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**Vendor Requirements, Guidelines, RULEs & regulations**

**Event Hours & Vendor Set-Up/Breakdown**

Vendors are issued a four-day permit (Thursday to Sunday). You may begin to set-up your vending space at your assigned location beginning at 5:00PM on the Wednesday afternoon prior to the start of the Feast, (unless otherwise notified) and must be open for business no later than 4:30 p.m. on Thursday. Saint Lucy’s procession will begin at 5:00 PM.

 **All vendors are required to be set-up and open during Festival hours:**

**Thursday 5:00PM – 9:00PM**

**Friday 11:00 AM – 9:00 PM**

**Saturday 11:00 AM – 9:00 PM**

**Sunday 11:00 AM – 9:00 PM**

No vehicles are permitted in the Feast area during these times. You may not begin assembling your vending space until after your vehicle has been removed from the street. **On Sunday evening do not break down or block any streets until the Statue of Saint Anthony passed by and is returned to his permanent chapel. All vendor booths must be fully disassembled and removed from the Feast area by 1 AM. FAILURE TO COMPLY WITH THIS REQUIREMENT WILL RESULT IN YOU NOT BEING INVITED TO PARTICIPATE IN THE FEAST OR ISSUED A PERMIT FOR NEXT YEAR. No Parking will be allowed within the festival area during the weekend. This will be strictly enforced. Violators will be towed**.

**Permitting & Responsibility**

San Antonio Di Padova Da Montefalcione, Inc. (SADPDM Inc.) reserves the right to determine those applicants most suitable for vending space within Saint Anthony’s Feast.

**All vendors are responsible for providing information and fees needed to obtain appropriate permits from the City of Boston and its agencies.** *SADPDM shall coordinate permits issued by Boston Public Works, Boston Health Department, Boston Fire Department and Boston Licensing & Entertainment for carnival equipment in collaboration with the vendors.*

The vendor shall assume all responsibility for compliance with local, city, state and federal safety, fire, health, and other ordinances, regulations and laws regarding installation of and operation of equipment, displays and exhibit materials. All regulations listed in the City of Boston Public Works Department Application are applied by SADPDM Inc. and are strictly enforced.

SADPDM Inc. reserves the right to remove items and merchandise that were not listed and approved on your application and permit. SADPDM Inc. shall have the authority to deem proper all items including but not limited to clothing, accessories, artwork, music, food items and services that are to be available at vending location. No offensive or demeaning items including but not limited to clothing, pictures, paraphernalia, music or services is allowed. No items or articles bearing the image or wording of “Saint Anthony” or “Saint Anthony’s Feast” may be sold at the Festival. “Saint Anthony’s Feast” is a registered service mark.

The vendor agrees not to assign, sublet, or apportion space, or any part thereof allotted to him. No vendor will be permitted to display or sell his products or services outside the confines of his assigned booth space in the festival area. Product or food giveaways are NOT permitted.

**Insurance**

The City of Boston requires that each vendor at Saint Anthony’s Feast have liability insurance with $1 Million of

coverage. As such, each vendor participating in Saint Anthony’s Feast will be automatically enrolled in an

insurance plan provided through Saint Anthony’s Feast insurance carrier. An additional fee will be

applied to your vending donation fee for this service. Vendors may opt out of this insurance program and waive the fee **ONLY** if they provide the Saint Anthony Feast Committee with a copy of their own certificate of liability insurance with $1 Million of coverage that lists the City of Boston and San Antonio Di Padova Da Montefalcione, Inc. as additional insured. The certificate (rider) must be received no later than close of business on the August 1st. **Certificates can be sent via e-mail to** **committee@stanthonysfeast.com****.**

**Liability & Indemnity**

The Vendor (participant) hereby accepts and will comply with these Terms and Conditions and Vendor Instructions and also agrees to indemnify San Antonio Di Padova Da Montefalcione, Inc. and the City of Boston and, each of them, and by accepting the terms of this application and setting up a vending stand at the Feast, you agree to save San Antonio Di Padova Da Montefalcione, Inc. and the City of Boston and each of them harmless from and against any and all claims, suits, proceedings, actions, responsibilities, demands, judgments and executions which arise from or are in connection with the possession, use, occupation, management, maintenance or control of the Vendor’s stand(s) premises or any portion thereof or the sidewalks and/or streets abutting same.

The San Antonio Di Padova Da Montefalcione, Inc. assumes no responsibility for any loss, damage, injury or claim arising from acts or omissions of the Vendor (participant), its agents and/or employees’ in connection with any work the Vendor is permitted to do hereunder in the Saint Anthony’s Feast. Further, participant shall defend and indemnify the San Antonio Di Padova Da Montefalcione, Inc., and the City of Boston for the negligence, fault, misconduct and liabilities caused by participants its agents and/or employees should said negligence, fault and/or misconduct lead to the filing of a claim or legal action.

No refunds will be issued in case of inclement weather, acts of nature or restrictions by governmental agencies to cancel or alter the event once it is scheduled over which the San Antonio Di Padova Da Montefalcione, Inc., has no control.

**Electrical**

Electrical power will be supplied by SADPDM Inc. No generators are permitted. Each vendor will be supplied with a duplex receptacle (120 volt-2 outlet box) with a total maximum load of 1,400 volts. Saint Anthony’s Feast electrician will be available to assist you with your hook up and has the authority to remove any hook-up or limit the electric demand at each vending location for reasons of safety and total electrical load demands. For additional electrical service please ask the Feast Committee at time of application. Please refer to SAF Vendor Electrical Guideline sheet for more information. Any additional electrical service that needs to be provided is subject to an additional fee imposed by the Feast Committee in consultation with the Feast Electrician.

**Clean Up – Dismantling**

Vendors are required to keep their vending space clean and sanitary at all times.

* Vendors using oil or grease causing foods are required to use an absorbent floor covering under fryer and grills, so as not to leave vending location unsafe. All used oil containers MUST have covers on them to be disposed of.
* Vendors selling clams or setting up a raw bar: DO NOT over stuff your garbage bags, use a canvas or burlap bag to dispose of your shells.
* SADPDM Inc. may require a refundable cleaning deposit from vendors using oils or offering a raw bar.
* Vendors are urged to have an operable fire extinguisher at their vending location.
* All vendors must sweep out their vending location each night and dispose of garbage properly so the Feast cleaning personnel may properly clean the streets. It is recommended that each food/beverage vendor use a cleaning agent at vending location to lessen the odors during the weekend.
* Dismantling is permitted only after festival closing on Sunday evening/Monday morning. SADPDM Inc. and the City of Boston reserves the right, with no liability whatsoever for damage, spoilage, or loss, to dismantle, disconnect, dispose of, store and clear from the Feast area any display materials, goods,

property, or merchandise of a vendor who has failed to dismantle & remove their location by 1:00 AM

Monday following the end of the festival OR by 11:00 AM on Friday for a vendor who has failed to open for business during the scheduled festival hours.

**Noise & Courtesy**

Exhibits which include the operation of musical instruments, radios, public address systems, or any noise-making machine must be operated so that the noise resulting there from will not annoy or disturb adjacent exhibitors and their patrons and residents of North End. SADPDM Inc. shall have the authority to deem proper any music or audible sound at any vending location. All vendors are to keep noise to a minimum during the Outdoor Mass on Saturday at 5:00 PM. Absolutely NO change will be made at the Chapel of Saint Anthony during the weekend. You are a guest in the North End, please be considerate of our neighbors.

**Public Health Considerations**

We anticipate the need for increased scrutiny of safety measures including sanitation and food handling. Please make sure that all food products are protected behind sneeze guards, an ample supply of gloves for food handlers are present, and that you closely review additional information provided throughout this packet. Inspectional Services personnel will be on site throughout the weekend conducting checks and will have the authority to revoke permits should a vendor not be complying with any guidelines, rules, and regulations that are in place at the time of the event.

**Fire Safety**

All vendors that are cooking on-site are expected to have appropriate fire extinguishers present. Boston Fire Department personnel will be onsite throughout the weekend and will conduct checks to ensure current and appropriate fire extinguishers are present. For those vendors operating frying devices, a Class K fire extinguisher must be present. For vendors who are grilling, a Class ABC Fire Extinguisher should be present. For those vendors grilling and frying, please have both extinguishers present.

Vendors approved by the Feast Committee to utilize propane are only permitted to have a single day worth of propane on-site at any given time in accordance with Boston Fire Department requirements. Individual propane tanks may not exceed forty pounds. Total propane weights will be subject to approval through the permit request process by the Boston Fire Department. Vendors are not permitted to change propane tanks during the hours of Feast operations under any condition. Any vendor who attempts to change propane tanks during the hours of Feast operations risk their permit being revoked by Boston Fire Department personnel.

Vendors approved by the Feast Committee to utilize wood burning ovens are only permitted to have a single day worth of wood on-site at any given time in accordance with Boston Fire Department requirements. Charcoal grills are not permitted.

The Boston Fire Department has indicated that all vendors utilizing fryers may not have a tent or tarp over the fryer area. Please make plans to accommodate this regulation and to do so within your permitted vending space.

Gasoline generators are not permitted for use in the City of Boston. Should alternative generators be approved for use by the Feast Committee, the vendor will be required to apply for a Portable Generator (Temporary) Permit from Boston Fire Department at their own expense utilizing the Boston Fire Department online permit request platform.

If a food truck is approved to participate, a copy of your Food Truck Permit that was issued by Boston Fire will need to be submitted to the Feast Committee so that they may submit a copy with the vendor application to the City of Boston.

The Feast Committee must apply and pay for required permits from Boston Fire Department no later than July 1, 2024. Failure to do so may result in Boston Fire Department not issuing a permit resulting in a vendor not having proper permits to operate during the Feast. Failure to provide the necessary information and payment to the Feast Committee to obtain the proper permits will not result in a refund of other donations and fees.

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Vendors who are approved for a *General Permit for Fire in the Open* from the City of Boston (which is obtained

on behalf of the vendor by the Feast Committee) agree that the person accepting the permit (the vendor

named on the permit) shall conform to the Statutes of the Commonwealth, Commonwealth of Massachusetts

Fire Prevention Regulations, the Boston Fire Prevention Code, the Ordinances of the City of Boston and the conditions noted on the permit itself. The permit may be revoked at any time by the Head of the Fire Department; a violation of any of its conditions shall result in an immediate revocation of the permit. The person

to whom the permit is issued shall indemnify and save harmless the City of Boston and San Antonio Di Padova

Da Montefalcione, Inc. from any damage it may sustain, or be required to pay by reason of the exercise of the permit, or by reason of any act or neglect of himself/herself, any of his/her employees or agents relating to the exercise of the permit, or by any reason of any violation of any condition of this permit.

The original permit must at all times be kept posted at the vendor’s space within the Feast.

**Vendor Build Outs**

All vendors and sponsors that are offering seating must provide two means of egress – one dedicated for entry and one dedicated for exit - per the Boston Fire Department.

**Vendor Permitting Information Sheet**

**Each vendor must obtain a Feast Permit signed by the Feast Committee Chairman before processing of any City of Boston permits will occur. St. Anthony’s Feast Committee will coordinate street occupancy, temporary food service permits, entertainment licenses, and open burning-cooking permits with the appropriate City of Boston agencies. Permits and licenses obtained by the Feast Committee will be distributed to vendors on the Thursday of the Feast.**

**Food & Beverage Vendors**

* Fire Department permit for use of propane outdoors must be obtained for each location.
* Fire Department permit for use of open flame sternos or wood must be obtained for each location.
* Temporary Permit from the Inspectional Services Department - Health Division.
* Street occupancy permit from the Department of Public Works for each location.

**Novelty and Apparel Vendors**

* Street occupancy permit from the Department of Public Works for each location.

**Games and Rides**

* Apply for an Entertainment License from the Mayor's Office of Consumer Affairs & Licensing. (At least three weeks in advance, a public hearing may be needed).
* Street occupancy permit from the Department of Public Works for each location.

**VENDOR ELECTRICAL INFORMATION & GUIDLEINES**

**A. Each duplex receptacle (120 volt - 2 outlet box) is allowed a total maximum connected load of 1,400 watts**

B. Two duplex receptacles (2- 120 volt – 2 outlet boxes) (240 volts) are allowed a maximum of 2,800 watts

**C. No combination of load shall exceed the maximum 1,400 watt load per outlet box**

 *Combination loads consist of:*

 Small box type refrigerators – 600 watts

 Blenders - 500 watts

 Cold drink dispensers - 900 watts

 Household type coffee pots 500 watts

 Electric warmer units 1000 watts

 Light bulbs 75 watt maximum

D. **No electric cooking units, commercial warming units or commercial microwave units are allowed**

Examples of load combinations for 120 volt - 2 outlet box

One refrigerator @ 600w. + *13* 60w bulbs (780 watts) = 1,380 watts

One refrigerator @ 600w. + *20* 40w bulbs (800 watts) = 1,400 watts

*35* 40w bulbs only = 1,400 watts

*23* 60w bulbs only = 1,380 watts

Cold drink dispenser @ 900w. + *8* 60w bulbs (480 watts) = 1,380 watts

Cold drink dispenser @ 900w. + *12* 40w bulbs (480 watts) = 1,380 watts

**Electrical power will be supplied by SADPDM Inc. Each vendor will be supplied with a duplex receptacle (120 volt-2 outlet box) with a total maximum load of 1,400 volts. Saint Anthony’s Feast electrician will be available to assist you with your hook up and has the authority to remove any hook-up or limit the electric demand at each vending location for reasons of safety and total electrical load demands. Any additional electrical service that needs to be provided is subject to an additional fee imposed by the Feast Committee in consultation with the Feast Electrician.**

**TIPS FOR FOOD VENDORS**

**Inspectional Services**

The City of Boston Inspectional Services Department will be conducting inspections of all vendors. Vendors must have both a copy of both your Street Occupancy Permit and Health Permit on display.

Vendors should be prepared for additional questions when you go to the Board of Health to obtain your permit. One of the most frequent questions that is asked is the location where the food is purchased and prepared. If you are purchasing food already prepared at an off-site restaurant or commissary that is not within the City of Boston, you will need to make arrangements to obtain a copy of that business’ health permit from the municipality in which it is located and operates and submit it along with your temporary food service application to the City of Boston. *Please be aware that no food should be produced, cooked or prepared in a private residence in advance or during the Feast, that will result in the permit being denied by the City of Boston.*

Other issues to address for inspection include proper food temperatures, proper storage, on site utensil and hand washing station, and the installation of sneeze guards and other protective covering for the food. The following information is provided by Boston’s Inspectional Services Department and outlines their expectations regarding these issues. Please anticipate both a primary inspection of each vending location and also spot inspections throughout the duration of the festival. We advise you to read the appropriate information and in compliance with the Board of Health's requirements at all times. St. Anthony’s Feast is not responsible if any city agency shuts down a vendor’s operations at any point during the weekend.

*Dry Storage* Keep all food, equipment, utensils and single service items stored above the floor on pallets or shelving, and protected from contamination

*Cold Storage* Keep potentially hazardous foods at or below 41°F. An effectively insulated container with sufficient coolant may be approved by the board of health for storage of less hazardous foods, or use at events of short duration.

*Hot Storage* Use hot food storage units when necessary to keep potentially hazardous foods at or above 140°F.

*Thermometers* Use a food thermometer to check temperatures of both hot and cold potentially hazardous food. Each refrigeration unit shall have a thermometer to accurately measure the air temperature of the unit.

*Wet Storage* Wet storage of canned or bottled non-potentially hazardous beverages is acceptable when the water contains at least 10 ppm of available chlorine and the water is changed frequently to keep the water clean.

*Food Display* Protect food from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers.

*Food Preparation* Food employees must use utensils, disposable papers, disposable gloves or any other means approved by the board of health to prevent bare hand contact with ready-to-eat food. Protect all storage, preparation, cooking, and serving areas from contamination. Obtain food from approved source. Potentially hazardous foods and perishable items may not be prepared in residential kitchens.

*Cooking Temps* Beef 140°F; Pork 150°F; Ground Beef 155°F; Poultry 165°F; Other PHF’s 140°F