

## 2014 Major Special Events Listing

Event Organizer	Location	Date Setup/down	Hours Setup/down	Contact	Phone
Brainex Canada Ltd. (Large-Scale 4-on-4 Street Hockey Event)	Victoria Park	May 23-26	8:00am-8:00pm	Brandon Pickard	(B)519-857-5431
Family Shows Canada (International kids expo)	Victoria Park	June 11-16	9:00am-6:00pm	Douglas Hillier	(B)519-432-5189
Family Shows Canada (International food festival)	Victoria Park	June 18-23	9:00am-6 pm	Douglas Hillier	(B)519-432-5189
London Celebrates Canada (Canada Day Celebration)	Harris	June 27- July 2	8:00am-11 pm	Randy Warden	(B) 519-850-7555
Sunfest - London Committee for Cross Cultural Arts	Victoria Park	June 30- Aug. 7	8:00am-6:00pm	Alfredo Caxaj	(B)519-672-1522
Home County Folk Festival	Victoria Park	July 15-21	8:00am-4:00pm	Phyllis Brady	519-432-4310
Bethany's Hope Foundation (Rock the park)	Harris Park	July 20-28	8:00am-9:00pm	David McIntyre	(B)519-642-7589
Pride London Festival	Victoria Park	July 25 – 28	7 am – noon	Andrew Rosser	519-660-7568
Family Shows Canada (Rib-Fest)	Victoria Park	Jul 29-Aug7	9:00am-6 pm	Douglas Hillier	(B)519-432-5189
Family Shows Canada (Fall Fest)	Victoria Park	Aug. 27 – Sept. 2	9:00am-6 pm	Douglas Hillier	(B)519-432-5189
CIBC Run for the Cure Updated February 6, 2014	Victoria Park	Oct. 4/5	12 pm – 2 pm	Gillian Gallant	519.852.4779

**Please note that you will need to contact each event organizer directly to determine if you could participate/have a table at their event as they rent the properties from the City. Food Vendors/Amusement Rides Only: when you have obtained permission see attachments.**

Note: This is a working copy only please do not quote date/times above.

Permit # \_\_\_\_\_



**THE CORPORATION OF THE CITY OF LONDON  
COMMUNITY SERVICES DEPARTMENT, PARKS AND RECREATION  
2014 SALE OF FOODAND/OR AMUSEMENT DEVICES REGISTRATION FORM**

**THE REGISTRATION FORM BELOW AND PAYMENT CAN BE SENT BY:**

**Mail/In Person:** City of London, Parks & Recreation (Attn; Special Events),  
151 Dundas St., Room 403, London, ON N6A 4L6

**Email:** [ldoria@london.ca](mailto:ldoria@london.ca)

**Questions:** Please call 519.661.2500 x5230

**Fax:** 519.661.5793

Application Date \_\_\_\_\_

- A. Name of Vendor: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Registration Fee:**

- a. **WITH** City of London Business License: \$35 per vendor/per year/per unit – good for the whole year.  
*Inquiries regarding a Business License please call Planning & Development 519-930-3515.*
- b. **WITHOUT** a City of London Business License: \$110 per event/per unit up to four units (additional units at no cost) and you must register for each event.

B. City of London Business License Number: \_\_\_\_\_

C. Name of special event at which you will be operating:

Kids Expo <input type="checkbox"/>	Food Festival <input type="checkbox"/>	Sunfest <input type="checkbox"/>
Home County <input type="checkbox"/>	Rock the Park <input type="checkbox"/>	Ribfest <input type="checkbox"/>
Italian Fest <input type="checkbox"/>	Fall Fest: <input type="checkbox"/>	Other: <input type="checkbox"/>

D. Hydro Needs: Voltage \_\_\_\_\_ Amps \_\_\_\_\_

E. Water Needs: Potable  Washing Only

F. Size of Unit: \_\_\_\_\_ Feet \_\_\_\_\_ Inches

Trailer: Yes  No  Mobile: Yes  No  Tent: Yes  No

**PAYMENT** (no post-dated cheques; NSF fee will apply) Cash  VISA  MC  AMEX  Cheque   
 Cheques payable to City of London Parks & Recreation, P.O. Box 5045, London, ON N6A 4L6, Attn: Special Events

Credit Card Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Cardholder Name (please print) \_\_\_\_\_ Total Fee \$ \_\_\_\_\_

## **Vendors Policies & Procedures for the Sale of Ingestible Items and Amusement Devices**

### **2014 Special Events Policies & Procedures Manual**

#### **16.0 Vendor Policies & Procedures**

- 16.1 All food vendors must be registered with The Corporation of the City of London, Parks and Recreation, ten (10) working days prior to the event set-up, to operate a concession at a special event on City owned land (see page 30).
- 16.2 A vendor with a City of London Business Licence – the registration cost will be \$30 per vendor/per year/per unit.
- 16.3 A vendor without a City of London Business Licence – the registration cost will be \$100 per event/per unit up to four units (additional units at no cost) and must be registered for each event.
- 16.4 In the interest of public safety, a zero tolerance policy is enforced for all special events. This means failure to comply with standards may result in ticketing and/or closure.
- 16.5 All vendors selling food items must complete and file with the Middlesex-London Health Unit a Special Event Food Vendors Form (page 56).
- All vendors involved in providing personal services must complete and file with the Middlesex-London Health Unit a Special Event Personal Service Settings Form (page 59).
- All animal exhibitors must complete and file with the Middlesex-London Health Unit a Special Event Animal Exhibitors Form (page 61).
- 16.6 In order for any vendor's booth to be connected to hydro, C.S.A. approval on all equipment is required.
- 16.7 The Corporation of the City of London reserves the right to operate a concession service at any special event.
- 16.8 Local community groups are exempted from the vendor registration fees.
- 16.9 Where the City of London is unable to provide electrical hook ups, a generator (CSA approved and fuel CSA approved) may be utilized with permission from the Special Events Manager or designate.
- 16.10 When the food vendor is the event organizer they are required to complete and submit the Middlesex Health Unit Forms and comply with all ESA and TSSA regulations.

16.11 All vendors will be required to ensure:

- The uses of all outdoor electrical cords are in good operating condition.
- The use of only manufactured extension cords with a three wire configuration or 2 wire polarized outdoor rated cords, are acceptable (no modifications to cords or equipment is permitted).
- The use of panels that are properly assembled and contained in an approved weatherproof enclosure supplying 15 and 20 amp receptacles only which are protected by Ground Fault Circuit Interrupters. Panels which are used shall be approved by a Certified Field Evaluation Organization [a division of the Electrical Safety Authority does Field Evaluation].
- Any non waterproof equipment used in display enclosures [tents, gazebos etc.] shall be protected from rain.
- All vendors shall supply the event organizer with the voltage and current that their equipment will require to eliminate the over loading of circuits.
- All trailers which are self contained and have lighting and equipment shall be approved by a Certified Field Evaluation Organization.
- Failure on the part of the event organizers to comply Will Result in the Disconnection of the Offending Exhibitor and all cost incurred by the Electrical Safety Authority shall be imposed upon the event organizer.

16.12 Vendors are prohibited from depositing grease or waste water directly into the City's storm or sanitary sewer unless a proper hook-up to the existing sanitary manholes by a licensed plumber paid for by the special event operator and inspected by the City's Sewer Operations prior to use. Offenders are subject to prosecution under City By-law and/or Provincial or Federal legislation.

16.13 Food & Beverage Vendors in Victoria Park will:

- use only food packaging that is compostable, recyclable (in the City of London's recycling program), or reusable.
- refrain from the use of polystyrene (e.g., Styrofoam™) during food production or in packaging
- provide, upon request (during event set up) organizers, or a designate, with samples of the vendor's food packaging to be used on the EcoStation signage.

## City of London, Fire Prevention

### 2014 Special Events Policies & Procedures Manual

#### 22.0 City of London, Fire Prevention

*London Fire Department, Fire Prevention Division  
400 Horton Street East  
London, Ontario  
N6B 1L7*

*Chief Fire Prevention Officer 519 661-2500 x5222*

If a special event includes cooking or heating in tents, street closings or the discharging of high-powered fireworks, organizers must ensure that the applicable fire prevention measures are taken as outlined below. This includes obtaining a permit to discharge fireworks and having an approved fire safety plan.

#### **TENTS AND AIR SUPPORTED STRUCTURES**

The following requirements are for all large tents and in part for smaller commercial tents where cooking and/or heating is to take place therein.

**Building Permits:** A building permit is required to erect a tent in excess of 60m<sup>2</sup>. The permit is obtained from the Building Division, 7th Floor, City Hall, and the tent must meet Building Code requirements.

**Fire Safety Plan:** A Fire Safety Plan is required for tents in excess of 30m<sup>2</sup> (320 Sq. Ft.) This plan must address the foregoing and be posted in a conspicuous location. The Fire Prevention office will provide a generic safety plan form, appropriate to tent structure for your convenience. Fire Safety Plans shall be approved prior to the event by the London Fire Department.

**Portable Fire Extinguishers:** Portable fire extinguishers (2A-10BC rating) are required. They must be mounted in conspicuous and easily accessible locations, near exits and cooking areas. Fire extinguishers must have a tag indicating that it was serviced by a qualified company within the past 12 months. Further, all fire extinguishers provided must be appropriate for the hazard, deep frying activities require an appropriate class K type that has been serviced in the past 12 months.

**Exit Signs:** Exit signs are required for each designated exit. Commercially available card type signs are acceptable.

**Emergency Lighting:** Emergency lighting must be provided for any functions being held at night. This lighting must be located so as to provide illumination at all exits and access to exits in the event of a power failure.

**Fire Watch:** Where a fire alarm system is not provided in conformance with the Fire Code, a person will be employed for fire watch duty to patrol the area to ensure the means of egress are kept clearly and to enforce the requirements of the Fire Safety Plan.

**Smoking and Open Flame:** Smoking and the use of open flame devices is not permitted unless approved by Chief Fire Official.

**Heating & Cooking:** Only approved heating and cooking equipment may be used. Cooking in an enclosed tent, canopy or other similar structure is prohibited. Any canopy used over a cooking activity shall have a high degree of flame resistance in accordance with one of the following standards: NFPA 701 or Note 4 of Test Method 27.1 of the CAN 2-4.2 or CAN/ULC S-1(-M). Applies to ALL sizes. This equipment must not be located adjacent to exits or access to exits.

All Mobile Food Vendor including Truck and Trailers must comply with the provisions of Appendix A of the Fire Prevention portion of the Special Events Manual.

All FOOD vendors in tents (applies to all sizes) using fuel fired appliances (propane, natural gas, wood, or otherwise) must comply with the provisions of Appendix B of the Fire Prevention portion of the Special Events Manual.

All Non FOOD vendors in tents (applies to all sizes) must comply with the provisions of Appendix C of the Fire Prevention section of the Special Events Manual.

Failure to comply with the Fire Prevention portion of the Special Events Manual may result in your removal from the property.

**Compressed Gas Cylinders:** All compressed gas cylinders must be stored in racks, chained or tied securely as a safety measure.

All propane cylinders must be secured and stored outside the tent or air supported structure in a safe well-ventilated location.

### **STREET CLOSING**

All street closings must be in conformance with the requirements of the Environmental Services Department and the London Police Department to ensure that:

- a. The barriers being used are easy to remove to allow emergency vehicles to access the closed portion of the street.
- b. All hydrants remain visible and not be obstructed in any manner, leaving at least a 3m radius around each hydrant.
- c. A 20ft. Emergency lane shall be provided.

Anytime you wish to discharge Pyrotechnics you must obtain a Pyrotechnic Event Approval Permit from the Fire Prevention Division.

The listing of products to be fired MUST be submitted to the Fire Prevention 3 weeks prior the event.

### **Discharging of High-Powered Fireworks**

Anytime you wish to discharge Pyrotechnics you must obtain a Pyrotechnic Event Approval Permit from the Fire Prevention Division. The listing of products to be fired MUST be submitted to Fire Prevention 3 weeks prior to the event.

The applicant must indicate that a Canadian certified pyro-technician will be on the site for your event and provide a valid supervisor card and number with an expiry date in conformance with the fireworks manual of the Explosive Division, Department of Energy, Mines and Resources.

The person discharging the fireworks must also be in conformance with The Corporation of the City of London By-Law P.W.3, Discharge of Fireworks and the Explosives Act (Canada) and its regulations made there under.

### **FUEL SAFETY**

The following requirements for using propane appliances and equipment were established by the Technical Standards & Safety Authority, 4th Floor, West Tower, 3300 Bloor Street West, Toronto, Ontario M8X 2X4. The telephone number for information about the Fuel Safety Program is 1-877-682-8772. Topics covered include approval requirements, safety concerns, fuel containers and guidelines for using heating and cooking equipment at public gatherings.

### **Approval Requirements**

Appliances and equipment used in propane service must be approved by a testing organization recognized by the Province of Ontario, such as the Canadian Standards Association (CSA) and Underwriters Laboratories of Canada (ULC) to name a few. Contact TSSA if there is a question about an appliance approval.

1. CGA - Canadian Gas Association
2. CSA - Canadian Standards Association
3. ULC - Underwriter Laboratory Canada
4. Warnock Hersey
5. T.S.S.A. Fuels Safety

### **Common Safety Concerns**

Common safety concerns associated with propane include:

1. Equipment has not been maintained by a qualified and ticketed Registered Contractor.
2. Cylinders do not have clearly marked test dates less than 10 years from current date.
3. Inadequate clearances from appliances to combustibles.
4. Improperly supported and protected regulators, hose and piping.
5. Unsecured cylinders (to be chained in upright position).
6. Maximum hose length of 10 feet is often exceeded.
7. Unused piping and valve openings are not capped.
8. Certified hose and hose assemblies are often not used.
9. The use of rubber and/or vinyl hose inside enclosures/trailers, etc. Piping or tubing must be used.

### **Fuel Containers for Gasoline and/or Diesel Powered Generator**

Fuel containers shall have to be built in conformance with one of the following Standards or Regulations:

1. The Transportation of Dangerous Goods Regulations (Canada)
2. CSA-B736, "Portable Containers for Gasoline and Other Petroleum Fuels"
3. ULC/ORD-C30, "Safety Containers"

All approved containers will be imprinted or labelled with the appropriate approving organization.

### **Guidelines for Heating and Cooking Equipment Use at Public Gatherings**

#### **Fuel Suppliers**

1. Where fuel IS supplied to a site:  
And NOT connected to an appliance by the supplier, the supplier shall ensure that the cylinders  
a) are in good safe condition, and b) are properly stored, and
2. ARE connected to an appliance by the supplier; supplier shall ensure that  
a) the cylinder is properly installed and that connections are leak free,  
b) the equipment is in safe operating condition,  
c) the installation complies with the applicable code.

#### **Rental Houses**

Where equipment is leased, rented or loaned to a person or organization, the owner shall:

- a) provide documentation affirming that the equipment is in safe working condition and certified,
- b) provide adequate training/explanation to ensure that the lessee is aware of the hazards of operation and the proper procedures to take when installing/using the equipment.

### Equipment Users

Where a person or organization intends to use propane, natural gas or other hydrocarbon fuelled equipment at a public event, the person responsible shall,

- a] ensure that equipment to be used is in safe working condition and meets the requirements of all applicable legislation (local and Provincial),
- b] that the equipment is installed/operated in a safe manner,
- c] that all persons operating the equipment are trained in its safe use and their duties and emergency procedures,
- d] where equipment is to be used indoors, that specific permission for such use is gained from the authority having jurisdiction unless approved for the use,
- e] equipment must be certified for use by any one of the following:
  - Canadian Gas Association (CGA)
  - Underwriters Laboratories of Canada (ULC)
  - Underwriters Laboratories Inc. (CUL)
  - Warnoch Hersey (WH)
  - Canadian Standards Association (CSA)
  - International Approval Services (IAS)
  - TSSA Fuels Safety or other testing organization recognized by the Province of Ontario
- f] special effects equipment which utilizes hydrocarbon fuel shall be properly engineered and approved for use prior to the event by the authority having jurisdiction.

### Fair/Event Organizers

Fair/event organizers shall:

- a] Make prospective exhibitors aware of all rules and requirements for the event prior to set-up,
- b] Ensure that exhibitors have all required safety/operator documentation where applicable,
- c] Ensure through an appropriate process that all safety/operational procedures are followed during an event,
- d] Should ensure through an appropriate process that equipment is as represented from a safety perspective.

### Facility Operators

- a] Must ensure that the event can be safely accommodated by the facility,
- b] Ensure that prospective users are made aware of all local requirements prior to the event,
- c] Ensure through an appropriate process that all safety/operational procedures are followed during an event,
- d] Ensure through an appropriate process that equipment is as represented from a safety perspective.

Special Issue: Open flame construction heaters are **not to be used** to heat structures utilized for a fair or event.





THE CORPORATION OF THE CITY OF LONDON  
FIRE DEPARTMENT

**HIGH HAZARD FIREWORKS DISCHARGE PERMIT**

NOTE: APPLICANT MUST BE THE PERSON SUPERVISING THE FIRING OF THE FIREWORKS AND THOSE DOING THE FIRING MUST NOT BE UNDER 18 YEARS OF AGE

**NAME OF APPLICANT:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_

**SUPERVISOR'S CARD NO.** \_\_\_\_\_ **EXPIRY DATE** \_\_\_\_\_

I hereby make application to discharge high hazard class 7.2.2 fireworks.  
On behalf of:

\_\_\_\_\_  
\_\_\_\_\_

Location of Display: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

I certify that I have completed a course for fireworks supervisors, have read, understand and will be guided by the principles and safety rules of the fireworks manual and the manufacturer's specifications. I also understand the specific contents of the City of London by-law PW-11 and that contravention of this by-law is guilty of an offence and may result in a maximum penalty under the Provincial Offences Act of \$5,000 upon conviction.

Signature: \_\_\_\_\_

Permission is hereby granted to: \_\_\_\_\_

Signature of Fire Chief or Designate: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

# FIRE SAFETY PLAN FOR TENTS

Applicable to all commercially used tents having an area in excess of 320 sq. ft or 30m<sup>2</sup>.

<b>LOCATION AND/OR ADDRESS WHERE TENT IS SET-UP:</b> <i>(Please print)</i>	
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1. Location of nearest telephone to call 911: \_\_\_\_\_

2. Number, type and location of portable fire extinguishers provided:

a) Number \_\_\_\_\_

b) Type(s) \_\_\_\_\_

c) Location(s) \_\_\_\_\_

3. Name of person employed for firewatch duty:

\_\_\_\_\_

Such duties to include keeping the means of egress clear, enforcement of no smoking policy, proper use and storage of combustible materials and general enforcement of regulations as determined by lessee.

4. Number of exit signs posted: \_\_\_\_\_ Exit signs are required for all tents having wall panels and/or where exiting is impeded by ropes, tables, etc.

5. Has emergency lighting been tested Yes  No  *Applicable to night-time tent use only.*

6. Are open flame devices such as gas heaters, barbecues and fuel-fired appliances intended for use? Yes   
No  *Relative to the tent, where would these devices be located? Must not be located adjacent to an exit or access to an exit.*

7. Has a building permit for the erection of this tent been obtained? Yes  No

8. Provide the name, address and telephone number of person(s) or company providing the tent rental:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

9. Provide the name, address and telephone number of person(s) leasing the tent:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

A copy of this Fire Safety Plan shall be approved by the Chief Fire Official or his designate and be posted in a conspicuous location near the main entrance.

Approved by: \_\_\_\_\_  
CITY OF LONDON FIRE DEPARTMENT

Dated \_\_\_\_\_

# Appendix A



London Fire Department  
Attn: Fire Prevention  
400 Horton Street  
London, Ontario,  
Canada  
N6B 1L7

## SPECIAL EVENTS MOBILE FOOD VENDORS CHECKLIST

**Please complete this form and return to the above address**  
**MOBILE FOOD VENDORS UTILIZING PROPANE FIRED COOKING EQUIPMENT**  
**(TRUCK OR TRAILER)**

### **A – Vent Hoods**

- All hoods must be constructed of not less than No. 20 MSG (0.94mm) stainless steel or No. 18 MSG (1.09mm) steel **NO** galvanized metal is acceptable.
- All seams and joints must be liquid tight.
- All hoods must be vented to the exterior of the vehicle by one of the following methods:
  - Venturi Vent
  - A listed electrical fan

### **B - Fuel Supply for cooking equipment**

- All Fuel Fired Equipment must be certified by a qualified service company annually. A letter of certification must be supplied by the service company.
- Fuel tanks must be installed and protected in accordance with the Propane Handling and Utilization code of Ontario.

### **C – Fire Protection**

- All vent hoods are to be equipped with an automatic fixed extinguishing systems installed and certified by a qualified service technician.
- These systems must be serviced and tagged annually by a qualified service technician.
- At least one portable fire extinguisher of the proper rating and type must be installed in the immediate area.
- These extinguishers must be serviced and tagged annually by a qualified service technician.

### **D – Exiting**

- A clear accessible exit from the interior of the trailer or truck shall be maintained at all times.

### **E – Cleaning**

- All equipment must be cleaned on a regular basis as required by NFPA 96 and a certificate of proof shall be made available to the inspector upon request indicating that cleaning has been done.

# Appendix B Food Vendor - Tent



London Fire Department  
400 Horton Street  
London, Ontario,  
Canada  
N6B 1L7

Name of Event: \_\_\_\_\_

Name of Vendor: \_\_\_\_\_

Responsible Person: \_\_\_\_\_ Phone # \_\_\_\_\_

**As a condition of approval for vendors to attend or participate in the special event hosted on City of London property, the event organizer is obligated to ensure that all vendors comply with the following requirements**

**Vendors conducting any cooking activities must also complete the Vendor Cooking Conditions form available from the event organizer.**

**(1) Cooking Activities:**

- Any cooking activity within any enclosed tent is prohibited.
- Public access is prohibited under any open sided canopy used to cover cooking.
- Fuel fired cooking will be conducted a minimum of 1.2m (4ft) from combustible materials and or any tent, unless the appliance is labeled for specific clearance to combustibles.
- Any canopy used over a cooking activity shall have a high degree of flame resistance in accordance with one of the following standards: **NFPA 701** or **Note 4 of Test Method 27.1 of the CAN 2-4.2** or **CAN/ULC S-109-M**.
- A portable fire extinguisher with a minimum 2A 10BC rating with a technicians tag certifying maintenance within the last 12months shall be provided for any cooking activity other than deep fat frying.
- An extinguisher with a minimum 40BC or K class rating shall be provided with a technicians tag certifying maintenance within the last 12months for **any deep fat frying**

**(2) Fuel Safety Concerns: (Propane, Natural Gas etc)**

- The event organizer shall arrange for a general inspection by the TSSA (Technical Standards and Safety Authority) of all vendors utilizing fuel fired cooking appliances.
- Vendors with propane fired equipment must have a Mobile Food Service Equipment Inspection completed and a copy of the report on site. Vendors have any questions specific to the certifications and approval of their equipment should contact the Fuel Safety Division of the TSSA (416) 734-3351, a minimum 30 days prior to the event.

**By signature, the vendor certifies that they will comply with the above conditions. Failure to comply may result in vendor exclusion from the event. Fully completed and signed form to be returned to and retained by the event organizer:**

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Appendix C Non Food Vendor –Tent



London  
CANADA

London Fire Department  
400 Horton Street  
London, Ontario,  
Canada  
N6B 1L7

Name of Event: \_\_\_\_\_  
Name of Vendor: \_\_\_\_\_  
Responsible Person: \_\_\_\_\_ Phone # \_\_\_\_\_

**As a condition of approval for vendors to attend or participate in the special event hosted on City of London property, the event organizer is obligated to ensure that all vendors comply with the following requirements**

**Vendors conducting any cooking activities must also complete the Vendor Cooking Conditions form available from the event organizer.**

**(1) Portable Fire Extinguishers Protection:**

- Vendors must have a portable fire extinguisher with a minimum 2A 10BC rating. The extinguisher shall have a technicians tag attached certifying maintenance within the last 12 months.

**(2) Vendor Tents**

If a tent, tarp, canopy or similar shelter is being supplied and used by the vendor it must:

- Have an aggregate area of less than 60sq. m. (645sq. ft.) Larger tents require a building permit.
- Must be labeled or have documentation confirming the tent material has a high degree of flame resistance in accordance with one of the following standards: **NFPA 701** or **Note 4 of Test Method 27.1 of the CAN 2-4.2** or **CAN/ULC S-109-M**.
- Multiple tents in groupings shall not exceed a maximum area of 60sq. m. (645sq. ft.) without a minimum 3M fire break separating the grouping from other tents or structures.

**(3) Electrical Service and Installation:**

- Any electrical work (service/generator supply, box or panel connections, lighting appliances etc) will be undertaken by a qualified, licensed electrician, and will be subject to an inspection by ESA
- All electrical equipment, devices and appliances shall be listed and approved for use in Canada. Details of electrical requirements shall be provided to the event organizer for inclusion in the electrical permit application covering the event.

**By signature, the vendor certifies that they will comply with the above conditions. Failure to comply may result in vendor exclusion from the event. Fully completed and signed form to be returned to and retained by the event organizer:**

Signature \_\_\_\_\_

Date \_\_\_\_\_



## City of London Fire Department Special Events Checklist

Date of Inspection Date of Issue	Address of Property
Fire Department	Owner
Person Contacted	Vendor Owner/Operator

PORTABLE FIRE EXTINGUISHERS				
1	PORTABLE FIRE EXTINGUISHERS SUPPLIED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
2	PORTABLE FIRE EXTINGUISHERS PROPER RATING AND TYPE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
3	PORTABLE FIRE EXTINGUISHERS PROPERLY SERVICED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
BBQ'S AND OTHER COOKING EQUIPMENT				
1	PORTABLE FIRE EXTINGUISHERS LOCATED IN THE COOKING AREA?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
2	ARE CANOPIES COVERING COOKING EQUIPMENT CERTIFIED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
3	IS THERE A METHOD TO CONTROL FLARE UPS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
4	IS THE AREA FREE OF COMBUSTIBLE MATERIALS?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
FUEL SUPPLY <input type="checkbox"/> N/A				
1	COOKING FUEL SYSTEM BEEN INSPECTED WITHIN THE LAST YEAR?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
2	FUEL TANKS PROPERLY PROTECTED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
IGNITION SOURCES				
1	NO SMOKING SIGNS INSTALLED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
2	TEMPORARY WIRING USED PROPERLY	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
3	HEAT PRODUCING EQUIPMENT USED PROPERLY	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
4	NO OPEN FLAMES (other than that used for cooking)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
FIRE SAFETY PROCEDURES				
1	FIRE SAFETY PROCEDURES IMPLEMENTED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
2	FIRE SAFETY PROCEDURES APPROVED?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
<b>IS THIS VENDOR APPROVED TO OPERATE <input type="checkbox"/> YES <input type="checkbox"/> NO</b> <b>THE EVENT ORGANIZER MUST REMOVE ANY UNAPPROVED VENDORS</b>				

TENTS				
1	TENT INSTALLED IN CONFORMANCE WITH THE BUILDING CODE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
2	PERMIT OBTAINED FOR TENT (when required)	<input type="checkbox"/> YES	<input type="checkbox"/> NO	

Name of Recipient	Name of Inspector (print)
Signature	Signature

## **Technical Standards & Safety Authority**

### 2014 Special Events Policies & Procedures Manual

#### **23.0 Technical Standards & Safety Authority**

*Fuels Safety Program  
4<sup>th</sup> Floor, West Tower  
3300 Bloor Street West  
Toronto, Ontario M8X 2X4  
1-877-682-8772*

#### **Mobile Food Service Equipment**

There has been industry confusion regarding approval/inspection requirements for Mobile Food Service Equipment (Hot Dog Carts, Chip Wagons). The following Director's Order was developed, with industry input, for the purpose of assisting owner/operators and certificate holders with this issue.



<b>Fuels Safety Program</b>	Ref. No.: FS-056-06	Rev. No.: 1
<b>DIRECTOR'S ORDER</b>	Date: February 13, 2006	Date: June 1, 2013

IN THE MATTER OF:

*Technical Standards and Safety Act 2000, S.O. 2000, c. 16, s. 31*

- and -

Ontario Regulation 211/01 (Propane Storage and Handling)

- and -

Ontario Regulation 212/01 (Gaseous Fuels)

Re: **Mobile Food Service Equipment**

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### 1. Background

On February 13, 2006 Director's Order FS-056-06 was issued to regulate various types of Mobile Food Service Equipment (MFSE) that were unapproved, not properly serviced or maintained or operated in an unsafe manner.

Since that time, although many MFSEs have been approved and are being inspected annually as required, unapproved equipment remains in service and there continues to be a lack of understanding of the requirements that apply to MFSEs. There have also been incidents where members of the public have been injured by unapproved or unsafe MFSEs.

Therefore, pursuant to section 31 of the *Technical Standards and Safety Act, 2000*, this order clarifies the requirements for MFSEs, and provides guidance on obtaining TSSA approval for their sale and use.

### 2. Scope

This order shall apply to two groups of MFSE's, those built prior to February 13, 2006 and those manufactured since February 13, 2006.

### 3. Definition

Mobile Food Service Equipment is mobile equipment, whether or not permanently parked, containing propane or other hydrocarbon fuel fired cooking appliances and, if applicable, associated fuel storage.

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Further information may be obtained by contacting: Director – Fuels Safety Division, Technical Standards and Safety Authority,  
14th Floor – Centre Tower, 3300 Bloor St. West, Etobicoke ON, M8X 2X4 Ph:416 734 3300 Fx:416 231 7525

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An MFSE may be:

a self-propelled vehicle such as a truck or van fitted with food service equipment and either equipped with propane or other hydrocarbon fuel supply cylinders or intended for connection to a propane supply cylinder at the operation site.

a trailer or cart fitted with food service equipment intended to be towed to the operation site and either equipped with propane or other hydrocarbon fuel supply cylinders or intended for connection to a propane or other hydrocarbon fuel supply cylinder at the operation site.

a portable cart fitted with food service equipment that is not towed but may be transported to an operation site and provided with a propane or other hydrocarbon fuel supply cylinder that may be enclosed in the cart.

Note: If the equipment is mounted on a permanent foundation (no jacks), with the wheels removed and connected to one or more services (electrical power, water, sewers or gas), that would render the unit unlikely to be easily relocated, it would not be considered an MFSE, but rather a permanent structure and subject to the requirements of CSA Codes 8149.1 and 8149.2.

#### 4. Requirements for Compliance

##### A. Mobile Food Service Equipment Built Prior to February 13, 2006

**Danger Labels** – The applicable labels described in Attachment #1 to this order are required to be applied to all existing MFSEs built prior to February 13, 2006.

**Annual Inspections** – The owner/operator of an MFSE shall ensure that a certified gas technician inspects the MFSE annually and completes an Annual Inspection Certificate in the form attached in Attachment #2. The owner/operator shall promptly correct any deficiencies identified in the inspection certificate and shall retain the certificate with the MFSE until the subsequent inspection. All MFSE may be subject to TSSA inspection to confirm annual inspection is current.

##### B. Mobile Food Service Equipment Built after February 13, 2006

**Approval** -All MFSEs built after February 13, 2006 are required to have a Field Approval by TSSA or alternatively must be certified and labeled by an Certification Organization accredited by Standards Council of Canada.

Ontario Regulation 211/01 made under the *Technical Standards and Safety Act, 2000* contains the following provision regarding prohibited activities without approval.

12. (1) Where this Regulation requires that an appliance or any equipment be approved, no person shall,  
(a) offer for sale, sell, rent or buy;  
(b) install;  
(c) use; or  
(d) supply propane to,  
an appliance or equipment unless it is approved or will be approved prior to being put into use.

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Further information may be obtained by contacting: Director – Fuels Safety Division, Technical Standards and Safety Authority  
14<sup>th</sup> Floor – Centre Tower, 3300 Bloor St. West, Etobicoke ON, M8X 2X4 Ph: 416 231 3300 Fx: 416 231 7525

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Ontario Regulation 212/01 made under the *Technical Standards and Safety Act, 2000* contains the following provision regarding prohibited activities without approval.

4. (1) Where this Regulation requires the approval of an appliance or any equipment or thing, no person shall offer for sale, sell, lease, rent or install an appliance, equipment or thing unless it is approved or will be approved prior to being put into use.

If you are currently operating an MFSE built after February 13, 2006 and it does not have either a Field Approval label issued by TSSA or a recognized certification label you must apply for a TSSA Field Approval by completing an application.

Manufacturers in Ontario producing new MFSEs are required to obtain a TSSA Field Approval or a certification prior to selling and delivering the MFSE.

If you are purchasing an MFSE manufactured outside of Ontario you must obtain a TSSA Field Approval prior to putting the unit into operation.

An application for Field Approval may be found on the TSSA web site <http://www.tssa.org/regulated/fuels/fuelsField.asp> along with an outline of the requirements that will be applied in the evaluation of the MFSE design and full details of the information and material that must be submitted to document the approval.

**Danger Labels** - The applicable labels described in Attachment #1 to this order are required to be applied to all MFSEs built after February 13, 2006.

**Annual Inspections** - Subsequent to the issuance of a TSSA Field Approval or obtaining certification, the owner/operator of an MFSE shall ensure that a certified gas technician inspects the MFSE annually and completes an Annual Inspection Certificate in the form attached in Attachment #2. The owner/operator shall promptly correct any deficiencies identified in the inspection certificate and shall retain the certificate with the MFSE until the subsequent inspection. All MFSE may be subject to TSSA inspection to confirm annual inspection is current.

## 5. Additional Notes

MFSE owners/operators should check for additional municipal compliance requirements.

TSSA inspectors are authorized to inspect MFSEs to ensure compliance with this Director's Order.

This Order is effective immediately

Dated at Toronto this 1st day of June, 2013

ORDERED BY:



John R. Marshall  
Director, Gaseous Fuels Regulation, Propane Storage and Handling  
Regulation, *Technical Standards and Safety Act, 2000*

	<b>MOBILE FOOD SERVICE EQUIPMENT ANNUAL INSPECTION CERTIFICATE FOR MFSE'S</b>	<b>Document No: MFSE-002</b>
		<b>Date: June 1, 2013</b>
		<b>Page: 1 of 1</b>

Equipment Type: Self-propelled Vehicle  Towed Trailer or Cart  Portable Cart

Equipment Identification (Licence Plate No. or V.I.N.) \_\_\_\_\_

Owner \_\_\_\_\_ Tel. No. \_\_\_\_\_

Address \_\_\_\_\_

FSD Label No. (If built after Feb. 13, 2006) \_\_\_\_\_

The following checklist is intended as a minimum. Additional inspection tests may be necessary to ensure safe operation.

	Yes	No	N/A
Have the required DANGER labels been affixed?			
If built after Feb. 13, 2006, is a TSSA FSD Label and MFSE rating plate in place?			
If the equipment is on 4 wheels, are 2 wheels lockable to prevent movement when in service?			
Are the gas components (hoses, regulators, etc.) approved for the service?			
Are the gas lines, fittings and hoses in good condition?			
Is the propane cylinder properly supported and secured?			
If the cylinder is in a cabinet, is it well ventilated?			
Are the clearances to combustibles maintained?			
Are the appliances in good working condition?			
Is the equipment and all its components leak tight?			
Are the supply pressures to the equipment and appliances set properly?			
Do all the appliances ignite properly?			
Does the owner/operator understand the operations and responsibilities outlined in the Danger labelling?			
Have any deficiencies found been corrected and is the equipment safe to operate?			

To pass all answers must be either YES or N/A

Certificate Holder Name (Print)	TSSA Certificate Holder No.	Date

Re-Inspection Required 1 Year from the above date.  
This Certification shall be kept available with the equipment covered at all times.

Comments

## Middlesex-London Health Unit

### 2014 Special Events Policies & Procedures Manual

#### 27.0 Middlesex-London Health Unit

**Middlesex-London Health Unit  
Environmental Health Division  
50 King Street  
London, Ontario, N6A 5L7  
519 663-5317 Ext. 2300**

**Email: [health@mlhu.on.ca](mailto:health@mlhu.on.ca)  
Website: [www.healthunit.com](http://www.healthunit.com)  
Fax: 519 663-9276**

All organizers of a special event at which food is prepared, served, provided and/or offered to the public, must comply with the following requirements:

1. Contact the Special Events Coordinator of the Middlesex-London Health Unit and notify them of the date of the event and the expected number of food vendors that will be attending.
2. Provide the Special Events Coordinator of the Middlesex-London Health Unit with a final list of food vendors at least two (2) weeks prior to the event.

All food vendors involved in any charitable and/or commercial functions at which food is prepared, served, provided and/or offered to the public, must comply with the following requirements:

1. Contact the Special Events Coordinator of the Middlesex-London Health Unit and obtain a Special Events Information Package.
2. Complete the Special Events Food Vendor Form and return it to the Special Events Coordinator fourteen (14) days prior to the event.
3. Complete a consultation meeting with the Special Events Coordinator or attend a food-handler lecture for special events.
4. Arrange for an on-site inspection of food concessions to obtain approval to operate.
5. Comply with all requirements as set out in the Standards for Outdoor Special Events.

All vendors involved in providing personal services to the public must comply with the following requirements:

1. Contact the Infectious Disease Control Team at (519)663-5317 ext. 2330
2. Complete the Special Events Personal Service Settings Form and return it to the Infectious Disease Control Team fourteen days (14) prior to the event.

All animal exhibitors must comply with the following requirements:

1. Contact the Special Events Coordinator of the Middlesex-London Health Unit and obtain a Special Events Information Package
2. Complete the Special Events Animal Exhibitors Form and return it to the Special Events Coordinator fourteen (14) days prior to the event.
3. Comply with the requirements as set out in the Standards for Owners and Operators of Animal Exhibits.

## STANDARDS FOR OUTDOOR SPECIAL EVENTS

Pursuant to the Food Premises Regulation  
Ontario Regulation 586/99

**Definition:** A charitable or commercial function where food is provided and/or offered to the public. The function must be a special occasion rather than a continuous or permanent operation.

### Requirements

- 1) Health Unit approval must be obtained prior to food vendors operating.
- 2) All food must be obtained from an approved commercial source. All food must be prepared in an approved commercial kitchen or on-site. No home prepared or home canned food shall be used, sold or given away.
- 3) All hazardous foods must be maintained at an internal temperature of lower than 4°C (40°F) or higher than 60°C (140°F).
- 4) A probe thermometer shall be available on-site to check temperatures.
- 5) Adequate refrigerated units for the safe storage of perishable and hazardous foods must be provided. An accurate thermometer must be provided in each unit.
- 6) Adequate hot holding units must be provided for the safe storage of hazardous foods. An accurate indicating thermometer must be provided in each unit.
- 7) Raw and ready to eat products must be fully separated, and stored in tightly covered containers to prevent cross-contamination. For example: In a refrigerator, the raw products should be stored on the bottom shelf with the ready to eat food above. If thermos cases and ice packs are used, SEPARATE cases must be provided for raw and ready to eat items.
- 8) A supply of hot and cold potable water under pressure must be provided.
- 9) A separate hand wash basin must be provided AT THE FOOD PREPARATION AREA before any food is handled. This sink must be supplied with hot and cold potable running water under pressure together with a supply of liquid soap and single service (paper) towels in dispensers. The unit can be permanently plumbed or be portable. A blend of hot and cold water in a single dispenser equipped with a spigot is acceptable.
- 10) All utensils and equipment must be:
  - a) **WASHED:** in hot water and detergent
  - b) **RINSED:** in hot water
  - c) **SANITIZED:** in a solution of hot water for 45 seconds in one of the following solutions:
    - 100 ppm chlorine (bleach)
    - 200 ppm quaternary ammonium (QUATS)
    - 25 ppm iodine
- 11) A minimum of a 2 compartment sink with a drain board, supplied with hot and cold potable running under pressure must be available for washing and sanitizing utensils. Where the 2 compartment sink is not available on site, food vendors must provide a sufficient number of clean back up utensils (at least four sets is recommended per day of the event) and the vendor must have access to an approved kitchen off-site.
- 12) Test strips must be provided to test sanitizer strength.
- 13) All waste water shall be disposed of in an acceptable sanitary manner. Do not dump onto ground surface.
- 14) Single use containers shall be used for the service or sale of food.
- 15) Where reusable plates or containers are provided by the patrons, food handlers must ensure that there is no direct contact between the serving utensils and the plates or must wash, rinse and sanitize the utensil(s) after each patron.
- 16) Tongs, spatulas, or any multi-service utensils, must be cleaned and sanitized after each use or as required.
- 17) Ensure separate tongs are used for raw and cooked product to eliminate cross-contamination.
- 18) All food must be protected from contamination and adulteration. E.g. all foods must be covered and stored properly.
- 19) All food and food containers must be stored 15 cm (6") off the ground.
- 20) Floor surfaces of food concession must be of a material that can be cleaned. E.g. no grass surfaces allowed.
- 21) All food handlers must wear clean outer garments, and head gear that confines the hair.
- 22) Ensure that an adequate number of garbage receptacles with tight fitting or self-closing lids is provided. Garbage must be disposed of in a sanitary manner.

**A ZERO TOLERANCE POLICY IS ENFORCED FOR ALL SPECIAL EVENTS. THIS MEANS FAILURE TO COMPLY WITH STANDARDS MAY RESULT IN CLOSURE AND/OR TICKETING.**

## SPECIAL EVENTS FOOD VENDOR FORM

**MUST BE COMPLETED BY INDIVIDUAL VENDOR AND RETURNED 7 DAYS PRIOR TO EVENT.**

**Food concession may not operate until site inspection approval is granted.**

Name of Event: \_\_\_\_\_ Event Dates: \_\_\_\_\_

Street Name & Number: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Set up Date & Time: \_\_\_\_\_

Name of Concession: \_\_\_\_\_ Certified Food Handler: yes no

Contact Person: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Contact Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Food Items: \_\_\_\_\_

Food Suppliers: \_\_\_\_\_

Food Preparation Location: \_\_\_\_\_

Method of Transporting Food: Coolers with Ice  Insulated Container  Other: \_\_\_\_\_

### VENDOR SITE:

Tent ( ) Trailer ( ) Other: \_\_\_\_\_

Floor Covering Material: \_\_\_\_\_

Water Supply System (hot and cold water under pressure required) Type of System: \_\_\_\_\_

Sinks: 3 compartment \_\_\_\_\_ 2 compartment \_\_\_\_\_ Handwash \_\_\_\_\_

Waste Water Disposal: Collection method: \_\_\_\_\_ Disposal site: \_\_\_\_\_

Cold Storage: Mechanical: \_\_\_\_\_ Ice: \_\_\_\_\_

Hot Holding: Method: \_\_\_\_\_

Garbage: Receptacles Provided: Yes \_\_\_\_\_ No \_\_\_\_\_ Disposal Method: \_\_\_\_\_

Grease: Disposal Method: \_\_\_\_\_ BBQ: Yes \_\_\_\_\_ No \_\_\_\_\_

Vendor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Approved: Yes ( ) No ( ) File No: \_\_\_\_\_

P.H.I.'s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. Section 16(2) of Ontario Health Protection and Promotion Act requires that every person who intends to commence to operate a food premise shall give notice of his/her intention to the Medical Officer of Health of the health unit in which the food premise will be located.

2. The personal information on this form is collected under authority of The Health Protection and Promotion Act, R.S.O. 1990, Ch. H7. It will be used for ownership identification and enforcement of the pertinent Regulations under this Act. September 2009

# SPECIAL EVENTS PERSONAL SERVICES VENDOR FORM

**MUST BE COMPLETED BY INDIVIDUAL VENDOR AND RETURNED 7 DAYS PRIOR TO EVENT.**

Name of Event: \_\_\_\_\_ Event Dates: \_\_\_\_\_

Location: \_\_\_\_\_ Set-up Date & Time: \_\_\_\_\_

Name of Vendor: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Home #: \_\_\_\_\_

Contact Address: \_\_\_\_\_ Business #: \_\_\_\_\_

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**SERVICES PROVIDED:**

- Tattooing (not airbrush, temporary or henna)
- Body Piercing
- Ear Piercing
- Manicure/Pedicure
- Massage
- Other aesthetic services \_\_\_\_\_

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**SITE:**

Hot and Cold Running Water Yes ( ) No ( )

Handwash sink Yes ( ) No ( )

Disinfection/ Sterilization location \_\_\_\_\_

Vendor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

P.H.I.'s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Public Health Inspector Comments \_\_\_\_\_

Approved: Yes ( ) No ( )

*The personal information on this form is collected under authority of The Health Protection and Promotion Act, R.S.O.1990, Ch. H7. It will be used for ownership identification and enforcement of the pertinent Regulations under this Act.*

## Standards for Owners and Operators of Animal Exhibits and Agricultural Fairs

The following are the standards for all petting zoos, pony rides and educational animal exhibits.

1. **Ensure that there are signs** near the animal exhibit that include the following messages:
  - Wash hands with soap and water after touching the animals;
  - Wash hands with soap and water before eating;
  - Avoid touching your face and mouth before washing your hands with soap and water;
  - Do NOT eat or drink while touching animals.
2. **Provide sufficient handwashing stations** with running water, pump soap and disposable towels or alcohol based hand sanitizer in several locations throughout the animal exhibit.
3. Ensure that handwashing stations and washrooms are kept clean and fully stocked.
4. Ensure that manure is quickly and thoroughly cleaned-up, and appropriately discarded.
5. At least once daily, ensure that the rails in the petting zoo are appropriately disinfected and that the floors in the petting zoo are thoroughly cleaned.
  - Animal enclosures with smooth surfaced barrier rails and hard-surfaced floors shall be cleaned and disinfected by washing all soiled surfaces with a detergent solution and following-up with a safe and effective disinfectant such as a,
    - Chlorine solution at 100 ppm or a
    - Quaternary ammonium compound solution at 200 ppm.
  - Manure shall be removed from animal enclosures and runs as often as necessary to prevent contamination of the animals. Animal enclosures with pens or runs using gravel, sand or dirt shall have the material contaminated with manure removed as necessary to prevent odors, diseases, pests, insects and vermin infestations.
  - Provisions must be made for the proper disposal of animal wastes.
6. Ensure that food is not fed to the animals in containers that can be eaten by people (e.g. ice cream cones or other edible products).
7. Do not display ill animals or those known to be positive for *E.coli* O157:H7 or other infectious agents.
8. Report any animal bit or scratch to the Middlesex-London Health Unit @ 519-663-5317 ext. 2300.

Depending on the nature of the exhibit, other standards may apply and will be provided to the exhibitor prior to the event.



