

ACCESSIBILITY FOR PATRONS WITH DISABILITIES

People with disabilities represent a significant portion of the population and are equally reflective in the number of guests attending the Alaska State Fair. Vendors must make every reasonable attempt to ensure their booths comply with the **Americans with Disabilities Act** so that there are no architectural or communications barriers that could limit access to patrons with disabilities to your goods and services. The following **VENDOR BOOTH ACCESSIBILITY CHECKLIST** is to be used as a guide to increase awareness of architectural and communication barriers which prevent full access to all the Fair's goods and services. **This checklist is NOT a substitute for federal accessibility guidelines and/or the appropriate state and local building codes.** It does contain the federal priorities you should focus on in order to accomplish basic ADA compliance for your customers with disabilities.

VENDOR BOOTH ADA ACCESSIBILITY CHECKLIST

APPROACH AND ENTRANCE

Are ground, walk and floor **surfaces** along accessible routes stable, firm and slip-resistant under all weather conditions?
Are mats or rugs stationary, flat, or recessed and less than 1/2 inch thick?
Are all ground and floor surfaces free of abrupt changes in surface level that do not exceed 1/4 inch in height?
Where vertical elevation changes are between 1/4 and 1/2 inches in height, is the level change beveled with a slope no steeper than 1:2? (thresholds)

Are **ramps** provided for vertical elevation changes greater than 1/2 inch in height?
Is the maximum slope of all ramps 1:12 (1 inch of vertical rise to every 12 inches of horizontal distance)?
Do ramps have a 60 inch (5 feet) long level landing at the top and bottom?
Are ramps a minimum of 36 inches wide, exclusive of flared sides?
Note: Ramps shall not extend into pedestrian way.
Do ramps with a vertical elevation change (rise) greater than 6 inches or horizontal run greater than 72 inches have handrails on both sides?
Is the top surface of all handrails mounted between 34 inches and 38 inches above ramp surface?
Do ramps and landings with drop-offs have edge protection which is a minimum of two inches high on all exposed sides of the ramp or landing?
Are temporary ramps securely anchored?

For all **stairs and steps**:

Are risers closed and have uniform height?
(Riser height: maximum 7 inches, minimum 4 inches).
Do step treads have a uniform depth of 11 inches or more?
Do step nosings project no more than 1-1/2 inches and are the undersides free of abrupt, sharp angles?
Do step treads have non-slip surfaces?
Do handrails on sides of all stairs extend at least 12 inches beyond the top riser and 12 inches plus the width of one tread beyond the bottom tread?
Is the top of the handrail mounted 34 to 38 inches above the tread?

Do **protruding and hanging objects** (such as merchandise, signs, etc.) with their leading edge 27 inches to 80 inches above the floor, protrude no more than 4 inches into the path of travel?
Do passageways, aisles or other circulation spaces have a minimum head clearance of 80 inches?

ACCESS TO GOODS & SERVICES

Is the booth floor non-slip, level, and negotiable by persons in wheelchairs and other mobility aids (walker, crutches)?

Accessible Sales/Service Counters

Is there a portion of the counter(s) that is at least 36 inches long and no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter? **-OR-**
In alterations, where it is technically infeasible to provide an accessible counter, is an auxiliary counter meeting the above requirements provided? **-OR-**
Is equivalent facilitation provided? (e.g. might consist of: (1) the provision of a folding shelf attached to the main counter on which a person with a disability can write, and (2) use of the space at the side of the counter for handing materials back and forth.)

Is the **check-out aisle** at least 36 inches wide for lengths greater than 24 inches long and at least 32 inches wide for lengths 24 inches or less?

Has the **staff** received special instructions or training for providing access to patrons who have disabilities, particularly if assistance is requested in acquiring your goods or services?

When in operation, is there an effective way to communicate with patrons who are deaf or hard of hearing? For example, having pen and paper or a piece of technology available to exchange written notes with patron.

When in operation, are there alternate formats available for basic written materials/advertisements for patrons who have vision impairments? For example, Braille, enlarged print or signage, staff reading material to patron when asked.

FOOD VENDORS

Are **tables** accessible? (A 30 inch width for individual seating, 27 inches minimum knee clearance, and minimum 19 inches depth under the table).

Are tables placed to provide a 36 inch wide aisle clearance?

Is there 28-34 inches from the floor to the top of the table?

Are **cafeteria/buffet lines** accessible—at least 36 inches clear opening with adequate turning space at corners?

Are **tray slides** mounted at a maximum of 34 inches above the floor?

Is there a portion of the **food-ordering counters** that is at least 36 inches long and no more than 36 inches high, or is there space at the side for passing items to customers who have difficulty reaching over a high counter?

-Or-

In alterations, where it is technically infeasible to provide an accessible counter, is an auxiliary counter meeting the above requirements provided?

Where **self-service shelves** are provided for food service, is at least 50 percent of each type no higher than 48 inches above the floor?

Are self-service shelves and dispensing devices for tableware, dishware, condiments, food and beverages installed within the maximum 48 inch high reach range?

Is the food vendor **staff** able and willing to make reasonable accommodations for patrons such as minor menu changes, reading menus, and assistance with trays if requested? Has the staff received special instructions or training for providing access to patrons who have disabilities, particularly if assistance is requested in acquiring your goods or services?

When in operation, is there an **effective way to communicate** with patrons who are deaf or hard of hearing? For example, having pen and paper or a piece of technology available to exchange written notes with patron.

When in operation, are there alternate formats available for basic written materials/advertisements for patrons who have vision impairments? For example, Braille, enlarged printed materials or signage.

Federal Technical Resource Information

ADA and ABA Accessibility Guidelines for Buildings and Facilities

www.access-board.gov/ada-aba/final.cfm

ADA Guide for Small Businesses

<http://www.ada.gov/smbusqd.pdf>

Americans with Disabilities Act - ADA HOME PAGE

www.ada.gov

Department of Justice - ADA Title III High-lights

<http://www.ada.gov/t3hilght.htm>

ADA Tax Incentives Packet

<http://www.ada.gov/taxpack.htm>

Federal Access Board

www.access-board.gov/about.htm

Disability & Business Technical Assistance Center (DBTAC Northwest) – ADA Technical Assistance

1(800)949-4232 or www.dbtacnorthwest.org

Give clear instructions to anyone placing your booth in the leased space. If you have questions or concerns contact the Fair Vendor Manager at 907-746-7159. If you have any ADA compliance questions regarding proper architectural features or training information for your staff on assisting customers with disabilities, contact David Barton at **Access Alaska** at 907-248-4777 Ext. 206 or his cell# 907-382-7897.

Let's work together to eliminate barriers to our patrons with disabilities and make the Alaska State Fair accessible to everyone.