

Johnson County Old Settlers Festival
September 5,6,7 2024

Food Vendor Rules and Regulations

Set up times are the following: Trailers may come in at 6pm on Wednesday, September 4; Stick Built booths may set up after 6:45pm on September 4.

1. A staging area will be created in the Northwest Parking Lot at Kansas and Santa Fe, (Olathe Housing Parking Lot) so that traffic waiting to set up or tear down do not block any lanes of Santa Fe Street. Old Settlers grounds committee members will notify vendors when it is clear for them to enter the permit area to set up or tear down. At the end of the event, as in the past, booths must be torn down and ready to load before your vehicle will be allowed in. Only one vehicle per assigned booth space will be allowed in the permit area at one time.
2. The entrance into the permit area is at Cherry and Santa Fe streets. Vehicles must approach from the west on Santa Fe. (only a right turn into the permit area is allowed). There will be no access to Cherry St. from the south (Loula St).
3. All food booths will be located on North Cherry Street from Park St. to Santa Fe St. The food court eating area will be the same as last year, located at the end of North Cherry on the west side.
4. All food booths cooking outside a trailer will be required to have "PIG MATS" in place to absorb any cooking grease or other food oils. No exceptions. Those booths cooking with grease/oil tht wish to dispose of their cooking grease/oils upon tear down are required to put the grease/oil in the grease container provided by Old Settlers, you may need to use a funnel to do so. DO NOT PUT GREASE/OIL IN TRASH BINS!
5. The vendor may choose the brand and size of the drinks they will sell. The vendor must advertise what brand, flavors and size they offer. NO GLASS BOTTLES OR CANS ARE ALLOWED; MUST BE P.E.T BOTTLES. NO ALCHOL IS ALLOWED.
6. As in the past, it is the vendors responsibility to control their cooking smoke. If the Johnson County grounds committee receives complaints about smoke from a particular booth, the vendor will comply with the committee's request to resolve the issue immediately, even if it means grilling/cooking is ceased until smoke is manageable.
7. Placement of the food booths will be assigned by the Food Committee once all applications are received. There is no guarantee of prior booth placement.
8. Once again, only 501C3 not for profit organizations located in Johnson County, Kansas will be allowed to participate.
9. Each food booth will name one item that is not generic, (hot dog, hamburger, popcorn, etc) as a specialty item. No other vendor will sell that item. 1 specialty item per booth.
10. A maximum of 30 feet along the curb per booth.
11. All vendors must have \$1,000,000.00 general liability insurance. The Certificate of Insurance must accompany the application and must name Johnson County Old Settlers Association as a certificate holder. If your organization does not have insurance to cover the event, you may add \$125.00 to your application fee to attach to our insurance policy.
12. It is the responsibility of the sponsoring organization to notify all workers of these rules and regulations and enforce the compliance of such rules and regulations within your booth.

13. All food booth vendors must meet all the State of Kansas Health Department Standards.
14. All food booth vendors in addition to the above rules and regulations, must adhere to all of the guidelines provided by the Olathe Fire Department. These guidelines are attached.

We look forward to working with you and that you have a very successful year at Old Settlers.

Sincerely,
Brett Hall
Johnson County Old Settlers Association
Food Committee Chair

OLATHE FIRE DEPARTMENT

Fire Administration ▪ 1225 S. Hamilton Circle ▪ Olathe, KS 66061

Main: (913) 971-7900 ▪ www.olatheks.org/fire

FESTIVAL AND TEMPORARY VENDOR GUIDELINES

(Tents less than 400 sq. ft.)

General Housekeeping and Fire Safety

- All vendor booths, tents, food trucks, or any other festival structures or equipment will be inspected by the Fire Prevention Division (Fire Marshal) prior to the start of the event and periodically throughout the event.
- Booths shall be placed to allow access to fire hydrants for fire department vehicles, and provide for unobstructed ways of travel at all times to permit free escape from any point of danger in case of fire.
- Cooking tents and flap material shall be manufactured from inherently flame-resistant material. A certificate from the manufacturer will be required if a label certifying flame resistance is not permanently attached to the tent or flap material.
- Smoking shall not be permitted in tents, canopies or membrane structures.
- Cooking vendors/structures must be located a minimum of 12-feet from any permanent structures and non-cooking vendors.
- Vehicles must be parked at least 20-feet from tents/temporary structures.
- Remove trash accumulations regularly.
- Know where the fire extinguisher is located and how to use it.
- Keep combustibles away from heat sources.

Fire Extinguishers

- Each cooking booth shall be provided with a minimum 2-A: 10-B: C rated portable fire extinguisher.
- A Class K extinguisher must be readily available for deep fryer or solid fuel cooking operations in addition to the 2-A:10-B:C extinguisher
- Fire extinguishers shall conform to the following:
 - The fire extinguisher must be mounted or secured so that it will not fall over.
 - It must be visible and accessible and away from the cooking area.
 - It must be serviced within the last year with a service tag attached or a receipt of purchase within the last 12 months.

Solid Fuel (Charcoal and Wood) Cooking

- Charcoal and wood barbecue cooking is prohibited inside of tents.
- Solid Fuel cooking shall be performed only in areas away from public access and shall be located a minimum of 10 feet from any booth or permanent structure. Appliances shall only be used on non-combustible surfaces.
- Only commercially sold charcoal lighter fluid or electric starters may be used; no gasoline, kerosene, etc.
- No storage of starter fluid in booth.
- Fuel wood shall not be stored inside of booths.
- Coals shall be disposed of only in metal containers that have been designed for such use and approved by the Fire Department. Dumping coals in trash containers is prohibited.

Electrical / Extension Cords

- Extension cords shall be plugged directly into an approved receptacle except for approved multi plug extension cords and shall serve only one portable appliance. No "pigtailed", splicing or "daisy chaining".
- The amp city of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord. See Power Cord Chart below for required minimum sizes. Small gauge, residential type two wire extension cords are not permitted.
- Extension cords shall be maintained in good condition without splices, deterioration or damage.
- Extension cords shall be grounded when serving grounded portable appliances.
- Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes.
- Power cords shall be protected from physical damage and from becoming a tripping hazard. Where this may occur, power cords shall protected in a manner approved by the Fire Department.
- Electric receptacles shall be ground fault protected.
- All connections shall be of weather tight protection from rain and water. Cords shall not be laid in the gutter.
- All electrical cords shall be U.L. listed electrical cords rated for outdoors use. **NO HOUSEHOLD OR NONWEATHER TIGHT POWER CORDS OR ELECTRICAL OUTLETS WILL BE PERMITTED.**
- All electrical wiring and devices shall be in compliance with the National Electrical Code.

Power Cord Chart

Maximum Load Maximum Length Minimum Gauge

15 amps 100-feet 14 AWG

20 amps 100-feet 12 AWG

30 amps 50-feet 10 AWG

>30 amps Consult with Site Promoter and Fire Marshal

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Gasoline Powered Generators

- All gasoline-powered generators shall be maintained a minimum of 10 feet from all combustible materials and/or LPG tanks.
- Refueling procedures:
 - Stop engine.
 - Use only an approved "safety can."
 - Storage of fuel shall be outside area away from public access and all combustibles or ignition sources.
- An approved fire extinguisher with a minimum rating of 2A:20-B:C, shall be kept close to the generator. The approved fire extinguisher must have been commercially serviced within the past twelve (12) months. Non-serviceable extinguishers must have a receipt of purchase within the last 12 months.
- Distribution boxes must be commercial type with ratings label, proper cables between distribution boxes and generator and all unmodified.
- All generators shall be located away from the public and public pathways with a barrier installed around every generator so as to prevent persons from tampering with electrical cords, and prevent persons from coming in contact with hot equipment.
- All commercial generators must be grounded with a 6ga copper wire terminated to an ½-inch x 8-foot copper rod driven into earth. Alternatives to this grounding must be approved by a licensed electrician

and the Fire
Department.

- Small portable generators must only be located on earth unless grounding need is determined by Code official.

- All connections must be ground fault protected.

Questions can be directed to the Fire Prevention Division at 913-971-7900

