

Hardeeville

PARKS, RECREATION & TOURISM

VENDOR APPLICATION
 RETURN APPLICATION ON OR BEFORE **October 25th, 2019**

EVENT DATES:
 FRIDAY, NOVEMBER 1ST 4PM-9PM
 SATURDAY NOVEMBER 2ND 11AM-9PM
 - RICHARD GRAY COMPLEX-
 205 Main Street, Hardeeville SC 29927

Vendor Name: _____

Type of Service Provided (circle one only): Food Sales/Crafts Information/Free Service






Contact Person(s): _____

Mailing Address: _____
 City _____ State _____ Zip Code _____

Day Phone: _____ Cell Phone: _____
 Email: _____ Website: _____

REQUESTED BOOTH SPACE

Food and Sales vendors are required to pay \$35 which includes (1) one 10'x10' booth space; additional space can be purchased for \$35 for each additional 10'x10' space; limit two (2) booths per vendor. Utilities are not included and must be purchased separately first come first served, limited spaces with electrical and water available. Information/Service vendors are not charged and cannot sale any items from their booth. Self-Contained Food Trucks pay \$35 and cannot exceed 24'(L). Please check the boxes below accordingly for your needs.

 10'x10' (\$35 Single)
  10'x20' (\$70 Double)
  Food Truck 10'x20' (\$70)
 Water (\$5 per space)
  Electrical (\$20 per space)

Food Trucks only: please circle which side of your truck you serve out of (Driver Left window) (Passenger Right Window)
 Generator Location: _____ Amount of Propane on Board: _____

List all products selling or providing to the public: *Food/Beverage sales restricted to food vendors only; Informational/ Sales/Craft vendors may not sale any food items from their booths.*

I have read, understand and agree to the Festival on Main Responsibilities. (2nd Page)

* _____ Date: _____
 Name, Please Print

* _____
 Please sign here

The City of Hardeeville appreciates your *Non-Refundable Booth Space Fee*. Each space will consist of a 10'x10' space to set up. There will be no spillage allowed outside of your assigned lot. Electricity/water is limited and provided on a first come first served basis at an additional cost. Lots must be purchased in advance and will be limited. Notice: **BOOTH SPACES WILL BE FIRST COME FIRST SERVE**. In order to secure your booth space, your application and fee must be received in our office by 10/25/19. Hardeeville PRT Department will reserve & assign your booth space. **Please make payments to: City of Hardeeville 205 Main Street, Hardeeville SC 29927 (Checks, Cash and Credit accepted)**

City of Hardeeville-Festival on Main 2019

Vendor responsibilities

Date: Saturday, November 2nd, 2019

Operational Hours: 11:00 am to 9:00 pm

Set up – 8AM-10AM (Sign in no later than 9AM, booth must be operational by 10AM for inspections).

-All food vendors are required to obtain any required SCDHEC permits for operation and adhere to SC rules and regulations for Special Events. Please contact Jasper Regional Offices for any questions.

<https://www.scdhec.gov/ea-regional-offices/jasper-regional-offices>

Lowcountry EA Beaufort
104 Parker Drive
Beaufort, SC 29906
(843) 846-1030 (Office)
(843) 846-0604 (fax)

-All warming devices must be UL listed.

-Each 10X10 space that has warming devices is required to have (1) 10lb. ABC dry chemical fire extinguisher that has been inspected and dated or (1) 25lb. CO2 extinguisher. Fryers cannot be under tents and require Class K extinguisher.

-All booths must be compliant with Fire safety codes and regulations for the City of Hardeeville. If you have questions, call the City of Hardeeville Fire Marshall at (843) 473-9093. Booths are subject to Fire Marshall and SCDHEC Inspections.

-All booths must be completely operational by 10AM.

-All vehicles must be removed from the event area and parked in public parking area before 10AM. (Due to safety precautions, no vehicles will be allowed to move in or out of event area during the hours of 10AM to 9PM).

-Tear down: 9PM to 11PM– vendor booths must be dismantled and removed from the area no later than 11PM.

-All vendor booths must remain operational and staffed during the Festival Hours of Operation 11AM to 9PM

-Though security will be provided for this event, each vendor is responsible for their own booth/space security, risk of loss and damage, and theft. Upon signing this application, you agree to; not hold the City liable for damages for personal injuries, damages to personal properties, damages to your properties, or death of any person(s). You hereby indemnify and hold the City harmless from any and all claims, demands, judgments, losses, and expenses, including reasonable attorney's fees, arising out of or resulting from your activities of participation in the Festival on Main, its employees, agents, spectators, or officers.

-Vendors are responsible for cleaning their own booth space upon closing. Each space must be in a ("As you found it" condition when you vacate your booth space after the event). Booth Space must be garbage and debris free upon vacating your assigned space. **All gray water and cooking debris materials should be disposed in accordance with SCDHEC.**

-Vendors are responsible for bringing their own canopies, tables, and needed equipment. Canopy must be secured and capable of withstanding wind or changes in weather.

-Vendors are responsible for any taxes they may incur from profits of sales where applicable.

-Vendor is responsible for preparing for inclement weather conditions.

-There is **NO REFUND on booth spaces**. Upon signing your application, you're agreeing to terms of this agreement with the City of Hardeeville. We do not refund fees for failure to observe rules and regulations set forth by the City, SCDHEC guidelines, Fire Safety Codes, etc.

-You agree not to sell or share your booth space with any 3rd Parties.

-All Vendors will perform in a professional manner, and will be courteous to all event guests, participating vendors, and volunteers.

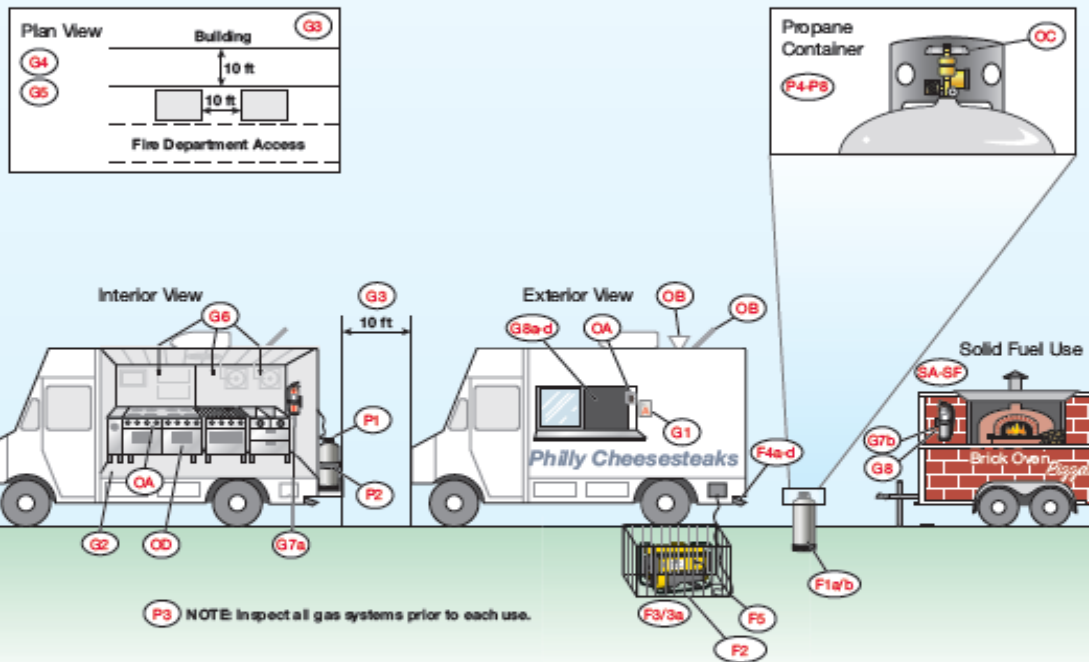
-The City of Hardeeville Staff, its agents, and security have the right to ask guests and vendors to leave at any time.

Please Sign Here: _____ Date: _____

Please contact Jennifer Combs at (843) 784-2231 or email jcombs@hardeevillesc.gov for more information.



FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Annex B in NFPA 96.

General Safety Checklist

- Obtain license or permits from the local authorities. [1:12.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.71.6.3] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:7.8.2; 96:7.8.3 for carnivals only] **G3**
- Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.3; 1:13.1.4; 1:13.1.5] **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9.3] **G7a**
- Where solid fuel cooking appliance produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:14.7.1] **G7b**
- Ensure that workers are trained in the following: [96:B.15.1]: **G8**
 - Proper use of portable fire extinguishers and extinguishing systems [10:1.2] **G8a**
 - Proper method of shutting off fuel sources [96:10.4.1] **G8b**
 - Proper procedure for notifying the local fire department [1:10.14.9 for carnivals only] **G8c**
 - Proper procedure for how to perform simple leak test on gas connections [58:6.16, 58:6.17] **G8d**

FOOD TRUCK SAFETY *CONTINUED***Fuel & Power Sources Checklist**

- Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:0.14.10.1 for carnivals only] **F1a** [96:B.18.3] **F1b**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:B.16.2.2] **F2**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:11.7.2.1.2] **F3**
- Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- Make sure that exhaust from engine-driven source of power complies with the following: **F4**
 - At least 10 ft in all directions from openings and air intakes [96:B.13] **F4a**
 - At least 10 ft from every means of egress [96:B.13] **F4b**
 - Directed away from all buildings [1:11.7.2.2] **F4c**
 - Directed away from all other cooking vehicles and operations [1:11.7.2.2] **F4d**
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:B.18] **F5**

Propane System Integrity Checklist

- Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- Inspect gas systems prior to each use. [96:B.19.2.3] **P3**
- Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- Where a gas detection system is installed, ensure that it has been tested in accordance with the manufacturer's instructions. [96:B.19.2.1] **P8**

Operational Safety Checklist

- Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**
- Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:14.2.2; 96:14.2.3] **OB**
- Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:11.4] **OD**

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- Fuel is not stored above any heat-producing appliance or vent. [96:14.9.2.2] **SA**
- Fuel is not stored closer than 3 ft to any cooking appliance. [96:14.9.2.2] **SB**
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:14.9.2.7] **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. [96:14.9.2.4] **SD**
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:14.9.3.6.1] **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container located at least 3 ft from any cooking appliance. [96:14.9.3.8] **SF**

NFPA RESOURCES

NFPA 1, Fire Code, 2018 Edition

NFPA 1 Fire Code Handbook, 2018 Edition

NFPA 58, Liquefied Petroleum Gas Code, 2017 Edition

LP-Gas Code Handbook, 2017 Edition

NFPA 70®, National Electrical Code®, 2017 Edition

National Electrical Code® Handbook, 2017 Edition

NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations, 2017 Edition

NFPA 96: Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook, 2017 Edition

➔ BECOME AN NFPA MEMBER

FOR MORE OF THESE RESOURCES

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LET'S PROTECT IT TOGETHER.™**

NOTE: This information is provided to help advance safety of mobile and temporary cooking operations. It is not intended to be a comprehensive list of requirements for mobile and temporary cooking operations. Check with the local jurisdiction for specific requirements. This safety sheet does not represent the official position of the NFPA or its Technical Committees. The NFPA disclaims liability for any personal injury, property, or other damages of any nature whatsoever resulting from the use of this information. For more information, go to nfpa.org/foodtrucksafety.

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