
Festivals and events are a time of joy, celebration, and community, but ensuring the safety and well-being of attendees should always be a top priority. Whether you're participating in a music, food, or cultural event, this checklist will provide valuable insights and practical tips on creating a safe and secure environment for everyone involved.

DAY OF THE EVENT – INSPECTIONS

- ☐ As part of the community risk reduction program and to ensure compliance with regulations inspections of the event, including vendors may be conducted by representatives of the St. Catharines Fire Service, Niagara Regional Public Health, Technical Safety Standards Association, The Electrical Safety Authority or the St. Catharines Building Department prior to or during the event to ensure compliance with the Community Risk Reduction Requirements and other applicable regulations. Vendors who fail to comply with the requirements of these policies and guidelines, or any other applicable regulation, or who are not in full compliance at all times during the event will not be permitted to operate and may be removed from the event/property and may be subject to inspection fees and or prosecution. The event organizer is responsible for the overall operation of the event which ensure that all vendors always comply. Non-compliance may result in but shall not be limited to the denial of application for future events, fees for service because of inspection, prosecution.

Tents

If your vendor display includes the use of a tent there are certain requirements that you must meet. These requirements apply exclusively to vendors that are not cooking or reheating foods, including beverages. If you are cooking or re-heating, you are required to complete a food vendors application and submit it to St. Catharines Fire Services a minimum 30 days in advance.

- ☐ Tents located closer than 3m to a building or located within a group of more than 6 (this includes located in a group of unrelated vendors where 6 or more tents are together) must obtain a building permit at least 30 days in advance. You can speak with the organizer to try to find a more suitable location.
- ☐ The use of open flame or heating devices is prohibited inside of tents unless approved in writing by the St. Catharines Fire Service.
- ☐ Smoking and vaping are always prohibited in all tents.
- ☐ In the event of high and extreme winds unsecure objects and items can easily become projectiles putting persons at risk. To protect from this hazard all tents used outdoors shall be spiked (locates must be done prior to) or provided with weights adequate to prevent movement of tents.

GUIDELINES FOR 10X10 CANOPY TENTS

The following table offers a consolidated view of the recommended weights under different conditions to hold down a 10x10 canopy tents:

Surface Type	Windy Conditions (20-30 mph)	Non-Windy Conditions
Grass/Dirt/Soil	75-100 lbs per leg	30-40 lbs per leg
Hard Surface	50-75 lbs per leg	20-30 lbs per leg
Sand/Beach	100-125 lbs per leg	40-50 lbs per leg

Vehicles

- ☐ One of the greatest risks to visitors and participants at events is the movement of vehicles, both authorized and unauthorized. All vehicles shall be in place a minimum 30 minutes prior to the events scheduled start time and shall not be removed until after the conclusion of the event. Vehicles shall include all motorized vehicles as well as trailers.
- ☐ At any time while vehicles are being moved, they shall be provided with an appropriate number of spotters to ensure the safe movement of the vehicle.
- ☐ Vehicles shall only be parked or located in authorized areas.
- ☐ All vehicles that are used to serve visitors or where visitors may enter shall have a minimum of two wheels chocked to prevent accidental movement.

Aisles

- ☐ When setting up at indoor venues vendors may not located any items in aisles, in front of exit doors or in accesses to the exits. Vendors are not permitted to block or obstruct portable fire extinguishers at any time.
- ☐ At outdoor events vendors should attempt to ensure that displays do not create trip, fall or obstructions to patrons.

Emergency Preparedness Plan

- ☐ As part of all events organizers are required to prepare an emergency preparedness plan that explains what to do to reduce the likely hood of a risk to attendees or vendors as well as how to deal with a variety of situations. Some of this planning will affect your participation in the event. Ensure that you have been provided with information from the organizer on the steps to follow in the event of an emergency.

Insurance

- All vendors are encouraged to obtain insurance, including liability insurance to protect their small business. Event organizers and planners do not normally provide insurance to vendors. Venues are not responsible for insurance beyond that which covers the premises only. If relying on home insurance, ensure that you have spoken with your broker to understand what this insurance provides.

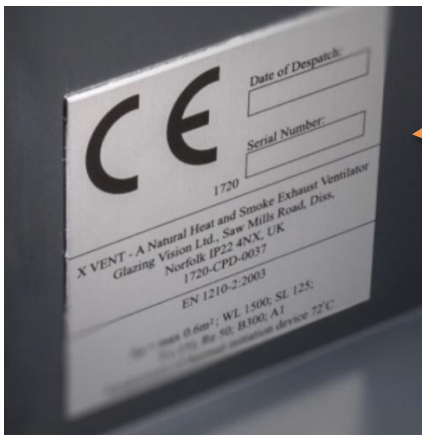
Electrical

- All extension cords and or power bars are to be listed (see approval marks below) and shall have no signs of damage and shall not have been altered in any way. Never overload extension cords.
- Extension cords shall not be located to create a trip or fall hazard to the public or other vendors.
- Vendors selling any electrical appliances or devices are to ensure that these products are certified and approved for sale and use in Canada. Selling unlisted appliance could result in seizure of unapproved or unsafe items and or prosecution.

Look for these Canadian Certification marks



When purchasing an electrical appliance look for one containing an approval label bearing one of these certification marks.



Appliance is NOT approved for use in Canada – may not be used

All appliances shall be approved by a recognized (in Ontario) testing agency. Items carrying the CE mark have been tested and approved for use in the European Market. These items are NOT permitted to be sold in Ontario and should be returned to point of purchase as their use can result in penalty. These items are often sold by on-line marketers both in Canada as well as internationally. Vendors may seek a “Field Approval” by applying for on-site inspection from the Electrical Safety Authority.

How to read an approval label for listed or approved appliances in Canada

Manufacturer
Serial Number
Model etc.



Item description

Approved use

Approval Agency



St Catharines Fire Services

Fire Prevention Unit 905-688-5601 ext. 4224