



# 2021 FIRE MARSHAL'S VENDOR CHECK LIST

The authority having jurisdiction (AHJ) shall be permitted to regulate all outdoor events such as carnivals and fairs (downtown events) as it pertains to access for emergency vehicles; access to fire protection equipment; placement of stands, concession booths, and exhibits; and the control of hazardous conditions dangerous to life and property. (NFPA 1, Section 10.16.2)

Event coordinator(s) shall provide the vendors a checklist of what is expected of them at the event. However, individual vendors within the special event shall be held responsible for their individual vending space. Those that do not comply with the guidelines of this checklist for their vending arrangement are subject to immediate denial within participation of the permitted event.

- \_\_\_\_\_ Plot plan showing setup. If part of an overall event, this shall be supplied by the event coordinator.
- \_\_\_\_\_ Notarized letter from property owner stating their approval.
- \_\_\_\_\_ Proof of liability insurance (Food Vendors).
- \_\_\_\_\_ if tent is greater than 10' x 10', flame retardant certification is required. If multiple 10' x 10' tents are placed together to create one large space under canopy, then a flame retardant certification shall be required on all tents.
- \_\_\_\_\_ No smoking signs must be placed outside entrances.
- \_\_\_\_\_ If there is to be wire fencing or chain link fencing, this fence shall be set back from the tent at least 5 feet and have at least 2 exits.
- \_\_\_\_\_ If tent has sides, the sides shall be in the up position unless there is inclement weather, than 2 sides must be in the up position.
- \_\_\_\_\_ Adjacent tents shall be spaced a minimum of five (5) feet to provide an area to be used as a means of emergency egress. If stake lines are used to secure the tent, than the five (5) feet shall be measured from the stake line.
- \_\_\_\_\_ The ground enclosed by any tent and ground not less than 120" outside the tent shall be cleared of all flammable or combustible material or vegetation that is not used for necessary support equipment.
- \_\_\_\_\_ If lighting is installed in tent, it shall be in the way that bulbs are not in direct contact with the tent. Bulb/lamp cages shall be used.
- \_\_\_\_\_ If power is supplied by generator, generator shall be a minimum of 5 feet from the tent and shall be isolated from contact with the public by either physical guards, fencing, or an enclosure. Fuel containers shall not be stored within close proximity of any ignition source.
- \_\_\_\_\_ Any extension cords used shall be placed or positioned to not cause a trip/fall hazard.
- \_\_\_\_\_ A minimum of one portable fire extinguisher with a rating of not less than 2-A:10-B:C shall be provided. (See note at bottom)
- \_\_\_\_\_ If an LP (propane) tank is used by the vendor it shall be positioned outside the footprint of the tent.

**If cooking is involved:**

- \_\_\_\_\_ A minimum of one Class K portable fire extinguisher shall be provided for each concession stand that utilizes vegetable or animal grease cooking oils or any other process that produces grease laden vapors. (See note at bottom.)
- \_\_\_\_\_ Concession stands utilized for cooking shall have a minimum of 10 ft (3 m) of clearance on two sides and shall not be located within 10 ft (3 m) of amusement rides or devices.
- \_\_\_\_\_ If cooking is taking place under **any** tent, a flame retardant certification is required.
- \_\_\_\_\_ Any appliance used for cooking that utilizes a vent, that appliance shall be positioned to vent outside the tent.
- \_\_\_\_\_ Cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents, or any form of roofed enclosure, shall comply with this standard unless all or part of the installation is exempted by the AHJ. (NFPA 1, Section 50.2.9)

**NOTE: The State of Florida requires all extinguishers to be certified by an authorized and licensed fire extinguisher company.**

**Please, keep this page for your reference.**