

Risk and Safety Items for All Vendors at Packapalooza™

- Bring photo identification.
- Safety is a must and it is everyone's responsibility to watch out for problems and report any concerns to event staff, a volunteer, Staff 1 security, or a police officer.
- In the event of an emergency, you will get instructions from event staff, Staff 1 security, or the police.
- Please download our app so you can keep up with important information about the day, including if there is inclement weather or an emergency: **[NOTE: The App will be ready for download at the beginning of June.]**
- Bookmark the Packapalooza website so that you can refer to it if needed for important information: <https://packapalooza.ncsu.edu/>
- Any vendor, exhibitor, or student organization distributing items (whether for sale or for promotional use) with NC State's names, mascots, trademarks (including Packapalooza), logos, or other related graphics must purchase those items from an officially licensed vendor that has permission to use the trademarks. NC State trademarks can not be used in a way that appears to be an endorsement of any business. **Note: Information about the use of NC State trademarks can be found at <https://campuserprises.ncsu.edu/trademark-licensing/> or by calling NC State's Trademark Office at 919-515-2146.** We will have someone on-site the day of event monitoring the distribution of items.
- Expect that any display or activity (e.g. chin up bars) that can be reasonably expected to present a hazard to attendees will be inspected. If it is deemed a hazard or risk, you will be asked to remove the apparatus and/or halt activity.
- We encourage engaging activities, but please keep safety at the forefront of all that you do. For example, with activities like cornhole, be mindful of where you set up so that someone does not get hit with a beanbag.
- For vendors that have been pre-approved for electricity, you can only use extension cords that are UL Listed with a plug connection with ground prong.
- All extension cords should NOT be left on or over walkways without proper covering to prevent slip and fall hazards.
- If you need anything, please go to the Information Tent on Hillsborough Street at Horne Street or ask anyone in a yellow Packapalooza vest.
- If you have reserved a tent and paid for it in advance, it will already be set up in your vendor space. You do not need to take it down and please do not move it to any other location.
- Please do not move from one vendor space to another.
- For Hillsborough Street Merchants ONLY – no tents are permitted on the sidewalk in front of your establishment for the blocks between Gardner Street and Logan Street.
- You are NOT permitted to sell items unless you have told us in advance AND been approved to do so. Only permitted food vendors are allowed to sell food.
- For vendors that are doing physical work - make sure there is adequate separation and security for any construction operations, including goggles and gloves.

Checklist for Food Vendor Inspection

- You need to have the following:
 - a fire emergency action plan which includes shutting off gas.
 - a 20 lb minimum class K extinguisher for deep fat friers.
 - a 10 lb minimum ABC fire extinguisher for propane tanks and/or portable generators.
 - absorbent for grease and other liquids if applicable to your food production.

- You are responsible for:
 - maintaining at least 16 inch space between any friers and surface flames of adjacent cooking equipment or 36 inches from combustible materials.
 - securing and bracing free standing propane tanks. [NOTE: Some bike racks will be available for this purpose.]
 - checking hose connections for tightness and leak free with propane tanks.
 - having a funnel to refill any gasoline fired portable generators. The generator must be OFF during refueling.
 - keeping sidewalks behind your vendor space blocked off so you can use this area. However, you need to make sure your staff is aware there are likely trip hazards in this area.
 - maintaining a distance of at least 12 feet between a cooking tent and a serving tent.
 - cleaning up your area on the street AND on the sidewalk behind your space.
 - disposing of grease or other liquids in proper containers.
 - providing your own extension cords that are UL Listed and have a plug connection with a ground prong. All extension cords should NOT be left on or over walkways without proper covering to prevent slip and fall hazards.
 - providing certification which indicates your tent (if applicable) is a flame resistant structure and material.
 - marking with visible, optic materials such as tape or flagging any ground anchors, ground stakes, protruding objects, or hoses.

Packapalooza will provide the following:

- trash and recycling containers throughout the venue, including in food areas.
- compost containers in select areas of the footprint for pineapple rind waste only.
- generator access for those that have indicated a need on their registration.
- attached electrical connections are what we have available. We are NOT doing hardwiring to any generators.

