project. This Risk Management Plan defines how risks associated with the 2014 Kiwanis Community Fair (“KCF”) will be identified, analyzed, and managed. This Risk Management Plan has been created by the KCF Coordinating Committee (“Committee”) during the planning phase of the KCF and will be monitored and updated throughout the planning and production of the KCF.

2 RISK MANAGEMENT PROCEDURE

2.1 PROCESS

The Administration Committee for the KCF will ensure that risks are actively identified, analyzed, and managed throughout the planning and production of the KCF. Risks will be identified as early as possible so as to minimize their impact. The steps for accomplishing this are outlined in the following sections.

2.2 RISK IDENTIFICATION

Risk identification will involve the Administration Committee and will include an evaluation of environmental factors, physical layout and facilities of the KCF, and of the vendor areas and activities, and of individual exhibitor booth areas and activities. A Risk Management Log will be generated and updated as needed.

2.3 RISK ANALYSIS

As planning for, and production of, the KCF proceeds, all risks identified will be assessed to identify the range of possible outcomes and impact upon the KCF and the attendees and participants of the KCF. Evaluations will be made to determine which risks are the top risks to pursue and respond to and which risks can be ignored.

2.3.1 Qualitative Risk Analysis

The probability and impact of occurrence for each identified risk will be assessed by the Administration Committee using the following approach:

Probability

- High – Greater than 70% probability of occurrence
- Medium – Between 70% and 30% probability of occurrence
- Low – Below 30% probability of occurrence

Identified Risks

- High – Risk that has the potential to cause serious injury or death to a worker, participant or attendee at the KCF, or significant financial impact on the KCF.
- Medium – Risk that has the potential to cause significant, but not serious, injury to a worker, participant or attendee at the KCF, or moderate financial impact on the KCF.
- Low – Risk that has relatively little potential to cause significant injury to a worker, participant or attendee at the KCF, or significant financial impact on the KCF.

Impact	H	Yellow	Red	Red
	M	Green	Yellow	Red
	L	Green	Green	Yellow
	L	M	H	
	Probability			

Risks that fall within the RED and YELLOW zones will have risk response planning which may include both risk mitigation and a risk contingency plan. Section 2.4 will display each threat in ratio form of probability to impact (ex. P:I = L:M).

2.3.2 Quantitative Risk Analysis

Analysis of risk events that have been prioritized using the qualitative risk analysis process and their effect on project activities will be estimated, a numerical rating applied to each risk based on this analysis, and then documented in the Risk Log.

2.4 RISK RESPONSE PLANNING

Each major risk (those falling in the Red & Yellow zones) will be assigned to a Committee member or KCF Team Leader for monitoring purposes to ensure that the risk will not “fall through the cracks”.

For each major risk, one of the following approaches will be selected to address it:

- Avoid – eliminate the threat by eliminating the cause
 - Mitigate – Identify ways to reduce the probability or the impact of the risk\ul> - H:H - Barriers between fair and open area with children. Barriers will be in place surrounding fair grounds.
 - L:L - Parking lot damage. Parking Lot Security will be hired to patrol and provide traffic direction support.
 - L:L - Trash over flow. Janitorial staff will be available during the fair for maintenance to all restrooms while high school sporting teams/clubs will survey and clean fair grounds daily.
 - H:H - Fire. A fire lane of 25’ is designated on the outside of the fairgrounds with optimal space designated between booth lanes and carnival rides. Fair grounds will be cleared by the Tahoe Valley Fire Department before fair occurs.
 - L:L - Guest/Staff accidents. First-Aid station (See the First-Aid Station section below)
- L:H – spills resulting in waste. Hay swaddles will line the fair grounds and vents in order to stop drainage. **Spill kits will be available per two rides using any type of oil or potentially hazardous waste to the Lake Tahoe Community College.* Updated 6/24/14
- Accept – Nothing will be done/minimal action required
- Transfer – Make another party responsible for the risk (buy insurance, outsourcing, etc.)
 - Insurance by both parties, Kiwanis and Wold Amusements is held at the tune of 5,000,000 from Kiwanis and \$2,000,000 for Wold Amusements

For each risk that will be mitigated, the Administration Committee will identify ways to prevent the risk from occurring or reduce its impact or probability of occurring. This may include prototyping, adding tasks to the KCF planning, adding resources, etc.

For each major risk that is to be mitigated or that is accepted, a course of action will be outlined for the event that the risk does materialize in order to minimize its impact.

2.5 RISK MONITORING, CONTROLLING, AND REPORTING

The level of risk for the KCF will be tracked, monitored and reported throughout the planning process for, and production of, the KCF.

All project change requests will be analyzed for their possible impact to the project risks. Management will be notified of important changes to risk status as a component to the Executive Project Status Report.

3 TOOLS AND PRACTICES

A Risk Log will be maintained by the Administration Committee and will be reviewed as a standing agenda item for Committee meetings.

Contingency Plan

KCF will occur through any minor adverse weather condition such as light snow or rain. If inclement, extreme or unreasonable weather occurs making the fair impractical or impossible to operate, the fair will immediately close and will reopen after weather has passed. In the event of a forest fire, the fair will close. In the event of a fire on fair grounds, emergency fire extinguishers placed around the fairgrounds will be used to diffuse and eliminate the fire. The fire department will be contacted and until fair is cleared to re-open, the section where the fire was will be off limits to all fair guests. In the case of serious threat, police department and fire department will be notified. Orders from each department will be followed through carefully and completely. Any serious event will be notified to the police department immediately, clearance for continuance must be obtained in order to keep fairgrounds open. All possible action steps will be taken to ensure the safety of the guests and grounds.

Cleaning and Refuse

Tahoe Refuse has volunteered large refuse tubs, trash bags, dumpsters and trash removal daily to manage the trash generated from the fair, aiming to make this a Zero Waste Event like the previous year. Cleaning teams will survey and remove all trash on fair grounds scheduled Friday, Saturday and Sunday. Local high school sporting teams/clubs and supporters have been volunteered to the cleaning teams to raise funds for each sport represented.

KCF will ensure that the janitorial staff will be available during fair hours to clean the restrooms in accordance to relation to the projected number of people attending the fair to manage fair guest's needs along with 2 wash station areas for fair guests. Food stations will have with their own wash station available by the food area.

Security

Parking Lot security will be hired by the Kiwanis Club of Tahoe Sierra. The security will patrol the parking lot, assisting those in need, providing traffic direction support and preventing potential damage that could happen within a large parking lot. Booth vendors are notified in the Booth Information Packet that overnight security will not be provided for booths. Set-up times are offered both days to set-up booths. World Carnival will supply their own security for the fair rides, games and concession stands.

First-Aid Station

The First-Aid will include a basic set-up with bandages and moderate level aid supplies available, such as ice packs, at all time to all fair participants including staff and guests. Medication will not be dispensed at any time to neither staff nor guest from the first-aid station. The first-aid station will be supervised at all times by a Basic Level First-Aid card or by a CPR/Firs-Aid instructor. A cellular telephone will be available to dial 9-1-1 for any emergency requiring more attention than the first-aid station is apt to provide.

Local Law Enforcement and Protection Notification

The El Dorado County Sheriff’s office, the Lake Valley Fire District and the Lake Tahoe Police Department have all been notified as to the dates and events of the KCF through certified mail.

Budget

See Attachment E for the projected budget of the KCF.

Competitions and Contests

All competitions and contests are organized by the service groups or a representative of a service group within the Administrative Committee. All competitions and contests are limited to local participants and will be judged by local community members and guests. The following is a list of the competitions and contests that will occur during the KCF:

- Best in Bouquet – organized by Karen Houser of the Kiwanis of Lake Tahoe
- Preserve Contest – organized by Julie Ryan of Kiwanis Club of Lake Tahoe
- Art Contest – organized by Tahoe Turning Point, judged by community tickets

Staff Identification

Colored shirts will be provided to the KCF staff members to help identify fair staff. All fair brochures will be offered to each person entering the fair which includes a fairgrounds map and event schedule to help orient and notify each guest of restroom areas, entrance and exit locations and locations of the first-aid.

Insurance

Insurance policies are carried through Kiwanis for \$5,000,000 for the fair while Wold Amusements carries a \$2,000,000 insurance policy covering the carnival games, rides and concession stands.

Kiwanis Community Fair Events Schedule

Friday - 4PM-10PM

Wold Amusement Carnival, “Locals Day”

Saturday – Set up 9:00 – 10AM, Open 10AM-10PM

All Day: Wold Amusement Carnival

9:00-10:30 AM Optimist Pancake Breakfast

11:00 – 5:00 PM Music and Entertainment will be provided on stage and at booths

Sunday – Set up 8:30 – 10AM, Open 10AM-10PM

All Day: Wold Amusement Carnival

11:00 – 5:00 PM Music and Entertainment will be provided on stage and at booths

Attachment A - Vendor Information Packet

Attachment B – Lake Tahoe Community College Contract

Attachment C – Fairgrounds

Attachment D – KCF Budget