



Dear Fellow Business and Community Leader:

The Scandinavian Trade Association (STA) wishes to extend to you and your business/organization an invitation to participate in the **STA VIKING FEST 2020**. We invite you to assist us in continuing the tradition of sharing Viking heritage while gaining exposure for your business.

The **STA VIKING FEST 2020** is co-sponsored by the City of St. Pete through the use of Williams Park, 330 2<sup>nd</sup> Ave. N., St. Petersburg, Florida, 33701.

- This location is conveniently located in downtown St. Pete, easily accessible by Hillsborough, Pinellas, and Sarasota Counties.
- The event will start **Saturday, February 15, 2020 at 10 a.m.**, with vendor areas open at 6:30 a.m. for set-up, and will run through **5 p.m. on Saturday, February 15, 2020**.
- There is no availability for set-up Friday evening February 14<sup>th</sup>.
- Title II of the Americans with Disabilities Act (ADA) prohibits discrimination on the basis of disability within all local government programs, services and activities. Please note that you may need to make changes to reasonably accommodate potential event participants. A copy of the **ADA ACCESSIBLE SPECIAL EVENTS REQUIREMENTS** has been provided.

This is a unique opportunity to promote your business during the STA VIKING FEST. You will have the opportunity to display your business and sell from your space.

- The cost for this **one-day event is a \$35 vendor fee and a separate refundable \$50** site deposit
  - Complete the External Vendor Agreement and mail with the initial funds of \$85 in two separate checks, respectively one \$35 and one \$50 check which remains uncashed to be returned at 4:45 pm the second day of the event.
  - The \$35 vendor fee includes a free ticket (if vendor fee is paid by January 31, 2020) to the event.
  - Refundable deposit will be forfeited if a vendor packs shop prior to 5 pm Saturday, February 15, 2020.
- For safety, vehicles will not be permitted on the property until after the last guest has left.
- As a vendor, you will supply your own table/chairs and tent (one no larger than 12 X 12 or check with us for special spacing).
- Additional electric and extension cord rental can be arranged through Dragonhead productions.

Thank you,

-Patti

Patti Hovland-Saunders, STA Director/Secretary  
Text: 913.244.6484

**STA VIKING FEST 2020  
EXTERNAL VENDOR AGREEMENT**

This is an agreement between the below stated Vendor and the Scandinavian Trade Association (STA).

- This is to state that said vendor named: \_\_\_\_\_ will be participating in the 2020 STA Viking Fest on Saturday, February 15, 2020, from 10 a.m. to 5 p.m.
- The above-named Vendor agrees to be set-up 9:45 am with access to the park as early as 6:30 am; and to break down their booth/tent area at, and no earlier than, 5 p.m. on Saturday, February 15, 2020, when all guests have left the area.
- The above-named Vendor agrees to provide a booth/tent to promote their business which will contain the following type of item/product/services offered as described in detail below:  
  
\_\_\_\_\_  
  
\_\_\_\_\_

- The Vendor mentioned above understands that any goods and/or services at their booth are subject to review and approval by the members of the STA's Viking Fest Committee. Site Locations will be determined by STA.
- Vendors are permitted to sell items and are responsible for collecting any sales taxes required. The Vendor will be responsible for organizing their booth/tent (inclusive of staffing and distribution of goods and/or services), taking down the booth/tent, and cleaning the booth and its surrounding area.
- Vendors agree to provide their own tent/booth, table and chairs, display. Exclusivity will not be granted to any one vendor; however, precautions will be taken to limit duplication of similar items.
- I have a received a copy of the **ADA ACCESSIBLE SPECIAL EVENTS REQUIREMENTS** and understand ADA compliance is required even if the event is not expected to draw people with disabilities.

**Cancellation:** Should you no longer be able to participate, please take note of the following: Cancelled space after January 31, 2020, will be subject to no refund of \$35 payment and a \$50 cancellation fee in the form of forfeit of deposit.

**Please sign and send with checks to: STA Viking Fest 2020  
1115 Canyon Oaks Drive  
Brandon Florida 33510**

**Vendor Name:** \_\_\_\_\_

**Representative Name:** \_\_\_\_\_

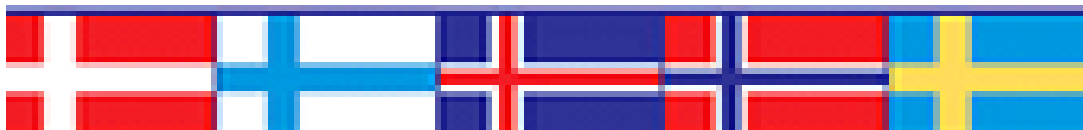
**Title of Representative:** \_\_\_\_\_

**Contact Number for text messages unless otherwise directed.** \_\_\_\_\_

**Email Address of Representative/Firm:** \_\_\_\_\_

**Signature of Representative (required)** \_\_\_\_\_

Please retain a copy for your records.



# ADA ACCESSIBLE SPECIAL EVENTS REQUIREMENTS

**ACCESSIBILITY QUICK REFERENCE SHEETS: As required by the Americans with Disabilities Act (ADA), all events or any other activities held on City property (City facilities, including buildings and parks, and public rights-of-way) must be accessible to people with disabilities.**

## **SUMMARY**

It is the City of St Petersburg's responsibility to comply with the Americans with Disabilities Act's (ADA) requirements for special events. This means that people with disabilities must be able to access and participate in all aspects of events that are hosted and co-sponsored by the City. ADA compliance is required even if the event is not expected to draw people with disabilities.

Below is a list of items with which your event must comply. Please keep in mind that, depending on the nature and scope of your event, the list may not be exhaustive of all things that may require accessible accommodations.

## **PROCEDURE**

All City-sponsored and co-sponsored events must be accessible to persons with disabilities as follows:

1. All temporary accessible routes must have no abrupt change in level in excess of ¼ inch. Where such changes in level are present, properly bevel the change in level at a 1:2 ratio (if the change is ½ inch or less) or provide a ramp with a slope not to exceed a 1:12 ratio. If the event site terrain will not allow the installation of a compliant plywood or similar material walkway with no abrupt changes in level, then existing permanent paved walkways shall be used as the event access route. Any ramps provided must comply with all Florida Accessibility Code requirements including, but not limited to, requirements regarding edge protection, handrails, and surfaces. Accessible route surfaces must be firm, stable, and slip resistant. Note: (Grass and sand are not compliant surfaces for accessible routes.)
2. Ensure sidewalks, curb cuts, and crosswalks in and around the event site are kept free and clear for passage by people with disabilities, with a continuous accessible route of 44 inches in width. Ensure that all accessible pedestrian routes from the parking lot to the event are equipped with curb cuts or temporary ramps to accommodate wheelchair users.
3. Accessible temporary pathways can be used to provide access to exhibits, displays, vendor spaces, etc. when no existing concrete or paved sidewalk or pathway can be used. Temporary pathways must be firm, stable, and slip-resistant without abrupt changes in level. Appropriate materials for temporary pathways can be certain types of matting or plywood planking.
4. Signs, banners, displays, and other objects suspended overhead or mounted on poles can pose hazards for people who are blind or visually impaired. There must be no objects that protrude more than 4 inches into the path of travel and have leading edges between 27 and 80 inches above the ground because they cannot be detected in time to avoid injury by a person who is blind and using a white cane. People with disabilities using service animals may go anywhere other members of the public can go. Careful consideration should be made when placing guide wires for tents so they will not serve as protruding object hazards for people who are blind or have vision impairments.
5. All exhibits, displays, vendor spaces, dining areas, restrooms, performance spaces, and parking must be located on and connected by an accessible route at least 44 inches wide. One way of achieving the accessible route requirement is to locate exhibits, displays, vendor spaces, etc. at the edge of the event site's existing paved or concrete walkways.

6. Merchandise for display should be within a line of sight no higher than 48 inches from the floor or ground for persons of short stature or wheelchair users. If merchandise is displayed higher than 48 inches, the merchant must provide assistance to customers with disabilities in order to reach items. All cashier counters (counters where money transactions occur) must be no higher than 36 inches above the floor or ground. If a counter is higher than 36 inches, the merchant must provide assistance to customers with disabilities in order to carry out transactions. Aisles for passage within vendor and exhibit spaces must be 36 - 42 inches apart to allow clearance for wheelchair users.
7. Where food or drink is served at counters exceeding 34 inches in height from floor or ground for consumption by customers seated on stools or standing at the counter, a portion of the main counter at least 60 inches in length shall be provided in compliance with above requirements, or service shall be available at accessible tables within the same area.
8. If tables and seating are provided for the consumption of food, all aisles adjacent to accessible seating shall provide 30 inch by 48 inch clear floor space for wheelchairs. Where there are open positions along both sides of such aisles, the aisles shall be not less than 52 inches wide. For wheelchair seating spaces provided at tables or counters, knee spaces at least 27 inches high, 30 inches wide, and 19 inches deep shall be provided. Tables with single pedestals typically do not provide the required clearances. The tops of accessible tables and counters shall be 28 - 34 inches above the floor or ground. Where a grouping of tables are provided for dining, at least 5 percent, but not less than one, of the tables shall be accessible. Where a site has multiple groupings of dining tables, accessible table(s) shall be included in each grouping to allow for integration of people with disabilities throughout the event site.
9. If general assembly seating or standing space is provided for audience members attending a public performance at a special event, reserved wheelchair and companion seating must be provided. Wheelchair seating must allow wheelchair users to sit next to non-disabled companions in a location that allows wheelchair users and their companions an unobstructed line of sight to the stage. Whether the accessible seating should be located in the front row will depend upon the layout of the venue and whether attendees are likely to stand or sit during the performance. For performers who have disabilities, all stages, show mobiles, and dressing areas must be accessible. A mobile lift can be arranged when the stage/show mobile is reserved. Some show mobiles contain wheelchair lifts.
10. Where portable toilets are provided, an accessible route shall be provided to the toilets. Five percent of the total number of toilets must be accessible. If clusters of portable toilets are distributed throughout the site, then each cluster must have at least one accessible unit. The accessible portable toilets that are provided must be certified as ADA-compliant.
11. Designated accessible parking must be provided, marked with signage, and staffed. Temporary accessible parking spaces must not be designated in unpaved areas and must be accessed via an accessible route. Accessible parking spaces are for the sole use of persons with disabilities who have accessible parking placards or plates. Access aisles (striped with diagonal lines) cannot be parked in by anyone and must be kept unobstructed. Work with the facility manager to designate a disabled parking area that is near the main entrance and accessible to pedestrian routes. The Event Sponsor is responsible for staffing this area. Below is a table stating the required number of accessible spaces required based on the total number of parking spaces for the event (including unmarked parking spaces in fields or other open areas.) The minimum required accessible space quota should be considered in light of the nature of the event. If the event is a daylong festival during which the crowd will turn over several times, then the attendance at any one time should determine the minimum number of accessible parking spaces. If the event centers around a concert or performance that has a given start time, then the total event attendance should determine the minimum number of accessible spaces.

**Parking Chart Minimum Required  
Total Parking Accessible Spaces**

Total Spaces in Parking Lot				Accessible Spaces Required
1	to	25	-	1
26	to	50	-	2
51	to	75	-	3
76	to	100	-	4
101	to	150	-	5
151	to	200	-	6
201	to	300	-	7
301	to	400	-	8
401	to	500	-	9
501	to	1,000	-	2% of total
Over		1,000	-	20 plus 1 for each 100 over 1000

12. If transportation is offered to the event from parking areas, it must be wheelchair accessible.
13. **(Providing Effective Communication to Persons with Disabilities for further guidance.)**  
All flyers, advertisements and written promotional materials for the event must be accessible to people with disabilities, including those with hearing and visual impairments.

Following is an access statement that must be included on your materials: “Call (your event information phone number) or email (your event email address) to request material in accessible format, information on access for persons with disabilities, or a sign language interpreter (7 days in advance).”

You are required to provide sign language interpreters upon advance request and to pay for them.

When flyers and promotional materials without the above statement are circulated or are not sent out sufficiently in advance of the event for addressing accommodations requests, sign language interpreters and materials in accessible format must be provided, regardless of a lack of request for these items.

**Accessible Performance Areas**

Speakers, performers, or invited guests to stage areas with disabilities may need modifications to stages or performing areas. High stages are more difficult to make accessible. It is generally not acceptable or safe to carry a person with a disability up steps. If the stage is very high, portable lifts may be rented. Where an existing ramp is steeper than specified in the ADA Standards and cannot be modified, people traversing the ramp should be assisted by several competent trained individuals to prevent falls and mishaps. Presenters with hearing, speech, or vision disabilities usually can help you decide if aids or services are needed to get their message across or interact with the audience.

**Temporary Ramps & Lifts**

A temporary ramp may be a good solution if stairs have a total rise of no more than 30 inches. (A ramp designed to allow someone in a wheelchair to safely climb a 30-inch change in level must be at least 30 feet long). Bridging a greater change in level would require a ramp longer than would be practical for a temporary situation. Temporary ramps intended for use by the general public should comply with currently applicable ADA Standards and Florida Building Accessibility Codes.

Portable ramps and platform lifts must not move, shift, or wobble when in use. They must be securely attached or designed to remain stationary at all times.

Please note: This checklist/application may not ensure compliance with all of the applicable laws, regulations, ordinances or codes addressing accessibility. These are provided to enhance accessibility and usability for citizens with disabilities.

**City of St. Petersburg, Community Affairs Division**  
**P.O. Box 2842, St. Petersburg, FL 33731-2842**  
**(727) 893-7345 (voice) • (727) 892-5259 (TTY) • (727) 551-3247 (fax)**

**Lendel Bright –ADA & Diversity Coordinator**  
**727-893-7229**

**E-Mail: [Lendel.bright@stpete.org](mailto:Lendel.bright@stpete.org)**