



Sacramento Hmong New Year, Inc.

PO BOX 310, Elk Grove, CA 95759

(916)-476-5018 | info@sacramentohmongnewyear.com

SacramentoHmongNewYear.com

SACRAMENTO HMONG NEW YEAR, INC. VENDORS AGREEMENT

Rules and Regulations

The following rules and regulations are set forth by Sacramento Hmong New Year, Inc. (SHNY). These rules are applicable to all vendors, business owners and participants who rent or occupy spaces at the Sacramento Hmong New Year Event at Cal Expo. All vendors are to respect and follow police officers, security officers, and any SHNY officials. Rules and regulations are to ensure that this festival will be safe, secure, and enjoyable for all vendors and attendees.

Please read and initial at the end of each section, indicating you have fully read, understood and accepted each section of the rules and regulations.

Section I. Vendor Responsibilities and Obligations

- **Any vendor selling items that can be eaten, chewed, or drank, including frozen meats, dry grains, candies, or produce:**
 - I understand I must completely read , fill out, turn in my Temporary Food Facility Form (TFF) and comply with the rules and regulations set on the County's TFF form.
 - I understand that I must comply and pass all County inspections.
 - I understand that there is a free training provided by the county and Sacramento Hmong New Year, Inc., a pre-inspection the day before the event and Sacramento Hmong New Year, Inc., recommends us to take advantage of booth days to insure passing inspection on the day off.
 - I understand that if I do not pass inspection by the County, I will have to pay a re-inspection fee upfront on the 2nd inspection and subsequent inspections.
 - I understand that if I do not pass inspection or pay for the re-inspection fee, I will be shut down for the day or the entire event without any refund due my lack of responsibility.
 - I understand that I must have a fire proof tent and/or fire retardant tent on the top and on the sides as described and in accordance with the Fire Marshall's regulations set forth by the State of California.

- I understand that I must be stationed at my assigned booth and may not extend beyond my booth. If I choose to relocate to another open booth, I must get authorization from Sacramento Hmong New Year, Inc.
- I understand that I am responsible and must obtain any necessary insurance to cover myself, my staff, customers, properties, and any issues that may occur in or around my Vendor space at the Event. Sacramento Hmong New Year, Inc. will require proof of insurance prior to any Vendors being able to operate during the Sacramento Hmong New Year Festival.
- I understand that I am responsible for obtaining any licenses or permits required by the County in order to conduct normal business.
- I understand that I will not hold Sacramento Hmong New Year, Inc. or Cal Expo responsible for any damages that may occur to me, my staff, customers, properties and any issues that may occur in or around my Vendor space at the Event regardless of fault.
- I understand by signing and initialing this agreement, I waive my rights to sue Sacramento Hmong New Year, Inc., coordinators of Sacramento Hmong New Year, Inc., and Cal Expo for any incident that may occur during the Event.

_____Initial here indicating I have fully read, understood, and accepted the Vendor Responsibilities and Obligations.

Section II. Payments

- Preferable payment is Money Order or Cashier Check.
- Please make payment to: **Sacramento Hmong New Year, Inc.**
- Mail application and payment to: **PO Box 310, Elk Grove, CA 95759**
- **No personal check.** They may be returned and you may lose your reservation. Returning vendors who have already made a deposit must pay the remaining balance by **09/15/2026**. Any vendors with a balance after **09/15/2026** will risk the loss of their reservation and will be subject to relocation.
- Vendors who made their payment in full by or before **09/15/2026** will secure their reservation.
- **All vendors are aware there is no refund on any deposit regardless of sickness, death, natural disasters, failing inspections, or any other unexpected event that may occur. The event is held rain or shine. There are no refunds due to inclement weather.**
- There are no single day rentals. All space is rented for the duration of the Event.

_____Initial here indicating I have fully read, understood, and accepted the Payments provision.

Section III. Vendor Entry and Badges

- VENDOR is allowed to enter the premises of the event fairground with a valid parking pass issued by Sacramento Hmong New Year, Inc.
- VENDOR vehicles without a valid parking pass will not be allowed to enter the event.
- VENDOR vehicles are not allowed to enter the vending area after 8:00 am.
- VENDOR must move all vehicles from the vending area to the parking area by 8:00am.
- VENDOR shall at all times display their parking pass on the dashboard of their vehicle. Any vehicle not displaying their parking pass will be cited and towed at owners' expense.
- No sleeping overnight at the Event.
- If you lose or misplace your vendor entrance/parking tickets, or are stolen, it can be purchased at the regular admission price. You will not be reimbursed.
- It is the vendor's responsibility to let their staff know that they must wear their badges at all times, especially when going in and out of the event.

_____Initial here indicating I have fully read, understood, and accepted the Vendor Entry and Badges provision.

Section IV. Electricity/Power/Tents

- Sacramento Hmong New Year, Inc., will provide electricity to the Audio and Food section only.
- Merchants, Section-B, Non-profit/Small Business and some of Audio, SHNY will not supply power. It is the responsibility of those vendors to bring their own source of power.
- Sacramento Hmong New Year, Inc., will not provide tents for any vendors. Any cooking tents, tents in general, tables or chairs are the vendor's sole responsibility.
- All vendors' tents must be fireproof and fire retardant on the top and on the sides as described and in accordance with the Fire Marshall's regulations set forth by the State of California.
- There will be no generator allowed.

_____Initial here indicating I have fully read, understood, and accepted the Vendor Entry and Badges provision.

Section V. Audio and Video

- Refer to Sacramento County Code, Title 6 Health and Sanitation, Chapter 6.68 Noise Control web link below for more information.
<https://codelibrary.amlegal.com/codes/sacramentoca/latest/overview>
- **Noise amplification equipment is not allowed unless approved by SHNY in advance.**
- **Speakers are required to set back a minimum of 6 ft behind the front of the line marked. Vendors who violate this policy will be warned. After 3 incidents, if the vendor disregards this warning, SHNY has the right to turn over the vendor to the Event security/police to close down the vendor's booth. There will be no refund.**

- Sacramento Hmong New Year, Inc., will provide power to the Audio/Video and Food Section with the exception of booth A46 - A74 which is listed on the Audio application.

_____Initial here indicating I have fully read, understood, and accepted the Audio and Video provision.

Section VI. Non-Profit, Small Business & Students/Schools

- No loud noises or music allowed.
- No money transactions or sales are allowed.
- No selling any food or beverage of any kind.
- If you do not have a 501(c)3, you are considered not a non-profit.
- **Non Profit** organizations with an attached copy of their 501(c)3 will receive up to a maximum of two (2) booths where the first booth fee is waived. Non-profit will only be allowed to set up before the event from Tuesday through Wednesday. After Wednesday, if set up is still required, they will wait until general admission opens and bring their items through general admission.
- **Non Profit** will not have free entries or parking passes. Non Profit is aware that in receiving their free booth, they will be responsible for purchasing their own admission and parking. Notwithstanding, if a non-profit purchases their booth, they will receive admission passes and parking in accordance to the non-profit application.
- **Students/Schools** that want to participate as a vendor during the Event are limited to 5 schools. Students should fill out the application process and submit a proposal why their school should be selected to participate at the Sacramento Hmong New Year. For example, what can their School do to benefit the community, show how they plan on explaining their program to the community, etc. The proposal should be submitted before November 15th to the Chair Vendor. If selected, the Chair Vendor will contact the Student.
- **Students/Schools are not permitted to engage in the transaction of goods and services without a written consent from Sacramento Hmong New Year, Inc.**
- **Small Business** should only be for marketing and or promoting their business only.

_____Initial here indicates I have fully read, understood, and accepted the Non-profit, Small Business & Students/Schools provision.

Section VII. Food

- Vendors shall not sell or make available for purchases any items which are not a food or beverage item. **No can/glass drinks are allowed to be sold during the Event or be allowed on the premises.**
- **Coca-Cola products should be sold only during the Event.** Selling non Coca-Cola products will be subject to removal.

See the following link to all Coca-Cola related products.

<https://www.coca-colacompany.com/brands>

- **All grilling or cooking will be in the back of the tent and at least 15 feet from the structure. No exceptions.**
- **All food vendors must have a Class K fire extinguisher.**
- **All vendors' tents must be fireproof and fire retardant on the top and on the sides** as described and in accordance with the Fire Marshall's regulations set forth by the State of California.
- Knives or other sharp objects must be securely locked and stored away from passerby when not in use. Any vendor who brings such objects to the Event will be solely and totally responsible for this tool in the case it is used as a weapon against someone.
- Vendors are liable for the entire product they sell. Vendors are encouraged to report any problem that occurs during the Event to the Sacramento Hmong New Year, Inc. security staff.
- Vendors who sell sugarcane must chop them into small pieces and sell it in a bag only. Uncut sugarcanes should be secured and stored beyond reach of passersby.

_____ **Initial here indicating I have fully read, understood, and accepted the Food provision.**

Section VIII. Schedule

- **Mandatory Orientation & Training** (*Applies to only Food & Merchant Vendors*)
 - Date: 10/30/2026
 - Time: 9:00 AM - 11:00 AM
 - Location: 11080 White Rock Rd. STE 200, Rancho Cordova, CA 95670
 - (916)-875-8440 (Environmental Health)
 - (916)-875-8550 (Environmental Compliance)
- **Set-Up**
 - Monday 11/23/2026 to Wednesday 11/25/2026
 - Thursday 11/26/2026 (CLOSED FOR THANKSGIVING)
 - Friday 11/27/2026 before 7:30 AM
- **Clean-Up**
 - Monday 11/30/2026 (LAST DAY TO CLEAN UP)

Section IX. Restrictions and Miscellaneous

- **No selling of any plastic or wooden gun. Any vendors found selling or displaying such items will be confiscated and Vendors will not be reimbursed for such loss or items confiscated.**
- Vendors who bring knives or other sharp objects must keep them away from bystanders. Any harm that comes with their object being used as a weapon will be the vendor's fault due to their negligence.

- No gambling, selling or consuming of alcohol, tobacco, illegal drugs, contrabands, or other illegal products at the event.
- No personal heaters allowed on the premises.
- No staking allowed.
- Vendors who damage the properties will be fined and/or removed from the Event.
- Cleaning fee is **\$500; no money deposit required but VENDOR must properly clean their area. A cleaning fee would be assessed for vendors who do not clean their space.**
- Sacramento Hmong New Year, Inc., does not guarantee vendor sales. Attendance is projected and based on previous year attendance. It is an estimate only.
- Sacramento Hmong New Year, Inc., reserves the right to make any changes without notification. We also reserve the right to refuse services to anyone without any cause. It is the Vendors responsibility to check for any updates and changes that Sacramento Hmong New Year, Inc., may have done.
- Display must be within your designated boundaries assigned to you. The vendor is responsible for fines if the display is beyond the limits assigned to the vendor.
- **The person applying for the Booth must be the same person signing the Vendor Agreement. The person must submit a copy of their current State or Driver's ID.**

_____Initial here indicating I have fully read, understood, and accepted the Restrictions and Miscellaneous provision.

I _____ **(Print Vendor Full Name)** have read and fully understand the entire terms and conditions of this agreement contract (VENDOR AGREEMENT). I agree to abide by and follow the SHNY Vendor Agreement. If I violate any of the above terms and conditions, Sacramento Hmong New Year, Inc., has the right to terminate me from the Event without further obligation or refunds and seek punitive damages caused by Vendor's actions.

X

Vendor's Signature

Printed Name:

Title:

Date:



Sacramento Hmong New Year, Inc.

PO BOX 310, Elk Grove, CA 95759
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 SacramentoHmongNewYear.com

Merchant, Audio & Herbals Application 2026-2027	Booth # B-P:	Booth # OS:
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Business Name:		
Owner's Name:		State ID/ DL:
Address:		
Primary: ()	Secondary: ()	Email:
Select all that applies:	☐ Pokemon Trading Cards & Merch	

☐ Cashier's Check	☐ Money Order	☐ Cash	*TTF is required for Low Risk Applicants selling drinks/snacks.
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<u>Cashier's Check #:</u>		<u>Money Order #:</u>	
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Select booth: (Power/electricity is limited to some spaces)	Quantity:	Total Booth Fee:
☐ Corner (10x10)	\$500.00	\$
☐ Regular (10x10)	\$400.00	
Low Risk Fee *(TTF)	\$116.00	

SHNY USE ONLY		
Verified By:	Date:	Notes:
☐ Partial payment	☐ Full payment	
☐ Pending badge	☐ Badge Collected	
☐ Pending P-Pass	☐ P-Pass Collected	

Parking & Entrance Passes for Vendors:	<i>**If more than 1 booth, multiply your quantity for all badges and booth sizes.**</i>
☐ For 1 Booth: 1 Parking Pass and 2 Photo ID Badges per day	
☐ For 1 Booth the size of 10x10	

Vehicle Information:				
Year	Make	Model	Color	License Plate No.

Name of individuals working in your booth:	
1.	5.
2.	6.
3.	7.
4.	8.

Note: If you have any questions regarding the vendor's application for our events, please call/text Za Yee Cheng at (916)-960-8100 for the fastest response from our coordinators.

By signing this agreement, I understand and agree to the terms and conditions in good faith and in accordance with Sacramento Hmong New Year, Inc. (SHNY). This contract is hereby entered into between Sacramento Hmong New Year, Inc. (SHNY) and hereinafter, said "vendor", in the city of Sacramento and the State of California. In witness whereof, the parties hereto have executed this agreement the day and year signed below.

***All balance due on 9/15/2026. If full payment is not received by the due date, you will not receive your badge and parking pass.**

<u>Vendor's Signature</u>	<u>Vendor's Print Name</u>	<u>Date</u>
X	X	
<u>SHNY Representative's Signature</u>	<u>SHNY Representative Print Name</u>	<u>Date</u>
X	X	

GENERAL:

Fire and life safety requirements shall be applicable to any exhibit space, booth, trailer or tent within the fairgrounds. This list is not meant to cover all possible situations and the Promoter or Fair is responsible for adhering to all applicable regulations.

1. Plans identifying the configuration of exhibit spaces shall be submitted to the SFM for review and approval 30 working days prior to the event. Plans shall indicate the location and size of all exit doors and aisles, and shall show exhibits both inside and outside of any building. Where seating is provided, the plan shall indicate the number of rows and seats between aisles. Final approval is subject to field inspections.
2. SFM may enter any portion of any exhibit space/ booth at any time for the purpose of inspecting the premises for fire and life safety.
3. No display or exhibit shall be installed or operated that will interfere or block in any way with access to any exit or with the visibility of any exit sign. No display shall block access to fire-fighting equipment, such as fire extinguisher stations, fire alarm pull stations, fire hose cabinets and fire hydrants or access by fire suppression vehicles or equipment.
4. The location of all hydrants, fire extinguishers, water barrels, etc. shall be clearly marked in all areas.
5. The exhibition of vehicles powered by internal combustion gasoline engines inside buildings shall require the following:
 - a. Fuel tank shall be no more than 1/4 filled and the gas cap shall be taped in place to deter removal.
 - b. The battery or batteries shall be disconnected and the battery terminals taped with electrical tape.
 - c. Vehicles shall be inspected by SFM.
6. No open flame is allowed in any Fair Building.
7. Bark dust or like material shall be kept moist at all times.
8. All carpet edges shall be securely taped in place. Carpeting shall only be used on the floor.
9. "NO SMOKING" signs shall be posted. Outside Smoking areas shall be provided with appropriate non-combustible containers for ashes.
10. A housekeeping program shall be maintained and adequate non-combustible trash receptacles shall be provided in all areas and all trash will be removed on a regular basis.

BOOTH CONSTRUCTION/LOCATION:

1. Booths shall be located a minimum of 20 feet from any permanent structure. If conditions warrant, distance may be reduced as approved by the SFM.
2. All fabric or pliable canopy covers, side/back drops and decorative material must be:
 - a. Inherently fire resistive and labeled as such; or
 - b. Treated by a SFM licensed applicator. If the booth is owner occupied, it may be treated by the owner with a SFM approved fire retardant chemical (*empty can and dated sales receipt may serve as proof*).
3. Exit openings shall be a minimum of 3 feet wide and 6 feet, 8 inches in height.

FIRE SAFETY TIPS:

1. Know where the fire extinguisher is located and how to use it.
2. Do not leave food cooking unattended.
3. Do not wear loose-fitting clothing when cooking.

4. Keep combustibles away from heat sources.
5. In case of emergency, dial 9-1-1.

ELECTRICAL:

1. Electrical extension cords shall be of the heavy-duty three-wire (grounded), hard-usage type. No two-wire extension wiring shall be allowed. All extension wiring shall be protected from physical damage and shall be limited to 20 feet in length. This shall be temporary use.
2. Electrical equipment and installation shall be inspected and approved by a qualified person or concern acceptable to the SFM.

LIVESTOCK/BARN AREAS:

1. Heat production appliances, such as space heaters, electric skillets, toasters, coffee makers, hot plates and any other appliances which may be used for cooking purposes, shall **not** be permitted in the barn or livestock areas. Electrical devices in good repair and properly maintained and used in direct connection with the care of animals may be exempt from the above.
2. Smoking shall not be permitted within the barn, stable, or livestock areas, or in exhibits using sawdust, hay or like materials on the floor.
3. The storage of flammable or combustible liquids or machines containing such shall not be permitted inside any livestock areas.
4. Fire hoses, fire extinguishers or other fire equipment shall only be used in case of an emergency. These devices shall not be blocked or obstructed at any time.
5. The roads around the barns shall be kept clear so that fire apparatus may be able to pass through at any time. Minimum width of these roads shall be 20 feet.
6. No vehicles shall be parked in any barn or livestock areas.

RV PARKING: Fire and life safety requirements shall apply to the use or parking of recreational vehicles on undeveloped sites on the fairgrounds.

1. Plans identifying the configuration of the site shall be submitted to SFM for review and approval at least 30 days prior to site development.
2. The site shall maintain an all-weather surface with adequate roads having 20 feet minimum width for fire department apparatus.
3. A minimum of 30 feet of clearance shall be provided between the site and any adjoining fair structure or surrounding property.
4. All combustible growth shall be cleared from the site and from the property surrounding the site for a distance of at least 30 feet.
5. Painted lines, fences, posts, ropes, etc. shall be used to designate roadways from vehicle parking areas.

FOOD SERVICES AREAS: Fire and life safety requirements shall be applicable for all food services areas, including temporary concession stands inside or outside of buildings and food concession trailers.

1. The use, storage and handling of any flammable or combustible liquid shall be subject to approval by SFM. Location of use and storage of any flammable or combustible liquid shall be noted on the plans prior to approval (see General Item #1)
2. The use and storage of portable containers of Liquefied Petroleum Gas (LPG) inside buildings or tents is subject to approval by SFM. Location of use and storage of any portable container of LPG shall be noted on the plans prior to approval (see General Item #1). All cylinders must be secured to prevent tipping or falling over.

3. Commercial cooking may be allowed only in approved locations with approved equipment. SFM Approval is required prior to use.
4. Cooking booths must be separated from non-cooking booths by 10 feet.
5. A California licensed company shall service all Automatic Fire Extinguishing Systems (Hood System) every six months. The company performing the service shall either be licensed by the SFM and possess an Automatic Systems License, or possess a C-16 license issued by the California State Contractor's Licensing Board.

Fire Extinguishers:

1. Each booth shall be provided with a minimum 2A10BC rated portable fire extinguisher.
2. Each booth with deep fat fryer shall have a Class K portable fire extinguisher.
3. All portable fire extinguishers must be serviced by a SFM licensed company annually, with a service tag attached.

Deep fat or flambé type cooking operations may require additional and/or larger units, as per the SFM. Fire extinguishers shall conform to the following:

- a. The fire extinguisher must be mounted or secured so that it will not fall over.
- b. It must be visible and accessible and away from cooking area.

Deep Fat Fry/flambé Cooking: Deep fat Frying or flambé cooking operations shall be located in a separate enclosure where only cooking operations are performed. Such enclosures shall conform to booth construction requirements as previously outlined, but the top of the enclosure shall be OPEN or, when required by the Health Department, shall be provided with METAL SCREENING with a minimum height of 7 feet.

Wood Barbecue Cooking:

1. Wood barbecue cooking is prohibited inside of booths.
2. Wood barbecue cooking shall be performed only in areas away from public access.
3. Distances from wood barbecues to permanent structures or festival booths shall be as approved by the SFM.
4. Fuel wood shall not be stored inside of booths.
5. Coals shall be disposed of only in metal containers that have been designated for such use and approved by the SFM. Dumping coals in trash containers is prohibited!

Charcoal Barbecue Cooking:

1. Charcoal barbecue cooking is prohibited inside of booths or tents.
2. Only commercially sold charcoal fuel may be used.
3. Charcoal cooking shall be performed only in areas away from public access and shall be located a minimum of 15 feet from any booth with a minimum of 20 feet from any permanent structure.

**THIS FORM MUST BE COMPLETED AND POST-
ED IN EACH BOOTH, BARN, EXHIBIT HALLS
PRIOR TO EVENT**

BOOTH CONSTRUCTION/LOCATION:

- ☐ Minimum of 20 feet from any permanent structure.
- ☐ All fabric or pliable canopy covers, side/back drops and decorative material must be inherently fire resistive or treated.
- ☐ Exit openings shall be a minimum of 3 feet wide and 6 feet 8 inches in height.

ELECTRICAL:

- ☐ Electrical extension cords shall be of the heavy-duty three-wire (grounded), hard-usage type.
- ☐ Electrical equipment and installation shall be inspected and approved by a qualified person.

LIVESTOCK/BARN AREAS:

- ☐ No space heaters, electric skillets, toasters, coffee makers, hot plates and any other appliances.
- ☐ No storage of flammable or combustible liquids or machines.
- ☐ Fire hoses, fire extinguishers or other fire equipment shall not be blocked or obstructed at any time.
- ☐ The roads around the barns shall be kept clear so that fire apparatus may be able to pass through at any time. Minimum width of these roads shall be 20 feet.
- ☐ No parking of any vehicles in any barn or livestock areas.

RV PARKING:

- ☐ The site shall maintain an all-weather surface with adequate roads having 20 feet minimum width for fire department apparatus.
- ☐ A minimum of 30 feet of clearance shall be provided between the site and any adjoining fair structure or surrounding property.
- ☐ All combustible growth shall be cleared from the site and from the property surrounding the site for a distance of at least 30 feet.

FOOD SERVICES AREAS:

- ☐ No use or storage of portable containers of Liquefied Petroleum Gas (LPG) inside buildings or tents.
 - ☐ All cylinders must be secured to prevent tipping or falling over.
 - ☐ Cooking booths must be separated from non-cooking booths by 10 feet.
 - ☐ All Automatic Fire Extinguishing Systems (Hood System) have been serviced within the last six months.
- Fire Extinguishers:**
- ☐ Each booth shall be provided with a minimum 2A10BC rated portable fire extinguisher.
 - ☐ Each booth with deep fat fryer shall have a Class K portable fire extinguisher.
 - ☐ All portable fire extinguishers have been serviced by a SFM licensed company annually with a service tag attached.

- ☐ The fire extinguisher must be mounted or secured so that it will not fall over.
 - ☐ All fire extinguishers must be visible and accessible.
- Deep Fat Fry/flambé Cooking:**
- ☐ Deep fat Frying or flambé cooking operations shall be located in a separate enclosure where only cooking operations are performed.
- Wood Barbecue Cooking:**
- ☐ No wood barbecue cooking inside of booths.
 - ☐ Only wood barbecue cooking shall be performed in areas away from public access.
 - ☐ No fuel wood shall be stored inside of booths.
 - ☐ Metal containers shall be provided for hot coal and ashes.
- Charcoal Barbecue Cooking:**
- ☐ No charcoal barbecue cooking inside of booths or tents.
 - ☐ Only commercially sold charcoal fuel may be used.
 - ☐ Charcoal cooking shall be performed only in areas away from public access
 - ☐ Charcoal cooking shall be located a minimum of 15 feet from any booth
 - ☐ Charcoal cooking is at least 20 feet from any permanent structure.

EXHIBIT HALLS

- ☐ No open flame.
- Exiting**
- ☐ Illuminated exit sign.
 - ☐ No blocking or obstruction of exit.
 - ☐ Doors shall not be locked or chained.
 - ☐ Aisle width shall be maintained according to approved site plan.
- Fire equipment**
- ☐ No blocking of fire hydrants.
 - ☐ No blocking of fire extinguishers.
 - ☐ No blocking of standpipe and fire hose cabinets.
 - ☐ No blocking of fire sprinkler systems.
 - ☐ No blocking of manual fire alarm pull stations.
 - ☐ No blocking of fire alarm audible/visual devices such as horns or strobes.
 - ☐ No blocking of first aid equipment.
- Vehicle Static Display**
- ☐ Battery terminals disconnected.
 - ☐ Fuel tank shall be no more than 1/4 filled.
 - ☐ Locked or taped gas cap.
- Decorative Materials**
- ☐ Shall be inherently flame resistive or treated.

I have reviewed and verified this check list that all applicable items listed above are in compliance.

Signature

Host Vendor Exhibitor

Title (circle one)

Date

State of California

**OFFICE OF THE
STATE FIRE
MARSHAL**



**FIRE & LIFE SAFETY
DIVISION**
**Special Events and/or
DAA Fairs**

Sacramento Headquarters
2251 Harvard, Suite 130, Sacramento, CA
95814
(916) 568-2957

Monrovia Regional Office
602 E. Huntington Drive, Suite A
Monrovia, CA 91016
(626) 305-1908
(626) 305-5173 Fax

Web Site: <http://osfm.fire.ca.gov>

FIRE CODE REQUIREMENTS FOR SPECIAL EVENTS AND PUBLIC ASSEMBLIES:

What is a Fire Code Assembly Permit and why do I need one (Indoor and Outdoor Events)?

The 2019 CFC (Section 105) requires a permit for the use of all Group A occupancies-places of assembly. As defined by the California Building Code (CBC), Chapter 3: Group A Occupancies include the use of a building or structure, or a portion thereof, for the gathering together of 50 or more persons for purposes such as civic, social or religious functions, recreation, education or instruction, food or drink consumption, or awaiting transportation (Indoor special event permits are only required when it a change of use from the normal occupancy use).

Requirements:

Special Events and Public Assemblies shall comply with California Fire Code Chapters 10 (Places of Assembly) and Chapter 31 (Membrane Structures, Tents, and Canopies) - Failure to comply will result in a \$250.00 per occurrence.

ON-SITE FESTIVAL PERSONNEL NEED TO MANAGE PEDESTRIAN TRAFFIC FLOW AND VENDOR SETUP POINTS TO PROVIDE ADEQUATE ACCESS FOR EMERGENCY VEHICLES.

1. Site is subject to field inspection and approval prior to the event.
2. The applicant or on-site coordinator is responsible for notifying all food vendors and vendors participating in the event of all the requirements prior to the event.
3. Occupancy must be managed at the site.
4. Aisles must be established before the event and maintained throughout the event. Aisles shall be maintained at a minimum of 60 inches and if seating is used, there shall be no more than 13 seats in a contiguous row. The aisles shall be managed and maintained in a clear fashion.
5. Open flame or other devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal, or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent while in open to the public unless approved by the fire marshal. The cooking appliance shall be on the outer edge of the tent preferably on the sides or rear of the tent away from the general public. When possible have cooking equipment away from the tent.
6. Fire Extinguishers:
 - a. One portable fire extinguisher with a minimum of 2A:10BC rating is required.
 - b. When cooking with grease or oil a Class K rated fire extinguisher is required.
 - c. All fire extinguishers shall be clear of obstructions and accessible for use.
 - d. All fire extinguishers shall be charged, have current inspection tag or sales receipt if new, out of the original box, free of defects and damages.
 - e. The venue shall clearly identify fire extinguisher locations throughout the venue site.

7. All compressed gas cylinders shall be secured to prevent from falling or being knocked over, this includes the empty LP gas cylinders.
8. The fire lane and fire access shall be always maintained such that a fire engine or ambulance can navigate the event area.
9. Parking for the event must be managed such that all vehicles are parked off the pavement on all roads used to access the venues. No parking is authorized on the pavement of any road that does not have adequate shoulders for vehicles to get completely off the pavement.
10. No exposed wiring is authorized on the ground in public walkways, unless taped and secured.
11. Tents and tent structures:
 - Regardless of tent size, heating of tents and tent structures shall be prohibited unless written permission is obtained by the Fire Marshal.
 - Tents and membrane structures having an area more than 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining a permit from the fire marshal.
 - Gasoline, natural gas, charcoal, propane, or other cooking devices or any unapproved open flames shall not be permitted inside of the tent or within 20 feet of a tent being used for the public. A separate tent or canopy over the cooking area is acceptable with the approval of the Fire Marshal.
 - Tents shall be labeled and certified as flame resistant.
 - Tents shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles or internal combustion engines unless approved by the Fire Marshal before the event.
 - All tents shall be anchored to withstand the elements of weather and prevent against collapsing.
 - Combustible materials such as hay, straw, and shavings shall not be in any tent and combustible trash removed daily.
 - Combustible waste (trash) the floor surface inside the tent and grounds outside within 30-foot perimeter shall be kept free of combustible waste and other combustibles that could create a fire hazard. Such waste shall be stored in approved containers until removed from the premises at least once daily or as needed.
 - No smoking allowed in tents.
 - Smoking shall be permitted only in designated areas. Other areas shall have approved "No Smoking" signs conspicuously posted and maintained.

- Generators
 - A min. 2A:10BC fire extinguisher and all exhaust of the generator shall be a minimum of 10' away from any openings hard, enclosed structure, and any combustible materials.
 - The generator shall be isolated from the public by physical guard, fence or enclosure installed not less than 3 feet (914 mm) away from the internal combustion power source
- Fire Department connections and yard pipes shall have a minimum of a 10-foot clearance on both sides.

****ALL ACTS AND SHOWS WITH FIRE OR PYROTECHNICS NEED TO BE APPROVED AND A SEPARATE PERMIT ISSUED BY THE FIRE PREVENTION DIVISION PRIOR TO ANY EVENT****

