



City of Phoenix
OFFICE OF THE CITY MANAGER

Mr & Mrs Dennis Long
Arizona Fine Arts Expo
26540 N. Scottsdale Rd
Scottsdale, AZ

October 27, 2020

Dear Mr. & Mrs. Long,

Thank you for communicating with our team regarding your planned activity of Arizona Fine Art Expo on January 15, 2021. Under normal conditions the City of Phoenix would not be involved in a "special event" like this, however, during this pandemic the Governor's Executive Order 2020-43 authorizes the City of Phoenix to approve "public event" greater than 50 people if the plan is to implement "adequate safety precautions."

It should be clearly understood that approval does not mean your guests, or your staff, are not at risk from the COVID-19 pandemic. There is no pathway we could outline that would establish with 100% certainty that no one will contract the virus. Additionally, the City of Phoenix accepts no liability, and offers no indemnification, for anyone electing to be at this event. Finally, the plan needs to include a waiver that includes the City of Phoenix.

The committee has considered your application for conducting the Arizona Fine Arts Expo. The fact that you are using an open tent to hold it is helpful in this environment as it helps with ventilation and air exchanges. We recommend that you not allow your patron level to exceed 20 per hour, and that you have a plan to keep people from clustering anywhere. You are required to post signs asking patrons not to touch the artwork, and that you have some hand hygiene dispensers for those that do/must.

The EPA has a List N that you can access online. You need to ensure that your Clorox disinfectant wipes that you choose are on that list.

If you are accepting of these conditions your event is approved to go forward.

Sincerely,

Milton Dohoney Jr.
Assistant City Manager



10/26/20

2:00pm

City of Phoenix

Special Event COVID Pre-Application

All public and private events requiring an operating permit shall first complete and submit this pre-application regarding the event's COVID-19 practices and procedures. This application is intended to provide insight into the event, and its planned operations, procedures and considerations for the response to COVID-19. The provided information will be used in the review and evaluation process. This application does not replace any other event permit application required by any other agency/department. If this application is approved the event must still submit for and obtain all necessary event permits and licenses. This application provides no guarantee the event can be held. See attached

Event Information			
Name of Event	<u>Arizona Fine Art EXPO</u>		
Event Address	<u>26540 N. Scottsdale Rd., Scottsdale, Arizona 85255</u>	Stationary Event? Moving? (parade, etc) <input checked="" type="checkbox"/> <input type="checkbox"/>	
Name of Venue	<u>Arizona Fine Art EXPO</u>		
Date(s)/Time of Operation	Start Date <u>1/15/2021</u>	End Date <u>3/28/2021</u>	Start Time <u>10am</u> to End Time <u>6pm</u>
Contact Familiar with COVID Procedures & Plans	Name <u>Dennis Long</u>	Phone <u>616-446-6688</u>	
Contact Email	<u>Dennis@arizonafineartexpo.com</u>		
Attendance	Anticipated Number of Attendees <u>150 per day</u>	Public Event <input checked="" type="checkbox"/> Private Event <input type="checkbox"/>	Open to All? Ticket-RSVP? <input checked="" type="checkbox"/> <input type="checkbox"/>
Social Distancing	Provide plan and documentation on how social distancing will be implemented, monitored, and enforced. See attached <input type="checkbox"/> Provide plan for temperature checks for attendees. See attached <input type="checkbox"/>		
Plan and Layout	Layout (attach plan showing event layout. For inside events, include all seating and food areas). Show pre-COVID setup and proposed setup, if applicable. See attached <input type="checkbox"/>		
Venue Details	Square Footage of Event Space: Indoor <input type="checkbox"/> 44,000 Sq. Ft. Outdoor <input type="checkbox"/> 2.5 Acres Both <input type="checkbox"/>		
Arrangement	Seating <input type="checkbox"/> N/A Standing <input checked="" type="checkbox"/> Reception <input checked="" type="checkbox"/> Booths <input checked="" type="checkbox"/> Other _____		
Occupant Load	Maximum Occupants with No Restrictions <u>150</u>	Social Distancing Occupant Load <u>150</u>	
Barriers/Security	Provide plan on how barriers or que lines for crowd control will be implemented? See attached <input type="checkbox"/> Event Security? Yes <input type="checkbox"/> Night Security No <input type="checkbox"/>		
Cleaning & Disinfection	Provide plan for reducing touch points and how surfaces will be cleaned and disinfected. See attached <input type="checkbox"/>		
Cleaning and Disinfection Product(s) EPA approved against COVID-19?	Yes <input checked="" type="checkbox"/>		No <input type="checkbox"/>
What type of CDC COVID recommend signage and messaging will be provided around venue? Provide examples.	See attached <input type="checkbox"/>		
Outside Vendor Providing Cleaning & Disinfection Service?	Yes <input type="checkbox"/>		No <input checked="" type="checkbox"/>

Permit applications may be submitted in person weekdays
8 am to 5 pm at the address below, emailed to zoning@phoenix.gov or mailed to the address below.
For more information visit www.phoenix.gov



City of Phoenix

If yes, provide company information (Name, address, phone, contact, email): _____	
Food Service	On-Site Preparation? Yes <input type="checkbox"/> X No <input type="checkbox"/>
	Consumption on-site? Yes <input type="checkbox"/> X No <input type="checkbox"/> If yes, provide plan showing how CDC and State guidelines for food dining will be implemented. See attached <input type="checkbox"/>
Seating for Food Consumption?	Public Water Stations Provided?
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, how many? <u>21 Inside</u>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, how many? _____
Restroom Facilities	Existing/Built-In <input type="checkbox"/> Portable <input checked="" type="checkbox"/> X
	How will handwashing and/or hand sanitizer be provided, include cleaning schedule for restrooms? See attached <input type="checkbox"/>
Merchandise & Payments	Describe what physical barriers, such as sneeze guards and partitions be provided at all points of sales? See attached <input type="checkbox"/>
	Ticket Sales on Site? Yes <input checked="" type="checkbox"/> X No <input type="checkbox"/>
	Ticket Scanning at Entrance? Yes <input type="checkbox"/> N/A No <input type="checkbox"/>
	Queue lines for Scanning Yes <input type="checkbox"/> N/A No <input type="checkbox"/>
	Ticket sales available prior to event? Yes <input checked="" type="checkbox"/> X No <input type="checkbox"/>
Event Staff	What process is in place for symptom and temperature checks prior to start of shift? Temp. check at door
	What training has staff received on all COVID safety protocols? Will train before at annual staff meeting Consider using <u>Interim Guidance for Businesses and Employers</u> as a guide. See attached <input type="checkbox"/>
Transportation	Event sponsored /provided transportation (shuttle, private bus, scooter, etc.)? Yes <input type="checkbox"/> N/A No <input type="checkbox"/> How is the promoter recommending attendees to arrive to and from the event? <u>Personal transportation</u>
	How is cleaning in accordance with CDC guidelines, being achieved? See attached <input type="checkbox"/>
Attachments	The following attachments are required as part of this resume.
	<input type="checkbox"/> Social Distancing Plan
	<input type="checkbox"/> Event Layout (include all seating and food areas)
	<input type="checkbox"/> Barriers/Security/Queue Line Plan
	<input type="checkbox"/> Cleaning & Disinfection Plan for all Touchpoints and Surfaces
	<input type="checkbox"/> Samples of COVID Safety Signage & Messages (include mask requirements)
	<input type="checkbox"/> Food Service Preparation & Service Plan
	<input type="checkbox"/> Handwashing/Sanitation Plan
	<input type="checkbox"/> Physical barriers for Points of Sale Plan
	<input type="checkbox"/> Event Staff Shift Checks
<input type="checkbox"/> Transportation Cleaning & Disinfecting Plan	

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ATTACHMENTS

Arizona Fine Art EXPO

Social Distancing Plan

Arizona Fine Art EXPO is basically an art gallery with art for sale. The gallery is a 44,000 square open tent and we are open 10am to 6pm or, 8 hours per day. Our average daily attendance is 150 patrons per day or 19 patrons per hour. That means that on an average each patron has 2,315 square feet open space. We intend to have 6-foot markers at the entrance, around the art studios, restrooms, the café, and the sales office. We intend to fully comply with all State of Arizona and City of Phoenix COVID guidelines.

Event Layout including all seating and food areas

Please find attached a site layout including a detail of the indoor and outdoor seating areas. All tables are a minimum of 6-7 feet apart.

Barriers/Security

Crowd control should not be an issue for our art show. As stated in the Social Distancing Plan, our average patrons per hour is 19 in a 44,000 Sq. Ft. tent. We have cancelled all of our special evening events this year because of the potential of crowds. We do have staff members that are walking the show to assist patrons and be aware of any issues. As for security, we do have after hours security from 6pm until 10am daily.

Cleaning & Disinfection Plan for all Touchpoints and Surfaces

Upon arriving at the Expo there will have plexiglass separating the patron from the person at the front desk. All Expo staff will wear face masks and hand sanitizer will be available on this counter as well as at every artist studio. We will be disinfecting all counter surfaces hourly. We have individual restrooms in the east and west tents. The railing going into each restroom and the door knobs will be frequently wiped down with Clorox Disinfectant wipes. The restrooms will be constantly monitored and all surfaces will be cleaned hourly.

COVID Safety Signage & Messages

Safety and message signage including mask requirements will be installed at entrance and throughout the facility. Signage and messages have not been procured yet considering the event will not start for 3 more months. We do fully intend to meet this requirement. Masks will be required for all patrons, staff, and artists.

Food Service Preparation & Service Plan

Our employees are licensed food handlers and have been doing this event over 10 years. We file a temporary use permit with the Maricopa County Environmental Services Department and follow ALL their guidelines. We have inside and outdoors seating areas and will have all tables a minimum of six feet apart. For inside seating we will have dividers where necessary. In the kitchen area we use bleach as our sanitizer and have test strips to check concentrations. We are inspected before opening and a minimum of two additional times by the Environmental Services Department. All of our reports have come back with little or no violations.

Handwashing/Sanitation Plan

Cleaning of the restrooms is also covered in the cleaning and disinfection plan for all touchpoints and surfaces. We will have a schedule for hourly cleaning.

Physical Barriers for Point of Sale Plan

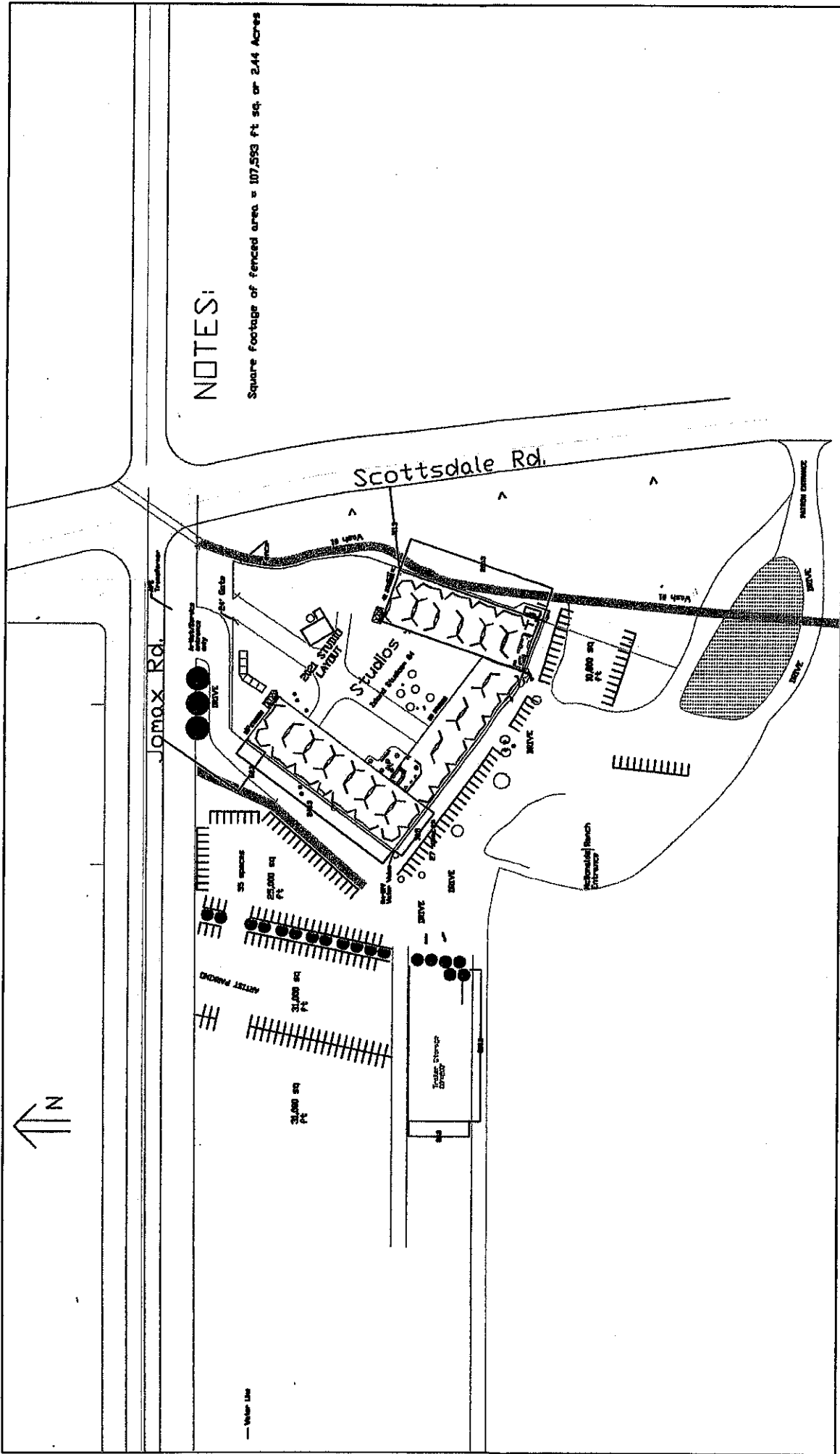
We have two sales desks over six feet apart that will have plexiglass separating the sales person from the patron. There will be markers on the carpet showing how far you should be from the next customer if necessary. We are not a high-volume establishment and we will monitor this carefully. Season tickets are for sale at the door and can be purchased on line at our website

Event Staff Shift Checks

Prior to the beginning of the show all staff participants will be trained in COVID safety protocols. We will use the Interim Guidance for Business and Employers as our guide. We also have a meeting with our artists prior to opening to discuss COVID guidelines. We were opened this year during COVID and even though no guidelines were established by the CDC we took every precaution to have a safe experience for artists, patrons and staff. Our event closed March 14, 2020.

Transportation Cleaning & Disinfecting Plan

We do not supply any transportation for our patrons. Patrons drive their own vehicles to our show.



NOTES:

Square footage of fenced area = 107,593 ft sq. or 2.44 Acres

Cafe (Detail)

Area=1,126 Sq Ft

Outside
seating

Inside
seating

