

Dancing On Main Street Application for Concession Booth or Space



Name: _____

Address: _____

Phone: (____) _____ Cell: (____) _____

Email: _____

Have you participated at a Main Street Amherst event in the past? Indicate event and year? _____

Please note that booth rental does not include tents, tables, or chairs; however, designated dining areas are provided for the public

Participation Fees & Requirements (check all that apply)

VENDOR SPACE **\$225.00**

Space Required: 10 x 10 10 x 20

Trailer: Size _____ Serving Sides: Left Right 1 End Both Ends

I have a Tent/Canopy Other _____

MENU CHOICES (if applicable)

Indicate exact menu food item request(s) below - approvals are on a first-come/first-served basis. The Dancing on Main Street committee reserves the right to deny any vendor from selling a duplicate food requested by, and approved for, another vendor. Bottled water and cold drinks are allowed (no alcoholic beverages may be sold.)

1st Item _____

2nd Item _____

3rd Item _____

4th Item _____

LICENSES / DOCUMENTS REQUIRED

Permits must be clearly posted during the event.

I have a valid State of Ohio Food License

I will obtain a valid State of Ohio Food License from the Lorain County Health Department (call 440-244-3418 (Lorain) or 440-322-6367 (Elyria))

I have valid Liability Insurance and will provide a copy with my application.

ELECTRICAL SERVICE (select all that apply)

*Main Street Amherst is obligated **ONLY** to provide electrical power to a receptacle mounted on our panels with N.E.M.A. configuration for the voltage and amperage circuit(s) that you request on your application. With this in mind, please list your electrical needs accurately! All electrical connections must conform to all local and national electric codes.*

Lighting Only Cooking and Lighting

110 V Service 240 V Service None \$ 50.00

DEPOSIT FEE (refundable if vendor is in compliance with clean-up terms) \$ 50.00

TOTAL FEE \$225.00 with electrical or \$175.00 without electrical

- Application form and contract must be completed and signed; failure to do so will result in the return of form to the applicant or rejection of application.
- Application form must be received by **June 30, 2009**.
- Do not send payment until your application is approved.
- If approved - payment is due immediately.

Return completed application, signed contract and copy of insurance liability to:
DANCING ON MAIN STREET, 255 Park Avenue, Amherst OH 44001

Important Notice: Main Street Amherst will be the sole vendor of alcoholic beverages on the streets during this event.



GENERAL RELEASE AND ACCEPTANCE OF RULES AND REGULATIONS: *I/we, the undersigned applicant(s) have read and understand the rules and regulations enclosed, including the Fire Regulations, and agree to abide by said rules. In addition, the applicant(s) do expressly release the Dancing on Main Street Committee, Main Street Amherst, and the ADBA and their assigns from all liability for injury, damage or loss to persons or property. If accepted, we understand the enclosed entry fee shall not be refunded in the event that I/we do not attend all or part of the event. In the event that Dancing on Main Street is canceled due to fire, calamity or any other act of God, public enemy, strikes, statutes or ordinances or any legal authority or any cause beyond the control of the Dancing on Main Street Committee, refunds will be available. I/we hereby agree to the enforcement of all rules and regulations of the event as set forth in this application and to ensure that all persons in my employ understand and abide by said rules throughout the course of the event.*

By signing below, the applicant verifies that he/she has read, understands, and agrees to all of the above:

_____ (Applicant signature) _____ (Date)



Dancing on Main Street Committee will review all applications and will acknowledge acceptance or rejection in a timely manner.

FOR MAIN STREET AMHERST USE ONLY. DO NOT WRITE IN THIS SPACE.

Application Reviewed On: _____ Reviewed by: _____

Application has been: Accepted Rejected Vendor Notified _____ (date)

Payment Made _____ (date) Check# _____ Credit Card Cash (in person only)

Dancing On Main Street Fire Regulations

Amherst Fire Department, Office of the Fire Chief
414 Church Street, Amherst, Ohio 44001 (440) 988-4117



Fire Regulations for Portable Exterior Festival Cooking Booths

Booth Construction/Location:

1. Booths shall be located a minimum of 20 feet from any permanent structure. If conditions warrant distance may be reduced as approved by the Fire Chief.
2. Cooking booths must be separated from non-cooking booths by 10 feet.
3. All fabric or pliable canopy covers, side/back drops and decorative material must be: a) inherently fire resistive and labeled as such, and b) treated with a fire retardant chemical that is approved and meets the requirements for flame resistant as determined in accordance with NFPA 701 as listed in rule 1301:7-7-45 of the Administration Code.
4. Exit openings shall be a minimum of 3 feet wide and 6 feet 8 inches in height.
5. Vehicles shall be parked a minimum of 20 feet from the booth.

Cooking Equipment

1. All cooking equipment shall be of an approved type and comply with the building code and NFPA 70
2. Coleman stoves or equivalent may be used only with approved fuel and the following conditions:
 - a. No gasoline or kerosene is to be used
 - b. No fueling of stoves in booth
 - c. No storage of fuel in booth
3. Butane or propane equipment shall conform to the following:
 - a. The maximum size for LPG tanks used inside the booth is 5 gallons
 - b. Tanks shall have a shutoff valve
 - c. Stove must have an on/off valve
 - d. Hoses must be of type approved for use with this equipment
 - e. Tank must be far enough away from stove to be shut off in case of fire, not under table with stove on top.
 - f. Tank must be protected from damage and secured in the upright position.
 - g. Tanks located outside of booths must have a pressure regulator if in excess of 5-gallon capacity.
 - h. No storage of extra butane or propane tanks in booths.
 - i. Tank must be turned off when not in use
 - j. All connections must be tested and may be done with soap and water solution.
4. A minimum of 18 inches shall be provided between booth backdrop material and cooking appliances. Clearance may be reduced as approved by the fire chief.
5. A minimum of 16 inches shall be provided between deep fat frying appliances/woks and open flame stoves.

Fire Extinguishers:

1. Each booth must have a minimum approved 2-A:10-B:C rated portable fire extinguisher. Note that deep fat or flammable type cooking operations require additional and/or larger extinguishers, as per the fire chief.
2. Fire Extinguishers shall conform to the following:
 - a. The fire extinguisher must be mounted or secured so that it will not fall over.
 - b. It must be visible and accessible and away from the cooking area.
 - c. It must be serviced within the last year, with a service tag attached.

Charcoal Barbecue Cooking:

1. Charcoal barbecue cooking is prohibited inside booths.
2. Only commercially sold charcoal fuel may be used.
3. Charcoal cooking shall be performed only in areas away from public access and shall be located a minimum of 10 feet from any booth with a minimum of 15 feet from any permanent structure.
4. Only commercially sold charcoal lighter fluid or electric starters may be used: no gasoline or kerosene, etc.
5. No storage of starter fluid in booths.
6. Coals shall be disposed of only in metal containers that have been designated for such use and approved by the fire chief. Dumping coals in trash containers is prohibited.

Fire Regulations for Portable Exterior Festival Cooking Booths (continued)

Wood Barbecue Cooking:

1. Wood barbecue cooking is prohibited inside booths.
2. Wood barbecue cooking shall be performed only in areas away from public access.
3. Distances from wood barbecues to permanent structures 15 feet or festival booth shall be 10 feet.
4. Fuel wood shall not be stored inside the booths
5. Coals shall be disposed of only in metal approved containers designed for such use and approved by the fire chief. Dumping of coals in trash containers is prohibited.

Deep Fat Fryers/Flammable Cooking:

1. Deep fat frying/Flammable cooking operations shall be located in a separate enclosure where only cooking operations are performed.
2. Such enclosures shall conform to booth construction requirements and designed to be vented to the outside air as specified in the International Fire Gas Code.
3. When vents or flues are used, all portions of the tent, canopy or membrane structure shall be not less than 12 inches from the flue or vent.

Gasoline Powered Generators:

1. All gasoline-powered generators shall be maintained a minimum of 10 feet from all combustible materials and /or LPG tanks.
2. Storage of fuel shall be outside area away from all combustibles or ignition sources.
3. Refueling procedures
 - a. Stop engine
 - b. Use only approved "safety cans"

Extension Cords:

1. Extension cords must be rated for the appliances you are using. Only use UL Listed and approved cords.
2. Spot Lighting:
3. Spot or effect lighting shall only be supplied by electricity and all combustible construction located within 6 feet of such equipment shall be protected with approved noncombustible insulation not less than 9.25 inches thick. 4

Housekeeping:

1. The fire chief encourages the use of noncombustible materials in the cooking areas
2. Remove accumulated trash regularly.
3. Clean all cooking surfaces regularly to prevent the build-up of grease.
4. Fire Extinguishers must be of proper size with service tag or new purchase receipt and secured.
5. Turn off gas appliances when not in use.
6. No combustible items in cooking areas.

Fire Safety Tips:

1. Know where the fire extinguisher is located and how to use it.
2. Do not leave food cooking unattended.
3. Do not wear loose-fitting clothing when cooking
4. Keep combustibles away from heat sources.
5. In case of emergency dial 911

Be sure you have read and understand the following event regulations

1. No refunds due to weather. All concession spaces are outdoors; rental space does not include tents, tables, or chairs.
2. All participants must provide their own equipment and setup, including tent, canopy or trailer.
3. All participants must send Main Street Amherst a copy of Insurance Liability with this application.
4. All participants are responsible to obtain a valid State of Ohio Food License which can be purchased at the Lorain County Health Department located at 9880 Murray Ridge Road, Elyria, or call (440) 244-3418.
5. Water will be made available; hookup must be done by the vendor. You must furnish your own food-safe hose

Dancing On Main Street Contract for Concession Booth



ELECTRICAL REQUIREMENTS

1. All equipment shall be in safe working order, with wiring heavy enough to safely conduct the power load connected to it.
2. Power cords may not be frayed or worn.
3. All extension cords must be rated for outdoor use. They must be free of nicks, tape, or splices and not frayed.
4. All power cords must be of the grounding type with grounding pins intact. Two prong cords will not be accepted or allowed to be hooked up!
5. ROMEX (house wire) is not acceptable.
6. All refrigerators and microwaves shall be grounded. This includes all other equipment which was factory-made and supplied with a grounding cord.
7. Absolutely no generators allowed! Direct electrical hook-ups or generators can be made available on a case-by-case basis.
8. All trailers requesting a 220-volt hookup will use 50-amp "male" plugs four wire systems with separate neutral and ground conductors.
9. Vendors must supply their own properly rated electrical extension cords (100 feet is recommended.)
10. We do not direct-wire trailers! You must have a plug on your cord that is a legal N.E.M.A. configuration for the voltage and amperage that you request. We will have a matching receptacle on our electrical panels.
11. Maximum amperage available per each 110-volt circuit is 30.
12. We will not connect anything to our electrical system which our electrician deems to be unsafe, inadequate or not requested with proper notice. Our electrician will assign your circuits as you arrive. Any "stray" cords attached to our system without his prior knowledge will be immediately removed.
13. All participants must provide a fire extinguisher if cooking on the premises (see enclosed Fire Regulations, which will be enforced by the Amherst City Fire Department.)

Cord and circuit sizing guide: *A roaster usually draws about 12 amps. You would therefore need at least a 14-gauge extension cord per roaster. One (1) 30 amp. circuit will accommodate two (2) roasters (on two cords). A refrigerator or freezer usually draws between 7-10 amps, therefore also judge such determinations accordingly.*

SECURITY

1. Main Street Amherst has arranged for police security during evening event hours. We do, however, recommend that if you leave your booth unattended, you secure it by locking or removing any small, valuable items that could be easily taken either before security arrives, or when security is not in direct sight of your booth. We cannot be held responsible for any vandalism or theft to your property.
2. No live animals are permitted at any vendor trailers or booths.
3. The posting or distribution of religious and/or political signs, fliers, pamphlets, or paraphernalia may only be distributed from your rented area.

SETTING UP, SELLING AND TEARING DOWN

1. Food concession supply vehicle locations will be assigned only by the Dancing on Main Street Committee and such locations will be monitored accordingly.
2. After unloading your vehicle, we ask that you remove it immediately from the midway to make room for other vendors to set-up and unload. To avoid potential problems with other vendors and bands for this event, our parking policy will be strictly enforced.
3. A 15-minute unloading zone will be allowed. After unloading, you must immediately remove your vehicle and park it in the City parking lot off Park Avenue or elsewhere. This parking policy applies to all vendors. Anyone violating this policy will be immediately towed at your expense. If your vehicle is towed for this reason, you will not be accepted to participate in a future Dancing on Main Street event.
4. **Do not drive vehicles on sidewalks or tree lawn!** Our sidewalks are sandstone and will easily break under a vehicle's weight. If you break it; you pay to fix it!
5. All tents or canopies must be of a freestanding style. No guy wires are permitted! Check your tent size against the booth size you rented. If your tent is bigger than 10' x 10,' you must rent additional space.
6. Festival hours are 3:00pm to 11:30pm - Set-up begins at 1:30pm and must be completed before 3:00pm; selling may begin when set-up is completed.

Dancing On Main Street Contract for Concession Booth (continued)

7. Main Street Amherst shall not be responsible for any injury or loss that may arise to the vendor or his/her goods for any cause whatsoever, while said premises are being occupied under this agreement.
8. All booths or trailers shall have at least one competent adult present at all times during event hours.
9. All food/and beverage vendors must provide a 30-gallon waste can for customer use next to their booth or trailer.
10. Sales are restricted to your booth or trailer area. Absolutely no roaming sales are permitted.
11. P.A. systems, bullhorns, or music from your booth or trailer are not permitted.
12. All participants are responsible for keeping their area clean, neat, and orderly at all times.
13. **CLEAN-UP: A trash dumpster will be available. All vendors are responsible for getting all refuse generated by their booth or trailer to the dumpster(s). Concessions not in compliance will be assessed a \$50.00 clean-up fee, therefore no refund will be made on their deposit.**
14. You must not leave anything behind after your breakdown and departure.
15. Participants must remain open and selling until 11:30pm, and agree not to tear down before that hour.
16. The Dancing on Main Street Committee reserves the right to relocate or dismiss any participant or selling activity found as non-compliant with the conditions and regulations listed in this contract.