



2023 Hardeeville 4th off Main - June 24, 2023

VENDOR APPLICATION
RETURN APPLICATION ON OR BEFORE YOUR SCHEUDLED EVENT

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

Contact Person(s): \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

REQUESTED BOOTH SPACE

Vendor fee permits holder to sale items on City Property. All vendors must be registered with SC Dept of Treasury and be current with any required licenses to serve food and or operate a mobile food unit. Utilities are not included, and food trucks should be self-contained. Food Trucks cannot exceed 26'(L). Please check the boxes below accordingly for your needs. Fees are per vendor; spaces cannot be shared.

10'x10' (\$35) QTY: \_\_\_ Food Truck 10'x26' (\$35) QTY: \_\_\_ Trailer 10'x26' (\$35) QTY: \_\_\_

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.

Table with 4 empty rows for listing products.

I have read, understand, and agree to the responsibilities outlined in this application. (2nd Page)

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

The City of Hardeeville appreciates your Non-Refundable Vendor Fee. There will be no spillage allowed outside of your assigned lot. Your vendor permit is good as a one time use and any additional dates for events require additional permit fees unless you possess a City of Hardeeville Business License. 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 \_\_\_\_\_

Please contact Jennifer Combs at (843) 227-4089 or email us @ recre8hardeevillesc.gov for more information



## *Vendor responsibilities*

-All food vendors are required to obtain any required SCDHEC permits (if applicable) for operation, be registered with SC Department of Revenue (report revenue to them, not us) while adhering to all 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> if you have questions regarding food services and if you have questions about being registered with SC Dept of Revenue please contact <https://dor.sc.gov/event-guide>

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. Vendors are subject to Fire Marshall, SCDHEC, and SCDEPTOFREVENUE Inspections.

-Each vendor is responsible for their own booth/space/truck 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 your event on City Property, 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, SCDEPTOFREVENUE, 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.

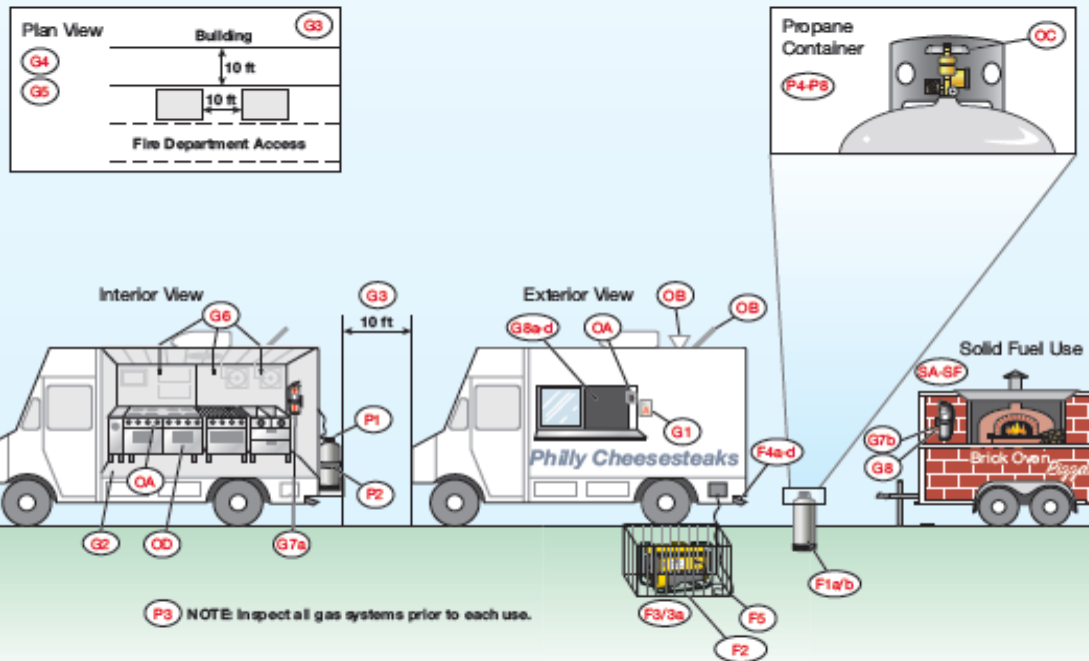
-The City of Hardeeville Staff, its agents, and security have the right to ask guests and vendors to leave at any time.

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

Please contact Jennifer Combs at (843) 227-4089 or email [recre8hardeevillesc.gov](mailto:recre8hardeevillesc.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 Annex B in NFPA 96.

### General Safety Checklist

- Obtain license or permits from the local authorities. [1:1.12.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.71.6.3] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:7.8.2; 96:7.8.3 for carnivals only] **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. [1:13.1.3; 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. [96:10.9.3] **G7a**
- Where solid fuel cooking appliance produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:14.7.1] **G7b**
- Ensure that workers are trained in the following: [96:B.15.1]: **G8**
  - Proper use of portable fire extinguishers and extinguishing systems [10:1.2] **G8a**
  - Proper method of shutting off fuel sources [96:10.4.1] **G8b**
  - Proper procedure for notifying the local fire department [1:10.14.9 for carnivals only] **G8c**
  - Proper procedure for how to perform simple leak test on gas connections [58:6.16, 58:6.17] **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. [1:0.14.10.1 for carnivals only] **F1a**
- Ensure that refueling is conducted only during non-operating hours. [96:B.18.3] **F1b**
- Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:B.16.2.2] **F2**
- Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:11.7.2.1.2] **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 10 ft in all directions from openings and air intakes [96:B.13] **F4a**
  - At least 10 ft from every means of egress [96:B.13] **F4b**
  - Directed away from all buildings [1:11.7.2.2] **F4c**
  - Directed away from all other cooking vehicles and operations [1:11.7.2.2] **F4d**
- Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70® [96:B.18] **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:B.19.2.3] **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 has been tested in accordance with the manufacturer's instructions. [96:B.19.2.1] **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. [96:14.2.2; 96:14.2.3] **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. [96:11.4] **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. [96:14.9.2.2] **SA**
- Fuel is not stored closer than 3 ft to any cooking appliance. [96:14.9.2.2] **SB**
- Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:14.9.2.7] **SC**
- Fuel is not stored in the path of the ash removal or near removed ashes. [96:14.9.2.4] **SD**
- Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:14.9.3.6.1] **SE**
- Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container located at least 3 ft from any cooking appliance. [96:14.9.3.8] **SF**

**NFPA RESOURCES**

NFPA 1, Fire Code, 2018 Edition

NFPA 1 Fire Code Handbook, 2018 Edition

NFPA 58, Liquefied Petroleum Gas Code, 2017 Edition

LP-Gas Code Handbook, 2017 Edition

NFPA 70®, National Electrical Code®, 2017 Edition

National Electrical Code® Handbook, 2017 Edition

NFPA 96, Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations, 2017 Edition

NFPA 96: Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook, 2017 Edition

**BECOME AN NFPA MEMBER**  
FOR MORE OF THESE RESOURCES



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/foodtruck/safety](http://nfpa.org/foodtruck/safety).

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