

Event Organizer Vendor Check In And Set Up Check List

(1) Portable Fire Extinguisher Protection

(NOTE: Each non-cooking vendor does not require their own extinguisher **if** the event organizer has agreed to supply sufficient portable fire extinguishers with travel distance not to exceed 25M.)

- Vendors must have a portable fire extinguisher that has a minimum 2A 10BC rating. This rating can be found printed on the label on the side of the extinguisher. The extinguisher must also have a technicians tag attached certifying maintenance within last 12 months.
- A vendor that is deep frying requires an extinguisher with minimum 40 BC **or** K class rating. This rating can be found printed on the label on the side of the extinguisher. The extinguisher must also have a technicians tag attached certifying maintenance within last 12 months.

(2) Vendor Tents

- If a tent, tarp, canopy or similar shelter is being used by the vendor, the tent or canopy shall be labeled or have documentation provided confirming a high degree of flame resistance in accordance with one of the following standards:
 1. **NFPA 701, or**
 2. **NFPA 705, or**
 3. **CAN/ULC S-109.**
- Small tents and canopies manufactured by “Caravan” and “EZ-UP” have been proven to meet the above noted standards by the manufacturer, even if they are labeled otherwise (i.e. CPAI-84 etc.).

(3) Set up And Orientation Of Tents In Park

- Any individual tents that have an aggregate area of greater than 60 sq. m. (645 sq. ft.) require approval through building permit application and inspection by the building department.
- Multiple tents in a grouping shall not exceed a maximum area of 60 sq. m. (645 sq. ft.) without a minimum 3M fire break separating the grouping from other tents or structures.