



## 2020 Stettler Trade Show: Day Security

Friday April 17<sup>th</sup>: 3:30pm-9:30pm

Saturday April 18<sup>th</sup>: 9:30am-6:30pm

Sunday April 19<sup>th</sup>: 10:30am-4:30pm

The accepted bid will provide the following:

- 4 staff at all times for each shift which are familiar with all areas of the Stettler Recreation Centre including entrance and exit points, porous entry locations, washroom facilities, concessions, meeting rooms, and other facility locations- a full schedule with a contact name and phone number is to be provided one week prior to show
- Maintain regular clear communication with the Stettler Regional Board of Trade staff as well as other security members and Stettler Recreation Centre staff if deemed necessary
- Crowd control through show areas including watching for guests unnecessarily loitering in the lobby or around booths, maintaining clear pathways as per fire regulations, and ensuring no roughhousing or running is occurring
- Monitor elevator and take necessary steps to stop misuse by patrons
- Check exterior doors regularly to ensure they are locked and no entrance is being gained by unauthorized or non-paying personnel
- Accompany exhibitors in and out of locked entrances and exits as requested
- Ensure smoking occurs only in designated smoking areas. As per the Town of Stettler Bylaw 2110-18, Cannabis is strictly prohibited
- Check behind drapes in walkways, near emergency exits and other concealed areas to ensure no unauthorized access
- Patrol show areas to ensure no hazards are present; notify Stettler Regional Board of Trade Staff if hazards are found
- Bring lost children to the Stettler Regional Board of Trade table in the front entrance
- Act as goodwill ambassadors to the public should they need help
- Monitor secured door access at end of show each day to confirm vendors leave in an orderly fashion and no unauthorized access is gained
- If issues arise immediately notify the Stettler Regional Board of Trade staff who may request your assistance to remedy

\*\*\*Vests and security identification is required to be worn at all times and will be provided along with communication devices.\*\*\*