

**Application Deadline: Monday, March 20, 2023**

**Vendor Fees & Certificate of Liability Insurance Due: Monday, April 10, 2023**

The Environmental Center is committed to building a more just and sustainable future in Central Oregon – and our partnerships and events must reflect this commitment. We ask that you only participate in this event if you're able to contribute to a welcoming, inclusive, and accessible place for community members to gather and celebrate Earth Day. Thank you!

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 with booths along both sides of Kansas Ave. and on Troy Field. The stage will be located on Troy Field, where vendors will host hands-on activities for families and friends alike. This area is designated for nonprofits and businesses that focus on getting families outside and connected to nature.

Booth Size: 10' x 10'. Vendors will supply the booth and all necessary equipment. Don't forget weights to secure your tent!

Fair Hours: Saturday, April 22, 2023 from 11:30am. until 3pm. Vendors are required to stay open during fair hours, rain or shine.

**COMMITMENT TO LOW-WASTE EVENTS - IMPORTANT UPDATES FOR 2023**  
**We are piloting a low-waste event model! We encourage reusables and discourage "compostable" packaging and serviceware.**

All vendors:

To lessen our impact, The Environmental Center is committed to reducing waste through the use of reusables, and properly managing waste through recycling and composting at all of our events. All vendors must make efforts to reduce their waste as much as reasonable. Waste source reduction is our priority; recycling and composting should be a last resort. Here's how we get there:

- Limit take-homes and giveaways to only the essentials; opt for interactivity and experiences instead. If you *must* utilize giveaways, they should be durable and reusable products that will not be imminently discarded.
- Choose products that come with little or no packaging. Giveaways should not be individually packaged (especially not in plastic). If you feel they *must* be individually packaged, opt for paper or cardboard packaging that can be recycled.
- Recyclable materials are great, recycled materials are even better! Take a close look at the product description or reach out to the producer to learn what percent of recycled materials are used.
- Correctly sort waste at the sorting station into mixed recycling, glass, compost, and landfill bins. Reference the [Rethink Waste Guide](#) for more information.

Special Note for Food Vendors:

This year, we will pilot a low-waste event model that strongly encourages attendees to bring their own cups and utensils. We are working on a system for reusable plateware that aligns with Deschutes County Health Services guidelines, as well as a plan to offer an alternative option for cups and utensils as needed. All of these reusable items will be provided to you at no additional cost and re-collected on site. Once your application is approved, Udara will be in touch shortly thereafter to explain this low-waste effort in more detail, and to offer support and training on the reusable system. By applying to participate in this event, you're agreeing to work with us on modeling this exciting new low-waste event for the community!

We also ask that you opt for sauces and condiments in bulk. If you *must* utilize single use packets of sauces and condiments, please first ask each attendee whether or not they need them before handing them out.

For more information about our low waste policy or support around reusables, please contact Udara Abeysekera at [udara@envirocenter.org](mailto:udara@envirocenter.org) or 541-385-6908 x260.

Why are we moving away from "compostables"...

In the past we have required use of compostable food ware. However, [a new Oregon DEQ study](#) has revealed that compostables have a much higher carbon footprint than regular plastics. Composters serving our community have also [indicated](#) that "compostable" packaging and serviceware compromise our composting programs and limit many of the environmental benefits of composting. In light of this new information, we strongly encourage and support reuse.

**SET UP AND BREAK DOWN**

The fair will take place on Kansas Avenue between Lava and Bond St, as well as Troy Field, our Learning Garden, and the adjacent parking lot. 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. The Parade will start assembling at 11am and will begin 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. Vendors are required to stay until the completion of the fair, at 3pm. You will have until 5pm to break down.

**BOOTH LOCATION**

Once accepted as a participating vendor, you will receive your assigned location and a map via email approximately three days prior to the event.

**FOOD & BEVERAGE VENDORS**

Strictly Organic Coffee Co. is the Lead Sponsor of this event and will be the exclusive provider of coffee and cocoa beverages during the fair.

Food vendors must take every precaution to ensure grease does not spill onto the grass or street or parking lot. 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. *\*Please closely review the commitment to low-waste events above.*

## 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; all other vendors must design a booth that does not require power or bring their own source of battery power for their booth. We encourage you to bring an electric generator if possible.

## 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.

## WHAT TO BRING

Please bring your own tables, chairs, canopies, and weights - 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 Deschutes County. All vendors must comply with 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 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 endorsement attached – with a minimum coverage of \$1,000,000 per occurrence and \$2,000,000 aggregate, to name the Central Oregon Environmental Center 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). All certificates must be received by April 10, 2023.

If you are a returning vendor, we may already have your insurance on file. Please contact Janet to inquire about both of these things - [janet@envirocenter.org](mailto:janet@envirocenter.org).

#### ADA GUIDELINES

- All vendors must review the *Special Events ADA Guidelines* attachment and comply with these guidelines. For more information, please contact City of Bend's Accessibility Manager at 541-693-2198 or email [accessibility@bendoregon.gov](mailto:accessibility@bendoregon.gov).
- 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

#### Questions?

Al Kolenda: [al@envirocenter.org](mailto:al@envirocenter.org) OR (541) 508-5556 for sponsor-related questions.

Priscilla Calleros: [priscilla@envirocenter.org](mailto:priscilla@envirocenter.org) OR (541) 508-5410 for vendor and event day questions.

Janet Llerandi: [janet@envirocenter.org](mailto:janet@envirocenter.org) OR (541) 508-5262 for insurance and payment questions.

## **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.