

Proposed - Draft
“Outdoor Mini-Festival Guidelines”
“Provide Safe Space and Safe Conditions
for Attendees, Vendors, and Event Workers”

Purpose of Guideline: The purpose of these guidelines is to create Safe Outdoor Mini-Festivals that: a. limit the number of attendees at a festival by selling tickets, b. limit the number of attendees based on the square footage area of the event and b. provide safe conditions for all attendees, vendors and event workers who participate.

Reason for Guidelines: Festivals support tourism and they provide economic value to participating vendors, ie. breweries, cideries, wineries, food trucks, musicians, and artisans.

Can an event organizer provide safe conditions at a festival: Yes. See details below.

Who benefits from festivals: a. the community where the event takes place, b. the event organizer and its employees, c. breweries, d. cideries, e. wineries, f. food trucks, g. artisans, h. musicians, and i. sponsors of the event.

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1. Goal of “Outdoor Mini-Festival Guidelines”
2. Types of Mini-festivals that are covered by Guidelines
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1. Goal of Outdoor Mini-Festival Guidelines

- a. Provide social safe space and safe conditions for attendees, event workers, and vendors.
- b. Limit number of attendees based on square footage of event area
- c. Eliminate large gatherings (groupings) of attendees by prohibiting large tents
- d. Provide local authority a layout of tents and waiting area for attendees. (See separate Photo gallery of layout)
- e. Consider that all attendees should be provided a minimum of 10 ft. by 10 ft. or 100 square foot area
- f. Hold event organizer responsible by local governing board for following and adhering to guidelines

2. Types of festivals that are covered by Guidelines

- a. Craft Beer sampling festivals
- b. Cider sampling festivals
- c. Wine sampling festivals
- d. Food truck festivals
- e. Artisan or craft maker festivals

3. Types of festivals not covered by Guidelines

- a. Music (Concerts)

4. Responsibility of event organizer

- a. Post “Safe Practice Guidelines for Outdoor Mini-Festivals” at event website and ticket website. (Exhibit A)
- b. Post “Safe Practice Guidelines for Outdoor Mini-Festivals” at event entrance (Exhibit A)
- c. Provide all event workers a face covering and gloves while working at event
- d. Provide all attendees a face covering at time of admission if they don’t have one.
- e. Require all vendors to bring a face covering and gloves.
- f. Vendors are not required to wear a face covering when behind a plastic shield
- g. Vendors are required to wear gloves if there is an exchange of product or currency.
- h. Provide all vendors a safe space at their tent by having a plastic shield between vendor and attendee.
- i. Provide sanitizing station at entrance of event and require all attendees to clean hands prior to entry.
- j. Limit number of attendees based on square footage of event area (See section 10)
- k. Provide entry to festival that allows for 6 ft. social distancing between individuals or groups.
- l. Provide event workers to assure social distancing at entry and in event area.
- m. Provide tent and layout details of event to local authority prior to event (See section 6)
- n. Provide for layout and cleanliness guidelines for bathroom facilities (See section 9)
- o. Provide for vendors details of table and safe shield requirements (See section 8)
- p. Anyone found in violation of the guidelines will be asked to leave the festival

5. Entering festival - Attendees, vendors, and volunteers

- a. All attendees, while waiting to enter festival, will have an area that offers 6 ft. spacing.
- b. All event workers will be provided a face covering and a pair of gloves and will be required to wear them when in close contact with attendees or vendors
- c. All vendors will be required to bring a face covering and gloves.
- d. Everyone will be asked to sanitize hands prior to entry of festival
- e. Everyone will be asked to adhere to the “Safe Practice Guidelines for Outdoor Mini-Festivals”
- f. Everyone will be asked to notify event organizer of any violations of guidelines.

6. Tents - size requirements, layout, and occupancy

- a. See Tent layout in Exhibit B
- b. Size of tent can be: 10 ft. by 10 ft., 10 ft. by 20 ft. or 20 ft. by 20 ft.
- c. Larger tent sizes will not be permitted unless safe distances have been updated.
- d. 1 vendor is permitted under a 10 ft. by 10 ft. tent and 2 vendors under a 10 ft. by 20 ft. tent
- e. No more than one group of attendees is permitted at one time under a 10 ft. by 10 ft. tent and no more than 2 groups of attendees are permitted under a 10 ft. by 20 ft.
- f. 10 ft. by 10 ft. and 10 ft. by 20 ft. tents must have 6 feet separation between adjoining tents
- g. 2 vendors will be permitted under a 20 ft. by 20 ft. tent
- h. No more than 4 groups of attendees are permitted at one time under the 20 ft. by 20 ft. tent
- i. 20 ft. by 20 ft. tents must have 6 feet separation between adjoining tents
- j. Prior to event provide local authority entire event layout with required safe distance spacing.

7. Existing pavilions - vendor usage and layout of pavilion

- a. See Pavilion layout in Exhibit C
- b. Apply tent size requirement, layout and occupancy in section 6 to existing pavilions.
- c. Pavilions longer than 20 feet must adhere to vendor distances in section 6.

8. Vendor tables - detail layout and design for beer, cider, wine, artisans, and food trucks

- a. See Vendor table details in Exhibit D
- b. Plastic or stainless steel vendor tables are not permitted without a table cloth
- c. Wood tables are permitted and do not require a table cloth
- d. Beer, Cider and Wine sampling table set ups
 - i. One table and one plastic shield per vendor is provided
 - ii. Table dimensions - 4 ft. to 8 ft. long and 2 ft. to 3 ft. wide
 - iii. Plastic shield width will be between 3 feet and 4 feet wide and 2 feet in height.
 - iv. Thickness of the plastic – 1/8 inch to 1/2 inch
 - v. Plastic shield bottom at about 4.5 feet from ground and top of shield at 6.5 above ground.
 - vi. Plastic shield to be tie wrapped to tent frame and table top.
- e. Artisan or craft maker table set ups
 - i. Vendor tables are required to be 3 feet wide and the tables must stay within the foot print of the tent
 - ii. Artisan and craft maker are required to remain behind the tables while serving an attendee

- iii. A 3-4 foot by 2 foot clear plastic shield will hang down from the tent in the area where money transactions take place.
 - iv. The bottom of the shield will be at 4.5 ft. from ground level and extend up to 6.5 feet.
 - v. It will be secured to the tent by tie wraps or rope.
- f. Food Truck set ups
 - i. Waiting area to order food will be provided with 6 ft. spacing between individuals or groups
 - ii. All condiments must remain within the truck and will be administered by the truck owner
 - iii. Food truck vendor must adhere to all Board of Health requirements in that County
 - iv. Other requirements?
- g. Musicians
 - i. A 10 foot safe zone in front of the stage will be taped off.
 - ii. Attendees sitting or standing in music area must adhere to the 6 ft. separation rule between group

9. Portable bathrooms - layout and details for maintaining cleanliness

- a. See bathroom layout in Exhibit D
- b. Maintain a minimum of 3 ft. between bathrooms
- c. Organizer to spray disinfectant in bathroom every 30 minutes during event
- d. Provide 1 sanitizing station for 2 bathrooms
- e. Require anyone entering and exiting a bathroom to sanitize their hands before and after.
- f. Organizer to provide 1 person to monitor bathroom area

10. Number of attendees - event square footage area criteria and example

- a. A guideline and a way to limit and determine the number of people at an event
- b. Determine the Event square footage usable area where the event will take place.
- c. Event square foot usable area equals the length of the field in feet by the width of the field in feet
- d. This is the area where attendees and vendors would be sitting or standing during the festival.
- e. For attendees and vendors use a rule of thumb of a minimum of 10 feet by 10 feet as a safe space area. Total square footage area for one individual is a minimum of 100 square feet.
- f. Divide the event square footage usable area by 100 square feet per person to determine the number of people who can attend.
 - i. Example to determine number of people attending an event
 - 1. Length of usable field - 250 feet
 - 2. Width of usable field – 200 feet
 - 3. Total square foot area is 250 ft. times 200 ft. which equals 50,000 usable square feet
 - 4. 50,000 square feet divided by 100 square feet/individual equals 500 individuals

Exhibits

A - Safe Practice Guideline for Outdoor Mini-Festivals

B – Tent Layout and Occupancy

C – Pavilion layout

D – Vendor table details

E – Bathroom details

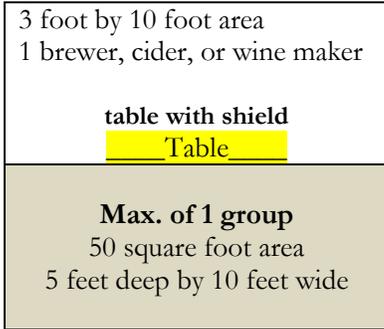
Exhibit A - Safe Practice Guidelines for Outdoor Mini-Festivals

1. If you “See Something which appears unsafe, Say Something” to the event organizer
2. Maintain safe distances between you and the individual in front of you or to the side of you
3. Sanitize your hands prior to entry of festival and prior to using the bathrooms
4. Cover your mouth and nose with a face covering while in the event area and in close proximity to others.
5. A maximum of 1 group/individual (attendee) is allowed under a 10 ft. by 10 ft. tent at any one time
6. A maximum of 2 groups/individuals (attendees) are allowed under a 10 ft. by 20 ft. tent at any one time
7. A maximum of 4 groups/individuals (attendees) are allowed under a 20 ft. by 20 ft. tent at any one time
8. All event workers will wear a certain color T shirts and these workers will continuously monitor the event and assure safe distances and conditions.
9. All attendees and vendors will abide by these rules while at the event.
10. Any attendee or vendor failing to follow the Guidelines will be escorted from the event.

Exhibit B – Tent Requirements

1. 10 foot by 10 foot tent – 100 square feet. Maximum number of attendee groups under tent is 1
2. 10 foot by 20 foot tent – 200 square feet. Maximum number of attendee groups under tent is 2

10 feet wide



5 foot area for vendor table and vendor

5 foot area for attendees

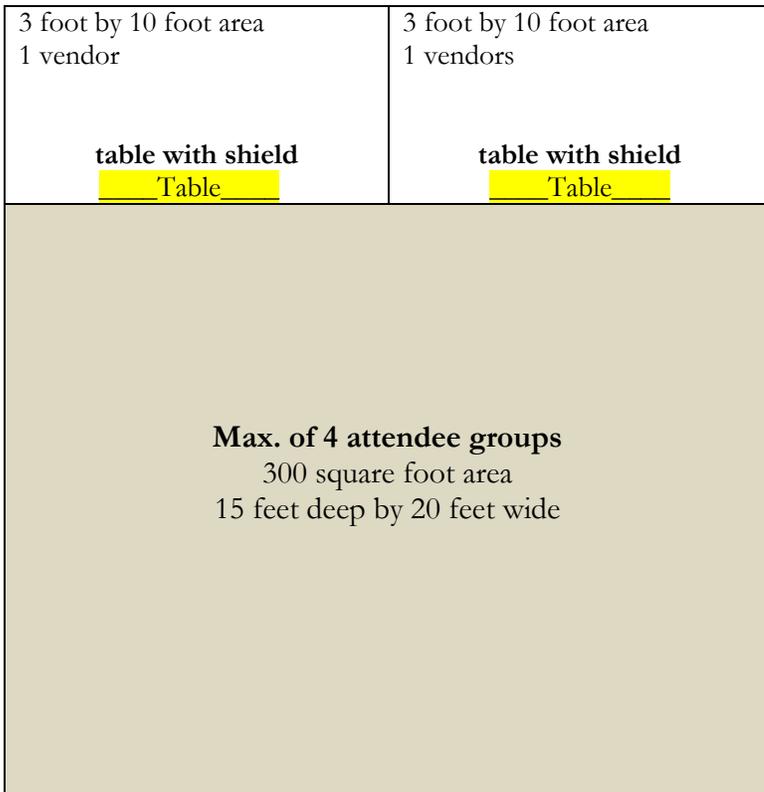
10 feet deep

3. 20 foot by 20 foot tent – 400 square feet. Maximum number of attendees is 12

20 feet wide

10 feet

10 feet



5 feet area for vendor table and vendor

15 foot area for attendees

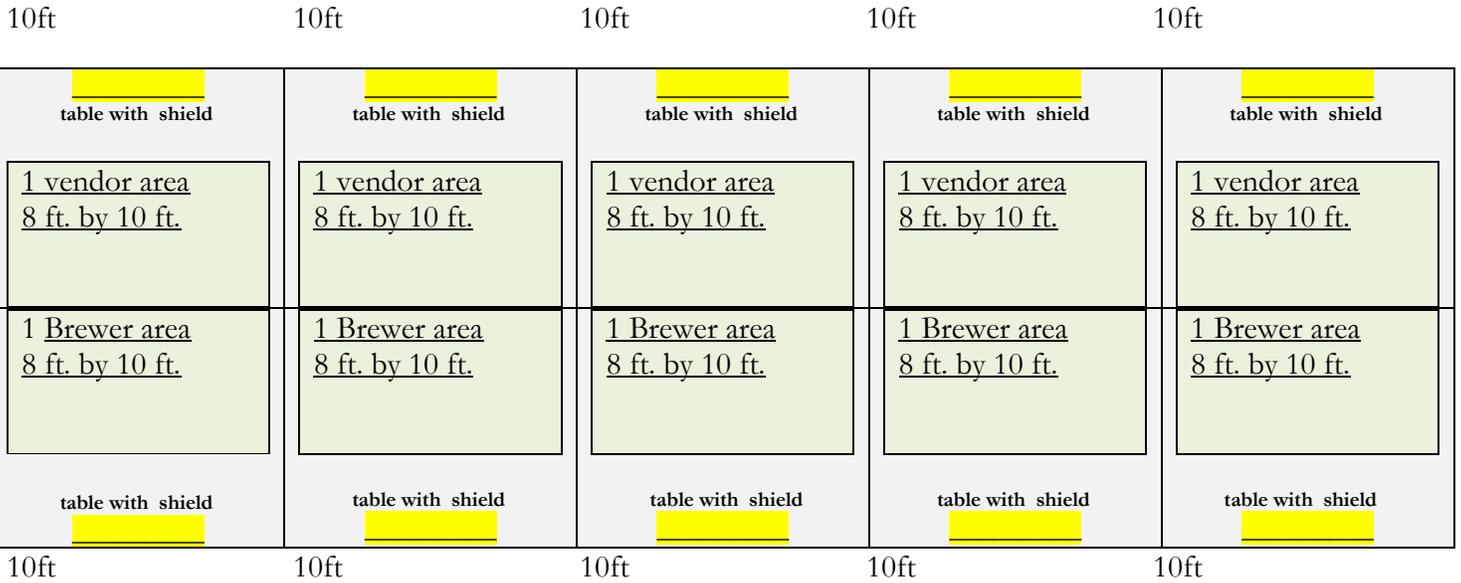
20 feet deep

Exhibit C – Pavilion Layout

Example: 20 ft. wide by 50 ft. long pavilion with both sides of the pavilion open to attendees

10 vendors/brewers/ciders/wine makers can fit under pavilion.

-----Attendee Open Space Area-----

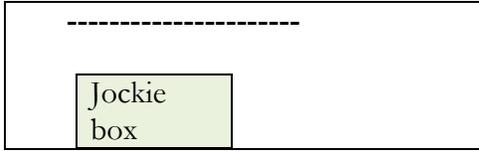


-----Attendee Open Space Area-----

Exhibit D – Vendor (brewer/cider/wine) table and plastic shield detail

Top view: 2 foot by 8 foot table with 2 foot by 4 foot plastic shield hanging in front.

Clear plastic shield, 2 feet by 4 feet, is represented by dashed line below



Side view: Plastic shield – mounted on to tent and table top

(3 ft. wide by 2 feet 6 inches tall and 9 in. by 9 in. door)

Plastic shield.

2 ft. by 4 ft.



_____ Table Top

-----**Ground Level**-----

Exhibit E – Bathroom details. (6 bathrooms and 3 sanitizing stations).

#1 #2 #3 #4 #5 #6

Bathroom	3 ft.	Bathroom								
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10 feet between bathrooms and sanitizing stations.

	Sanitizing Station		Sanitizing Station		Sanitizing Station
	#1		#2		#3

6 foot separation for individuals

6 foot separation

6 foot separation

6 foot separation

1 event worker to monitor usage of sanitizing station by attendee prior to entry of bathroom.