



## GUIDELINES FOR FOOD VENDORS & RELEASE

### THIS FORM IS REQUIRED FOR FOOD VENDORS TO PARTICIPATE.

If accepted, Vendors must return this signed form, Sales Tax and Use Permit, Bastrop County Temporary Food Permit, Certificate of Liability Insurance and booth payment before Thursday, January 2<sup>nd</sup>, 2025.

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business/Organization: \_\_\_\_\_

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

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

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

#### GENERAL INFORMATION:

Congratulations on your acceptance in the 2025 Bastrop Tx Mardi Gras Festival. This is our 2<sup>nd</sup> Annual celebration, with plans to grow our festival in years to come. Vendors are not guaranteed exclusivity for this event. Vendor to provide their own equipment and setup. Power will **NOT** be provided. We request that you maintain a high level of presentation and professionalism with your booth display and products. We prefer you utilize professional grade white tent/canopy. Feel free to decorate your booth with a Mardi Gras theme!

#### EVENT DATES & TIMES:

February 1, 2025, 10:00am-5:00pm

Setup- 8:00-9:30am

#### EVENT LOCATION:

Downtown Bastrop, TX - Main Street District

#### ITEMS TO BE SUBMITTED WITH THIS FORM:

1. **STATE OF TEXAS SALES TAX AND USE PERMIT**
2. **CERTIFICATE OF INSURANCE** - listing City of Bastrop 1311 Chestnut St, Bastrop, TX 78602 as Additionally Insured
3. **TEMPORARY FOOD PERMIT** - issued by Bastrop County for day of event. See Page 4

**VENDOR FEES (Payable to “City of Bastrop”)**

- 10 x 20 Space - \$250
- 10 x 30 Space - \$350
- 10 x 20 Space for **Non-Profit** - \$150.00
- 10 x 30 Space for **Non-Profit** - \$200.00

**To Pay By Check mail to:**

City of Bastrop  
 Attn: Mardi Gras  
 1311 Chestnut St.  
 Bastrop, TX 78602

**To Pay By Credit Card:**

Call Elisa Puentes (512)332-8989

**VENDOR SPACE INFORMATION:**

Unloading assistance not available. Vendors are responsible for providing their own tables, chairs, shade coverings/tents, etc. Spaces are assigned to avoid having similar food/products side-by-side.

**SET-UP:**

Vendors may begin to arrive at 8:00am. Streets will be closed and you will need to dolly/cart your equipment, supplies, materials to your assigned vendor location **NO SET UP ALLOWED BEFORE 8 am.** You will be notified of your booth block location and nearest parking the week of the event. No vendor will be permitted entry after 9:30am. Vendors are asked to be in place at 10am. Please take measures to weigh down all tents and materials in case of winds. We prefer your tent to be a professional grade white tent. (Failure to follow set-up rules may result in removal from the list of accepted vendors for future events.)

**TEAR DOWN:**

Event concludes at 5:00pm. **No early teardowns.** (Early tear-down may result in removal from list of accepted vendors for future events.)

**FIRE DEPARTMENT REQUIREMENTS:**

Please see Pages 6-9

**INCLEMENT WEATHER:**

Should inclement weather be in question, a determination will be made by City authorities, and you will be notified 24 hours prior to event with the decision that is made and alternate location.

I fully understand that my participation in the 2025 City of Bastrop TX Mardi Gras Festival (the “Festival”) presents exposure to the risk of personal injury, death, or property damage. I hereby acknowledge that participation in this event is voluntary and agree to assume any such risks. I hereby release, discharge, and agree not to sue or otherwise bring any claim(s) or proceeding(s) against the City of Bastrop, its officials, officers, agents, employees, representatives, or volunteers (collectively, the “Released Parties”) for any injury, death or damage, to or loss of personal property arising out of, or in connection with, participation in the Festival from whatever cause, including the active or passive negligence or any wrongful act or omission of any one or more of the Released Parties or any other participants in the Festival.

In consideration for being permitted to participate in the Festival, I hereby agree, for myself, my heirs, administrators, executors, and assigns, to indemnify and hold harmless the Released Parties from any and all claims, demands, actions or suits arising out of or in connection with my participation in the Festival. **This agreement to indemnify and hold harmless the Released Parties includes any and all claims for personal injury, death, or**

**damage to or loss of personal property even if caused in whole or in part by any one or more of the Released Parties' intentional conduct, gross negligence or other reckless or willful and wanton conduct.** I also agree and acknowledge that any Festival participant may be captured in photographs, videos or other imagery or media while participating, and I grant the full and unrestricted use of any such photograph(s), videos or other imagery or media for reproduction or display in City sponsored publications and any other media. I have carefully read this Vendor Release, Indemnity, and Hold Harmless Agreement, fully understand its contents, understand that it includes a full release of all liability and I sign it on my own free will. I have read the 2025 Bastrop TX Mardi Gras Guidelines for Vendors/Exhibitors, and I agree to abide by the stated rules and procedures. I hereby consent to the enforcement of all the guidelines, rules and instructions of the Festival. By signing below, applicant hereby certifies that applicant has read, understood, and accepted the terms and conditions set forth above. Applicant is responsible for obtaining all pertinent licenses, insurance, and permits. Applicant also certifies that all information provided is true and correct and that applicant's signature represents a commitment to participate in the Festival.

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Applicant also certifies that the Mobile Food Vending Requirements by the City of Bastrop Fire Department have been reviewed, acknowledged and agree to adhere to the requirements listed.

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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



**Fee Schedule**  
**(Check or Money Order Only)**

**Temporary Food Establishment Permit (Non-refundable)**  
**\$25.00per event** (Per individual food booth/unit)

Permit is valid for 3 consecutive days from the initial effective date.  
Exemption - Nonprofit as a 501(C) Organization. You must possess a (501(C)) exemption under the Internal Revenue Code, or be a religious organization meeting the definition of a church under the Internal Revenue Code, 170(b)(1)(A)(I). Nonprofits are not required to complete this application. However, they must follow the Temporary Food Establishment Compliance Requirements. Please have proof of your nonprofit status available at the event.

\_\_\_\_\_ \$25.00 for Temporary Food Permit (permit is valid for 3 consecutive days per event)  
\_\_\_\_\_ Non-Profit – Include copy of 501 (C) and return with application

\_\_\_\_\_  
Printed Signature of Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# Mobile Food Vending Requirements



City of Bastrop Fire Department - Fire Prevention Division

PO BOX 427, Bastrop, TX 78602

E-Mail: [FireInspections@cityofbastrop.org](mailto:FireInspections@cityofbastrop.org) // Phone: (512) 332-8673

## **MOBILE FOOD VENDING GENERAL GUIDELINES**

*These guidelines are a summary of some of the regulations found in the 2018 International Fire Code as amended by the City of Bastrop along with NFPA 96, NFPA 17A, and NFPA 58. They are not a complete reiteration of those Codes and Standards. All requirements of the Fire Code, and other pertinent Codes, regulations, standards, and policies shall be complied with.*

### **LOCATION OF FOOD VENDORS**

- 1.) Mobile food vending units shall be no closer than 20 feet from any structure.
- 2.) All vending units must remain at least 15 feet away from any fire hydrant, shall not block access to a Fire Department Connection (FDC), and shall not obstruct any access or exit from a structure.

### **COMMERCIAL COOKING OPERATIONS**

- 1.) Cooking operations that produce grease-laden vapors are required to be exhausted through a commercial vent hood and duct system. The commercial vent hood and duct system must be equipped with an automatic fire extinguishing system with a current certification tag.
- 2.) The automatic fire extinguishing system for the commercial vent hood and duct system must be serviced, inspected, and tagged every 6 months by a licensed fire extinguisher company.
- 3.) All deep fat fryers must have a steel baffle between the fryer and surface flames of an adjacent appliance or shall maintain a 16-inch separation distance. The baffle must be eight inches in height.

### **PROPANE CYLINDERS**

- 1.) A maximum of 2 - 100 pound cylinders is allowed. One is for use and one as a spare. **NO MANIFOLDING!**
- 2.) Propane cylinders shall be re-qualified every 12 years. A current date of manufacture if new, or a requalification stamp is required on all cylinders.
- 3.) LPG cylinders must be located and secured on the exterior of the Mobile Food Vendor unit. The cylinders must be open to the atmosphere. If the cylinders are kept in a compartment, the compartment must be separate from the interior food preparation area. Access to the compartment must be from the exterior of the unit and the compartment floor and exterior door must be vented to the atmosphere.
- 4.) LPG cylinders are required to be properly secured by a non-combustible cage, wire rope, or chain.
- 5.) LPG cylinders must have a ¼-turn shut-off valve located in a readily accessible location on the exterior of the unit. It must be located where it does not endanger the person(s) attempting to turn off the cylinder in the event of fire.
- 6.) A sign is required to be located near the ¼-turn shut-off valve consisting of three-inch white letters on a red background, which states "FUEL SHUTOFF".
- 7.) All units with LPG cylinders shall post a "NO SMOKING" sign on the exterior of the unit, next to or directly above the LPG cylinders and in an location visible to the public.
- 8.) LPG tanks located outside the unit must be a minimum of five feet away from the primary means of egress.
- 9.) The relief valve discharge shall be no less than 5 ft. from any openings in the vehicle, intake vents, or exhausts.

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## **PROPANE CYLINDER EQUIPMENT**

- 1.) LPG hose(s) or pipe(s) must listed by UL, FM, or other approved agency and listed specifically for LPG service. All couplings, fittings, and any other devices shall meet the requirements for LPG service as outlined in the International Fuel Gas Code, NFPA 58 and 54, or be deemed unapproved and removed from service.
- 2.) All cooking appliances shall be listed for use with the propane or shall be properly modified for use with propane.
- 3.) Appliances required to be vented (by the manufacturer's recommendations, usually greater than 40,000 BTU's) must be converted for use with propane by a master plumber licensed by the Texas Railroad Commission. Documentation of conversion by a plumber must be provided at the inspection.
- 4.) The use of non-metallic hose is prohibited. Flexible metallic connectors are limited to 5 feet in length.
- 5.) Piping shall be tested annually by a licensed LPG technician at not less than 3 psig for 10 minutes before appliances are connected and at normal operating system pressure after connection. **ANNUAL PRESSURE TEST DOCUMENTATION OF TEST MUST BE PROVIDED AT INSPECTION.**
- 6.) Manual shut-offs are required at the point of use and at the supply.

## **ELECTRICAL**

- 1.) Mobile Food Vendor units using electrical power for cooling or heating must provide a shutoff or means of disconnect located outside the confines of the unit. The electrical shutoff must be readily accessible and marked with a sign consisting of three-inch white letters on a red background, which states "ELECTRICAL SHUTOFF". This shutoff must be placed where it can be readily seen and reached without endangering the person(s) attempting to shut off the power source in the event of a fire or short circuit.
- 2.) Generator fuel tanks must be of adequate capacity to permit uninterrupted operation during normal operating hours. Generators shall be isolated from the public. Storage of gasoline is not allowed near generators.
- 3.) Refueling of generators must be performed in a location not less than 20 feet from the Mobile Food Vendor unit. Fuel shall be stored in a UL- or FM-approved flammable liquid safety container in an approved location. Generators shall be grounded in an approved method. Generators are not permitted to be refueled while actively vending or in areas occupied by the public.
- 4.) Electrical wiring on the interior and exterior of the Mobile Food Vendor unit must be protected and appropriately installed in compliance with the National Electric Code (NFPA 70).
- 5.) Extension cords are only for temporary use, not part of the unit's wiring.
- 6.) No multiplug adaptors may be used unless surge protected.
- 7.) Mobile Units shall not use electricity from a nearby structure.
- 8.) External electrical cords must be of a type approved for the use for which it is being employed. Electrical cords must have sufficient capacity, all connections must be secured with approved devices (or electrical boxes), and must be properly fused. External power cords must have protective coverings that will protect them from damage by vehicle or foot traffic.

**Power Cord Chart**

Maximum Load	Maximum Length	Minimum Gauge
20 amps	100 ft	12 AWG
30 amps	50 ft	10 AWG
>30 amps	See site Promoter, site electrician and/or Fire Marshal	

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## ***FIRE EXTINGUISHERS***

- 1.) Mobile Food Vendors are required to have a 5 lb. (3A:40BC) fire extinguisher. The fire extinguisher must be secured with the manufacturer's approved mount in a conspicuous place within the kitchen area.
- 2.) The fire extinguisher must be located as close to the primary exit point as practical, a location sign needs to be placed above the fire extinguisher.
- 3.) Additionally, cooking operations that produce grease-laden vapors will require a Class K fire extinguisher. The extinguisher must be mounted inside the unit with an approved Class K fire extinguisher location sign. The Class K fire extinguisher must be located within 30 feet of the commercial cooking equipment.
- 4.) Mobile Food Vendors with deep fat fryers shall have a Class K fire extinguisher for up to four fryers having a maximum cooking medium capacity of 80 pounds each. Every additional group of four fryers having a maximum cooking capacity of 80 pounds each requires an additional Class K fire extinguisher. For individual fryers exceeding 6 square feet in surface area, the Class K fire extinguishers will be installed in accordance with the manufacturer's recommendations.
- 5.) All portable fire extinguishers must be serviced, inspected, and tagged annually by a licensed extinguisher

## ***EMERGENCY EGRESS / EXITING***

- 1.) Trucks / Trailers must have a clear, unobstructed interior height over the aisle-way portion of the unit of at least 74 inches from floor to ceiling, and a minimum of 30 inches of unobstructed horizontal aisle space is required.
- 2.) If the travel distance from any portion of the interior exceeds 15 feet to the primary exit, the unit is required to have a minimum of two exits located remote from each other and arranged as to provide a means of unobstructed travel to the exterior of the unit.
- 3.) A secondary means of egress shall be located remote of the primary exit door, with an unobstructed minimum passage of 24" X 24" to the outside. The bottom of this secondary means of egress shall not be more than 4 feet above the unit's floor or a readily accessible horizontal surface capable of supporting a weight of 300 pounds minimum which opens to the outside.
- 4.) The latch mechanism of any exit shall be operable by hand and shall not require the use of a key or special knowledge for operation from the inside. The secondary exit shall be labeled with the word "EXIT" with two inch-minimum white letters on contrasting red background.



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## ATTENTION. Food Truck Operators

Are you aware that your compressed gas cylinders must be inspected?

Cylinders are required to be requalified, or replaced every 5-12 years depending on the cylinder type, condition, and previous requalification method (Ref. 49 CFR §§ 180.205(d) and 180.209).

The original manufacture/test date and any requalification/retest dates must be presented in a specific manner. Cylinders that are overdue for requalification must not be refilled.

If propane tanks are manufactured to ASTM Standards and built into the truck's body making it difficult to remove, then these tanks are exempt from the DOT reinspection requirements.

For more information, contact the Hazmat Info-Center: 1-800-467-4922.



RIN number identifying retester/requalifier

7<sup>A1</sup> 14  
32

Month last requalified Year last requalified

Requalification Date



**Original Manufacture/  
Test Date**

If no requalification markings are found, the cylinder must be requalified within 12 years of the original manufacture date. (Must be requalified by 5/2017 in this example)



**Volumetric Test.**

Basic Marking. Must be requalified within 12 years of stamped date (Must be requalified by 7/2026 in this example)



**Proof Pressure Test.**

"S" indicates cylinder must be requalified within 7 years of stamped date (Must be requalified by 7/2021 in this example)



**External Visual Test.**

"E" indicates cylinder must be requalified within 5 years of stamped date (Must be requalified by 7/2019 in this example)



U.S. Department  
of Transportation

Pipeline and  
Hazardous Materials  
Safety Administration

If cylinder is out of test find an approved requalifier to requalify your cylinder. A list of DOT approved requalifiers is available from the PHMSA website:

<https://portal.phmsa.dot.gov/rinlocator>