



**10th ANNUAL
FESTA ITALIANA OF CUYAHOGA FALLS
FALLS RIVER SQUARE DISTRICT**

JULY 20, 21, 22 2018

Dear Vendor,

Festa Italiana of Cuyahoga Falls 2017 was a great success thanks to you, our vendors and we hope your season was successful as well. As you may know, the city has reopened Front Street to vehicular traffic. Once again, the 2018 festival season will present some challenges for us all. The street will be closed but all of the vendor sites are in new positions. We still have space limitations on trailers due to NEW fire code restrictions and the layout of the street. Please see the additional sheet for vendor size/layout. Please return that page as soon as possible so we can lay out the Front Street festival area.

We would like to thank you for being part of the Festa and helping to make the Festa possible. We are looking forward to seeing you at our Festa Italiana 2018, in Cuyahoga Falls, Ohio.

Enclosed is the Application for your rental space, Vendor Rules and Regulations Agreement, Vendor Size, and Cuyahoga Falls Fire Department Public Event Vendor Safety Check List. The application must be received no later than May 29, 2018.

Rental spaces will be awarded in the order the application is received.

Payment must be in full with application, to reserve space.
You may pay by check or money order, NO CASH.

Make Check payable to: Festa Italiana of Cuyahoga Falls

Mail to: Festa Italiana of Cuyahoga Falls
P.O. Box 912
Cuyahoga Falls, Ohio 44223

Food vendors must adhere to all policies and laws governing the event.
Failure to comply with safety regulations will be cause for the vendor to leave the event.
Vendor shall be assessed any fees assessed by the city of Cuyahoga Falls for non compliance.
Copy of Insurance certificate of liability is required with application.

Please update our PO Box address with your insurance agent – we still have certificates mailed to the old PO Box.

If you have any questions, please contact Lynn Vallee at 330-922-5966 or e-mail at lvallee@neo.rr.com.

On behalf of Festa Italiana of Cuyahoga Falls, we thank you very much for your support.

Sincerely,
Lynn Vallee
Vendor Chairperson



FESTA ITALIANA OF CUYAHOGA FALLS
FALLS RIVER SQUARE DISTRICT
JULY 20, 21, 22, 2018
Vendor Application

Name Business: _____ Date: _____

Name of Owner: _____

Address: _____

City: _____ State _____ Zip _____

Phone # _____ Cell Phone # _____

E-mail or other contact information _____

Please, list all items that you will be selling.

- _____
- _____
- _____

NON-FOOD VENDOR

___ Rental of an 8 foot retail space in Pavilion is \$310.00 + Clean up Deposit \$100.00 =

___ Commercial 12' x 12' space is \$460.00 + Clean up Deposit \$100.00 =

___ Small Trailer space \$560.00 + Clean up Deposit \$100.00 =

___ Large Trailer or space 20' x 20' or larger is \$810.00 + Clean up Deposit \$100.00 =

NOTE: ALL fees include a \$10.00 Inspection fee by the City of Cuyahoga Falls

NOTE: On Monday morning the City of Cuyahoga Falls will inspect space for proper clean up. If clean up inspection is approved, the deposit will be refunded within 2 to 4 Weeks.

FOOD VENDOR

Temporary License required (see rules and regulation agreement)

___ Rental of a 12' x 12' space is \$770.00 + Clean up Deposit \$100.00 =

___ Small Trailer space is \$820.00 + Clean up Deposit \$100.00 =

___ Large Trailer or space 20' x 20' or larger is \$1000.00 + Clean up Deposit \$100.00 =

NOTE: ALL fees include a \$20.00 Inspection fee by the City of Cuyahoga Falls

NOTE: On Monday morning the City of Cuyahoga Falls will inspect space for proper clean up. If clean up inspection is approved the deposit will be refunded within 2 to 4 Weeks.

Please specify your requirements

Electrical requirements: ___ not required ___ 20 Amp 110V ___ 50 Amp 220 V

Vendor must supply cords to reach outlets. Minimum cord size shall be 14 gauge grounded copper.

Water requirements: ___ Required ___ Not required

Falls River Square personnel will activate all water systems for your use. **Please remember to bring water wyes since the water connections are limited.**

Hours of operation

Set up will be on Thursday July 19, 2018, after 6:00 PM, **there will be no exceptions.**

Friday July 20, 2018, 5:00 PM to 12:00 midnight (music until 11:00).

Saturday July 21, 2018, 12:00 noon to 12:00 midnight (music until 11:00).

Sunday July 22, 2018, 12:00 noon to 8:30 PM (music until 8:30).

Tear down will be complete by 12:00 midnight.

Vendor must be set up and ready for inspection by the Fire Marshal by 3:00 PM on Friday.

Water will be activated after all vendors have passed inspection.

All vehicles have to be off the mall by 3:00 PM before set up inspection.

There will be NO vehicles on the mall during Festa Hours.

City of Cuyahoga Falls requirements

- Vendor must submit with contract a signed copy of “Vendor Safety Check List”
- Vendor is responsible for trash disposal and keeping space clean and free of debris.
- All trash collected must be put in the dumpsters as provided by the City of Cuyahoga Falls.

Do not use city trashcans on the mall or privately owned dumpsters. (Deposit Forfeited)

- ANY grease spills must be immediately reported to Festa officials before attempting clean up. **Any cleanup costs assessed by the city will be passed on to the vendor.** (refer to rules and regulations)
- For additional protection of the brick and concrete mall surfaces, a base of oil dry is to be used under grills, fryers and preparation and serving areas. This should be put down over plastic to prevent the grease from soaking through to the mall surface.
- A fire extinguisher is required for all tents and trailers. Trailers and tents involved in cooking operations utilizing oil, hot coals, for preparation of food are required to have a fire extinguisher with a “K” class rating.

I HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS

Responsible Person Signature _____

Date _____



FESTA ITALIANA OF CUYAHOGA FALLS FALLS RIVER SQUARE DISTRICT JULY 20, 21, 22, 2018

RULES AND REGULATIONS AGREEMENT

Vendor Requirements: Vendor is required to keep at least one representative at vendor's station during hours of operation. Vendor must adhere to all policies and laws governing the event. The Summit County Health Department will serve as the principal agency monitor and enforce the requirements for food vendors.

Vendor location: Festa Italiana committee reserves the right to locate vendors wherever necessary based upon safety and restrictions at the festival site.

Vendor restrictions: Festa Italiana has the exclusive right for the sale and distribution of alcoholic beverages. Gambling is not permitted. Instant Bingo is prohibited at all times.

License: for temporary license information, vendor may download the application from the Summit County Health Department website at www.schd.org, click on the Environmental Safety Tab to access license applications. Vendor may also contact Summit County Health Department at 330.926.5642.

Payment and cancellation of space: payment in full must accompany the application. Failure to comply with City of Cuyahoga Falls safety regulations or failure to meet or maintain the requirements on food handling and preparation and/or proper waste disposal will be cause for vendor to leave the event.

Installation: To minimize the risk of accidents, ALL vendors must be set up and ready for inspection by the Fire Marshal by 3:00 PM on Friday, 1st day of the event. Vendor not set up by this time, will be required to wait until the end of the day's activities to set up their operations. For safety of patrons, all vehicles must be off the pedestrian mall no later than 3:00 PM Friday, 1st day of the event. **There will be no exceptions.**

Dismantling: Dismantling shall not begin before the end of the event on Sunday. All structures, tents, trailers, booths, rides **must be removed** from the Falls River Square District immediately following the event and no later than **12:00 midnight** on the last day of the event. Times must be strictly adhered to. Failure to remove vehicles at the stated times may result in the towing of vehicles at the owner's expense or forfeiture of partial or full deposit.

Electrical: The Electric department or Falls River Square District personnel will not rewire vendor's trailers, breaker boxes or cords. Vendors shall be equipped to operate on ground fault systems. In case

of rain, all plugs and outlets should be covered with plastic to keep moisture from tripping ground fault breaker. No cords shall be installed on poles or across surfaces unless approved by the Electrical Inspector.

Water: Vendors are responsible for running their own hose to the provided water outlet. Water connections must be turned on and off with water key. It is not permitted to use wrenches, vise grips, pliers or other devices to operate the water valves. Wastewater, also called "gray water", must be captured and disposed into an approved area. These areas will be appropriately marked.

Trash: Vendors are responsible for the disposal of their trash into the City of Cuyahoga Falls dumpsters, which are provided for the festival. Please breakdown cardboard boxes. **Do not dispose of any trash in city trashcans on the mall or private dumpsters.** The city of Cuyahoga Falls will assess a fee for failure to comply.

Hot coals, frying oil and grease: The city of Cuyahoga Falls provides special containers for the disposal of hot coals, frying oil and grease. Vendor is responsible for ensuring that all used coal, oil and grease are disposed of properly. Under no circumstances shall coals, oil or grease be disposed of in any other way. These containers must be used for this purpose and this purpose only. If grease is dumped into the sanitary or storm sewers, dumpsters or left in containers on the site, the city of Cuyahoga Falls will assess a fee.

Liability and insurance: every reasonable precaution will be taken by the Festa Italiana Committee to protect property during installation, festival period and removal. However, the Festa Italiana Committee, service contractors, notary offices, staff members or directors of any of the same, are not responsible for the safety of the property of vendor from theft or damage by fire, accident, vandalism or other cause. Security personnel employed by the Festa Italiana committee are on duty day and night; however, the management cannot be held responsible for the vendor's property, whether located at vendor space or anywhere else inside or outside festival area. Small and especially valuable materials should be safely packed away by the vendor during the hours when space is not manned. It is the vendor's responsibility to purchase liability insurance. Please send a copy of your insurance certificate of liability with your registration.



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FALLS RIVER SQUARE DISTRICT**

JULY 20, 21, 22 2018

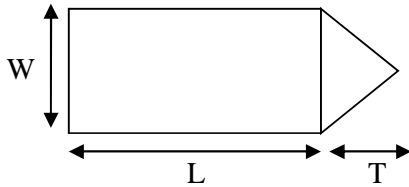
Dear Vendor,

Due to new Ohio Fire Codes pertaining to Mobile Food Units and the new Front Street, we need the following information **as soon as possible**. Please return via mail, email to Lynn or Fax to 330-926-0907. If you have any questions, please contact Lynn Vallee at 330-922-5966 or e-mail at lvallee@neo.rr.com.

On behalf of Festa Italiana of Cuyahoga Falls, we thank you very much for your support.

Sincerely,
Lynn Vallee
Vendor Chairperson

Trailer Body Closed

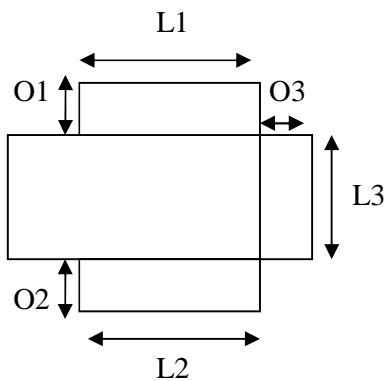


WIDTH = _____

LENGTH = _____

TONGUE = _____

Trailer Body Open



OVERHANG 1 = _____

OVERHANG 2 = _____

OVERHANG 3 = _____

LENGTH 1 = _____

LENGTH 2 = _____

LENGTH 3 = _____

Please describe any other space requirements, with dimensions (you may draw on the back or additional paper).

CUYAHOGA FALLS FIRE DEPARTMENT

1924 Front Street, Cuyahoga Falls, OH 44221, 330-971-8400

PUBLIC EVENT VENDOR SAFETYCHECK LIST (rev 4/2018)

ALL VENDORS ARE TO COMPLETE THIS FORM *PRIOR TO THE 3:00 FIRE SAFETY INSPECTION*

Date: _____ Event: _____

Vendor business name: _____

Vendor signature: _____ Type of Vendor: Food/Drink Novelties Personal-
(Signature indicates vendor will comply with the below listed items) Services/Products Charitable Orgs. Promotion /advertising

Food vendors further clarify if cooking on site, or selling only food not cooked on site: Cooking Vendor Non-Cooking vendor

To insure the safety of the vendor and the general public, the following safety checklist is to be reviewed by the vendor and a representative of the event-sponsoring agency prior to inspection by the Fire Department. The Fire Inspector will then review all items that apply from this list for compliance. Inspections begin approximately two hours before the event opens (around 3:00 PM unless otherwise noted).

Failure to comply with these safety regulations will be cause for the vendor to leave the event. The vendor is required to present this completed form to the fire official upon inspection prior to the event starting.

Vendors who are cooking:

- Open flame devices are not permitted to be located under tents or tent like assemblies.
- A 3-A:40-B:C (5lbs min, ABC) extinguisher is present, fully charged, and has a current annual inspection tag by an authorized extinguisher agency.
- Cooking operations utilizing oil such as in frying or dipping are additionally required to have a **Class K wet chemical extinguisher**.
- Cooking operations utilizing solid fuels are additionally required to have a **2-A rated water type extinguisher or Class K wet chemical extinguisher**.
- The extinguisher(s) is (are) in plain view and accessible (**they are not to be located in cabinets or otherwise hidden from view**).
 - Charcoal and other solid fuels where utilized:**
 - Is being used in an approved container and is secured so as to prevent tipping.
 - Is located away from tents and propane sources.
 - Coals are to be placed in barrels (as provided) at the end of each evening.
 - Only approved charcoal lighter fluid is permitted for starting and shall be secured in a safe place.
 - Propane ("LPG," "liquefied petroleum gas") or other gaseous fuel sources where utilized:**
 - Propane cylinders shall exhibit evidence they no older than 12-years of age or have been requalified in accordance with DOT 49 CFR § 180.205(d) and 180.209.
 - Cylinders are secured to a non-movable structure. Cylinders are **not** to be tied to tent posts. (Cylinders may be placed in milk crates and reviewed by the fire official if other means of securing is not possible).
 - Cylinders are located away from open flame devices.
 - Cylinders and connections have been checked for leaks utilizing a soapy water solution. This is to be done every time a cylinder is changed.
 - Spare cylinders are secured and safety caps (when applicable) are in place.
 - Hoses and fittings are approved for propane use, have been inspected, and are free of damage.
 - Cylinders shall not be stored inside vehicles or trailers (unless approved) and relief valves must be in communication with vapor space.
- MOBILE FOOD UNITS (food trucks, trailers, or carts) shall comply with Ohio Fire Code Section 320 (effective 12/15/2017). An Ohio Department of Commerce Mobile Food Unit Checklist shall be completed for each mobile food unit operation.**

Electrical:

- Only grounded plugs are to be used.
- There are no open splices, frayed, or exposed wiring. All insulation is to be in good condition and intact.
- GFI's are not bypassed.
- Extension cords are of an approved size for the load, are grounded, and are approved for **outdoor use**.
- Only fused multi-plug strips are permitted.
- All connections are weather sealed and off the ground.
- All electrical cords exposed to foot traffic are protected utilizing approved bridging (duct tape does not qualify).
- All generators are installed and/or utilized in accordance with the manufacturer's specifications.

Fire lanes and means of egress:

- A 20-foot fire lane is present down the center of the mall area (vendors are not permitted to protrude into this area. This includes awnings). Fire department access is provided to all other lot areas. Areas of Emergency Overflow are defined (see map). No vendors or vehicles are within the space.
- Fire hydrants are not blocked and are accessible. There shall be a minimum of 3 feet clearance required around the entire outer dimensions of a hydrant.
- Vendors shall not block the means of egress to existing buildings or other vendors.

Tents, canopies, and pop-ups, membrane structures (including air-inflated, air-supported, and frame or cable-supported membranes):

- Tents or membrane structures having an area in excess of 400 sqft shall received prior approval and a permit from the fire code official.
- At least one (1) fire extinguisher with an minimum 3-A:40-B:C rating (5lbs ABC) is present and visible (quantity for public assembly tents to be determined by tent size and the fire official). *Exception:* Single 12' x 12' and smaller pop-up style tents not equipped with side curtains.
- An affidavit or affirmation attesting to flame retardency is present or on site for review.
- Aisles are established and the means of egress maintained (public assembly tents).
- "Maximum Occupancy Permitted," "EXIT signs," and "No Smoking" signs are posted (public assembly tents).
- Tent sides are open (all 4 sides), if not, illuminated exit signs with emergency lighting are required at the exits. When sides are present, tent sides at exits are to be a contrasting color. (OFC-2403.12)(public assembly tents)
- 10' x 10' pop-up style tents or similar canopies are to weighted or tied down at all corner points to sufficiently prevent lifting in high winds (min. 40lbs per leg).** 5-gallon pails full of water securely tied to the tent support structure are recommended.
- Inflatable signs, portable signs and advertising balloons are prohibited by city ordinance.