



Outdoor Event and Festival Safety Requirements

FOR ALL VENDOR BOOTHS

1. All material for vendors' booths shall be flame-retardant or approved for use by the local fire authority.
2. Tents, canopies, awnings, or membrane structures shall be flame retardant treated and labeled per the California Fire Code.
3. No combustibles within 2 feet from open flame
4. Use of **electrical cords** shall be in compliance with attached "Special Event Extension Cord Safety" document.
5. Use of **generators** shall be in compliance with attached "Special Event Generators Safety" document.
6. Use of **cooking equipment** shall be in compliance with attached "Special Event Cooking Safety" document.

Vendors Shall Assist Promoter Staff in Maintaining the Following:

- People to remove barricades in case of emergency shall be designated by Festival Committee.
- Vendors are responsible for removal of all trash and debris created by their operation.

Any act, installation or use of anything, which, in the opinion of the Fire Official, creates a fire or safety hazard, shall be abated with the support of the Sponsor, Festival Committee, or Vendor shall not be allowed to operate.

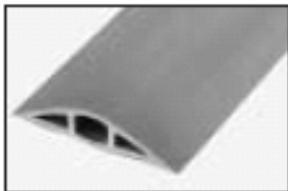


Special Event Temporary Use of Extension Cords

1. Extension cords are for temporary use only.
2. Do not use extension cords in the rain or in a wet location.
3. Cords placed on the ground where they can be stepped or walked on by anyone are to be protected with approved devices such as Wiremold Conduit or Hubbell Access Track (see below).
 - a. Cords in low-traffic areas accessible to staff only or with minimal public access may be securely protected with “duct” type tape.
4. Cord must be listed. Look for the Underwriters Laboratory (UL) or Factory Mutual Mark:
5. Cord must be rated for outdoor use. Look at the label.
6. Use medium or heavy-duty extension cords, avoid bargain brands.
 - a. Improper sized cords will be prohibited from use.
7. Do not use cords that are cut or damaged.
8. Be sure that the plug is polarized (one prong is wider than the other) or is a three-prong grounded type. Do not defeat these features.
9. Plug cords directly into outlets. Do not use multi-cord adapters.
 - a. Use cord of sufficient size (gauge) your equipment. Check the amp rating(s) of your equipment and your cord. Improper sized cords will be prohibited from use.

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Examples of approved protection devices:





Special Event Cooking Safety

1. Booths with deep fryers require an additional Class K extinguisher with a current service tag, or new with a sales receipt showing date of purchase.
 - a. Extinguishers must be visible and accessible and away from the cooking area.
2. A minimum of 10 feet of clearance from buildings is required.
3. There shall be no combustibles booth covering, directly above or within 2-foot of the cooking surface.
4. There shall be no cooking under trees or vegetation.
5. Tents, canopies, or membrane structures shall be flame retardant or treated and labeled per California Fire Code.
6. Gas-fired appliances for hot food shall be inspected and approved by local fire authority prior to use.
7. No gasoline or kerosene is to be used.
8. Cooking areas shall be enclosed with continuous physical barriers such as plywood to prevent public access and injury from cooking equipment.
9. LPG (Propane) Appliances
 - a. The maximum size for LPG tanks is 5 gallons or as approved by the Arcata Fire District.
 - b. Appliances must have a shutoff valve.
 - c. Hoses and devices must be of type approved for use with the equipment.
 - d. Tanks must be secured to the booth and far enough away from stove to be shut off in case of fire; not under table or stove.Exception: Commercial appliances with tank location designed under stove.
 - e. Tank, hoses, devices and appliances must be protected from damage
 - f. Tank must be secured with rope, chain, bungee cord, etc. in upright position.
10. Barbecue Cooking (Charcoal and/or Wood)
 - a. Barbecue cooking is prohibited inside of booths.
 - b. Only commercially sold charcoal fuel or wood may be used.
 - c. Cooking shall be performed only in areas away from public access.
 - d. Only commercially sold charcoal lighter fluid or electric starters may be used; no gasoline, kerosene, etc.
 - e. No storage of starter fluid in booth.
 - f. Coals shall be disposed of only in metal containers that have been designed for such use. Dumping coals in trash containers is prohibited!
11. Coleman stoves or equivalent.
 - a. No gasoline or kerosene is to be used.
 - b. No fueling of stoves in booth.
 - c. No storage of fuel in booth.
 - d. No more than one (1) gallon in reserve.
 - e. Refueling shall be done only after shut down of flame.
12. Use of a fryer has additional requirements, contact the Fire Prevention Bureau.

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Special Event Generator Safety

1. A dry chemical fire extinguisher, minimum 2A10BC rated, is required at booths using a gas powered generator.
2. Read all manufacturer's instructions. Make sure you understand and are able to follow the instructions before using the generator.
3. Do not use the generator in the rain or a wet location.
4. Never use generators indoors a. A generator shall be located outside in a dry location.
 - b. Generators shall be located a minimum of 10 feet from any building.
 - c. Generators away from and downwind of any opening (door, window, or vent) into a building.
5. The generator shall be fueled with caution: a. Turn the generator off to refuel.
 - b. Store fuel in a properly designed container in a safe location a minimum of 10 feet away from the generator, cooking, or other hazardous equipment.
 - c. There shall be no open flame device near fuel storage or the generator.
 - d. Fuel storage shall be limited to quantity needed for use and not exceed one gallon.
6. The generator and fuel shall be stored a minimum of 10 feet from other fuel storage (LPG, etc.)
7. The total electric load on your generator should never exceed the manufacturer's rating.
8. See Special Event Extension Cord Safety

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