

Williston Independence Day Celebration

Non-Profit Vendor Form

Business or Organization Name: _____

Contact Name: _____ Phone: _____

Email: _____ Cell Phone: _____

Mailing Address: _____
Street Town State Zip

Type of Booth: _____ Concession (Food)* _____ Merchandise _____ Activity

Description: (provide description of what you will be selling or the activity you will be offering)

Time: 10:00am-1:00pm Village Green (must be set up prior to 9:30am)

Fees: Williston Non-Profit Organizations \$0
Registration is to be received prior to June 21, 2023

Rules & Guidelines for all vendors:

1. The Town of Williston reserves the right to refuse any vendor whose booth does not conform to these rules and guidelines.
2. Vendor merchandise, food and/or activity must be in line with the activities of the July 4th events and must not be offensive in any manner.
3. Vendor spaces are on a first come first serve basis. A vendor is reserving a space approximately the size of 10'x10'. One vendor per space.
4. Vendors must be set up prior to 9:30am for the 10a-1p time on the Village Green.
5. Vendors must supply their own tent, tables, and all supplies necessary to operate their booth. (see attached Tent info Sheet)
6. If vendor is going to erect a tent, they are responsible to ensure it will not obstruct walkways and is securely held down. Use of sandbags/weights or stakes is required.
7. Vendors shall present themselves in a responsible and non-offensive manner. Vendors are responsible for all people working in their booth.
8. All vendors must have a banner identifying their booth.
9. Vendors will remove all items of their booth at the end and return the area back to the way it was found.
10. Vendor Vehicles; after unloading, must be parked in a designated parking lot. The Village Green space is not a parking area.
11. Vendors must supply their own trash and recycle bins for their own use in their booths.
12. All trash and recycled materials used by vendor must be removed from site by the vendor at the end.
13. The town will provide trash, recycling, and composting bins for use by the general public only.
14. The celebration is held on Town and School property; all Town rules and policies will be enforced.
15. There will be no serving or consuming of alcohol, illegal drugs, or tobacco products.
16. Should Vendor at any time occupy the premises in a manner contrary to this agreement, upon request of staff, vendor shall immediately cease offending conduct. Failure to comply as requested shall be cause for expulsion from this event.

*Rules & Guidelines for Food Vendors:

1. All Food Vendors on the Village Green from 10:00am-1:00pm, will be limited to Williston Non-profit Community Organizations who are operating their booth as a fundraiser.
2. All food vendors must have the appropriate type of fire extinguisher in their booth space. (see attached Info Sheet)
3. Keep all plastic materials away from cooking areas.

Waiver of Liability:

By signing this registration form, I agree to hold harmless and release from liability the Town of Williston and the Williston School District, from all claims for loss, suits, actions, or damage of any nature caused by me, volunteers, or staff of my booth. I also agree to expressly assume all risks of harm to me, volunteers, or staff of my booth, including harm resulting from the negligence of other vendors or visitors. Vendor agrees to indemnify (to pay any losses, damages, or costs, including legal costs incurred by) the Town of Williston or the Williston School district and to hold them harmless with respect to claims for harm to me, volunteers, or staff of my booth and for claims made by others for any harm caused by me, volunteers, or staff of my booth while at the Independence Day Celebration.

Signature

Print Name

Date



CODE INFORMATION SHEET



This information sheet is based on the 2015 edition of the Vermont Fire and Building Safety Code, and other adopted codes and standards

COVID-19
 CORONAVIRUS

Tents/Membrane Structures

Used for Outdoor Dining or Gathering Areas During COVID Pandemic

As businesses try to remain open and comply with state guidelines to minimize the spread of COVID-19. Many are trying to create additional areas for outdoor dining or gathering. Many restaurants and business have set up outdoor seating under tent or membrane structures for their activities during the COVID-19 Pandemic.

There are several fire and life safety issues need to be considered when using a tent for a gathering of people . These safety precautions are applicable to the use of tents at any occupancy type. Approval of a temporary tent or membrane structure is finalized through a site inspection, which must be approved prior to the use and/or occupancy of the tent.

General Information

- A permit is required for any membrane structures, tent or canopies greater than 1200 square feet at public buildings or public event.
- Tents shall be permitted only on a temporary basis.
- Tents shall be erected to cover not more than 75 percent of the premises, unless otherwise approved.
- Smoking within the tent is not permitted, and "NO SMOKING" signs need to be posted.
- Fire extinguishers are required within the tent. Portable extinguishers shall be permitted to be located in secure locations accessible to staff.

Tent Fabric Flammability

One of the biggest concerns with a tent, is the flammability of the tent fabric. Because of this, it required that the tent material meets the flame propagation performance requirements of NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films.

This test is performed on the fabric of the tent by a testing organization that will issue a certificate if the fabric has passed the test.

Location and Spacing

Special consideration should be given to ensure that the tent:

- Does not block fire department access, fire hydrants and fire department connections.
- Is not located too close to other buildings or lot lines
- Does not block the means of egress from other building
- Has at least a 10 ft (3 m) distance around the tent that is free of combustible material
- Is a distance of at least 10 ft (3 m) between stake lines of multiple tents to provide means of egress from the tents.



Egress and Occupancy

If one or more sides will be added to a tent the means of egress must comply with the requirements for the occupancy of the tent.

It is important to determine the number of occupants that will be in in the space to ensure that there are an appropriate number of exits providing adequate exit capacity.

- if a tent is erected in a parking lot, measures should be taken to prevent a vehicle from parking in front of an exit and blocking it.
- Exits must be clearly marked
- Means of egress shall be continuously maintained free of all obstructions or impediments to full instant use in the case of fire or other emergency.
- Tent stakes adjacent to any means of egress from any tent open to the public shall be railed off, capped, or covered so as not to present a hazard to the public.

Continued Next Page

Heating Devices

- When using an alternative heat source, follow operating instructions, use fire safeguards and be sure to properly ventilate.
- Heaters are allowed as long as they are listed by a nationally recognized testing laboratory for the use and comply with the requirements of the Statewide Fire Prevention Code.
- All gas heating equipment used within the tent must be listed for that use, and all containers for LP gas need to be at least 5 ft (1.5 m) from the tent.
- Tanks shall be secured in the upright position and protected from vehicular traffic.
- Fuel-fired heaters and their installation shall be approved by the authority having jurisdiction.
- Electric Heaters shall be connected to electricity by electric cable that is suitable for outside use and is of sufficient size to handle the electrical load.



Open flame devices

- Open flame devices shall be permitted to be used in the following situations, provided that precautions satisfactory to the authority having jurisdiction are taken to prevent ignition of any combustible material or injury to occupants:
 - (a) For ceremonial or religious purposes
 - (b) On stages and platforms where part of a performance
 - (c) Where candles on tables are securely supported on substantial noncombustible bases and candle flame is protected
- The requirement shall not apply to heat producing equipment complying with NFPA 101.
- The requirement shall not apply to food service operations in accordance with of NFPA 101.
- Gas lights shall be permitted to be used, provided that precautions are taken, subject to the approval of the authority having jurisdiction, to prevent ignition of any combustible materials



Electrical Safety

- The electrical system shall be installed, maintained, and operated in a safe and professional manner.
- When in use, portable electrical systems shall be inspected daily by a qualified person representing the owner, and any defects found shall be corrected before the public is admitted
- The electrical system and equipment shall be isolated from the public by proper elevation or guarding, and all electrical fuses and switches shall be enclosed in approved enclosures.
- Cables on the ground in areas traversed by the public shall be placed in trenches or protected by approved covers.
- All electrical devices and wiring used shall comply with NEC 70 including Ch. 5 Article 525.23 for GFI equipment.
- If you use a portable generator, it is critical that proper safety precautions be taken. Always read and follow all manufacturer operating instructions.
- Portable Generators and other internal combustion power sources shall be separated from temporary membrane structures and tents by a minimum of 5 ft (1.5 m) and shall be protected from contact by fencing, enclosure, or other approved means.
- Portable Generators shall be separated from all building openings and windows by a minimum of 20 ft

Severe Weather Tent Safety

Preparing for any weather emergency starts with staying informed of what the forecasts are . Tents are temporary structures made of fabric and are not intended to be occupied during extreme weather conditions.

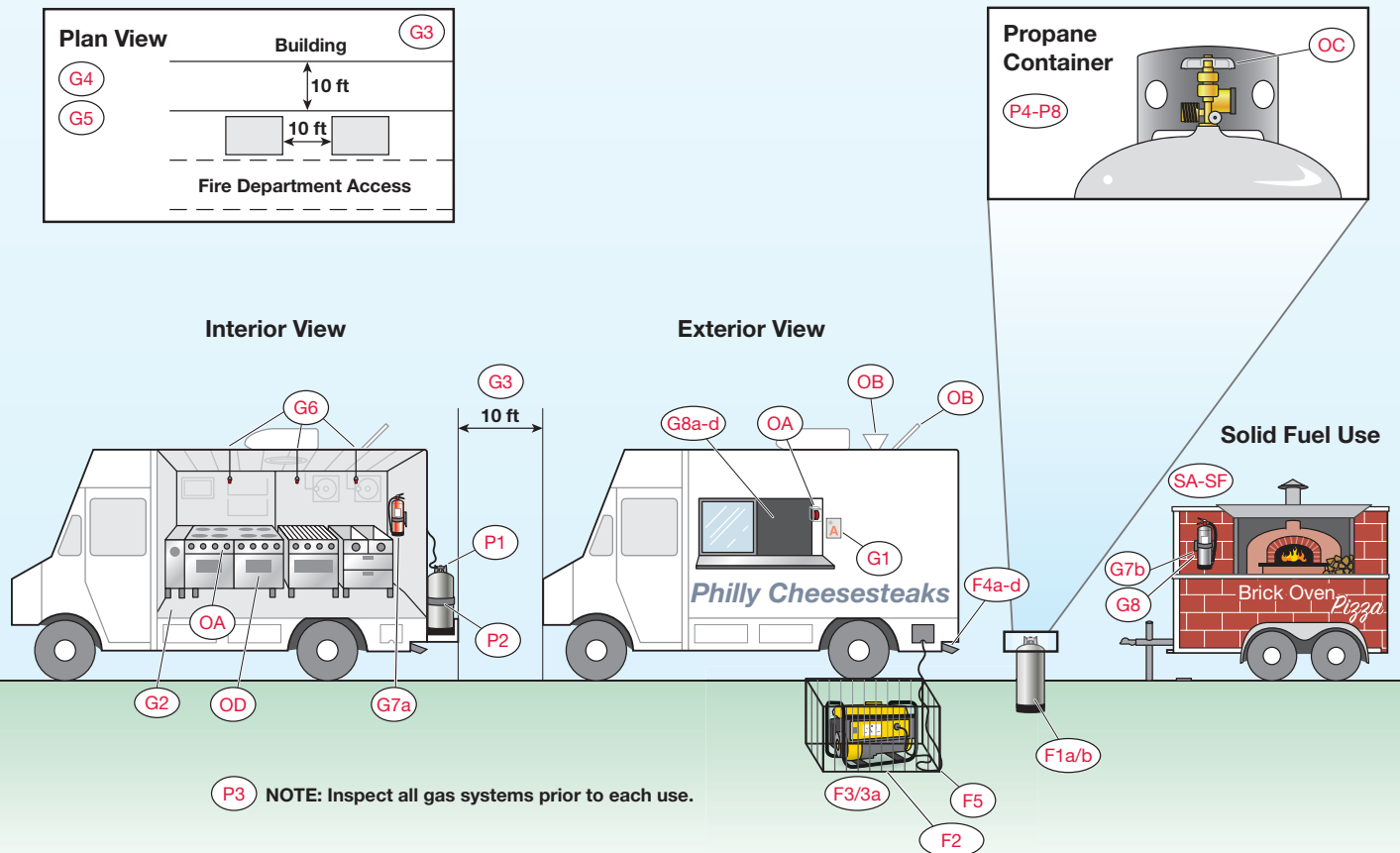
If severe weather of any kind is present or anticipated, it may be best that the tent be evacuated immediately and taken down.

If the tent must remain up, there are a few things that can be done to prepare for the weather:

- Tension each staking point and include extra stakes and stake plates at corner locations, lace lines, and secondary poles.
- Tension the Tent: It is important that the stakes are secure, and the ratchet assemblies or ropes and tent top fabric are as tight as possible.
- Remove the Sidewalls: Sidewalls can be removed from the tent to reduce surface area and wind load pressures
- Add Anti-Sink Pole Plates: For pole tents, set all poles on anti-sink plates this keeps poles from sinking into the ground, making impressions in asphalt, or sliding on concrete.



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 Chapter 17 in NFPA 96.

General Safety Checklist

- Obtain license or permits from the local authorities. [1:1.12.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.8.3.2] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:17.2] **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. [1:13.1.4; 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] **G7a**
- Where cooking appliances that use solid fuel, such as charcoal or wood, produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:15.7.1] **G7b**
- Ensure that workers are trained in the following: [96:17.10]: **G8**
 - Proper use of portable fire extinguishers and extinguishing systems [96:17.10.1(1)] **G8a**
 - Proper method of shutting off fuel sources [96:17.10.1(2)] **G8b**
 - Proper procedure for notifying the local fire department [96:17.10.1(1)] **G8c**
 - Proper procedure for how to perform simple leak test on gas connections [96:17.10.1(5)] **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. [1:10.14.11.1 for carnivals only] **F1a**
- Ensure that refueling is conducted only during non-operating hours. [96:17.8.3] **F1b**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:17.5.2.2] **F2**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:10.15.4] **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 12 ft in all directions from openings and air intakes [96:17.5.2.3(1)] **F4a**
 - At least 12 ft from every means of egress [96:B.13] **F4b**
 - Directed away from all buildings [96:17.5.2.3(2)] **F4c**
 - Directed away from all other cooking vehicles and operations [96:17.5.2.3(3)] **F4d**
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:17.8.1] **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. [96:17.7.2.3] **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 is tested monthly. [96:17.7.2.2] **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. [96:12.1.1] **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. [96:12.4] **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. [96:15.9.2.2] **SA**
- Fuel is not stored closer than 3 ft to any cooking appliance. [96:15.9.2.2] **SB**
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:15.9.2.7] **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. [96:15.9.2.4] **SD**
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:15.9.3.6.1] **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container. [96:15.9.3.8.1] **SF**

Learn More

- ▶ Get free digital access to NFPA codes and standards at: nfpa.org/docinfo
- ▶ Read the latest news and updates at: nfpa.org/foodtrucksafety
- ▶ Review the following and other NFPA resources at: nfpa.org
 - NFPA 1, *Fire Code*, 2021 Edition
 - *NFPA 1 Fire Code Handbook*, 2021 Edition
 - NFPA 10, *Standard for Portable Fire Extinguishers*, 2018 Edition
 - NFPA 58, *Liquefied Petroleum Gas Code*, 2020 Edition
 - *LP-Gas Code Handbook*, 2020 Edition
 - NFPA 70®, *National Electrical Code*®, 2020 Edition
 - *National Electrical Code*® *Handbook*, 2020 Edition
 - NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2021 Edition
 - NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition

