

# Fur Rendezvous Festival Vendor Form

(Please Print)

Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name (must be reachable during festival): \_\_\_\_\_

Phone (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_ (Cell): \_\_\_\_\_

Email Address: \_\_\_\_\_

Preferred method of contact: Phone  Cell  E-Mail

Business License Number: \_\_\_\_\_

Locations & Dates Available: (exact location to be determined by Fur Rondy Staff)

Event	Location	Date of event	Vendor Fees (Prices may be adjusted)
Dog Sled Races	4 <sup>th</sup> Ave between D st and G st	FEB 28 <sup>TH</sup> – MAR 1 <sup>ST</sup> MAR 6 – MAR 8TH	600.00 10 x 10 WITH OUT TENT 800.00 10 x 10 W/TENT 900.00 Anything Bigger 10x10
Winter Sports Events	Kosinski fields (16 <sup>th</sup> between A and Cordova)	Feb 28 <sup>th</sup> – March 1st	\$500.00
Parade Square	Town Square		\$500.00
Late Fee			\$150.00

The fees indicated above include \$300 for a mandatory Vendor Level Fur Rendezvous membership, Space rental, and applicable MOA Fees, and are due at the time of registration submission. The rest of the payment is due when you pick up your permit.

**Fees are payable to Greater Anchorage Inc.** and are due prior to the beginning of the festival. A space is not considered reserved until fee is received. No refunds will be given due to cancellation on your part. You are responsible for picking up your concessionaire permit from the Fur Rondy office at 400 D<sup>st</sup> STE 110. You may not transfer or sell your space to any other concessionaires. Additional or new vendor information may be available through the Fur Rondy Headquarters (907) 274-1177. Please return pages one through three of this application when you pay.

**Fur Rendezvous Vendor/Food Concessionaire Merchandise and Cart Description**

**Merchandise Description:**

Please describe all products available at your concession stand. Only those products that are listed on this page will be approved for sale at your site. Final vendor assignment is at the discretion of Greater Anchorage, Inc. Your merchandise description will be taken into consideration when reviewing your application to insure variety and non-competitive placement with downtown businesses and other concessions. Thank you for your assistance and cooperation.

FOOD VENDORS: Please note that items listed are not considered exclusive. We will do our best to not place similar concessionaires in close proximity to one another.

FOOD VENDORS: Hot beverages are a very necessary item at many locations and have served previous concessionaires well in the past. The availability of hot coffee, cocoa, tea, lattes, etc. will be a consideration for the primary outdoor sites.

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If more space is necessary, please use a separate piece of paper and include your business name and attach it to this application.

**Cart/Vehicle Description:**

Please provide a description of your intended concession stand. Please include; dimensions (Height, width, and length), type of vehicle, intended power source, any peripheral equipment (tables, chairs, signs, etc.), and daily access requirements (do you intend to leave your stand overnight or remove it). If your concession stand does not meet the municipal requirements for a sidewalk vendor, you will only be allowed to operate at off street events.

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Fur Rendezvous Vendor / Concessionaire Application Packet

Additional Comments:

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\_\_\_\_\_
\_\_\_\_\_
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Open Flame? Yes [ ] No [ ]

Description of open flame:

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

If applicable please bring your current food handlers permit, Fire Inspector approval for all equipment being used to include fire resistant canopy and event lay out approval. Also include copy of business license

All concessionaires will be required to have company insurance showing coverage for the activity and event time / dates, MOA street use approval if applicable and other required permit needs for the activity provided. Nonfood concessions will be required to have GAI as an additional insured on the Certificate of Insurance

All Venders will be required to attend a vender meeting prior to Rondy date TBD, frailer to attend without first talking with the Operations staff will result in lose of the ability to vend at Rondy. At the meeting we will have the police and fire present to address any concerns there might be. Also, the fire inspection will happen at between 8:30 am and 9:30am on Friday Morning Feb 28th

By initialing you agree to have fully read and understand what is written within this document and will follow all the municipal codes, rules, and regulations.

\_\_\_\_\_
Initial

By Signing below, you agree that you have read and understand the rules and regulations for becoming an outside food vender/concessionaire during the 2019 Fur Rendezvous. You further understand that all fees are non-refundable.

\_\_\_\_\_ \$\_\_\_\_\_
Signature Date Fee Paid

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Questions? For more information please contact the Fur Rondy Headquarters at (907) 274-1177 or via e-mail at [OPS@furrondy.net](mailto:OPS@furrondy.net), FAX: 277-2199.

**FOR OFFICE USE ONLY**

Payment \_\_\_\_\_ received \_\_\_\_\_ by: \_\_\_\_\_

Amount received: \_\_\_\_\_

Date: \_\_\_\_\_

Payment Method:

Cash  Check  Check # \_\_\_\_\_ Credit Card

## **Outside Vendor Rules and Regulations**

Initial applications will be reviewed by February 10<sup>th</sup>, 2019. At that time locations will be assigned. Vendor permit packets will be available starting February 13<sup>th</sup>. Vendors will need to have assigned spots paid for by February 19<sup>th</sup>, 2019. Late applications will be taken until February 19<sup>th</sup>, 2019, there is a \$150 late registration fee. Late applications will be accepted on a space available basis.

Your cooperation in operating your concession is essential to eliminate conflicts between yourself and the Municipality of Anchorage (Department of Health and Human Services, Traffic Engineering/Right of Way, Parks & Recreation, etc.).

### **OUTDOOR CONCESSION LOCATIONS & AVAILABLE POWER**

#### **General Site Information**

Power is not generally available at any outdoor vendor site.

#### **Dog Sled Races**

Sites are generally located on the sidewalk along 4<sup>th</sup> Ave. Some sites are acceptable for larger vehicles. If you intend to serve curb side you must have your equipment in place prior to the snow fencing being installed and will not be able to remove your equipment until the snow fence is removed.

#### **Snowshoe Softball**

Be aware that this location has limited power available from the Green Building located near Kosinski Field. You will be responsible to provide your own extension cords to utilize power.

### **PERMISSION TO OPERATE DURING THE FESTIVAL CAN ONLY BE GRANTED BY THE FUR RENDEZVOUS OFFICE.**

#### **Guidelines Specific to Food Concessions:**

All water must be from an approved source and holding tanks present to hold wastewater.

Moist disposal towels-multipurpose wipes are recommended for hand washing however, soap and disposable towels in use with a 5-gallon container of warm water and approved holding tank for wastewater is acceptable.

**FOOD MUST BE FROM AN APPROVED SOURCE AND PREPARED IN AN APPROVED KITCHEN IF IT IS NOT PREPARED ON-SITE. A LETTER VERIFYING PERMISSION FOR APPROVED KITCHEN MUST BE ATTACHED TO YOUR APPLICATION. (FOODS PREPARED AT HOME ARE NOT APPROVED.)**

Food must be protected from contamination AT ALL TIMES. This includes any storage of product. Storage must be sealed, off the ground and refrigerated when necessary and any other procedures to ensure the safety and quality of the product.

Perishable, potentially hazardous foods must be maintained at 45 degrees or less, or 140 degrees F or above and thermometer provided for checking temperatures.

All utensils must be single service, disposable items.

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All pot and pan washing to be conducted at the inspected kitchen. NO washing as such to be done in concession stand.

The concession must be clean and in good repair.

Concessions must be open for service during prime activity time for any location. Hours of operation will be determined by GAI.

**In addition to the Greater Anchorage, Inc. guidelines, we hold all vendors to the rules & regulations of the Municipality of Anchorage and State of Alaska. The following regulations are set forth by the Municipality of Anchorage regarding Sidewalk vendors. All Ronly vendors will be held to these guidelines.**

**In accordance with the following standards:**

- A.
  1. Within the area that lies on and between Third and Ninth Avenues and A and L Streets, the vendor site shall leave no less than an eight-foot-wide strip of unobstructed sidewalk between the stand and the face of the curb, or edge of the sidewalk if there is no curb, for pedestrian use and shall not otherwise obstruct pedestrian or vehicular use of the public right-of-way. The municipal clerk may permit deviations from this requirement for specific vendor sites when eight feet of unobstructed sidewalk space is not physically possible and the safe and convenient use of the sidewalk by pedestrians can still be maintained;
  2. The site shall be at least 20 feet away from a fire department or police department driveway;
  3. The site shall be completely outside the sidewalk area adjacent to any part of a posted bus stop;
  4. The site shall be at least five feet away from a crosswalk, fire hydrant or fire escape or the curb edge of a sidewalk except where designated by the map;
  5. The site shall be at least 50 feet away from a business in which is located a business that traditionally sells the same goods or services that may be offered on the site;
  5. The site shall not be adjacent to a sidewalk curb which has been painted or designated to be painted red, yellow or blue;
  7. The site shall be separated from all other vendor sites by a distance not less than ten feet;
  8. Vendor sites shall be designated on a master map maintained by the municipal clerk/designee, not to exceed eight sites on any one block between E and F Streets, and not to exceed two sites on any other block;
  9. Vendor sites shall be no longer than ten feet;
- B. Each vendor assigned a vendor site shall actively operate a vending business on the site. The operation of each vendor site will be monitored on a daily basis by the municipal clerk or designee (Greater Anchorage, Inc.). All concession sites will be operated as agreed to in the permit. If a vending site remains inactive for any period of time, the municipal clerk/designee shall contact the vendor as to the reason for inactive operations. The municipal clerk may reassign such inactive sites to another applicant per subsection 10.60.055G (Repealed).
- B. Each designation of a vendor site in an area that is used for a special event shall be rescinded for the period of time during which that special event is authorized (Anchorage Fur Rendezvous Festival Feb. 21-March 2, 2014).

(AO No. 88-19, 5-1-88; AO No. 91-46; AO No. 98-143(S), § 6, 9-1-98)

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10.60.80 Posting of licenses, permits and certificates; equipment.

A. During all hours of operation, a vendor shall display the applicable vendor license in a prominent location on the vending stand or on the vehicle from which the business is conducted pursuant to that license, so as to be protected from the weather and easily visible to the public.

B. A vendor shall maintain the following documents, as applicable, at the vendor site or in the vehicle from which the business is conducted pursuant to his license and shall display them to any person upon request:

1. Current state business license for the business operated pursuant to the license;
2. All government permits relating to the service of food or beverages offered by the vendor;
3. Current/signed 2014 Fur Rendezvous Festival Concessionaire Permit issued by Greater Anchorage Inc.
4. A certificate of the insurance as required by section 10.60.110; and
5. All government permits relating to the provision of transportation services offered by the vendor.

C. Only the following equipment may be brought to a vendor site (sidewalk only) for use in connection with the business operated there:

1. A stand which:

- a. In total is no larger than three feet wide, ten feet long and seven and one-half feet tall, including all equipment, except for a litter receptacle, stool and ice chest to be provided by the vendor; and
- b. Includes interior space for concealed storage of all inventory, supplies, equipment and other materials brought to the vendor site in connection with the business conducted there.

2. An umbrella may be used in connection with a stand to protect merchandise from weather, but not to display merchandise. The umbrella shall not exceed ten feet in diameter when opened and ten feet in height. If a ten-foot diameter umbrella is used, the umbrella shall be placed in the middle of the stand. Tarping or tenting above the stand is not allowed.

3. Each table used as a stand, or as part of a stand shall be completely covered with a clean, solid-colored material which extends to the ground on all sides, and is securely skirted to the ground so as to conceal storage and the table legs;

4. Clear plastic sheeting may be used to protect merchandise at the vendor site from inclement weather.

5. Cardboard boxes are not allowed for display of merchandise.

(AO No. 88-19, 5-1-88; AO No. 98-143(S), § 7, 9-1-98)

10.60.100 Sidewalk vendors Standards of operation. (Repealed)

(AO No. 88-19; AO No. 98-143(S), § 8, 9-1-98) 10.60.110 Insurance.

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- A. Before any license is issued for a vendor, the applicant shall furnish one or more policies or certificates of liability insurance issued by an insurance company authorized to do business in the state and reflecting the applicable coverage.
1. A vendor of food or beverages shall have insurance in the amount and of the types required by section 16.60.040.B.5 and AMCR 16.60.035.G.
  2. A vendor of goods or services shall also submit documentary proof to the municipal clerk/designee indicating that the vendor is covered by liability insurance as follows: personal injury (each occurrence), \$100,000.00; aggregate products (each occurrence), \$100,000.00; and property damage (each occurrence), \$50,000.00.
- B. Every policy of insurance offered pursuant to this section shall be acceptable only if it is approved by the municipal risk manager.
- Every insurance policy shall contain a clause obligating the insurer to give the municipal clerk written notice no less than 30 days before the cancellation, expiration, non-renewal, lapse or other termination or alteration of such insurance. A lapse, cancellation, expiration, non-renewal or other termination or alteration of such insurance shall cause the license to which it pertains to be automatically suspended for so long as the insurance required by this section is not in place.
- B. Any person may pursue a claim against a vendor and his insurance coverage by filing an action in a court of competent jurisdiction and by serving a copy of such a complaint on the municipal clerk immediately thereafter. (AO No. 88-19)

### **10.60.120 Prohibited acts.**

- A. It shall be unlawful for any non-food vendor to engage in the business of a vendor from a motor vehicle:
1. On a public right-of-way;
  2. In a publicly owned or operated parking facility; or
  3. Within a vehicle parking space designated by a sign or a meter within the area on or between Third and Ninth Avenues and A and L Streets.
- B. It shall be unlawful for a vendor to attract customers by hawking or physically accosting persons.
- C. It shall be unlawful for any person to engage in the activities of a vendor at any location other than a vendor site designated by the municipal clerk pursuant to this chapter. (AO No. 88-19)

### **10.60.125 Inspections.**

As provided for in section 10.10.050, the municipal clerk or law enforcement officials may, during the normal working hours of a vending business licensed under this chapter, inspect the business for the purpose of determining whether the licensee is conducting the business in accordance with the specific requirements of this chapter. (AO No. 98-143(S), § 9, 9-1-98)

**\*\*Municipal Clerk/designee - Greater Anchorage Inc. is authorized as an agent of the Municipality of Anchorage to provide sidewalk vendor permits valid during ten days of the festival. Iditarod has authority on 4<sup>th</sup> Ave Saturday March 3, 2018**



**ATTENTION: LICENSING AND PERMIT PROCEDURES**

The State of Alaska requires that you have a Business License - the fee for this license is \$50.00.

The Municipality of Anchorage has agreed to allow food vendors to operate as agents of the Fur Rendezvous. To be under this category, you will operate only during Fur Rendezvous on a ten-day temporary basis with our approval. The permission to sell food does not extend beyond the festival. **BE ADVISED THAT GREATER ANCHORAGE INC. WILL AT NO TIME ACCEPT LIABILITY IN ANY WAY, SHAPE OR FORM FOR ANYTHING RESULTING FROM THE OPERATION OF YOUR CONCESSION(S).**

**ADDITIONAL INFORMATION:**

- All vendors are subject to inspection by Anchorage Fire Department.
- Vendors who use tents either as store fronts or cooking areas:
  - Smoking is prohibited in tents. No smoking signs shall be placed in an obvious spot. (IFC 2404.6 / IFC Section 310)
  - Fire extinguishers are required in each tent and must have a current inspection tag (per IFC 906). Minimum size of 2A10BC extinguisher required.
  - Propane Heaters or other devices emitting flame, fire, or heat are not permitted to be used in or stored in the tents. (IFC 2404.7)
  - Any generators being used must be separated by a minimum of 20 feet and be isolated from contact with the public by some mean. (IFC 2404.19)
    - Additional fuel for the generators shall not be stored inside the tent and must be stored no less than 50 feet away. (IFC 2404.17.3)

**\*\*All food concessionaires are required to have a Health Permit by inspection from the Municipal Department of Health and Human Services, Division of Environmental Health. Please submit a copy of the health permit with your registration/application.**

**\*\*All vendors, regardless of what they are selling, are subject to inspection by the fire marshal. Greater Anchorage Incorporated is not responsible for any fines incurred and is not responsible should the fire marshal require or demand you cease operations.**

**Fur Rondy Headquarters ~ 400 D Street, Suite 100 ~ Anchorage ~ Alaska ~ 99501  
(907) 274-1177, FAX: 277-2199  
E-mail: [OPS@furrondy.net](mailto:OPS@furrondy.net) or [John@furrondy.net](mailto:John@furrondy.net)**

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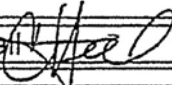
**RONDY HEADQUARTERS**  
 400 D Street, Suite 110, Anchorage, Alaska 99501  
 (907)274-1177· Fax (907)277-2199 ORDER ONLINE at [www.furrondy.net](http://www.furrondy.net)

[STOP IN AND VISIT OUR EXPANDED RETAIL LOCATION INCLUDING  
 THE "DOG MUSHING HALL OF FAME"](#)

OFFICIAL 2017 FUR RENDEZVOUS MERCHANDISE PREORDER FORM		
NAME:	PHONE #:	
ADDRESS:		
CITY:	STATE:	ZIP:
EMAIL: _____ Stay in the loop - opt in to receive emails from Rondy! _____ YES, OF COURSE!!    no thanks		
CHECK NUMBER:	AMOUNT:	
VISA/MC Number:		
Security Code (last 3 digits on back of card):	Expiration Date:	

ITEM	PRICE	QUANTITY	TOTAL
COLLECTOR PIN – COLOR	8.00		
COLLECTOR PIN – PEWTER	10.00		
BOOSTER BUTTON	2.00		
BELT BUCKLE – COLOR	20.00		
BELT BUCKLE – PEWTER	22.00		
TIE TAC	8.00		
SPOON	8.00		
CHARM	8.00		
BOLO TIE	12.00		
CHRISTMAS ORNAMENT	10.00		
Other (Items & prices available at <a href="http://rondy-shop.myshopify.com">rondy-shop.myshopify.com</a> )			
SPECIAL EDITION PINS - LIMITED QUANTITIES AVAILABLE <b>GOLD &amp; SILVER PIN</b>	26.00		
SPECIAL EDITION PINS - LIMITED QUANTITIES AVAILABLE <b>MOOSE ANTLER PIN</b>	26.00		
SPECIAL EDITION PINS - LIMITED QUANTITIES AVAILABLE <b>WOODEN PIN</b>	20.00		
<b>NUMBERED COLLECTOR PIN</b> If you <u>have</u> a <b>NUMBERED COLLECTOR PIN</b> , please list the number(s) in the <b>QUANTITY</b> Box. If you <u>would like</u> a numbered pin, please contact the shop to purchase a registered number <u>before</u> you order.	9.00		
	<b>SUBTOTAL</b>		
SUPPORT RONDY ALL YEAR!! BECOME AN OFFICIAL MEMBER!	MEMBERS DEDUCT 10% OFF MERCHANDISE		
SEE BACK OF THIS FORM FOR DETAILS AND ENTER YOUR LEVEL HERE			
<b>Postage &amp; Handling Add only if you want your merchandise mailed. (Pins will be mailed out approximately 12/01/2016)</b>		Postage & Handling	8.00
		Total Order	

**MERCHANDISE WILL BE AVAILABLE FOR PICK UP AFTER NOVEMBER 28, 2016 AT RONDY HEADQUARTERS, 400 D STREET, SUITE 110 - CORNER OF 4TH & D STREET, RIGHT BY THE SLED DOG STATUE**

 Fire Prevention	AFD Fire Prevention Division		Number	18-002
	HANDOUT FOR OPERATIONAL PERMITS <b>Mobile Food Vendors</b>		Created	6/21/2018
			Revised	
			Pages	3
Approved By:	Cleo Hill, Fire Marshal 			

In an effort to meet National standards for Mobile Food Vendors the Anchorage Fire Department is instituting the following guidelines for the minimum requirements in this informational handout:

Definition:

- Mobile Food Preparation Vehicle: (2018 International Fire Code) Vehicles (including pull along trailers) that contain cooking equipment that produces smoke or grease-laden vapors and/or preparing and serving food to the public. Exception: Vehicles intended for private recreation are not considered mobile food preparation vehicles.

permitting:

- An operational permit is required for all mobile food vehicles.

Section I:

Mobile Food Preparation vehicles operating Within the Municipality of Anchorage shall comply with the following:

I. Cooking equipment that produces grease-laden vapors shall have a kitchen exhaust hood per 2018 International Mechanical Code and be protected by automatic fire extinguishing systems in accordance with the 2018 International Fire Code section 904.12.

II. Gas cooking appliances shall be Secured in place and connected to fuel-supply piping with an appliance connector complying with ANSI Z21.69/CSA 6.16. Installation shall be configured in accordance with the manufacturer's instructions. Restraining devices installed for appliances shall be in accordance with the connector and appliance manufacturer's instructions.

III. Cooking oil storage containers, including appliances within mobile food preparation vehicles shall not exceed a maximum aggregate volume of 120 gallons. Cooking oil shall be stored in such a way that it will not be toppled or damaged during transport.

a. Storage tanks shall meet the requirements of the 2018 International Fire Code sections 319.7.1 -- 319.7.5.2. The design, fabrication and assembly of system components shall be suitable for the working pressures, temperatures and structural stresses to be encountered.

IV. Where LP-gas systems provide fuel for cooking appliances:

a. The maximum aggregate capacity shall not exceed 200 pounds.

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- b. I-P-gas containers on the vehicle shall be securely mounted and restrained to prevent movement.
- c. LP-gas container manufacturer label shall be no greater than 12 years old. Exception: I-Pegas containers that have been requalified and inspected with a current label in compliance with NFPA 58.
- d. LP-gas piping including valves and fittings, shall be adequately protected to prevent tampering, impact damage, and damage from vibration.
- e. A listed LP-gas alarm shall be installed near floor level within the vehicle in the vicinity of LPgas system components in accordance with the manufacturer's instructions.

V. Compressed natural gas (CNG) systems that provide fuel for cooking devices shall meet the requirements of International Fire Code section 319.9.

VI. Maintenance of systems on mobile food preparation vehicles:

- a. The exhaust system, including hood, grease-removal devices, fans, ducts and other appurtenances) shall be inspected and cleaned in accordance with the 2018 International Fire Code section 607.3.
- b. Fire protection systems and devices shall be maintained in accordance with 2018 International Fire Code section 901.6.
- c. LP-gas containers installed on the vehicle and fuel-gas piping systems shall be inspected annually by an approved inspection agency or a company that is registered with the U.S. Department of Transportation to requalify LP-gas cylinders, to ensure that system components are free from damage, suitable for the intended service and not subject to leaking.
- d. CNG containers shall be inspected every 3 years in a qualified service facility. CNG containers shall not be used passed their expiration date as listed on the manufacturers container label.

## Section II:

### Anchorage Fire Department Inspection Requirements/Checklist for Permitting

LAFD will conduct a fire inspection of all mobile food preparation vehicles that operate within the Municipality of Anchorage for compliance. A decal will be issued and shall be displayed on the window as documentation that inspections have been completed. The following items will be inspected as applicable:

- ✓ Signage o No Smoking o Flammable Liquid — No Smoking o Fan Must Be On During Cooking
- ✓ Propane o Tank age <12 years old o Tank(s) Upright and Secured o Required Ventilation o No propane stored inside o Listed propane regulator and hose o Hard piping 0 200 pound limit o Tanks are secured and protected from vehicle impact. Temporary straps not allowed
- ✓ Fire Extinguishers o Extinguishers shall be mounted on a vehicle mounting bracket, charged with a current tag. o K-Class Extinguisher (req. when cooking w/ grease-laden vapors & solid fuel) 0 2A:10:BC Extinguisher
- ✓ Cooking Equipment o Type I hood with suppression hood o

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### Nozzle placement

- o 8" baffles or 16" required between open flame and deep fryers
- o Current inspection and cleaning tag
- o Filters clean
- o Vent/Fan
- o Cooking oil - drained or covered within a sealed unit
- o Cooking oil storage

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- o Appliances secured

- v/ Detectors
  - o CO / propane gas detectors — explosive gas (combo detectors are permitted)
  - o Smoke detector is required for units greater than 20' feet in length

- v/ Electrical
  - o Refocatable power taps shall be polarized or grounded type, equipped with overcurrent protection and shall be listed in accordance with UL 1363
  - o Power taps shall be UL listed for the amps/wattage for the device(s) plugged into it
  - o Extension cords and power taps shall be rated for outdoors
  - o Extension cords shall be listed with a 3-wire ground type plug
  - o Extension cords shall be a minimum 14 gauge wiring for 1 to 15 amps or 12 gauge wiring for 16 to 20 amp loads; maximum length 50' feet
  - o Electrical cords shall be inspected for damage
  - o Extension cords shall not be ran through walls, roof, or under floors.
  - o Permanent wiring shall be secured and protected in electrical housing/conduit
  - o Electrical cords exposed as trip hazards shall be protected with bridges or housings
  - o Fixed generator greater than 10' feet from cooking operation and fuel source
  - o Fixed generator greater than 18" inches from and propane containers
  - o Fixed generator exhaust shall be pointed away from propane, people and combustibles
  - o No open spaces on fuse panel
  - o Fuse panel cover


## Section III:

### Event Guidelines for Mobile Food Preparation Operations

- I. All mobile food preparation vehicles shall have a minimum 10' foot separation between other trucks, trailers, structures, or combustible materials including tents, canopies and cooking booths.
- II. All LP-gas (propane) containers that are not fixed to the mobile food preparation vehicle shall meet the following:
  - a. Portable LP-gas containers shall be secured against accidental tipping over and isolated from the public.
  - b. Portable LP-gas containers shall have a minimum 10' foot separation from the appliance or open flame.
- III. Generators that are not fixed to the mobile food preparation vehicle shall meet the following:
  - a. Generators shall be separated from vehicles, and away from other food booths by a minimum of 10' feet and be protected from the public.
  - b. The generator exhaust shall be pointed away from the vehicle, the public and be well ventilated.
  - c. Refueling of generators shall occur a minimum of 20' feet from vehicles, tents, food booths, etc. in a safe manner.
- IV. Temporary electrical cords being used shall meet the following:
  - a. All electrical cords shall be inspected for damage prior to use.

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- b. Electrical cords shall be protected on walking surfaces to prevent trip hazards or abrasion and shall not enter units through doorways.
- c. Electrical cords plugged into a generator shall be GFCI protected.
- d. Extension cords and power taps shall be listed and rated for outdoor use.

 Fire Prevention	<b>AFD Fire Prevention Division</b>	
	<b>POLICY FOR OPERATIONAL PERMITS Special Outdoor Events</b>	
	Number	18-001
	Created	6/14/2018
	Revised	
	Pages	3
Approved By:	Cleo Hill, Fire Marshall	

In order to increase fire & life safety for the public, the vendors, and staff at outdoor special events the following requirements shall be met:

Definitions:

- Tent: A structure, canopy, enclosure or shelter with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or contents within.
- Cooking Booth: A structure (tent or other construction) where food is prepared by a heating or cooking process such as, but not limited to, grilling, frying, barbecuing, deep fat frying, baking, broiling, boiling or steaming.
- Membrane Structure: An air-inflated, air supported, cable or frame covered structure.

**1. TENTS, TEMPORARY MEMBRANE STRUCTURES AND COOKING BOOTHS:**

a. All tents, temporary membrane structures, and cooking booths used for non-open flame cooking or warming of food shall be made of flame-resistive material or treated with flame retardant in a manner approved by NFPA 701. Membrane structures or tents, including canopies, shall have a legible permanently affixed label meeting the flame propagation performance

\*\* \*Manufacturers of tents and canopies recommend that open flames should never be used under any tent or canopy.

b. Tents larger than 400 square ft or multiple tents with a combined aggregate of 700 square ft will require an operational permit with a detailed site plan submitted that includes:

- a. Expected occupant load.
- b. Location and width of egress components.
- c. Seating and/or use/content arrangement.
- d. Emergency lighting.
- e. Exit signage.

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- f. Number and locations of fire extinguishers.
  - g. Location and type of heating and/or electrical equipment.
  - h. Event narrative.
- c. A minimum 10' foot separation will be maintained between mobile food vehicles and any tents, canopies, structures and combustible materials.
- d. Cooking in tents is allowable if the separation of the tent to other membrane structures, cooking booths and the public, meets a minimum distance of 20 feet and non-combustible materials are placed/installed around the cooking devices.
- e. Open flame or other devices emitting flame, fire or heat, use of flammable liquids, gas, charcoal or cooking devices shall not be inside or located within 20 feet of a tent or membrane structure while it is open to the public unless approved by the fire code official.
- f. Each tent, cooking booth or membrane structure will have a minimum of (1) current and tagged, type 2A1 CBC rated fire extinguisher,
- g. Smoking shall not be permitted in tents, canopies, cooking booths or membrane structures. "No Smoking" signs shall be conspicuously posted.
- h. Portable heaters are not permitted inside tents. Exception: Exterior heaters that are ducted into the tent.
- i. Tents or stages shall not block access to hydrants, Fire Department Connections on any nearby buildings, nor required fire lanes.
- j. Combustible vegetation that poses a fire hazard shall be removed from the outdoor assembly area.

## II. COOKING EQUIPMENT, COOKING OR WARMING OF FOOD

- a. All cooking equipment shall be of an approved type and listed for use in the U.S.A.
- b. Cooking in a tent, temporary membrane structure or food booth accessible to the public is prohibited.
- c. Cooking appliances or devices that produce grease-laden vapors or flying embers shall not be used within 20 feet of a tent or membrane structure.
- d. Cooking appliances (fryers) using combustible oils shall meet the following:
  - a. A non-combustible lid, of sufficient size to cover the cooking completely, will be immediately available.
  - b. The equipment will be placed on a stable non-combustible surface.
  - c. A "Class K" portable fire extinguisher for protection from grease fires shall be provided within 30 feet of cooking equipment.
  - d. If used in conjunction with a BBQ grill the fryer will have 3 feet of separation from the BBQ grill or a minimum 8" steel or tempered glass baffle between a fryer and an open flame device.
- e. The warming of food using griddles or sterno may be allowed in a tent provided the heat producing device is on a non-combustible surface and a minimum of 18 inch

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clearance is maintained from all portions of the booth envelope and all combustible materials. Sterno will be used according to the manufacturer's instructions.

- f. BBQ grills will be a minimum of 10 feet away from any structures, tents or membrane structures.
- g. Charcoal grills are prohibited inside any tents or membrane structure. The following applies to cooking appliances using charcoal:
  - a. Charcoal cooking will be performed only in areas away from the public, 10 feet from structures and a minimum 10 feet from cooking booths and tents.
  - b. Only commercially sold charcoal lighter fluid or electric starters may be used. No gasoline, etc., may be used at any time.
  - c. Storage of lighter fluid may not be kept in the tent/membrane structure or within 10 feet of the grill.
  - d. Coals will be disposed of in metal containers approved by the Fire Marshall. Dumping coals in trash containers is prohibited.
- h. LPG tanks not an integral part of the cooking apparatus shall have an extended hose connection to provide at least a 10' separation from the appliances or open flame.
- i. Portable LP tanks shall be secured against accidental tipping over and isolated from pedestrian traffic.

### III. Generators/Electrical

- a. Generators are to be separated from tents or other membrane structures by a minimum of 10 feet and protected from contact with the public.
- b. Additional fuel for generators shall be stored outside, not less than 10 feet from tents/membrane structures/cooking booths, the generator(s) and any other heat sources.
- c. Refueling generators will occur a minimum of 20 feet from tents/membrane structures/cooking booths.
- d. Electrical cords plugged directly into a generator must be GFCI at the point of connection to generator.
- e. Electrical cords can be plugged directly into a spider box if the spider box is GFCI protected.
- f. Only outdoor listed electrical cords, power strips and power taps will be permitted. Daisy chains of extension cords and power taps is not permitted. Indoor extension cords, power strips and power taps are prohibited.
- g. All electrical cords will be inspected for damage prior to use and replaced as necessary.
- h. Electrical cords shall be protected on walking surfaces to prevent trip hazards and abrasion.

### IV. Crowd Managers



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- a. There shall be trained crowd managers or trained crowd supervisors at the ratio of one manager/supervisor for every 250 occupants.
- b. The duties of a crowd manager(s) shall conduct inspections of the area of responsibility include:
  - i. Identifying and addressing any egress barriers.
  - ii. Identifying and mitigating any fire hazards
  - iii. Compliance with all permit conditions, including pyrotechnics and other special effects.
- c. Direct and assist the event attendees in evacuation during an emergency. Duties specified in the fire safety plan; or as directed by the fire code official. Documentation of certified crowd managers shall be provided upon the request of the fire code official.