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PURPOSE:

Establish guidelines for the operation of vendor booths during special events.

SCOPE:

Applies to all vendor operators within the City of Kalamazoo.

POLICY:

The following list of rules is intended to act as a guideline for event booth operators. While the rules listed below are comprehensive, it is not all-inclusive and should not be considered as such. All operators are expected to follow these rules. Should any operator and/or service club fail to adhere to these rules, or any other festival policy as set forth by the City, the implementation of sanctions, monetary and/or otherwise, will result.

VENDOR BOOTH OPERATION RULES

1. No hay, straw, or bedding of any type may be used in or adjacent to any booth.
2. Each food booth must have a Type 2A, 10B/C -rated fire extinguisher in the booth at all times.
3. The interior of the tent or booth must be raked and all trash collected and deposited in an appropriate container after closing each night.
4. The grounds immediately adjacent to the tent or booth must be picked up and free of litter after each night.
5. No fluids, food materials, grease, etc. (with the exception of clean water) may be dumped on flowerbeds or grass. All grease must be collected and removed from the site each night after closing. Do not place grease in trash containers or down storm drains. Any grease dripping from grills or any other cooking-related devices must be collected in a leak-proof container and properly disposed of.
6. Used charcoal must be placed in an approved container. Do not place charcoal in any other container.
7. All discarded set-up material, (e.g. boxes, wood, etc.), must be removed from the site. Do not place them in the trash containers.

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8. Permission must be received from the City of Kalamazoo Public Works Department's staff before booth flooring is positioned or tent stakes are driven.
9. Permission to hook up to the electrical system must be obtained from the City of Kalamazoo Pubic Works Department's staff prior to actually hook up.
10. All discarded food containers, boxes, crates, etc., used during the festival must be removed from the site by the operator. They may be neatly stacked adjacent to the booth until removed, all such containers must be removed each night after closing.
11. Absolutely no self-propelled vehicles are to be driven or parked on the grass or flowerbeds. Vending trailers and other such wheeled units must have protective shielding placed under any wheel or support which rests on the turf. Such shielding must provide adequate weight dispersal for turf protection and could be 2" x 4" cleated planks of 3/4" plywood 2 times the width of the vehicle tire. Wooden or comparable type floors, cleated with 2" x 4" shall be provided in all food booths, or other suitable materials as approved by the Parks and Grounds Manager of the Public Works Department (or an authorized representative).
12. Absolutely no self-propelled vehicles, with the exception of golf carts, emergency vehicles in actual emergency use, or City vehicles, will be allowed in the Park during festival hours.
13. The vendor license and Health Department Certificate must be prominently displayed in the interior of the tent or booth, if required.
14. Absolutely no tree limbs may be removed for any reason during set-up or tear-down, nor shall any damage be done to flowerbeds or turf. Placement of grills or other cooker under trees is subject to approval by the Parks and Grounds Manager of the Public Works Department, or his/her designee. No grill shall be started until that approval is received.
15. The ground on which the booth is stood, and the adjacent grounds, must be raked and free of litter and debris after tear-down.
16. Portable bathrooms, if needed, will be placed on the Academy Street sidewalk at the northeast corner of Bronson Park, facing the courthouse. They must be removed within 48 hours after the end of the event, and no later than the Monday am after an event.
17. Any failure, on the operator's part, to adhere to these rules may result in a refusal for future permission to operate a booth in a City park. Any such failure, which causes work to be performed by the City of Kalamazoo, will further result in said operator being assessed the cost of removing any materials, or repairing any damage caused by that failure.

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18. Any questions or concerns regarding these rules should be referred to the Parks and Grounds Manager at 337-8002.

EFFECTIVE DATE: Revised January 10, 1994
 Revisions also in 1989 & 1991

SEE ALSO:

Special Events (CC Policy)
City Park Rules (CC Policy)
Use of City Parks for Special Events (CC Policy)

HISTORY: