

From: [Nicolas Sparacio](#)
To: [SpecialEvents](#)
Cc: ["Grow It Forward"](#)
Subject: Night Market Info
Date: Friday, May 11, 2018 8:00:26 AM
Attachments: [Emergency Plan - Night Market 2018.pdf](#)
[Site Layout.pdf](#)

Greetings Special Events Committee,

First, I should note that Grow It Forward did indeed provide all this information prior to close of business on Thursday, but I was out at a conference all day. So I am now forwarding this info for consideration at Monday's meeting. I believe the 2 attached files are some key pieces of information that the group was looking for. In addition, the following bullet points were provided as some explanation of the event plan:

- Rental stage coming from Appleton for each individual day. It will not be stored on site in between.
- Brennan Seehafer is subcontractor for the production of the event so it runs similar to the Vic Ferrari event.
- Bar set-up details
 - Each of the sponsor groups are supplying 10-15 volunteer bar tenders that will be in Night Market 920 t-shirts. Amber Daugis is the registered licensed agent and will be on site; however, they will have an additional licensed bar tender on site.
 - Will be purchasing beer from either Triangle or Larry's.
 - The Class B license has been obtained.
- Estimated crowd to be similar to the size of normal Saturday Farmers Market during the peak of our season. 500-1000 people.
- Contracting with Maynards for toilets.
- Insurance is through Hub International, which is on file with the city.
- For this event, and also the Farmers Market as a whole, Amber is working with Gregg K to develop and keep on file a Farmers Market public safety plan.
- All food vendors are required to follow the same rules and regulations as required through our normal Farmers Market--licensed, insured, fire extinguishers, etc.

Also, Brennan Seehafer and Amber Daugis are planning to attend on Monday so they can help explain the plans and answer any additional questions. I have communicated to Amber that the direction out of the last meeting was that the June 13 event can be approved through Special Events, but that the rest of the schedule, due to the size and complexity, would go to Finance Committee for review. Thanks,

Nic

Nicolas Sparacio, AICP | Community Development Director | City of Manitowoc, 900 Quay Street, Manitowoc, WI 54220-4543
(920)686-6931 nsparacio@manitowoc.org www.manitowoc.org

NIGHT MARKET 920
EMERGENCY PLAN 2018
PREPARED BY: BRENNAN SEEHAFFER PRODUCTIONS

Staff Contact Information

Market Manager:	Amber Daug	(920)-645-9467
Site Logistics & Consultant:	Brennan Seehafer	(920)-242-3450
Crowd Management Director:	Derek Stevenson	(920)-973-7332

Decision Making Team

All decision making in regards to major emergencies or inclement weather (including delaying the show or evacuating the event site) will be made by Brennan Seehafer, Site Logistics, Amber Daug, Market Manager and the Crowd Management Director, with advice and guidance from the Sheriff's Office Supervisor.

Chain of Command

Brennan Seehafer Productions will make final decisions. Once a decision has been made and a plan of action agreed upon, information will be disseminated in this manner:

Market Manager will inform:

- a. Food & Beverage Vendors

Site Logistics will inform:

- a. Tour Production Crew & Talent
- b. Production Vendors (Sound, Lighting & Stage)
- c. Crowd Management Director, who will notify private security.

Accident Mitigation / Attendee Safety

The safety of both Tour Personal and the public is an important consideration for the Night Market. We ask everyone's cooperation in mitigating any hazards before and during the event. Some of the hazards to avoid include: loose power leads, trip hazards, Inadequate refuse disposal, inappropriate positioning of equipment (especially hot equipment), badly stacked supplies, and unguarded equipment.

Security and the Site Crew will be observing and reporting any and all safety hazards. Inspections will take place prior to the grounds opening and continually during the event. All hazards noted that can be mitigated immediately (trip hazards, unguarded equipment, etc) should be corrected and reported to the Site Manager. Other hazards noted should be immediately reported to the Site Manager for further instructions. Attendees may be directed around the hazard until such time as it is deemed safe.

Law Enforcement, Fire or EMT Related Emergency

(Any emergency that can not be handled by Event Staff or is life threatening)

Contact law enforcement, and EMT staff if medical attention is needed.

Tell them who you need (law enforcement, fire, EMT)

Tell them what the problem is

Tell them exactly where you are (be specific)

Stay near the problem area until help arrives. Do not try to solve the problem yourself!

Have another staff member phone the Site Manager to inform them of the situation in detail

Keep the Site Manager abreast of any changes in the situation

Once the situation is under control, inform Site Manager.

Complete an accident report and turn it in to Assistant Site Manager.

Do not attempt to administer CPR, the Heimlich maneuver, or other drastic treatments unless you are properly trained in these procedures.

When trained personnel arrive, allow them to take over treatment immediately, and stand by in case they ask for your assistance.

Do not discuss the situation with anyone other than site management, including the victim.

Accident Mitigation / Attendee Safety

1. ID checkers at bar.

2. Once the ID has been checked, a wristband will be placed on the patron's wrist. People without wristbands will not be allowed to purchase alcohol.

3. If a person is intoxicated before entering the premises, or approach a vendor and are clearly intoxicated, they will be denied sales.

4. Current and in-date IDs will be used as examples to aide in monitoring fake ID's.

Pre Event Briefing

Prior to gates a meeting will be held event staff and private security.

Suspicious Packages

Private Security will be the main Concert gate to watch for suspicious packages. Any packages that appear to be suspicious will be reported to the Local Law Enforcement.

Inclement Weather

Level 1- Rain and/or winds of less than 20 MPH

Level 2- Electrical storm, winds 20-30 MPH. NWS Thunderstorm Warning

Level 3- Winds higher than 30 MPH and/or Tornado Warning

Storm Watch – Brennan Seehafer, Site Logistics will track weather on an hourly basis, more frequently if severe weather has been forecasted.

If you see a storm approaching, contact the Site Logistics Manager to inform them of the situation and to obtain a weather report.

Stage – Once the Site Manager is made aware of inclement weather, inform the Production Manager. The decision to stop a performance will be a group decision. See Decision Process and Chain of Command noted above. The site manager has the authority to end a performance any time he/she anticipates an immediate threat to the safety of the performers or audience.

Level 1 Stage Announcement*: “Ladies and Gentlemen, due to the rain (and wind), we are going to delay our show to let the weather pass. We will resume our show once the weather clears. Thank you.”

Level 2 (not evacuating) Storm Stage Announcement*: “Ladies and Gentleman, we have received word that there is a thunderstorm heading our way. At this time we are going to delay our shows to let the weather pass. We would like to suggest that you return to your vehicles or a local indoor establishment until the storm passes. We will resume our show once the weather passes. Thank you.”

Level 3 Evacuation Stage Announcement*: “Ladies and Gentlemen, we have received word that there is severe weather heading on our way. Please move to your vehicles in a calm and orderly fashion. We will resume our show once the weather clears. Again please move to your vehicles or a local indoor establishment at this time.”

***The decision to make any of the above announcements will be made by the Team and Chain of Command outlined above. No one should make any P.A. announcements regarding weather or emergency situations unless instructed to do so by the Site Manager.**

Concessions or Sponsor Booths – Market Manager will inform all concessionaires and sponsors with booths of the situation in a calm and detailed manner. Make sure they are completely aware of the severity of the situation without causing panic. Stick to the details.

Evacuation Procedures

While total evacuation of the properties is unlikely and may not be the safest alternative in the event of weather or other emergency situations, the following basic procedures should be followed in the event that one becomes necessary. Evacuations from certain areas of the property or instructions to seek shelter will be deemed necessary based on the current threat level.

- All event evacuations will occur on notifications by the Decision Making Team in consultation with local law enforcement and emergency management officials.
- Instructions will be clearly given via the main stage PA system so it can be clearly heard throughout the venue. Attendees should be advised to orderly exit the premises or travel to a designated area. Security and Law enforcement will assist attendees with the procedures.

In any event of an evacuation, or any weather condition that may cause high winds, a stage safety clear zone must be established. This zone will be the distance from the stage equal to the stage height plus 50%. This area should be marked with flags, cones, or other markings, and no one allowed to enter until the threat passes. All Clear The Decision to resume the concert and re-open gates (if evacuation has taken place) will be made by those listed above in the Decision Making Process based on information from Local Weather Authorities.

MANITOWOC RIVER

stage: 16 x 24 ft

2 toilets & hand sink

vendors

crowded

toilet & sink

vendors

Bar area

vendors

shed

Bar 20 x 40 ft

Entrance from park left open

- All driveways & aisles accessible in the event of an emergency
- Off street parking for patrons

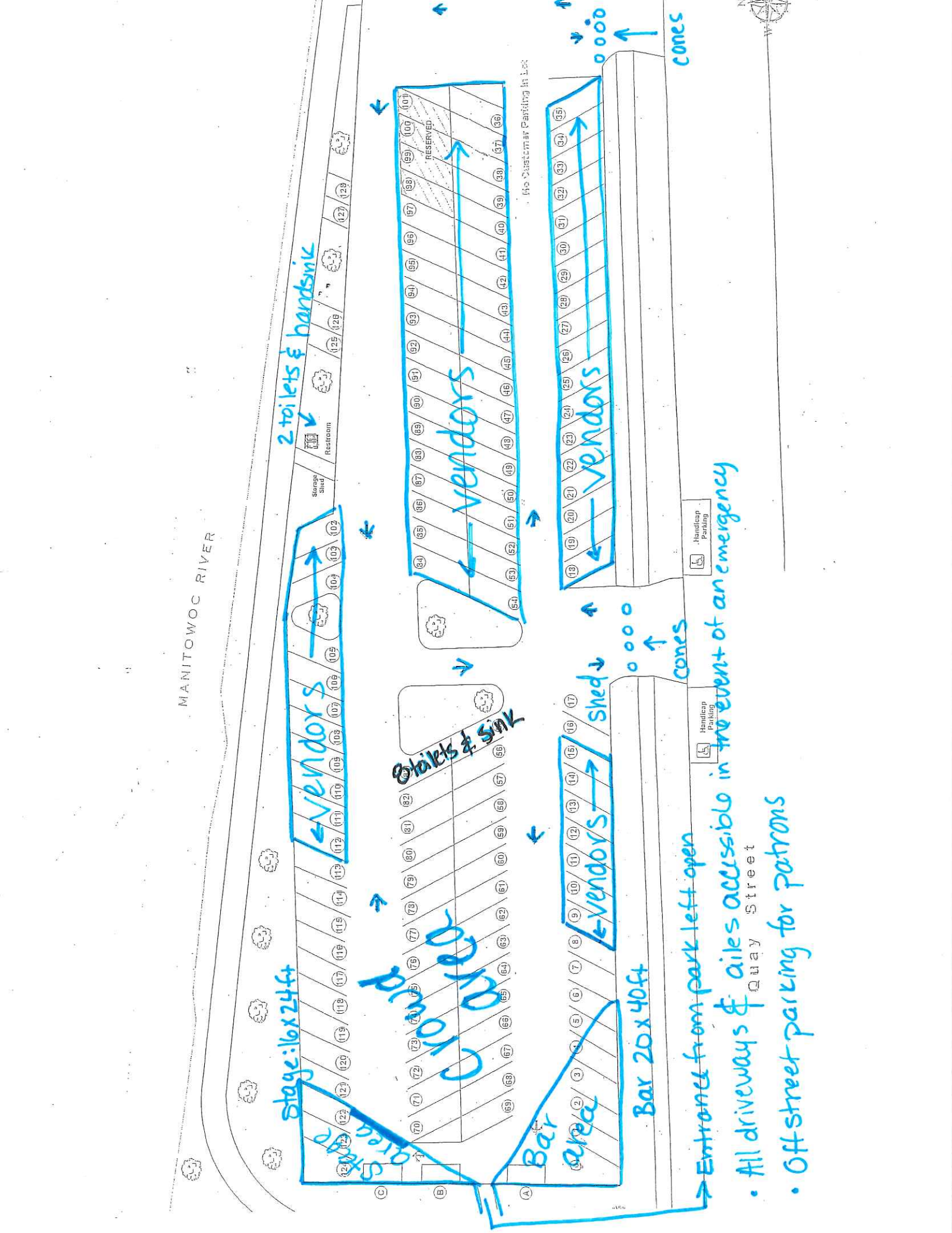
Handicap Parking

Handicap Parking

cones

cones

No Customer Parking in Lot



Night Market
920 - 2018

MAY 23 2018

DPI EQUIPMENT CHARGES

Streets & Sanitation Division Equipment (686-3580):

	# Needed		# of Days*		Cost/Day	=	Total	
Barricades								
2'		X		X	\$3.00	=		Flashers
3'		X		X	\$3.00	=		Flashers
8'		X		X	\$4.00	=		
Rail type-long	4	X	5	X	\$2.00	=	40	
Rail type-short		X		X	\$2.00	=		
Channelizer Drums		X		X	\$3.00	=		
Cones								
18"		X		X	\$1.50	=		
28"		X		X	\$1.50	=		
Safety vests		X		X	No charge	=	No Charge	
Snow fence								
Rolls		X		X	\$4.00	=		
Posts		X		X	No Charge	=	No Charge	
Post driver/pounder		X		X	No Charge	=	No Charge	
Traffic signs		X		X	\$2.00	=		Description
		X		X	\$2.00	=		Description
		X		X	\$2.00	=		Description
Traffic signs (Portable)		X		X	\$3.00	=		Description
		X		X	\$3.00	=		Description
		X		X	\$3.00	=		Description
Other (list items and amounts)								

Parks Division Equipment (686-3580): Do NOT count any picnic tables, garbage cans, etc. already located at the park.

Banquet tables, 8'	5	X	5	X	\$5.00	=	\$125.00	
Park benches	20	X	5	X	\$7.00	=	\$700.00	
Picnic tables	20	X	5	X	\$7.00	=	\$700.00	
Risers, platform		X		X	\$15.00	=		Description
Security stanchions	18	X	5	X	\$5.00	=	450	
Tent, 10'x10'		X		X	\$30.00	=		
Tent, 10'x20'		X		X	\$35.00	=		
Ticket booths, outdoor		X		X	\$15.00	=		
Trash cans		X		X	No Charge	=	No Charge	
Wenger portable bandwagon, 35x8'***		X	5	X	\$240.00	=	\$1,200	

Other (list items and amounts)
Chairs 10 X 5 X \$1.00 = \$ 50

TOTAL RENTAL CHARGES ~~\$2,015~~ ~~\$2,015~~ \$2,015 **\$3,265**

*Include the day of return but not the day of pickup/delivery. Items must be picked/returned weekdays between 7:00 am and 2:30 pm.

**The bandwagon shall not be removed from the City limits without the approval of the Park & Recreation Committee and must be delivered/setup by City Personnel.

If you are requesting delivery/pickup by City personnel, the following non-waivable delivery fees will apply.

DELIVERY FEES	
Total Cost of Items Rented	Delivery Fee
\$0.00 - \$100.00	\$ 50.00
\$100.01 - \$250.00	\$ 75.00
\$250.01 - \$500.00	\$125.00
\$500.00 - \$1,000.00	\$250.00
\$1,000.01 and above	\$350.00

\$3,615 w/
delivery