



**12th ANNUAL**  
**FESTA ITALIANA OF CUYAHOGA FALLS**  
**FALLS RIVER SQUARE DISTRICT**  
**JULY 17, 18, 19, 2020**

Dear Vendor,

Festa Italiana of Cuyahoga Falls 2019 was a great success thanks to you our vendors, and we hope your season was successful as well! This year again, we will stage vendors in the off lots. You will be contacted with a time estimate that you will be permitted to start setup. 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 2020, in Cuyahoga Falls, Ohio.

Enclosed is the Vendor 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 31, 2020.

**Payment must be in full with Vendor Application, Vendor Size, and Insurance Certificate of Liability** to reserve space. Rental spaces will be awarded in the order the complete application package is received.

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 with Festa Italiana of Cuyahoga Falls as additional insured is required.**

**Please update our PO Box address (PO Box 912 CFO 44223) with your insurance agent – we still have certificates mailed to the old PO Box. We no longer have access to the old PO Box.**

If you have any questions, please contact Caitlin Sabo at 330-760-0918 or e-mail at vendors@festaitalianacf.com

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

Sincerely,  
Caitlin Sabo  
Vendor Chairperson



**FESTA ITALIANA OF CUYAHOGA FALLS**  
**FALLS RIVER SQUARE DISTRICT**  
**JULY 17, 18, 19, 2020**  
**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 \$430.00 + Clean up Deposit \$100.00 = \$530.00

\_\_\_ Commercial 12' x 12' space is \$485.00 + Clean up Deposit \$100.00 = \$585.00

\_\_\_ Small Trailer space \$590.00 + Clean up Deposit \$100.00 = \$690.00

\_\_\_ Large Trailer or space 20' x 20' or larger is \$850.00 + Clean up Deposit \$100.00 = \$950.00

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 \$810.00 + Clean up Deposit \$100.00 = \$910.00

\_\_\_ Small Trailer space is \$860.00 + Clean up Deposit \$100.00 = \$960.00

\_\_\_ Large Trailer or space 20' x 20' or larger is \$1050.00 + Clean up Deposit \$100.00 = \$1150.00

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

Staggered Set up will be on Thursday July 16, 2020, after 6:00 PM, **there will be no exceptions.**

You will be contacted with approximate setup time.

Friday July 17, 2020, 5:00 PM to 12:00 midnight (music until 11:00).

Saturday July 18, 2020, 12:00 noon to 12:00 midnight (music until 11:00).

Sunday July 19, 2020, 12:00 noon to 8:00 PM (music until 8:00).

Tear down must be complete by 12:00 midnight, Sunday July 19, 2020.

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**” during inspection.
- 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.
- **All tents must have required adequate weight (min. 40 lbs each leg) at all ground contact points per**

**Cuyahoga Falls Fire Department PUBLIC EVENT FIRE SAFETY REQUIREMENTS**

I HAVE READ AND UNDERSTAND THE RULES AND REGULATIONS

Responsible Person Signature \_\_\_\_\_

Date \_\_\_\_\_



# FESTA ITALIANA OF CUYAHOGA FALLS

## FALLS RIVER SQUARE DISTRICT

### JULY 17, 18, 19, 2020

#### 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](http://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, 1<sup>st</sup> 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, 1<sup>st</sup> 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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**JULY 17, 18, 19, 2020**

Dear Vendor,

We need the following information **as soon as possible**. Please return via mail, email to Caitlin or Fax to 330-926-0907. If you have any questions, please contact Caitlin Sabo at 330-760-0918 or e-mail at vendors@festaitalianacf.com.

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

Sincerely,  
Caitlin Sabo  
Vendor Chairperson

VENDOR NAME = \_\_\_\_\_

Trailer Body Closed

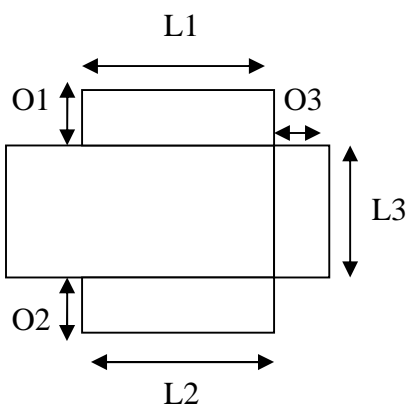


WIDTH = \_\_\_\_\_

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 Ohio 44221 – 330-971-8400

## PUBLIC EVENT FIRE SAFETY REQUIREMENTS

The Cuyahoga Falls Fire Department in conjunction with the Ohio Fire Code is providing you with a list of specific fire safety items required to ensure a safe public event. This list is not all-inclusive and does not exclude other safety requirements as prescribed by other agencies. It does however offer specific areas of concern that we frequently encounter. Please review and distribute copies of this list to all vendors participating in the event.

### 1. **Fire Extinguishers:**

- Each tent and trailer shall be equipped with a minimum 5lbs **ABC** (3A:40B:C) fire extinguisher (EXCEPTION: Non-cooking vendors utilizing pop-up type canopies 12 feet by 12 feet or less in size and which do not have side panels do not require a fire extinguisher).
- All cooking operations shall be equipped with a minimum 5lbs **ABC** (3A:40B:C) fire extinguisher.
- Deep-fry cooking operations are additionally required to be equipped with a **Class K** wet chemical type fire extinguisher.
- Cooking operations utilizing solid fuels are additionally required to have a **2-A rated water type** extinguisher or **Class K** wet chemical extinguisher.
- Public assembly tents are to be equipped a minimum of two 10lbs **ABC** (4A:80B:C) fire extinguishers. Additional extinguishers may be required depending on tent size and hazard involved.
- All extinguishers must display an inspection tag indicating that an annual inspection has been performed by an authorized fire extinguisher service company.
- Extinguishers shall be visible and readily accessible.

### 2. **LPG (Propane) cylinders:**

- Propane cylinders shall be of an approved type and secured to a non-moveable structure (**securing to tent structures is not permitted**). 20lbs propane cylinders may be placed in a milk crate and taller cylinders may be chained together in clusters of three or more. If this cannot be accomplished, then the fire official must approve an alternate means to prevent tipping prior to use.
- 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.
- All hoses, fittings, and appliances are to be listed and approved for propane use.
- Propane valves, regulators, hoses, connections and fittings are to be pre-checked for gas leakage utilizing a soapy water solution.
- Cylinders, valves, regulators, hoses, connections fittings and appliances that exhibit leakage or malfunction are to be removed from use if the leak or malfunction cannot be corrected by an approved and acceptable means.
- Cylinders are not to be stored inside trailers or vehicles unless designed for the same and installed in compliance with DOT and Ohio Fire Code. All cylinders to be used are to be on site and available for inspection.

### 3. **Tents and membrane structures (including air-inflated, air-supported and cable or frame-membrane covered structures):**

- Tents or membrane structures having an area in excess of 400 square feet shall not be erected without first obtaining a permit from the Summit County Board of Building Standards and approval from the fire code official (ref: Ohio Fire Code [2017] 2403.2).
- Air supported signs and advertising balloons are prohibited by city ordinance.
- Tents and air supported structures shall be secured from disruption by wind gusts by securely tying or attaching the structural frame to an adequate weight (**min. 40 lbs each leg**) at all ground contact points utilizing sand bags, water pails or other approved means (or as specified by the manufacturer). We recommending bringing empty 5-gallon water pails and filling them (filled to the top) on site. The method used shall not create trip or injury hazards. Tents and air-supported structures shall exhibit an affidavit or affirmation attesting to flame retardancy. When not specifically labeled on structure by the manufacturer, documentation is to be on site and available for inspection.
- There are to be no open flame devices located under tents and air supported structures. This includes grills, deep fryers, and free standing propane burners. The fire official may permit some types of totally enclosed stoves, griddles, or ovens with prior approval.
- Tents greater than 400 square feet in size require prior approval by the fire marshal. Plans and canopy flame resistance documentation shall be submitted.
- Public assembly tents require lighted EXIT signs, emergency egress lighting, NO SMOKING signs, posting of the approved occupant load, and maintenance of exits and aisles in accordance with the Ohio Fire Code.

**4. Mobile Food Units:**

- Mobile food units are identified in the Ohio Fire Code (2017 Edition) as “any apparatus or equipment that is used to cook, prepare or serve food, and that routinely changes or can change location, and is operated from a moveable vehicle or apparatus, including but not limited to motorized vehicles, trailers, and hand propelled carts.”
- Mobile food Units shall comply with the requirements outlined in Ohio Fire Code Section 320.
- Mobile food units that use or contain a generator, or utilize a fuel source other than the vehicle fuel tank (including fuels used for cooking), are required to be separated from entrances and exits of buildings, structures, combustible materials, vehicles, and other cooking operations by a clear space of not less than 10-feet (not including awnings and other appurtenances). The fire code official may permit a mobile food unit – to – mobile food unit separation reduction to no less than 7-feet.
- An *Ohio Department of Commerce Mobile Food Unit Checklist* shall be completed for each mobile food unit vendor. Those vendors who operate more than one mobile food unit at an event shall complete a Mobile Food Unit Checklist for each mobile food unit. A single checklist submitted for multiple units will not be acceptable.

**5. Fire Department Access:**

- Fire lanes are established by the fire official and shall be maintained at 20 feet. Tents, trailers, displays, etc. shall not protrude into the fire lane including all projections from a tent or trailer such as awnings, banners, and signs.
- Fire hydrants are not to be blocked and shall have 10 feet of clearance from all sides.

**6. Public Access and areas of safe dispersal:**

- The public means of access from, and egress to the public ways (sidewalks, ramps, and stairways) shall not be blocked.
- Access to designated “areas of safe dispersal” shall not be blocked.

**7. Electrical:**

- Electric cords, conductors, junction boxes and distribution panels shall be of an approved and listed type, used in the listed manner, free of damage, appropriately sized for the application, and meet the National Electric Code standard.
- Cords shall be in good condition, they not exhibit damage or poor workmanship, and located to prevent damage.
- Bridging may be necessary in areas where cords are located in foot and vehicle traffic paths.
- Cords and connectors shall be protected from water and other environmental issues.
- Multi-plug adapters, such as cube adapters and unfused plug strips, are prohibited.
- All extension cords are to be approved for outdoor use.
- Temporary lighting suspended from the electrical conductors is not permitted unless designed to do so. Otherwise, a support wire shall be attached to the wiring of the lighting to insure its stability.

**8. Combustible waste and debris:**

- Accumulation of combustible waste and debris in vendor spaces is prohibited so as not to cause an increased potential for fire.

**9. Compliance:**

- Any vendor not complying with safety issues will be subject to removal from the event.
- Vendors not physically present or not set-up during the inspection period are not permitted to open.
- The fire official reserves the right to interpret and/or supersede the requirements herein in the better interest of public safety and property protection.

**10. Fire Department vendor inspections:**

- Vendors are to be ready for inspection by 3:00pm unless specified otherwise in the pre-event meeting.
- The event sponsor is responsible for distributing a required checklists to each vendor attending prior to the start of vendor inspections. The “Public Event Vendor Checklist” and “*Mobile Food Unit Checklist (where applicable)*” is to be completed by each vendor and available for the fire official at the time of their inspection. Vendors representing more than one booth at an event must complete a checklist for *each* booth they represent. A single checklist for multiple booths or mobile food units is not acceptable.
- The event sponsor is to supply the fire official with a list of vendors attending and indicate their location on the site.
- The event sponsor is assessed an inspection fee of \$10.00 per vendor inspected.
- The event sponsor is assessed a single inspection fee of \$20.00 per each *cooking* vendor for multi-day events.
- Should the nature of the event or a delay of inspection require the use of fire department overtime, the event sponsor will be assessed the dollar amount of overtime incurred.
- Assessed inspection and overtime fees are collected through the contract established with the city Community Development Department. The fire official *will not* collect any assessed fees.