



## Fairborn Fire Department

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City of Fairborn • 44 West Hebble Avenue • Fairborn, OH 45324  
Telephone: (937) 754-3080 • Fax: (937) 879-2201

### **VENDOR SAFETY REQUIREMENTS**

The Fairborn Fire Department (FFD) would like to give some *Vendor Safety Requirements* for all public events held within the City of Fairborn. These guidelines apply to all vendors who participate in any event.

#### **FOOD AND COOKING VENDORS:**

1. All tents shall be securely anchored. In the event tents are not tied down with the appropriate anchors and straps a **MINIMUM** weight of **20 lbs. per tent leg (physically attached)** shall be used for each tent. Note: The FFD has the discretion to ask for additional anchors or weights due to tent sizes or configuration.

If the minimum requirements for anchoring and weighting are not present during inspection, the vendor will be given a **MAXIMUM** of **2 hours** to comply with the requirements. If after such time a vendor has not complied, the FFD and the applicable committee will close such vendor until the vendor complies. If a vendor does not then comply, the FFD and the applicable committee will ask the vendor to leave.

Any exposed rebar that is used to tie down a tent or inflatable must be protected to prevent accidental injury.

2. Approved cooking devices that employ electric, gas, charcoal, or wood that limits the flame height to a maximum of six (6) inches shall only be permitted under an open sided (no side material permitted) tent. The tent material shall be flame retardant and at least five (5) feet above the cooking surface.
3. Cooking with gasoline is prohibited.
4. All electrical and mechanical equipment shall be kept in good working order and not produce an electrical or fire hazard.
5. All LPG installations shall comply with NFPA 58.
6. All LPG cylinders and tanks shall be installed in a secure and upright manner and shall be secured to a stationary object. The cylinders and tanks shall be located in a non-vehicular traffic area.
7. All LPG cylinders and tanks, which do not mount directly to the cooking equipment, shall be equipped with an approved valve guard collar.
8. All LPG cylinder hookups and cylinder exchanges shall be free of leaks before cooking begins (soap test).
9. All personnel working in the booth shall be familiar with the proper use and basic safety issues concerning the LPG gas cylinders.
10. **Each booth shall have or be equipped with an approved fire extinguisher having a minimum rating of 40-BC.** Activation of cooking equipment shall not begin until an approved fire extinguisher is present in the cooking booth. The fire extinguisher shall be displayed in a conspicuous location and readily accessible. The fire extinguisher shall also be fully charged and have been serviced within the last 12 months.
11. **Cooking booths that use “deep fat fryers” shall have a Class “K” fire extinguisher readily available.**
12. All cooking booths shall have a 3-foot minimum clear aisle on each side.
13. Unattended cooking operations shall not be permitted.

14. All cooking equipment and open flames shall be turned off and/or extinguished when the event ends each day.
15. All charcoal grills shall be equipped with a non-combustible ash collector underneath the fire pit.
16. Live ashes shall not be permitted to fall on the ground. The ashes shall be placed into a non-combustible metal container with a tight fitting lid.
17. Charcoal and charcoal lighter shall not be stored under the cooking grill.
18. On charcoal grills, a full five (5) gallon bucket of water shall be located within the booth for emergency use.
19. Trash and other combustible waste material shall not be permitted to accumulate within the booth and/or around the booth.
20. The sidewalk area behind the booths shall be free of **ALL** storage and materials.
21. The use of extension cords shall be kept to a minimum. The cords shall be listed for outdoor use and shall be properly sized for their function. These cords shall also be protected against physical damage from both vehicles and pedestrians. Copper conductors shall not be visible through the insulation. Damage to the copper conductor insulation shall not be repaired and the extension cord shall be removed.
22. All fuel burning engines and generators shall be located so that the exhaust vents away from the tent. These generators shall be located at least three (3) feet from the tents.

#### **ARTS AND CRAFT VENDORS:**

23. All tents shall be securely anchored. In the event tents are not tied down with the appropriate anchors and straps a **MINIMUM** weight of **20 lbs. per tent leg (physically attached)** shall be used for each tent. Note: The FFD has the discretion to ask for additional anchors or weights due to tent sizes or configuration.

If the minimum requirements for anchoring and weighting are not present during inspection, the vendor will be given a **MAXIMUM** of **2 hours** to comply with the requirements. If after such time a vendor has not complied, the FFD and the applicable committee will close such vendor until the vendor complies. If a vendor does not then comply, the FFD and the applicable committee will ask the vendor to leave.

Any exposed rebar that is used to tie down a tent or inflatable must be protected to prevent accidental injury.

24. The use of extension cords shall be kept to a minimum. The cords shall be listed for outdoor use and shall be properly sized for their function. These cords shall also be protected against physical damage from both vehicles and pedestrians.
25. All fuel burning engines and generators shall be located so that the exhaust vents away from the tent. These generators shall be located at least three (3) feet from the tents. Fuel shall be contained in an approved safety can.

#### **INFLATABLE DEVICES**

26. All inflatable devices **MUST** be securely anchored to the ground to prevent injury
27. Any exposed rebar that is used to tie down a tent or inflatable must be protected to prevent accidental injury
28. Inflatable devices will not be used in winds over 25 mph

If there are any questions on the guidelines, please contact the City of Fairborn Fire Department at (937) 754-3080.

Sincerely,

Note: Vendor Safety Letter updated January 13, 2014.