



Information Packet

# Collin County

Venue- LG  
Motorsports Park

Date: ( Nov 3rd & 4th OR Nov 17th & 18th)

(Date will be picked do to marketing)

Estimated Attendance- 8,000

Prepared by Viive Events

[info@thelightsfest.com](mailto:info@thelightsfest.com) | [thelightsfest.com](http://thelightsfest.com)

# THE LIGHTS FEST

This family oriented event is the fastest growing festival of its kind in the nation. There are many things that sets our event apart, but the biggest one is the feeling and emotion that comes when seeing the magical sight of the lanterns float into a starlit sky. These moments shared with friends and family are not soon forgotten and last a lifetime. We are proud of the fact that we have a very high percentage of customers who return to experience the event multiple times when we return to their area. Music festivals and races are easy to find, but The Lights Fest has proven to be the most uplifting and magical night families can experience together.

# **Our Company**

What are Special Event  
Lanterns?

Our Mission Statement and  
FAQ's

# OUR UNIQUE SPECIAL EVENTS LANTERNS

*Safety is our number one concern*

As a company, we take great pride in ensuring the safety of our participants. We use non-standard, customized lanterns that stay in the air for a short period of time. In Comparison, Traditional Lanterns often climb to an altitude in excess of one mile, and travel multiple miles away from their original launching point. At The Lights Fest, we have engineered our lanterns to produce a limited flight time (**on average, reaching a height of 250-300 yards and traveling a distance of 300-500 yards from their original launching point**). Because our lanterns are customized, we are able to ensure that they will land within the designated property, for easy retrieval. They are made from non-flammable and biodegradable materials, aiding in the protection of our participants and the environment. (Upon request, we are willing to provide demonstrations before the event date) Any child under the age of 16 cannot light the lantern without supervision from a parent or guardian. We will never produce or take part in any event without the help of the local fire marshal and fire department. Wind Factors: The Lights Festival will not authorize the launch of lanterns if wind speeds exceed 15 miles-per-hour. If wind speeds don't reduce, The Lights Festival will cancel the Launch and reschedule it for a different date and time. Sustainability: All lanterns are biodegradable (asbestos-free) and Eco-friendly. The Lights Festival uses no metal wiring, nor any materials that could bring harm to the environment.

Special Event Lantern Indoor Test report Video [Click Here](#)

Special Event Lantern Outdoor test Video [Click Here](#)

# MISSION STATEMENT

## Providing a safe family event

Our mission at Viive Events has always been to produce an evening event where friends and families can build life long memories together. We have engineered our lanterns using state of the art safety protocols. Our lanterns are unique and are not available to purchase by the general public. These lanterns have a low burn time, and the improved burn pad lands with zero to little heat. If the burn pad has a flame the lantern is in the air. We take great pride in the time and resources dedicated to the design and manufacturing of our lanterns. However, we know that without an extremely thorough fire protocol and execution we would never feel agree to producing an event. Our Safety and Fire plan is what allows us to produce The Lights Fest at locations where others are unable to do so safely. Our events are located on both public and private properties outside city limits to ensure safety and avoid possible damage. All venues and property owners are familiar with the event and have agreed to host The Lights Festival. No lantern will ever interfere with airports, power lines, city buildings, or neighborhood houses. All lanterns will be cleaned off the property within 24 hours of launch. Clean Up: The Lights Fest is an evening festival that typically happens on a Saturday night. Depending on the number of people, we could produce a festival on a back to back Friday and Saturday night to ensure safety. All lanterns will be cleaned up within 24 hours of them being launched. If the event is a Saturday evening, The Lights Festival crew will have all lanterns retrieved, and the venue and surrounding properties will be cleaned up by Sunday afternoon. Our goal is to maintain long term relationships with our venue and property partners so that we can return year after year to put on our festivals for the local communities.

### **Clean Up**

The Lights Fest is an evening festival that typically happens on a Saturday night. Depending on the number of people, we could produce a festival on a back to back Friday and Saturday night to ensure safety. All lanterns will be cleaned up within 24 to 48 hours of them being launched. If the event is a Saturday evening, The Lights Festival crew will have all lanterns retrieved, and the venue and surrounding properties will be cleaned up by Sunday afternoon. Our goal is to maintain long term relationships with our venue and property partners so that we can return year after year to put on our festivals for the local communities.

# FREQUENTLY ASKED QUESTIONS

## **WHAT IS THE LIGHTS FEST?**

The Lights Fest is an experience where thousands of friends and families gather to listen to live music, fill up on food trucks and light up life by sharing personal wishes, dreams and goals. At the perfect moment, everyone ignites their personalized sky lanterns with Tiki torches and lets them take flight. It creates a surreal ambiance, where time slows down and your single flame rises and joins with thousands of others to Light the Sky.

## **IS THIS SAFE?**

Yes! Even though we utilize extremely safe, custom lanterns, we hire outside fire professionals who specialize in wildfire control throughout the US. These certified personnel help us better understand each individual region, and provide us with customized fire action plans and the onsite resources to combat any situation.

## **HOW DOES THIS EVENT AFFECT THE ENVIRONMENT?**

The Lights Fest is dedicated to leaving a positive impact on everyone who attends our event. We are also dedicated to leaving a positive impact on the environment. We have a dedicated cleanup crew, waiting in the landing zone, whose focus is collecting lanterns after the event. All events are strategically located outside of populated areas where there is open space. We've engineered our lanterns for low flight and landing-site predictability. After the event, we have a large cleaning crew, picking up the lanterns. Our lanterns are 100% biodegradable, so in the rare chance that we miss one, they are designed to quickly disintegrate. Our "Leave No Trace Policy" allows us to make sure that our venues look the same after we leave as they did before we arrived.

## **WHEN AND WHERE CAN I LAUNCH MY SKY LANTERN?**

Due to safety concerns, Lanterns are only permitted to be launched at the authorized time and place. Lanterns are not to be purchased for use outside of the venue. Participants who fail to abide by these rules may be subject to prosecution by local fire authorities and law enforcement.

### **CAN I EXCHANGE MY TICKET FOR A DIFFERENT DATE OR LOCATION?**

Unfortunately, our ticket platform does not allow for tickets to be transferred to a new date or location.

### **REFUNDS AND TRANSFERS**

Though we don't allow refunds, we've made it simple to transfer your purchased ticket into a new name. The new ticket holder will just need to bring their transferred ticket to "Check In", and fill out a new waiver before being admitted into the event.

### **WHAT IF THE EVENT IS CANCELLED?**

In the unlikely occurrence that we cancel an event, our policy is to return to the city within three months of the original date. You will be contacted via email with updates and a new itinerary.

### **ALCOHOL**

Alcohol is not permitted at the event. Venues and their owners may request to serve alcohol. Viive Events, LLC does not provide licensing and permits to serve alcohol on our behalf. Property owners will be required to have all documents and permits before any alcohol can be sold.

### **WHAT TO BRING?**

Make your experience comfortable by bringing collapsible chairs, blankets, etc. If you want to travel light, feel free to purchase these items at our on-site merchandise tent.

### **WHAT'S IN MY SWAG BAG?**

Each adult ticket purchase comes with a Sky Lantern, and a burlap sack containing a marker, key-chain, and flashlight.

### **VIP vs EARLY BIRD REGISTRATION**

The difference between the "VIP" ticket and the "Early Bird" ticket is the price. Those who have managed to save their spot on their city's event page will get VIP access to registration. After VIP tickets are sold out, early bird registration will begin, followed by other pricing tiers.

## **ANIMAL ATTENDEES**

We love your pets! ... but they're not allowed at the event. We do make exceptions for service animals with their current NSAR paperwork. Keep in Mind that loud music and the possibility of fireworks may provide an uncomfortable atmosphere for your service animal.

## **WHY IS THE EVENT NOT LOCATED IN THE ACTUAL CITY LISTED?**

Due to safety regulations, The Lights Fest is unable to hold events within city limits. To ensure we produce a safe and magical evening, Fire Marshals require our events to be held at venues with sufficient acreage and away from homes and businesses.

## **IS THE LIGHTS FEST A CHARITY?**

The Lights Fest is an event produced by Viive Events. We are a for-profit company with a dedication to making a lasting impact in each community we visit. For this reason, we partner with local charities and causes wherever we go. Visit the Events section of our website to see who we have partnered with. Feel free to send us an email at [charities@viivevents.com](mailto:charities@viivevents.com) to share your suggestions for ways we can help your community!

## **HOW CAN I CONTACT THE LIGHTS FEST?**

Send us a message on Facebook - <https://www.facebook.com/thelightsfestival/>  
Send us an email at - [info@thelightsfest.com](mailto:info@thelightsfest.com)

# Limit Participants Protocol

## Estimated 8,000 Tickets-

We use iPads to help check in all participants that purchased ticket prior to the event date.

We know how many tickets are sold prior to the event date . If we are sold out we don't allow any one to buy tickets at the gate. That barricade to not allow anyone to come through.

If we haven't sold out the iPads tell all workers at the check in stand how many tickets we have left. Once we hit our target number of **8,000**. They wont be allowed to sale anymore tickets.

(We staff police or Security at the gate to help with crowd control)

# **Event Day Protocol**

Set-up, timeline, and Lantern  
test run

# Event day Lantern Test run

## **FIRE**

The Lights Fest has made Safety the cornerstone of its business practice. Fire personnel are essential to making the event as safe as possible. Even with our extra-safe custom lanterns, we believe having fire professionals at each event is crucial. We have a partnership with the tenured professionals at Timberline Fire LLC. They are a well-known team of professionals who specialize in wildfire control throughout the United States. This group of certified personnel help us better understand each individual region, and provide us with customized fire action plans. As part of our contract with Timberline Fire, they will provide detailed information to any county or state throughout the US and Canada to offer a better understanding of our commitment to each venue and community. Each event will be equipped with two fire professionals, Tender Truck, (or type 6 truck) and the Fire Action Plan.

## **TEST RUN**

Before any participant can light the lantern, we ensure the flight and landing location is marked and the proper fire personnel by running one or more test lanterns. We will have the fire personnel mark the location from the festival area and be ready before the events begin. This process is for precautionary measures and our team of fire personnel will be equipped with all-terrain vehicles, or Razors, as they are commonly known. We equip the fire personnel with fire extinguishers and any other tools needed. We also have dedicated staff from The Lights Fest and our volunteer teams set up and prepared to help in any way possible.

# Set-up and Event Time-Line

## SET-UP

Our set-up process during the event consists of placing Tiki torches around our mobile stage. We start by separating the torches 10 to 15 feet from each other in rows. We use our reusable torches and secure them to the ground with stakes near our participants in preparation for the lantern ceremony.

(Rough Draft Time table)

- Thursday 9:00 am - Parking Manager arrives at venue to finalize traffic signage and traffic flow.
- Friday 9:00 am - Viive Events team of employees (6 to 8 typically), arrive for set-up of festival area. Additional worker (4 to 6) will be hired locally to assist with set-up. Point of contact will be our on-site event manager. TBA.
- Saturday 9:00 am - Finish with additional set-up.
- Saturday 4:30 pm first wave of participants arrive. 5:00 and 5:30 pm are the final scheduled times for parking arrival times.
- Saturday 8:30 pm Scheduled time for Event lantern Launch. Fire personnel will be on location at landing zone of lanterns. Test lantern will be launched at 8:15 pm for expected landing location and winds speed assessments.
- Saturday 9:00 pm to 9:30 pm end of event. Participants will have parking groups that will be announced to better control the flow of traffic. Every 15 to 20 mins our MC will announce the three parking group names. Each participant will have group names on receipt/ticket.
- Saturday 9:30 pm Cleaning and break-down as begun. Music will end shortly after 9:30 to 10:00 pm.

## EVENT TIME

At nightfall, the participants have been instructed by the on-stage team the steps to safely light the lantern and when to let go. We instruct the crowd to wait for our countdown to better control lantern flight. This allows us to monitor the wind and other environmental factors and time the actual launch at the safest moment possible for everyone to enjoy the launch and minimize any potential risks. Launch time varies from city to city and time of the year.

**Event day timetable**

( Will be provided once date is finalized with County)

Note: Postponed event, due to weather or wind, will be planned for the next day (Sunday).

20 mins of DJ/MCEE stage time will be used to make safety announcements and inform the participants of Lantern use and safety.

# Clean-up Plan

## Bullet points of our cleaning process

- Cleaning will begin at the end of the Lantern Ceremony. Times vary depending on night fall. Cleaning can begin as early as 8:30 to 10:30.
- Temp workers (4 total) will begin clean up process after event.
- Focused areas will be landing area of our Special Event Lanterns and Festival area
- Cleaning crew (8 to to 10 total), and event managers return Sunday at 9:00 am to 5:00 pm. All areas from Lantern landing location and festival area are cleaned to ensure completion.
- Monday will be included for cleaning day. Our over-night Manager will be in charge to have cleaning completed.
- Saturday cleaning times: 8:00 pm to 12:00 pm.
- Sunday cleaning times: 9:00 am to 5:00 pm.
- Monday cleaning times: 9:00 am to 2:00 pm (may vary depending on needs).
- Over-night cleaning Manager will be announced

# County Departments

Essential services and  
requirements

# Fire Department

## *Role and Safety*

The Lights Fest has made Safety the cornerstone of its business practice. Fire personnel are essential to making the event as safe as possible. Even with our extra-safe custom lanterns, we believe having fire professionals at each event is crucial. We have a partnership with the tenured professionals at Timberline Fire LLC. They are a well-known team of professionals who specialize in wildfire control throughout the United States. This group of certified personnel help us better understand each individual region, and provide us with customized fire action plans. As part of our contract with Timberline Fire, they will provide detailed information to any county or state throughout the US and Canada to offer a better understanding of our commitment to each venue and community. Each event will be equipped with at least two fire professionals. Depending on the needs and requirements, we can provide such equipment as, Tender Truck, (or type 6 truck) and the Fire Action Plan or Fire Assessment plan.

Fire Assessment plans will be provided for each venue. This assessment outlines the fuel types, moisture levels, and overall safety of the area. This Document provides us with key information about the area.

# EMERGENCY MANAGEMENT

## *Traffic control plan, site map, and emergency plan*

Keeping the safety of participants is the most important factor in any public event. We follow the same guidelines that many counties and townships require. Here is the list of essential services we hire and account for at each event:

- copy of the medical contract
- copy of the security contract
- copy of the Fire Department's contract
- Contact person of who will be working the event.
- Medical Plan: Indicating the number medical personnel on the application and provide a copy of the contract.
- Indicate the location of the medical station and dedicated emergency medical/fire ingress and egress route(s).

**Maps:** Site map(s) of the event indicating the following:

- Parking plan: parking area(s) and ingress/egress routes
- Property lines
- Adjacent roads
- Food and event booths
- Restrooms • Medical station

- Medical/fire ingress/egress routes
- Existing structures, including any fencing
- Temporary structures (e.g., tents, stage(s), bleachers, etc.) • Location for security command post

# POLICE

## *Providing Security, and traffic control*

Police play a key role in safety of our participants. From the moment they arrive to the event the Police will help with traffic control on major intersections and provide us with their knowledge of where we need to pay more attention to helping participants arrive safe and on time. Having police at the festival area helps to ensure the standard of keeping the event a family safe event. Items that we can provide:

- Contact, coordinate and schedule officers
- Hire State or Local Police troopers for event (average of two to three depending on venue).
- We will provide copy of the contract/letter of Security Company working this event.
- Ensure approval through the Sheriff's Office

# PUBLIC HEALTH

## *Restrooms, and Medical assistance*

Health of the people at our events is something that we go above and beyond the call of duty to ensure. The correct minimum number of restrooms, medical personnel with ambulance, and the health of others at top concern is crucial to returning. Some of the things that may need to provide:

contract signed by applicant and the provider. If there is no formal contract, we would need a letter or email from the provider.

- Will need to provide Medical Personnel with contract or invoice
- Scheduled the correct number of Restrooms and Handicap restrooms



13500 Reeck Rd  
Southgate, MI 48195  
Sales 888-232-2932  
Rentals 855-720-0100  
Fax 888-839-4972  
EpicEventRental.com  
EpicCrowdControl.com

## **Viive Events Light Fest Dallas TX 11/17/17 & 11/18/17**

### **Dumpster -**

Delivery: Thursday 11/16/17 9:00am – 11:00am  
Pick Up: Monday 11/20/17  
2 40 Yards @ \$450 = \$900.00  
120 50 Gallon Trash Cans @ \$1,200.00

### **Security -**

Friday 11/17/17 3:00pm-10:00pm  
Saturday 11/18/17 3:00pm-10:00pm  
5 Uniformed Guards  
\$850.00

### **Tables & Chairs -**

Delivery: Thursday 11/16/17 9:00am  
Pick Up: Monday 11/20/17  
30 6' Tables  
30 Folding Chairs  
\$525.00

### **EMS -**

2 BLS Friday 11/17/17 1:30pm – 11:00pm  
2 BLS Saturday 11/18/17 1:30pm – 11:00pm  
\$1,050.00

### **Portable Toilets -**

Delivery: Thursday 11/16/17 9:00am  
Pick Up: Monday 11/20/17  
75 Basic Units  
5 ADA Units  
15 Hand Washing Stations with 4 Sinks per Unit  
\$5,500.0



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**Heavy Equipment -**

Delivery: Thursday 11/16/17 9:00am

Pick Up: Monday 11/20/17

1 20kw Generator

2 ATV's

\$1,800.00

If you have any questions regarding products or services, please send an email or give me a call on my cell.

Roxanne Brake

President

734-341-2220 Cell

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## **Viive Events Light Fest Dallas TX 11/3/17 & 11/4/17**

### **Dumpster -**

Delivery: Thursday 11/2/17 9:00am – 11:00am  
Pick Up: Monday 11/6/17  
2 40 Yards @ \$450 = \$900.00  
120 50 Gallon Trash Cans @ \$1,200.00

### **Security –**

Friday 11/3/17 3:00pm-10:00pm  
Saturday 11/4/17 3:00pm-10:00pm  
5 Uniformed Guards  
\$850.00

### **Tables & Chairs –**

Delivery: Thursday 11/2/17 9:00am  
Pick Up: Monday 11/6/17  
30 6' Tables  
30 Folding Chairs  
\$525.00

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# PUBLIC WORKS

## *Department of Transportation*

We partner with Public Works to make sure we have the best Traffic Control Plan. The insight they provide help make our event run smooth from the moment participants arrive to park their vehicle. Public Works help by pointing out any areas that need police or parking assistance. Commonly needed items to provide Public Works Division:

- Provide any "DOT" permit that is required
- Provide traffic control plan and a map showing the setup of traffic control, and where all the signs and cones will be located.
- Show handicap parking

# RISK MANAGEMENT

## *Certificate of Insurance (COI)*

Insurance is a must for any large public event. As we plan for a safe event we know we must have Insurance. The "COI" will be provided for every event. We will provide 2 million General Aggregate and 1 million Occurrence. We'll provide your department with any, if not more, from the list below:

- We will provide the needed Insurance certificate
- City or Country will be named as additional insured on certificate (located on the lower left hand corner of the insurance certificate)

# ENVIRONMENTAL HEALTH AND FOOD

## *Food Trucks and permits to sell*

The Lights Fest strives for the safest in food vending. We provide the Health and Food department with certifications, and permits for each of our food vendors. They must comply with local laws to sell food at our events. Typically, we hire 10 to 18 food trucks. This depends on total number of expected participants. Requirements typically needed:

- Require list of all participating food trucks and food vendors.
- All Vendors provide county or city permit requirements.
- Providing the list of vendors will be submitted to county or city

### **Clean Up**

The Lights Fest is an evening festival that typically happens on a Saturday night. Depending on the number of people, we could produce a festival on a back to back Friday and Saturday night to ensure safety. All lanterns will be cleaned up within 24 to 48 hours of them being launched. If the event is a Saturday evening, The Lights Festival crew will have all lanterns retrieved, and the venue and surrounding properties will be cleaned up by Sunday afternoon. Our goal is to maintain long term relationships with our venue and property partners so that we can return year after year to put on our festivals for the local communities.

# BUILDING SAFETY

## *Necessary site plan, stage location, parking, generates, etc*

The Lights Festival will provide your department with the necessary site plan, showing location of stage, parking, and booths. Any specs needed about our mobile stage can be provided. If the department needs building permit completed, we can provide that with the additional information above. By having a clear understanding of the map layout, both parties can ensure a smooth and safe event.

- Building Permit
- Site plan, showing location of stage, generators, parking and booths
- Specs and information regarding the stage
- Identify ADA parking on site plan