



29th Annual Bend Earth Day Fair

Saturday, April 21st, 2018

On Kansas Avenue, Downtown Bend
in front of The Environmental Center

Brought to you by



VENDOR GUIDELINES

Location

On Kansas Avenue, in front of the Environmental Center. Our street address is 16 NW Kansas Ave, downtown Bend between Lava and Bond Street. This will be a street fair. The stage will be located at the east end of Kansas Ave., and food vendors will be lined up towards the east end of Kansas Ave. Businesses and nonprofits will be on both sides of Kansas Avenue, near Troy Field. The kid zone will be on Troy Field. The kid zone will be for nonprofits and businesses that focus on getting kids outside connected to nature.

Booth Size: 10' x 10'

Vendors will supply the booth and all necessary equipment.

Hours of Operation

Saturday, April 21st, 2017 from **11:30a.m. until 3pm.** Vendors are required to stay open during fair hours, rain or shine.

This is a Zero Waste Event

The Environmental Center is committed to reducing waste through recycling and composting at our events. All vendors **must** participate in zero waste practices. All utensils, food ware, cups, napkins, and containers must be clearly labeled "**compostable**" or 100% recyclable (i.e. plastic water bottles, cans, etc). This also includes all vendor giveaways and samples. Vendors must correctly utilize zero waste bins. This is a top priority and we will follow up with you to ensure you comply with zero waste practices. Please contact Denise Rowcroft at (541) 385-6908 x14 or denise@envirocenter.org with any questions, and visit www.rethinkwasteproject.org/for-events for Zero Waste event guidelines.

100% compostable products can be purchased at the following:

- Lava Edge, Owen Mitz - www.oregongreenproducts.com, 541-977-7530
- Cash & Carry in Bend - <https://www.smartfoodservice.com/>, 541-617-7873
- World Centric - www.worldcentric.org
- The Environmental Center - 541-389-6908 x10
- The Goods CO – TheGoodsCO@bendbroadband.com, 541-617-1853

Loading/Unloading

The fair will take place on Kansas Avenue between Lava and Bond. Booth assignments will be made one week prior to the Fair. You will set-up between 8:30am-11am. It is important that you arrive during this time in order to maintain smooth traffic patterns, and have time to move your vehicle out of the fair area.

Booth Location

Booths will be pre-assigned. If you have a special request, please let us know in advance. We will do our best to honor booth requests, but we cannot guarantee specific space locations.

Storage

All items and refuse must be stored inside your booth or in designated areas in accordance with the fire code.

Power

Power will only be provided for the music stage this year; all other vendors must design a booth that does not require power or bring their own source of battery power for their booth.

Interactive Learning!

We encourage businesses and organizations to think of creative ways to engage Earth Day Fair participants. Interactive displays, demonstrations, and other engaging activities are invited. If you have upcoming trainings, workshops or volunteer opportunities that connect people with the environment, feature these at your booth. Be creative! Have fun!

What to Bring

Please bring your own **tables, chairs, and canopies -- we do NOT provide these** -- and be prepared for all weather conditions. Food vendors who will be cooking food on site are required to comply with all Fire Department regulations and hold a temporary health permit available from the Deschutes County. **All vendors must comply with the Bend Fire Department Codes for setup.** Please review the *Bend Fire Department General Requirements for Special Events*. (Attached)

Wind and Safety

Local weather patterns in April are very unpredictable; we have experienced everything from calm, clear skies to strong winds, sleet and snow at the Earth Day Fair. Wind gusts can be a hazard to your staff and volunteers manning the booth and event attendees, as the booth components can suddenly become airborne and strike people nearby. **It is your responsibility to ensure that your booth—including any canopy(ies), table(s), chair(s) and other equipment or materials—is secured to the ground so that it will withstand strong gusts of wind.** We do not provide means to secure your booth; you *must* devise a securing system before the event and bring the necessary equipment with you the day of the event.

Insurance

All vendors are required to have liability insurance with a minimum coverage of \$2,000,000 per occurrence and \$2,000,000 aggregate, to name the Central Oregon Environmental Center and the City of Bend as additional insured for the day of the event, and to send a certificate of such liability insurance to the Central Oregon Environmental Center (dba The Environmental Center) and to the City of Bend no later than one week prior to the event. **All certificates must be received one week prior to event date. If you need event insurance, click [here](#) for a \$59 group rate.**

Free Meal Vouchers (for Food Vendors only)

Each food vendor will be asked to donate 8 meal vouchers to feed our volunteers. These are donated meals and the food vendor will not be reimbursed.

Earth Day Parade

The Parade will start assembling at 11am and walk the 8 blocks at 11:30. Your booth will need to be set up before the parade starts. At the end of the parade, the musicians will lead the parade into the fair to begin the fair festivities.

ADA

- **All vendors must review the *Special Events ADA Guidelines* attachment** and comply with these guidelines. For more information, please contact Karin Morris at the City of Bend 541-693-2141
- Sales or service counters should be no more than 36 inches from the finished floor or the ground, and the width must be at least 36 inches wide.
- All paths of travel must be free from cords and other obstructions. Cords may be covered with rugs, but rugs must be taped down on all sides.
- Menus should be hung 36-39 inches from the ground

Clean up

Food vendors must take every precaution to insure grease does not spill onto the grass or street. It washes into the drains and is a city health code violation. We require food vendors to place rubber mats down to catch grease. Grease cleaning can be expensive so we appreciate your help regarding this matter.

Questions?

Lauren Williams

Phone: 541-385-6908 x18

Email: lauren@envirocenter.org

Marianne Pyott

Phone 541-385-6908 x10

Email: marianne@envirocenter.org

BEND FIRE DEPARTMENT GENERAL REQUIREMENTS FOR SPECIAL EVENTS

- Fire and emergency access roads shall have an unobstructed width of not less than 20 feet and a vertical clearance of not less than 13 feet, 6 inches. Barricades shall be approved prior to erecting.
- All fire hydrants, fire sprinkler and/or standpipe system connections are to remain readily visible, accessible and unobstructed and shall be accessible with an unobstructed circumferential distance of three feet.
- Vendors cooking outdoors shall comply with City of Bend "*Open Cooking Concession Requirements*" document included in this packet.
- Non-fixed food concession such as enclosed trailers, buses and vans shall comply with City of Bend "*Non-Fixed Food Concession Requirements*" document included in this packet.
- Open fire pits, fire performance acts and open flame demonstrations require pre-approval by the fire department.
- Storage of gasoline on-site is prohibited.

General Requirements for Tents and other Membrane Structures:

- A congregation of cooking tents, canopies, non-fixed food concessions and open cooking concession stands that does not exceed 700 square feet aggregate area may be allowed to be considered one cooking area and shall have a 12 foot fire break from all other congregation of similar cooking tents. In addition, congregation of cooking tents shall be a minimum of 20 feet from all buildings or tents where people assemble.
- A congregation of non-cooking tents or canopies, e.g. craft booths, that does not exceed 10,000 square feet aggregate area shall have a 12 foot fire break from all other congregation of similar tents. Portable fire extinguishers shall be provided. The maximum travel distance to fire extinguisher shall not exceed 75 feet in a conspicuous location.
- Tents shall not be located within 20 feet of parked vehicles, generators, and other internal combustion power sources.
- Tents shall be adequately roped, braced and anchored.
- The number of exits required for assembly tents is determined by the occupant load. Consult with fire department.
- Exit signs for tents, if required, shall be installed at all required exit doorways.
- Exits shall be spaced at approximate equal intervals around the perimeter of the tent and be located that all such points are 100 feet or less from an exit.
- Exits shall remain open and be unobstructed.
- Occupant load shall be determined by the fire code.

- If the occupant load, which is based on total square feet of tent and function of space is 50 or greater, a detailed site and floor plan shall be provided and indicate:
 - Exits
 - Seating capacity
 - Arrangement of seating, stages, etc.
 - Location and type of heating & electrical equipment
- Propane tanks shall be located outside of tent and be separated by a minimum of 10 feet. Tanks must be securely fastened in place to prevent movement. The safety valves shall be pointed away from the tent.
- Occupant load signs shall be posted on tents used for the assembly of people in a conspicuous location and will be provided by the fire department.
- Smoking is not permitted in tents. NO SMOKING signs shall be posted in conspicuous locations.
- Open flames or other devices producing flame, fire or heat shall not be permitted inside or located within 20 feet of tents unless approved.
- Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent which is used for an assembly of people.
- Portable fire extinguishers shall be provided. The maximum travel distance to fire extinguisher shall not exceed 75 feet and shall be mounted on a bracket no higher than 5 feet from the handle to the ground, in a conspicuous location, near an exit.
- Tents shall be flame resistant and have a permanent label affixed bearing the identification of size and fabric or material type.
- Combustible decorative materials such as but not limited to fabrics and tablecloths shall be flame resistant for tents used for assembly of people.
- Gas and liquid-fueled vehicles on display within tent shall have batteries disconnected. Fuel in tank shall not exceed one quarter of tank capacity or 5 gallons, whichever is less.
- All flammable liquids shall be located not less than 50 feet from tents or canopies.
- For ***air inflated membrane structures*** generators shall be located a minimum of 20 feet. All flammable liquids shall be located not less than 50 feet from air inflated structures.
- Provide a 2A, 10B:C fire for stages.
- Ensure all exits for existing buildings and businesses are not blocked.

SPECIAL EVENT TENTS & CANOPIES



Building Code

Any tent, canopy, or membrane structure that is over 120 square feet requires a permit from the building official.

City of Bend Building Safety & Permit Services (541) 388-5570

Fire Code

- Any tent, canopy, or membrane structure that is over 400 square feet requires a permit from the fire code official.
- Tents may not be located within 20 feet of lot lines, buildings, other tents, parked vehicles, or internal combustion engines (this includes generators). Support ropes and guy wires are considered a part of the tent.
 - The 20 foot clearance to buildings can be waived if the tent is under 10,000 square feet, fire apparatus access roads are provided, AND required means of egress are provided for both the building and the tent.
- Exits from tents – minimum of 2 exits, more may be required depending on the size of the tent. Each exit must be a minimum of 72 inches in width.
- Exits must be clearly marked and easily seen.
- Tents must have a label attached showing that the tent is flame retardant or flame resistant.
- Hay, straw, shavings, and similar combustible materials may NOT be located within the tent.
- Smoking is not permitted.
- Open flame is not permitted inside or within 20 feet of the tent unless approved by the fire code official.
- Portable fire extinguishers shall be provided in the tent, with a maximum of 75 feet travel distance to the nearest fire extinguisher.
- Portable heaters are not permitted inside tents.

City of Bend Fire Department (541) 322-6309

Non-Fixed Food Concessions Inspection Requirements

1. General

1.1. This document applies to Non-Fixed Food Concessions (NFFC) include but not limited to enclosed trailers, buses, vans, and other similar enclosed equipment, mobile or immobile, used to prepare, cook and serve food to the public.

1.1.1. Cooking within tents shall comply with Oregon Fire Code (OFC) Chapter 31.

1.1.2. Cooking that is not enclosed shall comply with the Open Cooking Concessions (OCC) Inspection Requirements document adopted by the Bend Fire Department

1.2. Requirements that are essential for the public safety of an existing or proposed activity, building or structure, or for the safety of the occupants thereof, which are not specifically provided for by this code shall be determined by the fire code official.
(Oregon Fire Code (OFC) 102.9)

2. Cooking

2.1. Cooking that DOES NOT produce grease laden vapors or smoke: NFFC's containing cooking operations that do not produce grease laden vapors or smoke does not require a set back from other booths, buildings and combustible materials except to comply with Sections 3.4, 3.9 and 3.10 of this standard. (OFC 102.9)(Sections 2.2, 2.4, 3.1.1 and 3.2 do not apply to these types of NFFC's)

2.2. Cooking that DOES produce grease laden vapors or smoke: NFFC's containing cooking operations that do produce grease laden vapors or smoke shall be located at least 20 feet from other booths, buildings and combustible materials. This includes combustible coverings for seating, fencing and tents. (OFC 102.9)

2.2.1. Exception – if the grease laden vapor or smoke producing cooking operation is protected with a Type 1 Hood and Commercial Cooking Suppression System, the distance can be reduced to 5 feet separation to other booths, buildings and combustible materials. This includes combustible coverings for seating, fencing and tents. (OFC 102.9, 603.4.2.1.2 and 609; NFPA 96: 7.8.3)

2.3. All commercial hood ventilating systems are required to be installed in accordance with the Oregon Mechanical Specialty Code and be inspected at intervals listed in the OFC Table 609.3.3.1. If during the inspection it is found that hoods, grease-removal devices, fans, ducts or other appurtenances have an accumulation of grease, such components shall be cleaned. (OFC 609.3.3 and 609.3.3.2)

Type of cooking operations	Frequency of Inspection/Cleaning
High-volume cooking operations such as 24-hr cooking, charbroiling or wok cooking	3 months
Low-volume cooking operations such as places of religious worship, seasonal businesses and senior centers	12 months
Cooking operations utilizing solid fuel burning cooking appliances	1 month
All other cooking operations	6 months

- 2.4. All commercial cooking suppression systems shall be installed as per the Oregon Mechanical Specialty Code and be serviced at least every 6 months and after any activation. (*OFC 904.11.6.2*)
- 2.5. Cooking appliances shall be approved and listed for their use. Shall follow all manufactures instructions and precautions with all appliances used. (*OFC 609.2.3*)
- 2.6. All cooking shall be ventilated to prevent the buildup of CO gas and other harmful byproducts of cooking operations. A carbon monoxide detector shall be provided inside the NFFC if there is a carbon monoxide source inside the NFFC. (*OFC 102.9*)
- 2.7. Open flame cooking devices such as charcoal burners and other open-flame cooking devices, not inside an enclosed NFFC, shall not be operated within 10 feet of combustible construction unless the building and any overhangs are protected by a fire sprinkler system. (*OFC 308.1.4*)

3. **Safety**

- 3.1. Fire extinguishers are required on site for every NFFC vendor booth where cooking is being conducted, indoors or outdoors, shall provide the following:
 - 3.1.1. A portable fire extinguisher having a “K” rating is required in any NFFC, indoors or outdoors, where cooking equipment involves solid fuels or vegetable or animal oils and fats or deep fat fryers are used. (*OFC 904.11.5*)
 - 3.1.2. All NFFC’s shall be equipped with a 2A-10B:C rated fire extinguisher (*OFC 906.1*)
 - 3.1.3. No employee will have to travel more than 30 feet to obtain a fire extinguisher. (*OFC 906.1*)
 - 3.1.4. All staff shall be familiar with the use and location of the fire extinguisher. (*NFPA 10*)
 - 3.1.5. All fire extinguishers shall indicate as being serviced within the past 12 months and inspected within the last 30 days. (*NFPA 10*)
 - 3.1.6. Fire extinguishers shall be made readily visible, in a conspicuous location, accessible and unobstructed. (*OFC 906.5, 906.6, 906.7*)
 - 3.1.7. Fire extinguishers shall be mounted in an approved location with handle no higher than 5 feet and the base not less than 4 inches off the ground. (*NFPA 10*)
- 3.2. 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. (*OFSM*)
- 3.3. Exiting and aisles: Each 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. (*OFC 1003*)
 - 3.3.1. Interior public seating for a NFFC shall be approved by the fire code official (*OFC 102.9*)
- 3.4. Access to utilities on NFFC’s shall be provided at all times and a 3-foot clearance to all access hatches and doors shall be provided. (*OFC 102.9*)
- 3.5. Generator shall comply with manufactures listed use and safety information. Generators shall not be fueled while running. Generators must be at least 10 feet from the NFFC. Generators shall not be located within 20 feet of tents. (*OFC 102.9 and 3104.7*)
- 3.6. Tents, with or without sides walls, which are used in conjunction with NFFC’s shall comply with OFC Chapter 31.

- 3.7. Waste/trash: Combustible waste material shall not accumulate and a waste collection receptacle shall be maintained. *(OFC 315)*
- 3.8. 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. *(OFC 507.5.4 and 507.5.5)*
- 3.9. 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:
- 3.9.1. 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. *(OFC 102.9 and 305.1)*
 - 3.9.2. Portable space heaters that produce open or exposed flames are prohibited from use in tents, booths, or similar settings. *(OFC 603.4)*
 - 3.9.3. Patio/Umbrella gas type heaters are allowed for outside use only. Shall not be located beneath, or closer than 5 feet to combustible decorations and combustible overhangs, awnings, sunshades or similar combustible attachments to buildings, structures or booths. *(OFC 603.4.2.1.3)*
- 3.10. LPG-compressed flammable gas/fuels: The storage and use shall be as follows:
(OFC Chapter 61)
- 3.10.1. The storage and use of liquefied petroleum gas (LPG) tanks inside of NFFC's is prohibited. *(6104.1 and NPFA 58)*
 - 3.10.1.1. LPG tanks up to 125 gallons shall be permitted to be directly against NFFC as long as comply with OSFM requirements. *(OFC 102.9)*
 - 3.10.1.2. LPG tanks over 125 gallons and up to 500 gallons shall be a minimum of 10 feet from buildings, combustible vegetation and trash containers. *(OFC 6104.3)*
 - 3.10.1.3. LPG tanks greater than 500 gallons shall have 25 feet from buildings, combustible vegetation and trash containers. *(OFC 6104.3)*
 - 3.10.2. LPG piping shall either be part of a listed assembly or have documentation from an licensed or qualified installer indicating it is install properly. *(OFC 6101.1)*
 - 3.10.3. LPG piping shall be protected from damage. *(OFC 6103.3)*
 - 3.10.4. LPG tanks shall be located so they are not in contact with direct flame, high heat situations, or sparks. *(OFC 6107.2)*
 - 3.10.5. LPG tanks shall be protected from vehicle impact by approved means. *(OFC 6107.4)*
- 3.11. Electrical: All electrical equipment shall comply with the following:
- 3.11.1. All electrical equipment shall be listed or labeled and used in accordance with the listing or label instructions from the manufacturer. *(OFC 605.7)*

- 3.11.2. Electrical wiring, devices, appliances and other equipment shall be ONLY used if in good working condition. Modified or damaged equipment shall NOT be used. (OFC 605.1)
- 3.11.3. Open junction boxes and open-wiring splices shall be PROHIBITED. Approved covers shall be provided for all switch and electrical outlet boxes. (OFC 605.6)
- 3.11.4. 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. (OFC 605.6)
- 3.11.5. Clamp type lights and appliances shall be made secure. (OFC 102.9)
- 3.11.6. Extension cords shall NOT be a substitute for permanent wiring. (OFC 605.5)
- 3.11.7. Extension cords shall be used ONLY with portable appliances.(OFC 605.5)
- 3.11.8. Extension cords shall be plugged directly into an approved receptacle and shall serve only ONE portable appliance. (OFC 605.5)
- 3.11.9. 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. (OFC 605.5)
- 3.11.10. Physical protection is required in public areas with vehicle and foot traffic. (OFC 605.5)
- 3.11.11. 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. (OFC 605.5)
- 3.11.12. 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. (OFC 605.4)
- 3.11.13. Power taps (fused power strips) shall be listed with overcurrent protection (circuit breaker) integrated into the tap. Power tap cords and receptacles shall be polarized or grounded type. (OFC 605.4.1)
- 3.11.14. 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. (OFC 605.5)
- 3.11.15. Temporary wiring (other than extension cords) requires an electrical permit. (OFC 605.1)
- 3.12. Any other operation or condition not mentioned above shall comply with applicable codes, laws, regulations or fire code official requirements (OFC 102.9)

4. **Compliance**

- 4.1. Failure to comply with any portion of this order is considered a failure to comply with Bend City Code 8.10.010.

Open Cooking Concessions Inspection Requirements

1. General

- 1.1. This document applies to Open Cooking Concessions (OCC) include but not limited to BBQ trailers, BBQ's, unenclosed or covered cooking appliances that use open flame to cook food.
 - 1.1.1. Cooking within tents shall comply with Oregon Fire Code (OFC) Chapter 24.
 - 1.1.2. Cooking that is within a Non-Fixed Food Concessions (NFFC) including but not limited to enclosed trailers, buses, vans, and other similar enclosed equipment, mobile or immobile, used to prepare, cook and serve food to the public shall comply the NFFC document adopted by the Bend Fire Department
- 1.2. Requirements that are essential for the public safety of an existing or proposed activity, building or structure, or for the safety of the occupants thereof, which are not specifically provided for by this code shall be determined by the fire code official.
(Oregon Fire Code (OFC) 102.9)

2. Cooking

- 2.1. Open flame cooking devices such as charcoal burners and other open-flame cooking devices shall not be operated within 10 feet of combustible construction unless the building and any overhangs are protected by a fire sprinkler system. (OFC 308.1.4)
- 2.2. A congregation of tents, canopies and open cooking concession stands that does not exceed 700 square feet aggregate area may be allowed to be considered one cooking area and not require separation from one and another. This congregate would be considered one food tent or concession area and as a whole would need to comply with the separation requirements.
- 2.3. Cooking appliances shall be approved and listed for their use. Shall follow all manufactures instructions and precautions with all appliances used. (OFC 609.2.3)
- 2.4. All cooking shall be ventilated to prevent the buildup of CO gas and other harmful byproducts of cooking operations. (OFC 102.9)

3. Safety

- 3.1. Fire extinguishers are required on site for every NFFC vendor booth where cooking is being conducted, indoors or outdoors, shall provide the following:
 - 3.1.1. A portable fire extinguisher having a "K" rating is required in any NFFC, indoors or outdoors, where cooking equipment involves solid fuels or vegetable or animal oils and fats or deep fat fryers are used. (OFC 904.11.5)
 - 3.1.2. All NFFC's shall be equipped with a 2A-10B:C rated fire extinguisher (OFC 906.1)
 - 3.1.3. No employee will have to travel more than 30 feet to obtain a fire extinguisher. (OFC 906.1)
 - 3.1.4. All staff shall be familiar with the use and location of the fire extinguisher. (NFPA 10)
 - 3.1.5. All fire extinguishers shall indicate as being serviced within the past 12 months and inspected within the last 30 days. (NFPA 10)

- 3.1.6. Fire extinguishers shall be made readily visible, in a conspicuous location, accessible and unobstructed. (*OFC 906.5, 906.6, 906.7*)
- 3.1.7. Fire extinguishers shall be mounted in an approved location with handle no higher than 5 feet and the base not less than 4 inches off the ground. (*NFPA 10*)
- 3.2. 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. (*OFSM*)
- 3.3. Exiting and aisles: Each 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. (*OFC 1003*)
 - 3.3.1. Interior public seating for a NFFC shall be approved by the fire code official (*OFC 102.9*)
- 3.4. Access to utilities on NFFC's shall be provided at all times and a 3-foot clearance to all access hatches and doors shall be provided. (*OFC 102.9*)
- 3.5. Generator shall comply with manufactures listed use and safety information. Generators shall not be fueled while running. Generators must be at least 10 feet from the NFFC. Generators shall not be located within 20 feet of tents. (*OFC 102.9 and 3104.7*)
- 3.6. Tents, with or without sides walls, which are used in conjunction with NFFC's shall comply with OFC Chapter 31.
- 3.7. Waste/trash: Combustible waste material shall not accumulate and a waste collection receptacle shall be maintained. (*OFC 315*)
- 3.8. 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. (*OFC 507.5.4 and 507.5.5*)
- 3.9. 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:
 - 3.9.1. 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. (*OFC 102.9 and 305.1*)
 - 3.9.2. Portable space heaters that produce open or exposed flames are prohibited from use in tents, booths, or similar settings. (*OFC 603.4*)
 - 3.9.3. Patio/Umbrella gas type heaters are allowed for outside use only. Shall not be located beneath, or closer than 5 feet to combustible decorations and combustible overhangs, awnings, sunshades or similar combustible attachments to buildings, structures or booths. (*OFC 603.4.2.1.3*)
- 3.10. LPG-compressed flammable gas/fuels: The storage and use shall be as follows:
(*OFC Chapter 61*)
 - 3.10.1. The storage and use of liquefied petroleum gas (LPG) tanks inside of NFFC's is prohibited. (*6104.1 and NPFA 58*)

- 3.10.1.1. LPG tanks up to 125 gallons shall be permitted to be directly against NFFC as long as comply with OSFM requirements. *(OFC 102.9)*
- 3.10.1.2. LPG tanks over 125 gallons and up to 500 gallons shall be a minimum of 10 feet from buildings, combustible vegetation and trash containers. *(OFC 6104.3)*
- 3.10.1.3. LPG tanks greater than 500 gallons shall have 25 feet from buildings, combustible vegetation and trash containers. *(OFC 6104.3)*
- 3.10.2. LPG piping shall either be part of a listed assembly or have documentation from an licensed or qualified installer indicating it is install properly. *(OFC 6101.1)*
- 3.10.3. LPG piping shall be protected from damage. *(OFC 6103.3)*
- 3.10.4. LPG tanks shall be located so they are not in contact with direct flame, high heat situations, or sparks. *(OFC 6107.2)*
- 3.10.5. LPG tanks shall be protected from vehicle impact by approved means. *(OFC 6107.4)*
- 3.11. Electrical: All electrical equipment shall comply with the following:
 - 3.11.1. All electrical equipment shall be listed or labeled and used in accordance with the listing or label instructions from the manufacturer. *(OFC 605.7)*
 - 3.11.2. Electrical wiring, devices, appliances and other equipment shall be ONLY used if in good working condition. Modified or damaged equipment shall NOT be used. *(OFC 605.1)*
 - 3.11.3. Open junction boxes and open-wiring splices shall be PROHIBITED. Approved covers shall be provided for all switch and electrical outlet boxes. *(OFC 605.6)*
 - 3.11.4. 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. *(OFC 605.6)*
 - 3.11.5. Clamp type lights and appliances shall be made secure. *(OFC 102.9)*
 - 3.11.6. Extension cords shall NOT be a substitute for permanent wiring. *(OFC 605.5)*
 - 3.11.7. Extension cords shall be used ONLY with portable appliances. *(OFC 605.5)*
 - 3.11.8. Extension cords shall be plugged directly into an approved receptacle and shall serve only ONE portable appliance. *(OFC 605.5)*
 - 3.11.9. 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. *(OFC 605.5)*
 - 3.11.10. Physical protection is required in public areas with vehicle and foot traffic. *(OFC 605.5)*
 - 3.11.11. 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. *(OFC 605.5)*

3.11.12. 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. *(OFC 605.4)*

3.11.13. Power taps (fused power strips) shall be listed with overcurrent protection (circuit breaker) integrated into the tap. Power tap cords and receptacles shall be polarized or grounded type. *(OFC 605.4.1)*

3.11.14. 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. *(OFC 605.5)*

3.11.15. Temporary wiring (other than extension cords) requires an electrical permit.
(OFC 605.1)

3.12. Any other operation or condition not mentioned above shall comply with applicable codes, laws, regulations or fire code official requirements *(OFC 102.9)*

4. **Compliance**

4.1. Failure to comply with any portion of this order is considered a failure to comply with Bend City Code 8.10.010.



CITY OF BEND

City of Bend

SPECIAL EVENT- ACCESSIBILITY GUIDELINES

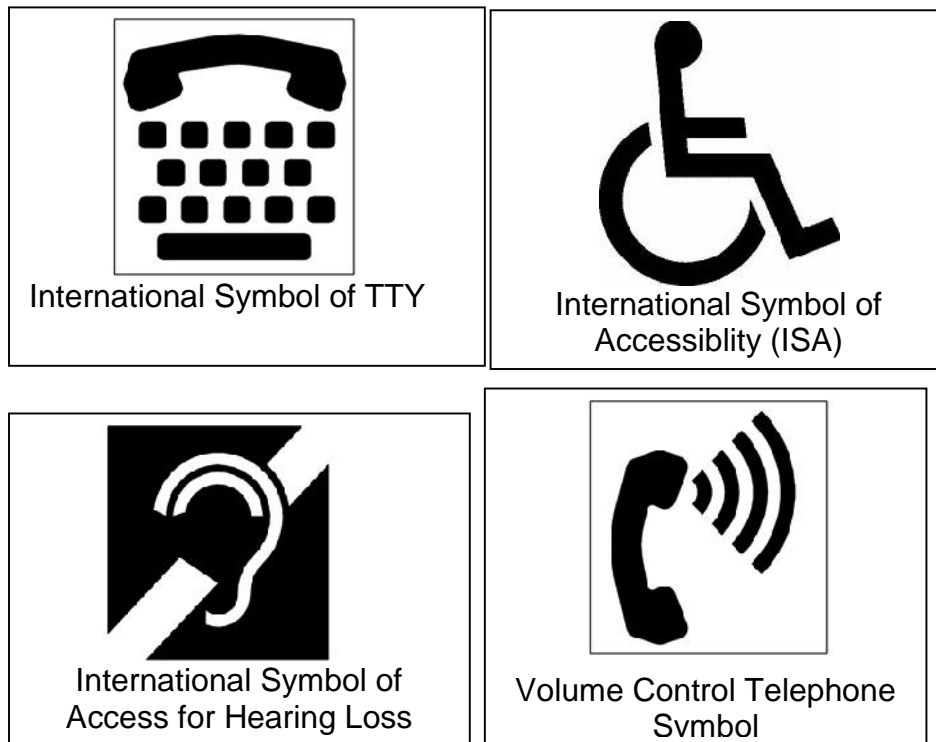
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All temporary venues, related structures, and outdoors sites associated with your event must be accessible to all disabled persons. If an area is not accessible, an alternate area must be provided with the same activities that are in the inaccessible areas. However, these activities must not be offered only to patrons with disabilities.

It is important that you evaluate the unique components and activities associated with your proposed event to develop plans to ensure your event complies with all accessibility laws. The following guidelines have been established to help develop plans to make your event accessible to the attendees, participants, and service providers that are part of your event. Please note that these are guidelines only and may not be inclusive of all city, county, state, and federal disability access requirements.

Key:



Useful links:

[2010 ADA Standards for Accessible Design](#)

[Nondiscrimination of the Basis of Disability in Public Accommodations \(Title III\) Regulations](#)

Note: The following guidelines are not inclusive of all specifications required by the Americans with Disabilities Act, for a complete understanding of all requirements please see the two links above.

PATH OF TRAVEL/ACCESSIBLE ROUTE

- Your event should include accessible routes throughout your event venue, including parking areas and/or passenger loading and unloading zones.
- Accessible routes must be a minimum of 36 inches in width, not including the curb. Running slope of accessible routes shall be no more than 5%, cross slope shall be no more than 2%
- Temporary ramps that do not exceed an 8.33% grade may be required to provide an accessible route and should be used when elevation changes are more than ½ inch vertical. (Note: Ramps in excess of 5% require handrails on both sides. Max cross slope of any accessible route is 2%). Changes in level between ¼ inch minimum in height and not more than ½ inch maximum in height shall be beveled with a slope not steeper than 1:2. (Exception for a ramp with a 6 inches rise, can use a slope steeper than 8.33% but no steeper than 10%.)
- Cable ramps or rubberized mats should be used to cover all cords, wires, hoses, etc. located within a path of travel. (see **Appendix A**)
- If the accessible route is different than the normal route for pedestrians, signage must be provided clearly displaying the International Symbol of Accessibility (see key above) in readily visible locations along the route.
- The alternate path of travel should be parallel to the disrupted pedestrian access route where possible.
- An accessible path of travel should have no protrusions up to a height of 80 inches, including scaffolding and scaffolding braces.
- If the accessible path of travel is adjacent to a potentially hazardous condition, the path should be protected with a barricade or other safety equipment.
- All city curb ramps shall remain clear during event.

ACCESSIBLE PARKING/TRANSPORTATION

- Provide accessible parking if designated parking areas are provided for an event.
- If designated parking areas are not provided for your event, you should provide, at minimum, one accessible passenger loading and unloading zone marked with the international symbol for accessibility.
- Place accessible parking areas as close to the event venue as possible. If the surface is level and provides access to the event, private property with written permission may be used.
- Evaluate the need to provide additional accessible parking beyond that required due to the displacement of designated spaces and areas.

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- Accessible vehicles must be included in your transportation plan if a shuttle program supports your event.
- Provide training and informational materials for your event staff and volunteers regarding accessible parking and transportation.

ACCESSIBLE RESTROOMS/SINKS

- A minimum of 5% of any portable restroom provided to support your event must be accessible and located on a level area not to exceed a 2% cross-slope in any direction.
- In any location where multiple restrooms are provided, at least one (1) unit must be accessible in each location.
- If only one (1) restroom is placed in a location, it must be accessible.
- In any location where multiple sinks or hand sanitizing units are provided, at least one (1) unit must be accessible.
- If only one (1) sink or hand-sanitizing unit is placed in a location, it must be accessible.
- An accessible route to each portable restroom and sink or hand-sanitizing unit must be provided.

ACCESSIBLE BOOTHS/SERVICE COUNTERS

- An accessible route to all booth and/or service counter areas should be provided.
- Booths and/or service (food/drink) counters should be no more than 36 inches in height and must be 35 inches or greater in width. Booths & Counters must have a clear floor space measuring 30 inches wide minimum by 48 inches long minimum. Clear floor spaces shall have a no more than 2% slope in all directions. (See **Appendix A**)

ACCESSIBLE STAGING/SEATING

- If the public has access to the stage at your event, it must be accessible using a ramp and/or lift and handrails.
- If you provide seating near a stage or within your venue, you must provide accessible seating and companion seating in the seating areas.
- Accessible Seating (wheelchair spaces) must be on level ground and shall be 35 inches wide minimum and 48 inches deep (if can enter from front or rear). Where a wheelchair space can only be entered from the side, the space shall be 60 inches deep minimum. Wheelchair Spaces must adjoin an accessible route, and must not overlap circulation paths. (See **Appendix A**)

- In row seating, companion seats shall be located to provide shoulder alignment with adjacent wheelchair spaces. The shoulder alignment point of the wheelchair space shall be measured 36 inches from the front of the wheelchair space. The floor surface of the companion seat shall be the same elevation as the floor surface of the wheelchair space.

ACCESSIBLE COMMUNICATION

- Be prepared to provide event information in alternative formats, sign language interpretation, and assistive listening devices if requested at the event. (Responsibility for cost of accommodation resides on entity holding event.)
- Ensure all event information including print materials (Flyers, Advertisements), audio (radio) announcements, and websites provide an **“ADA Accommodation Notice”**: **“For an ADA accommodations, contact {Insert Contact Name} at {insert contact information}”**.
- Signage should consist of high contrasting colors and should be placed in visible location(s).
- Plan to provide training and informational material regarding accessibility to your event staff and volunteers.
- Use the international Symbol of Accessibility (See key above) where applicable throughout your event venue to designate physical accessibility (other symbols should be used when appropriate).

SERVICE ANIMALS

- While dogs and other pets may be prohibited at an event, Service Animals are permitted by law.
- Service Animals are defined by the Americans with Disabilities Act as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability.
- Inquires that can be made include:
 1. Is the animal required due to a disability (NOTE: Cannot ask about the nature of disability)?
 2. What work or tasks is the animal trained to perform (NOTE: Cannot ask for a demonstration of tasks)?
- If it is readily apparent that the animal is trained to do specific tasks (like guiding), these inquiries cannot be made.