

Special Event Operations Agreement

THIS AGREEMENT (hereinafter "Agreement") is entered into on the date of the last signatory noted below (the "Effective Date"), between the City of Columbia, Missouri, a municipal corporation (hereinafter "City") and Ragtag Film Society (hereinafter "Organizer"), a nonprofit corporation organized in the state of Missouri and with authority to transact business within the state of Missouri.

WITNESSETH:

WHEREAS, Organizer desires to host the 2023 True False Film Fest (hereinafter "Event") and Organizer has requested the closure of any public street, sidewalk or public place for the Event; and

WHEREAS, Organizer is planning a special event which either occurs the day before or the day of any scheduled University of Missouri home football game or is an event that will require city services, equipment or support that is outside the ordinary course of business of the City; and

WHEREAS, pursuant to Section 24-73 of the City of Columbia's Code of Ordinances, City and Organizer have negotiated the terms of this Agreement.

NOW, THEREFORE, the Parties hereto, for good and sufficient consideration, the receipt of which is hereby acknowledged, intending to be legally bound, do hereby agree as follows:

1. Date, Time, and Location of Event. The date, time and location of the Events are set forth in Organizer's Event information contained in **Exhibit A**.
2. Closure of Streets, Sidewalks, and Public Places. The Event Area (hereinafter "Event Area") is designated in the Event map contained in **Exhibit B**. Organizer may close streets, sidewalks and/or public places in the Event Area specified as closed areas in **Exhibit B**. Except as set forth in this Agreement and attached exhibits, all areas of the streets, sidewalks and public places outside of the designated closed Event Area(s) shall remain open to the public.
3. Roles and Responsibilities.
 - a. City's Responsibilities. City shall provide the services in support of the Event which are contained in **Exhibit C**.
 - b. Organizer's Responsibilities. Organizer shall be responsible for complying with the terms of this Agreement, the Exhibits, and any and all approved Plans and Technical Map. Organizer shall be responsible for compliance

with the Operations Agreement regardless of the failure of any third party, contractor, subcontractor, agent, employee, or volunteer to fulfill its obligations or promises to the Organizer. Organizer shall pay the fees set forth in the City of Columbia Code of Ordinances for the Event.

4. Special Event Permit. Upon the payment of the Event deposit specified in **Exhibit D**, City shall issue a special event permit to Organizer for the Event in the designated Event Maps contained in **Exhibit B**, subject to the restrictions and conditions set forth in this Agreement and in the Exhibits, approved Technical Map, and other approved plans and local laws, rules, regulations, and health orders. The special event permit is contingent upon Organizer complying with this Agreement, maintaining specified insurance, and operating the Event in accordance to the terms set forth herein, in the attached Exhibits and all approved Technical Maps and plans, and in accordance with all laws, rules, regulations, and orders including any COVID-19 or public health related orders.
5. Insurance. Organizer shall take out and maintain for the Event(s) such Comprehensive General Liability insurance as shall protect it from claims for damages for personal injury including accidental death as well as from claims for property damage which may arise from Event operations, whether such operations be by itself or by anyone directly or indirectly employed or otherwise working for it for the duration of set-up, execution and breakdown of Event(s). The minimum amount and types of insurance required are outlined in **Exhibit E**. At least thirty (30) days prior to the Event, Organizer shall furnish City with a certificate of insurance that names the City of Columbia, its elected officials and employees as additional insureds in the amounts required in this Agreement and that requires a thirty (30) day mandatory cancellation notice. Failure to maintain the required insurance in force may be cause for termination of this Agreement and revocation of the permit. In the event that Organizer fails to maintain and keep in force the required insurance, City shall have the right to cancel and terminate this Agreement without notice.
6. **HOLD HARMLESS.** To the fullest extent not prohibited by law, Organizer shall indemnify and hold harmless the City of Columbia, its officers, agents and employees from and against all claims, damages, losses and expenses (including but not limited to attorneys' fees) arising by reason of any act or failure to act, negligent or otherwise, of Organizer, of anyone directly or indirectly employed by or otherwise working for Organizer, or of anyone for whose acts Organizer may be liable, in connection with the Event(s). This provision does not, however, require Organizer to indemnify, hold harmless, or defend the

City of Columbia from City's own negligence. The indemnification set forth herein is a continuing obligation and survives the expiration or termination of this Agreement or the event permit.

7. Restrictions and Conditions, Plans and Technical Map.
 - a. Hours of Operation. Organizer is allowed to operate the Event on the date(s) and time(s) specified in **Exhibits A and D**.
 - b. Public Safety Plan. No later than two (2) weeks prior to the Event, Organizers shall provide a Public Safety Plan acceptable to the City. Organizer shall comply with Organizer's Public Safety Plan which has been approved by the City. Organizer shall be responsible for implementing the Public Safety Plan in the event of an emergency situation. Organizer shall provide trained crowd managers in the amount of one (1) per every five hundred (500) attendees.
 - c. Organizer shall provide security, identification checking, first aid, fencing, and signage for the Event(s).
 - d. Organizer shall comply with the additional provisions set forth in **Exhibit D**. Organizers shall also comply with all local, state, and federal public health orders.
 - e. Required Technical Map. Organizer will submit for City review and approval an Event Technical Map. The Event Technical Map shall be dated as of the date of the last change. The Technical Map shall include, but is not limited to, details on the placement of vendor and /or concession booths, porta-johns, art installations, alcohol service locations, trash/recycling locations, and any other temporary tents and structures placed inside the Event location outlined on the Event Map. Organizer shall finalize its Event Technical Map and submit it for City approval. The Special Events Permit is contingent upon the City's written approval of the final Technical Map for the Event.
8. No Waiver of Immunities. In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either party's rights or defenses with regard to each party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitutions or laws.

9. Compliance with Laws. Organizer shall comply with all federal, state, and local laws, codes, rules, regulations and orders, including but not limited to any public health orders.
10. The term of this Agreement shall commence on the Effective Date and shall terminate six (6) months following the Effective Date. Section 6 of this Agreement shall survive termination of this Agreement.
11. Termination for Public Safety. City may terminate this Agreement and/or any permit issued pursuant to this Agreement when the City Manager, in the City Manager's sole discretion, determines that such action is necessary when there is a credible threat to public health, safety and welfare. City may also terminate this Agreement and /or any permit issued pursuant to this agreement when the City Manager, in the City Manager's sole discretion, determines that such action is necessary due to Organizer's failure to comply with a health order or any Event plans related to public health or safety.
12. Termination by Default. Should Organizer be in default of any provision of this Agreement or any requirements contained herein or in an attached exhibit or approved plan, City may immediately terminate this Agreement and may revoke any permit issued for the Event.
13. No Third-Party Beneficiary. No provision of this Agreement is intended to nor shall it in any way inure to the benefit of any third party, so as to constitute any such person a third-party beneficiary under the Agreement.
14. Amendment. No amendment, addition to, or modification of any provision hereof shall be binding upon the Parties, and neither Party shall be deemed to have waived any provision or any remedy available to it unless such amendment, addition, modification or waiver is in writing and signed by a duly authorized officer or representative of the applicable Party or Parties.
15. Governing Law and Venue. This Agreement shall be governed, interpreted, and enforced in accordance with the laws of the State of Missouri and/or the laws of the United States, as applicable. The venue for all litigation arising out of, or relating to this contract document, shall be in Boone County, Missouri, or the United States Western District of Missouri. The Parties hereto irrevocably agree to submit to the exclusive jurisdiction of such courts in the state of Missouri. The Parties agree to waive any defense of forum non conveniens.

16. Compliance with ADA and Nondiscrimination Laws. Organizer shall comply with federal, state and local laws related to Equal Opportunity and Nondiscrimination. Organizer shall not discriminate on the basis of race, color, religion, sex, national origin, ancestry, marital status, disability, sexual orientation, gender identity or expression, or any other protected category. In addition, Organizer shall comply with all applicable provisions of the Americans with Disabilities Act and the regulations implementing the Act, including those regulations governing employment practices and public accommodations. Organizer shall make the Event accessible to persons with disabilities as required by the Americans with Disabilities Act and its implementing regulations.
17. This Agreement may be signed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document. Faxed signatures, or scanned and electronically transmitted signatures, on this Agreement or any notice delivered pursuant to this Agreement, shall be deemed to have the same legal effect as original signatures on this Agreement.
18. Contract Documents. This Agreement includes the following exhibits, which are incorporated herein by reference:

<u>Exhibit</u>	<u>Description</u>
A	Organizer's Event Information
B	Event Maps
C	City's Responsibilities
D	Special Event Restrictions and Conditions
E	Minimum Insurance Requirements
F	Solid Waste Plan
G	Application & Supplemental Materials

In the event of a conflict between the terms of an exhibit and the terms of this Agreement, the terms of this Agreement controls. In the event of a conflict between the terms of the exhibits, the exhibits control in the order listed above.

19. Entire Agreement. This Agreement represents the entire and integrated Agreement between Organizer and City relative to the Event(s). All previous or

contemporaneous agreements, representations, promises and conditions relating to the Event(s) described herein are superseded.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties have executed this agreement on the day and year of the last signatory noted below.

CITY OF COLUMBIA, MISSOURI

By: _____ *ams*
De'Carlton Seewood, City Manager

Date: _____

ATTEST:

Sheela Amin, City Clerk

APPROVED AS TO FORM:

Nancy Thompson, City Counselor/rw

ORGANIZER

By: Ragtag Film Society
Name and Title: Grace Piontek, Operations Director
Date: 1/24/2023

ATTEST:

Name and Title: _____

Exhibit A

Organizer's Event Information

1) Organizer desires to utilize various locations in the Downtown area, both public and private, for the 2023 True/False Film Fest to be held on March 2 through March 5, 2023; subject to the restrictions and conditions set forth in this agreement and in the Exhibits. Organizer is solely responsible for obtaining permission for the use of private property.

2) Hours of Operation – Organizer is allowed to operate the Event during the following hours:

Jesse Auditorium, Jesse Hall, University of Missouri

- Thursday, March 2: 9:30 a.m.- 11:59 p.m.

Missouri Theatre, 203 S. Ninth Street

- Thursday, March 2: 5:00 p.m.- 11:59 p.m.
- Friday, March 3: 11:00 a.m. - 11:59 p.m.
- Saturday, March 4: 9:30 a.m. - 11:59 p.m.
- Sunday, March 5: 9:30 a.m. -11:30 p.m.

The Blue Note, 7 N. Ninth Street

- Thursday, March 2: 4:30 p.m.- 11:59 p.m.
- Friday, March 3: 11:00 a.m.- Saturday, March 4 at 1:00 a.m.
- Saturday, March 4: 9:30 a.m.- Sunday, March 5 at 1:00 a.m.
- Sunday, March 5: 9:30 a.m.-11:00 p.m.

The Picturehouse, inside the Missouri United Methodist Church, 204 S. Ninth Street

- Thursday, March 2: 4:45 p.m. - 11:59 p.m.
- Friday, March 3: 11:00 a.m. - 11:59 p.m.
- Saturday, March 4: 9:30 a.m. - 11:59 p.m.
- Sunday, March 5: 11:00 a.m. -10:30 p.m.

First Presbyterian Church, 16 Hitt Street

- Friday, March 3: 10:00 a.m. - 11:59 p.m.
- Saturday, March 4: 8:00 a.m. - 11:59 p.m.
- Sunday, March 5: 8:00 a.m. - 11:59 p.m.

Ragtag Cinema, 10 Hitt Street

- Wednesday, March 1: 9:00 a.m. - 11:59 p.m.
- Thursday, March 2: 5:00 p.m. - 11:59 p.m.
- Friday, March 3: 11:00 a.m. - 11:59 p.m.
- Saturday, March 4: 9:00 a.m. - 11:59 p.m.
- Sunday, March 5: 9:00 a.m. -11 p.m.

Sager Reeves Art Gallery, 1025 E. Walnut Street

- Tuesday, February 28: 11:00 a.m. - 6:00 p.m.
- Wednesday, March 1: 12:00 p.m. - 8:00 p.m.
- Thursday, March 2: 9:00 a.m. - 10:00 p.m.
- Friday, March 3: 9:00 a.m. - 10:00 p.m.
- Saturday, March 4: 9:00 a.m. - 10:00 p.m.
- Sunday, March 5: 9:00 a.m. - 5:00 p.m.

- Monday, March 6: 9:00 a.m. - 5:00 p.m.

Talking Horse Productions, 210 St. James Street

- Friday, March 3: 9:00 p.m. - 11:00 p.m.

Compass Inc., 1107 University Avenue

- Friday, March 3: 11:00 a.m. - 4:00 p.m.
- Saturday, March 4: 10:00 a.m. - 4:00 p.m.
- Sunday, March 5: 11:00 a.m. - 3:00 p.m.

Orr Street Studios, 106 Orr Street

- Saturday, March 5: 4:00 p.m. - 6:00 p.m.

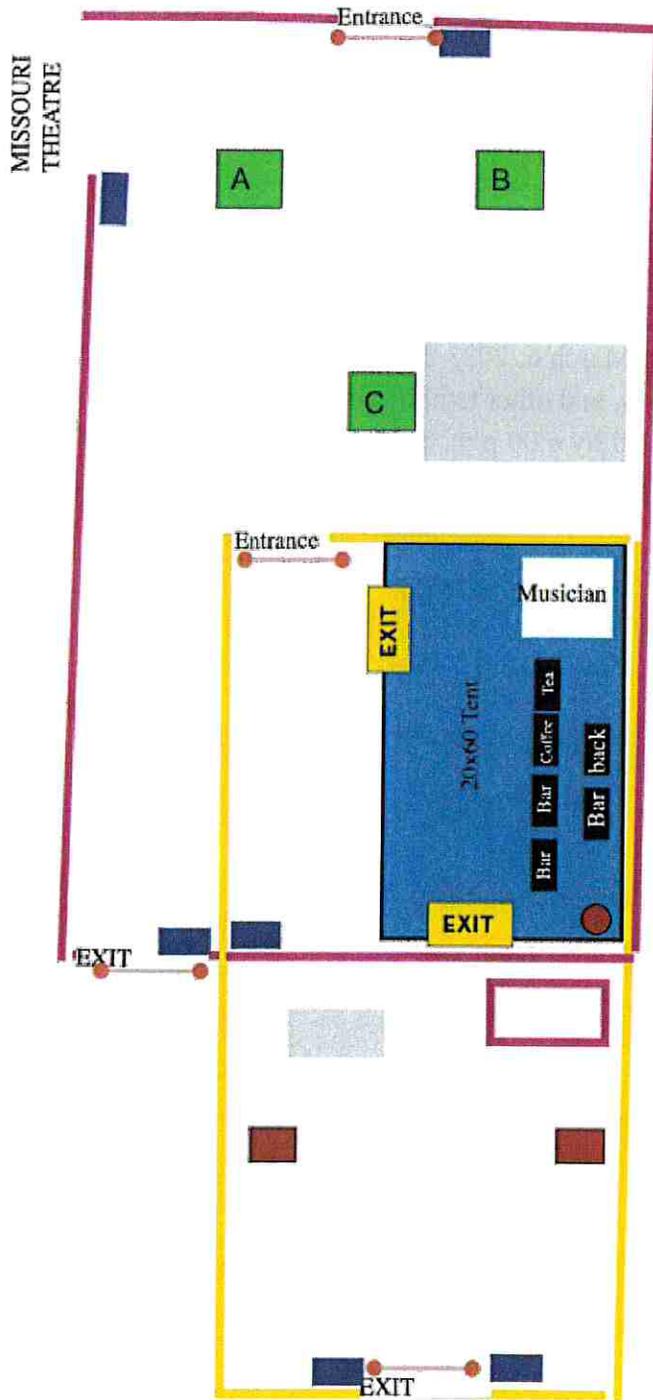
Party Space, 703 Fay Street

- Saturday, March 4: 11:59 p.m. - 3:00 a.m. Sunday, March 5
- Sunday, March 5: 9:00 p.m. - 2:00 a.m. Monday, March 6

- 3) Set-Up Activities for the Event may occur daily from Sunday, February 26, 2023 through Thursday, March 2, 2023, from 8:00 a.m. to 10:00 p.m. daily.
- 4) Clean up activities shall occur Monday, March 6, 2023 through Tuesday, March 7, 2023, from 9:00 a.m. to 6:00 p.m. daily. All tents, port a johns, and other temporary structures used for the Event shall be removed and all other clean up completed by 6:00 p.m. on Wednesday, March 8, 2023.

Exhibit B

TENT LAYOUT



A, B, C = Warning Stones

■ "No alcohol beyond this point" signage and waste receptical

● Staffed Stanchion (2 staff)

● fire extinguisher

EXIT lit EXIT sign

● patio heater

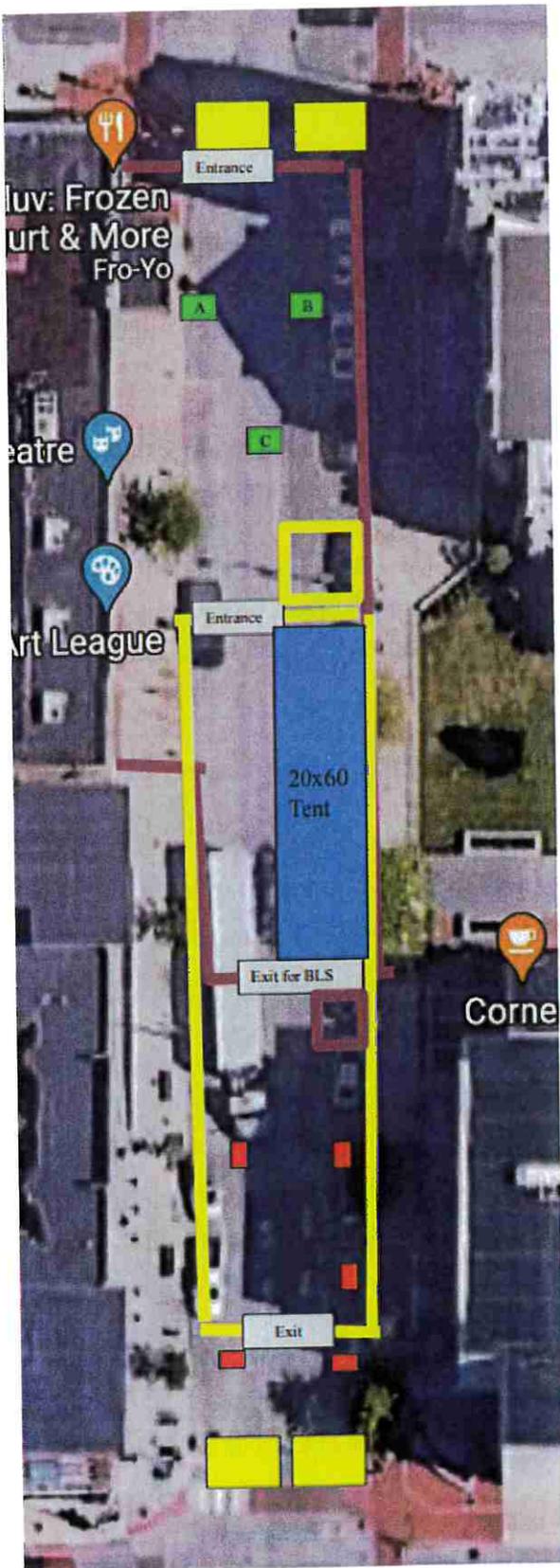
■ table

TENT INSTALLED THURSDAY,
UNINSTALLED MONDAY BY A1
RENTALS

TENT WILL HAVE FOUR WALLS
OVERNIGHT. WALLS WILL BE
LOCKED.

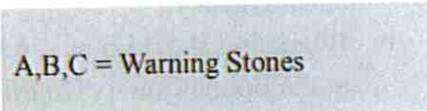
ONLY ONE WALL OR NO WALLS
DURING EVENTS THURSDAY,
FRIDAY, SUNDAY.

Event Maps



20x60 tent
Up Thursday-Sunday, taken down Monday AM by A1

 Picnic Table

 A,B,C = Warning Stones

 Cars & Baracades

 Reality Bites Boundary: Friday 5:15-6:45

 Jubilee
Thursday 5:15p-6:30p
Closing Night/BLS
Sunday 5:15p-10p

 Food Staging Tent
(By event color)

40-50 bike racks to make up boundary for each event.
When not in use, bike racks will be pushed along the curb.

Pink boundary capacity: 803
Yellow boundary capacity: 748
Both calculated at 7ft/person minus size of art and tables in space.

Exhibit C

City's Responsibilities

The City shall provide:

- 1) Street Closures, Traffic and Parking Restrictions:
 - a. Contingent upon Organizer maintaining emergency access for the Fire Department to Brookside and the two churches, and their emergency FDCs located on Elm Street, the following traffic restrictions will be put in place by the City beginning at 7:00 a.m., Thursday, March 2 through Monday, March 6, 2023 at 11:00 a.m.:
 - Ninth Street closed between Locust Street and Elm StreetOrganizer shall not place any structures within the closed area in a manner that blocks the fire department from accessing the FDCs or buildings in the event of an emergency.
 - b. Beginning at 5:15 p.m. – 6:00 p.m. on Friday, March 3, 2023 the parade will start at the Boone County Courthouse Square on Walnut and 8th Street proceeding to 9th Street and travel four blocks south to Missouri Theatre (between Locust and Elm Streets).
- 2) Parking Meter Cloth Covers
 - a. Cloth bags will be provided for 26 parking meters from Monday, February 27 through Monday, March 6, 2023 (except where noted):
 - 2 - On the NW corner of Locust + 9th: L811/L809 (double)
 - 2 - On the SW corner of Locust + 9th: L814/L816 (double)
 - 2 - On the South side of Locust on the 800 block: L810/L812 (double)
 - 1 - On the SE corner of Locust + 9th: L900 (one on a double)
 - 2 - In front of MOUMC on 9th: 9S212/9S210 (double)
 - 1 - In front of CAL on 9th: 9S209 (single)
 - 2 - In front of Shakespeare's on 9th: 9S217/9S219 (double)
 - 1 - On the NE corner of 10th + Elm: TS220 (one on a double)
 - 1 - On the SE corner of 10th + Locust: TS200 (one on a double)
 - 3 - On the 200 block of 10th behind MOUMC: TS203 (one on a double), TS211/TS213 (double)
 - 2 - On Cherry Street near Ragtag: C1011/C1009 (double)
 - 1 - At 10th + Alley A on the West side of 10th: TS11 (single)
 - 1 - On 9th in front of The Blue Note: 9N13 (one on a double)
 - 1 - On St. James St. in front of Talking Horse Productions: JS 215/213 (one of a double)
 - 2 - On Hitt St. and Cherry St. in front of the parking garage by First Presbyterian Church: single H101, H103.

- 1- TBD (Artist Lounge)
- 1- TBD Compass Inc.

- 3) Use of City Equipment. City shall permit Organizer to use the following equipment:
 - a. Yellow Barricades. Organizers may use six (6) yellow street closure barricades for the staging of the parade on Walnut & 9th Streets for the duration of the street closure.
 - b. Bike Racks. Organizer may use 50+ bike racks for events located in the 9th Street for the duration of the street closure.
 - c. Picnic Tables. Organizer may use 6-8 picnic tables for the duration of the street closure.
 - d. Bleachers. Organizer may use two sets of bleachers from Columbia Parks & Recreation on Saturday, March 4, 2023 from 8:00 a.m. - 12:01 p.m.
- 4) Solid Waste - City shall provide dumpsters, trash barrels and recycling containers as outlined in the approved Solid Waste Plan. City shall be responsible for placement, emptying and removal of dumpsters.
- 5) Public Safety- City shall provide a cost recovery plan for emergency services and present to the Organizer no later than 30 days prior to the event. Organizer shall pay for the emergency/public safety services as outlined in the City approved cost recovery plan.

Exhibit D

Special Event Restrictions and Conditions

- 1) Hours of Operation. Organizer shall operate the Event on the following dates:
March 2, 2023, 4:00p.m. – March 3, 2023 at 1:00 a.m.;
March 3, 2023 at 9:00 a.m. –March 4, 2023 at 1:00 a.m.;
March 4, 2023 at 9:00 a.m. – March 5, 2023, at 1:00 a.m.; and
March 5, 2023, 9:00a.m. – March 6, 2023 at 1:00 a.m.
- 2) Set-Up Activities for the Event may occur daily from Sunday, February 26, 2023 through Thursday, March 2, 2023, from 8:00 a.m. to 10:00 p.m. daily. Clean up activities shall occur Monday, March 6, 2023 through Tuesday, March 7, 2023, from 9:00 a.m. to 6:00 p.m. daily. All tents, port a johns, and other temporary structures used for the Event shall be removed and all other clean up completed by 6:00 p.m. on Wednesday, March 8, 2023.
- 3) Admission Fees- Organizer is authorized, but not required, to charge admission to the Event area. The ticketed area will be distinguished from the remainder of the street by fencing around its perimeter.
- 4) Waiver of the Open Container. Organizer has requested a waiver from the requirements of section 16-185 of the City Code to allow possession and consumption of alcoholic beverages for the following events:
 1. The Jubilee on Thursday, March 2, 2023 from 5:15 p.m. to 7:00 p.m.;
 2. Reality Bites On Friday, March 3, 2023 from 5:15 p.m. to 7:00 p.m.;
 3. Closing Night Reception, Sunday, March 5, 2023 from 5:15 p.m. to 7:00 p.m.; and
 4. Buskers Last Stand, Sunday, March 5, 2023 from 9:00 p.m. to 10:30 p.m.

The area will be defined with a tent set up by A-1 rentals, security personnel will be stationed at points of ingress and egress as well as appropriate signage indicating “ID checking – No Alcohol Beyond This Point”.

Within this designated area, the following additional requirements pertain:

1. Alcoholic beverages shall only be served at the soda & bar stations shown on the Event Technical Map.
2. Organizers are responsible for ensuring there is no unregulated alcohol within the fenced Event area.

3. Alcohol service is limited to two (2) alcoholic beverages per customer per service. All alcoholic beverages must be pre-approved by the City. Alcoholic beverages preapproved by the City are listed in the menu submitted by Organizer in Exhibit G.
 4. Beverages, both alcoholic and non-alcoholic, shall not be sold or served in glass bottles or glass containers. Alcoholic beverages shall be sold or served only in clear, plastic and commemorative cups, plastic bottles, or cans. Alcoholic and non-alcoholic beverages shall be served in containers that are distinctively different from each other.
 5. Event staff is responsible for ensuring identifications are checked before the issuance of wristbands. Bartenders/servers are responsible for ensuring anyone they serve an alcoholic beverage is wearing a wristband indicating they are 21 years of age or older. The bartenders/servers are responsible for ensuring no one under 21 years of age is served alcohol.
 6. Intoxicated individuals shall not be served.
 7. All servers and Event staff in the alcohol sales area are required to complete SMART training offered online by the University of Missouri on alcohol awareness or to have an Alcohol Server Certificate card issued by the Columbia/Boone County Department of Public Health and Human Services.
 8. Stations serving or distributing alcohol shall be monitored and randomly checked for compliance with alcohol regulations by the City of Columbia and/or the State of Missouri.
 9. Organizer will provide a list of all those persons that will be used as designated servers/bartenders for the Event to the City seven (7) business days before the festival, along with a copy of a SMART training certificate or Alcohol Server Certificate card for each person on the list. Only designated servers/bartenders are allowed to pour or serve alcohol during the Event.
 10. Organizer shall provide and keep in place signs at all bar stations stating, "ID Required- No More than 2 Drinks per Person- Alcohol Service Ends at ___p.m." , with the correct time designated within the street closure.
 11. Organizer shall provide training to all servers and Event staff in the alcohol service area on the alcohol rules and restrictions listed above.
- 3) Alcohol. Organizer has requested permission to serve alcoholic beverages as part of the concessions operations. All service of alcohol at the Event shall comply with all Local, State and Federal rules, regulations and laws.
- 6) Noise. In the event of a stage delay, Organizer shall notify City's designated Event coordinator. The City's designated Event coordinator may allow a noise waiver until 11:30 p.m. on Sunday, March 5, 2023.

7) Tents and Signage. In lieu of permits secured through the City of Columbia Community Development Department and contingent upon the underlying property owner's approval, the Event Organizer is approved to place signage, a 20x60 tent, and art as proposed in Supplemental Materials (Exhibit G) on private property and in the right of way. Installations shall be inspected for stability and compliance by the City of Columbia Community Development and Fire Department. Notwithstanding the foregoing, Organizer shall not place signage, art or other structures in a manner that blocks emergency egress or access for persons with disabilities. Security. Organizer shall provide security, identification checking, first aid, fencing, and signage for the Event.

8) Organizer shall be responsible for compliance with the Operations Agreement regardless of the failure of any third party to fulfill its obligations or promises to Organizer.

9) Organizer shall secure all necessary City permits required in connection with the Event.

10) Organizer shall comply with the City approved Event plans.

11) Management of Trash, Recycling, and Clean-up. Organizer shall comply with the City approved plan for the management of trash, recycling and clean-up of the Event as described in **Exhibit F**. Event Organizer shall be responsible for paying all fees set forth in Chapter 22 of the City's Code of Ordinances. Organizer shall separate cardboard recycling from recycling consisting of glass, plastic, and aluminum. If Organizer deposits or allows its recycling to be contaminated with trash, garbage, or other types of materials, the material shall not be recycled and Organizer shall pay for the disposal of the material at the trash rate.

12) Signage, Art and Banners. Signs, art and banners promoting the Event may only be displayed on the days of the Event. All such signs, art and banners shall be temporary and shall be removed upon completion of the Event. Signage to be placed outside of street closure area shall be outlined in a signage plan to be submitted by the Organizer to City. Signage outside of street closure area shall comply with the City of Columbia's Code of Ordinances.

13) Required Plans. Organizer shall provide to City the following plans for the City's review prior to the Event. City shall review the plans and approve the plans in the City's sole discretion. Failure to obtain City's approval of the required plans shall result in the cancellation of the Event permit.

a. Public Safety Plan. Organizer shall provide a Public Safety Plan to outline procedures to be implemented in the event of an emergency situation during the Event.

b. Severe Weather/Emergency Shelter Plan. Organizer shall provide a Severe Weather / Emergency Shelter Plan to outline procedures to be implemented in the event of severe weather occurring during the Event.

- c. Accessibility Plan. Organizer shall provide City with a plan to ensure Event is accessible in accordance with the requirements of the Americans with Disabilities Act and related regulations.
- d. Signage Plan: Organizer shall provide City with a plan outlining all signage used for the event, to include sign wording, location and size.
- e. Trash, Recycling, and Clean-up Plan. Organizer shall provide City with a plan to ensure proper collection and removal of trash, recycling, and compost (if applicable).
- f. Interior Plans for After Party Venue. No later than ten days prior to the event, Organizer shall provide City with interior plans for after party venue. The interior plans shall include all art and other installations that Organizer intends to construct or install within the party venue. Organizer's installed art or other installations within the party venue shall comply with the City approved plan.

Exhibit E

Minimum Insurance Requirements

- 1) Organizer's Insurance. Organizer shall obtain and maintain the following insurance in connection with the Event.
 - a. Organizer shall take out and maintain for the Event Employers' Liability and Workers' Compensation insurance for all of its employees and volunteers working in connection with the Event for the duration of set-up, execution and breakdown of the Event (February 26, 2023 thru March 8, 2023). Workers' Compensation coverage shall meet Missouri statutory limits. Employers' Liability limit shall be \$500,000.00 each employee or volunteer, \$500,000.00 each accident, and \$500,000.00 policy limit.
 - b. Organizer shall take out and maintain for the Event such Comprehensive General Liability insurance as shall protect it from claims for damages for personal injury including accidental death as well as from claims for property damage which may arise from Event operations, whether such operations be by itself or by any one directly or indirectly employed or otherwise working for it for the duration of set-up, execution and breakdown of the Event (February 26, 2023 thru March 8, 2023). The amount of insurance shall be not less than \$3,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death.
 - c. Organizer shall take out and maintain for the Event Automobile Liability insurance in an amount not less than \$2,000,000.00 combined single limit for any one occurrence covering bodily injury, including accidental death and property damage, to protect itself from any and all claims arising from the use of motor vehicles operated by it in connection with the Event for the duration of set-up, execution and breakdown of the Event (February 26, 2023 thru March 8, 2023).
 - d. Liquor Liability. Organizer shall take out and maintain liquor liability coverage for the Event. Liquor Liability coverage shall be no less than \$1,000,000.00.
 - e. Organizer shall furnish City with a certificate of insurance that names the City of Columbia, its elected officials and employees as additional insureds in the amounts required in this Agreement and that requires a thirty (30) day mandatory cancellation notice.

Exhibit F

Solid Waste Plan

City's Solid Waste Utility will, as in previous years, set receptacles on March 2, and removed receptacles on March 6, 2023. Receptacles shall be placed at the following locations: Blue Note/Coffee Zone; by Ragtag/Uprise; at corner of Walnut and Orr, by Sager Braudis Gallery; by Compass Inc. and Talking Horse Productions; throughout Alley A (between Hitt & 8th); at corner of Cherry & Hitt by parking garage; by Yogo Love on 9th; at 9th & Elm by MOUMC; at the corner of 8th and Elm; and at the TF Party space at 703 Fay Street.

City shall also provide a dumpster, to be placed at the TF Lab (Organizer's workspace located at 1600 B Business Loop 70 East) for approximately two months (February 1, 2023- March 31, 2023).

City shall also provide Organizer with 15 X-frame receptacles for use in the film venues and other spaces as in previous years free of charge.

Should Organizer desire to compost food waste from the Event, Organizer shall use a properly licensed waste hauler to transport the food waste for composting in a properly licensed compost facility approved by the Missouri Department of Natural Resources.

Exhibit G

Applications & Supplemental Materials

- 1) City of Columbia Special Events Application
- 2) Proposed Art Installations
- 3) Supplemental Information for Art Installation Safety
- 4) State of Missouri Tax Exemption Verification – (Obtained 2 weeks out.)
- 5) City of Columbia Tent Permit
- 6) Certificate of Insurance
- 7) 2023 Safety Plan
- 8) 2023 Alcohol Management Plan
- 9) Pre-Approved Alcoholic Drink Menu
- 10) 2023 ADA Plan

City of Columbia Special Use Permit Step 4 Review and Submit Form

Completing a Special Use Permit Application is a 5 step process and can be completed in multiple sessions. Complete and submit the form and application fee to the City Manager's office ninety (90) days prior to the first day of the event with the exception of parades and block parties (10 days). Incomplete or illegible applications will not be accepted.

True/False Film Fest 2023 - 03/02/2023 - Permit No:
2581

Application Status:

Date/Time Received: 11-15-2022 1:53 pm

[In Review](#)

Payment Received

Details:

Date: 11/15/2022 02:01:10 PM

Payment Type: CC

Invoice No: 5997

Permit No: 2581

Approval Code: 00628G

Payment Status: APPROVAL

[Log on to Virtual Merchant](#)

ATTACHMENTS

Attachments:

[Insurance Certificate](#)

[Emergency Plan](#)

[Alcohol Plan](#)

[Street Closure Petition](#)

[Additional Information](#)

[Google Map](#)

[Map](#)

[Parks Special Use Permit - In Review](#)

APPLICANT INFORMATION

ORGANIZATION:	Are you the applicant organizing this event on behalf of another organization? <input type="radio"/> Yes <input checked="" type="radio"/> No		
APPLICANT CONTACT:	Name: <input type="text" value="Grace Piontek"/>	Phone: <input type="text" value="573-442-8783"/>	Cell: <input type="text" value="928-606-1106"/>
	E-mail Address: <input type="text" value="gracep@truefalse.org"/>		

MAILING ADDRESS:	Street Address: <input type="text" value="5 S Ninth Street"/>		
	City: <input type="text" value="Columbia"/>	State: <input type="text" value="MO"/>	Zip: <input type="text" value="65203"/>
SECONDARY CONTACT:	Name: <input type="text" value="Barbie Banks"/>	Phone: <input type="text"/>	Cell: <input type="text"/>
	E-mail Address: <input type="text"/>		
ON SITE CONTACT:	Name: <input type="text" value="Grace Piontek"/>		Cell Phone: <input type="text" value="928-606-1106"/>

EVENT INFORMATION

EVENT NAME:

EVENT CATEGORY:

- Procession/March
- Concert/Performance
- Farmers/Outdoor Market
- Festival/Fair/Carnival
- Competitive Athletic Event
- Non-Competitive Athletic Event
- Neighborhood Block Party
- Parade
- Other

Public or Residential Streets & Sidewalks:

Will your event be utilizing and requesting the closure of any streets?
Choose "No" for rolling closures such as parades.

- Yes No

List street(s) that will be closed, including start and end dates and times:

March 2, 2023 at 7am through March 6, 2023 at 11am
9th street from Elm to Locust

Print the [Street Closure Petition](#) and obtain signatures of property owners/tenants inside and abutting the closure area. You will be prompted to attach the street closure petition at a later time. A link to the [street closure ordinance](#) can be found [here](#).

Downtown Event:

Will this event be held downtown? Downtown is defined as the area bound on the north by Park Avenue, on the east by College Avenue, on the south by Elm Street and on the west by Providence Road.

- Yes No

Admission/Entry Procedure:

How will your event be attended?

- Registration Fee
- Entry Fee

Tickets for Purchase \$

- By Invitation Only
- Neighborhood Gathering
- Open to Public (free event)
- Other

****Note:** A permittee shall post a sign at each entrance and exit to the closure area visible to all patrons entering the area that includes the amount of the entry fee, if any, and the rules of access to the closure area. A permittee must post the sign required under this section during the time the entry fee is in effect**

Columbia Parks and Trails:

Does your event include the use of Columbia Parks or Trails?

- Yes No

A [Parks Special Use Permit](#) will need to be completed. You will be prompted to complete the Parks Special Use Permit at a later time.

Note: If your event is held solely in a park, fill out only the park permit. Events will be forwarded to the Columbia Events Committee at the Park director's discretion. If event is held both in a park and on city property (i.e street/sidewalks) both permits are required.

Alcohol:

Does your event include the sale of alcohol?

- Yes No

Does your event include the distribution of alcohol

- Yes No

Because alcohol is being served at the event, an [Alcohol Management Plan](#) will be required in step 3.

Are you requesting a waiver of the open container ordinance?

- Yes No

Please complete the following additional information:

Beginning Time:

End Time:

EVENT DETAILS

DATES OPEN TO ATTENDEES		HOURS OPEN TO ATTENDEES		EXPECTED ATTENDANCE	
				Peak Attendance: <input type="text" value="5000"/>	Overall Attendance Throughout Event: <input type="text" value="6000"/>
DAY 1	Date:	Start Time: <input type="text" value="4:30pm"/>	End Time: <input type="text" value="1:00am"/>	Attendees: <input type="text" value="3500"/>	Staff/Volunteers: <input type="text" value="300"/>
DAY 2	Date:	Start Time: <input type="text" value="11:00am"/>	End Time: <input type="text" value="1:00am"/>	Attendees: <input type="text" value="4000"/>	Staff/Volunteers: <input type="text" value="400"/>
DAY 3	Date:	Start Time: <input type="text" value="9:30am"/>	End Time: <input type="text" value="1:00am"/>	Attendees: <input type="text" value="4500"/>	Staff/Volunteers: <input type="text" value="400"/>

EVENT DETAILS CONTINUED

ALTERNATIVE (DATE AND TIME):	Date:	Times: <input type="text"/>
EVENT SETUP BEGINS (DATE AND TIME):	Date:	Times: <input type="text" value="8:00 am- 10:00 pm"/>
EVENT DISMANTLE (DATE AND TIME):	Date:	Times: <input type="text" value="8:00 am - 10:00 pm"/>

EVENT DESCRIPTION:

Please see attached document "T/F 2023 Special Use Form, additional explanation" for this description and for more details about set up and tear down days and times, as well as details and information about other proposed elements of the 2023 True/False Film Fest. Additionally, please note that True/False runs for FOUR days; the fourth day is Sunday, March 5th, and the hours are 9A - 1A, with 4500 expected attendees and 400 expected staff/volunteers. We also plan for multiple dismantle days, ending on Thursday, March 9th.

EVENT LOCATION: Describe in detail, include addresses and attach map in step 3.

TBD

Has this event been produced before?
 Yes No When?

Is this an annual event?
 Yes No

Are there any other name/s by which this event is known?
 Yes No

Barricades:
 Describe any temporary barricades and/or fencing that will be utilized for this event:

Pending approval of our request for a street closure on 9th Street (block between Elm & Locust), we plan to place barricades by 10A on Thursday March 2, and plan to remove the barricades by 11:00A on Monday, March 6. We would plan to utilize City barricades, and welcome any help the City can provide in setting them up.

****Note:** In accordance with MUTCD standards, barricades for street closures must be obtained from the [City of Columbia Street Department \(573-874-6289\)](#)**

VENDORS

Merchandise Sales:

Does your event include the sale of (non-food) goods?
 Yes No

Food Service:

Will food be served at this event?

- Food will be served by event organizers
- Food will be served by a vendor licensed by the City of Columbia
- No, food will not be served.

A [Temporary Food Permit](#) will need to be completed in step 3. **Additional inspection fees may apply.**

Does your Event include the sale of food?

- Yes
- No

STORM WATER COMPLIANCE

All Grey water (waste water, mop water, hand sink water, dish water, wash out stations) must be placed in the sanity sewer, arrangements can be made to have a grey water dump site installed by the Water and Light Department at 573-874-7325.

TEMPORARY STRUCTURES

Does your Event include the set-up of any of the following temporary structures?

- tent that is larger than or equal to 400 square feet
- stage canopy that is larger than or equal to 400 square feet
- other structure
- none of the above

Please complete and attach a [Temporary Structure Permit Application](#) in step 3.

SOLID WASTE

In your event's plan for trash removal/recycling (i.e. dumpsters/trash bins), are you requesting the use of City services (i.e. Trash/recycling receptacles; removal)?

- Yes For questions regarding the size of event and solid waste services required, call (573) 874-6291.
- No

Will your event use portable toilets? (Refer to ADA guidelines on the City of Columbia's [special events website](#).)

- Yes
- No

WATER AND ELECTRIC

Will your event require the use of City utilities?

- Yes
- No

Describe:

We utilize electrical outlets on the south side of the Missouri Theatre that the city installed for us prior to last years festival.

Will your event include the use of generators?

- Yes
- No

ADA ACCESSIBILITY

Describe the plan for ADA accessible Routes:

All of our venues are ADA accessible and have ADA accessible sidewalks etc.

For more information relating to ADA accessibility, please [click here](#).

ENTERTAINMENT

Are there any musical entertainment features related to your event?

Yes No

Number of Stages:

Number of Performers/Bands:

Performer/Band Name and Music Type:

Various bands and musical types; musicians will perform at the venues listed above, inside the venues. Additionally, we plan to feature musicians in the street closure area for The Jubilee, Reality Bites, and Buskers Last Stand.

OFF DUTY POLICE

Are you planning on utilizing OFF-DUTY Columbia Police Officers?

Yes No

PUBLIC SAFETY PLAN

Please describe your procedures for both crowd control and internal security:

We train all of our venue staff rigorously in crowd control and potential security issues, and know when to alert authorities. Additionally, paid staff members are on hand or a phone call away in emergencies.

Have you hired a security company to handle security arrangements for this event?

Yes No

EMERGENCY PLAN (HAZARDOUS WEATHER, FIRE, ETC.)

Please describe emergency procedure plan: (Additional information may be included as an attachment in step 3)

We have contingency plans for all potential emergencies; we train all of our volunteers to be aware of these potential emergency situations. See attached emergency procedures (which we use for training) for more info.

MEDICAL PERSONNEL

Will your event have on-site medical personnel?

Yes No

TRANSPORTATION/TRAFFIC PLAN

Parking:

Describe the plan for parking:

We let festgoers know (via our website, program, and emails) what city parking is available; additionally, we encourage festgoers to park once and walk between venues, and otherwise use public transportation, bikes, or walking as a means to travel to and around the festival.

Will the use of any metered parking spaces be restricted by your event or will you need to reserve any metered spaces for your event?

Yes No

[Please contact the Parking Utility to reserve meter spaces.](#)

Transportation:

Does your event plan to utilize shuttles or transportation services?

Yes No

Traffic Flow - Pedestrian and Vehicular:

Describe your plan for traffic and pedestrian flow and control:

We train all of our venue staff rigorously in crowd control; we have staff stationed at each venue whose sole job it is to manage lines and to ensure that pedestrian walkways are clear.

Current Reviews:

Reviewer: Vernon Guess (Communications) - Jan 11, 2023 1:12 PM - **Requires Review**

Reviewer: George Hampton (Finance) - Jan 11, 2023 1:12 PM - **Requires Review**

Reviewer: James Pasley (Columbia Fire Department) - Jan 11, 2023 1:12 PM - **Requires Review**

Reviewer: Nicholas Paul (Public Works) - Jan 11, 2023 1:12 PM - **Requires Review**

Reviewer: Jacob Ray (Public Works) - Jan 11, 2023 1:42 PM - **Approved**

Applicant will need to pick up necessary barricades for the street closure of 9th St from the Grissum Building. Please make a appointment with the Street Division at least 48 hours of event.

Reviewer: Chrystal Smart (Health and Human Services) - Jan 11, 2023 3:25 PM - **Approved**

All food vendors must have a City of Columbia operating permit.

Reviewer: John Simon (Community Development) - Jan 11, 2023 3:25 PM - **Additional information required**

Provide engineering specifications for the "You are Magic" inflatable display. Demonstrate GFCI protection.

Reviewer: Lucas Kroon (Parks & Recreation) - Jan 11, 2023 4:29 PM - **Approved**

Reviewer: James Faup (Public Works) - Jan 12, 2023 2:10 PM - **Approved**

Organizer will need to submit plastic cover application to Public Works and will be responsible for the placement/removal of Parking Utility will place "no parking" signs on the meters impacted by the 9th Street closure at least 24 hours in advance.

Reviewer: Curtis Perkins (Columbia Police Department) - Jan 12, 2023 2:51 PM - **Approved**

This event is similar to previous years. CPD will assist with March March event. Any staff and or volunteers working at or near event need to wear reflective traffic vest. Reflective traffic vests can be borrowed from CPD by contacting Info Center Supervisor at 573-874-7418 or kerri.seversen@como.gov.

Box Office banners:

The Berry Building (Walnut St.) will have (3) vertically oriented fabric banners, each approximately 30" wide x 12' tall, attached to the brick wall above the street-level picture windows and between the upper story windows. We will secure permission from the building owner and tenants to do so.

Sandwich boards:

The following venues will have standard-size sandwich boards set outside for purposes of identifying events/films: the Blue Note, Hitt St gallery, Ragtag, Talking Horse Productions, Compass Inc, Picturehouse (MOUMC), Missouri Theatre, First Presbyterian Church, and Jesse Auditorium. There will be (2) smaller "no TF parking" signs for use by the First Presbyterian Church.

There will be a number of smaller lollipop signs to serve as gathering places for the art walks an to identify the artwork/artist. These will have a round wooden base, est. 12" in diameter and are a foot tall metal post attached with threaded bolt fitting.

MU-Sponsored Information Booth with additional signage:

A 4.25 ft by 4.25 ft by 8 ft newsstand made out of plywood will be installed within the 9th street enclosure, and will be weighed down by sandbags. This station will serve as an additional information hub on March 4- March 5 from 11 am to 7 pm. It will be staffed by volunteers, and will be taken down during inclement weather. Additionally, we will have a sign located on 10th and Walnut St to bring the box office location to the attention of fest-goers.

Temporary Art Installation Proposals

We have numbered each of the proposals below; the numbers correspond with the numbers listed on the TF map, included in our materials.

Temporary Art Installation Proposals

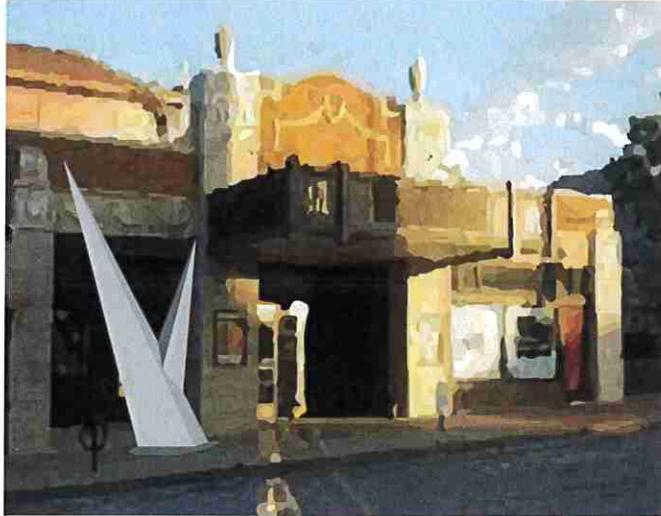
INDIVIDUAL ART INSTALLATIONS

1. Philip Gresham: Warning Stones

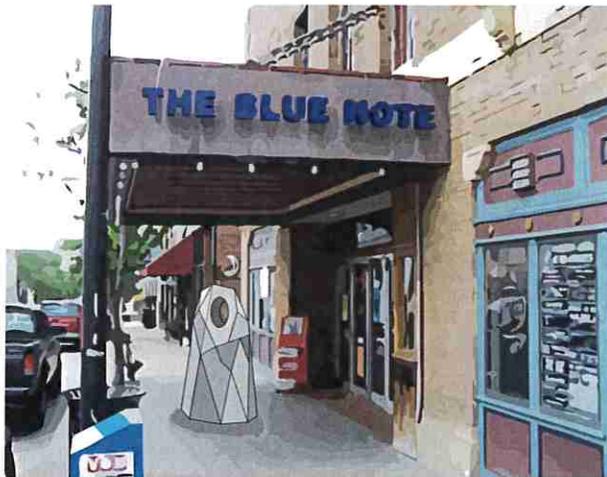
Description: Each of the four stones will measure between two and four feet wide and between six and eight feet tall. Adequate weighting will be added in the form of three to four large sandbags strapped into cavities within the piece upon installation.

These will be entirely removable to facilitate easy transportation to the site

Location: 9th Street Closure



Photos:



Construction: Large sculptures made from chicken wire, paper mache, with stone spray paint, and clear coat.

Installation timing:

Installation is estimated to take 2-3 hours and is scheduled for Thursday March 2nd, 2023 . Deinstallation will take approximately 2-3 hours and is scheduled for Monday, March 6th, 2023.

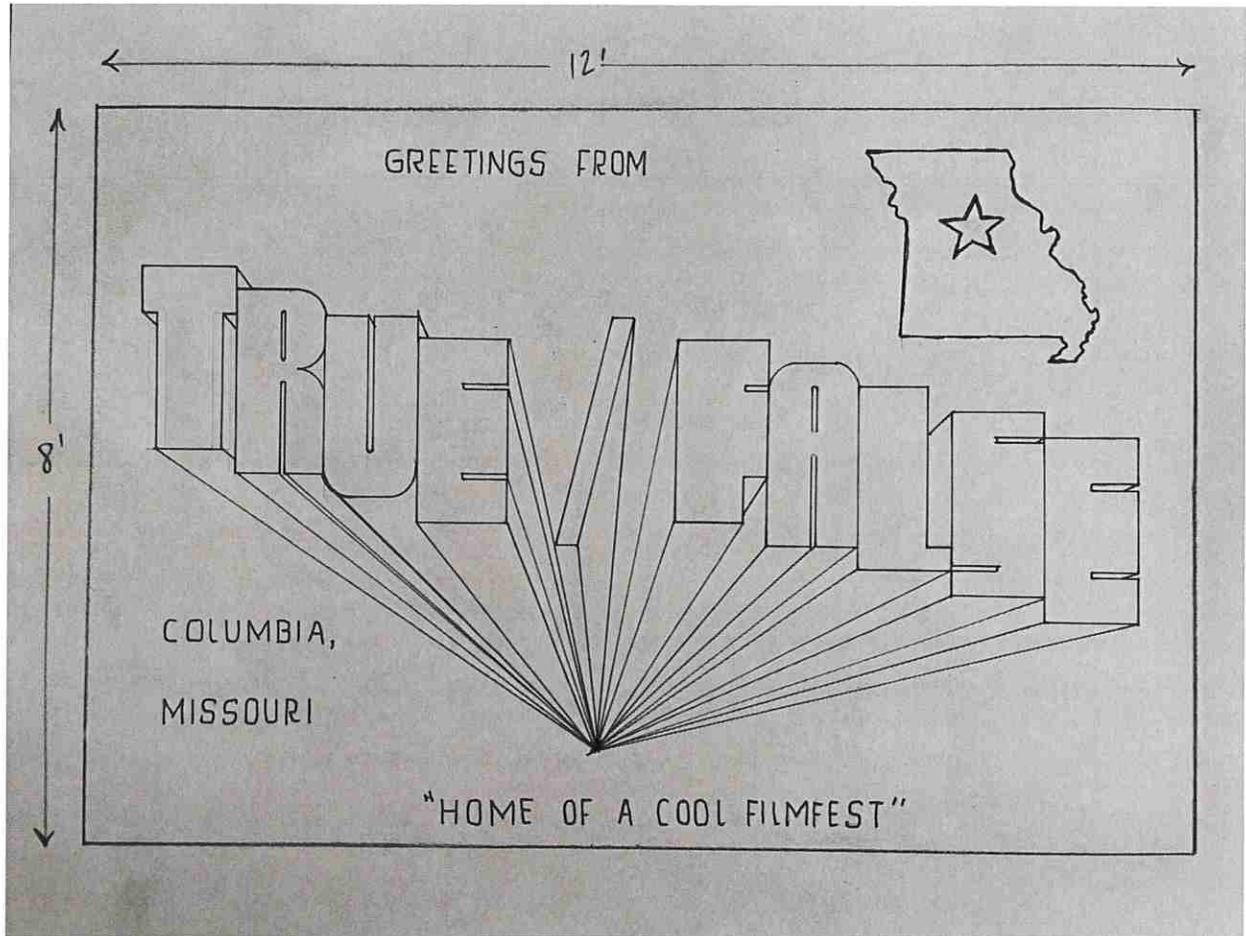
2. Gabriel Meyer: Greetings

Description: "Greetings" takes inspiration from vintage postcards. Three panels will be hung on the wall of Alley A, as a photo background for visitors to the Fest. Space in the photo collage will be a combination of images taken from the last 20 years as a pictorial tribute.

Location:

Alley A

Photo:



Construction: 8' x 12' (3 panels are 4' x 8') made from reusable, lightweight luan, covered in exterior paint, collage on top, weather proofed with a polyurethane anchored into the wall.

Installation timing:

Installation will take approximately 2-3 hours and is scheduled for Tuesday February 28th. Deinstallation will take approximately 2-3 hours and is scheduled for Monday, March 6th.

3. You Are Magic: Alicia Eggbert

Description: You Are Magic is an interactive inflatable sculpture designed to inspire wonder and evoke the power of collaboration. When two people hold hands and touch the handprint sensors, they complete an electrical circuit and the deflated sculpture immediately comes to life. The sculpture grows larger the longer participants hold hands, expanding into the words "You Are Magic." But as soon as they release

their hands the circuit is broken and the sculpture deflates, returning to a lifeless a pile of fabric on the ground.

Location:

Sculpture Grounds/Picturehouse Lawn

Photo:



Construction: The inflatable sculpture is 144" high x 288" wide x 48" deep overall. The interactive platform is 9 feet wide and 3 feet deep overall. This allows the handprint sensors to be far enough apart so that one person cannot touch both of them on their own. People have to work together to bridge that literal and metaphorical divide. As many as 21 people have joined hands and activated the sculpture by joining hands. But the slightest skin-to-skin contact, such as the touching of fingertips, can also bring it to life. 1 standard 20A electrical outlet with 2 plugs. If power is not available at the site, a generator can be used. Ten large sandbags are placed inside the piece.

Additional signage will be included. It will say the following:

By participating you are acting as a conduit for an extremely low (2 volts) electrical charge. The electrical charge is so low it will not be felt by most people. Patrons with implanted electrical devices such as pacemakers are advised not to participate. You are participating at your own risk.

Installation timing:

Installation is scheduled for Thursday March 2nd, 2023 and will take approximately 3-5 hours.

Deinstallation is scheduled for Monday, March 6th, 2023 and will take approximately 3 hours.

4) The Dragon- Willy Wilson

Description: Springing from the earth on the Picture House lawn, Willy Wilson's DRAGON rises from its annual slumber with new scales and a piercing glance, invoking Fests past.

Location:

Hit St Lawn next to the Globe, staked to the ground

Photos:



Installation will take 1 hour, and is scheduled for Thursday, March 2nd. Deinstallation will take approximately 1 hour and is scheduled for Monday, March 6th.

You Are Magic

Installation and Operation Instructions



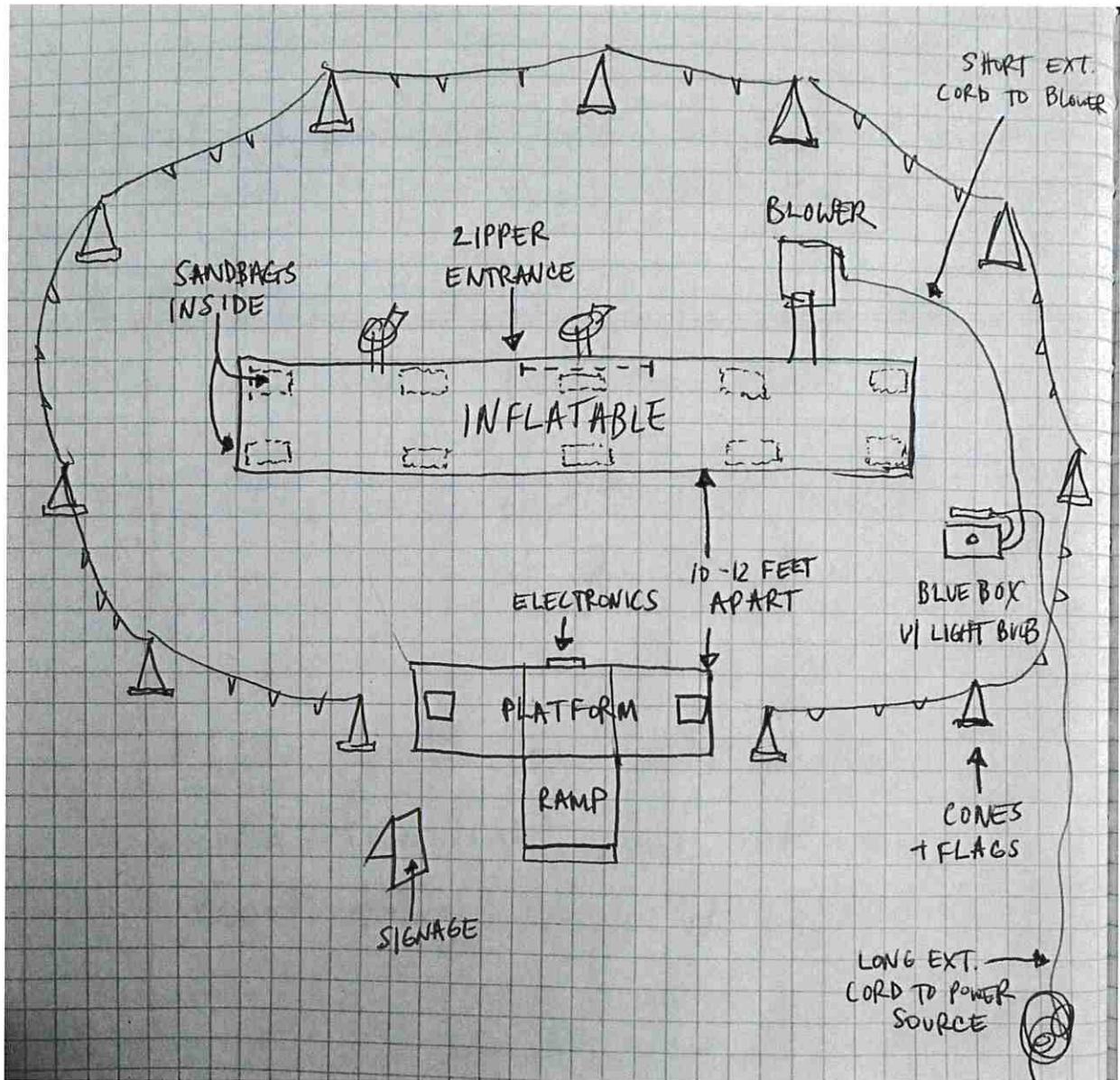
Questions or problems? Contact Alicia Eggert:
718.596.4899 or dearestalicia@gmail.com

Items included with artwork:

- interactivity platform (This is the biggest/heaviest element. It is 9 feet long and 3 feet wide, and I'd say it weighs about 150 lbs. It requires 2 very strong people or 3-4 regular people to lift.)
- the two handprint pedestals
- the blue ramp (the silver part at the bottom detaches)
- the inflatable (in a bag)
- the blower fan on a wood base
- blue cones and yellow flags to create a barrier around the area

Items that need to be provided by host:

- See document titled "Items to Purchase"



Installation Instructions

(please read through all the steps before beginning)

1. Take the inflatable out of the bag and unroll it on the ground where you'd like it to go. Make sure the letters will be facing the correct direction. The blue tubes that connect to the blower should be coming off the back side. Have people pull it on the blue corners to make sure it is all the way unfurled. Unroll the letters towards the front, away from the back where the blower will connect.
2. Connect the blower to one of the blue tubes on the back. Use either the tube all the way to the left or all the way to the right (not the middle tube). Which side you choose to connect to can be determined by where the power source is located. To connect the blower to the tube, put the tube around the end of the blower nozzle and use zip ties to secure it. The tubes that you do not use should be tied in a knot so that air doesn't escape out of them.



3. Use a long extension cord to plug the blower fan into the power source. Turn the blower on and inflate the inflatable partially. This is so the sand bags can be put inside. If you inflate it all the way it might blow away!

4. Open the zipper in the bottom middle of the back of the inflatable. While the inflatable is partially inflated, climb through that opening and place the sandbags inside. Refer to the plan drawing for where to place them.

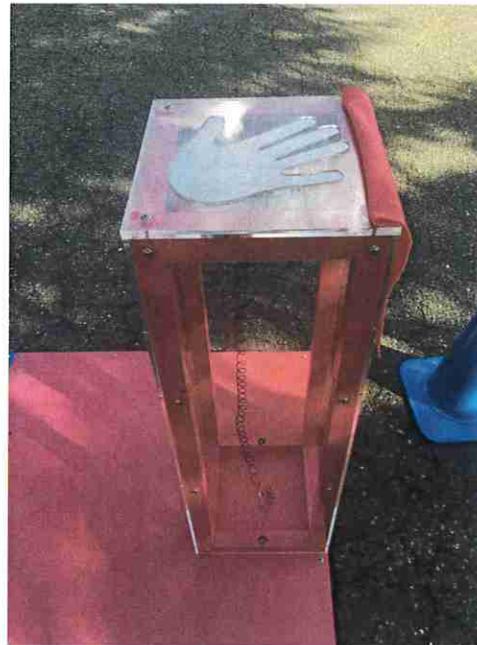
5. After the sandbags are placed inside the inflatable, close the zipper and allow it to inflate all the way. Make sure the blue base is pulled taught and doesn't look bunched or wrinkled. Now is also the time to correct its position/placement if you need to. To move/adjust it, slide it by grabbing and pulling it at the blue corners.

6. Once you are happy with the placement of the inflatable, position the interactive platform in front of it. Keep the inflatable inflated at first to make sure the platform is centered on it. Place the platform 10-15 feet away from the inflatable with the yellow square on the left and the pink square on the right. Turn the inflatable off and encourage the letters to fall forward towards the platform, and make sure the platform is far enough away that the inflatable's letters don't touch it when they fall.

7. Slide the silver transition onto the front edge of the blue ramp and then place the blue ramp in the front/center of the platform. But the ramp right up to the edge of the platform. The ramp may be slightly higher than the platform, so use wedges/spacers to level/lift the front edge of the platform up slightly so that their heights are equal. Also use wedges underneath of the ramp as necessary to level it and make it feel sturdy. Stand/jump in various areas of both the ramp and the platform and make sure they do not move at all. Use the wedges as necessary to ensure this.



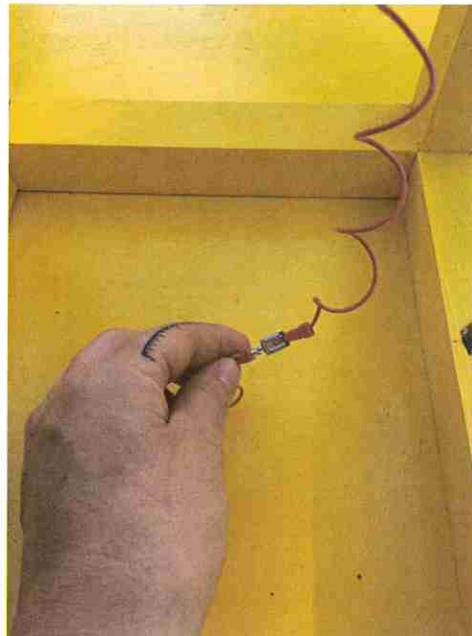
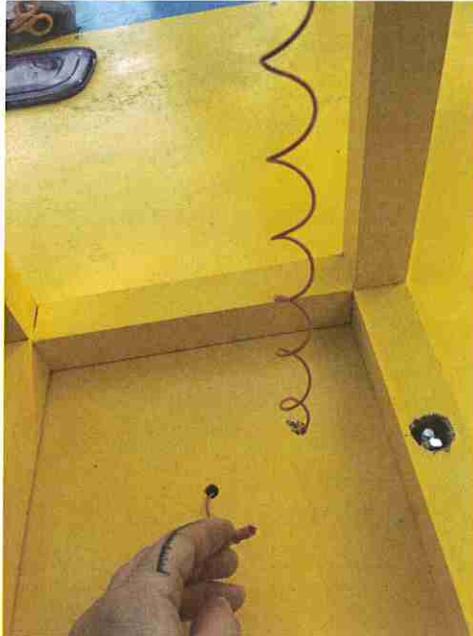
8. After the platform and ramp are positioned, it is time to place the handprint pedestals on top. The yellow one will go on the left and the pink one will go on the right. Turn the pedestals so that their handprints are positioned with the thumbs pointing toward the inflatable and the fingers pointing out, away from the center of the platform. Place the pedestals on the platform so that the bolts sticking out of the platform floor pass through the holes in the bases of the pedestals.



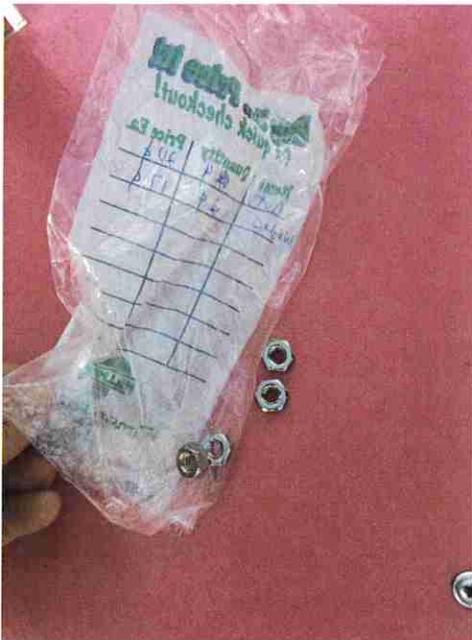
9. After the pedestals are in place on the platform, you will need to remove one side panel of the acrylic to get inside to put the nuts on the bolts and connect the wires. Remove the side that is on the short edge of the platform (the left panel on the yellow pedestal, and the right panel on the pink pedestal). Use a cordless drill to take out the screws. The acrylic sometimes sticks to the paint, so lift it up from the bottom edge to remove it and lean it on the side (be sure to keep track of the inside/outside so it can be put back in the same orientation).



10. Connect the wires coming down from the handprints on the pedestals to the wires coming up from underneath the platform. I have included WAGO connectors for easy connection (which are different from the connectors pictured below)



11. Use nuts and a socket driver to tighten nuts down onto the bolts that will hold the pedestals down to the platform.



12. After the wires are connected and the nuts are on the bolts, put the acrylic panels back on the sides of the pedestals. If there is paint stuck to the acrylic that came off the wood on the pedestals, make sure it goes back in the same spot that it came from. After pedestals are in place, wipe down the acrylic with cloths and a cleaner that is safe for acrylic (no ammonia!!).

13. Connect the electronics in the platform to power. The pictures below show batteries but the new usb plug can be connected to a battery back or plugged into an extension cord that leads to the main power source.



14. Locate the blue box that has a white light bulb base on top, and place it on the ground to the side of the inflatable as it is pictured in the image on the first page (it should go on the side of the inflatable that is closest to the blower fan). Take the light bulb out of the inside of the box and screw it into the white fixture on the lid of the box.



(note that these images on the left show a white power strip, but that is no longer needed)

15. Plug the black power cord that is coming out of the hole in the blue box into an extension cord that connects to the main power source. Then, attach another extension cord to the inflatable blower fan, run it along the ground over to the blue box, pass it through the hole in the side of the box, and plug into the black controller inside, in the spot that says “normally off.” (the cord coming from the light bulb on top of the box is plugged into the other spot that says “normally off”, and the usb plug for the electronics should be plugged into the “normally on” spot)

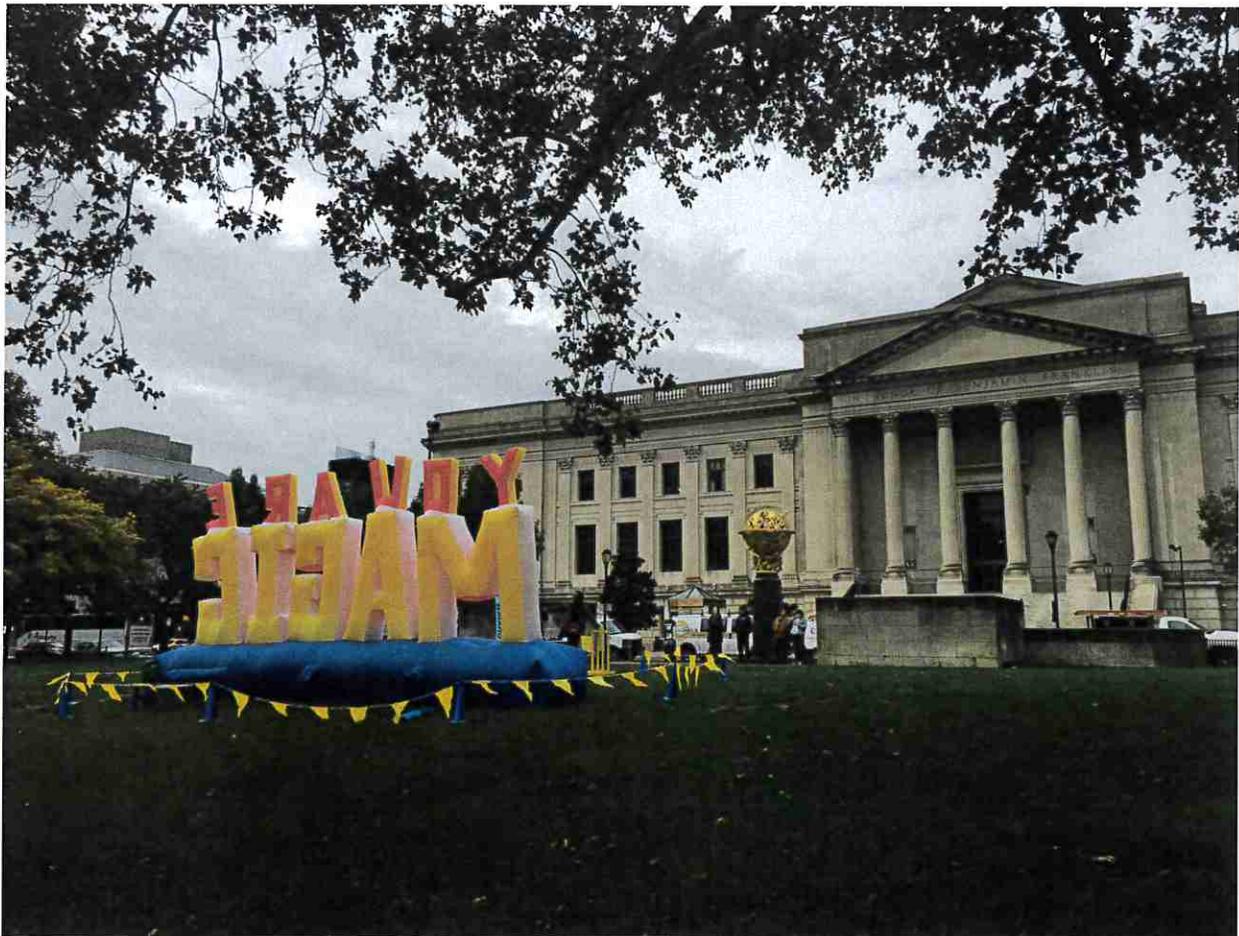
16. Now it is time to test the electronics! Have two people touch the handprint pedestals and hold hands to see if the light bulb on the blue box turns on. It should turn on quickly as soon as the connection is made. If it does not work, check the following things:

- Make sure the blue box is connected to power and “talking” to the electronics inside of the platform. Also make sure the wires inside the handprint pedestals are connected properly. Try removing the acrylic panel and looking at that connection.

Once the electronics are working and the light bulb turns on and off when it should, turn the inflatable blower fan switch to “on.” The inflatable will now begin inflating whenever the connection is made.

17. Once everything seems to be working properly, organize all the power cords in an aesthetically pleasing way. I like to snake the extension cords around on the ground in sweeping curves so their presence looks intentional, and coil any extra extension cord lengths up on the ground in neat loops.

18. Position two blue cones directly to the left and right of the platform, and the rest of the cones in a circle around the entire area as shown in the plan drawing on page 2. Unroll the yellow flags and attach them to the wood survey sticks and place them inside the hole in the top of the cone. Space the cones about 10 feet apart so that the flags hang nicely between them. If the white line becomes detached from any of the blue sticks, use a staple gun or tape to reattach it. (see the image on page 1 for how the flags and cones should look from the front side, and see the image below for how the flags and cones look on the back side)



19. Place the signage in front and to the side of the ramp so that everyone will see it when they walk up to the platform. It's really important that people see that they should not participate if they use an implanted electronic device like a pacemaker!

Other tips and tricks to help things go smoothly:

- Sometimes the inflatable's letters fall backwards when it deflates, and they can get sucked into the air intake on the side of the blower. To avoid this, position the blower fan at a slight angle. It's ok if the blue tube is angled and not perpendicular to the blue bottom of the inflatable.
- You will notice that a few letters on the inflatable are tethered together with pink string. Sometimes those strings can come loose and detach and the letters don't stand up properly. Keep your eye on that and re-tie the strings if they come undone.
- Try to keep the inflatable activated as much as possible. People want to participate when they see it in action. Also, it takes much longer to inflate if it is allowed to sit and deflate for a long time. Try to keep activating it frequently so that the bottom blue portion of the inflatable always has some air in it.
- Encourage people to look at the light bulb as a signifier of the electrical connection. Sometimes people can't hear the inflatable turn on and are unsure whether or not it is working, since the movement of air filling the letters is subtle at first.
- More than two people can participate at a time, so feel free to encourage three or even more to go up at a time. We've had up to 21 people make a chain and the electricity still flows through them to complete the circuit!
- Make sure no one jumps on the inflatable. It is not a bounce house!

De-Installation Instructions

1. Roll up the yellow flags and stack the blue cones.
2. Unplug extension cords from inside the blue box with the light bulb on top. Unscrew the lightbulb and put it inside the box. (see image of this in installation instructions)
3. Plug the blower directly into the power source using the long extension cord, and inflate it partially. Unzip the zipper in the back center bottom of the inflatable, crawl inside, and remove the sandbags. Then turn the blower off and allow the inflatable to deflate completely as you do the other steps below. After it is deflated, roll up the inflatable's letters on top of the blue base, then roll the whole inflatable up starting from each end moving towards the zipper in the center, allowing any trapped air to escape there. After it is rolled up, put the inflatable back inside its storage bag.
4. Unplug the power to the electronics inside the interactive platform.
5. Use a cordless drill to remove the acrylic side panels from the handprint sensor pedestals. Unplug the wires, and remove the nuts from the bolts. Place the nuts and the socket driver into a reusable container so they don't get misplaced. Put the clear acrylic panels back on the pedestals, then take the pedestals off of the platform and put them to the side. Cover them back up with t moving blankets for transport so the acrylic doesn't get scratched.

6. Remove the blue ramp from in front of the platform and slide the aluminum transitions off for safe transport.
7. Wipe down the top of the platform to remove any footprints. When you pack it into the truck, make sure not to rest it on the front edge that has the access panel to the electronics.
8. Roll up extension cords and pack everything up. Refer to the list of items on page one to make sure everything gets returned. Thanks!



City of Columbia, Missouri

Tent/Canopy Application (less than 180 days)

Approved

Disapproved

Date Submitted

1/17/2023

Tent Location		Tent Contractor/Owner	
Business	True/False - in front of Missouri State	Company	All Party and Event Rental
Street Address	203 South 9th Street	Street Address	211 Pender Way
City, State, Zip	Columbia, MO 65211	City, State, Zip	Columbia, MO 65203
Contact Person	Grace Pirotele	Phone Number	573-474-7801
Phone Number	928-606-1106		

Tent Size: Width 20 X Length 60 = Area 120 Sq. Feet

Tents less than 401 square feet do not require a permit

Dates Tent Will Be Erected: Start 3/2/2023 End 3/6/2023

Tables/Chairs in tent? Yes _____ No X

Tent and Canopy Guidelines

Required Exits- Occupancy from 10-199 2 exits (72 " each), 200-499 3 exits (72" each), 500-999 4 exits (96 " each), 1000+ 5 exits (120" each)

Exits- Exit openings shall remain open, unless covered by a flame-resistant curtain. Curtain shall be of contrasting color and free sliding on a metal support. Exits shall be at least six feet wide. Ropes and guy wires shall not obstruct exits and exit discharges.

Exit Lighting- Means of egress shall be illuminated with light having an intensity of not less than 1 foot candle at floor level. Means of egress lighting shall be powered from a separate source. Egress lighting is not required for open sided tents operating during daylight hours.

Exit Signs- Illuminated exit signs shall be posted above all exits. Exit signs are not required in open sided tents or tents operating in daylight hours only.

No Smoking Signs- No smoking signs shall be posted throughout the tent or canopy.

Warming- All warming equipment shall be 10 feet from tent sides/top, combustibles and exits. Heaters shall be vented per manufacturer's recommendations.

Open Flame- Any open flame is not permitted inside or within 20 feet of the tent structure.

Fire Extinguishers- Travel distance to a 2A10BC fire extinguisher shall not exceed 75 ft

Anchoring- The tent or canopy shall be anchored per manufacturer's requirements.

Access- The tent or canopy shall not block fire department access, connections, or hydrants.

Flame Treatment- A certificate of flame treatment meeting NFPA 701, Test Method 1 or 2, is required and shall be attached to the permit.

Inspection- Columbia Fire Marshal's Office must inspect before occupying. Tent representative must call to schedule with at least 24 hour notice.

Cooking Operations In Tents

Flame Propagation- Tents and awnings over cooking operations shall be certified as flame retardant. This includes a permanently affixed label to the membrane structure.

Cooking With Sidewalls- Tents with sidewalls or drops where cooking is performed shall be separated from other tents by not less than 20 feet.

Site/Floor Plan

Understand the tent permit can be revoked at any time for non-compliance

See map in additional attachments in the True/False 2023 Special Use Permit application.

Use note: The tent will be 20 x 60'.
It will have 20 tables by itself.

Building and Site Reviewer

Date Issued

Fire Inspector

Date Inspected

*Permit shall be kept on site for duration of use

The following shall be included on the above diagram:

- Exits
- Lit exit signs
- Egress lighting
- Fire extinguishers
- Cooking/heating equipment
- Distance from buildings
- Number, location and dimensions of tables
- Number and location of chairs

I understand the tent permit can be revoked at any time for non-compliance.

Signature _____

Date _____

1/17/2023

Fire Department Reviewer _____

Date Reviewed _____

Reviewer Comments:

Building and Site Reviewer _____

Date Issued _____

Fire Inspector _____

Date Inspected _____

****Permit shall be kept on site for duration of use**

The following shall be included on the above diagram:
- Entry
- Exit signs
- Egress lighting
- Fire extinguishers
- Locking/heating equipment
- Distance from buildings
- Number, location and dimensions of tables
- Number and location of chairs

TF SAFETY PLAN

The following section includes information that we give to all staff and volunteers during trainings; we spend additional time with venue staff going over emergency procedures generally and in their respective venues.

VENUE BASICS

Though each venue will have a know-it-all Venue Captain (VC) and Assistant Venue Captain (AVC), there will also be Venue Manual available, which will include all venue specifics and safety procedures. In general, though, there's a basic pattern and set of expectations for all venues.

Emergency Plan

Each Venue will have its own specific protocols and procedures for dealing with emergency situations, should they arise. Emergency management information can be found in each venue bible, and each VC and AVC will be briefed on this information as well. Emergency information will include a floor map of each venue outlining shelter location, egress (exit) routes, exit locations, and plans for communicating with large groups of Festgoers. It is essential that every volunteer familiarize themselves with the emergency basics of each venue. In case of an emergency, here are some guidelines:

a) Remain Calm/Do Not Panic: Though this is cliché, it is absolutely true. In an emergency, think through it, don't panic, contact the appropriate people, and do your best to keep people in the area calm. Inform them that the situation is under control and we are doing everything possible as swiftly as we can to resolve the situation.

b) Know who to contact: In the case of most true emergencies, you will first contact 911. These people are professionals who are there to help. Next, alert the proper people at the venue and Fest.

c) Communicate: If there is a general emergency, you may have to address a large crowd. Do so confidently and calmly. Inform them of the situation and that you need them to listen to you and cooperate. This is most helpful in the event of a venue evacuation, such as in case of fire, weather emergency, power outage, or bomb threat.

Safety Plan

All TF venues need to be kept safe for Festgoers and volunteers. As noted previously, each venue will have a safety plan as outlined in the venue manual. However, here are some basics to be aware of:

a) Take responsibility. As a volunteer for the Fest, you are a go-to person and are responsible for your area/venue. So, if you see something out of place or something that needs to be taken care of, act on it! This can be as simple as changing an overflowing trash can to taping down loose cables on the floor to reporting suspicious behavior to a VC or AVC. Pick up trash, keep people from standing on chairs, and report any trouble situations or violence.

b) Be vigilant. During the natural ebb and flow of activity during a shift, it can be tempting to mentally check out for a time. Keep your awareness up throughout your shift as it is easy to

miss something significant in either the chaos or the calm.

c) Familiarize yourself with the venue!

The first thing any volunteer should do upon arrival to a venue is take a look at where the emergency exits are, where the fire extinguishers are, where to find a flashlight, where to find the bathrooms, where light switches are, and who the staff are at each location. You will also want to know where the disability access seating and entrances are. This often takes a few minutes, but will help prepare you to act responsibly.

d) Prepare for emergency, remain calm. Though everything will probably run very smoothly, take a moment to think through how you would actually respond in an emergency situation. In the event of an emergency, you may be the person who has to address the room and calmly and confidently tell them about an emergency, or you may be the person to find the flashlights and assist someone out of the theater.

e) Ask for help! You will be surrounded by knowledgeable staff and volunteers who can assist you. Keep lines of communication open; don't be afraid to solve a problem, and don't be afraid to ask for help.

f) If you can't handle it, call 911. If there is a situation you are uncomfortable with, call 911. We have spoken with these folks, and that's what they are there for. Whether it be the police, an ambulance, or the fire department, they are all professional problem solvers and are there to help. When in doubt, call 911, and then immediately inform your VC or AVC of the problem.

EMERGENCY PROCEDURES

Complaints & Violence

Complaints: Handle all complaints in a professional and diplomatic manner. Remember, complaints are not personal, and they are often helpful. If you are unable to immediately and reasonably resolve a complaint, direct the complaint to the VC, an AVC, or Core Staff, and they will resolve the matter. Patrons may also e-mail info@truefalse.org.

Violence: If you see an act of violence, do not become involved. Do not attempt to break up a fight or confrontation. Immediately contact the VC, an AVC, Core Staff, or 911 if necessary. If you feel that you or anyone is immediately threatened, do not hesitate to call 911.

Lost & Found

Lost items will be logged and kept at the venue at which they were found until the Sunday night of the festival. At that point, all items will be held at the True/False office. Do not escort a patron to look at the lost and found. Have them describe the item they are missing and look for it yourself. Remember to sign items in and out in the Lost and Found logbook.

Lost Child

If a child is lost, stay with them and contact the VC, an AVC, or Core Staff. Keep them calm, and stay in one spot. Each venue and the Fest office should be contacted to report the lost child.

Medical emergencies

In the case of a medical emergency (such as loss of consciousness, excessive bleeding, etc.), the volunteer will call 911 first then alert a staff member. If it's clearly a minor event then staff can be notified first but if there is any doubt it is best to err on the side of caution and call 911 before making other notifications. When calling 911, staff will know their location. Staff will not do anything they are not trained to do. Staff will secure the scene and ask patrons to move away from the scene, especially if emergency personnel are en route. Staff will not move the injured person. If the injured person is conscious, staff will ask them questions to gather more information about signs and symptoms, allergies, medications, pertinent medical history, last food or drink and events leading up to the incident. If the injured person is unconscious, staff will shout to get the person's attention, using the person's name if it is known. If there is no response, staff will tap the person's shoulder and shout again, while checking for normal breathing. Again, staff will not do anything they are not trained to do. If another patron identifies themselves as a medical professional with the necessary skills to assist in assessing the situation, staff may allow them to help. Staff will continue to assess the scene and wait for medical professionals to arrive.

Severe Weather

Consult the VC for details. In general, make sure all Festgoers are in an official shelter area. If they are not, calmly and orderly direct them to the nearest shelter. Do not direct Festgoers outdoors. Keep away from doors and windows. Locate flashlights and be prepared to assist people in the event of a power outage.

Smoke or Fire

Consult the VC for specific details. In general, calmly and quickly notify the VC, an AVC, or Core Staff if you see smoke or fire. If you are in any doubt whatsoever or if danger is immediate, call 911 first. Be prepared to calmly and confidently address Festgoers and calmly and quickly evacuate them from the area. Evacuate those nearest the danger first, row by row, as efficiently as possible. Tell Festgoers your plan for evacuation so that they cooperate and remain calm. Assist those who need any help.

Electrical Outage

Immediately locate flashlights and be prepared to assist Festgoers. Alert the VC, an AVC, or Core Staff. Remain calm and immediately and calmly inform Festgoers to remain in their seats and that we're working on the problem and will update them as soon as possible.

Evacuation

Consult the VC for specific details. In general, be aware of all emergency exits and building exits. If possible, station a volunteer with a flashlight at each aisle and exit, and have a lead person guide the exit process by telling groups of people to exit. Maintain communication with Festgoers and help direct the lines of people safely and smoothly from the building. Unless an exit is blocked because of a hazard, direct Festgoers to the nearest exits. Assist those who need assistance.

Active Shooter: We follow the Citizen's Response to Active Threat protocol. We advocate the following three recommendations: The Best Option: Escape/Evacuate (using any available exit); The Next Best Option: Hide (if possible, block entry to your hiding place, lock the doors, and power off your cell phone; The Last Resort: Fight (extreme last resort).

Bomb Threat

Person taking call: remain calm and try to get as much information as possible. Check to see if the caller is using a noticeable number via caller ID. *After the Person hangs up:* report the threat to the nearest person in charge. DO NOT use a radio or any cellular or cordless phone. *Person in charge:* inform the Police of all pertinent information. Notify Channel 1, and do not alarm Festgoers. *AVCs and/or the VC* should do a cursory search around the building for suspicious items. Do not use cordless phones, radios, or cell phones in the area, as they may trigger detonation. *General:* report any unusual items. If you come into contact with unusual items or the device itself, do not touch it or use wireless devices near it. Wait for the police to arrive, and they will assist in evacuation. Not all bomb threats are legitimate, but should be treated as such. Panic will generally cause more harm than the threat, so remain calm.

Protest Policy

T/F does not advocate for or against the subject matter of our films. This does not prevent outside persons or groups from protesting a Film or Event. There are several different types of protests and protesters that require different types of actions or non-action. The first major differentiation is between people or groups protesting outside of the physical footprint of a Venue versus those attempting to do so within that footprint. The venue footprint is the interior of any building and any outside queue of patrons waiting to get inside. If a person or group is protesting outside of that footprint, immediately notify your VC or an AVC, who will notify the Police. We do not have any authority to interact with a person or group outside of our footprint and the Police are ready to handle these situations. T/F does not allow any type of protest or disruptive speech inside the physical footprint of any of its venues. This includes signage, vocalizations, or any disruptive behavior. If there is any protest-related disruption of any film or event, immediately notify your VC or an AVC. They may decide to call 911 depending on the nature of the disruption. Stay safe; we do not expect or condone volunteers putting themselves into harm's way. Under certain circumstances, the Fest may have additional security in place inside a venue. In these cases, you will be made aware of their presence to assist with any disruptive behavior.

Crowd Protection From Vehicle Threat

To protect crowd in street closure from vehicle threat, the use of parked cars (in addition to 8-foot steel barricades) perpendicular to the flow of traffic will be implemented at all street access points (9th and Elm, 9th and Locust, and the west alley off 9th). The staff posted at each access point will have keys, on their person, to the vehicles being used as the blockade. They will be able to quickly move these vehicles in the event that emergency vehicles need to access the street closure area.

TF ALCOHOL MANAGEMENT PLAN

Contacts

On-site contacts for events during which alcohol is served:

Events Producer: Samantha Boisclair 573.268.2058

Booze Admiral: Adam Boisclair 573.239.2293

Details

Drink pours are regulated to 12oz beer (16oz cup), 4oz wine (9oz cup), and alcohol will be supplied pending sponsorship by Broadway Brewery, Schlafley, Public House, and Waves. This will be updated and shared as confirmation occurs.

Entrance/Exit Staffing & Signage

A diagram of where alcohol will be available is in document TF_maps2023.pdf. Entrance/exits of alcohol service areas are monitored by staffed stanchions with two staff at each entrance/exit to ensure alcohol does not leave the event. Signage will be posted at all exits stating no open containers of alcohol are permitted beyond that point.

Bartender Training

We use smartmo.education. This is required of all bartenders in the City of Columbia and we believe it is sufficient for our needs. We require our volunteers who are event coordinators to take the class and provide us with their certificates. Our Event/Bar Staff policy can be found at the end of this document; we require every bartender to read and sign the policy document.

ID Checking

ID checkers are SMART certified and also attend an in-person ID training with Columbia Police Department prior to the Fest. IDs are checked at multiple venues throughout the Fest and individuals 21 and over are provided a wristband (barrel sliding lock fabric wristband or paper wristband based on quantity available) designating them of age. ID checkers verify age based on state issued identification cards or passports. Locations to obtain a 21+ wristband include:

- True/False Box Office at Sager Reeves Gallery: Wednesday, March 1 through Sunday, March 5
- All events during which alcohol is served
 - Missouri Theatre
 - Jubilee, Thursday, March 2
 - Reality Bites, Friday, March 3
 - Closing Night Reception, Sunday, March 5
 - Buskers Last Stand (indoors only, not permitted outside of Missouri Theater), Sunday, March 5
 - 9th street closure: Jubilee, Thursday, March 2
 - Orr Street Studio: Filmmaker Fete, Saturday, March 4
 - Party space (1034 East Walnut): Saturday, March 4 and Sunday, March 5
- Volunteer Headquarters (The Picturehouse)
- Musicians Lounge (214 S Eight st - tentative)

Insurance and Exemption

Certificate of Insurance Coverage, indicating coverage as outlined in Exhibit E of 2023 Operations Agreement, with the City listed as additional insured. Alcohol will be supplied by Broadway Brewery, Schlafly, Public House, and Waves. A 501(c)(3) exemption letter can be found at TF_MO_Tax-exempt.pdf.

TF Events & Drinks 2023

****Menu modeled after 2020 events and updated with as much information as possible for 2023.
Updated menu will be provided at least 7 days prior to the event.****

Beer & Seltzer

Broadway Brewery

Exact varietals TBD, alcohol content not more than 7.5%

Schlafly

Exact varietals TBD, alcohol content not more than 7.5%

Public House

Exact varietals TBD, alcohol content not more than 7.5%

Wine TBD

One variation each of Red and White, not to exceed 12.5 ABV. Wine will be served in 9 oz plastic cups but will only be poured to 5 oz.

Waves Cider. Specific variation to be determined

Serving Sizes:

Drafts: 16oz plastic cups but only pouring 12oz of beer. If any beers are 7.5%ABV or higher we pour them 10oz (in a 12oz plastic cup)

Cans: 12oz cans, 12 oz bottles (which is poured into plastic cups)

Events

Jubilee; event time 5:15 - 6:30pm (Thur, 3/2, 9th street closure)

Drinks served: beer & wine

Reality Bites: event time 5:15 - 6:45 pm (Fri, 3/3, 9th street closure)

Drinks served: beer and wine

@ction: event time 10:00pm-1:00am (Fri,3/3, The Gold Bar)

Drinks served beer and wine

Filmmaker Fete: event-time 4:00-6:00 pm (Sat, Orr Street Studios)---

Drinks served, beer, wine and cider

Scheduled Maintenance: Private party, location TBD

Closing Night: event time 6:00-7:00pm (Sun, Missouri Theater and street closure)

Drinks served: beer, wine, and cider

Buskers Last Stand: event time 9:00-10:30 pm (Sun, 9th street closure)

Drinks served: beer only

Sunday Night Volunteer Party: location TBD, 9:00 pm - 1:00 am

Event/Bar Staff Policy (Please read carefully and sign and date below)

All volunteers must be 21 or older to work events and parties serving alcohol at the True/False Film Fest.

As a Event/Booze Team staff member, I agree to the following:

- To review the volunteer handbook (The Little Red Book)
- To possess a current or acquire a new SMART Training certification card and to provide a copy to the Events Director (Johanna Cox) or Booze Admiral (Mark Alexiou)
- To attend any required training session(s).
- To arrive on time to my scheduled shifts.
- To satisfactorily complete my scheduled shifts.
- To NOT show up for my shift under the influence of alcohol or drugs
- To NOT bring any friends to bartend, work, or attend events/parties without permission from the Booze Admiral
- To be a good ambassador for the festival and to assist festival patrons and treat them with respect and courtesy at all times
- To be vigilant about checking IDs, and to never, under any circumstances, serve anyone under the age of 21.
- To never serve alcohol to anyone who appears to be intoxicated or impaired.

Reminder: YOU can be held personally and legally responsibly, in addition to the Fest, for serving anyone under 21 or anyone who is already intoxicated.

I understand if I fail to meet any of the above requirements it may result in the termination of my employment and the forfeiture of any festival perks to which I may be eligible.

As a bar staffer with assigned shifts, I agree to notify the Booze Admiral (or volunteer coordinator) no later than two Mondays prior to the festival weekend if I am unable to participate or attend scheduled events.

I understand that neither True/False Film Festival nor any of its officers, employees, or volunteers shall be held liable for any claims seeking damages for personal injury or property damage that may arise out of my participation as a volunteer for the festival. I also agree to indemnify the True/False Film Fest, its officers, employees, volunteers, and the City of Columbia harmless on account of any such claims.

_____ (Signature)

_____ (Name)

_____ Date

TF ADA PLAN

All Fest venues are accessible by ADA standards. The Fest footprint has been navigated with both ambulatory individuals and wheelchair users without difficulty. An accessibility map (see below) is available both on the website and in the Fest program with labeled accessible entrances for all venues. All festival film venues and venues that host special events that are open to the general public have wheelchair accessible entries, exits, restrooms, and access to our public drinking water stations.

Our venue staff provide needed assistance to patrons, and our venue management (Venue Captains and Assistant Venue Captains) have been specifically trained to provide exceptional assistance for persons with disabilities. If anyone requires assistance at any venue, they may check in with venue staff when they arrive at the venue, or contact Operations Manager, Carly Love at least 24 hours prior to the event to request reasonable accommodations. Persons with disabilities may arrive at the venue and/or enter the venue early if needed, either to be seated or to wait in a seat in the lobby (if you are using the Q).

Pending approval, the City of Columbia will waive the hourly limit for accessible metered parking during the festival to accommodate those who want to grab a bite and catch a show (note that ADA hangtags will continue to be enforced, and normal parking meter fees will apply).

We offer sign language interpretation to a few festival film Q&As, and those screenings are designated as such in the schedule, both in our program book and online. The two screens at Ragtag Cinema as well as Jesse Auditorium and Missouri Theatre provide a limited number of assistive hearing devices. To access listening devices at those venues, patrons can check in with venue staff when they arrive at the venue. The other venues used for our festival are not actual theaters, so their facilities are not equipped with the systems necessary to provide listening devices or other similar devices, which is consistent with current ADA policies. Audio description will be available at Ragtag Cinema through individual devices and will potentially be available at Jesse Hall and Missouri Theater this year. This is communicated to Fest patrons through a variety of channels including the website, word of mouth, and social media.

In areas with power/technology, all cords, wires, hoses, etc., that are located within a path of travel will be ramped or placed within an ADA approved cord cover. If any elevation changes of more than ¼" vertical or ½" beveled are discovered, temporary ramps will be installed. An alternate path of travel will be implemented when the normal path of travel is obstructed. Specifically on Thursday, March 5, a sign will be placed at the end of street closure to alert public of sidewalk closed and signage designating alternative route to navigate around closed event, likely parallel to intended path of travel.

