

COUNCIL ACTION FORM

SUBJECT: **REQUESTS FOR ECOFAIR 2022**

BACKGROUND:

City staff is planning to host the 2022 EcoFair from 9:00 a.m. to 1:00 p.m. on Saturday, October 1. This year's event will host vendors focused to educate citizens of all ages about sustainability, water quality, water conservation, energy conversation, environmental, and climate change. In addition to the traditional arrangements for EcoFair, staff is planning to host food trucks.

To facilitate this event, City staff has requested the following:

- Closure of Fifth Street from Pearle Avenue to Clark Avenue from 7:00 a.m. on to 2:00 p.m. on Saturday, October 1.
- A blanket Temporary Obstruction Permit
- A blanket Vending License and waiver of fee (\$50 loss to City Clerk's Office)
- Closure of 35 metered parking spaces along Fifth Street from 7:00 a.m. to 2:00 p.m. on Saturday, October 1, and waiver of fees (Estimated loss to Parking Fund of \$43.75)

Staff plans to notify affected businesses along Fifth Street by distributing postcards.

ALTERNATIVES:

1. Approve the requests for EcoFair on Saturday, October 1, as outlined above.
2. Approve the requests but require the event budget to be used to reimburse the lost revenues for the Vending License and parking waiver.
3. Do not approve the requests.

CITY MANAGER'S RECOMMENDED ACTION:

EcoFair is an annual event that connects the Ames Community with City Staff and sustainability experts who provide a range of resources focused on reducing energy consumption and water, land, and resource conservation. The EcoFair furthers the City Council's Goal to expand Sustainability Efforts.

Therefore, it is the recommendation of the City Manager that the City Council adopt Alternative No. 1, as described above.



SPECIAL EVENT APPLICATION

Applications received less than thirty (30) days before the event may not be processed by the City in time for the event and will automatically be denied. Each application is viewed as a new event regardless of previous occasions.

Event Name

Location/Address

Region (Select one or more)

- Ames Main Street (Downtown)
- Campustown District
- Iowa State University Property
- City Parks
- Other (please explain)

Please note that events occurring in the Downtown, Campustown, in City parks, or on ISU property require prior approvals. A letter of support will be required from CAA if the event occurs in Campustown or from Ames Main Street if the event occurs in Downtown. Please contact the appropriate office well in advance:

Downtown - Ames Main Street: (515) 232-2310
 Campustown Action Association: (515) 232-2310
 ISU - Events Authorization Committee: (515) 294-1437

director@amesdowntown.org
 sarahd@ameschamber.com
 eventauthorization@iastate.edu

TIMELINE

Setup Date Time M T W R F Sa Su

Event Starts Date Time M T W R F Sa Su

Detailed Description of Event Activities (written overview of event and what's going to happen)

Annual City of Ames EcoFair with vendors focused to educate about sustainability, water quality, water conservation, energy conservation, environmental, climate change through citizen outreach for all ages.

Event Ends Date Time M T W R F Sa Su

Teardown Complete Date Time M T W R F Sa Su

Event Category

- Athletic/Recreation
- Exhibits/Misc.
- Festival/Celebration
- Parade/Procession/March
- Concert/Performance
- Farmer/Outdoor Market
- Other (please explain)

Rain Date Rain Location

Yes No Is this an annual event? If yes, how many years?

CONTACTS

Sponsor/Applicant Name

Address

City State Zip Code

Daytime Phone Cell Phone

E-mail

Alternate Contact Name

Daytime Phone Cell Phone

E-mail

ATTENDANCE

Anticipated Daily Attendance

Yes No

Is this event open to the public?

Is your event being held in conjunction with another event (e.g. *Farmers' Market, 4th of July*, etc.)? If yes, please list:

ORGANIZATION STATUS/PROCEEDS

- For-Profit
- Bona Fide Tax Exempt
- Nonprofit

Yes No

Are patron admission, entry, or participant fees required? If yes, please describe and provide amounts:

Are vendor or other fees required? If yes, please provide amounts:

Percentage of net proceeds going towards fundraising %

Percentage of net proceeds going towards for-profit entity %

SECURITY

Ames Police Department 24 hour non-emergency phone number: 515-239-5133
Please complete the course at <https://www.crowdmanagers.com/training> for crowd management training.

Yes No

Have you hired a professional security company to develop and manage your event's security plan? If yes, please fill out the following information:

Security Organization

Address

City State Zip Phone

Email