

Dear Vendor:

READ THE ATTACHED FORMS, CHANGES HAVE BEEN MADE

The attached Fire inspection notice is being done not only because it is a state requirement but to help reduce the possibility of injury and accidents to you, your staff, and the public. It is a common sense inspection to help you and your customers have an enjoyable Autumnfest weekend.

A K-class fire extinguisher is required if you are using a deep fat fryer, I understand a K-class fire extinguisher can be rented for the weekend at a very low cost from the same extinguisher company that inspects your other fire extinguisher.

Please look at your booth and equipment to ensure that everything is correct. If you have any questions or concerns please contact me or the Poseyville Fire Department.

We do not want to make it impossible for you to operate your booth, but we do want you to be safe.

NEW

Vendor space rented will be marked. All of vendor booth including hitch, booth access, tent, and support equipment are required to be kept within the space rented. No tables, chairs, or advertising on street in front of space.

Thank you
James Reynolds, Treasurer
jim.reynolds101@gmail.com

**2018 Poseyville Autumnfest
September 29-30, 2018
Vendor Registration**

Organization Name _____

Address of Organization _____

Contact Person _____ Phone _____

Items you will be offering _____

PLEASE READ THE ATTACHED VENDOR RULES BEFORE COMPLETING

Description	Price	No.	Amount
20 ft. Food Booth space on street:	\$100.00	_____	_____
10 ft. 1/2 Booth space on street:	50.00	_____	_____
10 ft. by 10 ft. Front lawn	60.00	_____	_____
220 volt electric power	20.00	_____	_____
110 volt electric power	10.00	_____	_____
	Total	_____	_____

Mail this form with check to:

Kiwanis Club of Poseyville

10110 John Will Rd.

Wadesville, IN. 47638

Forms available on line at: poseyvillekiwanis.org for more Autumnfest information.

Questions, Call Jim Reynolds @ 812 963-5700

Space must be paid in advance. You will be assigned the same space you had last year if registration is received by Sep. 1, 2018 unless you request a change. The committee may make some adjustments as the need arises.

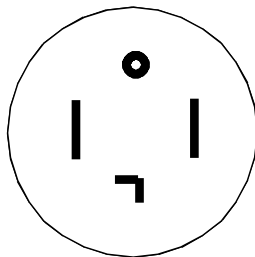
Registration Due by Sept. 10, 2018

See attached Vendor Rules

Vendor Rules

1. Vendor space rented will be marked. All of vendor booth including hitch, booth access, tent, and support equipment are required to be kept within the space rented. No tables, chairs, or advertising on street in front of space.
2. No vehicles allowed on street or yard during festival hours.
3. No parking of units on street curbs, damage to public, or private property
4. The Kiwanis Club reserves the right to refuse vendor space for any vendor whose merchandise is deemed unsuitable for the venue. Vendors may also be requested to remove merchandise that has been deemed unsuitable for a family-type atmosphere, poses a hazard, or generates complaints.
5. Vendors are expected to keep the areas around their respective booths free of litter or debris. Trash cans for public use will be provided and dumpsters for vender trash disposal will be provided. **The Autumnfest rents special dumpsters for this event, which are behind the Community Center. DO NOT USE THE DUMPSTERS BEHIND NORTH ELEMENTARY SCHOOL!**
6. ALL vendors are expected to clean up the area occupied by their booth upon disassembly of the booth.
7. Each vendor is responsible for the security of their booth including securing against bad weather. The Kiwanis Club will not be responsible for “rescuing” your booth in a storm.
8. Spaces on the lawn are approximately 10 ft. by 10 ft. Extra large booths will be charged accordingly (i.e. if your booth is 10x20, you will be charged \$120.00)
9. Vendors on the lawn may set up after 12 noon Friday.
10. Vendors on the street may set up after all school bus’ have returned, 4:30 pm.
11. Autumnfest hours are from 9 am to 9 pm Saturday, 10 am to 6 pm Sunday.
12. Autumnfest Parade starts 3 pm and normally lasts about an hour.
13. Unless prior arrangements have been made, booths are to remain until 6 pm Sunday. Food booths are to remain open both days. (Your booth need not open until 11am Sunday, there will be a worship service on the lawn at 10 am).

All Venders using 220 power will need to be able to plug into a standard 4 pin 40 amp. 220 receptacle. No direct wiring into breakers.



POSEYVILLE VOLUNTEER FIRE DEPARTMENT

22 N. ENDICOTT ST.

POSEYVILLE IN, 47636

(812) 874-2713



“REQUIREMENTS FOR CONCESSION STANDS”

CONCESSION STANDS SHALL COMPLY WITH THE FOLLOWING:

1. All electrical equipment and installations shall comply with the Indiana Electrical Code.
2. All booths shall provide a minimum of one 2 A-10 BC rated extinguisher and maintained to Indiana fire code. Each extinguisher must be serviced annually by a qualified extinguisher contractor (listed in the yellow pages under *fire extinguishers*) and must be tagged with current inspection date.
3. Booths utilizing a deep fat fryer must provide an **additional** extinguisher. A minimum of one (1) **K-Class fire extinguisher** shall be provided where deep fat fryers are in use. Each extinguisher must be serviced annually by a qualified extinguisher contractor (listed in the yellow pages under *fire extinguishers*) and must be tagged with a current inspection date.
4. Extinguishers must be located where they will be readily accessible in the event of a fire. **(Not under deep fryers or hidden under jackets, towels, etc.)**
5. Temporary booths utilized for cooking food must be located such that, a minimum of ten feet of clearance exists on two sides for the use of fire equipment or other emergency vehicles, and shall not be located within ten feet of amusement rides or devices.
6. LP gas containers must be installed and maintained in accordance with NFPA 58 “Storage and Handling of liquefied petroleum gases” and the Indiana fire code.
7. LP gas containers, CO₂, helium and any other compressed gases shall be secured in a safe manner. **(Free standing tanks shall be secured with chain or ratchet straps, so cylinders are tightly secured to booth. NO BUNGEE STRAPS OR CORDS.)**
8. When exposed to probable vehicular damage due to proximity to alleys, driveways, or parking areas, LP gas containers, regulators, and piping shall be suitably protected.
9. Booths will be inspected before opening by the Poseyville Fire Department and fire inspector. Those booths found to be in violations will not be allowed to open until said violations have been rectified **(NO EXCEPTIONS)**.
10. Additional fire safety requirements may be imposed based upon the specific circumstances at time of inspection. Inquires about fire code information may be made to the Poseyville Fire Department at 812-874-2713, or fax 812-874-1402.