

2012

MAIN STREET SHOW

RETURN CHECK LIST

MSC APPLICATION

(SIGNED AND DATED)

CASHIERS CHECK OR MONEY ORDER

PERMIT TO OPERATE APPLICATION

PROOF OF INSURANCE

MENU

Thank You, MICHAEL SWANSON

MSC Food Director

541-429-1065

Idealcutz@yahoo>com

MAIN STREET COWBOYS FOOD VENDORS APPLICATION

Pendleton Round-Up Week September 11 – 15, 2012 (Tues thru Sat)

Set – up Tuesday after noon

PLEASE TYPE OR PRINT

BUSINESS NAME: _____
ADDRESS: _____
CITY: _____ **STATE** _____ **ZIP** _____
PHONE: _____ **VEHICLE LIC #:** _____ **E-MAIL** _____

A COPY OF LIABILITY INSURANCE COVERAGE MUST ACCOMPANY ALL APPLICATIONS.

FOOD TYPE: _____

Food vendors must supply a complete menu with Price list.
Items not listed on the menu cannot be sold or displayed.

Note: 15% of Gross sales will be collected NIGHTLY! (WEDNESDAY ---- SATURDAY)
Tape Cash Registers must be used. (NO EXCEPTIONS!)

SPACE NEEDED:	10' X 10' - VACANT SPACE (\$300.00)	\$ _____
	10' X 20' - VACANT SPACE (\$450.00)	\$ _____
LARGER SPACES MUST BE NEGOTIATED WITH VENDOR DIRECTOR		\$ _____
Special requests for end or corner booth spaces	10' X 10' ADD (\$50.00)	\$ _____
Send photo or sketch of layout.	10' X 20' ADD (\$100.00)	\$ _____
220 Electrical Service (if necessary) - Check one: 30Amp	50Amp (\$50.00)	\$ _____
	TOTAL CHECK AMOUNT	\$ _____

*****PLEASE NOTE: ONLY CASH, CERTIFIED CHECK OR MONEY ORDERS WILL BE ACCEPTED!!******

Please enclose both application and check or money order with correct amount and mail to:
Main Street Cowboys-Attn: Michael Swanson ----- Food Director: Michael Swanson
P.O. Box 962, Pendleton, Or 97801 ----- Phone: 541-429-1065

On the application, your Round-Up business location will be just Main Street Vendors will not be permitted to set up booths without PAID MSC Application, & Health Dept.- food handlers permit, rproof of Insurance etc.

Additional needs or general comments: _____

This application is subject to the attached Main Street Show/Market Requirements, Directions & Liabilities

SIGNATURE OF APPLICANT: _____ **DATE:** _____

PRINT NAME (legibly): _____

ALL FEES ARE NON-REFUNDABLE. THERE WILL BE A \$25.00 FEE FOR ALL NSF CHECKS.

Main Street Cowboys ♠ P.O. Box 1002, Pendleton OR 97801 ♠ Phone/Fax 541-278-9332
e-mail: mainstreetcowboys@wtechlink.us website: www.mainstreetcowboys.org

MAIN STREET SHOW / MARKET page2

REQUIREMENTS, DIRECTIONS & LIABILITIES

ALL VENDORS –

A COPY OF LIABILITY INSURANCE COVERAGE MUST ACCOMPANY ALL APPLICATIONS.

All Vendors must secure their tents, awnings, covers, tarps, etc., with sandbags or cement blocks to be provided by the vendor. **Nothing** can be fastened to the streets, or light posts. We are very proud of downtown and appreciate your understanding, support and compliance with this matter.

- * Vendors must NOT use ANY utility without **approval** and **MUST BE accompanied** by a Main Street Cowboy.
- * Power provided will be 110 volt / 20 amps at no charge. Special power requirements (220V) must be stated on the application.

NOTE: All vendors must meet the electrical safety requirements for "Carnivals, Circuses, Fairs, and Similar Events" as stated by the Oregon Building Codes Division, Article 525, specifically the Vendors section. (See grounding, GFCI)

- * Vendor **must supply** the extension cords/cables (that are up to code) **to our outlets.**
- * Tow vehicles will not be permitted on Main Street. Parking is available off street.
- * Parking (minimal fee) is available at the Salvation Army Parking Lot with a **Vehicle ID Parking Pass** by contacting your Vendor Director, the Main Street Cowboy **in charge** of the lot, or at our information booth.
- * **Vendors must not place any equipment on the street/lot without protecting the surface from potential leaking fuels/oil/grease. Grease /pig mats can be obtained thru the MSC. Please see your food director for materials/prices.**
- * Vendors must provide for a complete clean up and removal of **all** debris, including petroleum products.
- * Nothing will be allowed to be sold that can be used as a weapon.
- * Nothing that can be construed as lewd, profane or obscene will be allowed to be dispensed or sold.
- * The use of alcohol or drugs is strictly prohibited.
- * Absolutely no firearms will be allowed.

PLEASE COORDINATE ALL REQUESTS FOR ASSISTANCE THROUGH THE INFORMATION TENT AT THE CORNER OF MAIN ST. AND COURT ST., OR CONTACT A MAIN STREET COWBOY!

CITY OF PENDLETON FIRE DEPARTMENT REQUIREMENTS – New Rules Effective April 1, 2007:

1. All Fire Hydrants are to remain clear - **No obstructions, maintain a 10 foot clearance!**
2. Fire Lanes are to remain open **24 hours a day** - No parking, **UNLOADING**, or stopping in the Fire Lane.
3. All Vendors are **required** to have one **2A:10B:C FIRE EXTINGUISHER – NO EXCEPTIONS!** Vendors that contain cooking operations that use or generate oils and grease must have a **minimum 1.5-gallon (6L) Type K Fire Extinguisher.** Other types of cooking require a **40B:C rated Fire Extinguisher.** All extinguishers must have had an annual maintenance within the past 12 months. **The annual maintenance tag must be attached to the extinguisher.**
4. All Vendors using **PROPANE** must meet the **National Gas Code - NO HOME-MADE UNITS ALLOWED.** **All PROPANE cylinders must be securely supported.**
5. All "booths", tents, tarps, flies, that are used with **open flame** cooking or other activities, **MUST use approved** fire retardant materials.
6. All Vendors are **required** by City law to remove trash **DAILY!** (Main Street Cowboys may request a more frequent removal schedule.)
7. All structures must have **"NO SMOKING"** signs posted inside.

"Wet" garbage must be bagged in appropriate bags. Care must be taken not to allow leaking bags. All cardboard must be broken down, flattened and stacked outside of the dumpsters.

All grey water must be collected in appropriate closed containers fitted with RV type quick -connections. (No grey water is to be collected in open containers or dumped into storm/street drains!) Main Street Cowboys will arrange for proper dumping procedures/locations. Acceptable containers will be available for purchase, if you arrive without one.

All liquids must be contained. No leaking hoses, drains, garbage/wastewater holders.

ALL VENDORS MUST BE CLOSED AT MIDNIGHT SATURDAY FOR US TO BREAKDOWN & CLEAN UP.
ALL POWER WILL BE CUT OFF AT 1:00 AM!

FOOD VENDOR INSTRUCTIONS

Page 3

* Food vendors must be in compliance with Oregon Health Division regulations and must have a copy of the required License **BEFORE** being allowed to serve.

* For those vendors who do not possess a “**Temporary Restaurant License**”, we have included an Application. You must submit this application with the proper fee to the address shown on the form. **Remember - Each** operation must have **at least one staff member** with a **valid Food Handler Card** on site at all times during operations.

WAIVER AND INDEMNITY AGREEMENT

The undersigned, in consideration of the privilege of participation in the Main Street Show/Market, (hereinafter the “Show”), hereby waives any claim for damages for negligence or other act or omission of the Main Street Cowboys, City of Pendleton, Oregon, or any other sponsor of the Show, and any officer, employee, agent or volunteer of said sponsors, in connection with the Show.

The undersigned further agrees to indemnify and hold harmless said organizations and persons from any and all damages or expenses relating to claims made by or on behalf of the undersigned, or any minor child, ward or other family member of the undersigned, or if the undersigned is an organization, from claims made by or on behalf of members, agents, or volunteers of the undersigned, and from any claim arising from the acts or omissions of the undersigned and minor child, ward, or any other family member of the undersigned, or if the undersigned is an organization, from such acts or omissions of any member, agent, or volunteer of such organization, related to said Show.

I HAVE READ AND UNDERSTAND THE VENDOR REQUIREMENTS, DIRECTIONS & LIABILITIES FORM. MY BUSINESS/EMPLOYEES WILL COMPLY WITH THE ABOVE RULES. I UNDERSTAND THAT IF ANY OF THE ABOVE RULES ARE NOT FOLLOWED, I WILL BE ASKED TO LEAVE AND THAT ALL COSTS FOR DAMAGE REPAIRS (SUCH AS TO, BUT NOT LIMITED TO, THE STREETS, SIDEWALKS AND/OR LIGHT POSTS, ETC.) WILL BE MY RESPONSIBILITY.

PRINT BUSINESS NAME

AUTHORIZED APPLICANT SIGNATURE

DATE

Please provide a signed copy of:

*signed application (with payment)
Insurance

*State food Handlers Permit

*Copy of Liability

* State Temporary Restaurant License
Application

*State temporary Restaurant License

*Permit to operate

To the appropriate Main Street vendor director before or upon your arrival.

**Food Vendor Director: Michael Swanson – Phone: 541-429-1065 ▪ E-mail: idealcutz@wtechlink.us
Crafts/Commercial Vendor Director: Johnny Blagg– Phone: 541-969-2214 ▪ E-mail: msc.Johnny@q.com**

Main Street Cowboys * PO Box 1002 * Pendleton, OR. 97801 *

Phone/Fax 541-278 - 9332

E-mail: mainstreetcowboys@wtechlink.us

Website: www.mainstreetcowboys.org

(Rev. 03/03/12)



MAIN STREET COWBOYS
"Greatest Free Show in the West"

Main Street
Permit to Operate

September 11-15, 2012

REGULATIONS

By signature on the application form, the Agent/Owner agrees to the following:

- 1) The form is only an application. **The deadline for application is the 3rd Friday in August.** We will mail licenses processed before this date unless you request us to hold the permit. Permits processed after this date will be available at the MSC information tent or Vendor Directors.
- 2) The agent understands that; the application must be reviewed and approved by the Police Department prior to issuance of a permit; the permit is not transferrable; that conduct of the business shall conform with the statements made in the applications; and with any special conditions of operation imposed on the permit. **That the permit shall be displayed during all hours of business operations;** and that all applicable city, state, and federal laws, rules and regulations shall be abided by during the operation of the business.
- 3) The owner/agent consents to act as an agent for accepting service of process, notice of demand as required or permitted by law to be served upon the

applicant completing the application. The Vendor Director reserves the right to accept or deny the appointed agent.

GUIDELINES FOR CONCESSION STANDS AND BOOTHS

Fire Prevention Ordinance No. 3441
Section 28.6

Contact the Pendleton Fire Marshall at 541-276-1442 for more information.

Accumulation of waste materials in areas adjoining booths is prohibited. All areas shall be kept free and clear of deposits or accumulations of wastepaper, litter, or combustible waste or rubbish of any kind. No person in charge of a booth shall fail or neglect at the close of each day to have rubbish, litter, or combustible waste removed.

Section 28.16

A. The marking of fire lanes on private property devoted to public use shall be approved by the Fire Marshall. The telephone number is (541) 276-1442.

B. Parking of motor vehicles or otherwise obstructing fire lanes shall be prohibited at all times. Violators will be subject to fines and/or towing. All concessions are required to have a minimum of one 2A:10BC fire extinguisher readily accessible to all employees. This is strictly enforced. Inspections of booths will take place during Round-Up at unspecified times.

Uniform Fire Code Article 32 does not allow "blue tarps" or plastic to be used as a canopy tent or as part of a temporary structure. All temporary membranes shall have a permanently affixed label which shows it is flame resistant and/or has been treated with a flame retardant.

Any cooking operation involving oils shall be protected by a fire suppression system meeting UL300 standards and/or have a type "K" extinguisher in addition to other required fire extinguishers.

Police

The City Police Department reminds all vendors not to park or conduct business on public rights of way. No items promoting illegal drugs, the use of illegal drugs, paraphernalia or underage drinking will be allowed on site to sell or give away, if found on site, the permit may be revoked.

Signs

The City reminds all vendors not to place signs on sidewalk or street areas unless those areas are closed to pedestrian or vehicular traffic.

Clean-Up

Remove all litter from the concession area before departing.

Food Concessions

Food handlers need to contact the Umatilla County Environmental Health Department (UCPH):
200 SE Third
Pendleton, OR 97801. Phone (541) 278-6394 for guidelines on certified food handlers. There is a \$55 fee payable to the UCPH. **Please contact the County directly; the Main Street Cowboys do not have oversight in this area.**



Permit to Operate Application

Main Street Cowboys

P.O. Box 1002 Pendleton, Oregon 97801 Phone/Fax (541) 278-9332

www.mainstreetcowboys.org mainstreetcowboys@wtechlink.us

(Please type or print)

BUSINESS NAME/DBA: _____

Business Phone #: _____

MAILING ADDRESS: _____

TYPE OF MERCHANDISE or CONCESSION: Please list items you intend to vend during the Main Street Show. Only those items listed will be allowed for sale during the event.

Agent/Owner and or Principal Contact for Business:
(Name) (Address)

By signature below, the Agent/Owner agrees to the following:

- 1) The business named herein and its subcontractors, officers, agents and employees agree to hold the City of Pendleton, the Main Street Cowboys, their officers, agents and employees, harmless from any and all liability for damage to persons or property as a result of the Main Street Cowboys permitting the business. This hold harmless agreement is intended to be as liberally applied as allowed under Oregon law.
- 2) I understand that this application must be reviewed and approved by the Main Street Cowboys and the Police Department prior to issuance of a Permit. I also understand that the permit is not transferable; that conduct of the business shall conform with the statements made in the application, and with any special conditions of operation imposed on the permit, that the permit shall be displayed during all hours of business operations; and that all applicable city, state and federal laws, rules and regulations shall be abided by during the operations of the business.
- 3) I, the undersigned, acknowledge my consent to act as an agent for accepting service of process, notice of demand as required or permitted by law to be served upon the applicant completing the application. The Vendor Director reserves the right to accept or deny the appointed agent.
- 4) I understand that this form is only an application. If approved, a permit will be mailed to my business address approximately one month prior to Round-Up. If the application is not approved, a letter will be sent to notify me.

Signature of Agent/Owner: _____ **Date:** _____

Address: _____

(Page 2 is mandatory for all applicants)

Permit to Operate Application

*** REQUIRED APPLICANT INFORMATION ***

Applicant Name: _____
(Owner/Agent's name, not name of business)

Phone Number: _____ Emergency Phone Number: _____

Driver's License State: _____ Number: _____

Vehicle License Plate (State/Number(s)): ex. (OR/123ABC) _____

Description of Business:

State all past criminal convictions, including unlawful trade practices, fraud, or crimes which involve moral turpitude:

State all known consumer complaints made to local or state agencies:

Do you plan on staying in your space/vehicle after midnight? Y / N _____

**Incomplete applications will not be processed and a Permit to Operate will not be granted for the
Main Street Event!!!!**

_____ 2012 _____

For office use only

Date application Received: _____

Approvals by Main Street Cowboys; Food Director: _____ Craft Vendor Director: _____

Pendleton Police Department: _____

Date Application Approved: _____ Denied: _____ By: _____

Date Permit mailed: _____ Date Denial Letter Mailed: _____

Permit#: _____

Assigned location: _____

For more information contact:

- Pendleton Fire Dept.: 541-276-1442
- tyler.nokes@ci.pendleton.or.us
- Pendleton Police Dept.: 541-276-4411
- http://ppd.pendleton.or.us/
- Pendleton City Hall: 541-966-0207
- www.pendleton.or.us
- Umatilla Co. Health Dept.: 541-278-5432
- Main Street Cowboys: 541-278-9332
- www.mainstreetcowboy.org
- Round-up Association: 541-276-2553
- www.pendletonroundup.com
- Or. State Fire Marshal: 503-373-1540
- www.oregon.gov/OSP/SFM/
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The information contained in this brochure was taken from the 2007 Oregon Fire Code and the Oregon Fire Code Technical Advisory No. 08-01



PENDLETON FIRE AND AMBULANCE

Chief: John Fowler
Fire Marshal: Tyler Nokes
911 SW Court Ave.
Pendleton, OR 97801

Phone: 541-276-9171

Fax: 541-276-9171

Email: Tyler.Nokes@ci.pendleton.or.us

Revised: 30 June 2009

PENDLETON FIRE AND AMBULANCE

Pendleton Round-up Vendor's Guide

Prevent Fires Before They Start!

A regulations guide for vendors during the Pendleton Round-up. This guide is specific to vending tents/canopies or similar structures and trailers.

This guide is not all-inclusive and other codes and conditions may apply.

Telephone: 541-276-1442

Vendor's Guide

Permits/Licenses:

At this time the Pendleton Fire Dept. does not require permits for events and fairs. However, permits and licenses are required by the City of Pendleton. Call 541-966-0207 for more information.

The Umatilla County Health Dept. requires a "Temporary Restaurant License". Call 541-278-5432 for more information.

Smoking:

There shall be **NO SMOKING** inside buildings, livestock areas, barns, tents, canopies, or exhibit booths.

1) **NO SMOKING** signs shall be conspicuously located to meet the intent of this guideline.

2) Designated smoking areas are allowed and shall have non-combustible floor coverings and suitable non-combustible ashtrays. All smoking areas shall be approved by the Pendleton Fire Marshal.

Open Flames:

Candles, torches, and other open flame devices used for decorative, ceremonial, or demonstrative purposes shall comply with the following:

1) Decorative flaming devices that use Class 1 or 2 liquids or LP gas are strictly prohibited.

2) Candles and open flame devices are strictly prohibited in areas of assembly

3) Open flames shall not be utilized in areas where flammable items such as tablecloths, displays, and merchandise are present.

Exception: When flame is enclosed and where the opening on top does not pose an ignition hazard.

4) Candles and open flame devices are prohibited in areas where people stand, or in an aisle or exit.

A Round-up VENDORS PERMIT is required by the City of Pendleton. Contact City Hall at 541-966-0207

Decorative Materials:

All fabric or material used for decoration shall be fire resistive, or treated with an approved fire retardant. If treated, documentation or product used, when it was treated, and how it was treated are required. Tablecloths, merchandise, and displays are not considered decorations. Decorative wood less than ¼ inch shall be flame retardant.

Fire Extinguishers:

Fire extinguishers are required in **every** booth or exhibit.

1) The minimum size fire extinguisher shall be a **2A:10BC** for general use.

2) Fire extinguisher application for cooking will be found in the section titled Cooking.

3) All employees in the concession stand/

booth shall be familiar with the use and location of the fire extinguisher. 4) All fire extinguishers shall be tagged as being serviced within the past 12 months.

5) Fire extinguishers shall be made readily visible and accessible.

Exiting and aisles:

Exiting and aisles shall comply with the following :

1) Each concession stand/booth shall have a **minimum of one exit** leading directly out of the area without exiting through another concession stand/booth, display, or enclosed area.

2) Aisles and exits shall be kept clear and free of obstructions.

3) Exit doors shall not be covered with drapes or similar impeding their visibility.

4) Aisles and exits shall be illuminated at dusk and night.

5) Exit signs are required when two exits are provided or when the occupant load exceeds 50.

6) Aisles and exit access from concession stands/booths and low occupant load areas require a minimum of 36 inches of width and 80 inches in height. Aisles between concession stands/booths and display items shall be no less than 44 inches in width.

PENDLETON Round-Up

Waste/Trash:

Combustible waste material shall not accumulate and a waste collection and removal plan shall be established. Waste receptacles/containers shall comply with the following:

- 1) Adequate non-combustible waste receptacles shall be onsite and distributed strategically.
- 2) Combustible waste receptacle, i.e. commercially made cardboard receptacle, maybe used with the approval of the Fire Code Official.
- 3) Waste receptacles shall not be placed near an exit, in an exit path, under an open stairway, or near any heat source.
- 4) Waste containers exceeding 55 gallons (57 L) shall maintain a distance of 5 feet from any tent, membrane or combustible structure.

Tents, Canopies, and Membrane Structures:

- 1) The sidewalls, awnings, drops, and tops of booths, membrane structures, tents, and canopies shall be composed of flame resistant material or shall be treated with an approved flame retardant. The use of, non-treated tarpaulins is prohibited during the hours the event is open to the public. All tents and canopies shall have a permanently affixed label indicating the type of tent, size, fabric, or material type, a manufacturer's certificate, or a fabric sample.
- 2) When multiple tents or canopies are arranged or set side by side, the aggregate length shall not exceed the required 150 feet for fire department access without a 20 foot fire break.
- 3) A distance of 20 feet is required between cooking tents and canopies, and non-cooking tents, canopies, booths, or other structures.
- 4) All cooking or heating appliances used in tents shall be a minimum of 10 feet from the exits or any combustible materials.
- 5) Hay, straw, and similar combustible materials shall not be stored inside or within 30 feet of a tent or canopy being used for cooking or public assembly.

NO SMOKING
Smoking is allowed in designated areas only.

bly. When hay, straw, or baled materials are utilized they shall be made fire retardant and approved by the Fire Code Official.

Cooking:

Cooking includes the use of open flame cooking tops, fryers, skillets, WOKS, microwaves, ovens, barbeques, warming trays using open flames, and other specialty cookware.

Cooking equipment shall be installed and utilized in accordance to manufacturer's listings.

Each vendor booth where cooking is being conducted, indoors or outdoors, shall provide the following:

- 1) A readily accessible **4A-40B:C** rated fire extinguisher. Additional fire extinguishers of the same type and rating may be required to ensure that no employee will have to travel more than 30 feet to obtain a fire extinguisher.
- 2) A portable fire extinguisher having a "**K**" rating is required in addition to a 4A-40B:C in any food concession stand/booth indoors or outdoors where cooking appliances produce grease or smoke laden vapors.
- 3) 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.

Any cooking device that is **indoors, in a trailer, or in a combustible booth** and creates grease-laden vapors shall be provided with an approved hood and extinguishing system, or be the type with a self-closing lid or other form of self-extinguishment approved by the Fire Code Official.

All hood ventilating systems are required to be installed in accordance with the Oregon Mechanical Specialty Code and be cleaned prior to the start of the event and as often as needed to prevent the build-up of grease during the event.

LPG-COMPRESSED FLAMMABLE GAS-

Fire Extinguishers:

- ***Required for all tents, canopies, and booths***
- ***2A-10B:C for non-cooking tents/booths***
- ***Cooking tents/booths (may need both):***
 - ***4A-40B:C (all cooking booths)***
 - ***K Class if cooking with pooled oils.***

FUELS:

This section addresses propane, butane, natural gas, acetylene, and other compressed flammable gases.

- 1) The storage of liquefied petroleum gas (LPG) is prohibited inside all buildings, portable concessions, or tents.
- 2) All LPG tanks shall be located on the exterior of buildings, booths, portable concessions, or tents.
- 3) LPG tanks shall be a minimum of 10 feet from combustible vegetation and trash containers.
- 4) LPG tanks shall be located so they are not in contact with direct flame, high heat situations, or sparks. A clearance of no less than 20 feet is required between potential ignition sources and LPG tanks. The use of propane is prohibited in any basement environment

Electrical:

ALL tents, canopies, sidewalls, awnings, etc. must be composed of flame resistant materials AND labeled as such.

All electrical equipment shall comply with the following:

- 1) All electrical equipment shall be listed or labeled and used in accordance with the listing or labeling instructions from the manufacturer.
- 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.
- 3) Open junction boxes and open-wiring splices shall be **PROHIBITED**. Approved covers shall be provided for all switch and electrical outlet boxes.
- 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.
- 5) A minimum working space of 30 inches wide and 36 inches deep and 78 inches high shall be provided in front of all electrical equipment (electrical panels). **NO** storage of any material shall be located within the working space.

Extension cord use shall comply with the following:

- 1) Extension cords shall **NOT** be a substitute for permanent wiring.
- 2) Extension cords shall be used **ONLY** with portable appliances.
- 3) Extension cords shall be plugged directly into an approved receptacle and shall serve only **ONE** portable appliance.

Exception: Approved multi-plug extension cords.

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. Physical protection is required in public areas with foot traffic.

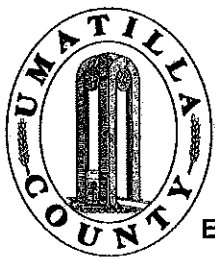
FENCED EVENTS (BEER GARDENS AND CONCERTS):

- 1) **CONTACT FIRE MARSHAL**
- 2) Fenced areas with an occupant load of more than 50 people require at least two exits. Additional exits may be required depending on the occupant load.
- 3) Exits shall not be chained or locked and easily opened from the inside fenced area.
- 4) Exits shall be marked with an exit sign.
- 5) Egress and emergency lighting may be required at night or after sunset.
- 6) Exit doors/gates shall swing in the direction of egress travel.

PENDLETON FIRE AND AMBULANCE

Chief: John Fowler
Fire Marshal: Tyler Nokes
911 SW Court Ave.
Pendleton, OR 97801

Phone: 541-276-9171
Fax: 541-276-9171
Email:



UMATILLA COUNTY

Environmental Health Division

200 SE 3RD ST
PENDLETON OR, 97801
(541) 278-6394
FAX 278-5433

SITE LOCATION AND CONSTRUCTION

Booth constructed to protect food/equipment from contamination (Screens, roof, or tarp covering, sidewalls at least half way up the side and no exposed dirt floors)

Clean, covered and cleanable trash containers (not cardboard boxes).

Work and serving counters made of easily cleanable material (no bare wood or cardboard).

Food, utensils, supplies, paper goods stored off the ground 6 inches

CLEANLINESS OF FOOD WORKERS

- Keep hands clean, wash often
- No ill workers
- No sores or infected cuts on hands or arms
- No smoking, eating or drinking
- Clean outer clothes, aprons
- Hair must be adequately held back.

HANDWASHING FACILITIES

Set up **BEFORE** opening booth or working with food.

Provide a sink with hot and cold running water.

- or -

Provide at least one five (5) gallon container with a faucet that can be turned 'on' to wash both hands under flowing warm water and a five (5) gallon container to collect wastewater.

Provide pump soap and paper towels at all times.

REMEMBER: Hands must be washed before putting on gloves and after removing gloves.

REMEMBER: Wash your hands twice after potentially contacting bodily fluids (e.g. bathroom use, sneezing, coughing, after smoking, etc.).

WHOLESOME FOODS

All food products shall be wholesome and free of spoilage, pathogenic organisms, toxic chemicals and other harmful substances or articles and so prepared, stored and handled as to be safe for human consumption. All foods must come from approved sources such as licensed bakeries, markets, and restaurants.

NO HOMEMADE FOODS or foods prepared or processed in the home are allowed.

Water and ice to be from approved commercial sources.

Food must be prepared on site or at a licensed facility; then covered and transported to the Food Service site while maintaining temp control.

FOOD TEMPERATURE

Cold perishable foods kept at or **BELOW** 41° F. Hot perishable foods kept at or **ABOVE** 140° F. Use a probe thermometer to verify temperatures are maintained during storage, transportation, service and display.

No thawing of foods at room temperature; thaw in refrigerator, in an ice chest or as part of the cooking process.

Thermometers are required to monitor food and refrigerator temperatures. Provide a minimum of one (1) metal stem thermometers to monitor food temperatures throughout the day.

HANDWASHING IS VERY IMPORTANT!!!

Proper and frequent hand washing is most important in your business. Hands must be thoroughly washed each time they are contaminated, as well as before beginning food preparation activities. Gloves do not take the place of hand washing. Gloves, if used, are to be used for a single activity only, then thrown away.

FOOD PROTECTION AND SERVICE

Self-service condiments must be individually packaged or in protective dispensers or squeeze bottles.

Single-service customer tableware.

Foods shall be protected by sneeze shields, individually wrapped or covered when accessible to public.

Beverage ice shall be dispensed by a scoop with a handle.

A supply of each kind of utensil used to serve, prepare or dispense food should be available in a clean, covered container.

Scoops/spoons used repeatedly for dispensing foods shall be stored in the product with handle out, or cleaned and dried between each use.

Cloths used for wiping counters / tables shall be stored in a container of sanitizing solution of 50-100 PPM chlorine or equivalent sanitizer (1teaspoon household bleach per 1 gallon of warm water [not hot!]) separate from utensil washing basin.

DISHWASHING

Provide three (3) compartment sink with **HOT** and **COLD** running water; **OR**

Provide three (3) individual containers adequate in size for complete immersion of largest item.

Set up **BEFORE** preparing and opening booth:

1. **WASH** - using clean water and soap.
2. **RINSE** - using clear clean water.
3. **SANITIZING** - for at least one (1) minute in a solution of 50 - 100 PPM chlorine or equivalent sanitizer (1 teaspoon of household bleach per 1 gallon of water).
4. **AIR DRY** - on draining rack; no towel-drying

Dear Temporary Food Service Operator:

This brochure has been prepared to assist you and/or your group in the operation of a **SAFE** and **SANITARY** food service facility.

Applications for your Temporary Food Service License are available from the Umatilla County Environmental Health Division. Oregon State Law requires that all food booths or food service activities, which are open to the public, be licensed prior to operation.

FEES

(More than 48 hours before the event)

1 day = \$40.00	Less than \$80.00
2-30 days = \$55.00	Less than \$95.00
Benevolent = \$25.00	Less than \$35.00

LICENSE

Required for Temporary Restaurants.

Obtain **at least** 48 hours **PRIOR** to the event.

Contact Umatilla County Environmental Health Division.

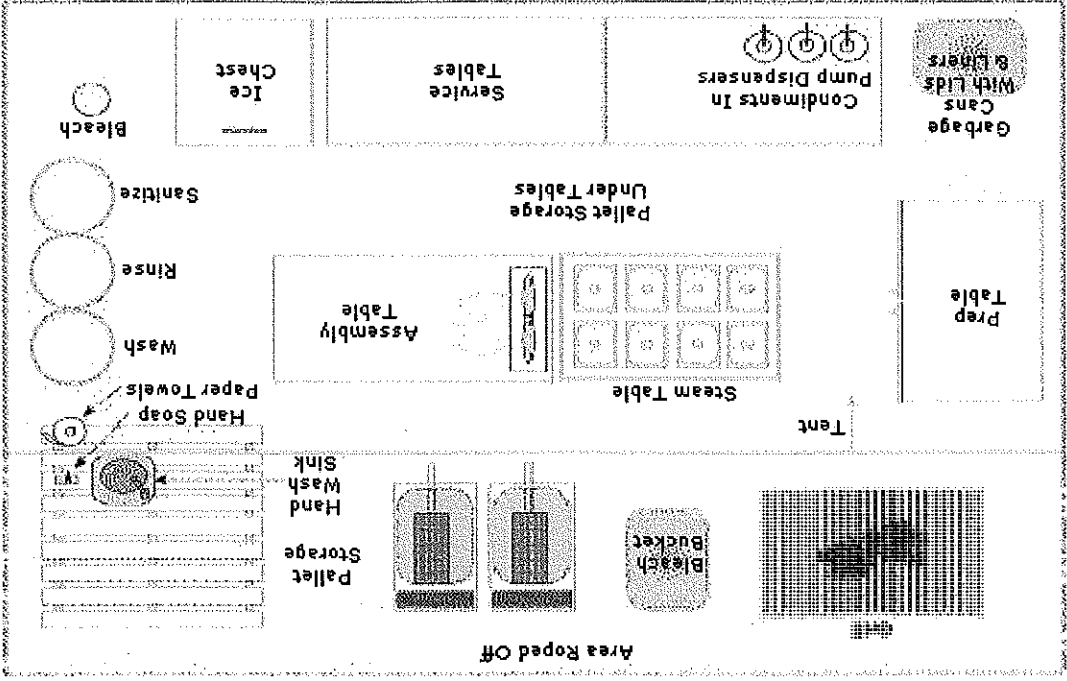
Post a copy of the Temporary Restaurant License in the food booth.

A minimum of one employee in each Temporary Restaurant operation shall hold a Food Handlers Card.

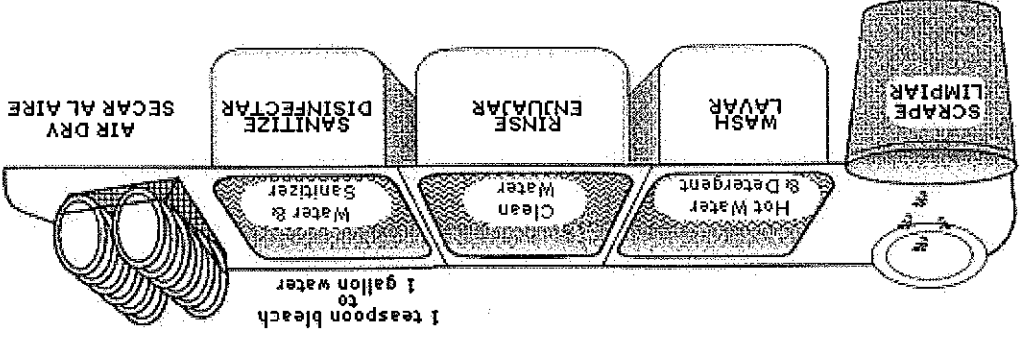
CHECKLIST

- Temporary Restaurant license
- Food Handler's Card
- Ice, Water & Food from approved sources
- **Spirit stem thermometers:**
 - > 41°F or less - cold food
 - > Hot food holding temperature hold at 140°F or greater
- **Metal stem thermometers to check:**
 - > Hot food holding temperature
 - 145°F for beef, pork or fish steaks
 - 155°F ground meats
 - 165°F for all poultry
- **Hand washing facilities with soap/paper towels, a spigot that can be turned "ON" and a catch basin to collect the wash water**
- **Dishwashing facilities (3 basin setup)**
- **Wiping clothes, Two 5 gallon buckets for bleach water and waster water**
- **Test kit for Sanitizer being used**
- Covered, cleanable garbage containers
- Booth Construction (easily cleanable materials) Food and utensils protected from contamination
- **Extra cooking utensils provided**
- Food grade storage containers
- Single Service materials for customers
- Scoops that have handles
- Replacement workers for ill employees

SAMPLE FOOD BOOTH LAYOUT

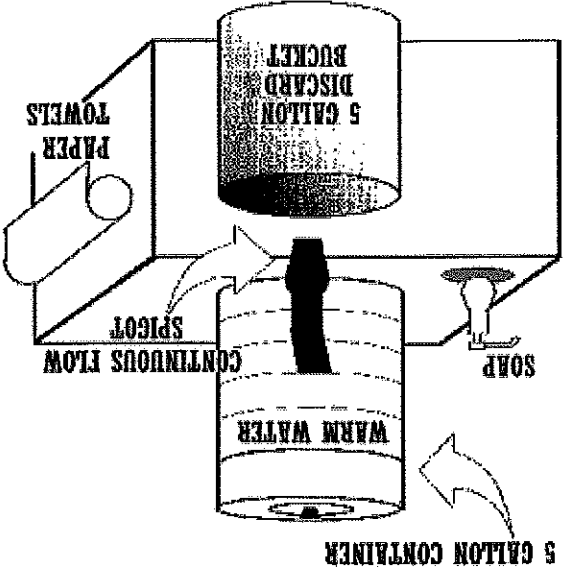


DISHWASHING FACILITY

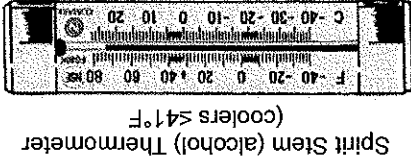


This information in the document is for basic guideline purposes. More specific requirements may be necessary for your individual circumstance.

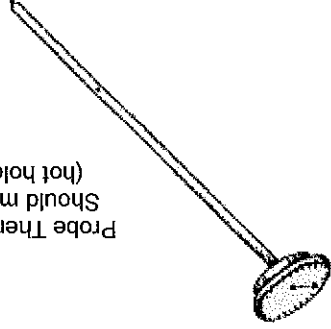
HANDWASHING FACILITIES



THERMOMETERS



Probe Thermometer
Should measure 0° - 220°F
(not holding $\geq 140^{\circ}\text{F}$)



3.

NO HOME PREPARED FOODS ARE ALLOWED

(All foods must be prepared in a facility approved by the Health Department or the Department of Agriculture. For any foods prepared before the event, describe how the food will be cooked and rapidly cooled – include container type, food depth, and equipment. Some foods requiring extensive cooling and reheating may be prohibited.)

Description of Advance Preparation of Food: _____

4. FACILITY USED FOR FOOD PREP, STORAGE, AND UTENSIL WASHING: (Do not leave blank)

Name: _____ Phone: _____

Address: _____

Signature of person granting permission to use off-site facility / Print Name

Date

5. WATER SOURCE: Public Private **Sewage:** Public Private **Portable Toilet Service:** Yes No

ALL WATER UTILIZED MUST BE OBTAINED FROM AN APPROVED PUBLIC WATER SUPPLY.

6. HANDWASHING: Hand washing facilities must be set up in the booth before time of food preparation. Provide warm water.

Describe: _____

7. DISHWASHING: (Describe where and how) _____

8. FOOD TEMPERATURE CONTROL:

How will you provide for proper food temperature control (below 41°F or above 140°F)?

a) Cold-holding devices (e.g., refrigerators, coolers)

Describe: _____

b) Hot-holding devices (e.g., warmer, steam table, heat cabinet)

Describe: _____

c) Rapid-heating devices (e.g., stove, oven, burner)

Describe: _____

9. BOOTH COSTRUCTION:

Type of Overhead Protection Provided: _____

Type of Floor Provided: _____

Type of Screening Provided: _____

10. MUST OBTAIN BEFORE THE EVENT:

Food Handler Cards: (Must have one certified worker in the booth at all times.)

Probe Thermometer: (To check food temperatures range of 0°F to 220°F.)

Refrigerator Thermometer: (One for every cooler/refrigerator unit.)

Test Strips: (For sanitizing solution; 50-100 ppm; 1 tsp. Household bleach to 1 gallon of water)

Applicant Signature: _____ Date: _____

April 1, 2008

ELECTRICAL SAFETY REQUIREMENTS

Subject: Carnivals, Circuses, Fairs, and Similar Events.

Electrical requirements for:

CONTRACTORS:

1-Provide temporary services / feeders meeting the requirements of the National Electrical Code. If temporary services are installed in location accessible to other than qualified persons the temporary service equipment shall be lockable. The temporary service equipment shall be mounted on solid backing and installed in a secure manner acceptable to the inspection authority. Temporary services will not be permitted to be tied to poles or other structures with rope, or wire etc. Fabricated brackets and mounting devices can be made that will support and secure temporary services in a secure manner. (NEC 590.4, 525.10, 300.11)

2-Temporary services / feeders must be connected to a grounding electrode system meeting the requirements of the National Electrical Code. (NEC 250.24, NEC 250.30, NEC 250.32, NEC 250.50) (A grounding electrode conductor to the nearest fire hydrant would be acceptable).

3-Temporary services / feeders must comply with time constraints of the National Electrical Code. (NEC 590.3)

4-All temporary services / feeders must have permits and inspections before being energized. Serving utilities will not connect temporary services with out inspection approval. (ORS 479.570)

PRIVATE CUSTOMERS PROVIDING TEMPORARY SERVICES (feeder and temporary branch circuits).

1-When a private person or entity provide temporary services / feeders, they must meet and comply with the same requirements for contractor supplied services / feeders.

2-Provide reasonable access to temporary power outlets. Temporary power outlets should not be located more than 6' inside the structure, and not located behind furniture and other items not easily moved. Cords may pass through a doorway, through an operable window provided the doorway or window can be blocked open to prevent damage to the cord. Cords should not be installed or used in traffic patterns that will present a tripping hazard unless covered with nonconductive (rubber) mats or other approved means.

3-Temporary power must be provided from a grounded branch circuit that is large enough to handle the connected load, a 20 amp dedicated branch circuit is recommended as a minimum. Solid equipment grounding is required to prevent any conductive surfaces from becoming energized to reduce electrical shock hazards, and facilitate the operation of the over current device (circuit breaker or fuse). If temporary power outlets are not large enough to handle the connected load nuisance tripping of breakers and blown fuses will occur, and or possible damage to the building electrical system. NEC 590.4, NEC 250 Part VI

VENDORS

1-Provide Ground Fault Circuit Interrupter (GFCI) protection for personnel on all 120-volt outlets. Ground fault interrupter protection can be achieved by installing a GFCI outlet installed at the source of power, a GFCI circuit breaker, a GFCI protected extension cord cap, and portable GFCI cord sets. (NEC 525.23)

2-Provide extension cord rated for hard use, for outdoor use, for wet location use, and sunlight resistant. Extension cord caps and connectors lying on the ground shall be approved for use in wet locations. Extension cord caps and connectors may be protected with approved wet location boots. The cord caps and connectors may be installed on and secured to wood blocks 3 ½” thick and be braced to prevent the block from tipping over, the cord cap and connector may then be wrapped with protective tape to prevent water from entering the cord cap and connector connection. The following types of cords are acceptable and available at most local hardware stores: type SJTW, SJOW, SOW, and STW. (NEC 525.20)

3-Provide extension cords with large enough wire size for the loads connected to them. See the rating marked on the extension cord package, or not more than 18 amperes connected to a # 14 gauge cord and not more than 25 amperes connected to a # 12 gauge cord. Distance and voltage drop should also be considered when selecting a cord size. You may have to ask for help from a qualified person to determine if the cord selected is of the correct size for the length you need. (NEC 525.22, NEC 400.5)

4-All temporary lighting provided for general illumination is required to be protected from accidental breakage and physical damage by installing suitable light fixtures or lamp holders with suitable guards. (NEC 525.21)

5-Conductors for festoon lighting shall not be smaller than # 12 gauge for spans of up to 40 feet, spans greater than 40 feet must be supported with a messenger wire. Festoon lighting conductors or messenger wires shall not be supported to fire escapes, down spouts, or plumbing equipment. Festoon lighting is a string of outdoor lights that is suspended between two points. Festoon light sockets are attached to two # 12 or larger conductors with outdoor type lamp sockets. Temporary lighting sockets with brass shells, paper-lined sockets, or other metal cased sockets shall not be used unless they are grounded. Brass shell, paper-lined sockets, or other metal cased sockets would have to be

attached to a grounded lamp holder support or be connected to an equipment-grounding conductor. (NEC590.4, NEC 225.6)

6-All electrical metal raceways, electrical metal enclosures, and metal frames of concessions, trailers, trucks, or other equipment that contain or support electrical equipment are required to be electrically bonded together. Connecting the equipment-grounding conductor of the circuit supplying the area may be used to ground this equipment. (NEC 525.30)

7-All extension cords and temporary wiring shall be protected from physical damage. Extension cords or cables run on the ground where accessible to the public shall be covered with protective nonconductive (rubber) mats or other approved means, physical protection shall be installed so as not to present a tripping hazard to the public. (NEC 525.6, NEC 525.20)

**STATE of OREGON
BUILDING CODES DIVISION
700 SE EMIGRANT
PENDLETON, OREGON 97801
PHONE 541-276-7814 or 1-800-452-8156**