



December 16, 2024 (Revised December 17, 2024)

Mr. Tim Shea, Executive Director  
Champlain Valley Exposition, Inc.  
PO Box 209  
Essex Junction, VT 05453-0209

RE: 2025 Annual Permit

Dear Tim:

Pursuant to Section 612: Planned Exposition of the Land Development Code, the City of Essex Junction approves the annual permit for the 2025 CVE Fair and the events on the attached list updated November 21, 2024; excluding concerts which require a separate permit, or waiver, in accordance with the Noise Indemnification Agreement between the Champlain Valley Exposition, Inc., and the City of Essex Junction for Champlain Valley Exposition Events, executed on November 9, 2023.

Review of the application by the City includes only those land use and performance standards as identified in the Land Development Code and Municipal Code. If any activity or event were to violate any applicable state or federal law, or require state or federal permits, it is the sole responsibility of the CVE to comply. This permit shall not be used as representation of the City approval of any specific activity or use beyond the application of standards identified in the Land Development Code and Municipal Code. The following conditions apply to all events to be held at the CVE during 2025.

#### **TRAFFIC**

The CVE shall consult the Essex Police at least thirty days prior to all major events to assess security needs and measures to mitigate any anticipated impacts on public safety. Exceptions to the 30-day notice on major events shall require the CVE to coordinate with the Police Department. Major events with a minimum of 1,000 participants shall require a minimum of two weeks notice to the Essex Police to access traffic control. Small events, which may require police services, shall be reviewed with the Police Department as soon as possible upon scheduling of the event. CVE traffic shall not block Pearl Street or Lincoln Street at any time.

To promote public safety, minimize traffic congestion on the public streets, and to allow traffic to safely enter and exit the CVE property, the following will be required:

- 1) If vehicles entering CVE back up into the public right-of-way causing a traffic flow problem, and upon request of the Essex Police, CVE shall stop collecting all fees from people prior to their vehicles being parked.

- 2) If traffic from CVE events impact traffic flows on City streets and creates a public safety condition, the Essex Police shall have the authority to close CVE entrances and redirect traffic as appropriate.
- 3) During licensed events, the center gate (the entrance across from McDonald's) will not be used by motor vehicles (excluding emergency vehicles).
- 4) Major concerts shall not be scheduled on Friday evenings until after 7:30 P.M. Major concerts are those that have 3,000 or more people in attendance.

The CVE shall implement the traffic plan approved by the City Planning Commission on June 2, 1988. This plan stipulates that the gates be closed when traffic from the fairgrounds backs up onto Pearl Street (Route 15) or Lincoln Street (2A), unless directed otherwise by the Essex Police.

## **NOISE**

The CVE shall comply with noise standards of the Land Development Code. Any requested waivers to noise standards must be made in accordance with the Noise Indemnification Agreement between the Champlain Valley Exposition, Inc., and the City of Essex Junction for Champlain Valley Exposition events, executed on November 9, 2023.

## **CONCERTS AND FESTIVALS**

All proposed concert events at CVE shall be subject to the requirements of the Noise Indemnification Agreement between the Champlain Valley Exposition and the City of Essex Junction for Champlain Valley Exposition events.

In addition, concerts shall not be oversold (i.e., the number of tickets sold will not exceed the number of seats available). The CVE shall provide crowd estimates for major events (those that exceed three thousand people) which propose to utilize ground or lawn seating. This provision does not apply to those free events which are scheduled as a part of the annual Fair, or free events which are a part of other approved events. Sufficient parking spaces shall be provided on the fairgrounds for all cars attending each concert or festival, unless satellite parking has been prearranged.

## **SIGNS**

CVE is required to provide signs for the annual Champlain Valley Fair, which will be erected by the City of Essex Junction Public Works Department. Signs may be required for other major events after consultation with the Essex Police, the City Manager and the Public Works Department.

## **CAMPING**

All camping at the CVE must conform to the Planning Commission's June 2, 1988 site plan approvals.

## **MISCELLANEOUS**

- 1) The Fair will close each evening by 12:00 midnight in accordance with a schedule established by the Fair. Closing shall mean that the Fair will turn off all noise generators and music, close the grandstand, close the midway, and all other events, games, rides and other aspects of the Fair.
- 2) CVE shall provide the City with the name of an individual who will be responsible for controlling

noise, traffic and all aspects of the Fair during those hours when the Fair Manager is not present, and how that person can be contacted at the CVE.

- 3) CVE is responsible for coordinating fire safety issues with the City Fire Chief at least ten (10) days prior to each event.
- 4) Conditions of this Permit included those items listed in the "Plan for Traffic Control and Parking," dated June 1, 1988 and signed by the Essex Police Chief, Essex Junction Fire Chief, President of Essex Rescue, and the Manager of the Champlain Valley Exposition.
- 5) Conditions of this Permit include all items listed in the Planning Commission Site Plan approval of June 2, 1988 (as amended), including the requirement that lighting at the Fair does not create a glare on abutting property and that lighting fixtures and poles conform to the City Land Development Code.
- 6) No alcohol shall be permitted at any event at the fairgrounds without a written request to be reviewed and approved by the Essex Police Department. A copy of any approval by the Police Department shall be filed with the Temporary Use Application.
- 7) Fireworks: All requests for fireworks must be made in accordance with the procedures indicated in the 2024-2027 Sound Indemnification Agreement.
- 8) Application for Temporary Use Permits for new or additional events shall be submitted to the Community Development Department according to Section 502.D Approval of Temporary Uses on forms furnished by the Community Development Department.
- 9) All changes to the event list and sound waiver requests are subject to review and approval by the City.

Sincerely,



Chris Yuen

Community Development Director

- cc: Essex Police Department
- cc: Essex Junction Fire Department
- cc: Essex Junction Public Works