

# Hardeeville

**PARKS, RECREATION & TOURISM**

FOOD VENDOR APPLICATION  
 RETURN APPLICATION ON OR BEFORE **October 8<sup>th</sup>, 2021**






## Festival on Main 2021

EVENT DATES:  
 Friday, October 15<sup>th</sup> 5PM-9PM  
 Saturday, October 16<sup>th</sup> 10AM-9PM  
 - RICHARD GRAY COMPLEX - 205 Main Street, Hardeeville SC 29927-

Vendor Name: \_\_\_\_\_  
 Contact Person(s): \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Website: \_\_\_\_\_

**REQUESTED BOOTH SPACE**

**Vendor fees include both days.** Food vendors can purchase additional space by marking in the quantity amount. There is a limit of two (2) booths per vendor. Utilities are not included and must be purchased separately on a first come, first served basis. Food Trucks cannot exceed 26' (L). Please check the boxes below accordingly for your needs.

 10'x10'  (\$55)     
  Food Truck  (\$75)     
  Trailer  10'x26' (\$75)  
 Water  (\$5 Per Space)     
  Electrical  (\$20 Per Space)

**Rig Information (REQUIRED):**

*Serving Window Location (Circle one): [Drivers side] or [Passenger Side]*

Generator Location: \_\_\_\_\_ Amount of Propane on Board: \_\_\_\_\_

Rig Length: \_\_\_\_\_ Width: \_\_\_\_\_ Electrical: Generator: \_\_\_ 110AMP: \_\_\_ 220AMP: \_\_\_

List all products selling or providing to the public: *Food/Beverage sales restricted to food vendors only.*


I have read, understand and agree to the Festival on Main Food Vendor Responsibilities (2<sup>nd</sup> Page).

\*Print Name: \_\_\_\_\_ Please Sign here: \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

The City of Hardeeville appreciates your *Non-Refundable Booth Space Fee*. There will be no spillage allowed outside of your assigned lot. Electricity/water is limited and provided on a first come first served basis at an additional cost. Lots must be purchased in advance and will be limited. **Notice: BOOTH SPACES WILL BE FIRST COME FIRST SERVED.** In order to secure your booth space, your application and fee must be received in our office by 10/8/21. Hardeeville PRT Department will reserve & assign your booth space. **Please make payments to: City of Hardeeville 205 Main Street, Hardeeville SC 29927 (Checks, MO, Cash and Credit accepted) ATTN: RECREATION DEPARTMENT**

**Office use only:**

RECDESK Payment ID # \_\_\_\_\_ Receipt # \_\_\_\_\_ Date: \_\_\_\_\_  
 Paid by (circle one) Cash Credit Check # \_\_\_\_\_ \$Amount Paid \_\_\_\_\_ Staff Initial \_\_\_\_\_

## *City of Hardeeville - Festival on Main 2021 Food Vendor Responsibilities*

*Date: Friday, October 15th, 2021*

*Date: Saturday, October 16<sup>th</sup>, 2021*

**Operational Hours: 5:00 pm to 9:00 pm**

**Operational Hours 10AM-9PM**

Set up – 3PM-5PM

Set up – 8AM-10AM

-All food vendors are required to obtain any required SCDHEC permits (if applicable) for operation and adhere to SC rules and regulations for Special Events. Please contact Jasper Regional Offices for any questions.

<https://www.scdhec.gov/ea-regional-offices/jasper-regional-offices>

Lowcountry EA Beaufort  
104 Parker Drive  
Beaufort, SC 29906  
(843) 846-1030 (Office)  
(843) 846-0604 (fax)

-All warming devices must be UL listed.

-Each 10X10 space that has warming devices is required to have (1) 10lb. ABC dry chemical fire extinguisher that has been inspected and dated or (1) 25lb. CO2 extinguisher. Fryers cannot be under tents and require Class K extinguisher.

-All booths must be compliant with Fire safety codes and regulations for the City of Hardeeville. If you have questions, call the City of Hardeeville Fire Marshall at (843) 473-9093. Booths are subject to Fire Marshall and SCDHEC Inspections.

-All booths must be completely operational by 5PM (Friday) and by 10AM (Saturday)

-All vehicles must be removed from the event area and parked in public parking area before 4PM Friday and Saturday 9AM. (Due to safety precautions, no vehicles will be allowed to move in or out of event area during the hours of 5PM to 9PM Friday and 10AM-9PM Saturday).

-Tear down: 9PM to 11PM – vendor booths must be dismantled and removed from the area no later than 11PM.

**-All vendor booths must remain operational and staffed during the event's Hours of Operation PER DAY**

-Though security will be provided for this event, each vendor is responsible for their own booth/space security, risk of loss and damage, and theft is owner responsibility, not the City. Upon signing this application, you agree to; not hold the City liable for damages for personal injuries, damages to personal properties, damages to your properties, or death of any person(s). You hereby indemnify and hold the City harmless from any and all claims, demands, judgments, losses, and expenses, including reasonable attorney's fees, arising out of or resulting from your activities of participation in the Festival, its employees, agents, spectators, or officers.

-Vendors are responsible for cleaning their own booth space upon closing. Each space must be in a "As you found it" condition when you vacate your booth space after the event. Booth Space must be garbage and debris free upon vacating your assigned space. **All gray water and cooking debris materials should be disposed in accordance with SCDHEC.**

-Vendors are responsible for bringing their own canopies, tables, and needed equipment. Canopy must be secured and capable of withstanding wind or changes in weather.

-Vendors are responsible for any taxes they may incur from profits of sales where applicable.

-Vendor is responsible for preparing for inclement weather conditions.

-There is **NO REFUND on booth spaces**. Upon signing your application, you're agreeing to terms of this agreement with the City of Hardeeville. We do not refund fees for failure to observe rules and regulations set forth by the City, SCDHEC guidelines, Fire Safety Codes, etc.

-You agree not to sell or share your booth space with any 3<sup>rd</sup> Parties.

-All Vendors will perform in a professional manner, and will be courteous to all event guests, participating vendors, and volunteers.

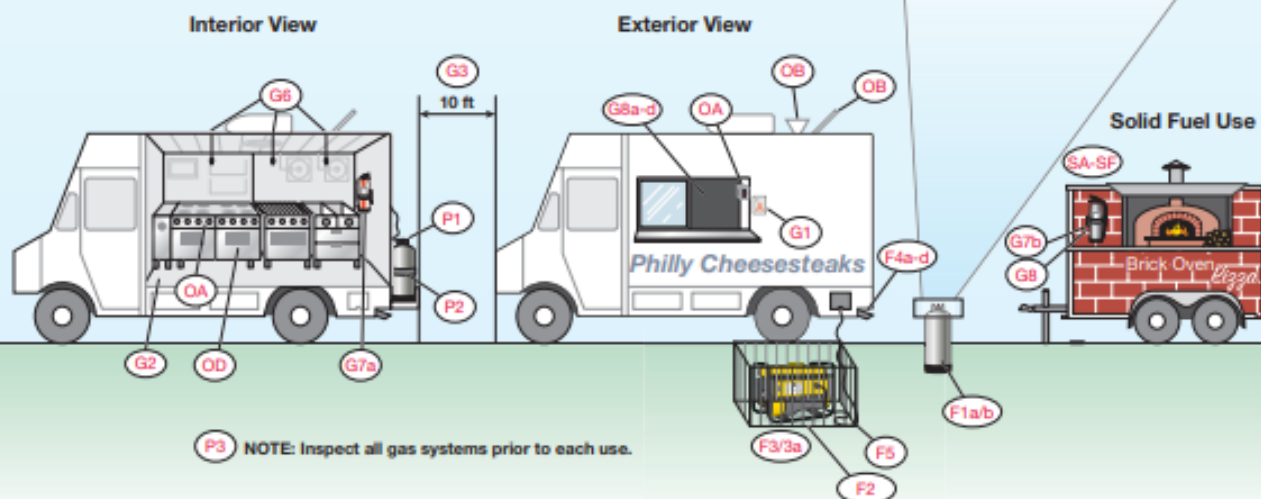
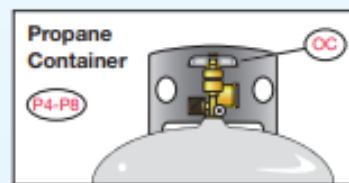
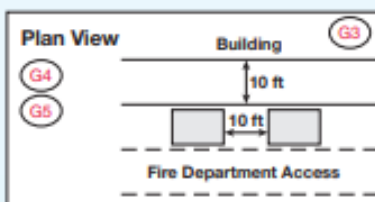
-The City of Hardeeville Staff, its agents, and security have the right to ask guests and vendors to leave at any time.

Please Sign Here: \_\_\_\_\_ Date: \_\_\_\_\_

*Please contact Jennifer Combs at (843) 784-2231 or email [jcombs@hardeevillesc.gov](mailto:jcombs@hardeevillesc.gov) for more information.*



# FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Chapter 17 in NFPA 96.

### General Safety Checklist

- Obtain license or permits from the local authorities. [1:112.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.8.3.2] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:17.2] **G3**
- Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.4; 1:13.1.5] **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9] **G7a**
- Where cooking appliances that use solid fuel, such as charcoal or wood, produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:15.7.1] **G7b**
- Ensure that workers are trained in the following: [96:17.10]: **G8**
  - Proper use of portable fire extinguishers and extinguishing systems [96:17.10.1(1)] **G8a**
  - Proper method of shutting off fuel sources [96:17.10.1(2)] **G8b**
  - Proper procedure for notifying the local fire department [96:17.10.1(1)] **G8c**
  - Proper procedure for how to perform simple leak test on gas connections [96:17.10.1(5)] **G8d**

FOOD TRUCK SAFETY *CONTINUED***Fuel & Power Sources Checklist**

- ❑ Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.11.1 for carnivals only] **F1a**
- ❑ Ensure that refueling is conducted only during non-operating hours. [96:17.8.3] **F1b**
- ❑ Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:17.5.2.2] **F2**
- ❑ Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:10.15.4] **F3**
- ❑ Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- ❑ Make sure that exhaust from engine-driven source of power complies with the following: **F4**
  - ❑ At least 12 ft in all directions from openings and air intakes [96:17.5.2.3(1)] **F4a**
  - ❑ At least 12 ft from every means of egress [96:8.13] **F4b**
  - ❑ Directed away from all buildings [96:17.5.2.3(2)] **F4c**
  - ❑ Directed away from all other cooking vehicles and operations [96:17.5.2.3(3)] **F4d**
- ❑ Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:17.8.1] **F5**

**Propane System Integrity Checklist**

- ❑ Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- ❑ Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- ❑ Inspect gas systems prior to each use. [96:17.2.3] **P3**
- ❑ Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- ❑ Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- ❑ Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- ❑ Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- ❑ Where a gas detection system is installed, ensure that it is tested monthly. [96:17.2.2] **P8**

**Operational Safety Checklist**

- ❑ Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**

- ❑ Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:12.1.1] **OB**
- ❑ Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- ❑ Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:12.4] **OD**

**Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)**

- ❑ Fuel is not stored above any heat-producing appliance or vent. [96:15.9.2.2] **SA**
- ❑ Fuel is not stored closer than 3 ft to any cooking appliance. [96:15.9.2.2] **SB**
- ❑ Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:15.9.2.7] **SC**
- ❑ Fuel is not stored in the path of the ash removal or near removed ashes. [96:15.9.2.4] **SD**
- ❑ Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:15.9.3.6.1] **SE**
- ❑ Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container. [96:15.9.3.8.1] **SF**

**Learn More**

- ▶ Get free digital access to NFPA codes and standards at: [nfpa.org/docinfo](https://nfpa.org/docinfo)
- ▶ Read the latest news and updates at: [nfpa.org/foodtrucksafety](https://nfpa.org/foodtrucksafety)
- ▶ Review the following and other NFPA resources at: [nfpa.org](https://nfpa.org)
  - NFPA 1, *Fire Code*, 2021 Edition
  - *NFPA 1 Fire Code Handbook*, 2021 Edition
  - NFPA 10, *Standard for Portable Fire Extinguishers*, 2018 Edition
  - NFPA 58, *Liquefied Petroleum Gas Code*, 2020 Edition
  - *L-P-Gas Code Handbook*, 2020 Edition
  - NFPA 70®, *National Electrical Code®*, 2020 Edition
  - *National Electrical Code® Handbook*, 2020 Edition
  - NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2021 Edition
  - NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition



IT'S A BIG WORLD.  
LET'S PROTECT IT TOGETHER.®

NOTE: This information is provided to help advance safety of mobile and temporary cooking operations. It is not intended to be a comprehensive list of requirements for mobile and temporary cooking operations. Check with the local jurisdiction for specific requirements. This safety sheet does not represent the official position of the NFPA or its Technical Committees. The NFPA disclaims liability for any personal injury, property, or other damages of any nature whatsoever resulting from the use of this information. For more information, go to [nfpa.org/foodtrucksafety](https://nfpa.org/foodtrucksafety).