



## Downtown Street Festival

### FOOD VENDOR AGREEMENT

The below named vendor/concessionaire agrees to hold harmless the Flint River Entertainment Complex, the City of Albany, Global Spectrum LP and their agents, representatives, and employees from and against claims, damages and losses and expenses including reasonable attorney fees in any case where it shall be necessary to file an action: (1) arising out of the performance of the work herein which is one for bodily injury, illness, or death or for property damage including loss of use, and (2) caused in whole or in part by the vendor's / concessionaire's negligent acts of failures to act or that his agents, employees, contractor(s) or subcontractor(s) or anyone employed by them for whose act the vendor / concessionaire may be liable.

BOOTH NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (W) \_\_\_\_\_ (H) \_\_\_\_\_ (C) \_\_\_\_\_

LIST ALL PRODUCTS YOU SELL: \_\_\_\_\_

All balances must be paid in advance of the Event start date to be guaranteed a booth. Upon acceptance as a vendor, any product or item not accepted will be deleted by Venue Management. Insurance is required. See details on rules page. First time vendors must attach photo of trailer/stand/set-up.

**FEE STRUCTURE:** Fees are based upon footage required, established fee and location of space  
\$150.00 (10' x 10' booth space) or \$200.00 after February 14

Number of 10' x 10' booth spaces required? \_\_\_\_\_ X \$150 (or \$200.00 after February 14)

**TOTAL DUE \$** \_\_\_\_\_

Please Note: Vendors are responsible for supplying their own electricity.

By signing below the Vendor (lessee) states they have read and agree to abide by all rules and regulations of the Flint River Entertainment Complex provided on this and the attached page. The Flint River Entertainment Complex reserves the right to close any exhibit without refund if not operating within the provisions stated.

\_\_\_\_\_  
Food Vendor Signature

\_\_\_\_\_  
(Date)

Payment can be made in person at the Albany Civic Center or you can mail your payment to:  
Flint River Entertainment Complex  
c/o City of Albany  
PO Box 447  
Albany, GA 31702

PLEASE MAKE A COPY FOR YOUR RECORDS AND MAIL, EMAIL, OR FAX SIGNED FORM USING THE INFORMATION ABOVE.

## **Rules and Regulations for Outside Vendors and Concessions**

The following rules and regulations shall be in effect, and will be strictly enforced, for all exhibitors participating in the Event.

**SET UP:** TBA – Instructions will be emailed prior to the event.

Each food vendor must be completely set up and ready for inspection by the Dougherty County Department of Public Health at the scheduled appointment time. If you do not require an inspection, the set up times will be listed in the emailed instructions prior to the Event. All vendors must be completely set up and ready for business no later than one hour prior to the entry gate opening time for the Event. (2) admission passes will be provided per registration. Additional admission passes may be purchased with cash, credit card, or money order only (no checks) at the Georgia's Own Credit Union Box Office located at the Albany Civic Center prior to set up. **You will not be allowed to set up unless you have been approved with all balances paid in full.**

**TRAILER OR STAND.** Vendors must use clean, neatly painted trailers and stands. Overhangs and awnings must not extend over walkways. Any generators or tanks must be placed in accordance with applicable code(s) to prevent falling, leakage or other hazards. Grills and other cooking appliances must be kept at the rear of the concession space. Grills must be fenced or blocked with an attractive type material to protect attendees from such appliances. Trucks that are pulling trailers or stands must be disconnected from said trailer or stand on mid-way. Motorized vehicles hauling trailers cannot remain in midway during event operation. Trailers must be disconnected from the hauling vehicle once placed.

All stands and trailers shall contain an operable fire extinguisher to combat Type A, B and C fires. A Class K fire extinguisher is required of food vendors who use animal fats in cooking preparations. Advertising on stands and trailers shall have only the name, type, and/or price of merchandise or food offered for sale. Items sold or dispensed from concession must be properly marked with the price of said item and clearly posted in easy view of customers. Products and services which are offensive to the public, discriminatory in nature, drug related, sexually explicit or illegal are strictly prohibited. Concession products or services must correspond to the product description on your contract and not conflict with, differ from or exceed that description without written permission of the Flint River Entertainment Complex.

**COCA-COLA PRODUCTS / ICE:** Coca-Cola is the official soft drink of the Flint River Entertainment Complex. Only Coke products, including Dasani water and Monster Energy Drinks, can be sold at Event. 20 oz. bottles can be pre-ordered from the Flint River Entertainment Complex food representative in advance of the event. Glass bottles are not permitted to be sold. Ice (20 lb. bags) will also be sold by Flint River Entertainment Complex prior to opening hours and during operating hours at the same locations as Coca-Cola sales.

**TENTS:** Tents must be properly weighted, otherwise they will not be permitted. **UTILITIES / ELECTRIC:** Vendors must provide their own electricity and water.

**WASTE WATER DISPOSAL:** Each concessionaire/vendor that generates gray water must have a holding tank to contain that gray water. All waste water must be disposed of off site.

**PAYMENTS:** Offered contracts which are not executed by Venue Management and returned, with the appropriate payment, by the date stated on the contract will be null and void.

**GARBAGE & LITTER:** Sanitation and cleanliness are an essential part of the Downtown Street Festival. Your cooperation is required in maintaining a safe, clean and attractive vending area. All Vendors/Exhibitors are required to keep their units clean and the area immediately adjacent thereto clean and trash free. All disposable waste material must be placed in sealed plastic bags and placed in appropriate dumpsters at the conclusion of the Event, along with cardboard boxes, which must be broken down. Dumpsters and trash cans are provided at several locations around the Venue for garbage and trash.

**HEALTH AND FIRE REGULATIONS:** It is the responsibility of each Vendor to become familiar with rules and regulations of the Dougherty County Department of Public Health and the City of Albany Fire Marshall's office. Each food vendor that requires inspection by the Dougherty County Department of Public Health will be required to complete the inspection form, along with the inspection fee, no less than fifteen (15) days prior to the beginning of the event. **Prior to sending completed forms to the Dougherty County Department of Public**

**Health, food vendors must notify the venue of their intent to participate.** The Dougherty County Department of Public Health will inspect food vending locations in advance of the event. All food vendors are required to have at least a 10 lb. BC fire extinguisher. In addition, food vendors using oils derived from animal fats are required to have a Class K fire extinguisher.

**NOISE / NUANCES:** Sirens, bells, amplifiers, flashing lights or any equipment causing annoyance is prohibited. Vendors will not be permitted to sell knives, stink bombs, silly string, poppers, or any other items prohibited within the Downtown Street Festival. For a full list of prohibited items, please visit [flintriverentertainmentcomplex.com](http://flintriverentertainmentcomplex.com).

**TAXES & LICENSES:** It is the responsibility of the vendor to pay applicable federal, state, and county taxes and fees and for obtaining any required licenses or permits.

**HOURS OF OPERATION:** All exhibits must be open for business at the scheduled gate opening time and are required to remain open until the end of the Event, unless otherwise authorized or directed by the Venue.

**INSURANCE:** Each food concession, or other concession, must furnish a Certificate of Insurance showing proof of general liability insurance, including but not limited to bodily injury, property damage and product liability, in the amount of at least \$1 million covering all of the concessionaire's equipment, vehicles, operations and activities on fair property. The following entities must be shown on the certificate as an additional insured: Global Spectrum, LP and/or OVG360 and/or the City of Albany. The Event should be listed as the "certificate holder." The certificate must be issued by a company licensed to do business in Georgia and acceptable to the Venue and must be furnished with application.

**OIL/GREASE DISPOSAL:** Vendors are responsible for disposing of used oil and grease off-site. No other form of oil/grease disposal is permitted.

**UPS / DELIVERIES:** Deliveries by UPS, Fed Ex, USPS, and other common carriers arrive throughout the day at the Flint River Entertainment Complex office. Please check with the office should you be expecting a delivery. The shipping address for UPS and FedEx packages is Flint River Entertainment Complex, 100 W Oglethorpe Blvd., Albany, GA 31701.

**STOCK TRAILERS/TRUCKS:** The Flint River Entertainment Complex has lots available for parking during the Event.

**MISCELLANEOUS:**

**No motorized or electric vehicles, including golf carts, are permitted on the midway or other walkways normally used by the public during all operating hours of the Event.**

**Outside washing of concession units will not be permitted.**

**Illegal items and outside alcoholic beverages are not permitted on Venue property.**

**Concessionaires / vendors are not permitted to make sponsorship deals or agreements without approval of the Flint River Entertainment Complex.**

**Roving vendors or solicitors are not permitted. Vendor operations must be confined to the boundaries of their rented space.**

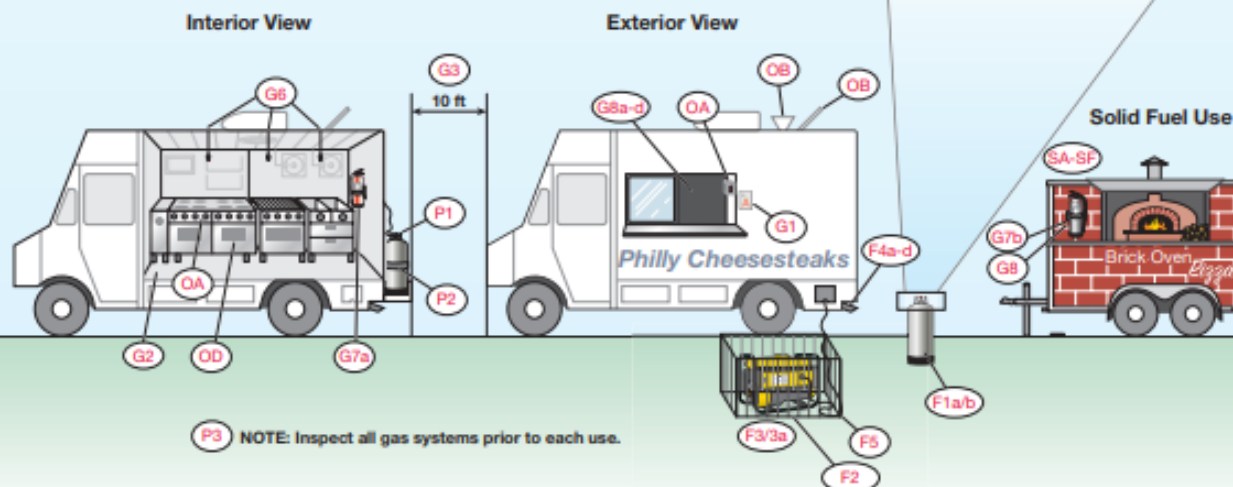
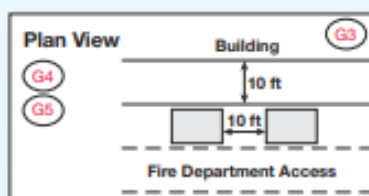
**Unleashed pets / dogs are not permitted on the Venue property at any times. During operating hours, only service dogs/animals are permitted on the property.**

**PLACEMENT:** The Venue reserves the right to place and relocate vendors where deemed appropriate. Vendor placement in a specific area/space is not guaranteed.

**ENFORCEMENT:** *Venue Management, without prior notice, may close any concession or move out any tenant not operating in accordance with the provisions stated herein and/or signed the signed provisions, or if, in the sole discretion of Venue Management, the operation and/or presence of the concession is not in the best interest of the Flint River Entertainment Complex. Should vendor/concessionaire be ejected from his/her space, no refunds will be given whatsoever.*



## 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. [1:1.12.8(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. [96:17.7.2.3] **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. [96:17.7.2.2] **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
  - LP-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).

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