

COLLIN COUNTY

APPLICATION FOR MASS GATHERING PERMIT

GATHERING NAME The Garden Show	LOCATION OF GATHERING (including description Myers Park & Event Center 7117 County Road 166 McKinney, TX 75071	
Promoter Name Collin County Master Gardeners Association	Promoter Mailing Address 825 North McDonald Street, Ste. 150 McKinney, TX 75069	
Promoter Office Phone (972) 548-4232	Promoter Fax Number	Promoter Cell Phone
Property Owner Name Collin County Judy Florence Representative Park Mgr.	Property Owner Mailing Address 7117 County Road 166 McKinney, TX 75071	
Property Owner Phone (972) 548-4792	Cell Phone (972) 658-8128	Other Contact Number
Date(s) of Mass Gathering Sat., March 23, 2013 Sun., March 24, 2013	Starting time of Gathering 9:00 a.m. 11:00 a.m.	Ending time of Gathering 5:00 p.m. 5:00 p.m.
Maximum Number of Persons Allowed to Attend 10,000	Date of Application January 22, 2013	
Printed Name of Applicant Charlie O'Halloran	Title of Applicant Chairperson	Signature of Applicant 214-282-9905 <i>Charlie O'Halloran</i>

Along with the above information you must attach to this application the following;

1. A financial statement reflecting the funds being supplied to finance the mass gathering and each person supplying the funds
2. A certified copy of the agreement between the promoter and property owner
3. A plan on how the promoter intends to limit attendance to the number of persons listed above
4. The name & address of each performer who has agreed to appear at the event and name and addresses of their agent
5. A description of each agreement between the promoter and performer
6. A description of each step the promoter has taken to ensure that minimum standards of sanitation and health will be maintained during the event
7. A description and written plan for traffic control, to control ingress and egress, to ensure the physical safety of the persons attending the event.
8. A description and written plan to provide adequate emergency medical care for those attending the event
9. A description and written plan on the supervision of minors who may attend the event.
10. Return completed application to the Collin County Fire Marshal's Office at 825 N. McDonald, Suite 140 McKinney, Texas 75069

1. A financial statement reflecting the funds being supplied to finance the mass gathering and each person supplying the funds.

The Garden Show Budget

Income

Sponsorships	\$ 9,000
Vendors	<u>14,000</u>
Total Income	\$23,000

Expenses

First Aid/Medical Personnel	\$ 600
Hospitality	1,000
Marketing/Advertising	5,000
Miscellaneous	2,000
Pipe and Drape	4,000
Security Personnel	1,260
Signage	2,500
Speakers	2,000
Trolley	500
Volunteer Lunches	<u>800</u>
Total Expenses	\$ 19,660

Net Income \$ 3,340

A portion of the proceeds of The Garden Show will be used for maintenance and development of Master Gardener Projects at Myers Park.

***The following sponsorship commitments have been secured:**

Sponsors

**Ag Power (Title Sponsor)
Chambersville Tree Farm
Collin County Seed and Feed
Crump's Garden, Inc.**

In-kind Sponsors

**7-11 Corporation
Air Distribution Technology
Allen Image
Calloway's Nursery
Cristina's Stone and Garden
Dr. Pepper/Snapple
Dunkin Donuts
Elkes' Market and Cafe
Fast Signs
Home Depot
Lowe'
North Texas Palms and Pottery
Plano Profile
Quik Trip
Race Trac
Shades of Green
Star Local Media
Starbucks
Texas Pure Products**

Charity Recipient for the The Garden Show will be Community Lifeline Center.

- 2. A certified copy of the agreement between promoter and property owner.
(Please see attached agreement labeled "Attachment A".)**
- 3. A plan on how the promoter intends to limit attendance to the number of persons listed above.**

Based on attendance at the two previous Garden Shows presented by the Collin County Master Gardeners Association (CCMGA) at Myers Park and Event Center, we anticipate a maximum attendance for the 2013 event as no more than 10,000 over a two day period, which would average 5000 per day, noting that this estimate is on the high side. The Garden Show is a "come and go event" with anticipated attendance at any one time of less than 2500.

It should be noted that Myers Park and Event Center can actually accommodate 20,000 people. Vendors and public service booths will be in the Show Barn with a capacity of 2500 people, speaking events will be in The Landing with a capacity of 250 people, and walking and trolley tours to the Demonstration Gardens will be held on the property grounds. In addition, demonstrations conducted by Master Gardeners will be held in and near the Pole Barn. Attendance numbers will be monitored by regular manual counts to ensure maximum capacity is not exceeded in each of these locations. Attendees will be turned away, if necessary, to ensure maximum attendance is not surpassed in order to ensure a safe and secure environment.

4. The name and address of each performer who has agreed to appear at the event and name and address of their agent.

A list of the names, addresses, and contact person of each vendor is included as "Attachment B". Vendors with dashes (-) are confirmed. Vendors with asterisks (*) are on a waiting list or unsure at time of application.

A list of the names and addresses of each speaker is included as "Attachment C".

5. A description of each agreement between the promoter and the performer/vendor.

Copies of sample contracts between the CCMGA and vendors/sponsors are included as "Attachment D". Samples include contracts with Vendors, Farmers Market Vendors, County/City Vendors, Non-Profit Organization Vendors, Master Gardener Vendors, Sponsors, and Title Sponsor.

A copy of the Show Barn floor plan for vendor booths is included as "Attachment E".

6. A description of each step the promoter has taken to ensure that minimum standards of sanitation and health will be maintained during the event.

Myers Park Staff and CCMGA volunteers will monitor the facilities to ensure optimal sanitation standards are maintained at all times.

Myers Park and Landing has 28 permanent restroom facilities, which should accommodate 2800 people, to provide for the comfort of all the attendees and ensure satisfactory sanitation conditions throughout the park for the two day event. The estimated attendance at any one time to The Garden Show is 2500.

All food vendors are required to make application for food service permits and to be approved and permitted by the Collin County Development Services Department, as outlined in the Myers Park and Event Center Facility Usage Agreement.

7. A description and written plan for traffic control, to control ingress and egress, to ensure the physical safety of the persons attending the event.

Traffic Control

The Parking Plan Map is included as "Attachment F".

Entrance to The Garden Show is from CR 166 (Location 9) to the main parking lot at Myers Park and Event Center. A volunteer staff comprised of members of the CCMGA will direct traffic and parking at the entrance. The parking staff will be clearly identifiable with their uniform appearance and identification credentials.

Vendor and CCMGA volunteer parking has been designated for the parking lots behind and to the west of the Show Barn with a volunteer staff comprised of CCMGA members to direct traffic and parking at that location.

A Trolley has been acquired to carry visitors from the Show Barn to the Demonstration Gardens designated as Locations 13, 3, and 7 on the Parking Plan Map. The Trolley will pick up riders in front and to the east of the Show Barn as availability allows, proceed south between Barn Locations 18 and 19 to the Exit Gate of the main parking lot, turn left on CR 166, and make another left turn on CR 168. The Trolley will then re-enter Myers Park from CR 168, proceed through the Crepe Myrtle Garden (Location 3), past the Kordez Rose Trial Garden (Location 7), and exit through the North Gate at Location 11 to re-enter the Park at Location 9. Passengers will load and unload on the right of the Trolley, thus not stepping out into a traffic lane. The trolley is handicap accessible.

Visitors may also visit the Demonstration Gardens by foot across the Bridge between The Landing and the Demonstration Gardens.

CCMGA volunteers will be dispersed throughout the Trolley route and walking paths to direct any foot traffic, as necessary.

On Site Security

Security will be provided by personnel contracted by Myers Park and Event Center and reimbursed by CCMGA. Two security personnel will be on duty at all times beginning one hour before and ending one hour after event openings and closings respectively. In addition, no less than 80 CCMGA volunteers will be in attendance at the event at all times and will monitor activities. It should be noted that this is a family-oriented event.

Communications

The Garden Show Communications Center will be located in the Office of the Show Barn. CCMGA Area Officials will be designated for 7 areas of the park with roving volunteer personnel to identify problems. A communications system will be established to coordinate activities with parking, security, medical, emergency, and

volunteer personnel in order to protect the physical safety of persons attending the event. In addition, personnel in the Communications Center will have direct contact with Myers Park Staff at all times. All volunteer personnel will be given verbal and written guidelines regarding evacuation routes, fire extinguishers, the location of first aid personnel, the communications system, and their responsibility of the safety of participants and guests.

The Communications Center will be the location of reuniting lost children with their adult. CCMGA volunteers will monitor visitors to the Garden Show to ensure minor are accompanied by an adult and as stated in Item 9.

8. A description and written plan to provide adequate emergency medical care for those attending the event.

Medical Care:

A clearly marked First Aid Center will be located near the entrance to the Show Barn. Trained medical personnel (an EMT) will be stationed in the First Aid Center. CCMGA volunteers will monitor visitors and notify through appropriate channels any type of medical emergency. All volunteers will be aware of the location of the First Aid Center.

Communications:

Communications with medical and fire responders will be coordinated through the Communications Center located in the Show Barn. Area Managers, as well as roving volunteers, will be situation throughout the park with communication devices available to communicate arising situations. Communications Center personnel will also have direct contact with Myers Park Staff.

9. A description and written plan on the supervision of minors who may attend the event.

All minors will be required to be accompanied by an adult. Signs stating that policy will be posted throughout the Show Barn and Myers Landing and announcements will be made periodically stating the policy. CCMGA volunteers will monitor the attendees to ensure children are accompanied by an adult. The Communications Center will be the location of reuniting lost children with their adult, if necessary.