



Vendor Information

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INDOORS OR OUTDOORS SPACE (10'x10')

- Information and Services Providers (No Sales) = \$0
- Merchandise (NO Food & Drinks) = \$200
- Merchandise + Food & Drinks (Packed) = \$300
- Food & Drinks (Packed) = \$200
- Food & Drinks (Prepared onsite) up to 10' x 30' Space = \$400
- Kids' Zone (FREE Activity) = \$0 (We may compensate for supplies)
- Kids' Zone (Sales Activity) = \$100
- Workshop (FREE Activity) = \$0 (We may compensate for supplies)
- Workshop (Sales Activity) = \$100

NUMBER OF ATTENDEES: We can't predict the amount of people that will come and go throughout the day.

NUMBER OF VENDORS: We can't predict how many Vendors will apply. Please check back close to the event date.

ADVERTISING: Posters, flyers and postcards will be handed out at other events, posted in different community businesses, and listed on various social media platforms. In August, the Venue will begin advertising through its various platforms, including a lighted marquee billboard in front that's highly visible to foot and driving traffic.

In 2018 ALOHA POLY FEST was awarded a "Certificate of Recognition" by Senator Scott Weiner and Assemblyman David Chu on behalf of the State of California. In 2017 the event was featured as the story "Aloha comes to the Bay Area" in the San Francisco Chronicle newspaper. In 2016 The event appeared as "Tops weekend events in SF" on Channel 7 ABC News. We plan to have more media exposure this year. Help spread the news!

CONTACT: Charles Hamer (aka Uncle Charlie) is the contact for all Vendors. Call or text 415.374.3553 or Email admin@alohapolyfest.com.

VENUE: Cow Palace Arena & Event Center, 2600 Geneva Ave, Daly City, California.

RENT: Space fees are listed above and on the "Vendor Application". **NO Bottled and canned drinks may be sold without our approval.**

The Venue is huge with lots of space available inside or outside to place Vendors safely distant apart from others. Up until the night before the event or upon check-in at the event, you'll receive the space assigned to you, check-in details, and receipt of payment. **Sharing booths with another Vendor is not allowed unless pre-authorized by us. Absolutely no subleasing of any booth is allowed.**

Trash and Recycle bins will be on-site. **DO NOT throw away any large items or packaging (such as boxes, paper...) in these bins.** These are strictly for trash from food and drinks. **Violators will be fined \$50.**



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EQUIPMENT: We don't provide any equipment, but offer tables and chairs for rent. **Electricity is available indoors only and Wi-Fi is available throughout the property.** You must bring your own canopy tent (**without Top cover OR side walls if indoors**), structure walls, tables, chairs, generator (for outdoors only), and other equipment needed to operate your business. You should also always have hand sanitizer available and visible at all times. **DO NOT use nails, screws, glue or anything other than blue tape and rope to hang things from the walls or other property on the premises.** Open flames, candles, sparklers, balloons, fog machines, and smoke are **NOT ALLOWED** indoors. Small or medium Generators **ARE ONLY ALLOWED** outdoors. Large generators may incur an extra cost.

PAYMENT: All Checks and Money Orders are accepted, made payable to "Charles Hamer" with "Aloha Poly Fest 2022" on the Reference Memo line OR you can pay online through [@Charles-Hamer](http://www.Venmo.com). **After your application and payment is received, you'll receive an email confirmation from us.** If your application is not accepted, your payment will be returned by mail before the event, along with the reason that we did not accept your application. **You'll be assessed a \$50 fee if your check is returned by any financial institution for any reason.**

DUE DATE: Applications and payments are accepted until July 31, 2022.

SETUP & BREAKDOWN: **Setup time on Saturday, August 27, 2022, is from 6:30am to 10am.** Breakdown time is allowed no earlier than 5pm to be completely vacated by 8pm (**NO EXCEPTIONS**). We advise you to bring a handcart to move things to and from your vehicle. You may temporarily park at the loading dock to drop off things to transport to your Vendor Space. You must move fast and **NOT** leave your vehicle parked at loading dock while transporting things to your Vendor Space. Please keep in mind that others will also need this area to unload/load. **The Loading dock will close at 9:30am. Doors open to the public at 10am. Lunch service begins at 10am. Live Entertainment begins at 11am.**

PARKING: ALL DAY FREE with in and out privilege is available in reserved spaces close to the entrance. Security will monitor all lots. **NEVER leave valuable objects in your vehicle that may be visible to others.**

SECURITY: Licensed Security and Daly City Police Department will monitor the event.

INSURANCE, LICENSES & PERMITS: We have event insurance that covers property damage and bodily injury only. We recommend, but not require, that you have your own liability insurance.

You **MUST** possess a valid California Business Seller's Permit or Non-Profit certificate to rent a Vendor space at ALOHA POLY FEST. Please make sure to include a copy with your "Vendor Application".

Vendors who sell only one time per year in California may obtain a "Temporary Business Seller's Permit" by visiting www.taxes.ca.gov. You are solely responsible for collecting and filing your own taxes.

All Food & Drinks Vendors are required to have a permit from the County of San Mateo. Check here to download all guidelines from San Mateo County (<http://www.alohapolyfest.com/SanMateoFoodGuidelines.7z>).

CANCELLATION: Full refund is available if the event is cancelled for any reason before the scheduled event date OR if you are sick with or without symptoms. You'll receive a full refund if you contact us before the event. No refund will be issued if you don't contact us to cancel your participation.

DONATION: We're accepting gifts to raffle away to the public. Identifiable Volunteers will accept donations by visiting Vendors or you may leave a donation and business card at the Aloha Poly Fest booth.



Vendor Application

Name: _____ On-site Representative: _____

Business or Entity Name (dba): _____

California Business Seller Tax Identification OR Non-Profit License Number (attach a copy): _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

Physical Address (if different from Mailing Address): _____

Contact Phone: _____ Business Phone (if different from Contact Phone): _____

Text: _____ Email: _____

Website: _____ Facebook: _____

List all things you will offer: _____

Vendor Type	
8' Table Space (No extra Space around or off table)	<input type="radio"/> \$100
10' x 10' Space for Information and Services Providers (No Sales)	<input type="radio"/> \$0
10' x 10' Space for Merchandise OR Food & Drinks (Packed) (NOT BOTH)	<input type="radio"/> \$200
10' x 10' Space for Merchandise WITH Food & Drinks (Packed)	<input type="radio"/> \$300
Up to 10' x 30' Space for Food & Drinks (Prepared onsite)	<input type="radio"/> \$400
10' x 10' Space for Kids' Zone (FREE Activity) (We may compensate for supplies)	<input type="radio"/> \$0
10' x 10' Space for Kids' Zone (SALES Activity)	<input type="radio"/> \$100
10' x 10' Workshop (FREE Activity) (We may compensate for supplies)	<input type="radio"/> \$0
10' x 10' Workshop (SALES Activity)	<input type="radio"/> \$100
8' Table - \$25 each	<input type="radio"/> x _____ = \$ _____
Chair - \$5 each	<input type="radio"/> x _____ = \$ _____
Electricity (Indoors only. NOT AVAILABLE OUTDOORS)	<input type="radio"/> \$0

DATE: _____

SIGNED: _____

FOR OFFICE USE ONLY
Date Received: _____
Amount: _____
Payment Method: _____
Booth #: _____



Vendor Agreement

The authorized undersigned, at least 18 years of age as of August 26, 2022, as a participant at ALOHA POLY FEST on August 27, 2022, agrees to all the terms and conditions listed below:

1. The undersigned, herein known as the representative and sole-decision maker of the Business/Organization listed on the "Vendor Application", has read, and understands, and agrees to educate and inform his/her staff and employees everything outlined in the "Vendor Application".
2. The undersigned agrees to hold harmless in case of damage or loss to their own property, and injury or death arising from their attendance at ALOHA POLY FEST all participants, associates, and others closely associated with ALOHA POLY FEST, and assume all risk and injuries arising out of or resulting from the use of the Venue facilities and property.
3. The undersigned agrees to be responsible, on behalf of the business, for any damages sustained to park grounds, buildings, or rented equipment during participation at ALOHA POLY FEST caused by the undersigned, their employees, or representatives.
4. The undersigned agrees not to sell any drinks (such as canned or bottled juice, soda, water, coffee, fruit blends or shave ice) or other merchandise at ALOHA POLY FEST unless approved by us.
5. The undersigned agrees to represent ALOHA POLY FEST in a positive and helpful manner, to act responsibly, and to avoid conflict with anyone at the event.
6. The undersigned agrees to be photographed and filmed by our representative for the use on any souvenir, website and other promotional material only produced for and used in conjunction with ALOHA POLY FEST.
7. The undersigned agrees to allow us to publish their name, business name, description and contact info on any souvenir, website and other promotional material only produced for and used in conjunction with ALOHA POLY FEST.
8. The undersigned agrees to abide by and enforce the rules, regulations and policies as stated in this "Vendor Agreement".

Please retain a copy for your records, and return this signed "Vendor Agreement" with your "Vendor Application".

Date: _____

_____ Business Name

_____ Authorized Representative's Name

_____ Authorized Representative's Signature

CHECK or MONEY ORDER PAYABLE TO: Charles Hamer

RETURN BEFORE JULY 31, 2022:

Aloha Poly Fest c/o Charles Hamer • 499 Vienna St. • San Francisco, CA • 94112

CALIFORNIA RETAIL FOOD CODE

Chapter 11. Temporary Food Facilities

114335. Applicable requirements

- (a) TEMPORARY FOOD FACILITIES that operate at a SWAP MEET are limited to only PREPACKAGED non-POTENTIALLY HAZARDOUS FOOD and whole uncut PRODUCE, and shall meet the applicable requirements in Chapters 1 to 8, inclusive, and Chapter 13, unless specifically exempted from any of these provisions.
- (b) TEMPORARY FOOD FACILITIES that operate at a COMMUNITY EVENT shall meet the applicable requirements in Chapters 1 to 8, inclusive, and Chapter 13, unless specifically exempted from any of these provisions.
- (c) FOOD FACILITY requirements shall be determined by the ENFORCEMENT AGENCY based on the FOOD service activity to be conducted, the type of FOOD that is to be prepared or served, the length of the event, and the extent of FOOD PREPARATION that is to be conducted at a COMMUNITY EVENT within a TEMPORARY FOOD FACILITY.
- (d) Notwithstanding subdivision (a), the ENFORCEMENT AGENCY may allow TEMPORARY FOOD FACILITIES at a SWAP MEET, depending on the FOOD service activity to be conducted, the type of FOOD that is to be prepared or served, the duration of the SWAP MEET, and the extent of FOOD PREPARATION that is to be conducted at the SWAP MEET.

114337. Identification of operator

The name of the facility, city, state, ZIP Code, and name of the operator shall be legible and clearly visible to patrons. The facility name shall be in letters at least three inches high, and shall be of a color contrasting with the surface on which it is posted. Letters and numbers for the city, state, and ZIP Code, may not be less than one inch in height.

114339. Food from an approved source

- (a) No home canned or home processed FOODS shall be permitted within a TEMPORARY FOOD FACILITY.
- (b) Notwithstanding subdivision (a), non-POTENTIALLY HAZARDOUS BEVERAGES and baked goods may be offered for sale, sold, or given away by a NONPROFIT CHARITABLE ORGANIZATION or by an established club or organization that operates under the authorization of a school or educational facility for fundraising purposes at COMMUNITY EVENTS.

114341. Food preparation at community events

- (a) Notwithstanding Section 113984, all FOOD PREPARATION at a COMMUNITY EVENT shall be conducted within the TEMPORARY FOOD FACILITY or other APPROVED FOOD FACILITY.
- (b) Barbecues, grills or other EQUIPMENT APPROVED for outdoor cooking may be located adjacent to the TEMPORARY FOOD FACILITY if local building and fire codes prohibit cooking inside the TEMPORARY FOOD FACILITY.
- (c) Grills and barbecues or other APPROVED cooking EQUIPMENT shall be separated from public access by using ropes or other APPROVED methods to prevent contamination of the FOOD and injury to the public.

114343. Holding temperatures – potentially hazardous food

- (a) Except as otherwise provided in Section 113996, during operating hours of the TEMPORARY FOOD FACILITY, POTENTIALLY HAZARDOUS FOOD may be held at a temperature not to exceed 45°F for up to 12 hours in any 24-hour period.
- (b) At the end of the operating day, POTENTIALLY HAZARDOUS FOOD that is held at 45°F shall be destroyed in a manner APPROVED by the ENFORCEMENT AGENCY.
- (c) At the end of the operating day, POTENTIALLY HAZARDOUS FOOD that is held at or above 135°F shall be destroyed in a manner APPROVED by the ENFORCEMENT OFFICER.

114345. Hot and cold beverage counter

TEMPORARY FOOD FACILITIES may include a staffed counter that serves hot and cold BEVERAGES and ice that are not POTENTIALLY HAZARDOUS FOOD and that are dispensed from APPROVED bulk dispensing units.

114347. Floors

TEMPORARY FOOD FACILITIES that handle non-PREPACKAGED FOOD shall provide floors constructed of concrete, asphalt, tight wood, or other similar cleanable material kept in good repair.

114349. Ceilings and outer exclusionary barriers

- (a) TEMPORARY FOOD FACILITIES shall be equipped with overhead protection for all FOOD PREPARATION, FOOD storage, and WAREWASHING areas. Overhead protection shall be made of wood, canvas, or other materials that protect the facility from precipitation, dust, bird and insect droppings, and other contaminants.
- (b) TEMPORARY FOOD FACILITIES that handle non-PREPACKAGED FOOD must also protect FOOD from contamination in all of the following ways:
 - (1) Enclosure of the FOOD FACILITY with 16 mesh per square inch screens.
 - (2) Limiting display and handling of non-PREPACKAGED FOOD in FOOD COMPARTMENTS.
 - (3) Other effective means APPROVED by the ENFORCEMENT OFFICER.
- (c) Notwithstanding Section 113984, this section does not apply to TEMPORARY FOOD FACILITIES that are APPROVED for LIMITED FOOD PREPARATION if flying insects, VERMIN, birds, and other pests are absent due to the location of the facility or other limiting conditions.

114351. Warewashing facilities

Notwithstanding Section 114095, a WAREWASHING sink may be shared by no more than four TEMPORARY FOOD FACILITIES that handle non-PREPACKAGED FOOD if the sink is centrally located and is adjacent to the sharing facilities.

114353. Consumer utensils

A TEMPORARY FOOD FACILITY shall provide only SINGLE-USE ARTICLES for use by the CONSUMER.

114354. Equipment

- (a) FOOD-related and UTENSIL-related EQUIPMENT used in conjunction with a TEMPORARY FOOD FACILITY shall be APPROVED by the ENFORCEMENT AGENCY.
- (b) Cold and hot holding EQUIPMENT shall be provided to insure proper temperature control during transportation, storage, and operation of the TEMPORARY FOOD FACILITY.
- (c) EQUIPMENT shall be located and installed to prevent FOOD contamination.

114355. Ice

Ice used for refrigeration purposes shall not be used for consumption in FOOD or BEVERAGES.

114356. Storage of food, utensils and related items

- (a) Notwithstanding Section 114047, during periods of operation, supplies and non-POTENTIALLY HAZARDOUS FOOD, in unopened containers may be stored adjacent to the TEMPORARY FOOD FACILITY or in unopened containers in an APPROVED nearby temporary storage unit. An "unopened container" means a factory SEALED container that has not been previously opened and that is suitably constructed to be resistant to contamination from moisture, dust, insects, and rodents.
- (b) During periods of inoperation, FOOD shall be stored within a fully enclosed TEMPORARY FOOD FACILITY, within a PERMANENT FOOD FACILITY or other facility APPROVED by the ENFORCEMENT AGENCY, or in APPROVED FOOD COMPARTMENTS where the FOOD is protected at all times from contamination, exposure to the elements, ingress of rodents and other VERMIN, and temperature abuse.

114358. Alternate handwashing facilities

- (a) Notwithstanding Section 113953, handwashing facilities for TEMPORARY FOOD FACILITIES that operate for three days or less may include a container capable of providing a continuous stream of water from an APPROVED SOURCE that leaves both hands free to allow vigorous rubbing with soap and WARM WATER for 10 to 15 seconds, inclusive.
- (b) TEMPORARY FOOD FACILITIES that handle only PREPACKAGED FOOD and comply with Section 113952 shall not be required to provide a handwashing facility, except as required in Section 114359.
- (c) A catch basin shall be provided to collect wastewater, and the wastewater shall be properly disposed of according to Section 114197.
- (d) Handwashing facilities shall be equipped with handwashing cleanser and single-use sanitary towels.
- (e) A separate receptacle shall be available for towel waste.

114359. Toilet facilities

- (a) At least one toilet facility for each 15 EMPLOYEES shall be provided within 200 feet of each TEMPORARY FOOD FACILITY.
- (b) Each toilet facility shall be provided with APPROVED handwashing facilities.
- (c) **114361. Cleaning and servicing**

TEMPORARY FOOD FACILITIES that operate for more than one day shall be cleaned and serviced by methods APPROVED by the ENFORCEMENT AGENCY.

114363. Enforcement officer discretion in imposing requirements

Based upon local environmental conditions, location, and other similar factors, the ENFORCEMENT OFFICER may establish additional structural or operational requirements, or both, as necessary to ensure that FOODS are of a safe and sanitary quality.



TEMPORARY EVENTS GUIDELINES

PERMITS

Temporary Event Permits are required when food is sold or offered for free to the public at approved community events. A Temporary Event Permit from San Mateo County Environmental Health Division must be secured at least 14 days prior to the event start date. Permits from other health authorities are not acceptable. Food Vendors found operating without a permit will be ordered to close and a penalty will be billed to the event coordinator.

- **COORDINATOR PERMIT** – required for all Temporary Events with two or more Food Vendors. *(A coordinator application must also be submitted for events with only one food booth; however, the coordinator permit fee will not be charged.)*

- **TEMPORARY FOOD FACILITY/VENDOR PERMIT** – required for any person(s), business, or organization offering food to the public at an approved community event. A permit is valid for one single food booth only. If a vendor is operating more than one booth at an event, a permit must be obtained for each booth location. There are two types of permits which are based on the risk of the food operation:
 - (d) **RISK CATEGORY 1** – all food is prepackaged (with the exception of beer and wine service, which is acceptable), no on-site food preparation. Sampling is allowed if no complex food preparation is needed.

 - (e) **RISK CATEGORY 2** – open food, on-site food preparation. Food will be handled and/or prepared on-site.

PERMIT FEE EXEMPTIONS

Applicants must attach all supporting documentation to their application to be considered for a permit fee exemption. Exemptions do not apply to re-inspection fees, penalties for operating without a permit, or other fees billed for non-compliance. Categories considered for fee exemption:

- (1) *Charitable Organization* – submit proof of 501(c)(3) status from the Internal Revenue Service or a letter from a charitable organization clearly stating that 100% of the proceeds are being donated to their organization.

- (a) *Veteran* – submit proof of an Honorable Discharge from active-duty military (DD Form 214). Veteran must be the sole proprietor of the business to qualify and no alcohol sales are permitted.

- (1) *Blind Person* – submit Bureau of Vocational Rehabilitation documentation. Must be the sole proprietor of the business to qualify.

TEMPORARY FOOD FACILITY (TFF) TYPES

Food Facilities permitted to operate at a fixed location for the duration of an approved community event include:

- (d) Food Booth – temporary food booths set up indoors or outdoors.
- (e) Kitchen – a commercial kitchen is used for the food preparation. Food is served indoors and a temporary food booth is not necessary for the operation, e.g., church or recreation center kitchens.
- (f) Mobile Food Facility (MFF) – an approved mobile food cart or truck where food is sold from, e.g., hot dog cart, ice cream truck, food truck, etc.

A vendor application must be submitted through the event coordinator for each Temporary Event.

Mobile Food Facilities (MFF)

If already permitted in San Mateo County, the MFF may operate at Temporary Events throughout the county without any additional health permits. If permitted outside of San Mateo County, MFF operator must submit a TFF permit application for each event at which they will operate. For safety purposes, operators of MFFs that are not permitted under any Health Jurisdiction are required to secure a health permit prior to operating. The MFF may be inspected prior to the event date or on the day of the event.

All MFF vendors must be listed on the event vendor list submitted by the event coordinator as part of the application packet. MFFs are restricted to the limitations of the MFF type, as follows:

Push Cart/Ice Cream Cart – Prepackaged non-potentially hazardous foods only, no food prep.

Hot Dog Cart – Limited Food Preparation, no complex food preparation.

Food Truck – Full service, food preparation allowed within the enclosed vehicle. No food preparation is allowed outside the food truck (except for an outdoor air barbeque). A table may be set-up adjacent to the truck to sell beverages and pre-packaged non-potentially hazardous foods.

Minimum requirements listed must be maintained throughout the event, (depending on MFF type):

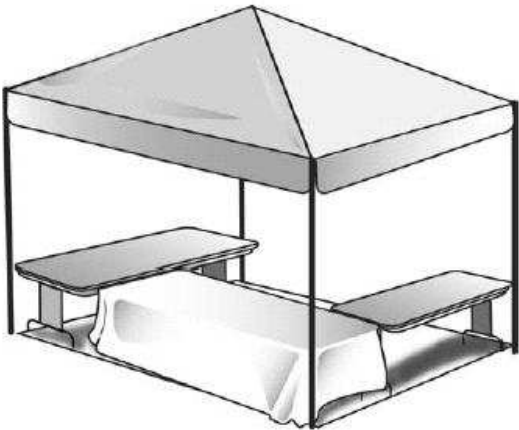
- (a) Water for hand washing and ware washing
- (b) Hot water (120° F or higher)
- (c) Hand washing facilities
- (d) Functional mechanical refrigeration
- (e) Report to approved commissary on a daily basis
- (f) Operator must be knowledgeable in food safety. In permitted MFFs where food is prepared, at least one person must hold a valid food manager certificate and valid food handler card for each employee who handles food

CONSTRUCTION OF OUTDOOR FOOD BOOTHS

A sign with the facility name (at least 3-inches tall), city, state, zip code, and the name of the operator (at least 1-inch tall) shall be legible and clearly visible to patrons, in a contrasting color to the background.

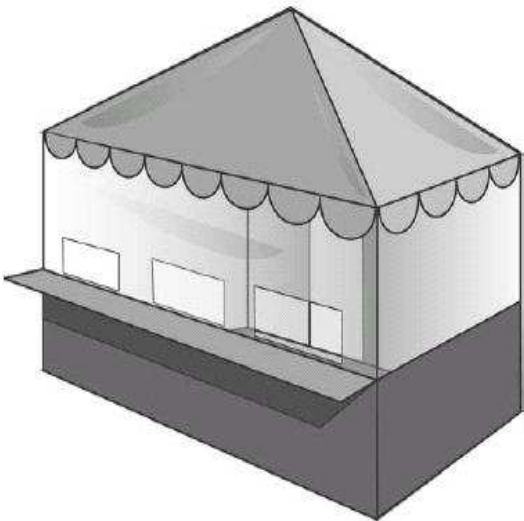
A booth is considered up to 12ft x 12ft in size. If there is more than one booth, depending on food production volume, additional fees may apply if the inspector observes multiple complex foods being prepared and/or handled.

Risk Category 1 Outdoor Booth



Over-head protection is necessary to prevent contamination of the food. All food is prepackaged. No food preparation is allowed. Sampling is allowed if no complex food preparation is needed.

Risk Category 2 Outdoor Booth



Full enclosure is required when food is prepared on-site. Cooking equipment may be used outside, directly adjacent to the booth if required by the local building or fire department (provide written proof). All food must be plated and further prepared inside the booth.

Allowable booth materials:

- Sides – canvas, plastic, or fine mesh screening (16 mesh/square inch)
- Floors – concrete, asphalt, tight wood or other similar cleanable material. Grass and dirt floor must be covered with a cleanable surface.

DEMONSTRATION OF KNOWLEDGE

In Temporary Food Facilities where food is prepared (Risk Category 2), a person-in-charge must always be present. The person-in-charge must be knowledgeable in food safety and train all food handlers as it applies to their specific duties. Acceptable proof:

- (f) Food Manager Certificate
- (g) Food Handler Card
- (h) A passing score of the [Food Safety Quiz](#).

FOOD FROM AN APPROVED SOURCE

Any food prepared prior to the event must be done in an approved commercial kitchen or commissary which is noted on the vendor application. If there is no approved commissary, all food must be purchased the day of and prepared at the event. Daily receipts must be maintained as proof for the inspector.

Foods that are canned, stored, or processed at a non-approved commissary or a residential kitchen are **NOT** allowed at a Temporary Event (unless from a registered or permitted Cottage Food Operation).

COTTAGE FOOD OPERATIONS

Registered and Permitted Cottage Food Operators are allowed to sell their approved products at Temporary Event with a valid Temporary Food Facility Permit. Approved operators prepare and/or package very specific [approved items](#) (mainly non-potentially hazardous foods) in a private residential kitchen. Out-of-county Cottage Food Operators are allowed if the county in which their registration or permit is issued, is within 100 miles of San Mateo County.

FOOD PROTECTION

All customer self-service food items and utensils must be stored in such a way to prevent contamination, examples of acceptable equipment include:

- Sneeze-guards
- Hinged covers over food
- Protected dispensers
- Single-serve packets

COOKING DEMONSTRATIONS

If samples of the food are not provided to the public, a permit is not required to operate. If samples of the food are provided to the public, a temporary event health permit is required and all requirements as a Risk Category 2-type food booth must be met.

FOOD STORAGE

All food and food equipment must be stored at least 6 inches off the ground. Raw meats and prepared/ ready-to-eat food should be separated and stored in approved storage containers with tight fitting lids to help prevent cross-contamination.

LIVE ANIMALS

Live animals are not allowed inside the food booths. Pets/animals must be kept at least 20 feet away from the food booths. Service animals (dogs) are exempted if the contamination of food, clean equipment, utensils, or single-use utensils cannot result.

WATER SUPPLY AND WASTE DISPOSAL

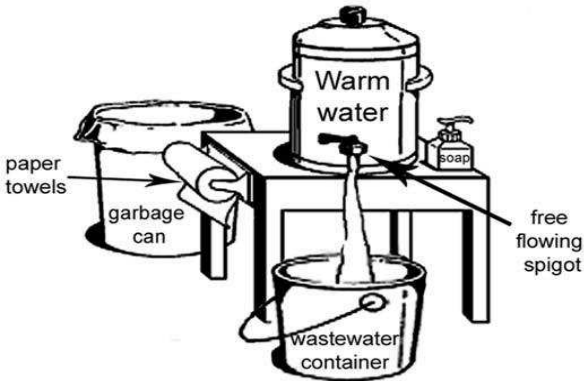
The Coordinator and Vendors must make arrangements to provide supplies such as electricity, water, and waste disposal. At least 20 gallons of clean potable water shall be available for each Risk Category 2 Food Operation and at least 5 gallons of water for hand washing.

All liquid waste must be disposed of in a plumbed sewer drain or by means approved by Environmental Health and the local waste water utility department. No waste water may be discharged into the ground or storm drains.

The coordinator must provide sufficient garbage containers for each booth and for the public eating areas. The containers must be vermin-proof and kept clean.

HAND WASH FACILITIES

A hand wash station must be located in an accessible location within booths where food is prepared or samples are distributed. If a hard-plumbed sink with hot and cold potable water is not available, an alternative hand washing station may be used, consisting of the following:



- Warm potable water (100° – 108°F) stored in an Insulated food-grade container that is capable of maintaining warm water for the duration of the event. The container must have a hands-free spigot that can remain locked in the open position while washing hands.
- Liquid hand soap
- Single-use paper towels
- Waste water container (five-gallon capacity)
- (d) Garbage can

Exceptions:

1. Warm water is not required in booths where only beer and wine are dispensed and sold.
2. Hand wash stations are not required in booths where only prepackaged food is sold and samples are not offered (hand washing facilities are required at the restroom area within 200').

Methods for Meeting Requirements

Achieving Warm Water of 100°-108°F

Fill container with warm water at approved food facility and transport to the event or heat water at the event using a cooking range or an electric kettle.

Hands-free Water Spigot

Containers with a push-button spigot can be retrofitted with a lever-type spigot; all materials used must be food-grade. Spigots may be purchased from the manufacturer or from stores where insulated water containers are sold (see the Resources List at the end of this document).

Examples of Allowable Insulated Containers and Spigots

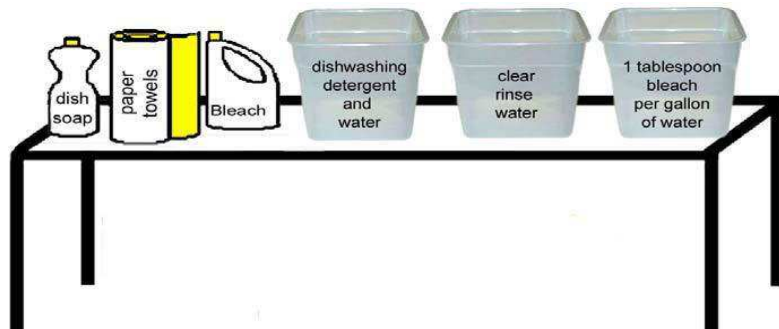


ALTERNATE WARE WASH SET-UP

Required for all food operations lasting more than 4 hours and where no back-up utensils are available.

A three container set-up is required, consisting of:

1. Dishwashing detergent and water
2. Clean rinse water
3. Sanitizer rinse



Required Sanitizer Concentrations for Ware Washing and Wiping Cloth Storage Buckets

Chlorine Bleach: 100 ppm, 1 tablespoon of bleach per one gallon of water.

Quaternary Ammonia: 200 ppm

For other types of chlorine sanitizer and quaternary ammonia, follow manufacturer's mixing instructions. Provide test strips to verify sanitizer concentration.

Single-Use Utensils

Food vendors shall provide only single-use utensils for use by consumers. Washing of multi-service plates, beverage cups, cutlery, etc. that are used by consumers is not allowed.

Exception – Beer and wine booths may pour into and refill glassware if employees are properly trained to handle glassware from the base or stem only. If the booth operators and employees are unable to follow safe refilling procedures on the day of the event, the inspector may require that all refills are distributed in single-use cups for the remainder of the event.




- *Remove clean glasses from the box so that the rim of the glass is not touched (turn the box upside-down).*
- *When refilling glasses, do not touch the rim of the glass with the wine bottle, the beer dispensing equipment or hands.*
- *Wash hands frequently.*

SAFE FOOD HANDLING REQUIREMENTS

Cooking Temperatures

Use an accurate probe thermometer to check the internal cooking temperature of foods.

Minimum cooking temperatures:

	165°F for 15 seconds – Poultry; comminuted poultry; stuffed meat, fish, and poultry.
	155°F for 15 seconds – Ground beef, other comminuted meat, and eggs.
	145°F for 15 seconds – Fish; single pieces of meat including beef, veal, lamb, pork and game animals.

Food that is less than thoroughly cooked may be sold only if specifically requested by a consumer or if the food facility operator clearly notifies the consumer verbally or in writing at the time of ordering that the food is raw or less than thoroughly cooked.

Hot and Cold Holding Temperatures

A Potentially Hazardous Food (PHF) is a food that requires a time or temperature control to limit pathogenic micro-organism growth or toxin formation. In other words, foods that if left out of temperature, can grow organisms that cause food-borne illness.

Hot Holding: 135° F or higher

- Equipment – steam table, chafing dishes with “sterno” or other heating element.

Cold Holding: 45° F or below

- Equipment – refrigerators or by fully submerging food in ice.

Hot food held at or above 135° F, or cold food held between 41° F and 45° F must be discarded at the end of the day.

Thawing

Food must be thawed in the refrigerator, under cold running water, in the microwave or during the cooking process. Never thaw food at room temperature.

Reheating

Food that is cooked, cooled and reheated for hot-holding shall be reheated to 165° F for at least 15 seconds. Commercially processed or hermetically sealed food shall be reheated to at least 135° for hot holding. Reheating must be done rapidly.

Cooling

Cool food rapidly from 135° F to 70° F within 2 hours, then place in the refrigerator and continue to cool from 70° F to 41° F within 4 hours (total = 6 hours) Stir food frequently, do not cover until completely cooled. Use approved methods to facilitate the cooling process, examples:



Ice Wand



Ice Bath



Shallow or Smaller containers

Limiting Bare Hand Contact with Ready-to-Eat Foods

Employees must limit bare hand contact with ready-to-eat foods (e.g., salad ingredients, sandwiches, burritos, chips, etc.) by using a barrier such as:



•Single use gloves



•Tongs



•Spoon/Fork

EMPLOYEE HEALTH AND HYGIENE

Employees experiencing acute gastrointestinal illness or infected with a communicable disease that is transmissible through food shall be excluded or restricted from the food operation to prevent the spread of food-borne illness.

Employees experiencing persistent sneezing, coughing, or runny nose that cannot be controlled by medication shall not work with exposed food, clean equipment, or unwrapped single-use utensils.

Restrooms

Provide at least one toilet for every 15 food employees. Restrooms must be located within 200 feet of the food booths. Approved hand washing facilities must be available at the restrooms with clean potable water for hand washing. Employees must wash hands in the restroom and once again in the food booth, prior to handling food or clean equipment.

Hand Washing

Employees must wash hands before touching any food or clean equipment, between tasks, and after any chance of contamination.

Proper hand washing procedure: Wash hands with warm water and liquid hand soap for at least 10-15 seconds. Pay particular attention to the areas underneath the fingernails and between the fingers. Rinse with clean running water and dry with single-use paper towels.

