

# CENTRAL OHIO ANTIQUE FIRE APPARATUS ASSOCIATION

## 2019 STATE FIRE MARSHAL FIRE SAFETY EXPO, 31ST ANNUAL ANTIQUE FIRE APPARATUS MUSTER AND FIRE MEMORABILIA FLEA MARKET RULES AND REGULATIONS

JUNE 22, 2019

### APPARATUS, FLEA MARKET, FOOD VENDOR, AND EXHIBIT/DISPLAY REGISTRATION FORM

Your Name: \_\_\_\_\_ Vendor's Business Name: \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone No. (\_\_\_\_) \_\_\_\_\_ Cell No. (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

**Please fill out the applicable registration section below:**

#### FLEA MARKET REGISTRATION

Flea Market spaces are 18' X 18' with a fee of \$30.00. No tables or cover are provided. No overnight security at Muster site.

I would like to reserve \_\_\_\_\_ Flea Market spaces. Amount Due \$ \_\_\_\_\_

Type of Items for Sale \_\_\_\_\_

**PLEASE SIGN RELEASE FORM AT THE END OF THIS DOCUMENT.**

#### APPARATUS REGISTRATION

One fee of \$10.00 covers the registration for all apparatus displayed by the registrant and includes one dash plaque for each piece of apparatus registered.

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Type: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Type: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Type: \_\_\_\_\_

(If needed, please list additional Rigs on a separate sheet of paper and attach.)

Send completed forms and check, made payable to C.O.A.F.A.A. for total amount due to:  
**Peggy Winter, 8301 Long Rd. Canal Winchester, OH 43110**

**FOOD VENDOR REGISTRATION\***

Name of Food Truck/Cart: \_\_\_\_\_

List all food items you would like to offer for sale: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*ALL FOOD VENDORS WILL UNDERGO A FIRE SAFETY INSPECTION BY THE CODE ENFORCEMENT BUREAU.  
EXHIBIT/DISPLAY REGISTRATION**

Description of Exhibit or Display (e.g. an association which sets up informational booth.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MUSTER OPERATIONS**

The undersigned acknowledges this application is for space during the 2019 State Fire Marshal Fire Safety Expo and Antique Fire Apparatus Muster and Fire Memorabilia Flea Market (Muster) June 22, 2019 from 10:00 AM to 3:00 PM. Set-up and Tear down time frames are specified in the Rules & Regulations.

The Division of State Fire Marshal reserves the right to amend the operating hours and day in the event that climatic conditions render the ground unusable or in the event personal safety may be compromised.

This application does not become a binding contract until the following are received:

- a. Signatures from all parties on the registration form which includes release.
- b. Initialed Rules and Regulations (pages 4 and 5)
- c. Insurance Statement, if applicable
- d. Payment for the space made payable to C.O.A.F.A.A. for total amount due to: Peggy Winter, 8301 Long Rd. Canal Winchester, OH 43110.

THANK YOU for registering to participate in the 2019 COAFAA Muster, Flea Market & Safety Expo. Your participation is what makes the muster a great event for all who attend.

Send completed forms and check, made payable to C.O.A.F.A.A. for total amount due to:  
**Peggy Winter, 8301 Long Rd. Canal Winchester, OH 43110**

**RELEASE**

I hereby certify that I am over eighteen (18) years of age and of sound mind and body, and hereby agree that I am, and that my organization members and volunteers are voluntary participants in the 2019 State Fire Marshal Fire Safety Expo and Antique Fire Apparatus Muster and Fire Memorabilia Flea Market (Muster).

It is further agreed I, my heirs, administrators and assigns, hereby release Central Ohio Antique Fire Apparatus Association (COAFAA), SPAAMFAA, and the Department of Commerce, Division of State Fire Marshal (Organizers), their employees, public officials, agents, officers, and volunteers from any and all liability for property loss or damage, injury, disability, death, or any loss or damage to any person or property incident to my own or my organization's members and/or volunteers' direct or indirect involvement or participation in the muster.

It is further agreed that I/we assume all risks, both known and unknown, and assume full responsibility for my/our participation.

It is further agreed that I/we will comply with the stated and customary terms and conditions set forth in the registration form and rules and guidelines for participation. If I observe any concerns about my own participation or my organization's members and/or volunteers' participation in the Muster and/or the Muster itself, I will remove myself and my organization's members/volunteers from participation and notify the nearest representative of the Organizers.

It is further agreed I/we, my heirs, administrators and assigns, to the extent permissible by law, will indemnify and hold harmless the Organizers, their employees, public officials, agents, officers and volunteers from any liabilities incident to my own or my organization's member and/or volunteers' involvement or participation in the Muster and related programs, events, and activities.

In executing this agreement, I hereby certify that I have acted voluntarily based on my own knowledge and judgment and have not been influenced by statements or representations not included in this agreement. I further certify that I am an authorized signatory representing the applicant and that, by signing, I bind all organization members and organization volunteers to the same.

\_\_\_\_\_  
Printed Name of Business/Organization

\_\_\_\_\_  
Printed Name of Authorized Signatory

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Business/Organization

\_\_\_\_\_  
Printed Name of Authorized Signatory

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**2019 STATE FIRE MARSHAL FIRE SAFETY EXPO,**

**ANTIQUÉ FIRE APPARATUS MUSTER  
AND FIRE MEMORABILIA FLEA MARKET  
RULES AND REGULATIONS**

**Please have authorized signatory initial below on each page:**

1. COAFAA and the Division of State Fire Marshal (Organizers) reserve the right to revoke the permission to use any space at any time when the business of the Vendor is operating contrary to the terms of this agreement or the following rules and regulations. Vendor spaces may not be sublet, subcontracted, or otherwise placed in the use of persons other than the Vendor named in the application. Unless prior arrangements have been made with the SFM, any space remaining unoccupied at 10:00 AM on June 22, 2019, or any time thereafter may be rented to other persons without notice to the original vendor at the discretion of the SFM.
2. Application confirmation: Submission of an application is not a guarantee of acceptance into the 2019 State Fire Marshal Fire Safety Expo and Antique Fire Apparatus Muster and Fire Memorabilia Flea Market (Muster) Confirmation will be made by email, mail, or telephone. Any Vendor who is refused will receive a full refund of fees. If your application is accepted, your Vendor payment fee will be cashed.
3. Refunds: All cancellations must be made in writing and mailed to COAFAA. Attn: Peggy Winter, 8301 Long Rd. Canal Winchester, OH 43110. A 50% refund will be made for cancellation letters received on or before June 1, 2019. No refund will be made for cancellation letters received after June 1, 2019.
4. Flea market vendor spaces are approximately 18x18. Spaces for apparatus are determined on a case by case basis.
5. The Organizers have the right to request removal of any products/merchandise which the Organizers deem inappropriate or harmful.
6. Raffles for money are not permitted.
7. Beverages or food cannot be sold or given away in your flea market/apparatus space area.
8. There will be no distribution of sensitive materials. The Organizers reserve the right to cause removal of items deemed inappropriate for the Muster or to cause removal of Vendors if any or all regulations are not observed during the event. These rights are non-negotiable and will be strictly enforced.
9. One Vendor representative must be in attendance at their space from 10:00 AM to 3:00 PM on the day of the Muster. Space left unattended may be forfeited without refund. Any Vendor in violation of this contract may be denied access as a vendor at future musters or related events.
10. The Vendor shall be responsible for compliance with all city, township, county, state and federal regulations. Unless prior approval and permit is obtained from the SFM pursuant to Ohio Fire Code Section 105.1.1.1.5, no temporary membrane structures (i.e. tents, canopies, awnings, etc.) shall be over 400 square feet.
11. No smoking is allowed in or near any flea market/apparatus/food vendor space.
12. For vendors displaying apparatus, such vendors shall comply with SPAAMFAA and COAFAA guidelines and each piece of apparatus will have, at a minimum, a working 10 B:C fire extinguisher and be equipped with and use two wheel chocks.
13. For vendors displaying and operating a Steamer, the Steamer's boiler shall have been inspected and certified by the State of Ohio and that such vendors shall operate said Steamer in accordance with the SPAAMFAA and COAFAA guidelines.
14. All vendors must provide remit copies of the release agreement, included with this application, which binds ALL vendor employees/volunteers, with their application.
15. The Owner/Vendor takes full legal responsibility for participation and is the party for whom all transactions will be conducted. All sales and income taxes are the responsibility of the Vendor.
16. It is expressly understood that the Organizers shall in no way be liable for damage, destruction, theft, or loss of any kind to any property kept on the SFM premises, or for any injury arising out of the use of the space provided. Vendors may be held liable if they are the cause of any injury or accident. Each vendor is responsible for their own safety and property.
17. The Organizers will not provide electricity or other utilities.
18. Vendor acknowledges that the pond located on the SFM premises does not contain potable water and should only be used for the demonstration of fire apparatus.

Initials \_\_\_\_\_

19. Set up time will be Friday, June 21, from 5:00 PM to 9:00 PM and on Saturday, June 22, from 7:00 AM to 10:00 AM. Only vendors who have pre-registered by June 16, 2019 may set up on Friday, June 21. Vendors who set up on Friday shall check in with the security guard in the main building. (See map.) Vendors arriving after 10:00 AM on June 22 may be prohibited from setting up. If you register prior to June 1, 2019 you will receive your location assignment via mail, email, or telephone approximately a week prior to the Muster. If you register after June 1, 2019 you will receive your assigned space the morning of the Muster when you check in at the registration booth. Assigned areas are subject to change.
20. All vendors, regardless of when they registered, shall check in at the registration booth the morning of the Muster.
21. Reserved trailer parking is available for vendors. Vendors will be directed by parking attendants to the appropriate parking area. No one will be permitted to drive through the SFM campus after 10:00 AM on June 22rd. If an unauthorized vehicle is found on the grounds, the owner will be directed to remove it immediately. Failure to remove a vehicle will result in the vehicle being towed at the owner's expense.
22. Tear-down may not occur until 15 minutes after the Muster is closed.
23. Vendors are required to provide their own tents/awnings, display, tables, chairs etc. All items, including trash, must be removed from the grounds within three hours of the Muster closing. Removal charges will be imposed for noncompliance.
24. Vendors are not permitted to sell items and/or hang banners outside of their assigned area. No solicitations can occur outside the assigned area. You cannot impede walkways, means of egress, or interfere with adjacent Vendor activities.
25. Vendors are not permitted to use any audio system at their sites (e.g. music, announcements, etc.) at any time during the Muster.
26. Vendors are responsible for removing all trash and waste from their space at the end of the day and placing the trash into the appropriate receptacles.
27. Food vendors are responsible for obtaining the necessary permit(s) from the Licking County Public Health.
28. The SFM reserves the exclusive right of placement of the Vendor.
29. Food Vendors must ensure all external shut-off valves are locked/secured.
30. NO ALCOHOLIC BEVERAGES PERMITTED ON THE PREMISES.
31. Please ensure that any apparatus and equipment are secured and monitored at all times and that your attendants/personnel act professional at all times.
32. At all times, you, your employees or volunteers must remain in the designated premises. You are not permitted on restricted grounds.
33. Do not allow public access to your equipment and/or apparatus if such equipment and apparatus are unattended.
34. Any equipment, apparatus, or flea market merchandise brought to the muster is solely your responsibility. The Organizers are not responsible for any damage to your apparatus/equipment/merchandise or any injuries to you or others that use your apparatus/equipment/merchandise.
35. The SFM cannot monitor or service your apparatus, equipment, or merchandise or provide any personnel to operate it.
36. Notify a COAFAA or SFM employee if you notice any behavior that appears risky or may endanger the safety of others.
37. In the event of an emergency please call 911 and immediately contact Fire Prevention Chief Ken Klouda at (614) 507-7263.
38. Food vendors shall undergo a fire safety inspection by the Code Enforcement Bureau. Food vendors that are not inspected or that fail inspection and fail to remedy the violations within the timeframe allotted by Code Enforcement Bureau will not be permitted to operate at the Muster.
39. The signing of the Vendor application by the Vendor hereto is an express agreement to abide by the rules and regulations, as specified by the Organizers. If you fail to do so, you may be asked to leave the Muster and will be refunded your space fee. If weather conditions become severe, you accept full responsibility for yourself, your employees, volunteers, and/or workers. By signing the Vendor Registration, you intend to be legally bound for yourself, your heirs, executors, and administrators, waive and release any and all rights and claims for losses and damages you may have against the Organizers, and all other parties and demands and actions whatsoever which may arise as a result of participation in this event. By signing the Vendor application, you grant full permission to any and all forgoing to use photographs, videotapes, or motion pictures of this Muster for any purpose related to the Muster, future musters, beneficiary or sponsor.

**2019 STATE FIRE MARSHAL FIRE SAFETY EXPO,  
ANTIQUÉ FIRE APPARATUS MUSTER AND  
FIRE MEMORABILIA FLEA MARKET  
INSURANCE STATEMENT**

Apparatus entries WILL NOT be accepted unless this section and the Registration Form are completed and signed. Proof of insurance is not required for non-motorized apparatus for stationary display and other displays and exhibits.

Apparatus:

Insurance Carrier (Company Name):

\_\_\_\_\_

Policy Number \_\_\_\_\_ Effective Date \_\_\_/\_\_\_/\_\_\_ Expiration Date \_\_\_/\_\_\_\_\_.

I certify that the apparatus for display that I am entering will be in sound mechanical condition and road-worthy, as required by the State in which the apparatus is registered and will carry public liability and property damage insurance, as indicated by the policy number above for the date of the muster and any time the apparatus may be on muster grounds.

Food Vendor:

Insurance Carrier (Company Name):

\_\_\_\_\_

Policy Number \_\_\_\_\_ Effective Date \_\_\_/\_\_\_/\_\_\_ Expiration Date \_\_\_/\_\_\_\_\_.

\_\_\_\_\_  
Printed Name of Business/Organization (if applicable)

\_\_\_\_\_  
Printed Name of Authorized Signatory

\_\_\_\_\_  
Title (if applicable)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date