

To ensure the highest level of safety and enjoyment for participants and Circus Moves staff in the Pop-Up Circus Zone (the Zone) the following details should be confirmed before booking your event:

TIMING:

- The Zone requires up to one hour of setup/breakdown time on either side of the activity period.

PLACEMENT:

- The Zone must be placed on the outer edge/corner of the event space allowing access to the Zone from the front and sides only. **NEVER place in the center of a field, gymnasium, or conference hall.**
- Ideal placement is against a wall, fence, or zero-traffic area.
- Allow 15' minimum on either side if placed between other activities/vendors.
- The Zone loves music, but should not be placed directly next to any stage or loud area. Coaches need to be able to reach all areas of the Zone with our voices at all times.
- Avoid placement near areas that form lines: restrooms/portables, food trucks, bounce houses, etc.
- The Zone is an intergenerational space. If given the chance, adults often enjoy the activities as much as children so we encourage placement outside of the "Kids Zone."

OUTDOOR CONSIDERATIONS:

Ground Surface:

- The Zone should be on a dry, grassy area. Padded rubber playground surfaces ok.
- Unless agreed to in advance during contracting, the Zone can not take place on concrete or asphalt.
- If the area is wet or excessively dusty/dirty activities will be modified to protect participants and equipment.

Weather:

- The Zone can be a rain or shine event, however activities will be modified to protect participants and equipment.

INDOOR CONSIDERATIONS:

Room Size/Space:

- The Zone can be modified and adapted to function in any sized space.
- The room should be clear of tables and chairs (outside of those required for the Zone), hanging objects, decorative items (ie table lamps), and/or other loose objects that could be knocked down.

Floor Surface:

- The Zone can be on any indoor floor surface.
- Floors should be free from dirt, sand, debris
- Circus equipment will not damage floor surfaces, if there are concerns please bring them up in advance.

HOSPITALITY, TECH, MUSIC:

Restrooms

- Circus Zone staff should have easy and relatively quick access to restroom facilities.

Whenever possible, client will provide one or more of the following:

- pop-up tent or other sun/rain protection
- 6'-8' table
- 1-2 chairs.

Tech:

- The Zone can provide amplified music on request.
- The Zone does not require power.
- Internet access is appreciated but not required.

We understand that unexpected changes and challenges may arise and are ever ready, willing, and flexible to accommodate and adapt in the moment. It's going to be a great day!

PLEASE DIRECT QUESTIONS & CONCERNS TO CYNTHIA@CIRCUSMOVES.COM