



METROPOLITAN GOVERNMENT OF NASHVILLE & DAVIDSON COUNTY
A.D.A. COMPLIANCE DIVISION



TENNESSEE STATE FAIR
VENDOR APPLICATION AND AWARENESS MATERIAL

As a vendor on Metro property, you are required to meet the Americans with Disabilities Act (ADA) standards for accessibility. Your application as a vendor and your signature on this application indicate that you have been made aware of the ADA requirements and agree to provide a barrier-free booth. Vendors erecting a tent larger than 10' x 10' may be required to apply for a Codes permit. If applicable, the Codes Application Number is required on this form. **This application is to be completed by the vendor, and returned to the ADA Compliance Division.**

Booth Dates: _____ Codes Application Number (if applicable): _____
 Booth Name: _____ Booth Set-Up Date(s): _____
 Booth Number: _____ Vendor Phone: _____
 Vendor Name: _____ Vendor Fax: _____
 Vendor Mailing Address: _____ Product or Service: _____

Select the appropriate response (Yes, No, or Not Applicable) each issue below, or enter the required information:

	Yes	No	N/A		Yes	No	N/A
Seating provided				Sales/service counter(s) (36" maximum height, 36" minimum in length)			
Accessible seating (If seating is provided, accessible seating is required.)				Hose bridges/cord covers			
Temporary ramps (not to exceed 1:12 slope and marked with temporary signage)				Awning (must have 80" clearance from floor or ground surface)			
Barricades (Example: Tent tie-downs need barricades.)				Number and size(s) of tent(s)			
Handouts available in alternate format (Braille, audio, disk, etc.)				Booth Location			

As a vendor at the Tennessee State Fair, **you are required** to provide a **reasonable accommodation** to any/all patrons of the Fair. A reasonable accommodation may include, but is not limited to, serving a patron from outside your booth, providing written material in an alternate format (for example: large print, Braille, audio, diskette), providing audio descriptions or closed or real-time captioning. The accommodation must result an alternate experience that is equal to the experience provided to other patrons, without fundamentally altering the nature of the program.

By signing this application, you acknowledge the requirements on both pages of this form, and you agree to meet them.

Vendor's Responsible Contact Person
 Name (Print Legibly): _____
 Signature: _____
 Date Signed: _____

ADA Compliance Division
 Name: _____
 Signature: _____
 Date Signed: _____

Return this completed application to:

ADA Compliance Division – 222 Third Avenue North, Suite 701 – Nashville, TN 37201-1604
Phone: 615-862-8744 - Fax: 615-880-2836 - TTY: 615-862-8951 - Relay: 711

TENNESSEE STATE FAIR VENDOR AWARENESS MATERIAL

All City-sponsored workshops, conferences, hearings, events, or any other activities related to the Metropolitan Government of Nashville and Davidson County, must be accessible to people with disabilities. All workshops, conferences, hearings, events, or any other activities held on Metro property must be accessible to people with disabilities. The ADA Compliance Division provides the following information to assist you in ensuring that your booth is accessible.

GENERAL

- Concern should be given to the accessibility of your booth's location.
- All printed material is to include the Request for Accommodation notice with the international symbol for accessibility, a contact name, and the contact's phone number.
- Requests for accommodation may include material in an alternate format, an interpreter, or assistive listening devices.

BARRIERS

- Concern should be given to elevation changes of more than ¼" vertical or ½" beveled. This classifies as a barrier and requires a temporary ramp.
- All cords, wires, hoses, etc., that are located within a path of travel must be ramped or placed within a cord cover.

PATHS OF TRAVEL

- An alternate path of travel is required with the public right-of-way is obstructed.
- If an alternate path of travel is provided, signage designating the alternate path of travel is required.
- An alternate path of travel must be provided whenever the existing pedestrian access route in a public right-of-way is blocked by temporary conditions.
- Where possible, the alternate path of travel shall be parallel to the disrupted pedestrian access route, and on the same side of the street.
- An alternate path of travel shall have no protrusions up to a height of 80", including scaffolding and scaffolding braces. Where the alternate path of travel is adjacent to potentially hazardous conditions, the path must be protected with a barricade.

SALES OR SERVICE COUNTERS

- If sales or service counters are provided, the height must be no more than 36" from the finished floor or the ground, and the width must be at least 36" wide.

ACCESSIBLE ROUTE

- An accessible route is required to your booth, that allows patrons to approach, enter, and exit.
- An accessible route must be a minimum of 36" in width.
- Accessible routes must be identified with the international symbol for accessibility, including directional arrows, a minimum of 60" from the finished floor or the ground.
- Temporary ramps that do not exceed a 8.33% grade may be required to provide an accessible route.
- Overhangs and awnings less than 80" from the ground may not protrude into the path of travel. Barriers or barricades may be required if such protrusion occurs.

SEATING

- If seating is provided, accessible seating and companion seating are required.
- Accessible seating and companion seating areas must be identified using the international symbol for accessibility, placed at a minimum height of 60" above the finished floor or the ground.

EFFECTIVE COMMUNICATION

- Auxiliary aids, services, and devices are used to promote effective communication.
- There are many methods of providing materials to individuals in an alternate format, but the key is effectiveness. Patrons may request information in an alternate format such as large print, Braille, audio recordings, pictograms, graphic symbols, etc. The format depends on the individual and what is effective to allow him/her to understand the meaning of the information.



To request this form in an alternate format, contact the ADA Compliance Division at 615-862-8744 (voice), or 615-862-8951 (fax), or via relay at 711.