



**Council of Italian-American Societies of Summit County**

**Summit County Italian-American Festival**

**2018 Vendor/Exhibitor Opportunities**

**Festival Overview:**

The 71st Annual Award Winning-Summit County Italian-American Festival sponsored by the Summit County Council of Italian-American Societies and the City of Akron will be held on Thursday, July 12<sup>th</sup>, 2018, Friday, July 13<sup>th</sup>, 2018 and Saturday, July 14<sup>th</sup>, 2018 at Lock 3 Park in Downtown Akron on Main Street.

The festival dates have been changed to Thursday through Saturday in order to appeal more of the Downtown patrons and also to expand opportunities for overall attendance and income. Thursday provides an additional lunch opportunity for the vendors and exhibitors.

Our festival has been voted the Best Festival in Akron, Ohio by readers of the Akron Beacon Journal for 9 consecutive years. Attendance exceeds 50,000 patrons each year.

The Summit County Italian-American Festival is an Italian heritage festival-with the finest in food, entertainment and activities for the entire family.

Visit our new and expanded festival website at [IT-AM.org](http://IT-AM.org) for detailed information.

**Dates/Festival Hours of Operation:**

**Thursday, July 12<sup>th</sup>, 2018      11:00 AM thru 11:00 PM**

**Friday, July 13<sup>th</sup>, 2018        11:00 AM thru 11:00 PM**

**Saturday, July 14<sup>th</sup>, 2018     11:00 AM thru 11:00 PM**

(Fireworks Spectacular on Saturday at Dark in Lock 3)

**Festival Vendor and Exhibitor Administration Contacts:**

For all information and questions regarding Vendor and Exhibitors contact Theresa Romeo at (330) 990-4620 cell phone or via email at [johndaspec@yahoo.com](mailto:johndaspec@yahoo.com), Mark Barbuto (330) 472-2745 [Mbuto618@yahoo.com](mailto:Mbuto618@yahoo.com) You may also contact the Festival Chairman, Harry Ciccolini at (330) 760-4497 cell or via email at [heciccolini@twc.com](mailto:heciccolini@twc.com) with any questions.

**Summit County Italian-American Website:** [it-am.org](http://it-am.org)

(Please visit this site for updated information regarding the festival)

**2018 Festival-Food Vendor, Exhibitor and Crafter Opportunities.**

**Profit Food Vendor (Professional)**

This includes any food vendor who is professional in nature. Fees are based on street frontage; including awnings and hitches:

|            |                                       |
|------------|---------------------------------------|
| \$850.00   | Up to 12 feet frontage space          |
| \$1,000.00 | For 12 feet to 20 feet frontage space |
| \$1,225.00 | For over 20 feet frontage space       |

Fees include Electric, Water, Trash Disposal and Security (Guidelines and Restrictions Apply)

**Profit and Non-Profit Food Vendor Regulations and Stipulations:**

The Summit County Council of Italian-American Societies reserves the right to monitor, accept, restrict and or deny any and all Vendors and Exhibitors and or their applications. We reserve the right to enforce duplication rules and we also have the final decisions on the number of food items per food space that a vendor is permitted to sell. We also reserve the right to charge additional fees to vendor and exhibitors who exceed the number of food items permitted.

**Non-Profit Food Vendor:** Non-Profit Food Vendors-Are considered vendors who operate for non-profit charitable purposes. (Verification Required) These can be Service Organizations, Clubs, Schools, Societies, etc. Contact Theresa Romeo for additional information

**Profit-Non Food Exhibitors:**

These include Business Exhibitors and Service Company Exhibitors:

|          |                              |
|----------|------------------------------|
| \$650.00 | Up to 12 feet frontage space |
|----------|------------------------------|

NOTE: Additional rates are available and will apply for Exhibitors exceeding 12 feet frontage space. Contact Mark Barbuto for additional information.

All vendors must have city rated fire extinguishers. Please see the enclosed complete Fire Dept. information.

All vendors must have signage larger than 8" x 10" of items they are selling and the price.

Any vendor needing additional power for other vehicle will have an additional charge of \$50 and must be secured with Mark Barbuto prior to arrival.

#### **Crafter:**

Crafter Non-Profit      \$200.00 (10 Ft X 10 Ft) Space-Crafter Must create and Make their own products.

Non-Profit Organizations Exhibitors:

These include Churches, Societies, Schools, Organizations, Athletic/Youth Organizations/Senior Organizations.

We welcome your involvement and will work with you to make your participation possible and enjoyable. (A special application will be required. Please inquire as to guidelines and fees that may apply.

#### **Vendor/Exhibitor Space Depth Regulation:**

Trailer/Space depth and width is NOT to exceed 12 feet per City of Akron Regulations.

#### **Raffle/Drawings: Non-Compete Regulations:**

The Summit County Council of Italian-American Societies reserves the sole right to prohibit any and all raffles/drawings on the Festival Grounds and within the Festival areas OTHER THAN THE RAFFLE AND OR DRAWINGS OF THE SUMMIT COUNTY COUNCIL OF ITALIAN-AMERICAN SOCIETIES official festival raffle.

#### **Early Bird Application Incentive and Application Deadlines:**

Early Bird applications and ALL payments received by April 1, 2018 may take advantage of a 10% payment reduction in fees.

Deadline for ALL applications and fees is Wednesday, June 1<sup>st</sup>, 2018. Any application and fees received AFTER June 1<sup>st</sup>, 2018 will be subject to late fees.

#### **Application Rights Reserved by the Summit County Council of Italian-American Societies:**

The Council of Summit County Italian-American Societies reserves the right to accept; and or deny; any and all applications; and reserves the right to limit food duplication items; and the number of food items sold from and within an individual vendor trailer, area or tent space.

We also retain the right to charge an additional fee for vendors who exceed the number of food items permitted for vendor space.

The Council of Italian-American Societies of Summit County also reserves the right to terminate any vendor/exhibitor contract agreement for contract violations, non-compliance, and or for violations of our guidelines and rules.

Any decision to return any fees, and or to permit the vendor in question to continue participation in the festival, will be at the sole discretion of the festival administration of the Council of Summit County Italian-American Societies. This also applies to any violation of the City of Akron rules and guidelines as well.

### **Multiple Food Vendor/Exhibitor Location Applications:**

Multiple applications are required for EACH trailer/location. ALL information requested is necessary to process your application. Exclusion of Trailer size, Electrical requirements and stock truck requirements will result in rejection of your application.

### **Application and Payment Mailing:**

**Payments may be made in Cash, Certified Bank Check; and or Money Order. Please contact Theresa Romeo to make arrangements for cash payments. All checks are to be made payable to: Summit County Italian-American Council and MAILED to PO Box 26344, Akron, OH 44319. MUST INCLUDE COPY OF INSURANCE**

ALL checks will be deposited PRIOR to the festival dates. To ensure sufficient funds exist, to cover the fee amount due. In the event that any check is returned NSF, a NSF fee of \$35.00 will be added to your application fees. ALL payment fees due MUST be paid in full, in compliance with all payment deadlines.

### **Subletting/Subleasing of Space:**

The vendor/exhibitor agrees NOT to assign, sublet or apportion space. Each vendor must limit their services or products to their assigned space.

### **Festival-Vendor and Exhibitor Set Up:**

At the present time this information is being prepared; set up will be on Wednesday, July 12<sup>th</sup>, 2018, in pre-assigned time periods. When your application is approved, you will receive more detailed information. All set up is to take place in a timely, safe and controlled manner. All trucks, and vehicles used in the set up process must be removed from the street immediately following set up. If you utilize a company providing equipment such as tables, chairs and tents, these individuals MUST be kept informed that we are on a very tight set up time frame. At NO time are ANY vehicles to be left unattended during festival set up. NON-COMPLIANCE may result in vehicles being towed AT the owner's expense.

**NOTE:** Summit County Italian-American Council will be the first to have access to the festival set up areas. Our Tents, Tables, Chairs and other festival equipment will be set up FIRST - before any other vendor access will be permitted.

**NOTE:** Parking of cars, vehicles and trucks anywhere on Main Street during festival hours is strictly prohibited for safety purposes. All deliveries must be made prior to festival opening each day.

**NOTE:** During the entire set up time period, an owner/operator of your establishment that is knowledgeable about your operation **MUST** be on site. During the festival there **MUST** be at least one experienced person at least age 21 or over on site at all times during the festival.

### **Festival Vendor and Exhibitor Site Layout Plan:**

The Summit County Italian-American Festival Administration cannot guarantee that your preference for a location will be assigned. We will make every effort to accommodate your location request. The festival layout will be designed in the best interest of the overall festival.

Our first priority will be to accommodate vendors and exhibitors who have been with us for many years. In all matters, the festival administration will work in good faith efforts with each vendor/exhibitor in order to achieve total overall success for all involved.

The Summit County Italian-American Festival Administration reserves the right to limit and/or restrict the types of food, beverages and merchandise that are sold by vendors during the festival.

### **Festival-Vendor and Exhibitor Tear Down/Clean Up**

In order to assure a complete festival operation during ALL festival dates and times of operation; Each and every vendor and exhibitor **MUST** be in operation at all times. Tear Down is only permitted after the festival closes on Saturday night at midnight. There is to be **NO** early tear down. We sincerely appreciate your support and cooperation.

**NOTE:** We ask during tear down and clean up that trailers, tents, equipment, etc. be removed promptly and that your responsible area is cleaned, all trash and debris be taken to the available trash receptacles.

### **Festival Security/Hold Harmless**

Reasonable precautions will be taken by the Summit County Italian-American Council to protect property from periods of set up through the teardown period. Akron Police Department Officers will be on duty, however; we cannot insure the Vendor/Exhibitor against damages, losses, or injury; nor does the SCIAF assume any liability as a result of any damage, loss and or injury.

### **Rubbish Removal**

Vendors are responsible for the disposal of their trash into City of Akron dumpsters, which are provided for the festival completely throughout the festival site. Please breakdown cardboard boxes. Please use recycle containers if available. **DO NOT DISPOSE** of ANY TRASH in private dumpsters. Failure to comply with trash, grease or gray water will result in a fine and/or you will be required to place a security deposit for future festivals. You may be prohibited from participating in future festivals.

### **Water:**

Vendors are responsible for providing Health District approved food grade hose to the provided water outlets. Waste water, also called “gray water”, must be captured and disposed into an approved area. These areas will be appropriately marked.

#### **Grease:**

All grease from vendors must be disposed of in the approved containers provided by the City of Akron. These locations will be appropriately marked. Precautions must be taken to keep grease off the pavement.

#### **Electric Service:**

The City of Akron has adequate electrical hookup locations throughout the Lock 3 Park and festival site on Main Street. Vendors are required to provide their own hookup wires and cords. Vendors are also responsible for providing specific electrical needs information when completing the application. The City of Akron Electricians will be on site at the time of your set up. It is your responsibility to meet with the electrician at the time of your hookup. Vendor owner/operators MUST be on site with your operation at the time of your electrical hookup. ALL electric breaker boxes MUST be in the OFF position at the time of hookup.

**Electrical cords/wires MUST be covered in pedestrian traffic areas with approved industrial safety matting.**

**GENERATORS: There will be NO generators permitted anywhere on the festival grounds site; without the specific approval of the festival administration and the City of Akron-Fire Department Inspectors.**

#### **Inspections: Summit County Health District and Akron Fire:**

All Festival inspections will occur on Thursday, July 12<sup>th</sup>, 2018 at approximately 9:00 AM. All approved vendors and exhibitors will receive specific information when your application has been accepted.

If you have any specific questions regarding the Akron Fire regulations; please contact the Akron Fire Prevention Bureau at (330) 375-2211. If you wish to obtain a copy of the City of Akron Fire and Health Guideline booklet - Please contact City of Akron-Recreation and Community Events at (330) 375-2854.

All vendors offering Food Items-MUST either have a mobile food service license, and or purchase a temporary license through the Summit County Health District. For information contact them directly at 1100 Graham Road Circle, Stow, OH 44224, [www.schd.org](http://www.schd.org) or (330) 923-4891 and toll free at 877-687-0002.

#### **Exclusive Rights:**

The Summit County Italian-American Festival holds the exclusive rights to Instant Bingo, Raffles, Fireworks Novelties, Children’s blow up novelties. If you wish to work with the festival administration concerning these items, please contact Harry Ciccolini at (330) 760-4497. OTHERWISE, NO vendor and/or exhibitor is permitted to have these items anywhere on the festival site.

The Summit County Italian-American Festival Administration has the exclusive right for the sale and distribution of ALL Alcoholic beverages.

Giveaways and Walking Billboards, along with ANY Amplified Sounds are prohibited without the specific consent of the festival administration.

### **Liability Insurance and Liability Waiver:**

Please refer to specific guidelines enclosed in this packet regarding Liability Insurance; and our Liability Release Waiver. Failure to comply with ALL guidelines and forms will result in immediate cancelation of your approval to serve as a vendor/exhibitor.

### **Ice Sales and Ice Stations:**

For the convenience of vendors and exhibitors, ICE will be made available for sale during the festival hours, by the SCIAF. Vendors may choose to obtain their own ice, however, NO ice may be sold by any other vendor, entity or exhibitor. Please contact Eric Maghes at (330) 801-2438 for questions regarding ice distribution.

### **Tent and Equipment Rentals for the 2018 Festival**

If you have requirements for Tents, Tables, Chairs and other equipment: Charlie Miller, Miller's Party Rental at (330) 753-9104 will be the exclusive vendor. Contact Charlie Miller for help with your requirements. You may address any questions to the Festival Chairman, Harry Ciccolini at (330) 760-4497.

### **Summit County Italian-American Society and Festival Closing Application Statement**

The Summit County Council of Italian-American Societies - Exists to enhance our Italian-American Heritage. From the benefits of the festival; we are able to assist, support and provide many opportunities to Young People, Seniors, Social Service Agencies, Schools and Educational Scholarships.

Please visit our website at IT-AM.org for more information about us and the Summit County Italian-American Festival.

Our Festival is known as one of the best caliber Italian Festivals in our area and is Co-Sponsored and supported by the City of Akron and the City of Akron Mayor's Office. We have been voted the Best Festival in the City of Akron for many years and we are members of the State of Ohio Festival and Events Association. This agency only supports festivals and events operating under the finest caliber.

We sincerely thank you for your interest. If you are a returning vendor/exhibitor, we welcome you back. If you are new, we hope to offer you an opportunity for a very positive Vendor and Exhibitor experience.

We believe that you will find our festival that brings approximately 50,000 patrons to Lock 3 and Downtown Akron a rewarding and successful experience for you as well.

Sincerely,

The Administration of the Summit County Italian-American Festival

The Summit County Council of Italian-American Societies

**2018 Summit County Italian-American Festival**

**Vendor and Exhibitor Application**

**Name of Vendor/Exhibitor:**

**Name of Official Operation:**

**(Please Circle Below Area that Applies to You)**

**Vendor-Food-Profit**

**Vendor-Food-Non-Profit**

**Exhibitor-Profit**

**Exhibitor-Non-Profit**

**Crafter**

**Non-Profit Organization**

**Contact #1:**

**Name:**

**Address:**

**City:**

**State:**

**Zip:**

**Phone:**

**Cell:**

**Home:**

**Email:**

**Contact #2:**

**Name:**

**Address:**

**City:**

**State:**

**Zip:**



Phone:                      Cell:                      Home:

New Participant:

Returning Participant:

Circle the food item(s) that you wish to sell:

Chicken Tenders   Chicken   Subs   Gyros: Lamb / Chicken   Pasta   Salads   Corn on the Cob  
Steak   Philly Sandwiches   Cheese Steak   Fried Cheese   Wings   Peanuts

Baked items: Please Circle or List:

French Fries   Ice Cream   Spumoni   Italian Ice   Ribs: Beef   Soft  
Drinks Funnel Cake / Elephant Ear

Chinese:

(Please list additional items NOT on the list on a separate piece of paper)

Please Mark Item that Applies:   Trailer Tent Operation   Other (Please Describe)

Size of Space:              Frontage:                      Width:                      Height:

Electric Needed?   Yes   No   NEMA Plug?   Yes   No   Amps of Service Needed:

Please list ALL of your appliances and Amps per appliance:

(Use Additional Page/Paper if Needed)

Exhibitors:                      Type:                      Service Provider:

Crafter Items: (Must be Handmade)

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Any important information about your Vendor/Exhibitor Operation/Space that is important for us to know; but that has not been specifically mentioned and or addressed - Please explain on a separate piece of paper.

TOTAL AMOUNT DUE FOR THIS SPACE: \$\_\_\_\_\_

Method of Payment:           Cash   Certified Check           Money Order

TOTAL AMOUNT OF PAYMENT ENCLOSED: \$\_\_\_\_\_

All checks are to be made payable to: Summit County Italian-American Council and MAILED to PO Box 26344, Akron, OH 44319.

**Authorized Signature of Acceptance of Terms:**

I acknowledge that I have read the complete Vendor/Exhibitor Application Cover Letter, Overview and Application in Complete detail. I hereby agree to comply with ALL the terms hereto:

I attest that I am an authorized owner/employee/person of the before mentioned operation.

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

## Akron Fire Department Tent Authorization

**TO:** Summit County Building Dept.

**FROM:** Fire Prevention Bureau

**RE:** Tent Approval

The Akron Fire Department has no objection to the placement of the following tent(s)

Event Name \_\_\_\_\_

Located At \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_ Paid Fee \_\_\_\_\_

Tent #

Size

# \_\_\_\_\_ x \_\_\_\_\_

Set up date: \_\_\_\_\_

# \_\_\_\_\_ x \_\_\_\_\_

Take down date: \_\_\_\_\_

# \_\_\_\_\_ x \_\_\_\_\_

**The following provisions must be met for Fire Department approval:**

- |  |   |
|--|---|
| <input type="checkbox"/> Approved fire extinguisher in each tent   | <input type="checkbox"/> No Smoking signs posted      |
| <input type="checkbox"/> No cooking                                | <input type="checkbox"/> No candles or open flame     |
| <input type="checkbox"/> Electrical inspected by Building Dept.    | <input type="checkbox"/> No Sterno (or similar fuels) |
| <input type="checkbox"/> Flame treated table coverings             | <input type="checkbox"/> Number of exits: _____       |
| <input type="checkbox"/> Certificate of Flame Resistance for tents | <input type="checkbox"/> Exit signs                   |
| <input type="checkbox"/> Plot plan                                 | <input type="checkbox"/> Other: _____                 |

Notes: \_\_\_\_\_

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**I have been advised and understand the above provisions.**

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

## Akron Fire Department

### Akron Fire Department Fire Prevention Bureau Guidelines For Food Vendors, Fairs, Carnivals, and Festivals

This permit must be on site at all times.

#### EXTINGUISHER REQUIREMENTS:

1. All extinguishers must have a current tag.
2. All cooking vendors must have a K-Class extinguisher.  
Minimum size is 1 ½ gallons.
3. Any tent or canopy used should have a 2-A: 10-B:C minimum rated fire extinguisher in the appropriate number. (Travel distance to the nearest extinguisher shall not exceed 75 feet).

#### COOKING:

**The public cooking operation shall not commence until the Bureau of Fire Prevention has inspected and approved the public cooking operation. Failure to obtain Fire Prevention approval will result in the ordered termination of the cooking operation.**

All cooking appliances shall be located at the rear of the operator's area, protected and away from the public and pedestrian traffic and placed on a sturdy non-combustible surface and in a manner that does not create a safety hazard or a nuisance. Cooking appliances that produce smoke, fumes, or heat shall not be used unless an adequate method of ventilation and heat removal is provided. All cooking devices shall be attended during all times that they are in use, shall be shut off and disconnected during all times that they are not attended or not in use.

**No one under the age of 16 years old shall be allowed to cook. No new cooking vendor set-up will be allowed after the event starts for that day.**

COOKING WITH LP GAS OR OTHER FUELS:

LP gas bottles (propane), where permitted, shall have a substantial base or be anchored to a stable object as approved by the fire inspector. A maximum of 100 pounds may be permitted for each appliance. Spares stored on site must be properly secured. The supply hose shall be in good repair and show no signs of damage.

Tanks must be completely inaccessible to the public.

ALL COOKING APPLIANCES (CHARCOAL, PROPANE, DEEP FRYERS, ETC.)

MUST BE COMPLETELY INACCESSIBLE TO THE PUBLIC. Erection of snow fencing or like barrier is required to keep the public away from the area.

TENTS:

Any organization, private or public, that will utilize a tent(s) larger than 10 x 12 (120 square feet) must first make application for a tent permit through the Akron Fire Department. Even if permit fees are waived, approval must first be granted by the Fire Prevention Bureau prior to setting up the tent. A site drawing with all pertinent dimensions, of the tent, distance to the buildings and property lines, the certificate of flame resistance, and the date of set-up and tear-down shall be submitted. Aisles and exits in the tent will be maintained. **COOKING IN AN ASSEMBLY TENT IS NOT PERMITTED. Cooking under canopies is permitted if material used is fire retardant.** A final inspection is required.

See Extinguisher Requirements.

AISLES:

Adequate aisles (20 feet) shall be provided for Fire Department access. Set-up must be shown on the pre-approval site plan. Plans must be approved through the Fire Prevention Bureau. A fire inspection approval prior to opening to the public is required. No motorized vehicles shall be allowed in cooking areas.

EVENT \_\_\_\_\_ DATE \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE APPROVED \_\_\_\_\_  
Fire Inspector

**For additional information please contact the Akron Fire Department  
Fire Prevention Bureau.....330-375-2211**

**The Department of Public Safety**

**Division of Fire**

**Fire Chief Clarence Tucker**

**146 S. High Street**

**Akron, OH 44308**

**(330) 375-2410 • Fax (330) 375-2146**

**Fire Prevention Bureau (330) 375-2211**

I \_\_\_\_\_, DBA \_\_\_\_\_

(Print only)

have read and understand the requirements as outlined by the Fire Prevention Bureau guidelines for food vendors, fairs, carnivals and festivals. I agree to adhere to all provisions and failure to do so will result in the cancellation of approval. Such approval

shall remain in effect for the approved period of time unless revoked. Approvals are not transferable and any change in the operation shall require a new inspection.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

AKRON FIRE DEPARTMENT

FIRE PREVENTION BUREAU

146 S. HIGH STREET, 10<sup>TH</sup> FLOOR SUITE 1002

AKRON, OHIO 44308

(330) 375-2211

FAX # (330) 375-2146

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## **NOTICE TO PROMOTERS**

Promoters are required to obtain and distribute the Akron Fire Department Festival and Food Vendor Regulations to each vendor participating in their event. It is the responsibility of the promoter to ensure that each food vendor is aware of the K-Class Extinguisher requirement of the 2011 Ohio Fire Code.

Public cooking at events shall not commence until the Bureau of Fire Prevention has inspected and approved the public cooking operation. Failure to obtain Fire Prevention approval will result in the ordered termination of the cooking operation. Food vendors appearing on site after Fire Prevention has completed their inspections and have left the site shall not be permitted to operate.



In addition, the use of any tent larger than 120 square feet (10 x 12) requires that a tent permit be obtained from the Fire Prevention Bureau. There is a \$40.00 fee per tent permit.

## **ATTENTION FOOD VENDORS**

The State of Ohio requires all festival cooking operations in 2014 to have a K-Class fire extinguisher at the cooking site. Minimum size required is 1 ½ gallons. Any cooking operations not possessing a K-Class extinguisher will not be permitted to operate. K-extinguishers are only available through a fire extinguisher company. They are usually not open on weekends so be sure to obtain your extinguisher during the weekday prior to the event. Prices vary among companies. Below is a list of Akron area companies. The Akron Fire Department makes no recommendations.

ABCO Fire Prevention

154 Potomac Ave in Tallmadge

330-535-2008

SILCO Fire Prevention

451 Kennedy Road

330-535-4343

AUTO-TECH Fire Systems

577 Miami Street

330-762-3343

CHEMTRON Fire Systems

3823 Stow Road

330-688-0859

PITTS Fire Extinguisher

26 6<sup>th</sup> Street in Massillon

330-343-8367

To whom it may concern,

We have noticed during city events that many fire code violations have been occurring. We believe this could be happening because of some miss information on what the event coordinators need to do to have an event in the city. I hope to prevent some of these problems by sharing the information we need to get to the vendors and event coordinators.

1) Vendors –

- a) The fire prevention bureau needs a tent authorization form filled out by the vendors or by the company putting up the tents, even if the permit fees have been waived. The forms **must be obtained** from the 10th floor of the Citi center building 146 S.High St.
- b) Approved fire extinguisher in each tent that are bigger than 10 by 12 feet or 120 sq. feet which are 2A: 10BC and a Class K fire extinguisher if cooking
- c) Flame treated table coverings and Flame Resistance canopies
- d) A Plot plan of the event
- e) Exit signs
- f) No smoking signs
- g) Tents properly secured to the ground

Note: All tents require a permit that must be obtained from summit county building department before being erected

2) Fireworks –

- a) Hot Zone – This is an area within 100 feet of the product that is being placed for the firework shoot. No one is allowed in this area except the firework company setting up the fireworks and fire prevention.
- b) Fallout Zone – This area is defined as a radius of 70 feet per inch of the shell that is being used by the firework company. No one is allowed in this area except for the Firework Company and fire prevention, 15 min before and approximately 15 min after the firework are over to look for unexploded shells.

- c) Safety Zone – This area is defined as a radius of 100 feet per inch of the shell being used by the firework company. No one is allowed in this area during the firework shoot.
- d) Parking decks – ( Rubber ducks ) all exposed parking decks will not have cars park on them if possible nor have spectators on them during the firework shoot.
- e) Permit – Fireworks as well as any kind of flame effects must have a permit. This needs to get signed by the Fire Prevention Chief and the Police Chief. They also need to provide a plot plan, insurance information and a copy of the license they have. They need to have the permit authorized thirty days before the event.

3) Food Vendors –

- a) Permit – They must have a yearly permit done by the health department as well as an inspection done by fire prevention
- b) Fire Extinguisher - Must have a class K and a minimum rated 2A:10BC fire extinguisher
- c) Daily Inspections – They will also have daily inspection done by fire prevention for propane leaks and CO levels

4) Supporting Codes – Akron fire prevention title 9 chapter 93

a) **93.20 Applications to erect tents and similar structures.**

No person shall erect, operate or maintain, for any purpose other than exclusively for recreational camping, a tent, air-supported structure, wherein the shape of the structure is attained by air pressure, air-inflated structure or tensioned membrane structure, that covers an area exceeding one hundred twenty square feet, without first filing an application with the Bureau of Fire Prevention, and having the Bureau of Fire Prevention approve the same as being in compliance with this chapter

a) **93.40 Fires.**

- A. No person shall kindle or maintain any fire or knowingly furnish the material for any fire or authorize any fire to be kindled or maintained within the limits of the city.
- B. This section shall not apply to fires kindled or maintained within limits of the city for the purpose of cooking food for human consumption if the following requirements are complied with:
  - 1. Only charcoal, wood, liquefied petroleum gas or natural gas shall be used;
  - 2. The fire and the fuel that has been added to the fire shall be contained within a grill or other device that is designed to contain and capable of containing a cooking fire;
  - 3. The fire and extra fuel shall be kept a minimum of fifteen feet from all structures, and the extra fuel shall be kept a minimum of ten feet from the fire; and

4. The size, conditions, means of maintaining and other aspects of the fire, containment device and resulting smoke shall not present a safety hazard or nuisance.

C. A fire kindled or maintained within the limits of the city for the purpose of cooking food for human consumption may be ordered ceased if violations of this chapter exist, or if a safety hazard or a nuisance exists.

D.

T

his section shall not apply to fires kindled or maintained within the limits of the city for the purpose of providing heat for outdoor workers and strikers if the requirements of Ohio Administrative Code Chapter 3745-19 are complied with. Penalty, see § 93.99

a) **93.44 Open flame lighting devices.**

b) No person shall use, or permit the use of, any open flame lighting device in any place of assembly except where adequate precautions are taken to avoid danger of ignition of combustible materials or injury to occupants; and

c) Such devices are necessary for ceremonial or religious purposes; or

d) When approved, devices are used on stage and are a necessary part of a theatrical performance; or

e) Such devices are permitted under § 93.45. Penalty, see § 93.99 (Ord. 595-1996; Ord. 578-1992; Ord. 282-1981)

a) **93.45 Special food service devices and public cooking operations.**

b) No person shall use, or permit the use of, portable, nonflue-connected, cooking equipment in any place of assembly except equipment fueled by small heat sources such as candles or alcohol-burning equipment (including solid alcohol) may be used provided adequate precautions are taken to prevent ignition of any combustible materials, and provided the source can be readily extinguished by a proper fire appliance as specified in § 93.54 of this chapter.

c) Decorative candles may be placed on tables for food service, provided they are securely supported by substantial, noncombustible bases, are protected by a glass globe or wire mesh cage or other approved device, and are so located as to avoid danger of ignition of combustible materials or injury to occupants.

d) The operator of a public cooking operation shall comply with the requirements of § 93.40 "Fires," and shall also comply with the following requirements:

e) The public cooking operation shall not commence until the Bureau of Fire Prevention has inspected and approved the public cooking operation location;

f) All cooking appliances shall be approved by Underwriter's Laboratories and shall be used in accordance with the manufacturer's instructions;

g) All cooking appliances shall be located at the rear of the operator's area, away from the public and pedestrian traffic, and placed on a sturdy non-combustible base over a non-flammable surface and in a manner that does not create a safety hazard or a nuisance;

- h) All fryers, when used in a building or structure, shall be of commercial grade, shall comply with Underwriter's Laboratories, Inc. Standard 197, Commercial Electric Cooking Appliances, and shall have a maximum capacity of two gallons;
- i) All cooking devices shall be attended during all times that they are in use, shall be shut off and disconnected during all times that they are not attended or not in use;
- j) The operator's area shall be equipped with a portable K-rated fire extinguisher, and the operator shall be familiar with its operation
- k) The operator shall provide a container and method for the disposal of used oil, grease, wood, charcoal or similar byproducts.
- l) If a public cooking operation is located within a tent or air-supported structure, the operation shall also comply with the following requirements:
- m) During any time that a tent or air-supported structure is used by the general public, the tent or air supported structure shall not be used for public cooking operations;
- n) A tent or air-supported structure that is used for public cooking operations shall not be located within twenty feet of a tent or air-supported structure that is used by the general public unless a lesser distance will not create a safety hazard or a nuisance; and
- o) Cooking appliances that produce smoke, fumes or heat shall not be used unless an adequate method of ventilation and heat removal is provided.
- p) A public cooking operation may be ordered ceased if violations of this chapter exist, or if a safety hazard or a nuisance exists. Penalty, see § 93.99

#### 93.54 Fire appliances.

- a) A. 1. Appliances in Certain Buildings. The Chief of the Bureau of Fire Prevention shall survey each mercantile and manufacturing establishment, each school, church, theater, or other place of a semipublic character, each public cooking operation, each hospital or place of detention and each apartment house or tenement building, and shall designate suitable fire appliances in or near boiler rooms, kitchens, restaurants, public cooking operations, clubs, and like establishments, storage rooms involving considerable combustible material, rooms in which hazardous manufacturing processes are involved, garage sections, hallways, and areaways open to the public or which the public may be reasonably expected to frequent, and places of a generally hazardous nature. Such appliances shall consist of automatic alarm systems, automatic sprinklers, standpipes and hoses, fixed, wheeled, or portable chemical extinguishers of a type suitable for the probable class of fire, suitable fire blankets, manual or automatic covers, or appliances for the introduction of an inert gas. In specially hazardous process or excessive storage, appliances of more than one type may be required or special systems installed.
- b) 2. Protection for Places of Outdoor Assembly. Fire-extinguishing equipment shall be furnished by the person operating, conducting, or promoting an affair in an outdoor place of assembly, unless such equipment is otherwise furnished. The equipment shall be in kind and amounts deemed adequate for the purpose by the Chief of the Fire Division and shall be located as directed by the Chief. The equipment shall be in good working order and display a current annual-service tag.
- c) Fire Extinguishers on Certain Trucks. Hand fire extinguishers shall be furnished on each liquefied petroleum gas, diesel, gasoline or battery-powered industrial truck/tow-motor by the person owning or operating the unit. Portable extinguishers for these applications shall be ABC dry chemical types with a minimum rating of 2-A:10-B:C.
- d) B. Fire Extinguishers—Permit to Recharge.

1. All hand fire extinguishers shall be maintained in perfect working condition at all times. Extinguishers shall be inspected at least once a year and more often if so ordered by the Bureau of Fire Prevention.
  2. No fire extinguisher in any building, structure, or room not used exclusively for private living quarters, shall be recharged by any person unless certification has first been obtained from the State Fire Marshal. Such certification shall be issued to any person successfully passing the standard qualifying examination adopted by the State Fire Marshal.
  3. All hand fire extinguishers shall have an approved tag attached showing the date of last recharge and the identity of the person who recharged it.
- e) C. Smoke and Products of Combustion Detectors; Location—Installation.
1. Smoke and products of combustion detection systems shall be installed only by persons certified in accordance with Ohio Administrative Code § 1301:7-05 and having placed on file, with the Chief of Fire Prevention, a copy of the certification and obtained all required permits from the Building Inspection Department at least ten days prior to beginning of work in accordance with Ohio Revised Code § 3737.65.

All detector stations shall be installed in such a manner so as to adequately sample all air streams within the rooms or buildings being protected

**a) 93.65 Pyrotechnics.**

- b) The storage or sale of fireworks at wholesale or retail within the city is prohibited.
- c) Pyrotechnical displays or exhibitions shall obtain a permit from the Fire Chief prior to the program. An application for the permit shall be filed at least thirty days prior to the day of exhibition. Required permits may be issued only after the Fire Chief or his approved agent inspects the premises and determines that the premises complies with the requirements of Ohio Administrative Code § 1301:7-7-31.
- d) The Fire Chief may, at his discretion, remove, or have removed, at the owner's expense, all stacks of fireworks or other combustibles exposed for sale or held in violation of this section. Penalty, see § 93.99

**a) 93.99 Penalty.**

- b) Administrative Penalties. In addition to any criminal penalties that may be imposed pursuant to subsection C of this section, or penalties expressly stated elsewhere in this chapter, whoever violates or fails to comply with any of the provisions of this chapter shall be subject to the following administrative penalties:
  - a. For a first offense, a written warning shall be issued without an administrative fine.
  - b. For a second offense, an administrative fine of one hundred dollars.
  - c. For a third offense, an administrative fine of two hundred dollars
- d. For a fourth and subsequent offense, an administrative fine of one thousand dollars per violation per day.
- c) If an owner or occupant fails, neglects or refuses to pay an administrative penalty within thirty days, then the chief of the fire division shall so notify the Director of Finance. The Director of Finance shall certify the administrative penalty to the County Fiscal Officer. In addition to the administrative penalty, an interest rate equal to the current rate of interest charged by the city on special assessments shall be imposed by the city for the life of the administrative penalty, added

to the administrative penalty, and collected as provided in this section. The Director of Finance shall then certify the amount of the administrative penalty, including interest, to the County Fiscal Officer. The County Fiscal Officer shall enter the amount on the tax duplicate of the county as a special assessment against the real estate at issue.

- d) Criminal Penalties. Unless otherwise stated, whoever violates any of the provisions of this chapter, including the provisions of the Ohio Fire Code, as adopted in § 93.04, or fails to comply therewith, or violates or fails to comply with any order made thereunder, or builds in violation of any detailed statement of specifications or plans submitted and approved thereunder or any certificate or permit issued thereunder, and from which no appeal has been taken, or fails to comply with such an order as affirmed or modified by a court of competent jurisdiction, is severally for each and every such violation and noncompliance respectively, guilty of a misdemeanor of the third degree. The imposition of one penalty for any violation shall not excuse the violation or permit it to continue, and all such persons shall be required to correct or remedy such violations or defects within a reasonable time. When not otherwise specified, a separate offense shall be deemed committed each ten days that prohibited conditions are maintained.
- e) The application of the above penalties shall not be held to prevent the enforced removal of prohibited conditions. Penalty, see § 130.99