



2023 2nd Saturdays Street Fest & Market Participant Package

2nd Saturdays Market Participant Rules and Regulations:

Thank you for your desire to be a Participant with us! We do have a few guidelines to follow. Please read and note on application that you agree.

Booth Maintenance:

Participants agree to leave their space as found, properly dispose of trash, and all waste products in receptacles made available by Festival organizers. All equipment must be removed in a timely manner at the conclusion of the event.

Non-Compliance:

Participants agree to cover ALL expenses event organizers may incur as a result of not fully operating within/cooperating with event policies and procedures.

Minimum Non-compliance Fee: \$500.00.

Participant/Exhibitor Commitment:

Event hours, 12:00pm – 8:00pm Participants may arrive at event as early as 9:00 am for setup but no later than 11:00 am. You may unload on Main Ave., then your vehicle must be moved to a designated parking area. Participants must remain open and at assigned location(s) during event hours. Tearing down of booth space should be completed by 9:00 PM. Signs are only permitted within assigned vendor spaces – outside assigned spaces will be prohibited. Unauthorized vehicles will not be allowed access to event areas during event hours. Please bring change, the Market cannot provide change. Participants agree to provide their own tent(s), canopies, electrical cords, power strips, tables, chairs, and all other equipment necessary for their assigned space.

Fire Department Regulations:

All Festival participants are required to comply with ALL Fire Department Regulations. Please refer to the details of said Regulations provided in this packet. The Fire Department will conduct a walk through on Saturday before the event begins.

Parking:

Parking will be available at the parking deck on West 46th street (height restrictions).

Exhibitors and Entertainers

Exhibitors and entertainers performing at and/or occupying a vendor's space, at no charge, are held to the same Festival policies, procedures and **HOLD HARMLESS AGREEMENT** disclosed in this packet.

Restrictions:

Do not sell or attempt to sell, market, advertise, give away, or have in your possession: Pornographic material, illegal drugs or drug paraphernalia, medicines, nutritional supplements, alcohol or alcoholic beverages, stolen property, poppers, fireworks, firearms, weapons, switchblades, fixed blades of 2 1/2 inches or more (unless pre-approved by the Market committee), and/or any other illegal items, pets or animals of any kind (no living thing finned, feathered, furred, shelled (or otherwise)c, unless pre-approved by the Market committee. No automobile fluids or oils, or tires.

Participants are prohibited from engaging in any activity that involves body puncturing, including, but not limited to piercing of ears, noses, tongues, or any other body part, tattooing or any similar act that breaks the skin in any fashion.

Market management reserves the right to determine and remove any Participant/products deemed restricted at management discretion.

Food and Beverage Vendors**(Liability Insurance, Permits, Equipment, and Space)**

Food and beverage vendors must be protected by their own liability insurance. Please provide a copy of your Certificate of Insurance (sample included), with the completed application and fee.

All food and beverage vendors must have a valid Ashtabula City Health Department (ACHD) permit. Vendors selling pre-packaged foods must also pay for space and secure a valid HD permit. Please contact the ACHD at (440-992-7121), to satisfy permit requirements provided in this packet.



2023 2nd Saturdays Street Fest & Market Participant Application

After completing the application, please mail it, along with your payment to: Ashtabula Downtown Development Association, P.O. Box 362, Ashtabula, OH 44004. Application and space rental fee due by the Friday one week prior to that month's event. **Please note, this is a non-refundable event. We will contact you to confirm your approval.

Owner (s) Name _____

Address: _____

City: _____ State _____ Zip _____

Business name: _____

Address _____

City _____ State _____ Zip _____

Primary Phone # _____

Email: _____

Business Website _____

Facebook Business page: _____

VENDOR TYPE

(Check your appropriate vendor type – Food Vendor Permit Required)

Merchandise (\$10/space) _____ Food/Beverage (\$25/space) _____

Service Organization (\$10/space) _____ Junk-in-the -Truck (\$10.00/parking space) _____

Exhibitor (NC) _____ Car Exhibitor (NC) _____ Entertainer (NC) _____

Description of your business/Items/Activity to be sold:

Email a picture of your items to: downtownashtabula@outlook.com

** Management reserves the right to reject items that may be listed.

2nd Saturday Street Fest & Markets I am applying for:

August 12th Dog Days of Summer

October 14th Harvest Fest

Payment Amount Enclosed: \$ _____

***** REFUND POLICY – Non-refundable. We will not cash your check unless you are approved as a Participant.**

Contacts:

Kevin Albrecht 216-903-9798

Marty Cephas 216-262-0138

Email: downtownashtabula@outlook.com



**2023 2nd Saturdays
HOLD HARMLESS AGREEMENT**

THE ASHTABULA DOWNTOWN DEVELOPMENT ASSOCIATION'S EVENT ORGANIZERS SHALL ACCEPT NO RISK WHATSOEVER, NOR BE RESPONSIBLE FOR ANY AND ALL CLAIMS ARISING FROM APPLICANT'S PARTICIPATION IN THE FIRST FRIDAYS EVENT. APPLICANTS HEREBY RELEASE THE FIRST FRIDAYS EVENT ORGANIZERS, ASHTABULA DOWNTOWN DEVELOPMENT ASSOCIATION (ADDA), THE CITY OF ASHTABULA, AND ALL VOLUNTEERS, PROPERTY OWNERS, OFFICIALS, ASSIGNS, OR OTHER PARTY/PARTIES REPRESENTATIVE OF THE FIRST FRIDAY STREET FEST & MARKET. THIS SHALL INCLUDE LOSS OF ANY PRODUCT OR PROPERTY FOR ANY REASON, INCLUDING VANDALISM, DAMAGES OF ANY KIND, AND LOSS OF ANY BUSINESS FOR ANY REASON, ETC., SUFFERED BY THE APPLICANT. APPLICANTS ASSUMES SOLE AND TOTAL RESPONSIBILITY FOR ANY AND ALL CLAIMS BROUGHT FORTH BY, BUT NOT LIMITED TO, PATRONS, EMPLOYEES, FAMILY, OPERATORS, MANAGEMENT, INCLUDING PERSONAL INJURIES OF ANY KIND SUSTAINED BY THE PUBLIC OR OTHERWISE.

I have read, understand, and will comply with all rules and regulations above, as outlined by the Ashtabula Downtown 2nd Saturdays Event Organizers/Committee in this participant package.

Applicant's name(s) (please print)

Applicant's signature(s)

Date _____

FOR OFFICE USE ONLY:

Date Received _____ Approved _____ Not Approved _____

Reason (not approved)

Amount Paid \$ _____ Balance \$ _____ Confirmation Sent (___ / ___ / ___)

By email _____ Mail _____ Phone _____

Check: Name(s) _____, CK No. _____

Financial Institution _____

Ashtabula County Mobile Food Unit Checklist

This checklist is intended to provide guidance on interpretation of the 2017 Ohio Fire Code section 320, "Mobile Food Units." It is advisory in nature only and should not be construed to replace, alter or amend the Ohio Fire Code, its referenced standards or any interim technical bulletins enacted by the Ohio Fire Marshal or the Ohio Legislature.

Ashtabula County, its municipal/township entities and its fire departments does not warrant this document in any way. For detailed interpretation, please consult the appropriate standards, rules and laws.

All Mobile Food Units

- ☐ At least one CO detector in-service (*non-fossil fuel or CO producing operations are exempt*).
- ☐ At least one 5# ABC extinguisher present and accessible.
- ☐ "No Smoking" signs posted inside.
- ☐ "No Smoking" signs posted outside near the vicinity of compressed or flammable gases or liquids.
- ☐ Portable generators operated outside only. Fueled only when off and cooled. Spare fuel stored in DOT approved containers in a safe location.
- ☐ Mobile food unit may not block fire lanes, fire hydrants or other fire protection equipment.
- ☐ Unit (*not including awnings & other appurtenances*) separated from entrances/exits of buildings/structures and other combustible materials by a minimum of 10 feet.
- ☐ Unit separated from other mobile food units by a minimum of 3 feet.

Mobile Food Units with LP-Gas

- ☐ If LP gas is used in transit, the system must be designed with an automatic fuel shutoff in event of a line break.
- ☐ Exterior emergency gas shutoff: accessible, quarter-turn ball valve with permanent signage in contrasting color clearly visible from 25 feet stating "EMERGENCY GAS SHUT-OFF VALVE".
- ☐ All LP gas cylinders are ASME or DOT approved with appropriate pressure ratings for interior (>312psi) or exterior (>250 psi) usage/storage location.
- ☐ All LP tanks protected from accidental contact or damage with a total aggregate capacity of less than 200 gallons mounted on the outside or inside a cabinet vented only to the outside.
- ☐ All LP gas valves, appurtenances, piping and connections protected from accidental contact or damage due to contact with stationary or loose objects and protected from damage in event of a vehicle accident. Exterior cylinders have adequate weather protection.
- ☐ All LP gas cylinders have permanent protection for cylinder valves and connections.
- ☐ LP tanks may not be mounted or stored on the rooftop.
- ☐ LP tanks mounted on the rear of the vehicle must be 30" above grade.

LP-Gas Piping and Connectors

- ☐ All piping, flexible connectors, valves and other appurtenances installed per NFPA 58 (2014).
- ☐ Where vibration, jarring, expansion or contraction may occur, an approved and properly installed flexible connector shall be used. All connectors shall be installed in accordance with NFPA 58 (2014), ANSI Z21-69-2015/CSA 6.6 2015.
- ☐ Fixed piping systems are designed, installed, supported and secured in a manner to minimize damage due to strain, wear or vibrations, including grommets to prevent chaffing.
- ☐ All exposed parts of the fixed piping system of corrosion resistant material or coated to minimize exterior corrosion.

Electrical:

- ☐ All electrical wiring in compliance with NFPA 70. All electrical components must be appropriately grounded; two wire ungrounded systems are not permitted.
- ☐ All electrical components, including extension cords, must be UL listed and approved for the intended usage.
- ☐ All electrical components, including extension cords, used outside must be designed and approved for exterior usage. Extension cords subject to foot traffic shall be protected from damage and excess wear.
- ☐ Multi-plug power taps must be UL approved with overcurrent protection and may not be daisy-chained together.
- ☐ All GFCI outlets must be fully functional.

Mobile Food Units with Commercial Cooking Equipment

- ☐ An additional K extinguisher present if vegetable or animal oils and fats are being used in the cooking process.
- ☐ While in-service, two means of egress from unit. Remotely located. At least 5.7 square feet (*serving window may be one*).

Referenced codes and standards

Ohio Fire Code, section 320 (2017)
Ohio Fire Code, section 202 (2017)
Ohio Fire Code, section 605 (2017)
National Fire Protection Association, volume 58 (2014)
National Fire Protection Association, volume 70 (2017)
Ohio Fire Marshal Technical Bulletin #18-002 (April 23, 2018)
Ohio Fire Marshal Technical Bulletin #19-001 (January 31, 2019)

Application for a License to Conduct a Temporary: (check only one)

Instructions:

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to:
4. Return check and signed application to:

- ☐ Food Service Operation
☐ Retail Food Establishment

BOARD OF HEALTH
City of Ashtabula Health District
4717 Main Avenue
Ashtabula, Ohio 44004
(440) 992-7123

Before license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

Name of temporary food facility		
Location of event		
Address of event		
City	State	ZIP
Start date	End date	Operation time(s)
Name of license holder		Phone number
Address of license holder		
City	State	ZIP
List all foods being served/sold		

<i>I hereby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:</i>	
Signature	Date

Licensors to complete below

Valid date(s)	License fee: \$60.00
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.

5. Food Thermometers and Temperatures

A thin probe thermometer is required to monitor food temperatures.
Refrigerator thermometers are required in all cold holding units.

Poultry, stuffed meats, and stuffing containing meat must be cooked to 165° F or higher.

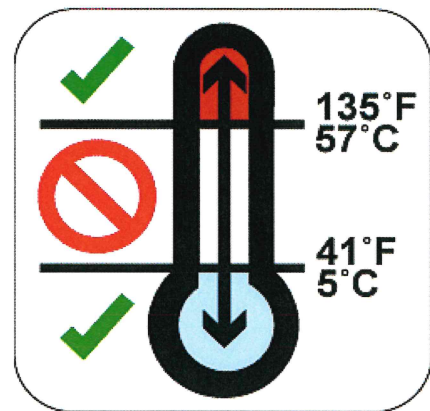
Pork and any product containing pork must be cooked to 145° F or higher.

Ground meats (beef or pork) must be cooked to 155° F or above.

Reheated foods must reach 165°F within 2hrs

Hot Holding is 135°F and above.

Cold Holding is 41°F and below.



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6. Food Preparation & Storage

All foods must be prepared onsite at the event or at a licensed commercial kitchen (**home cooked/prepared foods are not permitted**).

Foods on display must either be wrapped or covered to protect from contamination.

All food and food contact items must **NOT** be stored on the ground, use an empty box or a crate.

Cold foods held in coolers with ice must be in sealed containers or wrapped to prevent contamination with ice and coolers must be self-draining and an adequate supply of ice must be available.

“Sternos” are allowed ONLY when holding foods for a short time period because they do not keep foods 135F and above. The Ashtabula City Health Department will determine if sternos are a sufficient means of hot holding based on the time frame of your event. Events lasting more than 4 hours must consider electrical means of hot holding foods.

7. Water Supply

Only potable (drinking) water shall be used. Food grade hose connections to approved water supply sources are acceptable. An ASSE 1012 or ASSE 1024 backflow must be provided on any hose connections to the public water supply.

8. Waste Disposal

All liquid waste (i.e., wash water) must be collected and disposed of in an approved manner (i.e. sanitary sewer or holding tank). All solid waste (i.e. garbage and paper) must be disposed of in an approved, covered waste container. Ashes from grills must be disposed of in such a manner that they will not cause a fire. Grease must be collected and disposed of properly.

9. Employee Practices

All employees must wear clean clothing and shoes. **Hats or hairnets** are required on food workers. **Gloves** are required for handling ready to eat food products and should be changed frequently. Employees must wash their hands before starting work, after smoking, eating, brushing hair and handling foods.

10. Inspections

All food stands must be inspected on the opening day of any event to insure the stand comply with all requirements. The Health Departments Sanitarian will be on the grounds one to two hours prior to the event opening to conduct inspections. Each operator shall have his/her stand available for inspection at this time. Operations which fail to comply with Health Department Regulations will not be licensed until corrections are made.

If you should have any questions I can be reached weekdays between 8:00am-10:00am or 3:30pm-4:30pm at 440-992-7121.