



**City of Phoenix**  
OFFICE OF THE CITY MANAGER

Sheraton Phoenix Crescent  
2620 W. Dunlap Ave.  
Phoenix, AZ

February 25, 2021

RE: The Phoenix Psychic Fair

Dear Ms. Mercurio,

Thank you for communicating with our team regarding your planned activity on March 21, 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.

Our understanding of the event is as follows:

- All tables will be 6 to 8 feet apart.
- There will be 1 ballroom in use and 2 break-out rooms.
- No more than 200 people in the venue at one time.
- Signage at all entrances and on internal walls
- One way in and one way out.
- Door handles cleaned every 2 hours.
- 6ft markers in place to keep people apart.

In addition to the above, we require the following stipulations:

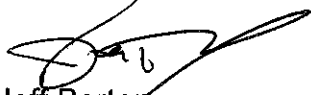
- Hand sanitizer will be provided at each vendor table.
- Vendor tables and chairs will be disinfected after each client interaction.
- There will be a total of no more than three (3) persons allowed at any vendor table.
- Health screening protocols (including temperature screening and questionnaires) will apply to staff, vendors and attendees.

- Event staff will be assigned to monitor and enforce face covering and physical distancing requirements during the event.

Under those circumstances the City of Phoenix is approving the event scheduled for March 21, 2021.

The COVID-19 Operational Protocols that you are required to implement and enforce will be posted on the City's website and a copy will be submitted to the Arizona Department of Health Services in accordance with Executive Order 2020-59 issued by the Governor on December 2, 2020.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. Barton', with a stylized flourish extending to the right.

Jeff Barton  
Assistant City Manager

Confirmed      left msg -  
 2/22/21      2:00 pm



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	The Phoenix Psychic Fair		
Event Address	2620 W Dunlap Ave.	Stationary Event? Moving? (parade, etc)	Stationary Event
Name of Venue	Gheration Phoenix Crescent		
Date(s)/Time of Operation	Start Date: 03/20/21 to 03/21/21	End Date	Start Time: 9am to 5pm
Contact Familiar with COVID Procedures & Plans	Name: Christine Mercurio	Phone:	928 899 9696
Contact Email	Phoenixpsychicfair@gmail.com		
Attendance	Anticipated Number of Attendees: 300-500	Public Event? Private Event?	Open to All? Ticket-RSVP?
		Public	Open to all
Social Distancing	Provide plan and documentation on how social distancing will be implemented, monitored, and enforced. See attached <input checked="" type="checkbox"/>		
	Provide plan for temperature checks for attendees. See attached <input checked="" 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 checked="" type="checkbox"/>		
Venue Details	Square Footage of Event Space: Indoor 12,645    Outdoor N/A    Both		
Arrangement	Seating <input type="checkbox"/> Standing <input type="checkbox"/> Reception <input type="checkbox"/> Booths <input checked="" type="checkbox"/> Other		
Occupant Load	Maximum Occupants with No Restrictions: 600	Social Distancing Occupant Load:	200
Barriers/Security	Provide plan on how barriers or que lines for crowd control will be implemented? See attached <input checked="" type="checkbox"/>		
	Event Security? No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Cleaning & Disinfection	Provide plan for reducing touch points and how surfaces will be cleaned and disinfected. See attached <input checked="" 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"/> N/A <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/>		

Applications may be faxed to 602-495-7429, submitted in person weekdays 8 am to 5 pm at the address below, emailed to applications.pfd@phoenix.gov or mailed to the address below. For application questions please call: 602-262-6771  
 For more information visit www.phoenix.gov/fire/prevention  
 Phoenix Fire Department - Fire Prevention Section  
 150 S 12th St Phoenix, AZ 85034 - 602-262-6771





### City of Phoenix

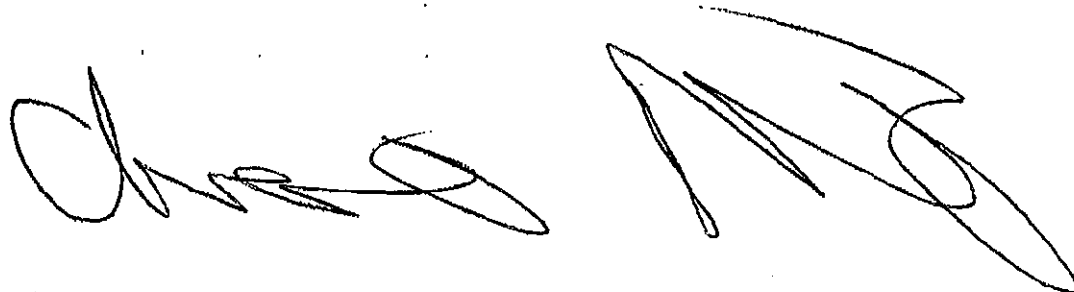
If yes, provide company information (Name, address, phone, contact, email):  N/A	
Food Service	On-Site Preparation? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Consumption on-site? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, provide plan showing 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 type="checkbox"/> No <input checked="" type="checkbox"/> If yes, how many?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, how many?
Restroom Facilities	Existing/Built-In <input checked="" type="checkbox"/> Portable <input type="checkbox"/>
	How will handwashing and/or hand sanitizer be provided, include cleaning schedule for restrooms? See attached <input checked="" 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"/> No <input type="checkbox"/>
	Ticket Scanning at Entrance? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
	Queue lines for Scanning? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Event Staff	Ticket sales available prior to event? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	What process is in place for symptom and temperature checks prior to start of shift? What training has staff received on all COVID safety protocols? Consider using <u>Interim Guidance for Businesses and Employers</u> as a guide. See attached <input checked="" type="checkbox"/>
Transportation	Event sponsored/provided transportation (shuttle, private bus, scooter, etc.)? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> How is the promoter recommending attendees to arrive to and from the event?
	How is cleaning in accordance with CDC guidelines, being achieved? See attached <input checked="" type="checkbox"/>
Attachments	The following attachments are required as part of this resume.. <ul style="list-style-type: none"> <li>Social Distancing Plan</li> <li>Event Layout (include all seating and food areas)</li> <li>Barriers/Security/Queue Line Plan</li> <li>Cleaning &amp; Disinfection Plan for all Touchpoints and Surfaces</li> <li>Samples of COVID Safety Signage &amp; Messages (include mask requirements)</li> <li>Food Service Preparation &amp; Service Plan</li> <li>Handwashing/Sanitation Plan</li> <li>Physical barriers for Points of Sale Plan</li> <li>Event Staff Shift Checks</li> <li>Transportation Cleaning &amp; Disinfecting Plan</li> </ul>

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 Phoenix Fire Department - Fire Prevention Section  
 150 S 12<sup>th</sup> St Phoenix, AZ 85034 - 602-262-6771



1/21/21

Hello. My name is Christine Mercurio and I am the owner of The Phoenix Psychic Fair, which is scheduled to be held at the Sheraton Phoenix Crescent Hotel. We are continuing to work with the hotel to ensure that we are within the COVID 19 guidelines at all times during our eight hour event, which is being held from 9 a.m. – 5 p.m. We do offer pre-tickets as well as we do allow the public to pay full price for tickets on the day of the event. Additionally, we will have hand sanitizing stations provided from the hotel, 6ft distancing stickers and three assistants (including myself) to help remind patrons of social distancing. We are also offering to do temperature checks if needed. We will continue to monitor our numbers, and will only allow a certain amount of patrons in. Our line from the entrance is located outside of the facility, with lines of 6ft apart. All of our areas are disinfected when touched. We will place signs at various locations, and will only allow patrons to enter if wearing a mask. There will be no food offered at our event. There will only be two attendees allowed at each vendor table, which will consist of one vendor and one assistant if needed. Our two assistants that are working the entrance, are social workers and are very knowledgeable on every specific protocol and procedure relating to COVID 19 as they practice these procedures, each day at their work.

Two handwritten signatures in black ink. The signature on the left is more fluid and cursive, while the one on the right is more angular and stylized.





## Social Distancing Plan

Stay at least 6 feet (about 2 arms' length)  
Signs to remind people and staff available to let people know and kindly remind them.

### Event Layout

Please see attachment and note that each table is at least 6-8 feet away from each other.

### Que Line Plan

The line to enter the ballroom is outside with 6ft markers in place and staff reminding to stay 6ft apart.  
(The biggest line we ever had was 5 people)

### Cleaning plan for all touch points and surfaces

One way in and out for less touch points. Door handles are cleaned every 2 hours

### Samples of Covid safety and signage

We have signage at all entrances and on internal walls throughout hotel.  
Mandatory mask signs, 6ft apart signs and hand washing signs.

### Food service preparation and service plan

There is no food at our event.

### Hand washing/ Sanitation Plan

We have hand sanitizer stations throughout area. Bathrooms are cleaned hourly.

### Physical barriers for point of sale plan

Barriers at the front desk and lounge areas and masks/shields are mandatory

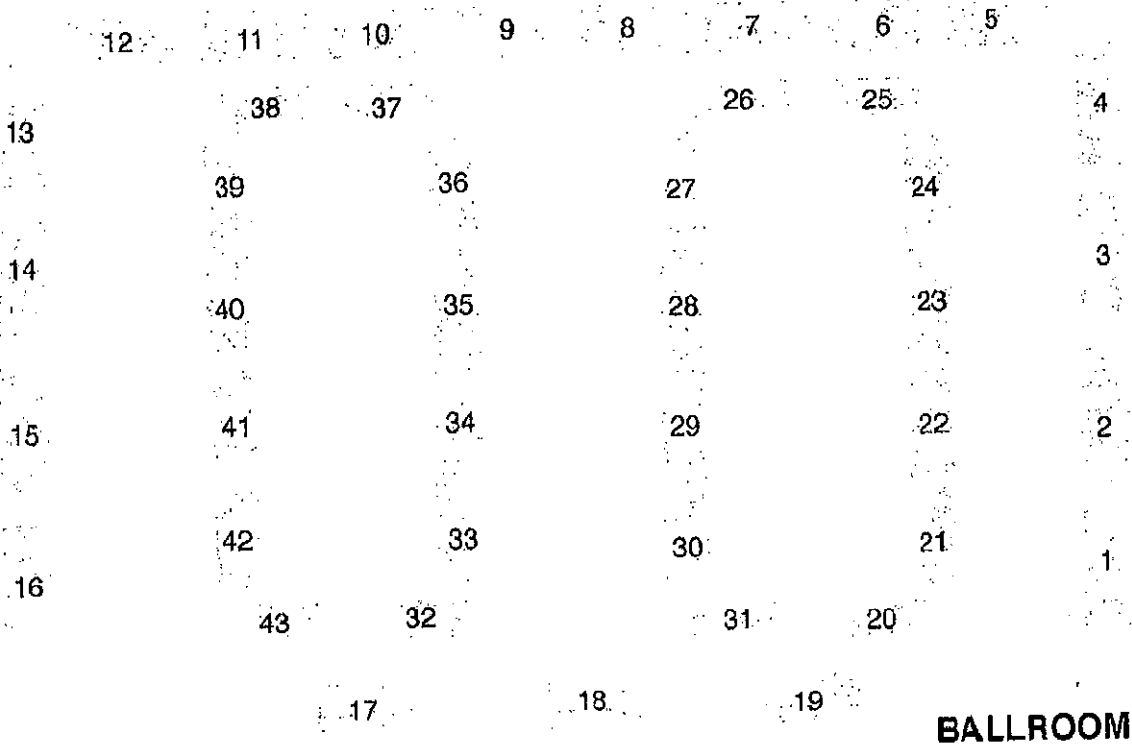
### Events staff shift checks

The hotel staff does a count of the meeting space hourly.

### Transportation cleaning and disinfection plan

There is no transportation provided by our event

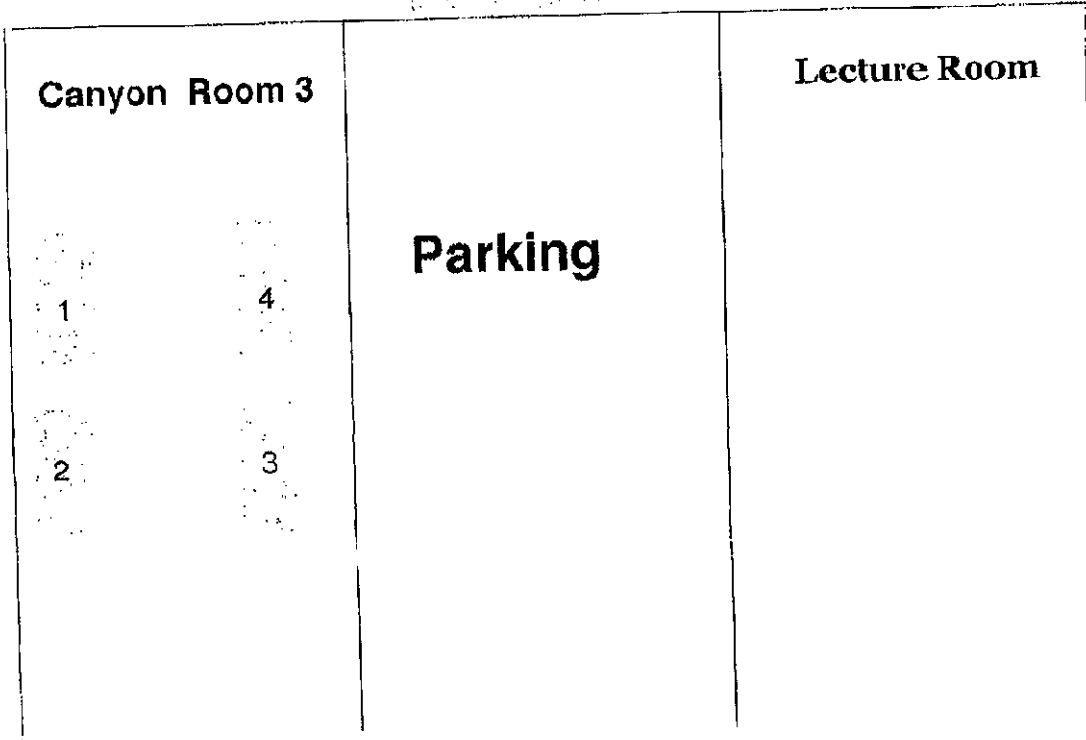




All tables are 3 will be at least 6-8 feet Apart at all times!

**LOBBY**

Registration



Entrance is on the exterior.



Revised on 2/25

To whom it may concern,

My name is Christine Mercurio and I am the owner of the Phoenix Psychic Fair. My eight hour event is scheduled to be held at the Sheraton Phoenix Crescent Hotel. We are continuing to work with the hotel to ensure that we are within the COVID-19 guidelines at all times. We offer pre-tickets online as well as at the door tickets the day of the event.

Each person will be temperature checked prior to entry. At each table there will be a bottle of hand sanitizer and a wipe down protocol after each customer. A customer will follow the protocols of wearing a mask at all times or they will be asked by an employee of mine to leave the premises. The hotel also offers hand sanitizing stations. There will be stickers mentioning the 6 foot distancing requirements and at least three people on my staff to help remind people to distance themselves as well as keep their masks on.

The prescreen questions to be asked to employees and to be asked before we allow entry: Have you been exposed to someone with covid or have you experienced any fever/chills, cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion/running nose, diarrhea, nausea or vomiting within the last 24 hours? If yes to any of these questions, entry will be denied.

We take COVID-19 very seriously and will monitor the number of our patrons to the best of our ability. Please keep in mind that there are a few exits but only one entrance to this event. There will be no food offered at our event. There will only be two attendees allowed at each vendor table and at this table only two vendors will be allowed. Most tables will only have one vendor. Our two assistants working the entrance are social workers and are very knowledgeable on every protocol and procedure relating to COVID-19 as they practice these procedures each day at their place of work.

If there is any other protocols or needs that we should implement, we are happy to do so. Thank you for your time,

Christine Mercurio

928-899-9696

