

DR. MARTIN L. KING, JR. (MLK) DRUM MAJOR FOR JUSTICE PARADE

St. Petersburg, Florida
January 19, 2009

VENDOR CHECK LIST

_____ Vendor shall be required to fill-out and submit an acceptable 2009 MLK Parade Vendor Registration Form to Ariel Business Group, Inc.

_____ Vendor shall be required to pay a minimum registration fee of One Hundred Fifty Dollars (**\$150**), Two Hundred Dollars (**\$200**) per 10' X 10' space, Two Hundred Fifty Dollars (**\$250**) per 15' X 15' space, Three Hundred Dollars (**\$350**) per 20' X 20' space. MOVING VENDORS SHALL PAY FLAT FEE AND/OR PERCENTAGE.

_____ MLK Legacy Association (Parade Organizer) through Ariel Business Group shall provide paid vendors with the official MLK permit required to participate in the parade. The vendor shall be required to obtain all other necessary permits from the applicable regulatory agencies i.e., (Tent Permits), in addition, vendors may be required to provide proof of Liability Insurance.

Note 1 Vendor shall be required to visibly display permit (s) and license(s).

Note 2 If it is determined that a vendor has failed to comply with all applicable conditions set forth on this checklist, vendor shall be prohibited from operating during this event.

Note 3 Vendor shall be required to read attachments for additional information regarding vendor permit requirements for this event.

- ◆ Vendor space allocation (s) shall be based on a first come, first served basis
- ◆ Vendor set-up shall be between 7:00 AM – 10:00 AM on the day of the event
- ◆ Vendor booths must be staffed at all times
- ◆ Vendor booth breakdown/cleanup will be from 4:00 PM - 5:00 PM

I have read and agree to comply with conditions set forth in the Vendor Checklist.

Signed _____ Date _____, 20____
(Vendor or Designated Agent)

(Please note this payment is non-refundable)

FIRE DEPARTMENT

City of St. Petersburg
400 Dr. Martin Luther King Jr. Street South
St. Petersburg, FL 33701
(727) 893-7701

- Review applications for tent permits
- Provides permits for fireworks displays
- Provides vendor inspections prior to event opening
- Assigns emergency medical personnel as required/requested
- Issues public assembly permits as necessary

All organizations requesting permission to use pyrotechnics/fireworks must first obtain the necessary permits through the Fire Department, FAA and/ or Coast Guard. Once the federally licensed fireworks company has posted a \$1,000 bond, a 1,000,000 liability insurance certificate and received permission from the Coast Guard and FAA (if shot over water) – a fireworks permit (for \$50) will be issued by the Fire Prevention Division. FAA clearance must be obtained from support and maritime facilities for the event if held in the vicinity of the Albert Whitted Airport (727-893-7654). FAA clearance must be obtained if fireworks are to be shot from any inland area or park located within five miles of an airport. The FAA flight standard district office number is (727-551-1434). On-site fire inspectors, fire apparatus, rescue teams, and Police (detonation area and marine security) are required for all fireworks displays. Application must be made in writing at least 30 days in advance of the event (City Ordinance Section 13-39).

Section 13-93 of the St. Petersburg City Code requires a permit for any indoor public gathering if more than 600 persons at one time or more than 5,000 persons per day are anticipated to gather.

The current rate for providing services for special events is \$28.00 an hour for Fire Inspectors, \$23.00 an hour for paramedics, \$19.50 for Firefighters, and \$23.00 an hour for Fire Lieutenants.

The Fire Department has issued guidelines governing the cooking of food at outdoor events:

- 1. Cooking vendor separation is a minimum of 8 feet Vendor to Vendor.**
- 2. Tents:**
 - a. Separate tents for cooking and dining
 - b. Temporary wiring (lights, etc.) shall meet National Electric Code (N.F.P.A. #70) requirements.
 - c. Tents with enclosed sides or seating capacity in excess of 100 persons require emergency lighting and illuminated “Exit” signage.
 - d. Tent permit for all tents greater than 120 square feet from the building department.

3. Extension Cords:

- a. Must be a minimum of 3-wire, heavy duty and rated for the load intended.
- b. Cannot pose a tripping hazard.

4. Electric, Gas or Charcoal Grills Permitted:

- a. Propane burners should be listed manufacturer's device with either a U.S. or A.G.A. (American Gas Association) label.
- b. Gas cylinders must be firmly secured.
- c. Metal coal collection containers are required for charcoal grills.
- d. Power supply cords must be in good condition (no splices or bare wires).
- e. No smoking allowed in area of flammable gas cylinders.

5. Fire Extinguisher Requirements:

- a. Minimum of U.L. rated 2A10BC fire extinguisher inspected and tagged by a licensed fire extinguisher dealer.
- b. A U.S. rated 40BC fire extinguisher inspected and tagged by a licensed fire extinguisher dealer is required for deep fat fryers.

6. Fire Department Services:

- a. A minimum of one (1) EMS unit and one (1) Fire Inspector on site if expected attendance is over 10,000 for the day, or if access or service problems are anticipated.
- b. Costs for the above services and the cooking inspection will be billed to the sponsoring organization or promoter.

*** **These guidelines are not all inclusive. Additional requirements or resources may be needed based on past experience with the type of event scheduled.**