



To: City of Litchfield Park
From: Candace Vermillion
Subject: 12th Annual Wigwam Fine Art Show

Background/Discussion:

The Wigwam Fine Art Show has been held for the past 11 years. The event is organized by the Vermillion Promotions in partnership with the Wigwam.

The Show is scheduled to take place February 19th through the 21st. In the wake of COVID-19, we have had to rethink several key elements of the event.

We believe that, with the City's guidance and the following modifications, we can safely move forward as we did with the larger Spring and Fall Art Festivals.

- **Increase the distance between Booth Spaces**- This year's festival layout will include booth spaces that are 10 feet wide with 6 feet in between each booth. This will aid in physical distancing. The layout will still maintain the same basic feel that our festival goers are used to. (*See attached site map.*)
- **Increase the distance between Food vendors and tables** - The Wigwam has already been practicing COVID Protocols and will continue to do so during this event. The sitting area will have a minimum for 8 feet tables, and barriers to maintain social distance while waiting to purchase food or drinks. All surfaces will be cleaned frequently.

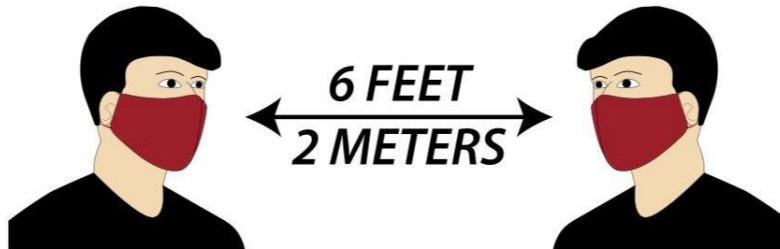
Sandwich Board Signs will be placed throughout the festival requiring masks and social distancing.

WELCOME

**FACE MASK
REQUIRED**



**PLEASE MAINTAIN
SOCIAL DISTANCING**



HELP TO SLOW THE SPREAD OF COVID-19

VERMILLION
PROMOTIONS

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and Staff will be required to have daily symptom checks. This includes a brief survey and temperature check.



Vermillion Promotions took the initiative early in the year, to reach out to other Event organizations and State and Local officials. We met on a weekly basis with other Event Directors/Coordinators from around the State and the Country. The purpose of our group meetings was to share ideas and lessons learned from events that have been held during the COVID Pandemic, as well as those in the planning process. Collectively, we formed COVID Protocols that follow CDC, State and Local Guidelines.

To date, several outdoor Festivals have been approved in various Cities around the State of Arizona, and several have successfully taken place, including Oktoberfest, the Litchfield Park Festival of Arts, and the Native American Festival. We plan to enforce the same protocols that were instituted during these events, where we found that vendors were adhering to established protocols. We also noted that approximately 99% of the public were wearing masks when they were not able to social distance. And we had masks available to offer to anyone that did not come prepared.

Other sizeable upcoming events that have been approved held with strict COVID Protocols include the Fountain Hills Festival of Arts which took place the second weekend of November, the Cave Creek Art Festival first weekend in December, and Christmas in the Park in the City of Litchfield Park. All were approved with similar mitigation plans and protocols. We were onsite during these events to monitor compliance, and the events ability to enforce mitigation guidelines. It was our findings that attendance was down by approximately 25-30%, most everyone attending followed the mask requirements, with very few having to be reminded. All participants were required to wear masks and monitor the number of people around their booths.

Respectfully,

Candace Vermillion
Vermillion Promotions
(623) 734-6526



Wigwam Fine Art Show

COVID-19 Protocol for Vendors

Vermillion Promotions is taking protective measures to keep all vendors, patrons, and festival workers safe during the current COVID-19 pandemic. Therefore, we are requiring all vendors and their helpers to adhere to the following COVID-19 protocol.

DAILY SYMPTOM CHECK

All vendors are required to complete a brief daily symptom self-screening. At the start of each day, as part of our COVID-19 Mitigation, we will visit their booth to obtain self-screening information and perform non-contact forehead temperature checks. Vendors will be wristbanded to confirm they passed the daily screening. (Festival Staff and festival volunteers are also required to pass daily symptom checks.)

For purposes of our COVID-19 Protocol, the term “vendor” also includes any individual accompanying a paid vendor to assisting them in their booth during the festival. For the safety of all, if you or one of your helpers does not pass the daily screening, you will be required to close your booth and leave the festival grounds. Our COVID-19 Mitigation member will provide you with helpful follow up information from the CDC and the Arizona Department of Health Services. Refunds will not be provided if a vendor or their helper comes to the festival while symptomatic.

FACE COVERINGS

Vendors must wear face coverings during the festival. (Festival Staff and festival volunteers are also required to wear them.) If you are unable or unwilling to do so, please do not accept our invitation to participate in this festival. If you do not comply, you will be required to close your booth and leave the festival grounds. Refunds will not be provided if a vendor or their helper comes to the festival and refuses to wear a face covering.

Vermillion Promotions will post signage throughout the festival grounds notifying the public that they, too, are required to wear face coverings. We ask that vendors display a “Face Masks Required” sign at their booth to assist us with this messaging

CUSTOMER QUEUING

Vendors are responsible for managing the traffic flow and number of guests in and around their booth during the festival. Please limit the number of guests to 10 or less at any given time. The area where customers wait for your assistance should be marked on the ground with an “X” using temporary chalk or tape if possible. This will help us comply with social distancing requirements.



ADDITIONAL PRECAUTIONS

While on the festival grounds, please follow these additional precautions to help avoid contracting or spreading COVID-19:

- Wash your hands often with soap and water for at least 20 seconds. We will have hand washing stations onsite to assist with this.
- Maintain at least 6 feet of distance between yourself and others whenever possible. This is especially important for people who are at higher risk of getting very sick.
- Cover coughs and sneezes.
- Have hand sanitizer available in your booth for easy access and use by you and your booth patrons. We will also have hand sanitizing stations onsite at the festival.
- Routinely clean and disinfect frequently touched surfaces and objects at your booth.
- If you begin experiencing symptoms or think you may have been exposed to someone with COVID-19, notify our COVID-19 Mitigation Team immediately by calling 623-734-6526 or emailing cvermillion12@cox.net

POST FESTIVAL NOTIFICATION GUIDELINES

Vendors should contact our COVID-19 Mitigation Team within twenty-four (24) hours:

- If they receive a positive or presumptive positive COVID-19 test within 14 days of participating in our Fall Festival of Arts; or
- If they believe they may have exposed others to COVID-19 while participating in one of our Fall Festivals.

Vermillion Promotions values our vendor relationships. If you have any questions about our COVID-19 protocol, or about the Festival in general, please contact Candy Vermillion, Show Director, at 623-734-6526 or at cvermillion12@cox.net. With the cooperation and care of every vendor, we are confident that we will have a safe and successful event!

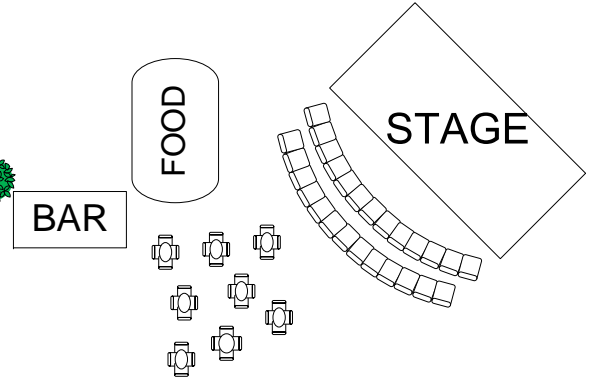
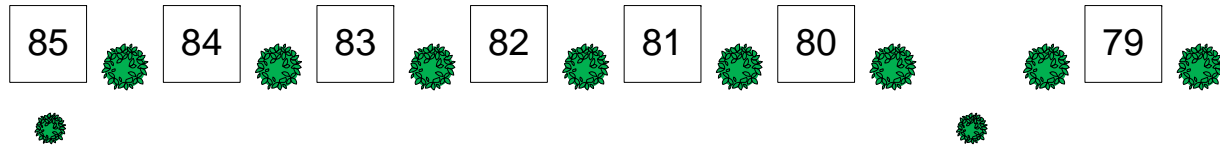
I understand and agree to follow all COVID Protocols set forth by the Vermillion Promotions, the Arizona Department of Health Services, and local authorities. Violations may result in removal from the Event:

Signature

WIGWAM FESTIVAL OF FINE ART

**6 ft Spacings

**Quads are back to back with barrier walls



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