

DISPLAY THIS CARD ON PRINCIPAL FRONTAGE OF WORK

# CITY OF PORTLAND

## BUILDING INSPECTION

Permit Number: 100993

# PERMIT

Please Read Application And Notes, If Any, Attached

This is to certify that CITY OF PORTLAND /Maine Recruitment Center  
has permission to (1) 40' x 60' tent set-up 9/14/2010 break-down same day for Maine Recruitment annual Medical Resident Job Fair  
AT Western Promenade CBL 064 E024001

provided that the person or persons, firm or corporation accepting this permit shall comply with all of the provisions of the Statutes of Maine and of the Ordinances of the City of Portland regulating the construction, maintenance and use of buildings and structures, and of the application on file in this department.

Apply to Public Works for street line and grade if nature of work requires such information.

Notification of inspection must be given and written permission procured before this building or part thereof is lathed or otherwise closed-in. 24 HOUR NOTICE IS REQUIRED.

A certificate of occupancy must be procured by owner before this building or part thereof is occupied.

**OTHER REQUIRED APPROVALS**

Fire Dept. CAPT. R. [Signature]  
Health Dept. \_\_\_\_\_  
Appeal Board \_\_\_\_\_  
Other \_\_\_\_\_  
Department Name \_\_\_\_\_

Director - Building & Inspection Services

**PENALTY FOR REMOVING THIS CARD**

*also close out  
M.D.*

PERMIT ISSUED

AUG 10  
City of Portland

**City of Portland, Maine - Building or Use Permit Application**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

Permit No: 10-0993	Issue Date:	CBL: 064 E024001
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Location of Construction: Western Promenade	Owner Name: CITY OF PORTLAND	Owner Address: 389 CONGRESS ST	Phone:
Business Name:	Contractor Name: Maine Recruitment Center	Contractor Address:	Phone:
Lessee/Buyer's Name	Phone:	Permit Type: Tents	Zone: ROS

Past Use: ROS - Western Promenade	Proposed Use: ROS - Western Promenade - (1) 40' x 60' tent set-up 9/14/2010 break-down same day for Maine Recruitment annual Medical Resident Job Fair	Permit Fee: \$30.00	Cost of Work: \$30.00	CEO District: 2
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FIRE DEPT: <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied * See Condition	INSPECTION: Use Group: A Type: Tent IBC-2003 Signature: DMB 9/8/10
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**Proposed Project Description:**  
(1) 40' x 60' tent set-up 9/14/2010 break-down same day for Maine Recruitment annual Medical Resident Job Fair

PEDESTRIAN ACTIVITIES DISTRICT (P.A.D.)

Action:  Approved  Approved w/Conditions  Denied

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Taken By: Idobson	Date Applied For: 08/13/2010	<b>Zoning Approval</b>
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- This permit application does not preclude the Applicant(s) from meeting applicable State and Federal Rules.
- Building permits do not include plumbing, septic or electrical work.
- Building permits are void if work is not started within six (6) months of the date of issuance. False information may invalidate a building permit and stop all work..

<b>Special Zone or Reviews</b> <input type="checkbox"/> Shoreland <input type="checkbox"/> Wetland <input type="checkbox"/> Flood Zone <input type="checkbox"/> Subdivision <input type="checkbox"/> Site Plan Maj <input type="checkbox"/> Minor <input checked="" type="checkbox"/> MM Date: 8/17/10	<b>Zoning Appeal</b> <input type="checkbox"/> Variance <input type="checkbox"/> Miscellaneous <input type="checkbox"/> Conditional Use <input type="checkbox"/> Interpretation <input type="checkbox"/> Approved <input type="checkbox"/> Denied Date:	<b>Historic Preservation</b> <input type="checkbox"/> Not in District or Landmark <input type="checkbox"/> Does Not Require Review <input type="checkbox"/> Requires Review <input type="checkbox"/> Approved <input type="checkbox"/> Approved w/Conditions <input type="checkbox"/> Denied Date:
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PERMIT ISSUED

AUG - 9 2010

City of Portland

**CERTIFICATION**

I hereby certify that I am the owner of record of the named property, or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in the application is issued, I certify that the code official's authorized representative shall have the authority to enter all areas covered by such permit at any reasonable hour to enforce the provision of the code(s) applicable to such permit.

**City of Portland, Maine - Building or Use Permit**

389 Congress Street, 04101 Tel: (207) 874-8703, Fax: (207) 874-8716

<b>Permit No:</b> 10-0993	<b>Date Applied For:</b> 08/13/2010	<b>CBL:</b> 064 E024001
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<b>Location of Construction:</b> Western Promenade	<b>Owner Name:</b> CITY OF PORTLAND	<b>Owner Address:</b> 389 CONGRESS ST	<b>Phone:</b>
<b>Business Name:</b>	<b>Contractor Name:</b> Maine Recruitment Center	<b>Contractor Address:</b>	<b>Phone:</b>
<b>Lessee/Buyer's Name</b>	<b>Phone:</b>	<b>Permit Type:</b> Tents	

<b>Proposed Use:</b> ROS -Western Promenade - (1) 40' x 60' tent set-up 9/14/2010 break-down same day for Maine Recruitment annual Medical Resident Job Fair	<b>Proposed Project Description:</b> (1) 40' x 60' tent set-up 9/14/2010 break-down same day for Maine Recruitment annual Medical Resident Job Fair
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<b>Dept:</b> Zoning	<b>Status:</b> Approved	<b>Reviewer:</b> Marge Schmuckal	<b>Approval Date:</b> 08/17/2010
<b>Note:</b>	<b>Ok to Issue:</b> <input checked="" type="checkbox"/>		
<b>Dept:</b> Building	<b>Status:</b> Approved with Conditions	<b>Reviewer:</b> Jeanine Bourke	<b>Approval Date:</b> 09/08/2010
<b>Note:</b>	<b>Ok to Issue:</b> <input checked="" type="checkbox"/>		
1) This permit DOES NOT authorize any construction activities. The tent/stage must be removed at the end of the event.			
<b>Dept:</b> Fire	<b>Status:</b> Approved with Conditions	<b>Reviewer:</b> Capt Keith Gautreau	<b>Approval Date:</b> 08/25/2010
<b>Note:</b>	<b>Ok to Issue:</b> <input checked="" type="checkbox"/>		
1) Tents shall have an approved fire resistant rating, Maintain 10' between stake lines, No smoking or open flame within 10', Provide at least 1 2 A 10 BC extinguisher.			



# Tent/Canopy or Temporary Event Staging Permit Application

If you or the property owner owes real estate or personal property taxes or user charges on any property within the City, payment arrangements must be made before permits of any kind are accepted.

Location/Address/Park of Installation: <u>Western Promenade Park, Portland, ME</u>		
Date of Set up/Event <u>Tuesday, Sept. 14, 2010</u>	Date of Breakdown/ End of Event <u>Tuesday, Sept. 14, 2010</u>	
Tax Assessor's Chart, Block & Lot Chart#      Block#      Lot# <u>71      A      11</u>	Property Owner: <u>City of Portland</u>	Telephone: <u>207-756-8275</u>
Lessee/Buyer's Name (If Applicable) <u>64-E-2A</u>	Applicant name, address & telephone: <u>Maine Recruitment Center 33 Fuller Rd Augusta, ME 04330 207-623-1478</u>	Fee: <u>\$30.00</u>

The permit fee and the following items must be completed and submitted along with this application in order to receive a permit.

1. Certificate of Flammability
2. Letter of approval from property owner.  
If the City is owner, attach a completed copy of Application to Use City Parks & Public Space from Parks & Recreation (756-8275).
3. Company name of installer (contact info).
4. Plot Plan showing the following:  
Tent/Canopy or temporary event staging locations, including dimensions, exits and entrances of proposed and existing, parking and existing building locations. If this is temporary staging, you will need to include product information. (Applicant may call Parks & Recreation for maps of Portland's Parks @ 756-8275).
5. If the City is the property owner, Certificate of Insurance listing the City as additional insured. Minimum amount of coverage is \$400,000.00

Who should we contact when permit is ready: Desiree Chase, Maine Recruitment Center  
Address: 33 Fuller Rd, Augusta, ME 04330 Telephone: 623-1473

Please submit all of the information outlined in the Tent/Canopy and Event Staging Permit Application as one package. Failure to do so will result in the automatic denial of your permit.

In order to be sure the City fully understands the full scope of the project, the Planning and Development Department may request additional information prior to the issuance of a permit. For further information visit us on-line at [www.portlandmaine.gov](http://www.portlandmaine.gov), stop by the Building Inspections office, room 315 City Hall or call 874-8703.

I hereby certify that I am the Owner of record of the named property, or that the owner of record authorizes the proposed work and that I have been authorized by the owner to make this application as his/her authorized agent. I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official's authorized representative shall have the authority to enter all areas covered by this permit at any reasonable hour to enforce the provisions of the codes applicable to this permit.

Signature of applicant: <u>Desiree Chase</u>	Date: <u>8/10/10</u>
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**This is not a permit; you may not commence ANY work until the permit is issued.**

# Certificate of Flame Resistance



REGISTERED  
FABRIC  
NUMBER

F53501

Issued by

**TOPTec, INC.**  
1905 N.E. Main Street  
Simpsonville, SC 29681

Date Manufactured

04/01/05

*This is to certify that the materials described  
are inherently flame retardant.*

Name ONE STOP PARTY SHOP

Address 262 MAIN ST

City S PORTLAND

State

ME

Zip

04106

**Certification is hereby made that:**

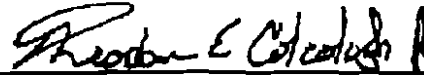
*The articles described are flame-retardant, approved and registered by the State Fire Marshal and that the fabric is in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal. Fabric has been tested and passes NFPA701-96, CPA184, ULC109, MVSS302.*

Method of Application: The Flame Retardency of this Fabric is Inherent and Permanent.

Description of item certified: FUTURE MID 40x10 BLACKOUT WHITE

**The Flame Retardant Process Used WILL NOT Be Removed By Washing.**

TOPTec, INC.

  
Name of Production Superintendent

MODEL TU401005C

SERIAL # 252011B

# Certificate of Flame Resistance



REGISTERED  
FABRIC  
NUMBER

F53501

Issued by

**TOPTEC, INC.**

1905 N.E. Main Street  
Simpsonville, SC 29681

Date Manufactured

02/16/05

*This is to certify that the materials described  
are inherently flame retardant.*

Name ONE STOP PARTY SHOP

Address 262 MAIN ST

City SEASIDE PORTLAND

State ME

Zip 04106

**Certification is hereby made that:**

*The articles described are flame-retardant, approved and registered by the State Fire Marshal and that the fabric is in conformance with the laws of the State of California and the Rules and Regulations of the State Fire Marshal. Fabric has been tested and passes NFPA701-96, CPA184, ULC109, MVSS302.*

Method of Application: The Flame Retardency of this Fabric is Inherent and Permanent.

Description of item certified: FUTURE END 40x40 BLACKOUT WHITE

**The Flame Retardant Process Used WILL NOT Be Removed By Washing.**

TOPTEC, INC.

  
Name of Production Superintendent

MODEL TU4040D5E

SERIAL # 251547B



**CITY OF PORTLAND, RECREATION and FACILITIES MANAGEMENT**  
**PUBLIC PARK & SPACE APPLICATION (3 pages)**  
 134 Congress St. ~ Suite 2 ~Portland ~ ME ~ 04101  
 207-756-8275 ~ Fax 207-756-8279  
 tvn@portlandmaine.gov

For uses of city property, there are typically: 1. fees charged for use of the area  
 2. a security deposit required 3. insurance required  
 (There may be fees due and applications required from other City Departments)

<b>TODAY'S DATE</b>	6/29/2010	<b>ORGANIZATION NAME</b>	Maine Recruitment Center					
<b>ORGANIZATION ADDRESS</b>	33 Fuller Road		<b>CITY</b>	Augusta	<b>STATE</b>	ME	<b>ZIP</b>	04330
<b>CONTACT NAME(S)</b>	Desirea Chase		<b>TITLE</b>	Marketing / Recruitment				
<b>HOME #</b>	207-356-0321	<b>WORK</b>	207-623-1473	<b>CELL</b>	207-356-0321		<b>FAX</b>	207-621-1035
<b>EMAIL</b>	dchase@themha.org		<b>EMAIL</b>					

<b>PARK AREA OR PUBLIC SPACE REQUESTED</b>	Western Promenade Park – Grass area (on west side of street) just before the circular drive into the park (Same spot as the event last year)				
<b>EVENT DAY &amp; DATE(S)</b>	Tuesday, September 14, 2010		<b>RAIN DAY &amp; DATE(S)</b>	None	
<b>EVENT START TIME</b> (i.e. set-up start time)	9am	<b>EVENT END TIME</b> (i.e. when event cleanup is complete)	5pm	<b>ACTUAL START &amp; END TIME OF EVENT</b>	11am – 3pm

EVENT NAME		EXPECTED ATTENDANCE
2010 Annual Medical Resident Job Fair		100 – 150 people total
<p><b>DESCRIPTION OF EVENT:</b> Please be specific regarding <b>area of public space/park</b> and describe Event in detail. If submitting a request for a Road Race (other than around Back Cove and using Back Cove Pathway for the route), please include a detailed MAP of the COURSE (as this will need to be approved by City Departments and the Manager's Office).</p> <p>Medical Residents will stop by our tent to visit with vendors and learn about job opportunities throughout Maine. Food will be served &amp; though most people will be walking, parking will be provided by Maine Medical Center. A large tent (One Stop Party Shoppe) will be set up on the grass area with tables and chairs underneath. Some parking will be reserved (10 spaces) along Bramhall Street. No streets will be closed to traffic.</p>		
<b>IS THERE A REGISTRATION FEE?</b>	No	
<b>IF YES, HOW MUCH?</b>	<b>FEE</b>	\$
	<b>STUDENT FEE</b>	\$

**WHAT WILL BE THE ANTICIPATED NEED FOR PARKING AND WHAT IS YOUR PARKING PLAN?** MMC will provide parking for the vendors. We would like to reserve 10, 1 hour parking spots, located on Bramhall Street near the tent for unloading and out of town residents that may attend.

**PLEASE CHECK OFF AND ANSWER:**

PLEASE SEE ATTACHED FEE SCHEDULE / DEPT. INFORMATION IF YOU ANSWER YES

		X-YES	X-NO	X-NOT SURE
*	Are you setting up a <b>canopy(s)</b> ? (canopy is 10x10 size) How many: Canopies in large areas (Monument Square, Deering Oaks, Payson Park, Lincoln Park, Preble Street Grass Area), do not need Recreation's review. For smaller parks and squares (such as Congress Square, Tommy's Park, Post Office Park) review and permission is needed from Recreation.		X	
*	Do you wish to set up a <b>tent(s)</b> ? (a canopy or tent larger than 10x10 needs to be approved by Recreation and a Tent Permit issued from Inspections Division; please call Inspections for information on their application process / PLEASE give them at least a 2-	X		

	week notice). Recreation will contact Inspections once the tent location is approved so that the Tent Permit Application may go forward. State size(s): <b>40' x 60'</b> Exact Location(s) of Tent Placement Requested: <b>Please see attached map</b>			
	In order to drive tent stakes into the ground, DIG SAFE must be contacted: 888-344-7233.			
*	Will you be setting up <b>tables and/or chairs</b> ? How many tables: <b>22</b> chairs: <b>40</b>	X		
*	Are other items or equipment being placed on City property ? (i.e. Moon Bounce, Dunk Tank, Radio Station Van, Helium Tank, etc.) Please List:		X	
*	Will there be <b>refreshments</b> at the event? Do you wish to <b>sell food</b> ? (If so, you will need approval from Recreation) List food and drink: <b>Light Snacks – Veggies, fruit, crackers, cheese, etc.</b> A Temporary Food Service License (from the City Clerk's Office) is needed, even if food is given away (and even if it is pre-packaged). PLEASE give the Clerk's Office at least a 2-week notice.	X		
*	Do you wish to sell <b>non-food items</b> (like T-shirts, crafts, cd's, etc.) ? If so, you will need approval from Recreation, and you will need to apply for a Street Goods Vendor License(s) at the City Clerk's Office. List items you wish to sell:		X	
*	Are you setting up a <b>PA (sound) system</b> ? Are you planning on having <b>Amplified Music</b> ? If so, your event requires a concert license from the City Clerk's Office. (Just voice – i.e. Press Conference, would not require the license because it is not music). For amplified music/speech, there are time restrictions for the Downtown Parks & Squares (music limited to 11:45am – 1:15pm, and 1 hour between 5pm - 8pm).		X	
*	Will your event require <b>electricity</b> ? Electricity is available at some of the parks & squares (Deering Oaks Park, Monument Square, Congress Square, Tommy's Park, Post Office Park, Payson Park, Preble Street Grass Area, Eastern Prom, Fort Allen Park). Some of these electrical boxes need a key for access.		X	
*	Are you planning on bringing a <b>Grill for a Barbecue</b> ? Only Gas Grills are allowed in the parks (NO CHARCOAL). Grilling is subject to weather conditions and possibly Fire Dept. review.		X	
*	Will the event require <b>reserved parking spaces / parking meters</b> ? How many? "No Parking" signs may be purchased at Public Services, 55 Portland Street.	X		
*	Will your event need <b>safety vests, signs, barricades and/or cones</b> ? Please list what you would like to borrow: A few orange vests and cones may usually be borrowed from Recreation. Barricades and signs are borrowed from Public Services, Customer Service.		X	
*	Will your event require <b>street closures</b> ? (Please be specific under "Description of Event")		X	
*	Will your event require <b>Police</b> assistance? An event such as a road race, march in the street, or parade would typically require police assistance.		X	
*	Will your event require <b>Fire/EMS</b> assistance?		X	
*	Will your event require <b>porta-restroom</b> rental(s) or need existing porta-restrooms cleaned? (Some of the parks already have porta-restrooms. Event participants may use these, but a \$25 fee is assessed for events where attendance is 150 or more.)		X MAINE MED NEARBY	
*	Do you wish to have a <b>banner over the street</b> to advertise your event ? (Banners hung over Congress St. or Baxter Blvd). Banner inquiries directed to Vicki Allen, Recreation.		X	

#### INSURANCE CERTIFICATE INFORMATION

*	Will your event require liability Insurance? (For an event such as a walkathon, race, festival, press conference, concert, etc., the city requires insurance coverage - general liability. The City of Portland needs to be named as additional insured in regards to the event activities on that date). If your event has been approved for serving food, Product Liability is also required, in addition to General Liability.	X		
♦	If you answered yes, please have "City of Portland, Maine" listed as additional insured on the certificate (minimum coverage: \$400,000) and have your insurance company fax a copy to Recreation: 207-756-8279 or e-mail to: tvmm@portlandmaine.gov			

### RECREATION POLICIES

#### ELECTRICITY

All cords in the public way must be covered by rugs, mats or orange cones to avoid public hazard. If weather is inclement (drizzle, rain, snow, etc.) we require that you **not use** electricity.

#### BARBECUES - GAS GRILLS ONLY

Only GAS GRILLS are allowed in parks/public spaces – i.e. No Charcoal Grills. Barbecuing must first be approved by Recreation and is subject to weather conditions, and possible further review by the Fire Dept. Grills must be set up away from children's activities. You must bring a fire extinguisher with you to the grilling area.



**PORTA-RESTROOMS / BATHROOM FACILITIES**

Porta-Restrooms are required for large events and events where food is being served. Some of Portland's parks already have portable restrooms (\*Preble Street Grass Area at the Preble Street Parking Lot – across from Hannafords, \*Entrance to Dyer's Flat – beside Payson Park, \*Deering Oaks Park – across from the Playground, \*East End Beach). If over 150 people are expected to attend the event, a \$25 user fee is required (paid to Recreation). The restrooms are cleaned M, W, & F. If you would like to guarantee that they are cleaned just prior to your event, then you need to call the porta-restroom company (United Site Services, 800-442-1286, M-F) to request and pay for a cleaning.

**TRASH**

All groups must abide by our Carry In/ Carry Out Policy. Please bring extra trash bags and/or trash receptacles and remove all trash. You will need to haul all of your trash out of the park/public space or forfeit the security deposit(s). The area will be checked following your event and if the park is clean and conditions for use adhered to, your security deposit will be returned to you. Thank you in advance!

**PARKING ON GRASS AREAS / SIDEWALKS / ILLEGALLY PARKED VEHICLES**

Portland Recreation has a strict policy that prohibits vehicles from parking on grass areas/sidewalks/park streets. \$10 will be deducted from your security deposit for each vehicle parked on grass/sidewalk areas or vehicles parked illegally. **Any tire ruts/damage to the grass areas would mean a forfeit of your security deposits.**

**TOBACCO FREE ZONES**

By city ordinance, smoking is prohibited at and within 20 feet of the following outdoor recreation and event areas: downtown squares and plazas, trails, parks, playgrounds, beaches, and athletic facilities. Please make sure you pass this information along to participants / spectators at the event.

**NOTIFICATION**

Please keep a copy of this permit on site at all times. City staff may require proof of permit.

**REVOCABLE PERMIT**

- ◆ The City reserves the unconditional right to control or cancel events to protect and/or prohibit damage to public property.
- ◆ The City reserves the unconditional right to revoke or revise an issued permit.

<b>I HAVE READ AND UNDERSTAND ALL OF THE ABOVE POLICIES</b>	<b>TYPE INITIALS</b>	<b>DC</b>	<b>DATE</b>	<b>6/29/10</b>
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**ASSUMPTION OF RISK & LIABILITY**

Users of the area agree to accept the grounds in an "as is" condition and shall be responsible for all risk and liability in using the park/public space area for the said event. By returning this form, (should permission be granted to use city property), the above parties agree to indemnify and hold harmless the City of Portland, its employees and agents, from and against all claims arising out of activities during said event.

<b>I have read the Assumption of Risk &amp; Liability Agreement</b>	<b>TYPE INITIALS</b>	<b>DC</b>	<b>DATE</b>	<b>6/29/10</b>
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**CREDIT CARD INFORMATION**

Visa or MasterCard Number	4802	6300	0212	4655	Exp Date (Mon/Yr)	12	10
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**CREDIT CARD WILL ONLY BE CHARGED FOR SECURITY DEPOSIT(S) AS NEEDED**

**PLEASE MAKE CHECKS PAYABLE TO "CITY OF PORTLAND"**

- ◆ Please make out security deposit checks separate from permit fees.

**PLEASE RETURN FORM AT LEAST 30 DAYS IN ADVANCE TO:**

- ◆ Portland Recreation ~ 134 Congress Street ~ Suite 2 ~ Portland ~ ME ~ 04101 or email to: [tvm@portlandmaine.gov](mailto:tvm@portlandmaine.gov)

**TOTAL AMOUNT(S) DUE TO RECREATION** (Please make all security deposit checks out separately)

Permit Fee for use of area: \$40 first hr. plus \$35 each additional hr. (i.e. a 3 hour event totals \$110) If your event is rained out / cancelled, the bulk of the fee is returned (however \$40 is non-refundable) Number of Hours of Use: <b>8hrs</b>	<b>\$ 285.00</b>	Vest, Barricade, Cone Deposit: \$10 per/item	<b>\$ 0</b>
Electricity: \$5per/hr	<b>\$ 0</b>	Public Space / Park Security Deposit: \$100	<b>\$ 100</b>
Key Deposit: \$50 per key	<b>\$ 0</b>	Other (Porta-Restroom User Fee, etc.)	<b>\$ 0</b>

**PLEASE BE SURE AND INITIAL, DATE AND/OR ANSWER ANY HIGH-LIGHTED YELLOW BOXES.**

**FOR OFFICE USE ONLY**

DATE REC'D APPLICATION		DATE REC'D INSURANCE		PERMIT FEE AMT REC'D	\$	SECURITY DEPOSIT	\$
PAYMENT TYPE							
VISA	\$	MC	\$	CK #		CK AMOUNT	\$
						CASH AMT	\$

Tent Company:

One Stop Party Shoppe

262 Maine Street

So. Portland, ME 04106

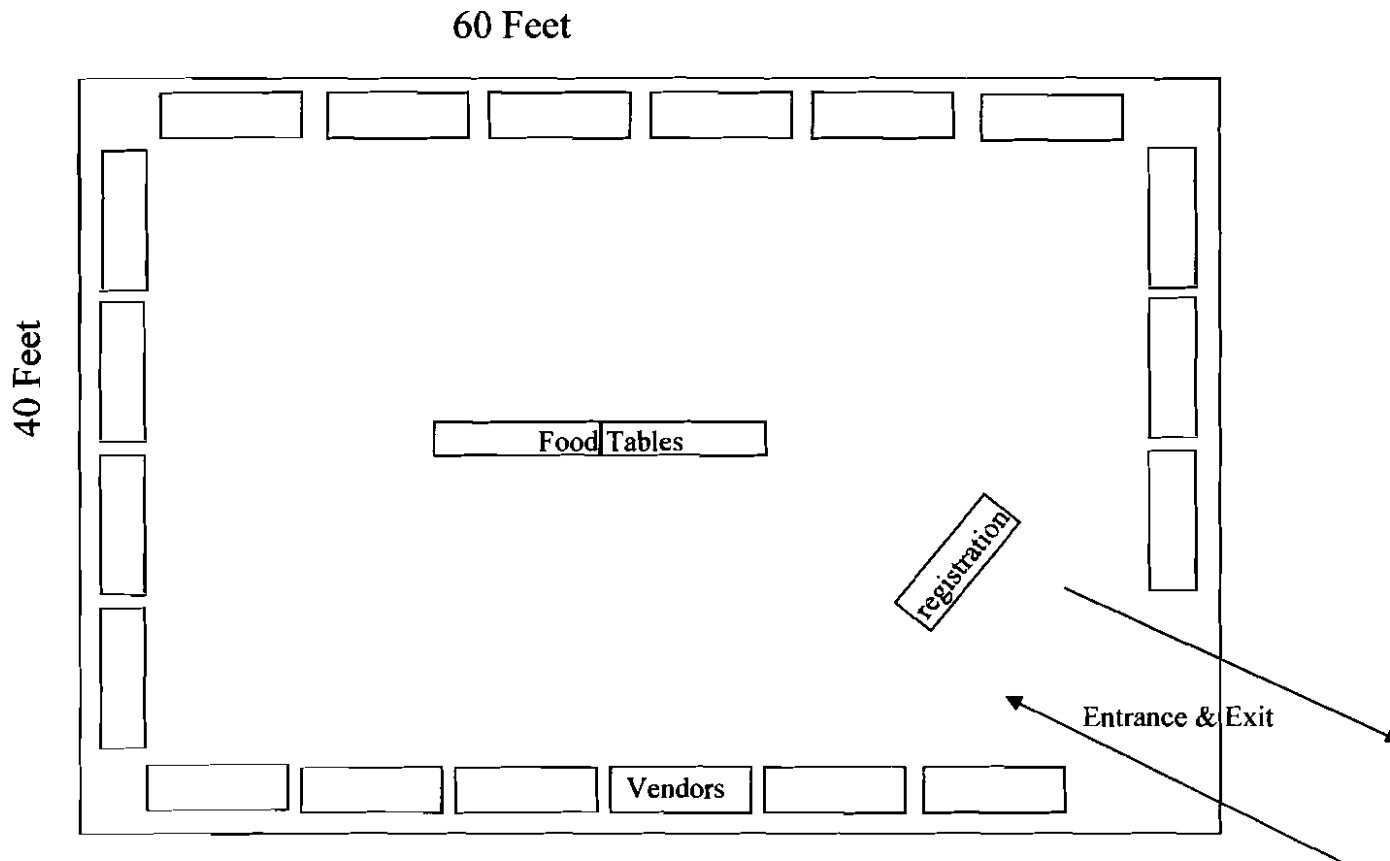
207-757-5966

800-244-5966

Fax 767-5310

[www.partyshopmaine.com](http://www.partyshopmaine.com)

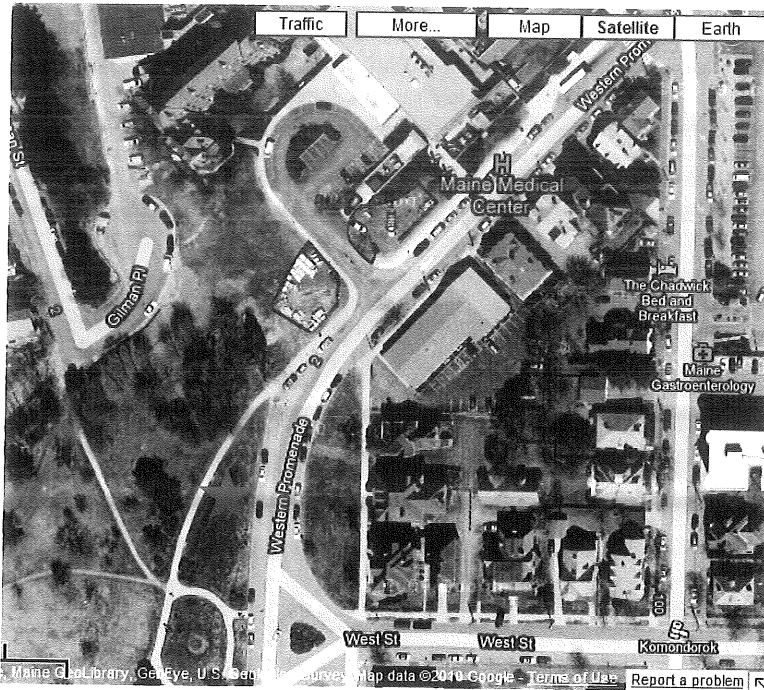
## Tent Layout and Details



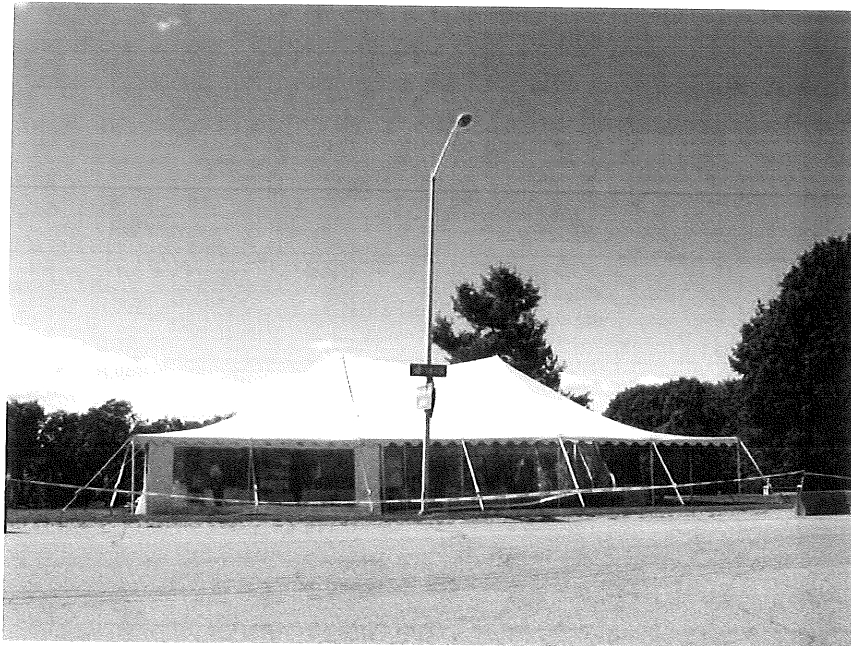
The tent dimensions are 40' x 60'. We will have 20 six foot tables for vendors to use. They will outline the perimeter of the tent. One table will be set up just inside the entrance to act as a registration table. There will be 2 eight foot tables set up in the center of the tent to act as a buffet table for the food and beverages that will be served throughout the day.

Maine Medical Center is providing long term parking for anyone who will need it. We are also going to reserve 10 street parking spots located near the tent for loading/unloading and any out of town attendees that arrive. Maine Medical Center is also providing the use of their restrooms for vendors or attendees throughout the day.

Please see other map page for location of where the tent will be set up in the park.



★ Indicates tent location. It will be the same location as where we held the event last year.



This image is from last year's event but the location of the tent this year will be almost exactly the same if possible.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/30/2010

PRODUCER (207)622-4787 FAX:

Cross Insurance-Augusta

116 Community Drive

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

Augusta ME 04330

INSURED

Maine Hospital Association Inc.

Research &amp; Educational Trust

33 Fuller Road

Augusta ME 04330

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: Peerless Insurance Co.

INSURER B:

INSURER C:

INSURER D:

INSURER E:

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	BOP9612397	8/1/2009 8/1/2010	8/1/2010 8/1/2011	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				
		<b>AUTOMOBILE LIABILITY</b> ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		<b>GARAGE LIABILITY</b> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
A		<b>EXCESS / UMBRELLA LIABILITY</b> OCCUR <input type="checkbox"/> CLAIMS MADE				EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
A		DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$ 10,000	CU9882582	8/1/2009 8/1/2010	8/1/2010 8/1/2011	
A		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below OTHER	Y/N WCB091046	12/14/2009	12/14/2010	WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

### DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Evidence of Liability Coverage with regards to the Job Fair in the Park in Portland on Sept. 14th. City of Portland, Park & Rec Dept Additional insured is named as additional insured with respects to General Liability Coverage for this event.

Refer to policy for exclusionary endorsements and special provisions.

### CERTIFICATE HOLDER

City of Portland  
 Park & Rec Dept.  
 134 Congress Street, Suite 2  
 Portland, ME 04101

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE  
 Tricia Shepard/TJA

*Tricia S. Shepard*