

# VENDOR BOOTH APPLICATION

## CARE

Cancer Aid Resource & Education, Inc.  
 125 North Main Street, Suite 114  
 Las Cruces, NM 88001  
 575-649-0598



## The BIG Event

### DATES and START TIMES

Friday, Sept. 23 – 5:00 to 11:00 pm  
 Saturday, Sept. 24 – 12:00 to 11:00 pm  
 Sunday, Sept. 25 – 12:00 to 6:00 pm

### Applicant Information

Business Name

Contact Person

Mailing Address

City

State  Zip Code

Phone

Cell Phone

Email Address

NM CRS Tax ID

Gross Receipts Location Code: 07-132 (Downtown TIDD- Las Cruces).  
 Vendors must comply with all city, county and state requirements  
 and tax regulations.

**All Beverages will be sold by CARE.**  
 If food vendor is interested in selling drinks benefiting CARE,  
 which will allow customers to buy food and drinks  
 simultaneously, please contact CARE for details.

### Booth Information- SELECT ONE

- Food (\$500 fee and \$25 cleaning deposit)**  
 This is defined as a booth where cooking will be done on the premises, and vendor is selling only items to eat, no beverages.
  
- Arts & Crafts (\$200 fee and \$25 cleaning deposit)** This is defined as a booth where only HANDMADE items are sold and the majority of the sales price of each of the items to be sold are less than \$25 each.
  
- Products & Novelties (\$300 fee and \$25 cleaning deposit)** This is defined as a booth where gifts, services, and manufactured products are being sold.
  
- Information - Business (\$500 and \$25 cleaning deposit)** This is defined as a booth where the sole purpose is to provide information or market a company. Nothing will be sold. No campaigning nor literature distribution allowed.
  
- Games (\$300 fee and \$25 cleaning deposit)**  
 This is defined as a booth where patrons pay to play games and win prizes based on their performance.

### Type of Booth – Select all that apply

Hitched Trailer     Food Truck/ Van     Canopy     Enclosed Tent    Other \_\_\_\_\_

Food Vendor Trucks: Size of Truck? \_\_\_\_\_ All Vendors: Do you need electricity? Yes  No

List ALL items to be sold : \_\_\_\_\_ Type of Electricity: 110  220

Other Needs/Comments: \_\_\_\_\_

### Check each fee enclosed:

Booth Fee                      Amount \$ \_\_\_\_\_

Deposit                              Amount \$ \_\_\_\_\_

**Total Amount \$ \_\_\_\_\_**

### To be completed by CARE

Date Received \_\_\_\_\_ Assigned Space # \_\_\_\_\_

Booth Fee Check # \_\_\_\_\_ Dated \_\_\_\_\_

Deposit Check # \_\_\_\_\_ Dated \_\_\_\_\_

### **REQUIRED FEES & PERMITS**

- Booth spaces will be rented for types of booths and fees designated on the front of the application. The type of booth is designated by the descriptions on the front of this form and any questionable items shall be determined by the CARE Committee.
- A cleaning deposit fee must be included with the booth fee. All deposits should be written in separate checks. No money orders or cash. The cleaning deposit is refundable if your space is clean at the end of the event on Sunday.
- Food vendors must obtain a food service permit from the State of New Mexico Environment Department. All food vendors MUST display their food permit at the event. Please note: Anyone who plans to do a food event must submit a temporary permit application to the New Mexico Environmental Health Division at least 10 days prior to the event.

### **PROPANE AND INSPECTIONS**

- Food vendors must comply with the Rules and Regulations of the L. P. Gas Bureau, New Mexico Regulation and Licensing Department and Las Cruces Fire Department. All food vendors must pass propane and local fire department inspections. Food vendor inspections will begin at 3:00 pm Friday.

### **INSURANCE**

- All Food and Game Vendors must provide CARE a Certificate of Insurance (COI) through your insurance provider. COI must include CARE and City of Las Cruces as additional insured endorsement. Please note: CARE does not provide insurance to any vendors.

### **BOOTH SIZE/INFO**

- The designated booth spaces are 10 x 10 feet.
- Booth fees are for space only. Vendors must provide any booth materials such as tables, chairs, extension cords, etc.
- Vendors will not be allowed to display items or place additional items outside the booth's 10 x 10 area. All items are to be sold from booth (no walking around).
- Should a vendor need more space than the 10 X10 booth space, the vendor will be required to purchase a second booth space.
- It is the responsibility of the applicant to know how much space they will need. Vendors who require extra space on the day of the event without prior request and authorization may be required to leave and forfeit payment.
- Canopies shall be weighed down on all four legs with a minimum of 25 lbs. per leg to keep the canopy stable if there is wind. This will help protect the vendors and visitors from flying canopies due to inclement weather.

### **SET UP AND TEAR DOWN**

- Vendors are not allowed to drive on the City Plaza. Vendors are only allowed to drive on the roads.
- Booth set up begins at 11:30 a.m. Friday morning. There is no set-up the night before.
- All vendors will receive a reminder set-up email the week prior to the event. All assigned set-up times are final.
- Vendors who are not set-up by "ready time" may be required to leave the event and will forfeit payment.

- Vendors must unload their vehicles' as quickly as possible from the nearest street available and immediately move their vehicle.
- Tear Down begins promptly at 6:15 pm Sunday. Please make every effort to tear down and pack up as quickly as possible.

### **TRASH**

- Vendors are responsible for disposing their trash in trash bags in the large dumpster provided.
- Vendors are responsible for breaking down their own boxes and disposing of them in the large dumpster. Boxes should NOT be thrown in the City Plaza trash bins.
- Vendors who leave boxes on the plaza or are caught throwing them in Plaza trash bins will NOT have their cleaning deposit returned. All trash should be removed from space when vendor leaves on Sunday.

### **FIRE SAFETY**

- While electricity may be available, vendors are required to provide their own heavy-duty extension cords. All electrical connections are subject to approval by CARE or City of Las Cruces.
- Vendors are required to use duct tape to secure cords to the ground. Cords may NOT be strung through trees, light posts, or flag poles.
- All food vendors must have a Class K and a 2A10BC fire extinguisher.
- All vendors must abide by the attached fire safety codes.

### **ADDITIONAL RULES AND REGULATIONS**

- All spaces will be assigned on a first paid, first served basis. No changes will be authorized.
- Ice will be available for purchase from CARE. No outside ice allowed.
- All booths must be presentable. Photographs of booths must be submitted with application.
- No knives, firearms or any other weapons will be allowed.
- Vendors are not permitted to sell silly string, popper, water guns, water toys, hair spray, or other sprays.
- Microphones, loud speakers or other amplifying device are not permitted.
- Booths must be set up and ready for business at 4 pm on Friday, 11 am on Saturday and Sunday and must be manned at all time. Close of business is at 11pm on Friday and Saturday and 6 pm on Sunday. Vendor booths must remain open during the entire event.
- No spikes or any other such objects are allowed to be inserted in the plaza area (including sidewalks, bricks, monuments, etc.)
- Nails and structural changes are prohibited. No rope, chain or similar device may be attached to any plant for any reason.
- Caution tape needs to be tied to all tent tie downs and other trip hazards.
- The street area behind vendors must remain open at all times to accommodate emergency/safety vehicles.
- No vehicles may be driven on the Plaza sidewalk or grass.
- There is no vendor parking on the City Plaza.
- No pets are allowed on the City Plaza.
- If you cancel your vendor space, your fee WILL NOT BE REFUNDED.
- CARE – Cancer Aid Resource & Education, Inc. and City of Las Cruces will not be held responsible for theft or damage to booth materials, items for sale, or items not owned by the CARE – Cancer Aid Resource & Education, Inc. and City of Las Cruces. Any property left unattended is at the risk of the vendor.

The vendor / participant whose signature appears below agrees to abide by all terms stated in this vendor agreement application and Las Cruces Fire Department Special Event Safety Guidelines and Vendor Safety Codes. The signature below signifies that the vendor understands that any willful and intentional violation of these rules and regulations will result in their booth being shut down and no refunds will be given. The vendor also understands that the CARE – Cancer Aid Resource & Education, Inc. reserves the right to refuse, close or cancel any booth without issuing a refund. **HOLD HARMLESS AGREEMENT:** I assume all risk and hazards incidental to the conduct of The Big Event activities. I do further hereby release, indemnify and hold harmless CARE – Cancer Aid Resource & Education, Inc. and the City of Las Cruces, City of Las Cruces representatives and employees and ALL the volunteers in case of injury.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**The purpose of this guidebook is to establish the responsibilities for the event promoters, sponsors, vendors and the Las Cruces Fire Department Prevention Bureau Staff.**

**This guidebook will also provide information regarding the fire and life safety regulations that are needed for a safe event. The Las Cruces Fire Department Prevention Bureau Staff views these events as a team effort. The more awareness each member of the team has of the role and responsibilities of the group, the better the team will function. With willingness and effort on the part of all of the team members, a safe and enjoyable event is more likely to occur.**

## **Definitions**

*For the purposes of this guidebook, the following definitions shall apply:*

- **Cooking Booth/Tent** – A structure (tent or other construction) where food is prepared/served by ANY HEATING or COOKING process such as, but not limited to flambé, chaffing, grilling, frying, barbecuing, deep frying, baking, broiling, boiling or steaming.
- **Mobile Food Unit**- A food service establishment that is vehicle mounted or wheeled and is capable of being readily moveable.
- **Vendor (Non-cooking) Booth** – All booths and tents without any cooking/heating operations.
- **Tent** - A temporary structure, enclosure or shelter, with or without sidewalls, constructed of fabric or pliable material supported by mechanical means such as beams, columns, poles, or arches, or by rope, cables or both.

## **Responsibilities**

- **Event Sponsor** - The Event Sponsor assumes overall responsibility for the set-up and running of the event and insures compliance with Fire and Life Safety guidelines.
  - The Event Sponsor shall provide a site plan to the Fire Prevention Staff showing the following:
    - The name of all streets and areas that is included in the event
    - The location(s) of Fire Department Access Lanes (20 ft. minimum width)
    - The location of stages, non- food booth vendors, food vendors and display areas
    - Location of Emergency Exits
    - A list of food vendors with the type of food and cooking method
  - The Event Sponsor shall distribute to each Vendor a copy of this guidebook.
- **Event Vendors** - Event Vendors are responsible for the safe operation of their booth, display or attraction. Vendors shall coordinate the event setup and take down with the Event Sponsor to insure compliance with Fire and Life Safety regulations.
  - The Event Vendors shall:
    - Keep Fire Lanes, Fire Department Connections and building access clear and unobstructed
    - Be prepared for a Fire Inspection starting 2 hours prior to opening for business
    - Correct any violations prior to opening for business
    - Maintain all Fire and Life Safety requirements for the duration of the event
- **Las Cruces Fire Department Prevention Bureau Staff** - Fire Prevention Staff are responsible for inspecting the event prior to opening. They shall inspect all related aspects of the event. The event inspectors shall issue correction notices if required and re-inspect to insure compliance.
  - The Fire Inspections shall include, but not be limited to the following:
    - Hot Food Vendors
    - Fire Department access
    - Access to hydrants, Fire Department Connections, and Fire Control Rooms
    - Event egress
    - Special Amusement Rides, Attractions, & Displays
    - Generators and propane tanks
    - Stages
    - Non-food vendors
    - Assembly areas/tents
    - Pyrotechnics and open flame effects

## **General Requirements**

- **Fire Hazards and/or Concerns**



- Finished ground shall be maintained clear of all combustible materials and vegetation.
- No smoking within booth, tent, or any structure at all times
- Remove trash accumulations regularly
- No open flames devices (except for cooking purposes) of any kind shall be present within the booth or any structure
- There shall be no storage of flammable or combustible liquids within 10' of any booth/tent/structure
- Heaters – Electric or Fuel Fired
  - Devices must be of approved type from an approved testing laboratory and labeled as such
  - A 3' clearance around all sides must be maintained at all times
  - Combustible materials shall be kept away from heat sources

- **Electrical Power**



- Generators shall be placed at least 5 feet from any cooking equipment, tent/booth or structure.
- When refueling generators, a 50' clearance shall be maintained from any part of the event to include all booths/tents/structure.
- Extra fuel shall be stored within a container that is correctly labeled and approved by the Las Cruces Fire Prevention Bureau Staff.
- Smoking and open flames shall be prohibited within 25 feet of refueling operations.
- Extension cords and power strips shall be of a grounded type, a minimum of 14 gauge, rated for the intended use, and approved for exterior use.
- Generators, if used, shall be kept at least 5' away from booth and shall be protected from contact with.

- **Fire Extinguishers**



- All booths must have a minimum of one 2A:10 BC fire extinguisher
- Shall be stored in a manner to be quickly accessible and kept safe from contact with
- The type of booth will dictate any further fire extinguisher requirements. For example, all cooking booths shall have a K Class fire extinguisher.
- Know where fire extinguishers are and how to use them.
- All fire extinguishers located within any booth shall have current inspection/service tags affixed to them

## **Access for Fire Department / Emergency Apparatus**

During large events it is especially important to maintain access for Fire/Emergency apparatus. This not only includes Suppression (engines and trucks) vehicles, but Medical Units as well. To insure a safe event, all fire access code shall be enforced.

- **Access thru the event:**

- A Fire Lane of not less that 20 feet in width and no overhead obstructions lower than 13.5 feet shall be maintained as designated by the Fire Department.
- Dead end fire lanes in excess of 150 feet shall have provisions for turning the apparatus. The radius for the turns shall be approved by the Fire Department.



- As required by the Fire Department, signs shall be provided designating Fire Access /No Parking
- All existing Fire Lanes shall be enforced

- **Access to Buildings:**



- Access to building exits, openings, & walkways shall be provided. The width of the exits, openings, & walkways shall also be determined by the Las Cruces Fire Prevention Bureau Staff. Please note: The access to buildings may vary depending on the building and the venue.
- Access to the following shall not be obstructed:
  - All exterior doors and openings
  - Fire Control Rooms
  - Fire Pump Rooms
  - Parking structures

- **Access to Water Supplies:**

- All existing requirements for access to Fire Hydrants and other water supply connections shall be enforced. Vendors shall be required to maintain the same clearance as required for vehicles. [15 feet per side] Any vendors blocking access to water supplies shall be relocated immediately.



- The access to the following shall not be obstructed:
  - Fire Hydrants
  - Fire Department Connections
  - Post Indicator Valves
  - OS&Y Valves
  - All Fire Code sections pertaining to blocking of hydrants and connections shall be enforced



## **Exiting Requirements**

**This section will address two types of events:**

- First: Restricted access events located in Parks or other open areas
- Second: Events that block street access



### **Restricted Access Events**

This type of event typically takes place in a Park or other large open area. The designated area for the event is confined by temporary fencing, natural barriers, or other structures.

The number of exits, exit width, & exit spacing shall be determined and approved by the Las Cruces Fire Prevention Bureau Staff. Below are the minimum standards, however, changes greater or less than, shall be at the discretion of the Las Cruces Fire Prevention Bureau Staff.

- Number of exits:
  - A minimum of two exits shall be provided for the event.
  - Three Exits shall be provided when the site accommodates from 1,000 to 3,000 persons.
  - Four Exits shall be provided when the site accommodates more than 3,000 persons.
- Exit Spacing:
  - Exits shall be equally spaced along the perimeter of the fence. The exits shall be spaced so that no exit is greater than a distance of 400 ft. of travel. Additional exits shall be added if needed.

- Exit Width:
  - Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 6 feet clear width.
- Exit Staffing:
  - Each exit shall have a member of the security staff assigned to it. The Security provider shall provide a gate assignment roster upon request.
- Exit Sign / Marking:
  - Each Emergency Exit shall be designated as follows:
    - Exit signs shall have a white background with contrasting letters
    - Exit signs shall measure no less than 18 x 24 inches
    - Sign lettering shall measure 12 inches in height with a minimum of 1 ½ " thick letters
    - Signs shall be placed at the top center of the exit panel

### **Blocked Streets**

This type of event blocks off a main street and may block cross streets. In addition to providing access for fire apparatus, public egress shall also be accounted for.

- Exit Placement:
  - Exits shall be placed at both ends of the street closure. Cross streets shall also have Emergency Exit access.
- Exit Width:
  - Exit width shall be understood to be a panel's width of temporary fencing, to provide an opening of no less than 48 inches.
- Exit Staffing:
  - Each exit shall have a member of the security staff assigned to it. The Security provider shall provide a gate assignment roster upon request.
- Exit Sign / Marking:
  - Each Emergency Exit shall be designated as follows:
    - Exit signs shall have a white background with contrasting letters
    - Exit signs shall measure no less than 18 x 24 inches
    - Sign lettering shall measure 12 inches in height with a minimum of 1 ½ " thick letters

### **Cooking Booth Requirements**



- Construction and Location
  - All fabrics or membranes covering cooking booths shall be certified flame retardant in accordance with NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films, 2004 Edition, or be labeled with a California State Fire Marshall seal.
  - All cooking devices shall be isolated from the general public not less than 48 inches or must be protected by barriers between the devices and the public
  - The cooking equipment shall be placed on noncombustible surface materials with a well stabilized cooking surface
  - The cooking equipment shall be kept a horizontal distance of not less than 24 inches from any combustible material
  - Flooring materials used within cooking booths and cooking equipment shall be non-combustible or fire retardant. (Exception: 3/8" plywood or similar material.)
  - Each cooking booth shall have at least one exit-way, a minimum three (3) feet wide and 6'8" high. Booth frame shall not obstruct exit path.
  - Cooking booths shall have a minimum clearance of ten (10) feet on at least two sides with clearance of at least ten (10) feet from any vendor booth.



- **Propane Cylinders**



- Propane cylinders shall be installed upright and shall be secured to prevent overturning and protected from any physical damage. The preferred method would be nested together and strapped or secured to a free standing pole and strapped by one or more restraints. (Not a Tent Support)
- Propane tanks shall be located so that they are not accessible to the public.
- Propane tanks shall be located at least 5 feet from any cooking equipment and tent, booth, or structure.
- Propane pressure relief devices shall be positioned as to direct vented vapors away from ignition sources.
- All propane gas hoses shall be in good condition, approved for the intended service and shall be continuously marked with LP-GAS, PROPANE, 350 PSI WORKING PRESSURE, and the manufacturer's name or trademark.
- All hoses/ connections must be leak free.
- All hoses must be kept out of the way of foot and vehicular traffic.
- Cylinders not connected shall be stored or nested away from areas of cooking location.
- Turn off tanks when not in use.
- A maximum of 3 -100 lb. cylinders shall be used at one time for each cooking booth.
- "NO SMOKING" signs shall be next to or directly above the propane cylinder(s) and visible to the public. These signs shall be posted with a minimum of 2" red lettering with a white background.

**LCFD staff will perform a leak test each day before opening for business.**

- **Special Fire Extinguisher**



- A listed and labeled Class K fire extinguisher must be provided for the protection of cooking appliances that use combustible cooking media (vegetable or animal oils and fats) that produce grease-laden vapors.
- Each cooking booth must also have a minimum of one dry 2A:10BC chemical fire extinguisher.
- Fire extinguishers shall be securely mounted adjacent to the exit of the booth and must be visible and accessible at all times.
- All fire extinguishers must be serviced within the last year, with a service tag attached.

## **Vendor Booth Requirements**



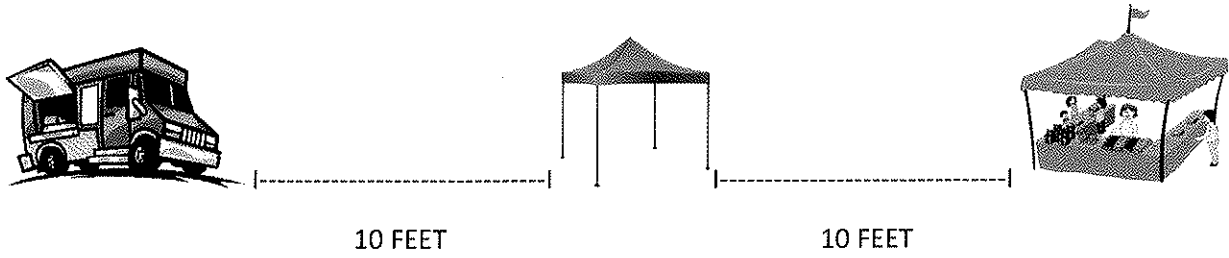
- **Construction & Location**

- All fabrics or membranes covering cooking booths shall be certified flame retardant in accordance with NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films, 2004 Edition, or be labeled with a California State Fire Marshall seal.
- Each vendor booth shall have at least one exit-way, a minimum of three (3) feet wide by 6'8" high. Booth frame shall not obstruct exit path.
- Vendor booths shall have a minimum clearance of twenty (20) feet on at least one side, with clearance of at least ten (10) feet from any cooking booth.
- Grouping of vendor booths shall be limited to cover no more than 1400 ft<sup>2</sup> with no dimension longer than 100 lineal feet.

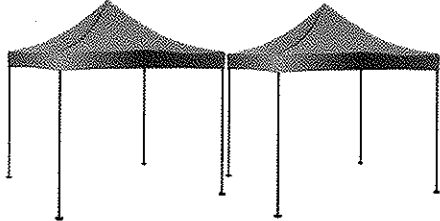
- All vendor booth operators shall comply with all the general requirements stated within this guidebook.

**Please contact us at 528-4150 if you have any questions regarding these requirements or any Fire Prevention questions for your event. Our goal is to assist you in having a successful event through fire safety preparedness and fire prevention information and education.**

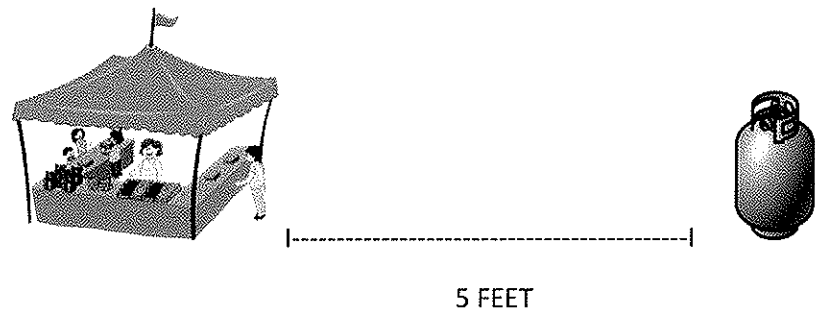
**A Fire Safe Event  
Is Everyone's Job**



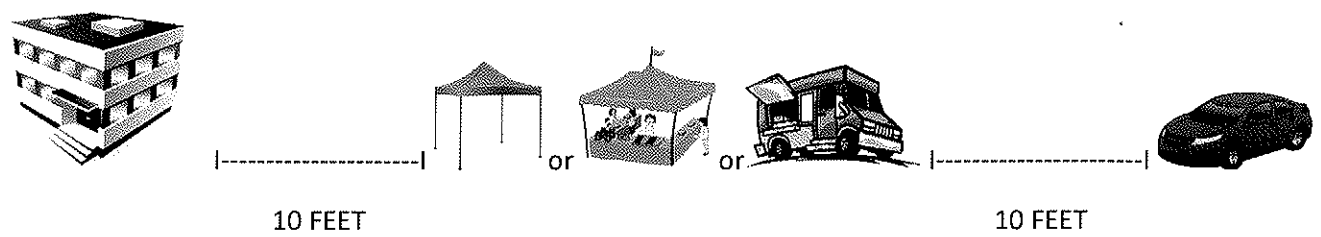
Cooking tents/food trucks and non-cooking tents need to be separated by no less than 10 FEET.



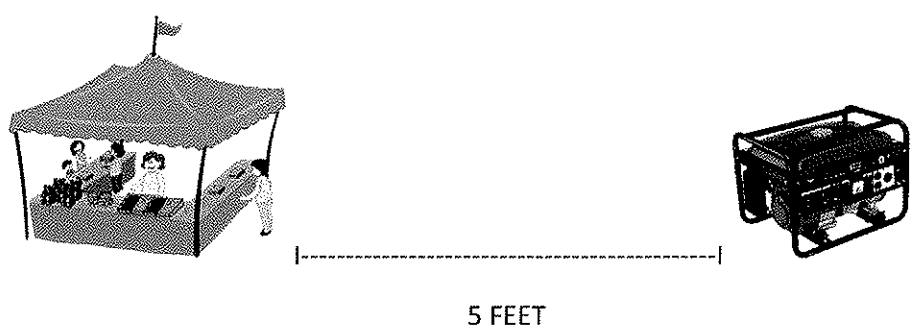
Multiple tents used for non-cooking DO NOT need to be separated.



Propane cylinders 500 gallons or less must be at least 5 FEET away from any tent.



Any cooking/non-cooking tent, booth or food truck must be a minimum of 10 FEET away from any structure or vehicle.



Generators need to be at least 5 FEET from any tent. Generators also need to be isolated from public contact.



**Susana Martinez**  
GOVERNOR

**Robert "Mike" Unthank**  
SUPERINTENDENT

**Tania Maestas Esq.**  
ACTING CHIEF LEGAL  
COUNSEL

**Pat McMurray**  
DIRECTOR

## **New Mexico Regulation and Licensing Department** **CONSTRUCTION INDUSTRIES DIVISION**

2550 Cerrillos Road ▪ Santa Fe, NM 87505 ▪ Ph (505) 476-4700 ▪ Fax (505) 476-4685  
5500 San Antonio Drive NE ▪ Albuquerque, NM 87109 ▪ Ph (505) 222-9800 ▪ Fax (505) 765-5670  
505 S. Main St., Suite 150 ▪ Las Cruces, NM 88004 ▪ Ph (505) 524-6320 ▪ Fax (505) 524-6319  
[www.rld.state.nm.us/cid](http://www.rld.state.nm.us/cid)

**L.P. Gas Bureau**  
5500 San Antonio Drive N.E.  
Albuquerque, NM 87109  
(505) 222-9808  
FAX (505) 765-5670

### **Rules and Regulations** **LP Gas at Special Events**

The LP Gas Bureau provides for the protection of life and property through standards that when complied with, will result in safer installations, equipment, facilities, appliances, structures, and service. The standards are codes, such as NFPA 54 National Fuel Gas Code and NFPA 58 Liquefied Petroleum Gas Code, which have been adopted by the State of New Mexico. LP Gas inspectors approve work that is acceptable based on these codes.

A permit is required to use propane at each special event in New Mexico. Propane containers of 239# W.C. or less require a \$15.00 LP Gas Special Event permit. Container's larger than 239# W.C. (100# cylinder) require a \$20.00 LP Gas Special Event permit.

#### **L.P. GAS CONTAINERS:**

- A. All containers must be located outside the booth, building, or enclosure.
- B. All containers must be approved L.P. gas containers.
- C. Any D.O.T. cylinder for L.P. gas must be marked with a requalification date(s) if the container is more than twelve (12) years old.
- D. Any L.P. gas container showing excessive rust, corrosion, pitting, or denting shall not be used. The bottom of each container shall be checked for these conditions.
- E. All portable D.O.T. cylinders must have a fixed "warning" label that includes information on the potential hazards of L.P. gas.
- F. All containers must be leak-free.
- G. All containers must be secured in a position (usually in an upright position) so that vapor only will be present at the vapor service valve. The device to secure the container (such as a chain) must be able to support the weight of the container plus the container's contents.

**Administrative Services Division**  
(505) 476-4800

**Alcohol and Gaming Division**  
(505) 476-4875

**Boards and Commissions Division**  
(505) 476-4600

**Construction Industries Division**  
(505) 476-4700

**Financial Institutions Division**  
(505) 476-4885

**Manufactured Housing Division**  
(505) 476-4770

**Securities Division**  
(505) 476-4580

- H. Outlets for all unused containers shall be capped or plugged. The vapor service valve must be sealed when the container is not in use (i.e., a p.o.l. plug installed in the open vapor outlet). A quick-closing coupling approved for use on L.P. gas containers may be used in lieu of the sealing cap or plug.

#### REGULATORS:

- A. Regulators are required on any and all containers in use.
- B. Regulators (except appliance regulators) are to be located outside the booth, building, or enclosure unless the regulator relief valve vent is piped to the outside.
- C. Regulators must be installed above ground level.
- D. Regulators must be used as per manufacturers' specifications. Connect high pressure regulators to high pressure appliances and low pressure regulators to low pressure appliances.

#### HOSES:

- A. Hoses must be approved for use with L.P. gas.
- B. The hose end connectors must be installed as recommended by the hose manufacturer. The automotive screw-type clamp shall not be used.
- C. All hoses must be leak-free.
- D. All hoses must be kept out of the way of foot and vehicular traffic.

#### APPLIANCES:

- A. All appliances must have either a shut-off valve near each appliance or a main shut-off valve for the complete system. These shut-off valves must be readily accessible. The cylinder or container shut-off valve cannot be used as the main shut-off valve.
- B. Corn roasters are required to have a 100% burner and pilot safety shut-off valve in addition to the manual shut-off valve.
- C. Only appliances that are leak-free and approved for use with L.P. gas shall be used.

#### FILLING OF CONTAINERS

- A. The filling of L.P. gas containers on site shall be done in a designated area separated from the general public or at times when the visitation of the general public is minimal.
- B. Nylon jackets, cigarette lighters, strikers, and/or matches are not allowed in the filling area.

## LEAK TEST

- A. A leak test shall be performed each day before opening for business, any time a cylinder is exchanged, and any time the L.P. gas system is modified.
- B. Soap (without ammonia) mixed with water or a combustion gas hand-held electronic leak detector can be used for detection of leaks.
- C. The entire gas system must be free of leaks.

In the event of a violation of any of the foregoing rules and regulations, the user and/or distributor of L.P. gas must immediately notify the L.P. Gas Bureau.

If you have any questions concerning LP Gas, please contact:

L.P. Gas Bureau  
5500 San Antonio Dr. N.E.  
Albuquerque, NM 87109  
(505) 222-9808  
Fax (505) 765-5670

Clay Bailey  
L.P. Gas Bureau Chief  
Albuquerque, NM  
(505) 222-9808  
(505) 269-6710 cell

James Morrison  
L.P. Gas Chief Inspector  
Belen, NM  
(505) 269-6828 cell

John Barnes  
L.P. Gas Inspector  
Las Cruces, NM  
(505) 795-1634 cell

Kenneth Barrett  
L.P. Gas Inspector  
Farmington, NM  
(505) 469-4468 cell

Joe Fernandez  
L.P. Gas Inspector  
Ranchos de Taos, NM  
(505) 795-1631 cell

Billy (Ski) Maciejewski  
L.P. Gas Inspector  
Clovis, NM  
(575) 799-5278 cell

Kyle Sparks  
L.P. Gas Inspector  
Bosque Farms, NM  
(505) 490-1699 cell

Russell Hunter  
L.P. Gas Inspector  
Albuquerque, NM  
(505) 470-1418 cell

Calvin McIntire  
L.P. Gas Inspector  
Alamogordo, NM  
(505) 929-2572 cell