



HOME OF PELICAN ISLAND  
BUILDING DEPARTMENT  
FIRE PREVENTION OFFICE

1225 MAIN STREET • SEBASTIAN, FLORIDA 32958  
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## VENDORS CHECKLIST

### SPECIAL EVENT VENDOR REQUIREMENTS

General: **Please read carefully / initial each section and sign at the bottom.** All vendors shall be responsible for the following items:

SPECIAL EVENT NAME: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_

VENDOR CONTACT: \_\_\_\_\_

EVENT COORDINATOR: \_\_\_\_\_

enclosure unless prior approval from the Fire Prevention Office is obtained.

**SPECIAL EVENT PERMIT NO.** \_\_\_\_\_

**TENTS:** All tents shall have some type of **Flame Retardant or Resistant Certificate (TAG or PAPERWORK)** on-site and submitted to the Fire Prevention Office prior to the event. Shade canopies smaller than 12x12 without sides may be approved for use on a case by case basis. Canopies must be spaced a minimum of 4 ft. apart. No smoking allowed in any tent.

**STORAGE:** Use or handling of flammable liquids or gases shall be prohibited at the site unless specifically approved and inspected by the Fire Prevention Office.

**COOKING TENTS:** Tents are allowed to have cooking **(APPROVED APPLIANCES)** along the outer edges of the tent. LP gas tanks must be secured in place (max cap 20lbs.) Fire Extinguisher must be readily available. Any LP tanks larger than 20 lbs. shall be secured 10 ft. from tents with gas lines secured. All cooking vendors shall have a 10ft. separation from all other non-cooking vendors. **NO DEEP FRYING UNDER TENTS.**

**FLOOR/DECOR:** No hay, straw, shavings or similar materials shall be permitted to be used within any structure, tent or canopy. Exceptions: Pre-approved flame retardant treated materials or livestock bedding/fodder.

**FIRE EXTINGUISHERS:** It is recommended that every vendor have an extinguisher. At least one currently certified and tagged, or within one year of manufacture date, extinguisher is required every 75 ft along event walkways. All vendors who are cooking and/or using generators are required to have at least one **5lb ABC currently certified and tagged, or within one year of manufacture date, (2A10BC) extinguisher.** All vendors who are deep fat frying are required to have at least one currently tagged **Class K extinguisher.**

**GENERATORS:** Generators shall be on level ground, secured, and safely arranged and isolated from the occupants/general public. Exhaust shall be directed away from combustible material(s), people and/or animals. Spare fuel shall be stored in an approved container at a safe distance from the generator. **NO HOT FUELING.** Fire extinguisher required.

**SEATING:** Seating and chair arrangements shall be approved by the Fire Prevention Office prior to the event and have a minimum of 3ft. wide walkways to all exits in the tent. Tents with an occupant load of over 49 require a minimum of 2 exits.

**ELECTRIC:** wiring and lighting shall be free of damage. All electrical equipment shall be isolated from the occupants/general public in a safe manner. All electrical connections and devices shall be in approved enclosures.

**LARGE TENTS:** For tents, 20x20 or larger where enclosures are used (sides), exits shall have exit signage. If a tent is used at night, exit signs will have attached emergency lighting and be AC and DC powered. 20x20 or larger tents must have NO SMOKING signs.

**COOKING:** All food cooking concession trucks, trailers, and structures of rigid construction are required to have a currently tagged commercial ventilation and extinguishment/suppression systems if required per the FFPC and NFPA 96.

*Code References: Florida Fire Prevention Code (FFPC), NFPA 1, NFPA 96, NFPA 70, NFPA 101, & NFPA 102.*

**Any vendor(s) found not complying with any of the checklist items may not be allowed to open and/or operate until compliance is made.**

***I have read and understand the above vendor requirements for this Special Event***

**OPEN FLAMES:** Any unauthorized open flames, fireworks or fuel-fired lighting or devices are prohibited in any tent or similar

X \_\_\_\_\_  
Responsible Party in Charge of Special Event