

To: Food Concession Booth Operators

From: Kentucky Apple Festival Board of Directors

Subject: Electrical Safety Guidelines

During the past several years we have experienced very few problems with the electrical systems which serve your food concession booths. Not to say there have been no problems at all because occasionally, we have encountered situations that needed attention. On these occasions the problems have not always been the result of a failure on behalf of the electrical service itself. Vendors occasionally don't assure themselves a problem free festival by addressing their needs before the event. The following guidelines will be observed during the festival in order for everyone to have a successful and safe event:

1. **NO ONE** is permitted to work on or alter, in any way, the existing electrical services (this means absolutely no one other than Kentucky Apple Festival electrical committee members). Do not remove any covers or attempt to do any wiring inside the service panels. If you have a problem, contact the information booth. **Anyone observed working on the electrical equipment will be asked to remove their booth immediately.**
2. Limit the load placed on each extension cord used. The standard GFCI receptacles are wired to 20 ampere breakers. All of the vendor cords used must be rated for 20 amperes and kept to a minimum length. Also, all cords used must be continuous and contain no splices or frays; this will eliminate the tripping of GFCI receptacles in the event of rain or inclement weather. **The maximum wattage placed on each cord is to not exceed 1800 watts.** This limits the load to 80 percent of the circuit's rating, which should keep the breaker from tripping and follows guidelines set forth by the National Electric Code. If you should have a breaker trip, you may need to use additional cords; limiting the number of appliances placed on each one. Each receptacle is wired to a separate breaker, so there should be ample space for all of your needs. If you continue to have a problem, contact the information booth.
 - A. Your appliances should have a date plate on each of them which will specify the wattage. To determine your load, simply add them together. For example, if you are using three appliances rated for 600 watts, 900 watts, and 1200 watts, respectively, your total load would be 2700 watts. This would require at least two extension cords.
 - B. Some appliances may only have the volts and amps listed on them. For example: 120 volts and 7 amps. To determine the wattage, simply multiply the volts by the amps and this will give you the watts for the appliance. In this example the appliance wattage would be 120 volts x 7 amps = 840 watts.
3. Make sure that all extension cords are in good shape and large enough to carry your full load and not become overheated. Each GFCI receptacle in your service is rated for 20 amps. You need to make sure your extension cord is rated accordingly. Again, **NO SPLICED** cords are to be used. This is a safety violation and you are putting the public at risk by using these cords.
4. Make sure you do not route any cords over walkways, sidewalks, or any public access point. This is a Festival safety violation and a trip hazard. Also, do not suspend any cords between two

points where someone could get caught up in them. Usually, along the curb is a good place to have them.

5. **Extension cords must be Three-Wire grounding type with the grounding plug intact.** Two wire cords will not be permitted in the Festival.
6. Each organization must specify the type of electrical service required. This is to be done on your application form. No alterations can be made after the food booths are located on the street.
One person representing your organization will be asked to sign this electrical safety guidelines form. Meaning, if any of the above rules and guidelines are not followed, you will be asked to unhook from our electrical services and no longer will you be allowed to use these electrical services.

Please, ensure your booth is in proper working order before you bring it to the Kentucky Apple Festival so that any problems within your booth will not put you in breach of any safety guidelines. We cannot work on your booths. The festival is responsible for the electrical services provided; not your booth.

We hope each organization has a very successful and safe festival this year. Your assistance in helping us will be greatly appreciated. If we can assist you in any way, please feel free to contact any of the Kentucky Apple Board Electrical committee members;

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