



CITY OF MIDDLETON

P.O. Box 487, 1103 W Main Street, Middleton, ID 83644
208-585-3133 citmid@middletoncity.com

SPACE # _____
P _____
M _____

Piccadilly Park/Middleton Market Vendor Application

Piccadilly Park
520 W. Main St. Middleton ID

Vendor Name: _____

Responsible Party: _____

Address: _____

City _____ State: _____ Zip Code _____

Home Phone _____ Cell Phone _____

Email: _____

I will sell: _____Plants _____Produce _____Crafts _____Clothing
_____ Food: _____
_____ Other: _____

Food Truck Length (Maximum 27 ft at Market) _____ Food Truck items sold _____

Piccadilly Park Vendor

- **Fee: \$35.00** (Non-Refundable) This permit expires at the end of the calendar year.
- The permit allows vendors to sell items in the Middleton Market Area located in Piccadilly Park at 520 W. Main Street, Middleton Idaho. Items may be sold from dawn to dusk any time throughout the year. Items may not be sold in any other place inside the park. (See diagram)
- Equipment: Vendors are responsible for providing their own **white (and only white)** shade covering, tables, chairs and displays. The shade coverings must be properly weighted down, stakes may not be used to secure vendor canopies. A Vendor is responsible and liable for damage and injury cause by the vendor's actions or omissions. The city is not responsible for any loss, damage or injury to persons or property.
- Spaces may NOT be reserved or held overnight and are on a first come basis.
- Food truck and trailer spaces are available. (See diagram)
- No sales/distribution of goods from vehicles is allowed unless they are at the sidewalk.
- Vendor is responsible for obtaining all state/federal/local applicable permits or licenses and posting them as required.
- Vendors must obtain a tax number from the Idaho State Tax Commission (ST-124) Vendors are required to collect and report all sales tax to the Idaho State Tax Commission: Vendors must have a copy available upon request.
- Liability insurance is recommended.
- A city assigned space and paid fee is required to participate in the Middleton Market Day on Thursday between 4:00 p.m. and 8:00 p.m.

Middleton Market Day Space Reservation and Regulations

The Middleton Market Day regular season is Thursday evenings starting the Thursday before Memorial Day and running through the Thursday after Labor Day. The Market opens at 4:00 p.m. and closes at 8:00 p.m. The city has the authority to temporarily close a park or any portion thereof at any time. (Ord. 553, 3-18-2015)

Space Rental:

Spaces are approximately 10' x 10' and are located on the grass behind the pergola (see attached diagram). Vendors who pay the season rate will be assigned the same space for the entire season; weekly vendors will be assigned an open space with their weekly payment.

Check one:

_____ **\$160** per season for a 10' x 10' space - Thursdays 4 p.m. – 8 p.m. (Non-Refundable)

_____ **\$10** per Market Day (Non-Refundable), *Must be registered the Tuesday by 5:00 p.m. prior to Market Day.*

_____ No Fee – Entertainment



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Middleton Market Day Regulations: (please initial each to indicate you agree)

_____ Items must be homegrown, homemade or self-produced.

_____ I am responsible to obtain applicable local, state and federal permits or licenses and post permits/licenses as required by the issuing agency.

_____ I am responsible and liable for damage or injury to people or property caused by me.

_____ I have valid liability insurance (recommended).

_____ I have a tax number from the Idaho State Tax Commission (Form ST-124). There is no charge to receive a tax number. Vendors are required to collect and report all sales tax to the Idaho State Tax Commission.

_____ I will be compliant with the City of Middleton Noise Ordinance (MCC 8-1-5)

_____ **Equipment:** Vendors are responsible for providing their own **white (and only white)** shade covering, tables, chairs and displays. The shade coverings must be properly weighted down. Stakes may not be used to secure vendor canopies. A Vendor is responsible and liable for damage and injury cause by the vendor's actions or omissions. The city is not responsible for any loss, damage or injury to persons or property.

_____ **Unloading / Set Up:** You may unload your vehicle beginning at 2:30 p.m. the day of the market, while parked in the parking spaces along the front of the market. Unload and move your vehicle before setting up your booth. All Vendor vehicles must be moved out of these spaces by 3:30 p.m. Vendors must be set up and ready for customers by 3:45 p.m.

_____ **Parking:** Vendors must park in designated areas (see diagram).

_____ **Tear down / Loading:** Tear down your booth completely before moving your vehicle closer to load. All spaces must be vacated, and items removed at the close of each Market Day

_____ **Food Vendors:** Vendors selling food are responsible to comply with Southwest District Health food safety regulations.

_____ **Trash:** Vendors are responsible to place all trash in receptacles and leave the Market space and area clean.

_____ **Middleton Market Day Rules**

- All park rules apply.
- All vendors will respect fellow vendors. Foul language or offensive remarks are prohibited.
- No animals are allowed in the Market area except service animals.
- Alcoholic beverages may be sold in sealed, un-opened containers, and may not be consumed on premises.
- Smoking/vaping is not permitted.
- Climbing on or attaching to the Market pergola is prohibited.
- Sales/distribution from a vehicle is prohibited.
- **City reserves the right to deny or revoke a Market Day Permit if regulations and rules are not followed.**

Signed: _____ Date: _____

Please Check ALL Applicable:

Piccadilly Park Vendor Middleton Market Space Vendor

CITY USE ONLY:

Accepted by: _____ Fee Receipt #: _____

Middleton Market Thursdays 4-8 p.m. May 26, 2022 - Sept 8, 2022
 Set up begins at 2:30 p.m.
 After set up, Vendors should park in Middle School parking lot.
ALL Canopies must be WHITE



Trailers must vend to sidewalk.



Music

Food Trucks must vend to sidewalk

FT1 FT2 FT3

11	12	13	14	15	16
17	18	19	20	21	22
Walkway					
23	24	25	26	27	28
29	30	31	32	33	34

- 10
- 9
- 8
- 7
- 6
- 5
- 4
- 3
- 2
- 1

Highway 44



SOUTHWEST IDAHO

MOBILE FOOD UNIT REQUIREMENTS

Why are there new requirements?

In 2020, the State of Idaho Adopted the 2018 International Fire Code (2018 IFC). In this edition, there is a new Section 319 on Mobile Food Preparation Vehicles. In the following pages are checklists and contacts to help you meet the requirements of the 2018 IFC.

What do I need prior to contacting the fire department for my inspection?

1. **Central District Health approved license and inspection.**
 - See: <http://cdhd.idaho.gov/eh-food-forms.php>.
 - Complete the application for Mobile Food Establishment and submit a drawing (to scale) of the layout including all equipment of the mobile food unit, and then pay required fees (licensing and plan review).
 - Complete the Mobile Food Unit operational plan review.
 - Meeting with a Health Inspector for plan review approval.
 - Submit commissary agreement during plan review meeting with Health Inspector.
 - Obtain required approvals from other agencies - Example: Eating and Drinking License, Planning and Zoning, Fire Marshal, etc.
 - Contact the Health Department at least two weeks prior to opening to conduct a pre-operational inspection.
 - Submit any changes in operating location or schedule.
2. **Proof of fire extinguisher and hood extinguishing system service.**
 - Fire extinguishers shall be serviced annually.
 - Hood extinguishing systems shall be serviced every six (6) months.
3. **Proof of professional hood inspection and cleaning.**
 - Typical hood systems must be inspected every six (6) months, or monthly for solid fuel cooking appliances.
4. **Have an LP gas alarm (combustible gas detector) installed in your food truck/trailer.**
 - LP gas alarms or combustible gas detectors can be purchased at most hardware stores and RV dealers.

Now you are ready!

It is the vendor's responsibility to contact your local Fire Department's Fire Prevention office to schedule an inspection of the mobile food unit prior to use or operation. Normal inspection hours occur Monday through Friday 8am to 5pm. Your inspection is valid only for the jurisdictions and areas served by the following fire departments/districts: Boise, Meridian, Eagle, Kuna, Star, Middleton, Nampa, Caldwell, Mountain Home, and Emmett. An inspection, with assigned permit and compliance sticker, are only valid from January 1st to December 31st for the year inspected. Inspections and permits are required annually in order to continue to operate your mobile food unit.



Middleton Star Fire District's

Victor Islas, Deputy Chief
(208) 585-6650 Office
(208) 860-1078 Mobile

permits@starfirerescue.org

MOBILE FOOD UNIT REQUIREMENTS

Fire Extinguishers

1. Minimum of one (1) sized 2A-10BC all-purpose dry chemical fire extinguisher.
2. If you use grease in your cooking process, a Class K liquid chemical extinguisher is also required.
3. Extinguishers mounted in an accessible location, with the top of the extinguisher three to five (3-5) feet above the floor.
4. Extinguishers must also have a current service tag affixed to it, at the time of inspection. This tag must indicate that the extinguisher has been serviced and inspected within the past eleven (11) calendar months, and the extinguisher shall be a serviceable model per NFPA 10. No plastic fire extinguishers will be allowed.

Commercial Cooking Appliance Systems

1. The fire suppression system, and the portable Class K liquid chemical extinguisher, must have a current service tag within the last six (6) months. If it has not been serviced within the last six (6) months, you will need to have it professionally serviced prior to inspection.
2. A Class K liquid chemical extinguisher must be mounted as indicated above.
3. The Class K liquid chemical extinguisher must be tagged as indicated above.
4. The manual activation for the hood suppression must be accessible and unobstructed.
5. The mechanism of activating the suppression system shall also shut off gas to the burners.

Waste

1. One (1) OSHA compliant, metal can for oily waste, with a tight-fitting lid is required. The size of the can depends on the amount of rags utilized.
2. Oily waste cans are required to be emptied daily.
3. The oily waste can may be located just outside the booth or stand, in cases where space is limited, so long as it is accessible during hours of operation.
4. No other trash or debris may be placed in these cans.

Generators

1. All generators and fuel cans shall be located at least twelve (12) feet from the mobile food preparation vehicle. All fuel cans onsite shall have a secure lid or cover to control vapor release.
2. Generators must be isolated from the public to prevent accidental touching of a hot unit.
3. Generators may not be refueled while the unit is running. Shut the unit down and move it away from the food truck when refueling.
4. No multi-outlets strips may be used to power cooking appliances.

LP Gas

1. LP tanks must be ten (10) feet from tents and canopies.
2. LP tanks must be stored and secured in the upright position.
3. LP refueling may only be done after event hours.
4. Vendors using propane/LP gas must place "NO SMOKING" signs above or near their tanks and enforce a "NO SMOKING" policy around the mobile food unit.

Miscellaneous

1. No straw, wood chips or other combustible material may be used as ground cover where open flame cooking/heating devices are used.
2. No open flame cooking devices may be located under or near any type of canopy and must be ten (10) feet from any flammable fabric.
3. There shall always be at least one food unit operator on-site who has been trained in the use of portable fire extinguishers.
4. Vendors using solid fuel cooking appliances must have a water extinguishing source available (hose, bucket or water extinguisher).

MOBILE FOOD UNIT INSPECTION

Business Name: _____ Date: _____

Address: _____ Phone: _____

City: _____ Zip Code: _____

Email: _____

AHJ: _____

GENERAL REQUIREMENTS:

Fire Extinguishers:

Yes No N/A

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 1. Portable fire extinguisher 2A:10B:C are installed near kitchen cooking areas | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Cooking appliances that produce grease-laden vapors protected by listed fire extinguisher (Class K) (One per 4 fryers) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. 1.5 Gallon Class K or 2A Water Extinguisher for solid fuels | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

LP (Propane):

Yes No N/A

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 4. Flexible connector is installed between the regulator outlet and the fixed piping system [NFPA 58:6.26.5.1(B)] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. LP gas containers installed on the vehicle shall be securely mounted and restrained to prevent movement [2018 IFC 319.8.2] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. LP gas system piping, including valves and fittings, shall be adequately protected to prevent tampering, impact damage, and damage from vibration [2018 IFC 319] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Maximum aggregate capacity of LP gas containers transported on the vehicle, and used to fuel cooking appliances only, shall not exceed two-hundred (200) pounds propane capacity [2018 IFC 319.8.1] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. A listed LP gas alarm shall be installed, within the vehicle, near LP gas system components, in accordance with the manufacturer's instruction [2018 IFC 319.8.5] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Tanks not stored on the roof or interior | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Tanks do not extend past the bumper or provided with impact protection | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Exhaust Hood and Fire Protection:

Yes No N/A

- | | | | |
|---|--------------------------|--------------------------|--------------------------|
| 11. Cooking equipment that produces grease-laden vapor shall be provided with a kitchen exhaust hood in accordance with 2018 IFC Section 607 [2018 IFC 319.3] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. The exhaust system including, including hood, grease-removal devices, fans, ducts and other appurtenances, shall be inspected and cleaned in accordance with 2018 IFC 607.3.3.1 [2018 IFC 319.10.1] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Cooking equipment shall be protected by automatic fire extinguishing system in accordance with 2018 IFC Section 904.12 [2018 IFC 319.4.1] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Fire protection system and devices shall be maintained in accordance with 2018 IFC Section 901.6 [2018 IFC 319.10.2] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Manual activation mechanism for fire suppression system is visible and accessible | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. "No Smoking" sign is mounted above/near LP tanks with four (4) inch minimum lettering | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Solid Fuel Operations:

Yes No N/A

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 17. Solid fuel is not stored above any heat-producing appliance or vent [NFPA 96:14.9.2.2] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Solid fuel is not stored closer than three (3) feet from any cooking appliance [96:14.9.2.2] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Solid fuel is not stored near any flammable liquids, ignition sources or chemicals [96:14.9.2.7] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Solid fuel is not stored in the path of the ash removal or near removed ashes [96:14.9.2.4] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Ash, cinders and other fire debris should be removed from the firebox at regular intervals and at least once a day [96:14.9.3.6.1] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Removed ashes, cinders and other removed debris should be placed in a closed, metal container located at least three (3) feet from any cooking appliance [96:14.9.3.8] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Cooking Area:

Yes No N/A

- 23. Eight (8) inch steel baffle between fryer and surface flames, or eighteen (18) inch space between fryer and surface flames [96:6.2.2.1, 96:6.2.2.2]
- 24. No more than one-hundred-twenty (120) gallons of cooking oil, which is protected from damage and secured during transport [2018 IFC 319.6]
- 25. Metal storage tanks are UL 80 or 142 listed [2018 IFC 319.7.1]

Emergency Egress:

Yes No N/A

- 26. Minimum of thirty (30) inches of unobstructed clear aisle space throughout the unit
- 27. Clear unobstructed height over the aisle of at least seventy-four (74) inches
- 28. Walking surface of egress path has a slip-resistant surface

Generators/General Safety:

Yes No N/A

- 29. Generator is grounded and visually in good repair [96:B17]
- 30. Any generator that is not mounted to the vehicle shall be twelve (12) feet away from mobile or temporary cooking operations [96:B16.2.1]
- 31. Fuel is stored in a UL or FM listed flammable liquids safety container [2018 IFC 5704.3.1.1]
- 32. Fuel is stored away from heat sources, with a secure lid, and the container is secured from tipping [2018 IFC 5704.3.4.4]
- 33. Extension cords shall be commercial grade extension cords. No light-weight extension cords are allowed [2018 IFC 604.5]
- 34. Generator shall be shut down and moved away from the mobile food unit prior to refueling [96:B18.3.2]
- 35. Electrical panel shall be accessible [2018 IFC 604.3]

Approved: _____

Date: _____

Inspector's Printed Name: _____

Title: _____

Department Performing the Inspection: _____

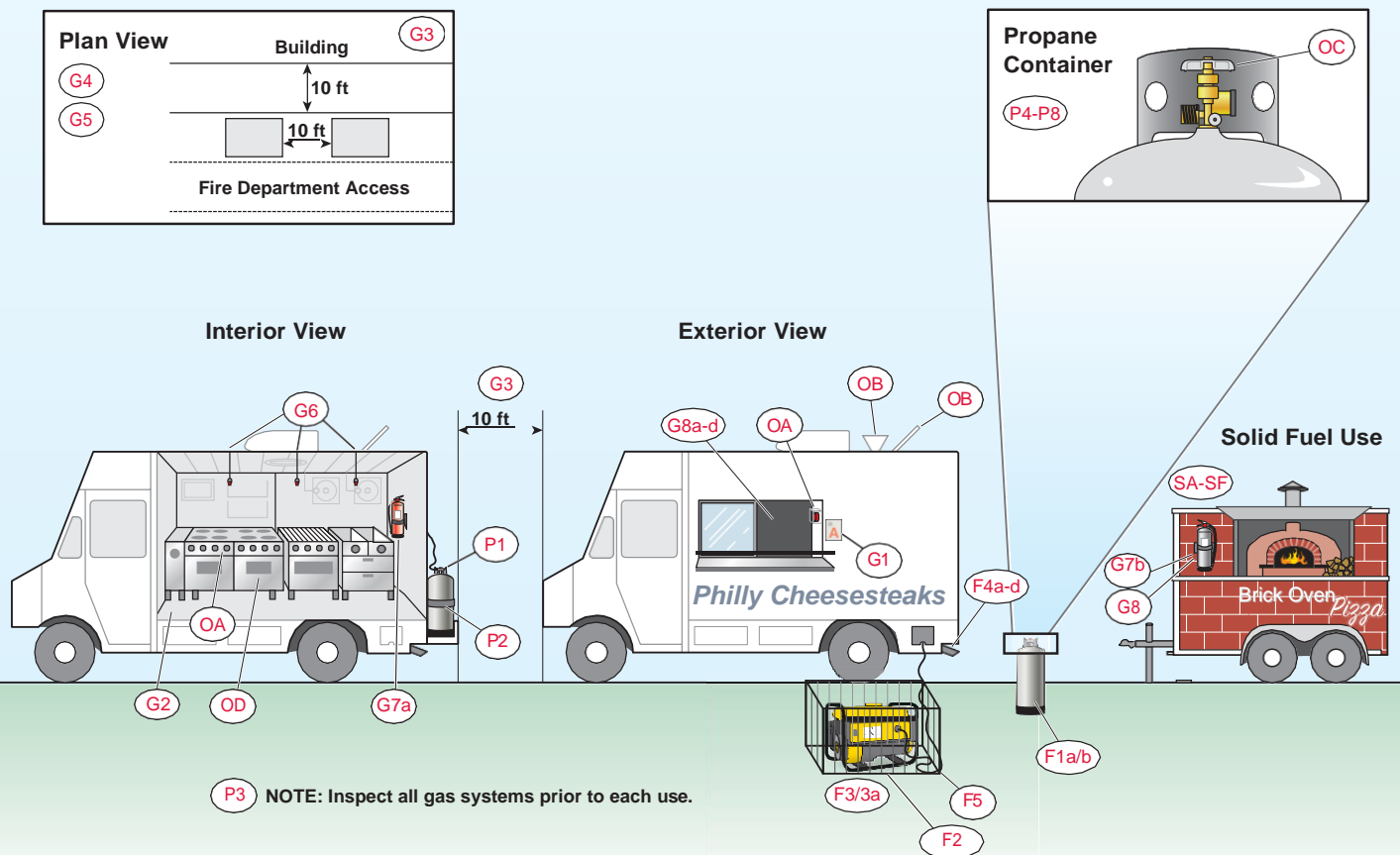
Sticker Number: _____ **Vehicle/Trailer Information:** _____

Vehicle Notes: _____

Comments: _____



FOOD TRUCK SAFETY



NFPA code references are provided at the end of each item. The red keys correspond to the NFPA food truck safety diagram. For more detailed information, see NFPA 1 and Chapter 17 in NFPA 96.

General Safety Checklist

- Obtain license or permits from the local authorities. [1:1.12.8(a)] **G1**
- Ensure there is no public seating within the mobile food truck. [1:50.8.3.2] **G2**
- Check that there is a clearance of at least 10 ft away from buildings, structures, vehicles, and any combustible materials. [96:17.2] **G3**
- Verify fire department vehicular access is provided for fire lanes and access roads. [1:18.2.4] **G4**
- Ensure clearance is provided for the fire department to access fire hydrants and access fire department connections. [1:13.1.4; 1:13.1.5] **G5**
- Check that appliances using combustible media are protected by an approved fire extinguishing system. [96:10.1.2] **G6**
- Verify portable fire extinguishers have been selected and installed in kitchen cooking areas in accordance with NFPA 10. [96:10.9] **G7a**
- Where cooking appliances that use solid fuel, such as charcoal or wood, produce grease-laden vapors, make sure the appliances are protected by listed fire-extinguishing equipment. [96:15.7.1] **G7b**
- Ensure that workers are trained in the following: [96:17.10]: **G8**
 - Proper use of portable fire extinguishers and extinguishing systems [96:17.10.1(1)] **G8a**
 - Proper method of shutting off fuel sources [96:17.10.1(2)] **G8b**
 - Proper procedure for notifying the local fire department [96:17.10.1(1)] **G8c**
 - Proper procedure for how to perform simple leak test on gas connections [96:17.10.1(5)] **G8d**



FOOD TRUCK SAFETY CONTINUED

Fuel & Power Sources Checklist

- ❑ Verify that fuel tanks are filled to the capacity needed for uninterrupted operation during normal operating hours. [1:10.14.11.1 for carnivals only] **F1a**
- ❑ Ensure that refueling is conducted only during non-operating hours. [96:17.8.3] **F1b**
- ❑ Check that any engine-driven source of power is separated from the public by barriers, such as physical guards, fencing, or enclosures. [96:17.5.2.2] **F2**
- ❑ Ensure that any engine-driven source of power is shut down prior to refueling from a portable container. [1:10.15.4] **F3**
- ❑ Check that surfaces of engine-driven source of power are cool to the touch prior to refueling from a portable container. **F3a**
- ❑ Make sure that exhaust from engine-driven source of power complies with the following: **F4**
 - ❑ At least 12 ft in all directions from openings and air intakes [96:17.5.2.3(1)] **F4a**
 - ❑ At least 12 ft from every means of egress [96:B.13] **F4b**
 - ❑ Directed away from all buildings [96:17.5.2.3(2)] **F4c**
 - ❑ Directed away from all other cooking vehicles and operations [96:17.5.2.3(3)] **F4d**
- ❑ Ensure that all electrical appliances, fixtures, equipment, and wiring complies with the NFPA 70®. [96:17.8.1] **F5**

Propane System Integrity Checklist

- ❑ Check that the main shutoff valve on all gas containers is readily accessible. [58:6.26.4.1(3)] **P1**
- ❑ Ensure that portable gas containers are in the upright position and secured to prevent tipping over. [58:6.26.3.4] **P2**
- ❑ Inspect gas systems prior to each use. [96:17.7.2.3] **P3**
- ❑ Perform leak testing on all new gas connections of the gas system. [58:6.16; 58:6.17] **P4**
- ❑ Perform leak testing on all gas connections affected by replacement of an exchangeable container. [58:6.16; 58:6.17] **P5**
- ❑ Document leak testing and make documentation available for review by the authorized official. [58:6.26.5.1(M)] **P6**
- ❑ Ensure that on gas system piping, a flexible connector is installed between the regulator outlet and the fixed piping system. [58:6.26.5.1(B)] **P7**
- ❑ Where a gas detection system is installed, ensure that it is tested monthly. [96:17.7.2.2] **P8**

Operational Safety Checklist

- ❑ Do not leave cooking equipment unattended while it is still hot. (This is the leading cause of home structure fires and home fire injuries.) **OA**

- ❑ Operate cooking equipment only when all windows, service hatches, and ventilation sources are fully opened. [96:12.1.1] **OB**
- ❑ Close gas supply piping valves and gas container valves when equipment is not in use. [58:6.26.8.3] **OC**
- ❑ Keep cooking equipment, including the cooking ventilation system, clean by regularly removing grease. [96:12.4] **OD**

Solid Fuel Safety Checklist (Where Wood, Charcoal, Or Other Solid Fuel Is Used)

- ❑ Fuel is not stored above any heat-producing appliance or vent. [96:15.9.2.2] **SA**
- ❑ Fuel is not stored closer than 3 ft to any cooking appliance. [96:15.9.2.2] **SB**
- ❑ Fuel is not stored near any combustible flammable liquids, ignition sources, chemicals, and food supplies and packaged goods. [96:15.9.2.7] **SC**
- ❑ Fuel is not stored in the path of the ash removal or near removed ashes. [96:15.9.2.4] **SD**
- ❑ Ash, cinders, and other fire debris should be removed from the firebox at regular intervals and at least once a day. [96:15.9.3.6.1] **SE**
- ❑ Removed ashes, cinders, and other removed fire debris should be placed in a closed, metal container. [96:15.9.3.8.1] **SF**

Learn More

- ❑ Get free digital access to NFPA codes and standards at: [nfpa.org/docinfo](https://www.nfpa.org/docinfo)
- ❑ Read the latest news and updates at: [nfpa.org/foodtrucksafety](https://www.nfpa.org/foodtrucksafety)
- ❑ Review the following and other NFPA resources at: [nfpa.org](https://www.nfpa.org)
 - NFPA 1, *Fire Code*, 2021 Edition
 - *NFPA 1 Fire Code Handbook*, 2021 Edition
 - NFPA 10, *Standard for Portable Fire Extinguishers*, 2018 Edition
 - NFPA 58, *Liquefied Petroleum Gas Code*, 2020 Edition
 - *LP-Gas Code Handbook*, 2020 Edition
 - NFPA 70®, *National Electrical Code®*, 2020 Edition
 - *National Electrical Code® Handbook*, 2020 Edition
 - NFPA 96, *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations*, 2021 Edition
 - NFPA 96: *Standard for Ventilation Control and Fire Protection of Commercial Cooking Operations Handbook*, 2017 Edition

