

(FOOD)



# VENDOR APPLICATION

## eXtreme Thing

March 31, 2012  
11 a.m. – 10 p.m.

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### BOOTH SPACE APPLICATION

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Company Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

TAX ID# and business license # \_\_\_\_\_

Non Profit ID # \_\_\_\_\_

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**Exhibitor Requirements:** Booth rate is available according to the following scale. **You must supply your own tent, tables, extension cords and chairs. Applications must be filled out completely or it will not be processed. Clark County provides booth space only!** Pricing includes space and working passes. If you are a NEW vendor with Clark County Parks and Recreation you will need to include a photograph of your set up, products and booth. You will be notified if accepted.

**NO CASH! Cashiers check or money order ONLY.**

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### BOOTH COSTS

- 10' X 10' - \$450.00 (INCLUDES 4 WORKING PASSES)
- 10' X 20' - \$550.00 (INCLUDES 6 WORKING PASSES)
- 10' X 30' - \$650.00 (INCLUDES 6 WORKING PASSES)

**EXTRA CREDENTIALS ARE \$10.00 EACH; LIMITED TO 4 PER BOOTH:** \_\_\_\_\_

Please list below what you will be selling at your booth. If you are a NEW vendor with Clark County Parks and Recreation you will need to include a photograph of your set up or an example of your product.

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### VENDORS PLEASE LIST ALL ITEMS TO BE SOLD WITH PRICING.

*(All exhibitors must fill out this section)*

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_
4. \_\_\_\_\_ 5. \_\_\_\_\_ 6. \_\_\_\_\_

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### ELECTRICAL WORKSHEET

(All exhibitors must fill out this section)

**\*\*NO POWER AVAILABLE UNTIL SATURDAY MORNING\*\***

Please list all electrical items to be used and their wattage. (Check the sticker on the back of the appliance.) Standard power is NOT included in your booth rental. Standard power is 20 Amps. If you require additional power please check the appropriate box below:

**Please Check and Total Requirement:**

**110V Single Phase:**

- |                                       |       |                 |             |
|---------------------------------------|-------|-----------------|-------------|
| <input type="checkbox"/> N/A AMPS \$0 | _____ | Appliance _____ | Watts _____ |
| <input type="checkbox"/> 20 AMPS \$10 | _____ | Appliance _____ | Watts _____ |
| <input type="checkbox"/> 40 AMPS \$60 | _____ | Appliance _____ | Watts _____ |
| <input type="checkbox"/> 50 AMPS \$85 | _____ | Appliance _____ | Watts _____ |

**220V Single Phase:**

- |                                |       |              |
|--------------------------------|-------|--------------|
| <input type="checkbox"/> \$130 | _____ | Notes: _____ |
|                                | _____ | _____        |
|                                | _____ | _____        |

**TOTAL:** \_\_\_\_\_

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**IF ACCEPTED** - All completed vending applications and full payments must be returned to Clark County Parks and Recreation office no later than 5 p.m. on March 2, 2012. If an application and full payment does not meet this deadline on time, you will not be accepted to the Event.

**PAYMENT** – IS TO BE RETURNED BY 5PM MARCH 2, 2012. Vendor refunds will only be granted if a request for refund is submitted in writing and postmarked by March 5, 2012. After this date, no refunds will be given for any reason.

**Please make cashier check/money order payable to:**

### **Clark County Department of Parks and Recreation**

**\*\*No personal or corporate checks will be accepted\*\***

Return with your completed application and copies of insurance, permits, and additional requirements.

Mail to:  
Clark County Parks and Recreation  
Attn: Special Events  
2601 E. Sunset Road, Las Vegas, Nevada 89120

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### TERMS AND CONDITIONS FOR ALL VENDORS

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- 1. Vendor shall submit the required fee by March 2, 2012 or their vending space will be forfeited. No acceptance after this date for anyone for any reason. Cancellation by vendor after this date will result in forfeiture of any fees paid.**
2. Vendor is required to be open on March 31, 2012 for the entire event. CLOSING BEFORE THE END OF THE EVENT, OR STAYING OPEN AFTER THE END OF THE EVENT IS GROUNDS FOR EXCLUSION FROM PARTICIPATION AT FUTURE EVENTS.
3. Vendor must post prices in a legible manner and in a visible space on their booth. Vendors will only be allowed to sell items that have been approved in writing by the staff.
- 4. INSURANCE:** Vendor will provide public liability and property damage insurance naming Clark County, Nevada, C/O Purchasing and Contracts Division, as additional-insured in an amount not less than One Million Dollars (\$1,000,000) per occurrence, Two Million Dollars (\$2,000,000) aggregate. The certificate of insurance must be received by the Department of Parks and Recreation no later than five (5) working days, (March 26, 2012) prior to the event. Vendor is solely responsible for any personal property at all times. *Please see attached sample for correct Certificate of Insurance (COI).*
- 5. Clark County will not allow the sale of merchandise at the event that offends community standards or depicts illegal drug use or paraphernalia.**
- 6. FIRE INSPECTION:** Vendors will be required to have on site a fire extinguisher with a minimum rating of 2A10B:C AND a licensed Nevada fire protection company must have serviced it within the last year. These extinguishers must bear a tag with the servicing information. If you will be using any type of frying appliance, including commercial grade deep fryers, woks, pots, etc. they will need a fire extinguisher that is a K class, in addition to the C class. A licensed Nevada state fire protection company must also have serviced this extinguisher within the last year, and a No Smoking sign must be posted. *Please see attached addendum for additional fire code requirements.*
- 7. SUBLEASING:** Vendor **may not** sublease their space unless pre-arranged with Clark County Parks & Recreation. Sublease in this use includes renting, sharing, donating or in any way allowing another company or person to display or advertise in an exhibitor's space.
- 8. INDEMNIFICATION:** Contractor agrees, by accepting this application, regardless of coverage under any insurance policy, to pay all costs necessary to indemnify, defend and hold Clark County and/or the Las Vegas Metropolitan Police Department (as applicable) harmless from all claims, demands, losses, actions, attorney's fees, cost and expenses based on or arising out of any acts, errors, omissions, fault, or negligence of contractor or its principals, employees, subcontractors or other agents while performing services under this contract.
9. No political signs are permitted.

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### TERMS AND CONDITIONS FOR ALL VENDORS

10. **ELECTRICAL REQUIREMENTS:** Vendors on request, for a fee, will receive 110 volt 20 amp electrical service (20amps = 2000 watts). If you require additional or other electrical hookup, there will be an additional charge. If the hook up is uncommon please provide pictures and written explanation (*Please see Electrical Information section for fees*).
11. **HEALTH PERMIT:** Food Vendors (including bottled water, soda, etc.) must obtain a temporary food permit from the Health Authority. Events operated on County Property should obtain a temporary permit from the Clark County Health District. These temporary food permits must be available on site. The Clark County Health District will charge a late fee for permits not obtained 7 days in advance. You will not be allowed to open if you do not have a health permit. Health District Regulations must be followed during the event. Any questions regarding temporary permits should call the Health Department at 702-383-1251.
12. You are subject to state sales tax whenever applicable. If you are forced to close by any government agency for failure to obtain your necessary permits and/or licenses, Clark County is not liable and will not refund fees. Any questions should be directed to Nevada's Department of Taxation at 702-486-2300.
13. The sale of alcoholic beverages of any kind is strictly prohibited. Additionally, due to sponsorship contractual arrangements, only sponsor related water & beverages are allowed to be sold. Details will be announced at a later date. Failure to comply with beverage rules will result in forfeiture of vending fees and expulsion from the event.
14. Consumption of alcoholic beverages by vendors at their booth is prohibited.
15. Bagged ice will be available on site for purchase. Ice cost per bag will range \$5-\$7.
16. Potable water is available on a limited basis. Use of potable water will require written advance notice. If granted permission, vendor will be responsible their own hook ups (including a hose).
17. All business, or other activity, for which the vendors have rented space **must be conducted within the designated booth space only!** No distribution, canvassing, flyers or vending of any kind may be done strolling through the festival grounds.
18. Set-up information will be mailed to you on acceptance.
19. Vendors will be allowed to set up on Friday, March 30 from 1PM to 5PM BY APPOINTMENT ONLY and on Saturday March 31, from 6:30AM to 10AM. After setup hours you will have to hand truck merchandise to your booth.
20. **Vendor vehicles will only be allowed in the festival area during the above hours, they will not be allowed to remain inside during the festival or past the setup deadline. All cars will have to be off site no later than 10AM on Saturday, March 31, 2012. NO EXCEPTIONS!**
21. Vendors must provide their own tents, tables, extension cords, chairs, shade cover/tent, lights, etc.
22. All vendor vehicles must park in the designated area for vendors, which shall be a minimum of 50 feet from event perimeters. All vendor vehicles are subject to search by security personnel.
23. All Food Vendors **MUST** place tarp under cooking area to prevent oil from saturating the ground.

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**Submission of this application does not guarantee a space. I have read this entire application and shall comply with all terms and conditions.**

Business Name: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature:

\_\_\_\_\_

## **FIRE CODE - TENTS AND OTHER MEMBRANE STRUCTURES**

### **SECTION 2401 GENERAL**

**2401.1 Scope.** Tents and membrane structures shall comply chapter. The provisions of Section 2403 are applicator temporary tents and membrane structures. The proof Section 2404 are applicable to temporary and permanent tents and membrane structures.

### **SECTION 2402 DEFINITIONS**

Definitions. The following words and terms shall, for the purposes of this chapter and as used elsewhere in this code, the meanings shown herein. .

**2402.1 Definitions.** The following words and terms shall, for the purposes of this chapter and as used elsewhere in this code, the meanings shown herein. .

**[B] AIR-INFLATED STRUCTURE.** A building where the shape of the structure is maintained by air pressurization of cells or tubes to form a barrel vault over the usable area. Occupants of such a structure do not occupy the pressurized areas used to support the structure.

**AIR-SUPPORTED STRUCTURE.** A structure wherein the shape of the structure is attained by air pressure, and occupants of the structure are within the elevated pressure area.

**MEMBRANE STRUCTURE.** An air-inflated, air-supported, cable or frame-covered structure as defined by the *International Building Code* and not otherwise defined as a tent. See Chapter 31 of the *International Building Code*.

**TENT.** A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported by any manner except by air or the contents that it protects.

### **SECTION 2403 TEMPORARY TENTS AND MEMBRANE STRUCTURES**

**2403.1 General.** All temporary tents and membrane structures shall comply with this section.

**2403.2 Approval required.** Tents and membrane structures having an area in excess of 400 square feet (37 m') shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the *fire code official*.

#### **Exceptions:**

1. Tents used exclusively for recreational camping purposes.
2. Tents open on all sides, which comply with all of the following:
  - 2.1. Individual tents having a maximum size of 700 square feet (65 m').
  - 2.2. The aggregate area of multiple tents placed side by side without a fire break clearance of 12 feet (3658 mm), not exceeding 700 square feet (65 m') total.
  - 2.3. A minimum clearance of 12 feet (3658 mm) to all structures and other tents.

**2403.3 Place of assembly.** For the purposes of this chapter, a place of assembly shall include a circus, carnival, tent show, theater, skating rink, dance hall or other place of assembly in or under which *persons* gather for any purpose.

**2403.4 Permits.** Permits shall be required as set forth in Sections 105.6 and 105.7.

**2403.5 Use period.** Temporary tents, air-supported, air-inflated or tensioned membrane structures shall not be erected for a period of more than 180 days within a 12-month period on a single premises.

**2403.6 Construction documents.** A detailed site and floor plan for tents or membrane structures with an *occupant load* of 50 or more shall be provided with each application for approval. The tent or membrane structure floor plan shall indicate details of the *means of egress* facilities, seating capacity, arrangement of the seating and location and type of heating and electrical equipment.

**2403.7 Inspections.** The entire tent, air-supported, air-inflated or tensioned membrane structure system shall be inspected at regular intervals, but not less than two times per permit use period, by the permittee, *owner* or agent to determine that the installation is maintained in accordance with this chapter. Exception: Permit use periods of less than 30 days.

**2403.7.1 Inspection report.** When required by *the fire code official*, an inspection report shall be provided and shall consist of maintenance, anchors and fabric inspections.

**2403.8 Access, location and parking.** Access, location and parking for temporary tents and membrane structures shall be in accordance with this section.

**2403.8.1 Access.** Fire apparatus access roads shall be provided in accordance with Section 503.

**2403.8.2 Location.** Tents or membrane structures shall not be located within 20 feet (6096 mm) of *lot lines*, buildings, other tents or membrane structures, parked vehicles or internal combustion engines. For the purpose of determining required distances, support ropes and guy wires shall be considered as part of the temporary membrane structure or tent.

**Exceptions:**

1. Separation distance between membrane structures and tents not used for cooking is not required when the aggregate floor area does not exceed 15,000 square feet (1394 m').
2. Membrane structures or tents need not be separated from buildings when a all of the following conditions are met:
  - 2.1. The aggregate floor area of the membrane structure or tent shall not exceed 10,000 square feet (929 m').
  - 2.2. The aggregate floor area of the building and membrane structure or tent shall not exceed the allowable floor area including increases as indicated in the *International Building Code*.
  - 2.3. Required *means of egress* are provided for both the building and the membrane structure or tent including travel distances.
  - 2.4. Fire apparatus access roads are provided in accordance with Section 503.

**2403.8.3 Location of structures in excess of 15,000 square feet in area.** Membrane structures having an area of 15,000 square feet (1394 m') or more shall be located not less than 50 feet (15240 mm) from any other tent or structure as measured from the sidewall of the tent or membrane structure unless joined together by a corridor.

**2403.8.4 Membrane structures on buildings.** Membrane structures that are erected on buildings, balconies, decks or other structures shall be regulated as permanent membrane structures in accordance with Section 3102 of the *International Building Code*.

**2403.8.5 Connecting corridors.** Tents or membrane structures are allowed to be joined together by means of corridors. *Exit* doors shall be provided at each end of such corridor. On each side of such corridor and approximately opposite each other, there shall be provided openings not less than 12 feet (3658 mm) wide.

**2403.8.6 Fire break.** An unobstructed fire break passageway or fire road not less than 12 feet (3658 mm) wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents and membrane structures unless otherwise *approved* by the *fire code official*.

**2403.9 Anchorage required.** Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing. Documentation of structural stability shall be furnished to the *fire code official* on request.

**2403.10 Temporary air-supported and air-inflated membrane structures.** Temporary air-supported and air-inflated membrane structures shall be in accordance with Sections 2403.10.1 through 2403.10.4.

**2403.10.1 Door operation.** During high winds exceeding 50 miles per hour (22 *mls*) or in snow conditions, the use of doors in air-supported structures shall be controlled to avoid excessive air loss. Doors shall not be left open.

**2403.10.2 Fabric envelope design and construction.** Air-supported and air-inflated structures shall have the design and construction of the fabric envelope and the method of anchoring in accordance with Architectural Fabric Structures Institute ASI 77.

**2403.10.3 Blowers.** An air-supported structure used as a place of assembly shall be furnished with not less than two blowers, each of which has adequate capacity to maintain full inflation pressure with normal leakage. The design of the blower shall be so as to provide integral limiting pressure at the design pressure specified by the manufacturer.

**2403.10.4 Auxiliary power.** Places of public assembly for more than 200 *persons* shall be furnished with either a fully automatic auxiliary engine-generator set capable of powering one blower continuously for 4 hours, or a supplementary blower powered by an internal combustion engine which shall be automatic in operation.

**2403.11 Seating arrangements.** Seating in tents or membrane I structures shall be in accordance with Chapter 10.

**2403.12 Means of egress.** *Means of egress* for temporary tents and membrane structures shall be in accordance with Sections

**2403.12.1 Distribution.** *Exits* shall be spaced at approximately equal intervals around the perimeter of the tent or membrane structure, and shall be located such that all points are 100 feet (30 480 mm) or less from an *exit*.

**2403.12.2 Number.** Tents, or membrane structures or a usable portion thereof shall have at least one *exit* and not less than the number of *exits* required by Table 2403.12.2. The total width of *means of egress* in inches (mm) shall not be less than the total *occupant load* served by a *means of egress* multiplied by 0.2 inches (5 mm) per *person*.

**TABLE 2403.12.2  
MINIMUM NUMBER OF MEANS OF EGRESS AND MEANS OF  
EGRESS WIDTHS FROM TEMPORARY MEMBRANE  
STRUCTURES AND TENTS**

Occupant Load	Min # of Means of Egress	Min Width of Each Means of Egress (inches)	
		Tent	Membrane Structure
10 to 199	2	72	36
200 to 499	3	72	72
500 to 999	4	96	72
1000 to 1999	5	120	96
2000 to 2999	6	120	96
Over 3000	7	120	96

For SI: 1 inch = 25.4mm.

a. When the occupant load exceeds 3,000, the total width of means of egress (in inches) shall not be less than the total occupant load multiplied by 0.2 inches per person.

**2403.12.3 Exit openings from tents.** *Exit* openings from tents shall remain open unless covered by a flame-resistant curtain. The curtain shall comply with the following requirements:

1. Curtains shall be free sliding on a metal support. The support shall be a minimum of 80 inches (2032 mm) above the floor level at the *exit*. The curtains shall be so arranged that, when open, no part of the curtain obstructs the *exit*.

2. Curtains shall be of a color, or colors, that contrasts with the color of the tent.

2403.12.4 Doors. *Exit* doors shall swing in the direction of *exit* travel. To avoid hazardous air and pressure loss in air-supported membrane structures, such doors shall be automatic closing against operating pressures. Opening force at the door edge shall not exceed 15 pounds (66 N).

2403.12.5 Aisle. The width of *aisles* without fixed seating shall be in accordance with the following:

1. In areas serving employees only, the minimum *aisle* width shall be 24 inches (610 mm) but not less than the width required by the number of employees served.
2. In public areas, smooth-surfaced, unobstructed *aisles* having a minimum width of not less than 44 inches (1118 mm) shall be provided from seating areas, and *aisles* shall be progressively increased in width to provide, at all points, not less than 1 foot (305 mm) of *aisle* width for each 50 *persons* served by such *aisle* at that point.

**2403.12.5.1 Arrangement and maintenance.** The arrangement of *aisles* shall be subject to approval by the *fire code official* and shall be maintained clear at all times during occupancy.

**2403.12.6 Exit signs.** *Exits* shall be clearly marked. *Exit* signs shall be installed at required *exit* doorways and where otherwise necessary to indicate clearly the direction of egress when the *exit* serves an *occupant load* of 50 or more.

**2403.12.6.1 Exit sign illumination.** *Exit* signs shall be either *listed* and *labeled* in accordance with UL 924 as the internally illuminated type and used in accordance with the listing or shall be externally illuminated by luminaries supplied in the following manner:

1. Two separate circuits, one of which shall be separate from all other circuits, for *occupant loads* of 300 or less; or
2. Two separate sources of power, one of which shall be an *approved* emergency system, shall be provided when the *occupant load* exceeds 300. Emergency systems shall be supplied from storage batteries or from the on-site generator set, and the system shall be installed in accordance with NFP A 70. The emergency system provided shall have a minimum duration of 90 minutes when operated at full design demand.

**2403.12.7 Means of egress illumination.** *Means of egress* shall be illuminated with light having an intensity of not less than 1 foot-candle (lilux) at floor level while the structure is occupied. Fixtures required for *means of egress* illumination shall be supplied from a separate circuit or source of power.

**2403.12.8 Maintenance of means of egress.** The required width of *exits*, *aisles* and passageways shall be maintained at all times to a *public way*. Guy wires, guy ropes and other support members shall not cross a *means of egress* at a height of less than 8 feet (2438 mm). The surface of *means of egress* shall be maintained in an *approved* manner.

## **SECTION 2404 TEMPORARY AND PERMANENT TENTS AND MEMBRANE STRUCTURES**

**2404.1 General.** All tents and membrane structures, both temporary and permanent, shall be in accordance with this section. Permanent tents and membrane structures shall also comply with the *International Building Code*.

**2404.2 Flame propagation performance treatment.** Before a permit is granted, the *owner* or agent shall file with the *fire code official* a certificate executed by an *approved* testing laboratory certifying that the tents and membrane structures and their appurtenances; sidewalls, drops and tarpaulins; floor coverings, bunting and combustible decorative materials and effects, including sawdust when used on floors or passageways, area composed of material meeting the flame propagation performance criteria of NFPA 701 or shall be treated with a flame retardant in an *approved* manner and meet the flame propagation performance criteria of NFPA 701, and that such flame propagation performance criteria are effective for the period specified by the permit.

**2404.3 Label.** Membrane structures or tents shall have a permanently affixed label bearing the identification of size and fabric or material type.

**2404.4 Certification.** An affidavit or affirmation shall be submitted to the *fire code official* and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame propagation performance criteria of the fabric:

1. Names and address of the *owners* of the tent or air-supported structure.
2. Date the fabric was last treated with flame-retardant solution.
3. Trade name or kind of chemical used in treatment.
4. Name of *person* or firm treating the material.
5. Name of testing agency and test standard by which the fabric was tested.

**2404.5 Combustible materials.** Hay, straw, shavings or similar combustible materials shall not be located within any tent or membrane structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals.

Sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided the sawdust and shavings are kept damp. Combustible materials shall not be permitted under stands or seats at any time.

**2404.6 Smoking.** Smoking shall not be permitted in tents or membrane structures. *Approved* "No Smoking" signs shall be conspicuously posted in accordance with Section 310.

**2404.7 Open or exposed flame.** 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 (6096 mm) of the tent or membrane structures while open to the public unless *approved* by the *fire code official*.

**2404.8 Fireworks.** Fireworks shall not be used within 100 feet (30 480 nun) of tents or membrane structures.

**2404.9 Spot lighting.** Spot or effect lighting shall only be by electricity, and all combustible construction located within 6 feet (1829 nun) of such equipment shall be protected with *approved* noncombustible insulation not less than 91  
¼ , inches (235 nun) thick.

**2404.10 Safety film.** Motion pictures shall not be displayed in tents or membrane structures unless the motion picture film is safety film.

**2404.11 Clearance.** There shall be a minimum clearance of at least 3 feet (914 nun) between the fabric envelope and all contents located inside membrane structures.

**2404.12 Portable fire extinguishers.** Portable fire extinguishers shall be provided as required by Section 906.

**2404.13 Fire protection equipment.** Fire hose lines, water supplies and other auxiliary fire equipment shall be maintained at the site in such numbers and sizes as required by the *fire code official*.

**2404.14 Occupant load factors.** The *occupant load* allowed in an assembly structure, or portion thereof, shall be determined in accordance with Chapter 10.

**2404.15 Heating and cooking equipment.** Heating and cooking equipment shall be in accordance with Sections 2404.15.1 through 2404.15.7.

**2404.15.1 Installation.** Heating or cooking equipment, tanks, piping, hoses, fittings, valves, tubing and other related components shall be installed as specified in the *International Mechanical Code* and the *International Fuel Gas Code*, and shall be *approved* by the *fire code official*.

**2404.15.2 Venting.** Gas, liquid and solid fuel-burning equipment designed to be vented shall be vented to the outside air as specified in the *International Fuel Gas Code* and the *International Mechanical Code*. Such vents shall be equipped with *approved* spark arresters when required. Where vents or flues are used, all portions of the tent or membrane structure shall be not less than 12 inches (305 nun) from the flue or vent.

**2404.15.3 Location.** Cooking and heating equipment shall not be located within 10 feet (3048 nun) of *exits* or combustible materials.

**2404.15.4 Operations.** Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard, shall be *approved*.

**2404.15.5 Cooking tents.** Tents with sidewalks or drops where cooking is performed shall be separated from other tents or membrane structures by a minimum of 20 feet (6096 nun).

**2404.15.6 Outdoor cooking.** Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet (6096 nun) of a tent or membrane structure.

**2404.15.7 Electrical heating and cooking equipment.** Electrical cooking and heating equipment shall comply with NFPA 70.

**2404.16 LP-gas.** The storage, handling and use of LP-gas and LP-gas equipment shall be in accordance with Sections 2406.16.1 through 2404.16.3.

**2404.16.1 General.** LP-gas equipment such as tanks, piping, hoses, fittings, valves, tubing and other related components shall be *approved* and in accordance with Chapter 38 and with the *International Fuel Gas Code*.

**2404.16.2 Location of containers.** LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent or membrane structure.

**2404.16.2.1 Containers 500 gallons or less.** Portable LP-gas containers with a capacity of 500 gallons (1893 L) or less shall have a minimum separation between the container and structure not less than 10 feet (3048 nun).

**2404.16.2.2 Containers more than 500 gallons.** Portable LP-gas containers with a capacity of more than 500 gallons (1893 L) shall have a minimum separation between the container and structures not less than 25 feet (7620 nun).

**2404.16.3 Protection and security.** Portable LP-gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment inside a tent or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in an *approved* location. Portable LP-gas containers shall be securely fastened in place to prevent unauthorized movement.

**2404.17 Flammable and combustible liquids.** The storage of flammable and *combustible liquids* and the use of flammable-liquid-fueled equipment shall be in accordance with Sections 2404.17.1 through 2404.17.3.

**2404.17.1 Use.** Flammable-liquid-fueled equipment shall not be used in tents or membrane structures.

**2404.17.2 Flammable and combustible liquid storage.** Flammable and *combustible liquids* shall be stored outside in an *approved* manner not less than 50 feet (15 240 nun) from tents or membrane structures. Storage shall be in accordance with Chapter 34.

**2404.17.3 Refueling.** Refueling shall be performed in an *approved* location not less than 20 feet (6096 nun) tents or membrane structures.

**2404.18 Display of motor vehicles.** Liquid- and gas-fueled vehicles and equipment used for display within tents or membrane structures shall be in accordance with Sections 2404.18.1 through 2404.18.5.3.

**2404.18.1 Batteries.** Batteries shall be disconnected in appropriate manner.

**2404.18.2 Fuel.** Vehicles or equipment shall not be or defueled within the tent or membrane structure.

**2404.18.2.1 Quantity limit.** Fuel in the fuel tank not exceed one-quarter of the tank capacity or 5 gallons (19 L), whichever is less.

**2404.18.2.2 Inspection.** Fuel systems shall be inspected for leaks.

**2404.18.2.3 Closure.** Fuel tank openings shall be locked and sealed to prevent the escape of vapors.

**2404.18.3 Location.** The location of vehicles or equipment shall not obstruct *means of egress*.

**2404.18.4 Places of assembly.** When a compressed natural gas (CNG) or liquefied petroleum gas (LP-gas) powered vehicle is parked inside a place of assembly, all the following conditions shall be met:

1. The quarter-turn shutoff valve or other shutoff valve on the outlet of the CNG or LP-gas container shall be closed and the engine shall be operated until it stops. Valves shall remain closed while the vehicle is indoors.
2. The hot lead of the battery shall be disconnected.
3. Dual-fuel vehicles equipped to operate on gasoline and CNG or LP-gas shall comply with this section and Sections 2404.18.1 through 2404.18.5.3 for gasoline-powered vehicles.

**2404.18.5 Competitions and demonstrations.** Liquid and gas-fueled vehicles and equipment used for competition or demonstration within a tent or membrane structure shall comply with Sections 2404.18.5.1 through 2404.18.5.3.

**2404.18.5.1 Fuel storage.** Fuel for vehicles or equipment shall be stored in *approved* containers in an *approved* location outside of the structure in accordance with Section 2404.17.2.

**2404.18.5.2 Fueling.** Refueling shall be performed outside of the structure in accordance with Section 2404.17.3.

**2404.18.5.3 Spills.** Fuel spills shall be cleaned up immediately.

**2404.19 Separation of generators.** Generators and other internal combustion power sources shall be separated from tents or membrane structures by a minimum of 20 feet (6096 nun) and shall be isolated from contact with the public by fencing, enclosure or other *approved* means.

**2404.20 Standby personnel.** When, in the opinion of the *fire code official*, it is essential for public safety in a tent or membrane structure used as a place of assembly or any other use where people congregate, because of the number of *persons*, or the nature of the performance, exhibition, display, contest or activity, the *owner*, agent or lessee shall employ one or more ~ qualified *persons*, as required and *approved*, to remain on duty during the times such places are open to the public, or when such activity is being conducted.

**2404.20.1 Duties.** Before each performance or the start of such activity, standby personnel shall keep diligent watch for fires during the time such place is open to the public or such activity is being conducted and take prompt measures for extinguishment of fires that occur and assist in the evacuation of the public from the structure.

**2404.20.2 Crowd managers.** There shall be trained crowd managers or crowd manager/supervisors at a ratio of one crowd manager/supervisor for every 250 occupants, as *approved*.

**2404.21 Combustible vegetation.** Combustible vegetation that could create a fire hazard shall be removed from the area occupied by a tent or membrane structure, and from areas within 30 feet (9144 nun) of such structures.

**2404.22 Combustible waste material.** The floor surface inside tents or membrane structures and the grounds outside and within a 30-foot (9144 nun) perimeter shall be kept free of combustible waste and other combustible materials that could create a fire hazard. Such waste shall be stored in *approved* containers and removed from the premises at least once a day during the period the structure is occupied by the public.

# **DISCLOSURE OF OWNERSHIP**

## **INSTRUCTIONS FOR COMPLETING THE DISCLOSURE OF OWNERSHIP/PRINCIPALS FORM**

### **Purpose of the Form**

The purpose of the Disclosure of Ownership/Principals Form is to gather ownership information pertaining to the business entity for use by the Board of County Commissioners (“BCC”) in determining whether members of the BCC should exclude themselves from voting on agenda items where they have, or may be perceived as having a conflict of interest, and to determine compliance with Nevada Revised Statute 281A.430, contracts in which a public officer or employee has interest is prohibited.

### **General Instructions**

Completion and submission of this Form is a condition of approval or renewal of a contract or lease and/or release of monetary funding between the disclosing entity and the appropriate Clark County government entity. Failure to submit the requested information may result in a refusal by the BCC to enter into an agreement/contract and/or release monetary funding to such disclosing entity.

### **Detailed Instructions**

All sections of the Disclosure of Ownership form must be completed. If not applicable, write in N/A.

***Business Entity Type*** – Indicate if the entity is an Individual, Partnership, Limited Liability Company, Corporation, Trust, Non-profit Organization, or Other. When selecting ‘Other’, provide a description of the legal entity.

***Non-Profit Organization (NPO)*** - Any non-profit corporation, group, association, or corporation duly filed and registered as required by state law.

***Business Designation Group*** – Indicate if the entity is a Minority Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), Small Business Enterprise (SBE), or Physically-Challenged Business Enterprise (PBE). This is needed in order to provide utilization statistics to the Legislative Council Bureau, and will be used only for such purpose.

**Minority Owned Business Enterprise (MBE):**

An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more minority persons of Black American, Hispanic American, Asian-Pacific American or Native American ethnicity.

**Women Owned Business Enterprise (WBE):**

An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more women.

**Physically-Challenged Business Enterprise (PBE):**

An independent and continuing business for profit which performs a commercially useful function and is at least 51% owned and controlled by one or more disabled individuals pursuant to the federal Americans with Disabilities Act.

**Small Business Enterprise (SBE):**

An independent and continuing business for profit which performs a commercially useful function, is not owned and controlled by individuals designated as minority, women, or physically-challenged, and where gross annual sales does not exceed \$2,000,000.

***Business Name (include d.b.a., if applicable)*** – Enter the legal name of the business entity and enter the “Doing Business As” (d.b.a.) name, if applicable.

**Corporate/Business Address, Business Telephone, Business Fax, and Email** – Enter the street address, telephone and fax numbers, and email of the named business entity.

**Local Business Address, Local Business Telephone, Local Business Fax, and Email** – If business entity is out-of-state, but operates the business from a location in Nevada, enter the Nevada street address, telephone and fax numbers, point of contact and email of the local office. Please note that the local address must be an address from which the business is operating from that location. Please do not include a P.O. Box number, unless required by the U.S. Postal Service, or a business license hanging address.

**Number of Clark County Nevada Residents employed by this firm.**

**List of Owners/Officers** – Include the full name, title and percentage of ownership of each person who has ownership or financial interest in the business entity. If the business is a publicly-traded corporation or non-profit organization, list all Corporate Officers and Directors only.

**For All Contracts – (Not required for publicly-traded corporations)**

- 1) Indicate if any individual members, partners, owners or principals involved in the business entity are a Clark County full-time employee(s), or appointed/elected official(s). If yes, the following paragraph applies.

In accordance with NRS 281A.430.1, a public officer or employee shall not bid on or enter into a contract between a government agency and any private business in which he has a significant financial interest, except as provided for in subsections 2, 3, and 4.

- 2) Indicate if any individual members, partners, owners or principals involved in the business entity have a second degree of consanguinity or affinity relation to a Clark County full-time employee(s), or appointed/elected official(s) (reference form on Page 2 for definition). If **YES**, complete the Disclosure of Relationship Form. Clark County is comprised of the following government entities: Clark County, University Medical Center of Southern Nevada, Department of Aviation (McCarran Airport), and Clark County Water Reclamation District. Note: The Department of Aviation includes all of the General Aviation Airports (Henderson, North Las Vegas, and Jean).

A professional service is defined as a business entity that offers business/financial consulting, legal, physician, architect, engineer or other professional services.

**Signature and Print Name** – Requires signature of an authorized representative and the date signed.

**Disclosure of Relationship Form** – If any individual members, partners, owners or principals of the business entity is presently a Clark County employee, public officer or official, or has a second degree of consanguinity or affinity relationship to a Clark County employee, public officer or official, this section must be completed in its entirety.

<b>Business Entity Type</b>						
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Corporation	<input type="checkbox"/> Trust	<input type="checkbox"/> Non-Profit Organization	<input type="checkbox"/> Other
<b>Business Designation Group</b>						
<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> SBE	<input type="checkbox"/> PBE	<input type="checkbox"/>	<input type="checkbox"/>	
Minority Business Enterprise	Women-Owned Business Enterprise	Small Business Enterprise	Physically Challenged Business Enterprise			
<b>Corporate/Business Entity Name:</b>						
<b>(Include d.b.a., if applicable)</b>						
<b>Street Address:</b>			<b>Website:</b>			
<b>City, State and Zip Code:</b>			<b>POC Name and Email:</b>			
<b>Telephone No:</b>			<b>Fax No:</b>			
<b>Local Street Address:</b>			<b>Website:</b>			
<b>City, State and Zip Code:</b>			<b>Local Fax No:</b>			
<b>Local Telephone No:</b>			<b>Local POC Name Email:</b>			
<b>Number of Clark County Nevada Residents Employed:</b>						

**All entities**, with the exception of publicly-traded and non-profit organizations, must list the names of individuals holding more than five percent (5%) ownership or financial interest in the business entity appearing before the Board.

**Publicly-traded entities and non-profit organizations shall list all Corporate Officers and Directors** in lieu of disclosing the names of individuals with ownership or financial interest. The disclosure requirement, as applied to land-use applications, extends to the applicant and the landowner(s).

**Entities** include all business associations organized under or governed by Title 7 of the Nevada Revised Statutes, including but not limited to private corporations, close corporations, foreign corporations, limited liability companies, partnerships, limited partnerships, and professional corporations.

Full Name	Title	% Owned (Not required for Publicly Traded Corporations/Non-profit organizations)
_____	_____	_____
_____	_____	_____
_____	_____	_____

***This section is not required for publicly-traded corporations.***

- Are any individual members, partners, owners or principals, involved in the business entity, a Clark County, University Medical Center, Department of Aviation, or Clark County Water Reclamation District full-time employee(s), or appointed/elected official(s)?  
 Yes     No    (If yes, please note that County employee(s), or appointed/elected official(s) may not perform any work on professional service contracts, or other contracts, which are not subject to competitive bid.)
- Do any individual members, partners, owners or principals have a spouse, registered domestic partner, child, parent, in-law or brother/sister, half-brother/half-sister, grandchild, grandparent, related to a Clark County, University Medical Center, Department of Aviation, or Clark County Water Reclamation District full-time employee(s), or appointed/elected official(s)?  
 Yes     No    (If yes, please complete the Disclosure of Relationship form on Page 2. If no, please print N/A on Page 2.)

I certify under penalty of perjury, that all of the information provided herein is current, complete, and accurate. I also understand that the Board will not take action on land-use approvals, contract approvals, land sales, leases or exchanges without the completed disclosure form.

\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name  
  
\_\_\_\_\_  
Date



**For County Use Only:**

If any Disclosure of Relationship is noted above, please complete the following:

Yes  No Is the County employee(s) noted above involved in the contracting/selection process for this particular agenda item?

Yes  No Is the County employee(s) noted above involved in anyway with the business in performance of the contract?

Notes/Comments:

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Signature

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Print Name  
Authorized Department Representative

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**For County Use Only:**

If any Disclosure of Relationship is noted above, please complete the following:

Yes  No Is the County employee(s) noted above involved in the contracting/selection process for this particular agenda item?

Yes  No Is the County employee(s) noted above involved in anyway with the business in performance of the contract?

Notes/Comments:

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Signature

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Print Name  
Authorized Department Representative

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**For County Use Only:**

If any Disclosure of Relationship is noted above, please complete the following:

Yes  No Is the County employee(s) noted above involved in the contracting/selection process for this particular agenda item?

Yes  No Is the County employee(s) noted above involved in anyway with the business in performance of the contract?

Notes/Comments:

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Signature

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Print Name  
Authorized Department Representative

# SAMPLE INSURANCE CERTIFICATE

CLARK COUNTY CERTIFICATE OF INSURANCE						ISSUED DAY (MM/DD/YY)	
<b>PRODUCER</b> 1. INSURANCE BROKER'S NAME ADDRESS CONTACT NAME PHONE & FAX NUMBERS		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				<b>3. BEST'S RATING</b>	
<b>INSURED</b> 2. INSURED'S NAME ADDRESS PHONE & FAX NUMBERS		COMPANIES AFFORDING COVERAGE COMPANY A LETTER COMPANY B LETTER COMPANY C LETTER COMPANY D LETTER COMPANY E LETTER					
<b>COVERAGES</b> THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS		
4.	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR. <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT. <input type="checkbox"/> UNDERGROUND EXPLOSION & COLLAPSE <input type="checkbox"/> INDEPENDENT CONTRACTOR	(A)	(B)	(C)	GENERAL AGGREGATE \$(D) 2,000,000 PRODUCTS-COMP/OP AGG. \$(E) 2,000,000 PERSONAL & ADV. INJURY \$(F) 1,000,000 EACH OCCURRENCE \$(G) 1,000,000 FIRE DAMAGE (Any one fire) \$(H) MED. EXPENSE (Any one person) \$(I) \$		
	5. AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY	(J)	(K)	(L)	COMBINED SINGLE LIMIT \$(M) 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$		
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$ STATUTORY LIMITS		
	6. WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY				EACH ACCIDENT \$ DISEASE/POLICY LIMIT \$ DISEASE/EACH EMPLOYEE \$ AGGREGATE \$		
	OTHER				AGGREGATE \$		
	7. DESCRIPTION OF PROJECT: PROJECT NUMBER; PROJECT DESCRIPTION; CLARK COUNTY, ITS OFFICERS, EMPLOYEES AND VOLUNTEERS, ENTER OTHER ARE INSURED WITH RESPECT TO LIABILITY ARISING OUT OF THE ACTIVITIES BY OR ON BEHALF OF THE NAMED INSURED IN CONNECTION WITH THIS PROJECT.						
8. CERTIFICATE HOLDER <b>Clark County, Nevada</b> <b>c/o Purchasing and Contracts Division</b> <b>Attention: Insurance Coordinator</b> <b>500 S. Grand Central Parkway</b> <b>PO Box 551217</b> <b>Las Vegas, NV 89155-1217</b> The Certificate Holder is named as an additional insured.				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.			
				9. NEVADA RESIDENT AGENT SIGNATURE (NRS 680A.300)			

The Clark County Parks & Recreation Special Events Division, reserves the right to refuse any application. For more information please call Clark County Special Events, (702) 455-8200.