

**Western Days**  
**2012 Vendor Handbook**

## Table of Contents

Applying for space .....	4	Internet service .....	12
Balloons .....	11	Labor .....	12
Booth Size .....	9	Map of vendor space layouts .....	15
Camping .....	10	Move-in .....	9
Cancellation policy .....	6	Move-out .....	10
Cardboard .....	10	Noncompliance Procedures .....	8, 9
Clean-up .....	10	Parking .....	10
Communication .....	3	Payment policies .....	6
Conduct .....	9	Rain policy .....	13
Dates and hours .....	7	Rates/Fees .....	5
Deliveries .....	12	Release of Liability .....	13
Duplicate products .....	3	Relocation .....	9
Electrical policies .....	11	Security .....	13
Employee Admission Passes .....	12	Signs .....	9
Environmental Health Regulations ..	12	Telephone service .....	12
Fire Marshal Regulations .....	12	Temporary Restaurant License .....	12
Furnishings .....	9	Vendor Application .....	14
General rules .....	7, 8	Vehicles .....	11
Glow Products .....	11	Weapons .....	13
Insurance .....	11		

## Appendices

Appendix 1: Oregon Fire Code: Statewide Guidelines for Fairs, Trade Shows, Carnivals or Common Venue Events

Appendix 2: Polk County Temporary Restaurant Operation Guidelines

Appendix 3: Polk County Temporary Restaurant License Application

# Things You Need to Know

## ABOUT THIS BOOKLET

Did you know..... that as an Applicant, if you are assigned booth space, this entire Handbook becomes a legal part of your contract by reference?

It is your responsibility to become familiar with the following rules, conditions, provisions and information. It is highly recommended that returning Vendors read this Handbook very carefully as there are revisions and new information this year which will affect you.

## DUPLICATE PRODUCTS AND PLACEMENT THEREOF:

Vendors at the Western Days festival do not have assurance of exclusivity of their products or services.

However, Event Management reserves the right to limit the number of duplicate products or services on a case-by-case basis.

In most cases, duplicate products will be placed as far away from one another as possible.

Certain products that are in current high demand and are very popular will likely get more spaces than one-of-a-kind, or introductory products.

## DIGITAL COMMUNICATIONS

Due to the size of this handbook, and to reduce printing and postage costs, we will no longer be printing and mailing any documentation. In keeping with this policy of "no more mailings", e-mail will henceforth be our primary method of communications with all Applicants.

All documentation is now available for download in the VENDORS section of our website at:  
**[www.westerndays.net](http://www.westerndays.net)**.

All communication with the Western Days Commission should be via the CONTACTS section of our website, or you may e-mail us at:

**[vendorinfo@westerndays.net](mailto:vendorinfo@westerndays.net)**.

## DEFINITIONS:

Certain terms or wording within this handbook may be as described below:

- *Application or Vendor Application*: The "Western Days Vendor Application".
- *Applicant*: A person or organization who has submitted a Vendor Application.
- *Licensee or Vendor*: An Applicant who has been approved and has been assigned space(s).
- *Vendor License*: An assigned document which states the conditions by which a Licensee is authorized to operate a Booth.
- *Booth*: The assigned space(s); the stall, stand, kiosk or concession; the place where a Vendor performs the business associated with this Event.
- *Event*: The "Western Days" festival.
- *Event Management*: The "Western Days Commission", in whole or in part .

# The Application Process

**Application Process** – The Vendor Application is enclosed on page 7 of this handbook. Please fill out the Application in its entirety. Applications received that are incomplete, or do not include the required menus, product lists or signature, will be not be processed until the missing information is received.

Make certain that your entire booth or trailer (including the tongue, bumper and door openings) will fit within the amount of space you are requesting. Specific space numbers or areas may be requested, and we will try to accommodate your request however, returning vendors have priority to the spaces they occupied last year, provided their applications are submitted prior to the deadline date.

Please mail completed applications to: Western Days Commission  
P.O. Box 711  
Monmouth, OR 97361

Make checks out to: Western Days Commission

**BE SURE TO SEND PAYMENT WITH YOUR APPLICATION** – Applications submitted without payment will not be processed.

If your application is approved, an e-mail will be sent to you notifying you of such. Later, around the middle of June, a Vendor License will be e-mailed to you indicating your space number(s).

**ALL APPLICANTS: THE 20% DISCOUNT EXPIRES ON MAY 1, 2012. NO APPLICATION POSTMARKED AFTER THAT DATE WILL BE ALLOWED TO TAKE THE DISCOUNT.**

## **WHEN TO SEND APPLICATION**

**Returning Vendors:** Applications are due May 1, 2012.

If your Application is postmarked after May 1, 2012 it will significantly affect which space will be available to you, since your application will be reviewed with new Vendor Applicants.

Layout changes, programming changes or new traffic patterns could prevent same space assignments. Event Management will attempt to honor all preferences for space to the best of its ability, taking into consideration the following factors:

- The number of years you've been an Vendor at the Event;
- The date your application was received;
- The compatibility of your booth with others in the same general area.
- Electrical requirements.

Event Management reserves the right to designate the space where Vendors may present Booths to the best benefit of the Event and its patrons.

**New Vendor Applicants:** There is no due date for New Applications however, the closing date for all Applications is June 20, 2012. No Applications will be processed after that date.

We will accept New Vendor Applications at any date up to June 20, 2012, however they will not be processed until after all on-time returning vendor applications have been processed, or approximately until May 8, 2012.

Applicants are asked to limit calls and/or e-mails concerning status.

**IF SPACE IS NOT AVAILABLE:** Not all Applicants are assigned space. If spaces are sold out or if your product is not compatible with other products already booked, you will be notified by e-mail and your fees will be returned within 30 days.

# Rates and Fees

**MOBILE VENDOR PRICE:** \$35.00 for each individual seller. Mobile Vendors are only allowed to sell their product(s) along the established parade route, and only during the actual parade event.

**BOOTH PRICES:** Booth prices listed below are all for a single 10' x 10' space. If you desire more space than 10' x 10', then multiply the number of 10' x 10' spaces you want by the price listed for that type of booth.

*Example: If you want a 10' x 20' Food Booth Space the price would be:*

$$2 \times \$225.00 = \$450.00$$

**CRAFT OR COMMERCIAL BOOTH SPACE:** \$200.00 for each 10' x 10' space.

**FOOD BOOTH SPACE:** \$225.00 for each 10' x 10' space.

**ADDITIONAL FOOTAGE:** \$22.50 for each additional foot (1' to 9')

**20% ON TIME SUBMISSION DISCOUNT:** All Applicant's who submit their fully completed Applications, and include payment in the full amount, no later than May 1, 2012 are eligible to take a 20% discount off the rental fees. Applications postmarked after the May 1, 2012 deadline will not be allowed to take the discount; no exceptions will be made. This discount does not apply to Cleaning Deposits which must be paid in the full amount.

## **BOOTH SPACE FEE INCLUDES:**

1. Space - use of space from July 3 through July 8, 2012 or July 2 through July 8, 2012 if your booth includes a trailer.
2. Electricity - Your Vendor License will list which of the following two types of electrical power that is included with your booth space:
  - a) One (1) regular 120 volt household outlet/receptacle (2,000 watts total) for each vendor booth (not for each and every space).
  - b) One (1) 240 volt outlet/receptacle (30 amps total) for each vendor booth (not for each and every space).
3. Employee Admission Passes - Admission will be charged after 2 pm on July 4, 2012 and again on July 7, 2012. Applicants will indicate on the Vendor Application how many Employee Admission Passes they require for each of these days using the following formula: number of daily employees x 2. This requested amount is subject to approval and/or modification by Event Management. Applicants are advised to be very definitive about requests, as it will be the only opportunity to do so. Should a space be assigned, the approved number of Employee Admission Passes will be listed on the Vendor License and will be final.

Note: All Employee Admission Passes are strictly for booth staff only, and NOT to be given or sold to anyone outside of your organization, including family members. Violators will be subject to non-compliance penalties, or expulsion from the Event.

## **PAYMENT POLICY**

All fees are due at the time of Application. Applications received without full payment will not be processed until all fees are paid in full.

Your Vendor License is also your receipt. All fees and other charges are indicated on this document. It is recommended that you make a copy for your records.

## **FORMS OF PAYMENT:**

Before June 1, 2012, personal checks, Money Orders, Bank Checks or Cash (DO NOT MAIL CASH) will be accepted methods of payment. There will be a \$20.00 processing fee added to the total amount due for any checks returned for "Not Sufficient Funds."

After June 1, 2012, no personal checks will be accepted for space rent, but will still be accepted for Cleaning Deposits.

Cleaning Deposits should be submitted in the form of a separate check. Deposit checks will be shredded after the Event unless you request it to be returned, provided you have enclosed a self-addressed, stamped envelope with your payment.

## **CANCELLATION REFUND POLICY**

Vendors canceling space prior to June 1, 2012 may be entitled to a refund of any monies paid. Beginning June 1, 2012 NO refunds will be issued for cancellation. There will be no exceptions to this policy.

In the event the Licensee fails to comply in any respect with the terms in this Handbook, all payments and deposits for Booth space shall be deemed earned and nonrefundable, and Event Management shall have the right to occupy the space in any manner in the best interest of the Event without further notice to the Licensee.

# 2012 Rules Governing Vendors

**EVENT DATES AND HOURS OF OPERATION:** Wednesday, July 4, 2012 through Saturday, July 7, 2012. All booths are required to be open for business and staffed during the following hours:

Wednesday July 4, 2012: 12:00pm (noon) to 12:00am (midnight)  
Thursday July 5, 2012: 2:00pm to 10:00pm  
Friday July 6, 2012: 2:00pm to 10:00pm  
Saturday July 7, 2012: 12:00pm (noon) to 12:00am (midnight)

## **GENERAL RULES**

1. A complete list of items and/or services to be sold must accompany all craft and commercial vendor applications. Items not included on the list will not be allowed. Be specific in your descriptions, words such as "novelty items", "etc." and "same as last year" will not be accepted.
2. A complete menu must accompany all food booth applications. Items not included on the menu will not be allowed.
3. A \$50.00 Cleaning Deposit will be required from all Vendors and should be made in the form of a separate business or personal check. Deposits not paid in the form of a separate business or personal check will be forfeited. Failure to clean your booth space or remove all trash to the dumpster (both during and after the event) will result in forfeiture of the Cleaning Deposit. Deposit checks will be shredded after the event unless you request it to be returned, provided you have enclosed a self-addressed, stamped envelope with your payment.
4. Vendor Licenses must be prominently posted in all Vendor Booths during the entire event. Vendor Licenses must be signed by the Fire Marshal signifying compliance with applicable fire codes, and when applicable must also be signed by the Health Inspector signifying compliance with applicable health safety regulations.
5. Sound amplifying devices including but not limited to PA systems, musical instruments and radios, are subject to the approval of the Event Management and, if allowed, must be controlled so as not to interfere with others. The privilege for use of such sound devices may be revoked at any time. If you feel that another Vendor's sound level is too loud, please report it to the Event Staff. Do not try to "drown out" noise by creating more. All Vendors should understand that it's normal to hear other vendors from your space.
6. Vendors must have at least one person over the age of 18 in attendance at their booth at all times that the Event is open to the public, and must care for and keep in good order the space occupied by them, taking every precaution against possible injury to visitors, guests and/or employees.
7. Smoking is prohibited everywhere in the park except for at designated smoking areas.
8. Pets are not allowed inside the park, including inside Vendor spaces. Exceptions may be made for animals that are an integral part of a Vendor's business, for the purpose of selling an animal related product. Please describe on, or with the Application. Exceptions must be granted in writing on the Vendor License by Event Management.
9. Event Management reserves the right to refuse Booths which may violate community standards of decency or otherwise infringe upon the rights of, or cause bodily harm or intimidation to Staff, Vendors or to the public, and when deemed unsuitable.

10. Food or beverages may not be given away without written consent from Event Management, as such acts may conflict with concession rights held by others. Vendors expecting to dispense free samples and gift items must obtain permission to do so before the Event opens. SALES OF READY-TO-CONSUME FOOD OR BEVERAGES (INCLUDING WATER) OR VENDING PRODUCTS FROM CRAFT OR COMMERCIAL BOOTHS ARE STRICTLY PROHIBITED.

11. Canvassing or solicitation (polling, signature gathering, etc.) except by specific contract is not allowed. Canvassing, demonstration or solicitation of Booth must be confined to the inside boundaries of Vendor's assigned space and in no case may extend to any other part of the park. Advertising of candidates for office may take place only within the booth space rented for that purpose.

12. Event Management reserves the right to stop or remove from the Event, or relocate any Vendor or designated representative and/or Booth, performing any act or practice which, in the opinion of the Event Management, is illegal; interferes with the performance of other Vendors; creates a health, safety, or fire hazard; or violates any rules stated herein.

13. Vendor shall comply with those laws, rules, regulations and codes of the State of Oregon, Polk County, City of Independence and Event Management that may include but are not limited to workers' compensation insurance, health and safety, fire safety and utilities.

14. The decision of an Event Manager or other designated representative of the Western Days Commission, in their official capacities, must be accepted as final in any disagreement between Vendors.

15. All matters not covered in these conditions are subject to the decision of a Western Days Commissioner or their designated representative, in their official capacities, which shall be final.

**RULES OF CONDUCT:** All Vendors are expected to conduct themselves in a professional manner and according to the rules governing vendors. Vendors will refrain from mentioning their competitors or their products or services in a derogatory manner or in any other way disparaging another Vendor who is also participating in the Event. Any unruly conduct, refusal to follow rules, or use of foul language may be considered grounds for expulsion from the Event. Such Vendors may not be invited to return to subsequent Events.

The sale or misuse of Employee Admission Passes by Vendors, Licensees, their agents, family members, or any other person may result in immediate expulsion with no refund; there may be monetary fines or criminal charges filed, and the Vendor may not be allowed to return to subsequent Events.

All Vendors will be required to keep their booths open all day and hours as indicated on the Vendor License. Violators may be penalized or face expulsion. Covering the display or hauling stock out shall constitute early closure.

Event Management retains the right to remove any Vendor and/or their Booth from the park if the Vendor does not comply with the Vendor License and these written rules.

**NONCOMPLIANCE PROCEDURES:** In the event that a Vendor refuses to comply with fees, conditions, rules or other information outlined in this Handbook or the Vendor License, Event Management will take the following action:

1. Upon first observation of Vendor noncompliance, Event Management will discuss the matter with the Vendor to inform Vendor of the infraction and request compliance.

2. If Vendor continues noncompliance, Event Management will again discuss the matter with the Vendor, this time requesting compliance within a specified period of time. Due to the Event occurring during a short time frame, time is of the essence with regard to compliance. Therefore, the "specified period of time" as referred to in the above, may be measured in minutes or hours.

3. Failure of Vendor to comply within the specified time period, may result in Vendor License being revoked, expulsion from the event and forfeiture of all fees.

**VENDOR MOVE-IN AND SET-UP:** Move-in for trailers will be on Monday July 2, 2012. It is important that any trailers which will be a part of your booth space be delivered on this date. There is absolutely no guarantee that sufficient space will be available for any trailer to be maneuvered into position after this date.

Set-up for all booths will be on Tuesday July 3, 2012. A representative will be in the park both days, from 10am to 5pm to assist with placement. All booths must be installed and ready for business no later than 10:00 am on Wednesday, July 4, 2012. Vehicles will be permitted in the park during set-up of booths for unloading only. Event management reserves the right to demand removal of any and all vehicles from the park at any time.

Should a Vendor set-up in a wrong booth space, he agrees to move to his proper location at his own expense, and without protest.

Please be patient during move-in. Due to extreme congestion in the park during the move-in and set-up days, we ask that you allow yourself much more time than you may have anticipated. Also, BE SAFE! Be very cautious of pedestrians, trucks, forklifts, etc. Vehicles left that restrict traffic flow, fire lanes or another Booth may be towed at owners' expense.

**BOOTH SIZE:** Booth sizes are in multiples of 10' x 10' (additional footage of 1' - 9' may also be purchased). There will be a minimum of 2' of space separating vendors, but this space must be left clear. **All** vendor items must remain inside the space allotted to them as described on their Vendor License.

**BOOTH FURNISHINGS:** All booths and furnishings are subject to the inspection of the Polk County Fire Marshal who may demand removal of unsafe materials. Please refer to the Fire Marshal Regulations provided by the State Fire Marshal's Office. Questions regarding compliance with State Fire Regulations should be referred to the Polk County Fire Marshal's Office. Phone (503) 838-1510. Mats are suggested as floor coverings for the vendor booths.

Vendors shall not deface City of Independence facilities or property in any way. Holes in the pavement for canopy poles, stakes or any other purpose is strictly forbidden.

Extension cords may be used only within the guidelines established by the Oregon State Fire Marshal's office.

All booth furnishings, including signs and display racks, must remain inside the boundaries of designated Booth space at all times. Booths must stay within boundary lines marked on the ground.

**RELOCATION OF BOOTH SPACE:** Vendors will not be allowed to relocate their booth space once they are moved in. Vendors may observe what appears to be an available or empty space after the Event has begun; there is any number of reasons that some spaces may appear available, but assume that they are not.

**SIGNS:** All signs, banners or posters supplied by Vendors should be professionally made, neat in appearance and placement must meet the Event guidelines (see BOOTH FURNISHINGS above). The use of hand lettered or felt-marker signs are discouraged.

**VENDOR CLEAN-UP:** During the Event, each Vendor is responsible for the clean-up of his/her booth area. Trash may be placed in the dumpsters provided at the south end of the parking area. All Food Vendors must provide a waterproof, covered container to hold any refuse generated in the course of food preparation. *Food Vendor's are also required to provide a trash receptacle at the front of their booth for public use.* Each Vendor will be responsible for emptying his own containers daily or more frequently as required. Any Vendor who has a Booth that allows food or waste to leak onto the ground or into another Vendor's booth will be subject to a \$50 cleaning fee for each occurrence and after the second occurrence will be subject to noncompliance proceedings. You may also be liable for injuries caused to persons slipping in such leakage.

**CARDBOARD RECYCLING:** Containers designated solely for the placement of cardboard may be located near the dumpsters. Vendors are expected to flatten and place cardboard in these specific containers.

**VEHICLE ACCESS TO RIVERVIEW PARK:** Vendors will have vehicle access to the park prior to opening each day of the Event for the purpose of unloading only. During the Event, all vehicles required to serve vendor booths may enter the park for that purpose, but must be removed from the park no later than 1 hour prior to event opening time. Vehicles found on the grounds after that time may be towed at the owner's expense. No Vendor vehicles, including motorized scooters, golf carts, ATVs or bicycles are permitted inside the park during the above stated open hours, and all supplies and materials for booths or stands must be in before that hour or hand-carried. During the times that Vendors are allowed to bring vehicles into the park, they must enter and exit only through the B Street Entrance (beside the city restrooms).

**VENDOR MOVE-OUT/REMOVAL:** Vendor booths must remain in place and fully intact until 12:00 am (midnight) on Saturday July 7, 2012. Booths may be removed after 12:00 am on Saturday July 7, 2012. All Booths must be removed from the park by 5:00 pm on Sunday, July 8, 2012.

During dismantling, Vendors will be expected to remove all trash and debris from their Booth area and place it in the provided dumpster.

**VENDOR PARKING:** There will be absolutely no vendor parking adjacent to Riverview Park on Main Street, B Street or C Street; or on the paved parking area at the C street entrance to the park.

Vendors will be allowed to park vehicles in the designated Vendor parking area (the gravel area along the edge of the river, east of the carnival area) on a first come, first served basis. NOTE: YOU WILL NOT BE ALLOWED TO REMOVE YOUR VEHICLE FROM THIS PARKING AREA DURING EVENT OPEN HOURS, AND AFTER CLOSING, UNTIL THE POLICE DEPARTMENT DEEMS THE EVENT AREA HAS SUFFICIENTLY CLEARED OF PEOPLE. Should this area become full, or should you choose to not park in this area, you must park outside the park area on the city streets.

**CAMPING:** On-site camping is not available. RV camping may be available nearby at Ash Creek Mobile & RV Park in Independence. Call (503) 838-4552 for more information and reservations.

Vendors will not be permitted to sleep in booths overnight.

**BALLOONS AND GLOW PRODUCTS:** In certain cases, Event Management may contract with a non-profit organization to exclusively sell balloons and/or glow products as a method of fund-raising.

A vendor who is specifically contracted for balloons shall have exclusive rights to inflated devices. In that case, non-contracted vendors may only sell or distribute NON-INFLATED balloons from their vendor space.

In addition, a vendor who is specifically contracted for glow products shall have exclusive rights to the contracted type(s) of glow products. In that case, non-contracted vendors may only sell or distribute non-contracted glow products from their vendor space.

In either case, you will be notified prior to acceptance of your application if there is a conflict between your submitted product list and a non-profit novelty contractor.

**ELECTRICAL:** Each Vendor will be provided with one (1) regular 120 volt household outlet/receptacle (2,000 watts total) at no additional charge. There will not be an outlet provided for each 10' x 10' space rented. Should it be determined that a Vendor is using more power than entitled to, causing power overloads in other Booth areas, said Vendor will be required to reduce the amount of power being used. Event Management has sole discretion for assigning usage of any additional outlets, based on need and seniority. No Vendor is allowed to use additional outlets without Event Management approval.

Vendors who have 240 volt power listed on their Vendor License will be provided one (1) 240 volt outlet/receptacle (30-amps total) at no additional charge. Some outlets in the park are of the 50-amp type, none-the-less they are still only 30-amp circuits.

No additional outlets will be provided unless specifically indicated on the Vendor License.

Vendors must provide their own Fire Marshal approved extension cords. Required cord lengths in the lower areas of Riverview Park of up to 100' are not uncommon.

Vendors are not allowed to provide electricity for their booth spaces with a generator. Generators are not permitted to be used in the park.

**INSURANCE:** All vendors must maintain, throughout the event, the following types and amounts of insurance coverage:

*General Liability Insurance:* Vendors may be required to provide a certificate of insurance at Event Management discretion.

**FOOD VENDORS** - Combined single limit per occurrence shall not be less than \$1,000,000. Each annual aggregate limit shall not be less than \$1,000,000. The City of Independence and the Western Days Commission, including it's officers and volunteers must be named as Additional Insured's, with respect to the business conducted pursuant to the Event.

**CRAFT AND COMMERCIAL VENDORS** - Any Craft or Commercial Vendor desiring insurance upon his Booth must place some at own expense. The Western Days Commission and the City of Independence will not be responsible for safety of Booths against theft, fire, robbery, accident or any other destructive cause, or for any injury that may arise to the public in the licensed area, or to the Vendors or their employees while on the Event grounds.

*Automobile Liability Insurance* - Combined single limit per occurrence shall be not less than \$500,000. You may have this policy written in combination with a General Liability Insurance referred to above.

*Workers' Compensation Insurance* - All Vendors that employ subject workers to work at the booth MUST provide the required Workers' Compensation coverage. Vendor acknowledges that Vendor is totally responsible for complying with the Oregon Workers' Compensation Law and shall comply with ORS 656.017 which requires it to provide insurance for all its subject workers.

**RELEASE OF LIABILITY:** Vendor agrees to indemnify and save harmless the Western Days Commission, the City of Independence, or any other sponsor, their officers, agents, representatives and employees from any claims, causes of action and suits accruing or resulting from any damage, injury, or loss to any person or persons, including but not limited to persons whom the Vendor may be liable under any Workers' Compensation Law and the Vendor themselves, and from any loss, damage, cause of action, claims or suits for damages, including but not limited to loss of property, goods, wares, or merchandise, caused by, arising out of, or in any way connected with the exercise by the Vendor of the privileges granted herein.

**EMPLOYEE ADMISSION PASSES:** Vendors will receive a set amount of assigned Employee Admission Passes for the purpose of staffing booth(s) as indicated on the Vendor License. The number of Employee Admission Passes received will be strictly based on the number of employees required to staff booth(s) from 2 pm to closing on July 4, 2012 and July 7, 2012. This amount will be requested by licensee on the Vendor Application, and the amount shall be restricted to the amount requested on the application. Event Management reserves the right to limit or modify the amount requested.

It is a violation to distribute any Employee Admission Passes to anyone except the staff needed to operate a booth. Under no circumstances may Employee Admission Passes be electronically reproduced. Misuse of any Employee Admission Pass may result in non-compliance proceedings and permanent expulsion from the Event.

**DELIVERIES TO RIVERVIEW PARK:** Freight deliveries to Riverview Park are not allowed and will not be accepted by Event Staff.

**INTERNET AND TELEPHONE SERVICE:** Internet and Telephone services are not provided or available by wired connection at the Event location. If you need either of these services, make your own arrangements to have them provided to you wirelessly.

**LABOR:** Event Management is not responsible for, nor will it arrange to provide, any type of labor for the installation, removal or servicing of any vendor space. It is recommended that Vendors needing to use local labor contact Oregon State Employment Office.

**FIRE MARSHAL REGULATIONS:** All Vendors will be required to abide by the rules and regulations as set forth by the Oregon State Fire Marshal's Office as described in the *Statewide Guidelines for Fairs, Trade Shows, Carnivals or Common Venue Events*; which is included as Appendix 1 at the back of this Vendor Handbook. This information is inclusive as part of your Vendor License at the Western Days festival. By signing your application, you are agreeing that you have read and understand all of the information in the above mentioned documentation, and will comply with all regulations contained therein.

Deputies of the Oregon State Fire Marshal will be in the park during the event to inspect Booths and confirm compliance with the rules. The Polk County Fire Marshal, the Oregon State Fire Marshal, and/or any authorized representative of the Western Days Commission may close down any Vendor Booth for non-compliance with the fire safety rules.

**ENVIRONMENTAL HEALTH REGULATIONS AND TEMPORARY RESTAURANT LICENSE:** All Food Vendors will be required to have a Temporary Restaurant License, and to abide by the regulations stipulated in the Temporary Restaurant Operation Guidelines provided as Appendix 2 at the rear of this handbook. The Temporary Restaurant License must be prominently displayed in the Vendor's Booth. This license, and the information found in the Temporary Restaurant Operations Guidelines is inclusive as part of your Vendor License at the Western Days festival. By signing your application, you are agreeing that you have read and understand all of the information in the above mentioned documentation, and will comply with all regulations contained therein. *(continued)*

Deputies of the Polk County Environmental Health Department will be in the park during the event to inspect Food Booths and confirm compliance with the rules. The Polk County Environmental Health Specialist, and/or any authorized representative of the Western Days Commission may close down any Food Vendor booth for non-compliance with the Environmental Health Regulations.

**SECURITY:** The Independence Police Department and other regional police personnel will be on duty during the Event. They will exercise all reasonable diligence in protecting the property of Vendors, but will not be responsible for articles lost by fire, theft or mysterious disappearance. Please report any thefts to the Independence Police Department as soon as possible.

**WEAPONS:** For public safety reasons and to avoid disruptive events and to further the peaceful enjoyment of the Western Days festival, certain items are PROHIBITED FROM SALE OR OPEN DISPLAY in Riverview Park during the Event.

These items include firearms, weapons, and destructive devices as these items are defined by OAR 576-065-0000.

Also not permitted are toy weapons and potential weapons or threatening items, which include but are not limited to, blowguns and darts, paintball guns or other projectile launching devices, swords, daggers, throwing stars, electronic stun devices, mace, pepper spray and laser pointers.

Certain knives such as household knives or other prohibited items may be permitted with specific approval from Event Management. If approved, such items must be listed on the Vendor License, and may be required to be sold with special packaging or other safety features.

Other items not specifically described above, but which may present threats to public safety or the peaceful enjoyment of the Event, may be prohibited on an individual case basis.

Periodically, additional items may be prohibited by notice of Event Management or by Administrative Rule. The determination of prohibited items is at the absolute discretion of the Event Management.

The Independence Police Department will actively assist in the enforcement of this policy.

**RAIN POLICY:** Event Management cannot prevent rain. All Vendors should be aware that while not common in July, we still stand a chance of having rain at some point during the Event. When you sign your application, you are accepting that possibility. There will be no refunds and all Booths will be expected to remain open should it rain.

Western Days Commission  
P.O.Box 711  
Monmouth, OR 97361



## 2012 Vendor Application and Agreement

Mail this completed application, along with full payment to the address above.  
Make checks payable to "Western Days Commission".

**Organization** \_\_\_\_\_ **2011 Booth Location** \_\_\_\_\_

**\*Contact Person** \_\_\_\_\_ **2012 Preferences: 1st** \_\_\_\_\_

**\*Address** \_\_\_\_\_ **2nd** \_\_\_\_\_

**\*City/State/Zip** \_\_\_\_\_ **3rd** \_\_\_\_\_

**\*Email** \_\_\_\_\_

(Because all correspondence from us will be via email, your email address is required. We will not sell or share it with anyone.)

**\*Phone No.** \_\_\_\_\_ **Alternate Phone No.** \_\_\_\_\_

**\*Check all that apply:** (Craft/Commercial Vendors may not sell or give-away any Ready-to-Consume food or beverage item, including water.)

- Mobile Vendor (Parade only):**                    x    (number of mobile sellers)                    =    \_\_\_\_\_
- Craft or Commercial Vendor:**                    x    (number of 10' x 10' spaces)                    =    \_\_\_\_\_
- Food Vendor:**                    x    (number of 10' x 10' spaces)                    =    \_\_\_\_\_
- Additional footage (1 - 9 ft):**                    x    (number of additional feet)                    =    \_\_\_\_\_

**SubTotal** (sum of above) \_\_\_\_\_

**20% Discount** (Subtotal x .20)  
(only valid if your application is submitted with full payment no later than May 1, 2012) \_\_\_\_\_

**Total** (Subtotal - Discount)  
(send this amount in one check) \_\_\_\_\_

**Cleaning Deposit: \$50.00** (Craft and Food Vendors)  
(send this amount in a separate check) \_\_\_\_\_

**Total Amount Due** \_\_\_\_\_

- Booth is a free-standing tent or canopy.**
- Booth is a trailer.**

**\*Electrical options:** (See page 11 of the Vendor Handbook for Electrical Policies.)

- 120 volts, 2000 watts.**     **240 volts, 30 amps.**    **Notes:** \_\_\_\_\_

**\*Total number of Employee Admission Passes needed:** \_\_\_\_\_ (See pages 5 & 12 of the Vendor Handbook for description and formula.)

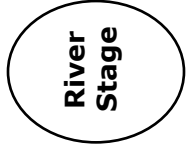
**\*Describe ALL items to be sold, or services to be performed:** Food Vendors must include full menus. Items not listed will not be allowed.  
(Use the reverse or a separate sheet if necessary. Be specific in your descriptions; wording such as novelties, same as last year and etc. will not be accepted.)

### SPACE RENTAL AGREEMENT

I have read the Western Days 2012 Vendor Handbook in its entirety, and I agree to comply with the rules and regulations set forth therein. I certify that I am 18 years of age or older and I agree to occupy the assigned space July 4 through July 7, 2012. In consideration of acceptance of this application, the undersigned further agrees to indemnify, hold harmless, and defend against any actions against the Western Days Commission and its representatives, the City of Independence, or any other sponsor from and against all liabilities whatsoever arising out of the applicant's participation in the Western Days festival.

**\*Signed:** \_\_\_\_\_ **\*Date:** \_\_\_\_\_

# Western Days Map of Vendor Spaces in Riverview Park (Not to Scale)



- 1
- 2
- 3
- 4
- 5

- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13
- 14
- 15
- 16
- 17
- 18
- 19
- 20
- 21
- 22
- 23
- 24
- 25
- 26
- 27
- 28
- 29
- 30
- 31
- 32
- 33

- 34
- 35
- 36
- 37
- 38
- 39

- 40
- 41
- 42

- 43
- 44
- 45
- 46
- 47

Independence  
Police Dept.

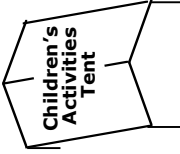
- 48
- 49
- 50
- 51
- 52
- 53
- 54
- 55

- 56
- 57

- 68
- 67
- 66
- 65
- 64
- 63
- 62
- 61
- 60
- 59
- 58

- 69
- 70
- 71
- 72
- 73
- 74
- 75
- 76
- 77
- 78
- 79
- 80
- 81
- 82
- 83
- 110

Playground



- 100
- 101
- 102
- 103
- 104
- 105
- 106
- 107
- 108

Main  
Stage

Restrooms

Info

- 84
- 85
- 86
- 87
- 88

- 89
- 90
- 91
- 92
- 93
- 94
- 95

- 96
- 97
- 98
- 99

C Street

B Street

Main Street

Vendor  
Parking

Carnival

# **Western Days**

## **2012 Vendor Handbook**

### **Appendices**

- Appendix 1: Oregon Fire Code: Statewide Guidelines for Fairs, Trade Shows, Carnivals or Common Venue Events  
(12 pages)
- Appendix 2: Polk County Temporary Restaurant Operation Guidelines  
(5 pages)
- Appendix 3: Polk County Temporary Restaurant License Application  
(1 page)



## OREGON FIRE CODE

### Interpretations and Technical Advisories

A collaborative service by local and state fire professionals, along with our stakeholders and customers, to provide consistent and concise application of Oregon's fire prevention and life safety regulations.

**Date:** April 4, 2011

**Ruling:** Technical Advisory No. 11-09 (Revised TA# 08-01)

**Subject:** Statewide Guidelines for Fairs, Trade Shows, Carnivals or Common Venue Events

**Code Reference:** 2010 Oregon Fire Code

**Purpose:** Through a collaborated effort with the Oregon Fire Service this document is designed to assist fire agencies, fair and event centers, event planners, vendors, concessionaires, and other parties planning for and conducting fairs, trade shows, carnivals, or common venue events.

**Goal:** The goal of this document is to provide a consistent approach for application and use of the most common fair and event fire code applications. Ultimately the fire code official approves all mentioned events. It is the intent to provide consistent application: however, the fire code official may have reason for more stringent standards.

### Section 1–GENERAL REQUIREMENTS

**1.1 Purpose.** The purpose of the general requirement section is to target fire code requirements of a general nature. For more specific regulations please refer to Sections 2 through 10.

**1.2 Permits.** An operational permit may be required by the fire code official. Permit fees and code compliance conditions are requirements prior to issuance of a permit. Contact the local fire authority regarding specific permits, conditions, and fees.

**1.3 Standby Personnel.** When, in opinion of the fire code official, it is essential for public safety in a tent, at a fair, concert or similar event, the operator of the event shall provide one or more qualified standby person(s). This requirement is based on the number of occupants, nature of the performance, exhibition, display contest or activity. There shall be trained crowd managers at a ratio of one manager to every 250 occupants, as approved by the fire code official. Standby personnel shall comply with the following:

**1.3.1** Before each performance or the start of the event, standby personnel shall keep diligent watch for fires during the time such event is open to the public or taking place.

- 1.3.2 Personnel shall take prompt measures for extinguishment of fires that occur and assist in the evacuation of the public from the structure or event.
- 1.3.3 Personnel shall have a means of communicating a (911) fire department response and between other managers/personnel at the event.
- 1.3.4 Personnel shall be familiar with all exits, fire extinguishers locations, and any building suppression/alarm system control panels.

**1.4 Smoking.** There shall be **NO SMOKING** inside buildings, livestock areas, barns, tents, canopies, or exhibit booths.

- 1.4.1 **NO SMOKING** signs shall be conspicuously located to meet the intent of this guideline.
- 1.4.2 Designated smoking areas are allowed and shall have non-combustible floor coverings and suitable non-combustible ashtrays. All smoking areas shall be approved by the fire code official.

**1.5 Open flame.** Candles, torches, and other open flame devices used for decorative, ceremonial, or demonstrative purposes shall be approved by the fire code official. The following may be used by the fire code official to ensure adequate safeguards are in place.

**Note: There are no restrictions on the use of flameless type candles.**

- 1.5.1 Decorative flaming devices that use Class 1 or 2 liquids or LP gas are strictly prohibited.
- 1.5.2 Open flame devices and their use shall be approved by the fire code official.
- 1.5.3 Open flames shall not be utilized in areas where combustible items such as tablecloths, displays, and merchandise are present.
  - Exception:** When flame is enclosed and where the opening on top does not pose an ignition hazard and approved by the fire code official.
- 1.5.4 Candles and open flame devices are prohibited in areas where people stand, or in an aisle or exit.
- 1.5.5 All candle use shall meet the following conditions:
  - 1.5.5.1 Candles shall have a non-combustible base that will self upright after it is tilted 45 degrees, or be self extinguishing.
  - 1.5.5.2 The flame shall be enclosed except where openings on the side are not more than 0.375 inches in diameter or where openings on the top and the distance to the top of the flame is such that a piece of tissue paper place on top will not ignite in 10 seconds.
  - 1.5.5.3 Shades, where used, shall be made of noncombustible materials and be securely attached to the open-flame device holder or chimney.
  - 1.5.5.4 Candelabras shall be secured and supported to prevent overturning.
  - 1.5.5.5 Lit handheld candles shall not be passed from one person to another.
- 1.5.6 Torches and handheld flaming devices shall be approved by the fire code official.
- 1.5.7 See Section 4, titled Cooking, for application of open flaming devices for cooking.

**1.6 Decorative materials.** All fabric or material used for decoration shall be fire resistive, or treated with an approved fire retardant. If treated, documentation or product used, when it was

treated, and how it was treated are required. Tablecloths, merchandise, and displays are not considered decorations. Decorative wood less than 0.025 (1/40) inch thick should be flame retardant.

**1.7 Fire extinguishers.** Fire extinguishers are required on site for every 75 feet of travel distance. The fire code official may require fire extinguishers for every booth or exhibit, or may apply the travel distance application to meet the intent of the guideline. Fire extinguishers shall comply with the following:

- 1.7.1** The minimum size fire extinguisher shall be a **2A:10BC** for general use.
- 1.7.2** Fire extinguisher application for cooking will be found in Section 4 titled Cooking.
- 1.7.3** All staff shall be familiar with the use and location of the fire extinguisher.
- 1.7.4** All fire extinguishers shall indicate as being serviced within the past 12 months and inspected within the last 30 days.
- 1.7.5** Fire extinguishers shall be made readily visible and accessible.
- 1.7.6** Fire extinguishers shall be mounted in an approved location with handle no higher than 5 feet and not less than 4 inches off the ground.

**1.8 Exiting and aisles.** Exiting and aisles shall comply with the following:

- 1.8.1** Each concession stand/booth shall have **a minimum of one exit** leading directly out of the area without exiting through intervening spaces including other concession stand/booth, display, or enclosed areas.
- 1.8.2** Aisles and exits shall be kept clear and free of obstructions. Easels, signs, displays, tables, and other objects shall not encroach into aisles and exit paths, or exit doors.
- 1.8.3** Exit doors shall not be covered with drapes or similar impeding their visibility. Facility or building exits, stairs, corridors, and vestibules shall not be used for any purpose except for egress.
- 1.8.4** Exit doors shall function with a single action and shall not be able to lock patrons in an area or facility.
- 1.8.5** Aisles and exits shall be illuminated at dusk and night.
- 1.8.6** Approved exit signs are required when two exits are provided or when the occupant load exceeds 50.
- 1.8.7** Aisles and exit access from concession stands/booths and areas with an occupant load of less than 50 require a minimum of 36 inches of width and 80 inches in height.
- 1.8.8** Aisles between concession stands/booths and display items shall be no less than 44 inches in width.
- 1.8.9** Major aisles and walkways are established based on occupant load and may range from 8 feet of unobstructed width for small venue events and 10 feet of unobstructed width for large venue events. Travel distance to an exit door shall not exceed 200 feet.
  - Exceptions:** 1) 250 feet in a sprinkled building.
  - 2) 400 feet in open air seating.

**1.9 Occupant load.** The occupant load shall be assigned by the fire code official in accordance with the anticipated use. The fire code official may require the posting of occupant loads in areas of assembly.

**1.10 Seating—tables and chairs.** The placement of tables and chairs shall comply with the following:

**1.10.1 Aisles and exit access.** The common path of egress travel shall not exceed 30 feet from any seat in the exit access.

**1.10.2 Chair rows.** The minimum aisle access width between the front of one row of chairs and the back of the next row shall be 12 inches for rows of up to 14 chairs, and that distance increases if there are more than 14 chairs per continuous row. The minimum clear width of 12 inches between rows shall be increased by 0.3 inches for every additional seat beyond 14 seats, but the minimum clear width is not required to exceed 22 inches.

Aisles between rows of chairs shall be a minimum of 48 inches.

**1.10.3 Bonding.** When greater than 200 seats are assembled in one area the seats shall either be fastened to the floor or fastened together (bonded) in groups of not less than three.

**1.10.4 Tables.** Square banquet tables shall be spaced a minimum of 31 inches apart when seating on one side and 50 inches apart when seating on both sides. Round banquet tables shall be spaced no less than 6 feet from table edge to table edge.

**1.11 Waste—Trash.** Combustible waste material shall not accumulate and a waste collection and removal plan shall be established. Waste receptacles/containers shall comply with the following:

**1.11.1** Adequate non-combustible waste receptacles shall be onsite and distributed strategically.

**1.11.2** Combustible waste receptacle, i.e. commercially made cardboard receptacle, maybe used with the approval of the fire code official.

**1.11.3** Waste receptacles shall not be placed near an exit, in an exit path, under an open stairway, or near any heat source.

**1.11.4** Waste containers exceeding 1.5 cubic yards (40.5 cubic feet) shall maintain a distance of 5 feet from any tent, membrane or combustible structure.

**1.11.5** Combustible trash shall be removed at least once a day from the structure during the period the structure is occupied by the public.

**1.12 Generators.** Generators shall comply with the following:

**1.12.1** Refueling shall be performed in an approved location not less than 20 feet from tents, stands/booths or membrane structures. Generators shall not be running during refueling operations.

**1.12.2** Fuel shall be stored outside in an approved manner not less than 50 feet from tents, stands/booths or membrane structures.

**1.12.3** Shall be protected from the general public by a physical means.

**1.12.4** Shall not be operated inside a structure or enclosed tent.

- 1.12.5 Shall not be placed near an exit or in an exit path.
- 1.12.6 Shall be a minimum of 20 feet from a tent, membrane structure, or combustible structures.
- 1.12.7 A minimum of a **2A:10 BC** fire extinguisher shall be within 75 feet of all generators.

**1.13 Fire alarm systems.** When installed, fire alarm systems shall comply with the following:

- 1.13.1 Be serviced annually and have proof of service upon request by the fire code official.
- 1.13.2 Fire alarm panels shall be made readily accessible and clearly marked if not placed in an obvious location.
- 1.13.3 Displays, decorations or other items shall not obstruct any portion of the fire alarm system including detection devices and audible and visual (warning) notification devices.

**1.14 Fire sprinklers.** When installed, all fire sprinklers systems shall comply with the following:

- 1.14.1 Be serviced annually and have proof of service upon request of the fire code official.
- 1.14.2 The location of the fire sprinkler control valves shall be clearly marked.
- 1.14.3 Maintain storage a minimum of 18 inches of clearance below the sprinkler head.
- 1.14.4 No items shall be hung or suspended from a fire sprinkler system including piping and sprinkler heads.

**1.15 Fire hydrants–fire department connections.** Fire hydrants and fire department connections shall be maintained without obstructions including posts, fences, vehicles, growth, trash, storage or other obstacles which would hinder locating or use. ORS 811.550(16) prohibits parking within 10 feet of a fire hydrant.

**1.16 Vehicles, boats and RV displays.** Any requested variation of this section for inside venue vehicle displays or demonstrations shall be approved by the fire code official. Vehicle, boat and RV displays shall comply with the following:

- 1.16.1 Fuel tanks shall be no more than a  $\frac{1}{4}$  full or contain more than 5 gallons of fuel, whichever is less.
- 1.16.2 Fuel caps shall be locked or sealed (duct tape).
- 1.16.3 LP-gas or CNG vehicles shall have their quarter-turn tank valves shut off and the engine allowed to run until it stops due to no fuel. Dual fuel vehicles shall comply with this requirement and the requirement to limit fuel tank (flammable liquid) quantities.
- 1.16.4 Fueling or de-fueling shall not be done inside a building or tent.
- 1.16.5 Batteries shall be disconnected at the hot lead and cable ends taped.

**1.17 Stages.** All stages and platform performance areas shall be noted on the site plan and approved by the fire code official.

**1.18 Site plans.** When required by the fire code official, a site plan shall be submitted for review and approval. A site plan shall include the following:

- 1.18.1** Fire department access roads and radiuses (fire lanes).
- 1.18.2** Parking plan.
- 1.18.3** Property lines.
- 1.18.4** Fire protection features such as fire hydrants, fire department connections, standpipes, and other firefighting water supplies.
- 1.18.5** Fire alarm panel location and alarm coverage.
- 1.18.6** Physical structures.
- 1.18.7** Stages and platforms.
- 1.18.8** Temporary structures (tents, booths, mobile units).
- 1.18.9** Fences, cages and barriers.
- 1.18.10** Aisles, exits and egress points.
- 1.18.11** Exit signs and egress lighting.
- 1.18.12** Seating and table configurations.
- 1.18.13** Vehicle layout (for vehicle display).
- 1.18.14** Fire extinguisher size and placement.
- 1.18.15** Location of LP and/or compressed gas cylinders.
- 1.18.16** Location of dumpsters and waste receptacles.
- 1.18.17** Designated “Smoking Areas”.
- 1.18.18** Address plan for naming, numbering, or lettering buildings, structures, or large area tents.

## **Section 2–FIRE DEPARTMENT ACCESS**

**2.1 Access.** When required and approved by the fire code official, fire department access and fire lanes are to be established and maintained throughout the event. The local fire code official will determine the minimum fire lane, width, height, driving surface, and turning radius, as well as if a turn around, key boxes and gates/barriers are required.

## **Section 3–TENTS, STANDS/BOOTHES AND MEMBRANE STRUCTURES**

### **3.1 Definitions.**

**Tent.** A tent is a structure, enclosure, or shelter made of fabric or pliable material supported by any manner other than air.

**Stands/Booths.** A temporary structure or mobile trailer/vehicle used for the sale of food, concession or merchandise.

**Membrane structure.** A membrane structure is an air-inflated, air-supported, cable or frame-covered structure and not otherwise defined a tent.

**3.2 Flame resistance.** The sidewalls, awnings, drops, and tops of booths, membrane structures, tents shall be composed of flame resistant material or shall be treated with an approved flame retardant. The use of non-treated tarpaulins is prohibited during the hours the event is open to the public. All tents shall have a permanently affixed label indicating the type of tent, size, fabric, or material type, a manufacturer's certificate, or a fabric sample.

**3.3 Location and separation.** Tents shall be located and separated as follows:

- 3.3.1** Tents shall maintain a distance of no less than 20 feet from structures, right-of-ways or property lines (location of the tent in relation to other tents, buildings or property lines is dependant upon the aggregate square footage and the use. For the purpose of determining required distances, support ropes and guy wires are considered part of the tent and membrane structure).
- 3.3.2** Tents shall have a minimum of a 12 foot fire break on all sides, unless multiple tents are arranged or set side by side.
- 3.3.3** Tents **used for cooking** require 20 feet of separation from other tents; this does not include the adjacent cooking tents.
- 3.3.4** Tents **not used for cooking**, the separation distance of 20 feet is not required when the aggregate floor area does not exceed 15,000 square feet.
- 3.3.5** When multiple tents are arranged or set side by side, the aggregate length shall not exceed the required 150 feet for fire department access without a 20 foot fire break.
- 3.3.6** A distance of 20 feet is required between cooking tents and non-cooking tents, booths, or other structures.
- 3.3.7** All cooking or heating appliances used in tents shall be a minimum of 10 feet from the exits or any combustible materials.
- 3.3.8** Tents are not allowed inside a structure unless approved by the fire code official.
- 3.3.9** Sleeping is prohibited in any tent unless approved by the fire code official.

**3.4 Exits.** The fire code official shall approve occupant loads and exit locations. In addition to Section 1.8 and 1.9, exits shall be as follows:

- 3.4.1** The maximum distance to an exit shall be no more than 100 feet.
- 3.4.2** Exits are determined by the occupants load.
  - 3.4.2.1** Up to 10 occupants, one exit of at least 72 inches wide.
  - 3.4.2.2** 10-199 occupants, two exits, each 72 inches wide.
  - 3.4.2.3** 200-499 occupants, three exits, each 96 inches wide.
  - 3.4.2.4** For other membrane structures or occupant loads over 499, contact the fire code official.
- 3.4.3** Exit signs are required in tents requiring two or more exits.
- 3.4.4** Exit signs shall have letters no less than 12 inches and be lit by a power source when occupied.
- 3.4.5** All guy wires, guy ropes, and other support members shall not cross an exit way at a height of less than 8 feet.

**3.5 Combustible materials.** Hay, straw, and similar combustible materials shall not be stored inside or within 30 feet of a tent being used for cooking or public assembly, except the materials necessary for one day supply for feeding and care of animals.

**3.5.1** Sawdust and shavings may be used for a public performance and exhibits when kept damp.

**3.5.2** Combustible materials shall not be permitted under stands or seats at anytime.

## **Section 4–COOKING AND WARMING OF FOODS**

**4.1 General.** Cooking includes the use of open flame cooking tops, fryers, skillets, WOKS, microwaves, ovens, barbeques, and other specialty cookware. Cooking equipment shall be installed and utilized in accordance to manufacturer’s listings.

**4.2 Food warming.** Warming of food through the use of hot plates, sterno cans, and similar devices not considered cooking shall be approved by the fire code official.

**4.3 Exits.** All food concession stands/booths shall have **at least one exit** for staff use that is a minimum 10 feet from cooking equipment, and approved by the fire code official.

**4.4 Location.** Each vendor booth shall not be located within 20 feet of amusement rides or devices. Outdoor cooking that produces sparks or grease laden vapors shall not be performed within 20 feet of a tent not used for cooking.

**4.5 Extinguishers and covers.** Each vendor booth where cooking is being conducted, indoors or outdoors, shall provide the following:

- 1) A readily accessible **4A-40B:C** rated fire extinguisher. Additional fire extinguishers of the same type and rating may be required to ensure that no employee will have to travel more than 30 feet to obtain a fire extinguisher.
- 2) A portable fire extinguisher having a “**K**” rating is required in any food concession stand/booth indoors or outdoors where cooking appliances produce grease or smoke laden vapors.
- 3) When deep fat frying with a liquid depth of more than ¼ inch, a metal lid (or hard lid made from fire resistive material) that covers the entire cooking area shall be readily available.

### **\* The following section shall be applicable where required by the fire code official\***

**4.6 Ventilation.** Any cooking device that is **indoors, in a trailer, or in a combustible booth** and creates grease-laden vapors shall be provided with an approved hood and extinguishing system, or be the type with a self-closing lid or other form of self-extinguishment approved by the fire code official.

All hood ventilating systems are required to be installed in accordance with the Oregon Mechanical Specialty Code and be cleaned prior to the start of the event and as often as needed to prevent the build-up of grease during the event.

## **Section 5–HEATING**

**5.1 Heating equipment.** Heating equipment includes electric or fuel burning appliances, portable or permanent heating devices, and heating devices which have open elements, open flames, or concealed elements. Heating equipment shall be as follows:

- 5.1.1** All chimney pipes and venting appliances shall be protected to prevent burn injury and shall be maintained no less than 12 inches from combustible material or structures so as not to create a fire hazard.
- 5.1.2** Heating equipment shall be installed in accordance with the Oregon Electrical Specialty Code or the Oregon Mechanical Specialty Code and utilized per its listing.
- 5.1.3** Clearance from the appliance(s) to other combustibles shall be in accordance with the manufacturer’s installation instructions. If no manufacture details are available clearance requirements shall be maintained at no less than 36 inches.
- 5.1.4** Portable space heaters that produce open or exposed flames are prohibited from use in tents, booths, or similar settings. The fire code official may waive this requirement on a case-by-case basis.
- 5.1.5** Patio/umbrella type heaters (gas or electric) are allowed for outside venues as long as they maintain clearance from combustibles per listing and are secured to prevent tipping. The fire code official may allow these heaters in open air indoor environments on a case-by-case basis.

## **Section 6–LPG-COMPRESSED FLAMMABLE GAS-FUELS**

**6.1 Fuels.** This section addresses propane, butane, natural gas, acetylene, and other compressed flammable gases.

**6.2 Location.** The storage and use of the above fuels shall be as follows:

- 6.2.1** The storage and use of liquefied petroleum gas (LPG) is prohibited inside all buildings, food concession stands/booths (fixed or portable), or tents.  
**Exception:** When approved by the fire code official, not more than three 5-gallon (20 lbs) LPG tanks are permitted where the tent walls or other barriers are not used.
- 6.2.2** All LPG tanks shall be located on the exterior of buildings, stands/booths, or tents.
- 6.2.3** LPG tanks up to 500 gallons shall be a minimum of 10 feet from combustible vegetation and trash containers. LPG tanks greater than 500 gallons shall have 25 feet separation.
- 6.2.4** LPG tanks shall be located so they are not in contact with direct flame, high heat situations, or sparks. A clearance of no less than 20 feet is required between

potential ignition sources and LPG tanks. The use of propane is prohibited in any basement environment.

## **Section 7–ELECTRICAL**

**7.1 General.** All electrical equipment shall comply with the following:

- 7.1.1** All electrical equipment shall be listed or labeled and used in accordance with the listing or labeling instructions from the manufacturer.
- 7.1.2** Electrical wiring, devices, appliances and other equipment shall be **ONLY** used if in good working condition. Modified or damaged equipment shall **NOT** be used.
- 7.1.3** Open junction boxes and open-wiring splices shall be **PROHIBITED**. Approved covers shall be provided for all switch and electrical outlet boxes.
- 7.1.4** Outdoor public spaces or potentially wet environments shall have Ground Fault Circuit Interrupters (GFCI) installed in permanent wiring circuits. When **NO** GFCI are installed on permanent wiring circuits, removable GFCI cords or GFCI power tapes shall be used.
- 7.1.5** A minimum working space of 30 inches wide and 36 inches deep and 78 inches high shall be provided in front of all electrical equipment (electrical panels). **NO** storage of any material shall be located within the working space.

**7.2 Appliances and lighting.** Appliances and lighting shall comply with the following:

- 7.2.1** Household listed appliances shall **NOT** be used for commercial purposes.
- 7.2.2** Clamp type lights and appliances shall be made secure.

**7.3 Extension cords–use.** Extension cord use shall comply with the following:

- 7.3.1** Extension cords shall **NOT** be a substitute for permanent wiring.
- 7.3.2** Extension cords shall be used **ONLY** with portable appliances.
- 7.3.3** Extension cords shall be plugged directly into an approved receptacle and shall serve only **ONE** portable appliance.  
**Exception:** Approved multi-plug extension cords.

**7.4 Extension cords–location.** Extension cords shall **NOT** be affixed to structures, extended through walls, ceilings or floors, under doors or floor coverings nor shall such cords be subject to environmental damage or physical impact. Physical protection is required in public areas with foot traffic.

**7.5 Ampacity–Conductor sizes.** The ampacity and conductor size of an extension cord shall comply with the following:

**7.5.1** The ampacity of the extension cords shall NOT be less than the rated capacity of the portable appliance supplied by the cord. The minimum required rating is 15 amps.

**7.5.2** Extension cords shall be a minimum of a 14 gauge, three conductor size with polarized or grounded plug and receptacle.

**7.6 Relocatable power taps (power taps).** Power taps shall comply with the following:

**7.6.1** Multi-plug adaptors, such as cube adaptors shall be approved and listed. Adapters without visible listings or markings will NOT be allowed. Multi-plug adapters must be plugged directly into an approved electrical receptacle.

**7.6.2** Power taps (fused power strips) shall be listed with overcurrent protection (circuit breaker) integrated into the tap.

**7.6.3** Power tap cords and receptacles shall be polarized or grounded type.

**7.6.4** Power taps shall be directly connected to a permanently installed receptacle. Power taps CANNOT be connected to each other creating a chain of power taps.

**7.7 Temporary wiring (other than extension cords).** Temporary wiring shall comply with the following:

**7.7.1** All temporary wiring requires an electrical permit.

**7.7.2** Temporary wiring for electrical power and lighting installations is allowed for a period NOT to exceed 90 days.

**7.7.3** Temporary wiring attached to a structure shall be attached in an approved manner per the State Electrical Code.

## **Section 8–FIREWORKS**

**8.1** The storage and retail sales of fireworks shall comply with the following:

**8.1.1** Sales and storage of fireworks requires a permit from the State Fire Marshal. Local permits and regulations may also apply.

**8.1.2** Permits shall be posted in a conspicuous location near the sales or storage areas.

**8.1.3** Fireworks stands, booths, or tents shall be 10 feet from combustible structures, 15 feet from right of way or property lines, 20 feet from any source of ignition, and 50 feet from fuel dispensing.

**8.1.4** Displays, boxes, or product must not block exits or aisles.

**8.1.5** Tents, side-curtains, and floor covering shall be fire retardant.

**8.1.6** No smoking, open flames, or lighting of fireworks allowed within 100 feet of fireworks tents, or stands/booths.

**8.1.7** No Smoking signs shall be conspicuously installed to meet the 100 foot requirement.

**8.1.8** Heaters that have exposed electrical elements or open flames are strictly prohibited.

**8.1.9** A minimum of one **2A rated** water type fire extinguisher or equivalent shall be provided. Additional fire extinguishers may be required based on tent/stand size and hazard.

## **Section 9–FENCED EVENTS–BEER GARDENS AND CONCERTS**

**9.1** Fenced events shall comply with the following:

**9.1.1** Yards, patios, courts and similar outdoor areas accessible to and usable by the public shall be provided with an approved means of egress. Also refer to Section 1.8 and 1.9.

**9.1.2** Fenced areas with an occupant load of more than 50 people require at least two approved exits. Additional exits may be required depending on the occupant load.

**9.1.3** Exits shall not be chained or locked and easily opened from the inside fenced area.

**9.1.4** Exits shall be marked with an exit sign.

**9.1.5** Egress and emergency lighting may be required at night or after sunset.

**9.1.6** Exit doors/gates shall swing in the direction of egress travel.

## **Section 10–LIVESTOCK BARNES AND ARENAS**

**10.1** Barns and arenas shall comply with the following when used as an assembly:

**10.1.1** Livestock areas are not to be used as sleeping quarters, unless approved by the local fire code official.

**10.1.2** Parking of motorized vehicles, camp trailers, and campers inside livestock/barn areas shall be prohibited.

**10.1.3** Exit doors and egress shall be maintained at all times; i.e. movement of animals.

**10.1.4** Portable heaters are prohibited in livestock buildings where hay, straw, or combustible products are present.

**10.1.5** Heat lamps for newborn animals must be secured and protected in an approved manner.

**10.1.6** Quantities of straw, hay, or similar combustible products shall be limited to a one-day supply for the feeding and care of animals.

**10.1.7** Electric shears, blowers, fans, and vacuums shall be polarized and grounded, in good condition, and shall be only used per listing (i.e. wet areas, dusty areas).

**Other References:** NFPA 10, NFPA 96, NFPA 701

## Temporary Restaurant Guidelines



This information has been developed to help you minimize the possibility of food-borne illness by setting up and operating your temporary food operation in a safe, sanitary, and healthful manner.

These are general requirements and recommendations which are essential for protecting the public's health. More specific requirements may be applied to your particular situation.

To avoid problems, you are encouraged to contact [Polk County Environmental Health](#) as early as possible when planning for an event. The County's Environmental Health Specialist will be pleased to help with your plans and can answer any questions you may have about your operation.

## Temporary Restaurant License

### Who needs to get a temporary restaurant license?

Individuals or groups holding an event that is open to the public, where food is prepared or served, must have a temporary restaurant license. This is based on statutory requirements and applies to both profit and non-profit organizations.

A license is required for each food booth in operation during an event. A temporary restaurant can operate at a specific location during a single event or celebration; such as:

- a fair;
- a carnival;
- a circus;
- a similar public gathering.

Please check with [Polk County Environmental Health](#) to see if your gathering qualifies as an event.

## Temporary Restaurant Guidelines

Published on Polk County Oregon Official Website (<http://www.co.polk.or.us>)

---

### Where does someone get a temporary restaurant license application?

The application may be obtained from [Polk County Environmental Health](#), or depending on the location, from the [Oregon Health Division](#). To avoid problems, you are encouraged to file your application 14 days prior to the event.

The Environmental Health will review your application for, but not limited to, the following items:

- the types of food to be prepared and how they will be prepared;
- the methods used to keep food hot and cold;
- the booth design to be used for the event;
- the number of persons who have a food handler card;
- the method used for dishwashing; and
- the method of transporting food

### Who must have a food handler's card?

Each temporary restaurant must have at least one trained food handler with a current Food Handler's Card in the booth at all times. You can get information about the Food Handler courses and card from [Polk County Environmental Health](#) or from the Oregon Health Division.

## At the Event

### What is necessary for building a temporary restaurant booth?

Your booth should be set up to protect food from contamination. It is recommended that your booth have a roof, and be enclosed to prevent exposure of the food, drink, utensils, and equipment to rodents, insects, dust, dirt or other contamination.

### What do I need to know about hand washing?

Food handlers should thoroughly wash their hands. Using soap and water, rub hands together as they are being washed (washing the back of hands, wrists, between fingers, and under finger nails), rinse hands well and dry with a paper towel. Hands should be washed before beginning work and after:

- using the toilet;
- handling raw food;
- handling dirty items;
- coughing or sneezing;
- touching hair, face, or body;
- eating or drinking food, or smoking;
- bagging or taking out garbage.

The first thing set-up in the booth should be the hand washing sink. If a hand washing sink is not available in the booth, then another system must be set up.

An acceptable hand washing system which is available at all times must have at least five gallons of warm flowing water, hand soap, paper towels, and a bucket that is large enough to collect at least five gallons of waste water.

### What is needed for dishwashing?

When equipment or utensils need to be washed, a three step dishwashing procedure must be used. A three compartment sink, or three containers, can be used. The sink or container must be big enough to wash your largest dish or utensil.

The first sink must contain clean, hot, soapy water; the second a clear, hot water rinse; and the third, a cool

## Temporary Restaurant Guidelines

Published on Polk County Oregon Official Website (<http://www.co.polk.or.us>)

---

sanitizing rinse (75°F or below) with a chlorine concentration of 50-100 p.p.m. (1 teaspoon of bleach per gallon of water). The concentration can be easily checked by using a chlorine sanitizer test kit.

### What cleaning materials should be used in a food booth?

Wiping cloths should be clean and used for wiping down equipment before beginning work and whenever needed.

The cloths must be rinsed and stored in a sanitizing solution between uses. An acceptable sanitizing chemical is bleach (**do not add soap to the mixture**). A bleach sanitizing solution can be made by adding one teaspoon of bleach (a capful) to one gallon of water that is 75°F or less.

The solution should be tested when first made, and changed whenever it begins to look cloudy, or does not meet the required concentration (50-100 p.p.m. for bleach).

### What else should I know about running my booth?

For service, storage and clean up purposes, remember the following:

- all foods should be stored at least 6 (six) inches off the ground;
- garbage cans should have tight fitting lids;
- waste water should be disposed of in a public sewer;
- a public toilet or a gray waste water collection container; and
- public restrooms must be available, and be close by.

## Safe Food Handling

### What are important points to remember about your menu?

Keep your menu simple, and keep the amount of potentially hazardous foods (meats, eggs, dairy products, poultry, fish, etc.) to a minimum.

All foods must be purchased from a facility (a grocery store, a bakery, a meat market, a restaurant, etc.) that is licensed and inspected by an authorized government agency. All preparation and storage of food must be done in the booth, or in a licensed food service or processing facility. Foods cannot be prepared or stored at private homes. No home canned or home processed foods are allowed.

There is an exception for non-profit organizations only. Non-profit organizations may serve donated baked goods which do not have perishable fillings, icings, or toppings. If foods are served that have not been purchased or prepared in a licensed food service or processing facility, then a sign must be posted. The sign must be posted in public view stating that the baked goods were prepared in an unlicensed kitchen. The letters on the sign must be at least 2 1/2 (two and one-half) inches in height.

### What can cause food-borne illness?

The [CDC \(U.S. Center for Disease Control and Prevention\)](http://www.cdc.gov) has found that the following six things can lead to food-borne illnesses:

- using contaminated raw foods and ingredients;
- preparing food too far ahead of service;
- using improper cooling and cold holding practices;
- using improper hot holding practices;
- using improper reheating practices; and
- poor personal hygiene or an infected food handler preparing food.

### What is the proper cooking temperature?

---

## Temporary Restaurant Guidelines

Published on Polk County Oregon Official Website (<http://www.co.polk.or.us>)

---

When preparing food, follow these cooking temperature requirements:

- ground beef must be cooked to 155° Fahrenheit
- poultry must be cooked to 165° Fahrenheit
- pork and other meats (exotic meats) must be cooked to 150° Fahrenheit

Use a metal stem probe type cooking thermometer, which has a temperature range of 0° to 220° Fahrenheit, to check food temperatures.

The thermometer should be checked for accuracy by placing it in water containing crushed ice (32° F). If accurate, the thermometer should read approximately 32° F. Before checking any food product, clean and sanitize the thermometer.

### **What is the holding temperature for cooked foods?**

Cooked foods must be held at 140° Fahrenheit or above during service. Check the temperature of the food with a cooking thermometer. Hot holding may be done in crock pots, steam tables or other hot holding devices.

### **What is the proper method and temperature to reheat cooked foods?**

If reheating of foods is necessary, the foods should be heated to at least 165° Fahrenheit within 60 minutes. Reheat on a stove, or with a device which provides immediate hot heat.

**Foods cannot be re-heated using crock pots, steam tables, Sterno or other hot holding devices that cannot provide immediate hot heat.** It is recommended that leftover foods not be reserved.

### **What is the proper method and temperature to cool foods?**

Potentially hazardous foods that require refrigeration must be cooled as quickly as possible to 45° Fahrenheit. To cool foods down quickly, use an ice water bath, stirring the product frequently, or place the food in shallow 4-inch deep pans (recommended food depth is 2 inches) and refrigerate. Do not store hot foods one on top of another. Check with the Environmental Health Specialist during the application process for more cooling ideas.

Foods must be placed in an appropriate cold holding unit that can maintain food temperatures at or below 45° Fahrenheit. All refrigerators and cold holding units, including coolers, must be equipped with a spirit stem thermometer (red liquid thermometer). The thermometer should be placed in the warmest area of the unit; usually by the door or on the cooler lid.

### **What is an acceptable method for thawing potentially hazardous frozen foods?**

Foods should be thawed in a refrigerator or an ice filled insulated cooler. Food can also be thawed under cool running water, in a microwave oven (as long as the food will be immediately cooked), or thawed as part of the cooking process.

### **What is an acceptable method for transporting food?**

When transporting any potentially hazardous food to your site, maintain adequate hot temperatures (140° Fahrenheit and above) and cold temperatures (45° Fahrenheit or below) at all times. During the application process, the Environmental Health Specialist can help in determining what equipment will be needed for transporting food. Also, the food should be covered to protect it from contamination at all times.

During the event, an Environmental Health Specialist will be inspecting the food booth. Additional requirements may be necessary to assure food safety.

The information on this webpage is for basic guideline purposes. More specific requirements may be necessary for

---

## Temporary Restaurant Guidelines

Published on Polk County Oregon Official Website (<http://www.co.polk.or.us>)

---

your individual circumstance.

### Supporting Documents

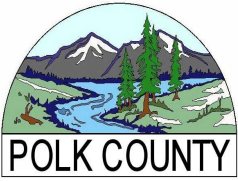


[Food Booth Checklist](#)



[Temporary Restaurant License Application](#)

Source URL (retrieved on 2011-11-19 21:26): <http://www.co.polk.or.us/cd/eh/temporary-restaurant-guidelines>



**POLK COUNTY ENVIRONMENTAL HEALTH**  
 850 MAIN STREET, DALLAS, OR 97338  
 PHONE: (503) 623-9237 FAX: (503) 623-6009

Application # _____
Date Received: _____
Receipt # _____
Received By: _____

## TEMPORARY RESTAURANT LICENSE APPLICATION

(All applications must be received at least 3 days prior to the event.)

(This is not a food service license)

**Restaurant / Organization:** \_\_\_\_\_

**Event Name:** \_\_\_\_\_ **Location:** \_\_\_\_\_

Hours of Operation: \_\_\_\_\_ Date(s): \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Contact Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### LICENSE FEES:

- Temporary Restaurant License (Valid for 3 Consecutive Days at same location) . . . . . \$44.00
- Licensed Polk County Restaurant . . . . . \$30.00
- Oregon Licensed Mobile Unit . . . . . \$25.00
- Benevolent (Tax exempt I.D # \_\_\_\_\_ Required) . . . . . \$25.00

### MENU: (List all food items)

<u>Food Item</u>	<u>Served</u>	<u>Preparation</u> <u>On-site/Off-site</u>	<u>Describe location / Cooking Method</u>
_____	Hot <input type="checkbox"/> Cold <input type="checkbox"/>	_____	_____
_____	Hot <input type="checkbox"/> Cold <input type="checkbox"/>	_____	_____
_____	Hot <input type="checkbox"/> Cold <input type="checkbox"/>	_____	_____
_____	Hot <input type="checkbox"/> Cold <input type="checkbox"/>	_____	_____
_____	Hot <input type="checkbox"/> Cold <input type="checkbox"/>	_____	_____
_____	Hot <input type="checkbox"/> Cold <input type="checkbox"/>	_____	_____
_____	Hot <input type="checkbox"/> Cold <input type="checkbox"/>	_____	_____

### GENERAL REQUIREMENTS: (To be obtained before event)

- Food Handler Card (At least one person with a valid food handler card must be present at all times.)
- Probe Thermometer to check internal food temperatures. ( Range of 0 – 220 F)
- Refrigerator (Spirit) Thermometer in every cooler / refrigerator unit
- Hand Washing Station consisting of at least 5 gallons of warm water / soap / paper towels.  
(Must be set up before any food preparation takes place.)
- Sanitizer Residual Test Strips for each type of sanitizer used.

Application is hereby made to operate the above temporary restaurant in compliance with the provisions of Oregon Revised Statutes, Chap. 624, and the Administrative Rules of the Oregon State Health Division pursuant thereto. As applicant, I understand I have the right to obtain a copy of the Temporary Restaurant Rules, and will relay them to the contact person in order to obtain compliance.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only
Benevolent Consult: Phone <input type="checkbox"/> Counter <input type="checkbox"/> Date of consult _____ REHS: _____
Comments: _____
_____
_____