



Dear Vendor,

Enclosed you will find information on this year's 24th Annual Chile & Frijoles Festival Presented by Loaf 'N Jug. The packet includes: a fact sheet with guidelines, insurance information, rules and regulations, vendor application, and inserts from the Pueblo Regional Building Department, the Pueblo Fire Department, The City of Pueblo Sales Tax and the City of Pueblo Stormwater Utility.

Please read all pages carefully and thoroughly. You must fill out all of the appropriate forms and submit them with payment **by July 27, 2018** for **EARLY REGISTRATION**. **An additional \$100 per booth space will be required after July 27, 2018 for LATE REGISTRATION based on space available.**

If you are a food vendor, you must fill out the Pueblo City/County Health Department form. **Even if you have already completed this packet for a previous event, please make copies and send it in directly to the Health Department.**

Please be advised: Due to new construction in and around the designated festival area, some vendors may not be able to occupy their preferred spaces as in previous events. We will not know until closer to the date of the festival as to if or how we may have to rearrange vendors and/or entertainment tents, but we will do our best to accommodate everyone.

Vendor packets will be **emailed** out by September 3rd, 2018. Please be patient in awaiting the arrival of your information until then. Below is a list of numbers and contacts for questions.

Greater Pueblo Chamber of Commerce – Terri 719-542-1704
Pueblo City/County Health Department –Justin Gage 719-583-4337
Pueblo Regional Building Department - 719-543-0002
City of Pueblo Fire Department – Erik Duran – 719-553-2830
City of Pueblo Sales Tax –719-553-2659

Sincerely,
Terri Kallish



THE FACTS: 24th Annual Loaf 'N Jug Chile & Frijoles Festival
 Friday, September 21, 2018 | 3:00 pm – Midnight
 Saturday, September 22, 2018 | 10:00 am – Midnight
 Sunday, September 23, 2018 | 10:00 am – 6:00 pm

LOCATION: Union Avenue Historic District/Historic Arkansas Riverwalk of Pueblo
 Open to the public

ADMISSION: \$5 Daily Single Admission

PROMOTED BY: The Greater Pueblo Chamber of Commerce

ACTIVITIES: Food Competition, Chile Roasting, Jalapeno Eating Contest, Farmer's Market, Live Entertainment, Hot2Trot 5K Fun Run, Children's Activities, Art Shows and much more...

SCHEDULE OF GENERAL EVENTS

3:00pm – Midnight FRIDAY, September 21
 5 Tents Featuring Live Entertainment
 Farmers Market & Chile Roasting
 Street Vendors

10:00am – Midnight SATURDAY, September 22
11:00am 5 Tents Featuring Live Entertainment
 "Chili & Salsa Showdown" Food Competition, Pueblo Convention Center, Commercial Division

2:00pm "Chili & Salsa Showdown" Food Competition Results
 Farmers Market & Chile Roasting
 Street Vendors
 Chihuahua Parade

8:00am SUNDAY, September 23
11:00am Hot to Trot 5k Fun Run & 2 Mile Walk
11:00am – 6:00pm "Chili & Salsa Showdown" Food Competition, Pueblo Convention Center, Non-Commercial Div.
2:00pm 5 Tents Featuring Live Entertainment
4:00pm "Chili & Salsa Showdown" Food Competition Results
 Jalapeno Eating Contest
 Farmers Market & Chile Roasting
 Street Vendors

OFFICIAL VENDOR HOURS

FRIDAY, SEPTEMBER 21, 2018 - 3PM to Midnight
SATURDAY, SEPTEMBER 22, 2018 - 10AM to Midnight
SUNDAY, SEPTEMBER 23, 2018 - 10AM to 6PM



VENDOR INFORMATION

Please see attached forms and comply appropriately.

Booth requirements:

The layout will be an open format with no draping or sidewalls dividing the booths. The tables and your decor will create the distinction between booths. We encourage vendors to feature items that reflect the theme of the festival, i.e. Chile peppers, hot & spicy, etc. We also require the use of pop-up tents to provide uniformity throughout the festival.

Set-Up & Vendor Guidelines:

1. **Please report to CHECK IN Friday morning, September 21, 2018, between 6:00am and 12:00pm (unless directed to set up at an alternative time).** CHECK IN will be indicated on the site map that will be enclosed in your vendor confirmation pack. All vendors will receive confirmation packs by email on September 3, 2018. **MUST PROVIDE EMAIL.**
2. Vendors **may not** park vehicles in the festival site during set-up. You may drive in and drop off items, but will be required to pull out immediately.
3. All vendors must stay within rented booth space, no encroaching will be allowed.
4. If your booth cart or trailer serves from the side we encourage you to indicate this information on your vendor application so that we can place your booth in an appropriate area. If you do not indicate this information on your application you may be encroaching into the vendor space next to you, which could result in the loss of your space.
5. **All vendors are responsible for disposing of their own trash in the provided roll-off dumpsters.** The festival committee is not responsible for removing your trash.
6. **Vendor set-up must be complete by 2 pm on Friday.** The festival will open to the public at 3:00pm on Friday and close at midnight. Crafts, art and miscellaneous vendors may close at dark, although food vendors are encouraged to stay open until midnight on Friday and Saturday nights.
7. All vendors will receive a City Sales Tax form in your check in packet. You may mail in your tax form with the appropriate funds made payable to the City of Pueblo. **Vendors with unpaid past taxes will not be accepted.**
8. **Pepsi** will be the exclusive soft drink sponsor. Vendors will be required to purchase products from the sponsor at the festival. **No** soft drink products may be brought in for sale at the festival. The Greater Pueblo Chamber of Commerce has the exclusive rights for the sale of beer/spirits, bottled water and energy drinks. All non-profits planning to sell soft drinks or water will have to comply with the rules as well.
9. **The Greater Pueblo Chamber of Commerce reserves the right to limit the number of vendors selling specific products or services based on the date the application is received. This applies to all vendors. Exclusive products are available with sponsorship. Contact the Chamber if interested in exclusivity. The Greater Pueblo Chamber of Commerce reserves the right to deny exclusivity.**
10. Food vendors must comply with Pueblo County Health Department rules and regulations. The attached Pueblo County Health Department packet needs to be filled out and **returned to the Health Department by July 27, 2018** to be included in Festival. **Even if you have already completed this packet for a previous event, please make copies and send it in.**
11. **Booths do not have potable water, food vendors need to provide their own or transport in approved container from approved location.**
12. Uniformed Security is provided from 6am September 20 to 7pm September 24. The Chamber is NOT responsible for any loss, damage, or injury. Vendors are encouraged to move merchandise to the middle of the booth & use the sidewalk.

Move Out:

1. **Beginning at 6:00pm Sunday, September 23, 2018 (note: Out of courtesy for the Festival and other vendors, we ask that you do not breakdown before 6:00p.m.). Tearing down, packing up or leaving prior to 6pm will result in loss of seniority and a possible \$100 penalty fine. Vehicles will NOT be allowed in the festival area until festival staff determines safety.**
2. **All vendors are responsible for their own trash removal. You must break down boxes! Trash dumpsters will be indicated on site map enclosed in vendor confirmation pack.**



VENDOR APPLICATION

Yes! Count me in! I want to reserve a space at Loaf 'N Jug Presents the 24th Annual Chile & Frijoles Festival

Food Product _____ Arts & Crafts _____ Other _____

COMPANY NAME _____

MAILING ADDRESS _____

CITY, STATE & ZIP _____

NAME OF CONTACT FOR EVENT _____

PHONE _____ CELL _____ PLEASE PRINT

E-MAIL _____ (PLEASE WRITE NEATLY)

EMERGENCY NAME & NUMBER _____

Please describe product/menu _____

PLEASE LIST AND ENCLOSE ALL THE EQUIPMENT YOU WILL BE PLUGGING IN AND WHAT AMPS ARE REQUIRED. All food vendors must check the following and initial before your application can be considered.

Style of Unit (Mandatory...PLEASE BE SPECIFIC)

- Trailer (Note: **Specify length of trailer with hitch**, which side the hitch is on, and which side you serve from) _____
- Food Truck (Note: Specify length of trailer with hitch, which side the hitch is on, and which side you serve from) _____
- Food Vendor with Canopy, tent, **must be screened in accordance to the health department rules and Regulations.**
- Canopy, tent, other
- Push Cart
- Other (Please specify) _____

Initial _____

DEADLINE FOR RECEIPT OF APPLICATION AND ATTACHED PAYMENT IS July 27, 2018, 5:00PM for EARLY REGISTRATION. THIS WILL BE A SELL-OUT! The Greater Pueblo Chamber of Commerce reserves the right to limit the number of vendors selling specific products or services based on the date the application is received. This applies to all vendors.

Space Request: No guarantee that previous space is available every effort will be made

We encourage you to submit a portfolio to complete the application process. It is our goal to have professional vendors at our festival. **Your portfolio should contain the following:**

1. 2018 Colorado Retail Food license (License can also be purchased through the Health Department)
2. Pictures of food concession stand.
3. Menu or list of canned, frozen, refrigerated foods to be sampled/prepared and served.
4. Past Health Inspection copies (per health department)

Note: All food vendors are required to have a commissary unless fully equipped and approved by the Pueblo City County Health Department.

All cancellations must be made by August 20, 2018 for a full refund!

Check box (es) below

- | | |
|--|--|
| <input type="checkbox"/> \$350 All Non Food Booth 10x10 | <input type="checkbox"/> \$200 Additional Attached Non-Food Booth 10x10 (same location) as 1st Booth |
| <input type="checkbox"/> \$500 Food Booth 10x10 | <input type="checkbox"/> \$325 Additional Attached Food Booth 10x10 (same location) as 1st Booth |
| <input type="checkbox"/> \$150 Grease/Clean up Deposit (Not Optional for food vendors) | (SEPARATE LOCATION NOT SUBJECT TO DISCOUNT) |
| <input type="checkbox"/> \$145 Electricity-Access to 110 Outlet | |
| <input type="checkbox"/> \$215 Electricity-Access to 220 Outlet | |
| <input type="checkbox"/> \$200 Non-Profit 10x10 Booth | <input type="checkbox"/> \$200 Additional Non-Profit 10x10 Booth |
- (Limited # booths available for non-profits)

USE OF FESTIVAL ELECTRICITY THAT IS NOT PAID FOR IS SUBJECT TO REMOVAL FROM FESTIVAL AND NOT ALLOWED IN FUTURE FESTIVALS.

\$100 Late-Registration Fee (will apply to all registrations received after July 27th, 2018)

GENERATORS NOT ALLOWED

TOTAL: \$ _____

ALL FOOD VENDORS ARE REQUIRED TO PLACE TARPS COVERING PAVEMENT UNDER ALL FOOD VENDORS BOOTHS!

Booth locations will not be reserved until payment has been received. **DO NOT SEND IN AN APPLICATION WITHOUT FULL PAYMENT.** For further information please contact 719-542-1704.

Mail your application and payment, or fax completed application with credit card information to:

The Greater Pueblo Chamber of Commerce
302 N Santa Fe Avenue
Pueblo, CO 81003
Fax: 719-543-4851

You can also email application to:
terrik@pueblochamber.net

Check Enclosed

Make check payable to *The Greater Pueblo Chamber of Commerce.*

Total payment Enclosed: _____ (Personal checks: must send photo copy of driver's license)

MANDATORY Certificate of Liability Included in the application. NO EXCEPTIONS!!!

If you do not carry liability insurance you can try to purchase it on the following website.

<https://securevendorinsurance.com/CO/ApplicantInformation?GroupEventKey=afd1e2ef68fc>

Credit Card Payment

Credit Card # _____ Zip Code _____

Exp. Date ____/____/____ CSV# _____

Signature _____ Date _____

Total payment Enclosed: _____

Very Important:
Please write Credit Card information as neat as possible.
Signature not optional.

Note: I understand the Greater Pueblo Chamber of Commerce will not be responsible for any loss, damage or injury that may occur to the vendors, their employees or property from any cause whatsoever, and vendors agree to hold harmless and indemnify the Greater Pueblo Chamber of Commerce against any & all claims for such loss, damage or injury. I have read the foregoing paragraph, food vendor rules and guidelines, and agree to abide by these terms.

Vendor Signature and Print Name

_____ / _____

ALL CANCELLATIONS MUST BE MADE BY August 20, 2018 FOR A FULL REFUND

_____ / _____

Vendor Signature

Print Name

VENDORS, CONTRACTORS, EXHIBITORES OR CONCESSIONAIRES

INSURANCE REQUIREMENTS:

1. YOU MUST PROVIDE THE GREATER PUEBLO CHAMBER OF COMMERCE WITH A CERTIFICATE OF INSURANCE INCLUDING THE FOLLOWING COVERAGE AND LIMITS: **If not provided you won't be accepted into the Festival.**
 - a. Commercial General Liability written on an "occurrence" basis
 - b. Limits:
 - i. \$1,000,000 each "occurrence"
 - ii. \$1,000,000 general aggregate
 - iii. \$2,000,000 Products-completed operations aggregate
 - c. You must have listed as an **"additional Insured", The Greater Pueblo Chamber of Commerce**, on this general liability policy for damages because of "bodily injury" "property damage", and "personal and advertising injury" arising out of or caused by any operations and completed operations by you.
2. You agree that by signing this document you have agreed to defend, indemnify, and hold harmless from any and all liability, loss, actions, costs, including attorney fees for any claim or lawsuit presented, arising from the negligent or intentional acts, errors or omissions by you.

Signed this day, _____, 2018

Vendor, Contractor, Exhibitor, or Concessionaire: Name _____

By _____

Title _____



Roni Kimbrel, CPA
Director of Finance

Valerie A. Palumbo
Tax Audit Manager

Sales Tax Division
1 City Hall Place
Pueblo, CO 81003
(719) 553-2659 – Phone
(719) 553-2657 - Fax

WELCOME!
2018 Chile & Frijole Festival
Sept 21-23, 2018

As a vendor at the **2018 Chile & Frijole Festival**, you are required to collect and remit City of Pueblo sales tax on your total sales for the event using the attached return. *For those vendors who have a City of Pueblo license, you are required to file separately using the attached return.* The only exception is that food for home consumption is not taxable. If you are unclear as to what qualifies for home consumption please phone our office.

The total tax rate applicable is 7.6%. Use the attached sales tax return to remit the City of Pueblo's portion of the tax (3.7%). Please make sure that you include your name and address on the return. The balance of the tax (2.9% state and 1% county) should be remitted to the State of Colorado.

Non-Profit Vendors:

Organizations must charge and remit sales tax on tangible personal property sold to or consumed by individuals who pay for them directly or indirectly. The fact that proceeds from such sales are to be used for charitable purposes does not make the sale exempt from tax. If a suggested donation is required for purchase of goods this constitutes a taxable sale. If the customer can make a donation of any amount or donate nothing and can still receive goods or services, this would be considered a true donation and not subject to tax. The organization would then be responsible for paying Sales or Use Tax on the items being given away.

The City of Pueblo's tax is due within 10 days of the event. If you have any questions, please contact our office at (719) 553-2659.

We hope you enjoy the event!

A handwritten signature in black ink that reads "Valerie A. Palumbo".

Valerie A. Palumbo
Tax Audit Manager



CITY OF PUEBLO FINANCE DEPARTMENT-SALES TAX DIVISION
P.O. BOX 1427 PUEBLO, CO 81002

ACCT# 22910

(719) 553-2659 – Main # (719) 553 – 2657 – Fax – salestax@pueblo.us – E-Mail

SPECIAL EVENT – SALES TAX RETURN

DATE _____ RETURN PREPARED BY _____ PHONE _____

NAME _____

ADDRESS _____

EVENT (DATE & PLACE) **2018 Chile & Frijole Festival (Sept 21-23)**

S-1

TAXABLE SALES _____

x TAX RATE of 3.7% _____

+ 10% Late Penalty & .5% Interest per month (if past 10 days) = _____

KEEP THIS COPY

**IF NO MONIES ARE DUE INDICATE “NO SALES” OR “ZERO AMOUNT DUE” ON THE RETURN.
VENDORS CURRENTLY LICENSED ARE STILL REQUIRED TO FILE THIS RETURN.
RETURNS AND MONIES ARE DUE 10 DAYS AFTER THE EVENT.**



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Stormwater Utility

Don't Pollute Colorado's Waters

No dumping in the Drains



Illicit Discharge means any direct or indirect spill or discharge of any substance, other than stormwater drainage runoff and naturally occurring groundwater to the City's storm drainage. Pollutant is any contaminant of water discharged into stormwater facilities. **Pollutants** include, but are not limited to: paints, varnishes and solvents; oil, antifreeze, transmission fluid and other automotive fluids; liquid, semi-solid and solid wastes; refuse, rubbish, garbage and litter; pesticides, herbicides and fertilizers; sewage, animal feces, pathogens and sanitary waste; commercial carpet cleaning discharges; grease; power wash discharges; and dissolved and particulate metals. **Sec. 16-12-21 Unlawful acts; enforcement.** It is unlawful and a municipal offense for any person to make, conduct, engage in or knowingly permit any illegal discharge to the City's storm drainage. Any person found guilty of any violation of this Chapter shall be punished as provided in **Section 1-2-1** of this code. General penalty: Where no specific penalty is provided, the violation of any provision of this Code adopted herein shall be punished by a fine not exceeding one thousand dollars (\$1,000.00) or imprisonment for a term not exceeding one year or by both such fine and imprisonment, the amount of such fine or term of such imprisonment to rest within the discretion of the Municipal Judge. (Ord. 7937, 12-8-08) For additional information call: Stormwater Utility Department (719)553-2899 for further information see <http://www.epa.gov/>; <http://www.pueblo.us>

CITY OF PUEBLO FIRE DEPARTMENT

Division of Fire Prevention

Special Events: **(Tents and Canopies, Cooking Booths and LPG Use)**



If you have any questions or comments regarding the information contained within,
or if you need assistance interpreting these requirements, please contact:

City of Pueblo Fire Department
1551 Bonforte Boulevard
Pueblo, Colorado 81001
Phone: (719) 553-2830
Fax: (719) 553-2831
Email: cityfire@pueblo.us

PURPOSE

To provide fire safety standards and regulations for the construction and operation of temporary membrane structures, tents and canopies and cooking operations associated with special events that are open to the public.

Temporary Membrane Structures, Tents and Canopies located within the city limits fall under the jurisdiction of the City of Pueblo Fire Department under the authority of International Fire Code (IFC) as adopted by Title III, Chapter 2, Article II of the City of Pueblo Municipal Code.

- Failure to comply with these requirements, or other orders and directions from the Fire Code Official, may result in the immediate closure of the event or activity.

DEFINITIONS

Canopy – A temporary structure, enclosure or shelter constructed of fabric or pliable material supported in any manner other than by air or the contents it protects, which is open, without side walls or drops.

Tent - Any temporary structure, enclosure, or shelter constructed of fabric or pliable material supported in any manner other than by air or the contents it protects, with side walls or drops.

Temporary Structure - Any enclosure or shelter constructed of materials as described in the 2009 International Fire Code, as amended, and erected for a period of less than 180 days.

Cooking Booths - Those canopies or other structures that are used solely for the purposes of cooking. No other uses permitted except the sales of the food cooked.

COOKING BOOTHS

1. **No cooking shall be permitted beneath a Temporary Tent or Canopy that has sidewalls or vertical drops.**
2. **Cooking Vendors that have a Temporary Tent or Canopy with sidewalls or vertical drops must conduct cooking activities no closer than 3 feet from tent or canopy.**
3. **All fabrics or membranes covering cooking booths shall be certified flame-retardant or treated with a fire-retardant paint or spray**

FIRE EXTINGUISHERS

- Shall be visibly located at all times during the event.
- Shall have a current certified service tag or receipt of purchase within 365 days.
- Travel distance to any fire extinguisher shall not exceed 10 feet.

REQUIRED TYPES

- **ABC fire extinguishers**, with a minimum (2-A; 10-BC) rating, are required for all cooking activities.
- **Class K (wet chemical) extinguishers** are required in addition for cooking appliances utilizing vegetable or animal fats and oils.

COOKING FUELS

All interior cooking equipment shall be approved for use by the Fire Code Official.

1. LPG

- One cylinder per cooking appliance plus one additional storage cylinder (per cylinder size), permitted for each cooking booth.
- Safety valves on LPG cylinders shall be pointed away from tent/canopies/structures.
- LPG cylinders shall be located outside of cooking booths (unless specifically approved) and no less than 1 foot from the exterior of the structure.
- LPG cylinders shall be located remotely from all exits for each vendor as well as adjacent vendors.
- LPG tanks shall be uniformly and remotely located amongst each cooking vendor.
- No smoking signs shall be posted within 10 feet of the cylinders.
- Cylinders shall be protected and securely fastened to a suitable object to prevent tampering and/or tipping.

1. OILS/ANIMAL FATS

- Deep Fat Frying may be conducted beneath a temporary canopy with no sidewalls if ALL of the following conditions apply:
 - i. Cooking area is not accessible to the public.
 - ii. Frying equipment shall be equipped with a temperature-regulating device.
 - iii. Frying equipment shall be equipped with a metal lid.
 - iv. 24 inches (minimum) horizontal clearance shall be maintained between Frying equipment and other cooking equipment or combustible material.
 - v. 42 inches (minimum) vertical clearance shall be maintained above Frying equipment and canopy or other combustible material.

2. SOLID FUELS

- All cooking utilizing solid fuels must be done under open air and not located under any canopy, tent or similar membrane structure.
- A metal receptacle with a secure lid shall be provided for the sole purposes of collecting hot ashes, smoldering coals, cinders, etc.
- This receptacle shall not be used for general trash/rubbish.

ELECTRICAL

1. Power Strips shall be UL listed with over-current protection and in good condition.
2. All extension cords and power strips:
 - Shall be 3-wire, UL listed, in good condition, and appropriate for their use.
 - Shall be plugged directly into provided outlets and shall not be plugged into one another in series.
 - Shall be adequately protected from foot traffic if paths of travel cannot be avoided
3. String Lighting – Refer to the manufactures guidelines for maximum number in series.
 - The total amperage of connected strings shall be calculated to ensure they do not exceed the amperage value of the extension cord/power strip and circuit.
4. Gasoline Powered Generators
 - Shall have a GFCI circuit installed and be properly grounded.
 - Shall be located outside at least 10 feet away from any structure.
 - Shall not be re-fueled until turned off and cool to the touch.

**"Welcome to the
Neighborhood"**



**Please check with your event
coordinator for more information**

**Let us Introduce
Ourselves!**

*Our job is to ensure the safety of
the public.*



**Contact us at
719-543-0002 Fax 543-0062
or on the web at www.prbd.com**



**Carnivals, Fairs,
Circuses and
Similar Events**



**Pueblo Regional Building Dept
830 N. Main St. #100
Pueblo CO 81003
719-543-0002**

General Requirements for portable wiring for the City and County of Pueblo. >>>

Based on:
National Electrical Code 2014
International Code Council - Electrical Code 2009 (Administrative Provisions)

Permits

A revocable electrical permit is required prior to special events. The permit will be issued to a licensed electrical contractor.

Inspection

All vendor booths must be inspected by an electrical inspector. In the event the inspector finds a violation, it is the vendor's responsibility to correct the violation A.S.A.P.

Note: Each booth and canopy will be inspected on a case by case basis

Receptacles >>>

All receptacles shall be ground fault circuit interrupter (GFCI) or use an approved adapter



Extension

Cords >>>



- All attachment plugs and power supply cords shall be protected by GFCI receptacles.
- Listed cord sets that incorporate GFCI protection are acceptable.
- GFCI protection is required for all receptacles
- ALL CORDS MUST BE 3-WIRE TYPE AND LISTED FOR WET LOCATION AND SUNLIGHT RESISTANT

Spa and Hot Tub >>>

- All vendors must have an Electrical Contractor install power to supply any pools or spas with a permit.
- These areas will be inspected according to the 2014 National Electrical Code, Article 680.

Lighting inside tents

or stands >>>



- All fixtures or light strings must be UL listed. NO HOMEMADE LIGHT STRINGS!
- All bulbs, lamps, spotlights, or flood light used to illuminate a tent or stand must be protected with an approved guard or by a suitable luminaire.
- All lights used for display cases must be approved by the electrical inspector.

