



Indian River County Fire Rescue
Fire Prevention Bureau
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VENDORS CHECKLIST

SPECIAL EVENT VENDOR REQUIREMENTS

General: Please read carefully and check each section and sign at the bottom. All vendors shall be responsible for the following items:

SPECIAL EVENT NAME: _____ VENDOR NAME: _____

DATE(S) OF EVENT: _____ VENDOR CONTACT: _____

EVENT COORDINATOR: _____

TENTS: All tents shall have some type of Flame Retardant or Resistant Certificate (TAG or PAPERWORK) on-site and/or submitted to the Bureau prior to the event. Shade canopies smaller than 10x10 without sides may be approved for use on a case by case basis. No smoking allowed in any tent.

COOKING TENTS: Tents are allowed to have cooking (APPROVED APPLIANCES) along the outer edges of the tent. LP gas tanks must be secured in place (max cap 20lbs.) Fire Extinguisher must be readily available. Any LP tanks larger than 20 lbs. shall be secured 10 ft. from tents with gas lines secured. All cooking vendors shall have a 10ft. separation from all other non-cooking vendors. NO DEEP FRYING UNDER TENTS.

FIRE EXTINGUISHERS: Every vendor is recommended to have one currently certified and tagged, or within one year of manufacture date, extinguisher. All vendors who are cooking and/or using generators are required to have at least one 5lb ABC currently certified and tagged, or within one year of manufacture date, (2A10BC) extinguisher. All vendors who are deep fat frying are required to have at least one currently tagged Class K extinguisher.

SEATING: Seating and chair arrangements shall be approved by the Bureau prior to the event and have a minimum of 3ft. wide walkways to all exits in the tent. Tents with an occupant load of over 49 require a minimum of 2 exits.

LARGE TENTS: For tents, 20x20 or larger where enclosures are used (sides), exits shall have exit signage. If a tent is used at night, exit signs will have attached emergency lighting and be AC and DC powered. 20x20 or larger tents must have NO SMOKING signs.

OPEN FLAMES: Any unauthorized open flames, fireworks or fuel-fired lighting or devices are prohibited in any tent or similar enclosure unless prior approval from the Bureau is obtained.

STORAGE: Use or handling of flammable liquids or gases shall be prohibited at the site unless specifically approved and inspected by the Bureau.

FLOOR/DECOR: No hay, straw, shavings or similar materials shall be permitted to be used within any structure, tent or canopy. Exceptions: Pre-approved flame retardant treated materials or livestock bedding/fodder.

GENERATORS: Generators shall be on level ground, secured, and safely arranged and isolated from the occupants/general public. Exhaust shall be directed away from combustible material(s), people and/or animals. Spare fuel shall be stored in an approved container at a safe distance from the generator. NO HOT FUELING. Fire extinguisher required.

ELECTRIC: wiring and lighting shall be free of damage. All electrical equipment shall be isolated from the occupants/general public in a safe manner. All electrical connections and devices shall be in approved enclosures.

COOKING: All food cooking concession trucks, trailers, and structures of rigid construction are required to have a currently tagged commercial ventilation and extinguishment/suppression systems if required per the FFPC and NFPA 96.

Code References: Florida Fire Prevention Code (FFPC), NFPA 1, NFPA 96, NFPA 70, NFPA 101, & NFPA 102.

Any vendor(s) found not complying with any of the checklist items may not be allowed to open and/or operate until compliance is made.

I have read, understood, and will comply with all items.

X _____