



Stettler Trade Show: Night Security

Friday 9:00pm – Saturday 10:00am

Saturday 6:00pm – Sunday 11:00am

The accepted bid will provide the following:

- 2 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 contact names and cell phone numbers is to be provided one week prior to show
- Check exterior doors to ensure they are locked and no entrance is being gained by unauthorized personnel
- Monitor secured door access at end of show each day to confirm vendors leave in an orderly fashion and no unauthorized access is gained - ask those who are not exhibitors to vacate the premises
- 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
- Ask exhibitors to leave within a half hour after event is over – exhibitors are able to re-enter the building one hour prior to show starts each morning
- Permit access to Board of Trade staff member at the front door 1.5 hours prior to the opening of the show each morning
- If issues arise immediately notify the Stettler Regional Board of Trade staff who may request your assistance to remedy