

## 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's Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

1. 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:

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

3. 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:

\_\_\_\_\_  
\_\_\_\_\_

4. Applicant shall provide a certificate of insurance naming the City of Winston-Salem as an additional insured. Required coverage limits are described in Sec. 74-292 (e) of the City Code.

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

\_\_\_\_\_  
\_\_\_\_\_

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

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7. Have residences and businesses within the exhibition show area been notified? \_\_\_ Yes \_\_\_No

a. Attach a list of those contacted, including name, email address and phone number.  
\*\*\* (COMPLETE LIST of those who will be affected by this event must be provided in order for permit to be approved) \*\*\*

8. What arrangements have been made for parking?

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9. What is the expected attendance for event? \_\_\_\_\_

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

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11. The event is expected to attract attendees of what age group? \_\_\_\_\_

12. How many vendors will be permitted to operate during the event? \_\_\_\_\_

13. How many food vendors will be permitted to operate during the event? \_\_\_\_\_

14. Will alcohol consumption or sales be permitted at event? \_\_\_ Yes \_\_\_No

15. How many alcohol distribution/vending stations will be utilized? \_\_\_\_\_

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

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

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17. Will adult volunteers be utilized to assist patrons in parking or other services? \_\_\_ Yes \_\_\_No

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

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19. What arrangements have been made for medical assistance?

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\*\*\* (COMPLETE LIST of those who will be affected by this event must be provided in order for permit to be approved) \*\*\*

\_\_\_\_\_  
Signature of Applicant

**FOR STAFF USE ONLY**

Comments:

Police \_\_\_\_\_ Fire \_\_\_\_\_

Dept of Transportation \_\_\_\_\_ Recreation \_\_\_\_\_

Sanitation \_\_\_\_\_ Streets \_\_\_\_\_

This Exhibition Show Permit Application is:    \_\_\_ Approved    \_\_\_ Denied

Date: \_\_\_\_\_ Deputy City Manager: \_\_\_\_\_

PC: \_\_\_\_\_ Ward Council Member

## Winston-Salem Codes

### Sec. 74-284. EXHIBITION SHOWS GENERALLY; PERMIT.

1. (a) 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 Vision 2005 wherein the hours shall be from 9:00 a.m. until 12:00 midnight.

(b) Sponsor. 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.

(c) 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 and telephone number of the entity applying for a permit.
- b. The names and addresses of its principal officers and management, if applicable.
- c. The name and address of the persons who will be in direct charge of the exhibition show and be present at the show.
- d. A description of the type of exhibition show and the hours of operation.
- e. The amount of any special wages, fees, commissions or expenses to be expended or paid to anyone in connection with the exhibition show.
- f. The names and portions of the streets 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.
- g. A copy of a security and traffic control plan approved by the chief of police.
- h. Any additional information which the development office shall find reasonable and necessary to a fair determination as to whether a permit should be issued.

(d) 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.

(e) 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 therefore, 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.

(f) 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.

(g) Vendors. 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.

(h) A special exhibition 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.

(Code 1975, ' 21-173; Ord. No. 4292, ' 1, 7-20-98; Ord. No. 4354, ' 1, 3-27-00; Ord. No. 4490, ' 7, 3-22-04)

**Sec. 74-285. Peddling of fresh farm products prohibited in primary pushcart vending area; exceptions.**

(a) It shall be unlawful for any person to peddle fruit, vegetables, eggs, meats, flowers or other farm products upon any of the streets of the city within the primary pushcart vending area as defined in section 74-272.

(b) This section shall not be construed to prevent the sale from pushcarts or mobile food units of individual items of fresh fruit for immediate consumption.

(c) This section shall not be construed to prohibit the sale or delivery of such products to stores or markets. In inclement weather such products may be peddled in the tobacco warehouses of the city when permission is given therefor by the proprietor of the warehouse.

(Code 1975, ' 21-174; Ord. No. 4490, ' 8, 3-22-04)

**Sec. 74-286. Sale of food or other merchandise in public parks, stadiums and recreation areas.**

Except in the case of an exhibition show under a valid permit, it shall be unlawful for any person to sell or offer for sale any food, beverage or other merchandise of any description within the boundaries of any public park, stadium or recreational area, including city lakes, owned or operated by the city, whether within or without the corporate limits of the city, unless such person is acting within the scope of his employment as an employee of the city or is duly authorized to sell such merchandise at the place where it is being offered for sale under a valid subsisting contract or agreement between such person and the city or a commission or agency of the city.

(Code 1975, ' 21-175; Ord. No. 4490, ' 8, 3-22-04)

**Sec. 74-287. Peddlers operating outside primary pushcart vending area.**

This article shall not be construed to prohibit the vending or peddling of any merchandise for which peddler's licenses are issued pursuant to chapter 34, if such peddler or vendor has obtained the proper licenses and permits and peddles such merchandise outside the primary pushcart vending area. Peddlers vending pursuant to this section shall comply with sections 74-277, 74-278, 74-280, 74-281, 74-282, 74-285, 74-286, 74-288 and 74-289.

(Code 1975, ' 21-176; Ord. No. 4490, ' 9, 3-22-04)

**Sec. 74-288. Denial, suspension or revocation of vendor's permit.**

Any vendor's permit may be denied, suspended or revoked for fraud or misrepresentation in the application for the permit or in the conduct of the business, for conduct of the business in such a manner as to create a public nuisance or constitute a danger to the public health, safety, welfare or morals, or for conduct which is contrary to the provisions of this article.

(Code 1975, ' 21-177; Ord. No. 4490, ' 9, 3-22-04)

**Sec. 74-289. Animals prohibited at exhibition shows.**

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.

(Code 1975, ' 21-178; Ord. No. 4490, ' 9, 3-22-04)

**Sec. 74-290. Sound amplification equipment at exhibition shows.**

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, ' 21-179; Ord. No. 4490, ' 9, 3-22-04)



**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.

