



Indian River County Fire Rescue  
Fire Prevention Bureau  
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## SPECIAL EVENT Vendor Requirements

**General:** Please read carefully, check each section, and sign at the bottom. The vendor shall be responsible for the following where applicable:

EVENT: \_\_\_\_\_ VENDOR NAME: \_\_\_\_\_

VENDOR CONTACT NAME / PHONE: \_\_\_\_\_

VENDOR EMAIL: \_\_\_\_\_

**TENTS:**

- **All tents** shall have a **Flame Retardant or Resistant Certificate (Tag or Paperwork)** on-site and/or submitted with the application.
- A minimum 10 ft. clearance between rows of side-by-side tents (walkway) shall be provided.
- For every 100 ft. row of tents, an emergency exit walkway is required that is at least 5 ft. wide.
- Smoking is prohibited under all temporary tents or structures. All tents 20 x 20 or larger shall have NO SMOKING signage.
- Exit signage shall be provided in tents 20 x 20 or larger with enclosed sides.
- Exit signs and emergency lighting, shall be attached and powered, for tents used at night.
- Every non-cooking vendor is recommended to have at least one 2A:10ABC fire extinguisher.
- No hay, straw, shavings or similar materials shall be permitted to be used within any structure, tent or canopy unless pre-approved.

**MOBILE FOOD TRUCK / TEMPORARY COOKING TENTS:**

- **All mobile trailers / temporary cooking operations (tents) shall be positioned at least 10 ft. from any vendor, building, or structure.**
- Mobile and temporary cooking shall not block access to emergency egress or Fire Department Connection (FDC).
- All cooking vendors are required to have at least one **Certified 2A:10ABC Fire Extinguisher** inspected and tagged.
- Vendors using a deep fat fryer are required to have an additional Certified Class K Fire Extinguisher.
- Tent Cooking: Heat-producing cooking appliances are permitted along the inside outer edges of the tent.
- Tent Cooking: Deep fat fryers shall be positioned outside of the tent. **No deep fat frying under tents.**
- Mobile cooking appliances producing grease-laden vapors shall be protected by fire-extinguishing equipment.
- Hood suppression system shall be serviced, inspected, and properly tagged. Inspection documentation shall be made available.
- Hood systems shall be clean and free of grease containments. Documentation of last cleaning shall be made available.
- Fuel shall not be stored less than any 3 ft. from any cooking/heat appliance, near any combustible liquids, ignition source, chemicals, food, or packages.

**ELECTRICAL SAFETY:**

- All wiring and lighting shall be free of damage or cracking.
- All electrical equipment/cords/cables shall be isolated from the occupants/general public in a safe manner and free of trip hazards.
- All electrical connections, switches and fuses shall be in secured approved enclosures per the electric code NFPA 70.

**GENERATORS:**

- Generators shall be positioned no less than 5 ft. from any tent or temporary structure.
- Exhaust shall be directed away from combustible material(s), people, and/or animals.
- Spare fuel shall be stored in an approved container at a safe distance from generator. **No Hot Fueling.**
- A Certified 2A:10BC fire extinguisher is required for the operation of any generator.

**PROPANE (FUEL) SAFETY:**

- LP-Gas tanks shall be in an upright position, protected from vehicular traffic, and secured to prevent from tipping over.
- The main shut-off valve(s) on all gas containers shall be identifiable and readily accessible.
- LP-Gas system shall be inspected by a trained worker prior to each use. Leak detection inspection log shall be current and made available.
- LP-Gas system shall be certified annually and documentation provided.
- Tent Cooking: LP-Gas tank(s) shall be positioned no less than 5 ft. from any tent or temporary structure.

**I hereby acknowledge that I have read, understood, and agree to comply with the requirements where applicable.**

*Code References: Florida Fire Prevention Code (FFPC), NFPA 1, NFPA 96, NFPA 70, NFPA 101, & NFPA 102.*

Signature X \_\_\_\_\_