Fair Oaks Chicken Festival- Food Application | 2017

Application Deadline: 6/16/17

12th Annual Fair Oaks Chicken Festival

September 16th, 2017
Village of Fair Oaks Saturday
10:00am to 6:00pm

ATTENTION:

ONLY THOSE DESIGNATED AS MOBILE FOOD FACILITIES (MFF) WILL BE ACCEPTED FOR THE 12th ANNUAL FAIR OAKS CHICKEN FESTIVAL

Application Information

Business Name:

Contact Name:

Address:

City: **State:** **Zip:**

Work Number: **Cell Number:** **Fax Number:**

Email Address: **Web Address:**

Vendor Category Description

ATTENTION:

ONLY THOSE DESIGNATED AS MOBILE FOOD FACILITIES (MFF) WILL BE ACCEPTED FOR THE 12th ANNUAL FAIR OAKS CHICKEN FESTIVAL

MFF: Vendors in this category are required to have a valid Mobile Food Facility (MFF) permit sticker at all times for the county where food is being sold (Sacramento). Proof of MFF status must be submitted with Application.

Detailed Menu Description

List & describe the items you propose to sell. Please be very specific and attach a separate sheet if necessary.

1.

2.

3.

4.

5.

6.

7.

Images Required: Please include at least one photo of your booth with your applications. Images will NOT be returned.

Power Requirements: if power is needed you must bring own whisper generator. List below name and model of generator:

Fair Oaks Chicken Festival- Food Application 2017

Event Fees

Mobile Food Facility (MFF)

10' by 10'.....$250

10' by 20'.....$450

10' by 30'.....$675

***Security Deposit..... ..$100**

Late Fee (rcvd after 6/16/17)....$30

Total Amount Due Upon Acceptance:

*Security deposits are held until after the event to ensure spaces are left in the same condition they were when the vendor arrived. Deposits may be withheld at FORPD discretion for, but not limited to: Failure to show, late arrival, violation of rules of the event, unauthorized sales, early load out and unattended booths.

PLEASE NOTE: NO ELECTRICTY OR WATER WILL BE SUPPLIED TO ANY VENDOR

Application Checklist

Your application will be considered only if the following items are complete:

- ☐ Sign and complete the entire application
- ☐ Enclose one images with your application
- ☐ Completed BOE 410-D form
- ☐ Proof of MFF STATUS
- ☐ Completed Fire Department Vendor Booth Operations Permit Application
- ☐ Completed TFF Information Sheet and Menu

***Complete application will need to be sent by appropriate deadline to be considered for participation**. Incomplete applications will not be considered. **Please do NOT include payment.** Upon acceptance payment will be due within two weeks.*

Submission of Application

Please send your completed application, description and images (if required) to:

Fair Oaks Recreation and Park District
Attention: Fair Oaks Chicken Festival
4150 Temescal St.
Fair Oaks, CA 95628

Note: E-mail & faxed applications will NOT be accepted, no exceptions.

Waiver

All vendors must have an approved application on file with the Fair Oaks Recreation and Park District to share, sample, or sell products and/or information with the public within the event footprint. In consideration for being permitted by the above District to participate in the above activity(ies), I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have, or which may hereafter accrue to me, as a result of participation in said activity(ies). This release is intended to discharge in advance the above District (its officers, employees, and agents) from any and all liability arising out of or connected in any way with my participation in said activity(ies), even though that liability may arise out of negligence or carelessness on the part of the persons or entities mentioned above. It is understood that this activity involves an element of risk and danger of accidents and knowing those risks I hereby assume those risks. It is further agreed that this waiver, release and assumption of risk is to be binding by my heirs and assigns. I agree to indemnify and to hold the above persons or entities free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of my death or any injury or property damage that I may sustain while participating in the said activity(ies).

Signature: _____

Printed Name: _____

Date: _____

Fair Oaks Chicken Festival- Food Application 2017

Acceptance to Event
Submittal of application and previous participation does not guarantee acceptance into the event. After screening, vendor will receive notification of acceptance and total booth fees due to Fair Oaks Recreation and Park District (FORPD). Upon acceptance Vendors will have two (2) weeks to submit payment in full and proof of insurance or booth space will be forfeited.

Application Deadline: 6/16/17
Applications received by 6/16/17 will be considered for acceptance to the Fair Oaks Chicken Festival and will receive confirmation on or before 7/1/17. Any applications received after 6/16/17 but before 8/26/17 may be considered for acceptance to Fair Oaks Chicken Festival. Applications received after the 6/16/17 deadline will need to include a $30 late application fee. Late applicants will receive confirmation notice after application is processed and complete.

Hours of Operation
The Vendor agrees to remain open for business between the hours of 10:00am-6:00pm on Saturday. All Vendors will agree to remain open for the duration of the event hours.

Set-Up Operations
Accepted vendors will receive a confirmation packet prior to the event with detailed load in and set up instructions.

General Policies
Failure to abide by all rules and regulations, as well as specific instructions, provided in the confirmation packet will result in forfeiture of acceptance to all future FORPD events. This includes attitude and demeanor to all FORPD staff, directors, agents, employees and volunteers.

Vendor agrees to conduct its business in a manner likely to enhance the success of the Fair Oaks Chicken Festival and the reputation of FORPD. Shall FORPD determine that the Vendor is acting in a manner detrimental to the Fair Oaks Chicken Festival, FORPD may expel the Vendor from the Fair Oaks Chicken Festival, and the Vendor shall forfeit its entry fee.

The Vendor agrees to not sell or distribute merchandise that includes the event logo, the term "Chicken Festival", or any other likeness associated with our event without prior written consent of FORPD.

No food sales will be allowed unless you have been added to the Health Permit and accepted to the event as a food vendor.

FORPD does not guarantee exclusivity to any Vendor, nor has the Vendor relied upon any representation or guarantee of FORPD regarding the revenues to be generated by the Vendor.

Vendors and their personnel shall not consume or use alcoholic beverages or other drugs at any time during the event or prior to the completion of all performances under this application.

Weather
This event is a rain or shine event. There are no refunds due to weather. Typically September is a hot month and booth may be located on asphalt. Vendor is required to provide own shade tent if desired.

Refunds
Written cancelation is required for a refund. Refund will only be granted if and when booth space can be filled, less a $25.00 processing fee. Refunds will not be issued for the Fair Oaks Chicken Festival if the Vendor is dismissed, booth spaced is forfeited, or Vendor is in violation of any of the Terms and Conditions.

Menu Items
Vendor agrees to only offer the approved items in application. The selling of unapproved items may result in dismissal from the Fair Oaks Chicken Festival and you will not receive a refund. FORPD reserves the right to limit your approved menu.

Insurance
Food Vendors, upon acceptance, must obtain a copy of General Liability Insurance naming FORPD as additionally insured, for a minimum of $1,000,000 per occurrence. Additional Insured Endorsement must name the Fair Oaks Recreation and Park District, its directors, agents or employees are included as additionally insured.

Booth Requirements
If the Vendor's application is accepted, the Vendor will be assigned a space within the Fair Oaks Chicken Festival area. Locations are not guaranteed and are made at the discretion of the festival organizers. All items, equipment and materials MUST fit inside purchased booth space. No items will be allowed to be positioned outside of the approved area. Sidewalks, walkways and throughways need to remain clear of items for safety.

TWO (2) 10x10 booth spaces will need to be purchased if cooking method does not fit within 10x10 booth space (Fire Department requires cooking methods utilizing FIRE a 5ft gap between said method and serving tent).

Vendors are required to supply their own tents, tables and chairs. Failure to comply will result in removal from event.

The Vendor will be solely responsible for the appearance of its space. The Vendor shall maintain its space in a neat, clean and sanitary condition during the Fair Oaks Chicken Festival. Each Vendor will be required to recycle and dispose of all trash produced by their operation - as directed by FORPD. Specific maintenance operations will be provided to all Vendors at the Event. Grease will need to be removed and disposed of by the Vendor.

Reinspection by Health Department
Vendor shall be responsible for complying with the County's Health regulations and will be subject to County health inspection. If vendor booth fails to pass inspection, vendor is solely responsible for re-inspection fee. Reinspections fees must be paid to FORPD prior to the end of the event. Failure to pay fees will result in forfeiture of acceptance to all future FORPD events and security deposit.

Dismissal from Event
Vendor may be dismissed or removed from the Fair Oaks Chicken Festival if found to be in violation of any Terms and Conditions.

In the event the Vendor is dismissed from the Fair Oaks Chicken Festival, they will be asked to vacate booth space immediately, take all belongings and will not be allowed to participate onsite for the remainder of the Event. No fees will be returned and vendor will forfeit acceptance to all future FORPD events.

Sound Restrictions
Vendor agrees to not have amplified sound of any type within booth. Vendor with amplified sound may be asked to vacate space and will not receive a refund.

Electricity
Vendors needing electricity will be required to provide their own whisper generators, and fuel for said generator. Vendor must list on application the type of generator that they will be using. Use of generator may assist in determination of booth location. FORPD will decide on location of generator, per fire department regulations. Vendor must supply at least 50 feet of power cord.

Water
There will be NO access to water during set up or event hours. If water is needed vendor must supply own water.

Booth Security
The Vendor will be solely responsible for any items left overnight in booth space. FORPD is not responsible for any items lost, stolen or damaged in booth space. . This includes, but is not limited to, vendor product, tents, tables, chairs, signs, and decorations. All tents should be shrunk down to its lowest level and all merchandise removed.

Parking
Vendors will be sent clear directions on all parking requirements prior to the start of the event in the confirmation packet. All vehicles will be directed as to the proper procedures allowed for parking.
Remote parking may be necessary and Vendors will need to plan accordingly. Vendor's vehicles will NOT be allowed in pedestrian areas until after closing time and permission from a representative from FORPD is given. Failure to abide by these rules will result in dismissal from event and forfeiture of acceptance to future FORPD events.

Photos
Vendors agree to allow FORPD to take pictures of booth and product during the event, with no additional compensation. Photos may be used in future promotional materials.

Confirm Agreement to ALL Terms and Conditions as outlined in Application

Initial HERE _____

BOE-410-D REV. 6 (5-12)

STATE OF CALIFORNIA
BOARD OF EQUALIZATION

SWAP MEETS, FLEA MARKETS, OR SPECIAL EVENTS CERTIFICATION

People who sell merchandise in California are generally required to hold a seller's permit.

You **may not** sell at this event unless you have a seller's permit or are not required to hold a permit. You are required to have a permit if you are selling, even temporarily, new or handcrafted items or used items you purchased for the purpose of reselling to others. You are not required to hold a permit if you are only making "occasional" sales, selling products that are not taxable when sold at retail, or selling on behalf of a section 6015 retailer.

You may electronically register for seller's permit at no cost to you by visiting our website at *www.boe.ca.gov.* To find a Board of Equalization (BOE) office near you, call our Taxpayer Information Section at 800-400-7115 (TTY:711) or visit our website. If you obtain a temporary seller's permit, the business address on your temporary permit should be the address of the temporary selling location and the mailing address should be your permanent place of business or residence.

Occasional and Nontaxable Sales - Occasional sellers are usually people who are not required to hold a seller's permit because they will not be making a series of qualifying sales. A person who has cleared their garage of used items *accumulated for their own use* and who sells *only* those items would usually qualify as an occasional seller, provided they make sales no more than twice in a 12-month period. Some sellers who make only nontaxable sales are also not required to hold seller's permits. Examples include sellers of fresh produce or other cold food products sold "to go." Please note, however, some food sales are taxable, including sales of food for consumption in places where admission is charged.

Section 6015 Retailers - Revenue and Taxation Code section 6015 relieves certain individuals of the requirement to obtain a seller's permit when: (1) the product supplier is a BOE approved section 6015 retailer, (2) the product supplier reports and pays tax on the actual "retail selling price," (3) the individual is selling only those items purchased from the section 6015 retailer, and (4) the individual provides the name of the product supplier. Typical section 6015 retailers include multi-level marketing retailers that solicit sales through a network of individual salespeople/representatives (for example, Avon, Tupperware).

Verification of a seller's status is required by law. Please complete all four sections of this form. Please print.

1. EVENT INFORMATION

EVENT NAME AND PLACE

EVENT DATE(S)

TABLE/BOOTH/LOCATION ID#

2. VENDOR/EXHIBITOR INFORMATION

OWNER'S NAME

MAILING ADDRESS *(street number or P.O. box)*

(city, state and zip code)

TELEPHONE NUMBER
( )

DRIVER LICENSE NUMBER OR STATE ID NUMBER AND STATE

TYPE OF BUSINESS, DESCRIPTION OF ITEMS TO BE SOLD/DISPLAYED

3. STATUS—*Check appropriate boxes, and provide requested information*

☐ I hold a valid seller's permit. My number is: **S** _____

☐ No sales of tangible personal property are being made or solicited at this event.

☐ I am not required to hold a seller's permit because:

- ☐ My retail product sales are not subject to tax
- ☐ My sales are exempt occasional sales
- ☐ I sell on behalf of a section 6015 retailer _____

4. CERTIFICATION—*Partners/additional sellers, complete a separate copy of this form*

The above statements are certified to be correct to the best knowledge and belief of the undersigned.

NAME *(typed or printed)*

TITLE

SIGNATURE

DATE

See reverse for disclosure information.

CLEAR PRINT

Privacy Notice

This is not a request for you to provide information. This is an informational notice according to the requirements of the Information Practices Act (Civil Code §1798.17). No action is required.

We ask you for information so that the BOE can administer the state's tax and fee laws. The BOE will use the information to determine whether you are paying the correct amount of tax and to collect any amounts you owe. You must provide all information requested, including your social security number (used for identification purposes [see Title 42 U.S. Code sec.405(c)(2)(C)(i)]). A list of authorized agencies, among others, who the BOE may disclose information to, and a complete list of the California Revenue and Taxation Codes is available on our website at *www.boe.ca.gov/pdf/boe324gen.pdf,* then scroll to the second page.

What happens if I don't provide the information?

If your registration information is incomplete, the BOE may not issue your permit, certificate, or license. If you do not file complete returns, you may have to pay penalties and interest. Penalties may also apply if you do not provide other information the BOE requests or that is required by law, or if you provide fraudulent information. In some cases, you may be subject to criminal prosecution.

In addition, if you do not provide the requested information to support your exemptions, credits, exclusions, or adjustments, they may not be allowed. You may owe more tax or fees or receive a smaller refund.

Can anyone else see my information?

Your records are covered by state laws that protect your privacy. However, the BOE may share information regarding your account with specific state, local, and federal government agencies. The BOE may also share specific information with companies authorized to represent local governments.

Under some circumstances, the BOE may release the information printed on your permit, certificate, or license, such as account start and closeout dates, and names of business owners or partners, to the public. When you sell a business, the BOE may give the buyer or other involved parties information regarding your outstanding tax liability.

With your written permission, the BOE can release information regarding your account to anyone you designate.

Can I review my records?

Yes. Requests should be made in writing to your closest BOE office. A complete listing of BOE locations can be found at *www.boe.ca.gov.* Additional information regarding your records can be found in publication 58-A, *How to Inspect and Correct Your Records.* For a copy of this publication, go to *www.boe.ca.gov* or call the Taxpayer Information Section at 800-400-7115 (TTY:711), Monday through Friday, 8:00 a.m. to 5:00 p.m. (Pacific time), except state holidays. If you need more information, you may contact the BOE's Disclosure Officer at 916-445-2918 or by writing:

Disclosure Officer, MIC:82
State Board of Equalization
PO Box 942879
Sacramento, CA 94279-0082

Who is responsible for maintaining my records?

The officials listed below are responsible for maintaining your records.

Sales and Use Tax
Board of Equalization
Deputy Director, SUTD, MIC:43
PO Box 942879
Sacramento, CA 94279-0043
800-400-7115

Property and Special Taxes and Fees
Board of Equalization
Deputy Director, PSTD, MIC:63
PO Box 942879
Sacramento, CA 94279-0063
800-400-7115

Sacramento Metropolitan Fire District

Community Risk Reduction Division

3012 Gold Canal Drive • Rancho Cordova, CA 95670 · Phone (916) 859-4330 • Fax (916) 859-3717

KURT P. HENKE
Fire Chief

VENDOR BOOTH OPERATIONS PERMIT APPLICATION

EVENT:_____ Date(s):_____

Booth Sponsor: _____Booth# _ _ _ _ _ _ _

Booth Operator: _____Telephone# _____

Responsible Person:_____ Telephone#_____

Dates and Hours of Food Booth Operations:_____

Type(s) of Booth (Food or Static Display):_____

Generator: Fuel Type:_____

Cooking: (Circle all that apply)

Type of appliance/cooker: !Bar-B-ojl peep Fat Fryer!l!Wokjt!SkilletV!Hot Plate!

Fuel type: !Charcoal!J!WoodV!ElectricalV

Fire extinguisher type: !Class 2A10BC!f!Class K!

I HAVE READ AND UNDERSTAND THE ATIACHED Food Booth Operations requirements and agree to abide by all conditions required by the Fire District. A copy of this permit application shall be posted within the tent, canopy or booth or otherwise be available for the Fire District to sign.

I further understand there will be no exceptions or modifications to these requirements the day of the event. Failure to comply with Fire District regulations shall result in immediate closure of booth and revocation of your permit. Any questions or requests regarding exceptions or modifications must be submitted with supporting documentation at time of Permit Application, minimum 2-weeks prior to the event. A copy of this permit application shall be provided to the event organizer.

Responsible Person_____Date _ _ _ _ _ _ _ _

For further information please call Metro Fire at (916) 859-4330

06/18/2012

Sacramento Metropolitan Fire District

Community Risk Reduction Division

3012 Gold Canal Drive · Rancho Cordova, CA 95670 · Phone (916) 859-4330 · Fax (916) 859-3717

KURT P. HENKE
Fire Chief

CARNIVALS, FAIRS, SPECIAL EVENTS
TEMPORARY MEMBRANE STRUCTURES (TENTS / CANOPIES)

PURPOSE

The purpose of this regulation is to establish a consistent regulatory guide for fire safety enforcement at outdoor carnivals, fairs, special events, or with regards to tents and canopies. It provides the special events coordinator and vendors with the necessary information to ensure the conformance with local requirements and those of the California Fire Code (CFC).

POLICY

When an applicant proposes a carnival, fair, special event, or use of a temporary membrane structure (tent/canopy) in the jurisdiction of Sac Metro Fire, the applicant must submit the required construction documents along with a completed application for approval prior to the event or use. The required construction documentation, application, and fees shall be submitted at least 2 weeks prior to the event. Submittals received less than 2 weeks shall incur an additional over the counter fee.

CONSTRUCTION DOCUMENTATION

Provide a site plan of the event and indicate on the plan the locations and dimensions of the following: all public rides (denote electrical or gasoline operated), all tent/canopy locations (all temporary membrane structure's locations shall comply with CFC Chapter 24), generators, flammable and/or combustible liquid storage, and Fire Department access.

A detailed floor plan shall be provided for temporary membrane structures (tents/canopies). It shall indicate details of the means of egress facilities/locations, seating capacity, arrangement of seating and the location and type of heating and electrical equipment. Use of electrical equipment may require an electrical permit. Contact your local Building Department for requirements.

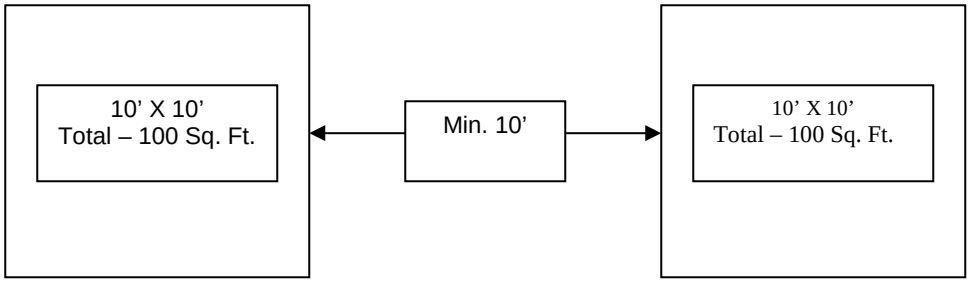
INSPECTIONS

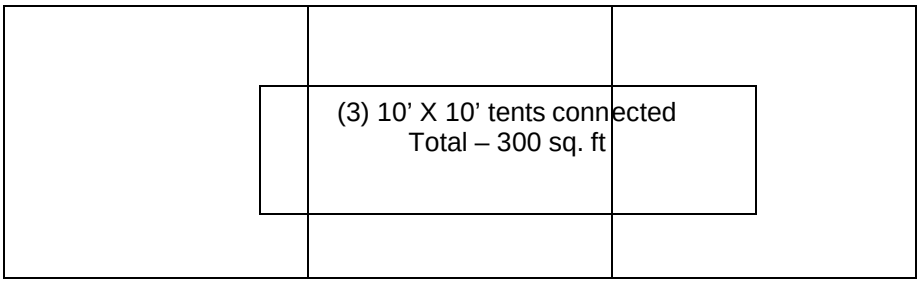
After approval of the event, the Sac Metro Fire District will conduct an inspection to determine compliance with the approved permit. In the event fire and life safety violations are found, the responsible person will be given one opportunity for compliance. Failure to adhere to these requirements may result in closure of the respective operation. It shall be the responsibility of event coordinator to insure vendors are aware of these regulations.

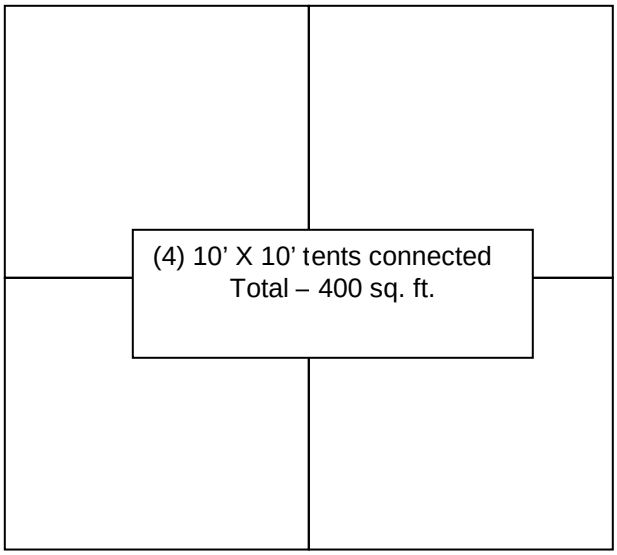
The Sac Metro Fire District shall be notified not less than 48 hours prior to any fire clearance inspection.

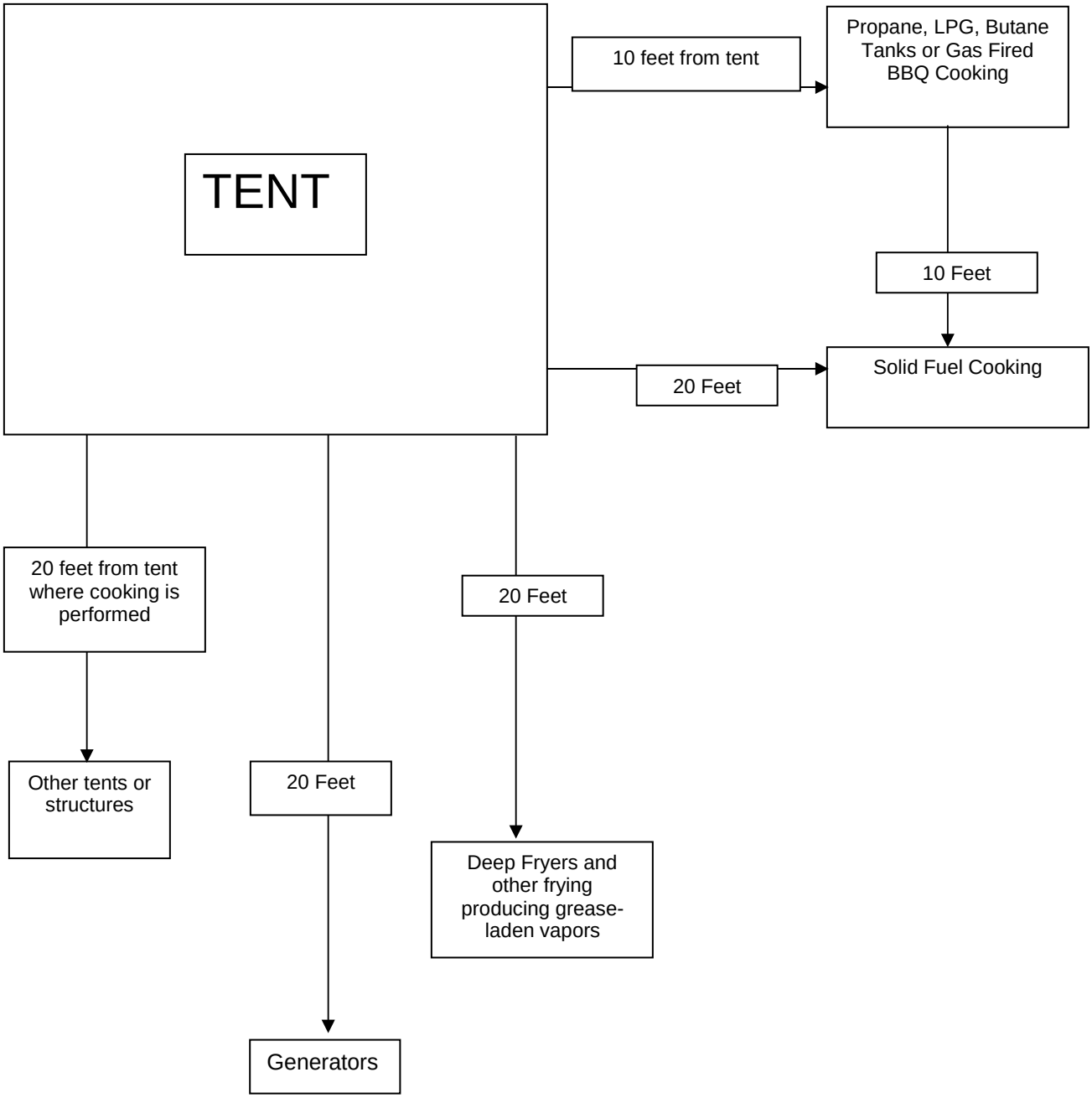
TENTS AND CANOPIES
CHECKLIST

- ☐ Plans have been submitted and approved by Sac Metro Fire
- ☐ Tent/Canopy location and layout are according to approved plans. Shall not be located within 20 feet of buildings, lot lines and vehicles
- ☐ Fire extinguisher for general use located at exit and readily accessible, classification 2A:10B:C, If deep fat frying: one K-rated fire extinguisher
- ☐ Cooking and heating equipment shall not be located within 10 feet of tents/canopies
- ☐ Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent/canopy.
- ☐ Generators shall not be located within 20 feet of tents/canopies
- ☐ Tents where cooking is performed shall be separated from other tents or structures by a minimum 20 feet.
- ☐ Compressed gas cylinders including propane, oxygen, helium, or other are stored in an upright position and secured to prevent accidental tipping.
- ☐ Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from tents or membrane structures.
- ☐ Flammable liquid fueled equipment shall not be used in tent or membrane structures.
- ☐ Occupant load sign shall be posted in a conspicuous location. A permit is required to operate places of assembly (over 50 persons).
- ☐ Seating shall comply with California Fire Code Chapter 10
- ☐ Heating and cooling equipment shall not be located within 10 feet of exits, aisles, passageways, or combustibles.
- ☐ Travel distance shall not exceed 100 feet to an exit.
- ☐ Exits shall be clearly marked. Exits signs (internally or externally illuminated) shall be installed with an occupant load of 50 or more.
- ☐ All tents, canopies or temporary membrane structures shall have a permanently affixed label from the Office of the State Fire Marshal stating that the material used for the structure is flame retardant or a permanently affixed label and a Certificate of Flame Resistance by a California State Fire Marshal licensed applicator per CFC 2404.
- ☐ Other requirements may apply. Tents and temporary membrane structures shall comply with all applicable laws and regulation.


10’ X 10’
Total – 100 Sq. Ft.
Min. 10’
10’ X 10’
Total – 100 Sq. Ft.


(3) 10’ X 10’ tents connected
Total – 300 sq. ft


(4) 10’ X 10’ tents connected
Total – 400 sq. ft.


TENT
10 feet from tent
Propane, LPG, Butane Tanks or Gas Fired BBQ Cooking
10 Feet
20 Feet
Solid Fuel Cooking
20 feet from tent where cooking is performed
Other tents or structures
20 Feet
Generators
20 Feet
Deep Fryers and other frying producing grease-laden vapors

FOOD VENDOR REQUIREMENTS CHECKLIST

- ☐ Fire extinguisher for general use located at exit and readily accessible. Classification 2A:10B:C
- ☐ If deep fat frying: one K-rated fire extinguisher
- ☐ Adequate exiting and escape pathways
- ☐ Proof of fire retardant and/or flame resistant fabric for tents, canopies, decorations, etc.
- ☐ Physical guards, fencing or enclosure around generators and solid fuel cooking.
- ☐ Compressed gas cylinders including propane, oxygen, helium, or other are stored in an upright position and secured to prevent accidental tipping.
- ☐ Good housekeeping
- ☐ Minimize tripping hazards
- ☐ Minimum distance requirements to adjacent tents and structures, cooking
- ☐ Electrical permit for temporary lighting
- ☐ Seating requirements when required
- ☐ No-smoking signs when required

※※※※※※※※

Temporary Food Facility (TFF) Operator's Packet

※※※※※※※※

COMMUNITY EVENT ORGANIZER MUST DISTRIBUTE ONE PACKET TO EACH TFF (FOOD BOOTH) OPERATOR FOR COMPLETION. ORGANIZER MUST SUBMIT REQUIRED PAPERWORK AT LEAST TWO WEEKS PRIOR TO THE EVENT TO AVOID LATE FEES.

TFF Operator Checklist:

- ❒ **Complete Temporary Food Facility Information Sheet, and return it to your Event Organizer at least two weeks prior to the event.**
- ❒ **Complete TFF Menu Sheet, and return it to your Event Organizer at least two weeks prior to the event.**
- ❒ **Read and comply with the attached Temporary Food Facility Operating Requirements.**
- ❒ **Complete the attached Self-Inspection Checklist prior to selling food, and maintain it in your booth during your event.**

Note: For TFF operators who participate in several community events a year, annual permits (Multi-Event permit) are available. For more information, please call (916) 875-8440 to request an application packet.

TEMPORARY FOOD FACILITY (TFF) INFORMATION SHEET

Name of Event _____

Location of Event _____ Date(s) of Event _____

Name of Food Booth (TFF) _____

TFF Person in Charge (PIC) _____ Phone _____ 2nd Phone _____

Contact Phone for day of event _____

Event Organizer _____ Phone _____

Approximate number of meals to be served ___ Number of workers _____

If event is longer than one day:

- Where will utensils be washed? (example: restaurant, church, on-site) _____
- Where will the extra food be stored at the end of the day? _____

IMPORTANT NOTES

1. Contact your local fire jurisdiction regarding applicable fire code requirements for use of cooking equipment. A list of phone numbers has been provided on page 17 of this packet.
2. Complete the "TFF Self-Inspection Checklist" before beginning to operate and keep it available for inspector review. (See pages 4-5 of packet)

Complete the following questions:
1. What is the final cooking temperature for chicken?
2. Do you need to set up a hand-wash station in your booth?
3. What do you need to bring to set up a hand-wash station?
4. Do you need to set up a warewash station? What do you need to bring to set up a ware-wash station?
5. At what temperature should cold foods be kept?
6. At what temperature should hot foods be kept?
7. Is it ok to make food at home prior to the event for serving from your food booth?
8. Do you have a Cottage Food registration or permit? _____

Initial

_____ I have received a copy of the "Temporary Food Facility Operating Requirements" including the Self-Inspection Checklist, and agree to follow these requirements.

_____ I have included a site plan that indicates the proposed layout of equipment, food preparation tables, food storage, warewashing, and handwashing in my TFF.

_____ I have attached a completed TFF menu sheet.

Signature _____ Date _____

Title/Position _____

Environmental Management Department · 10590 Armstrong Avenue, Ste B, Mather, CA 95655 · PH: (916) 875-8440 Fax: (916) 875-8513
www.emd.saccounty.net

TFF MENU SHEET

List all food and beverage items (e.g., tacos, tortillas, shredded chicken, salsa, lemonade, etc.). Note: Food items will be reviewed and must be approved prior to event.	If food is prepared off site, give the location name, address, & phone number of food prep site. Foods may not be stored or prepared at home, except approved cottage food products from registered or permitted CFO"s.	How will food be prepared (e.g., BBQ, deep-fry, grill, etc.)?	What type of insulated container will be used to transport potentially hazardous foods to keep them above 135°F or below 41°F?	Type of food holding units in booth (e.g., ice chest, freezer, chafing dishes, crock pot, etc.). **Note: Use of BBQ grill to hold food is strictly prohibited.**	How will the food be handled and dispensed? (tongs, ladle, etc.)
1.					
2.					
3.					
4.					
5.					

OFFICIAL USE ONLY

DOC TYPE: CORRESPONDENCE

COUNTY OF SACRAMENTO
ENVIRONMENTAL MANAGEMENT DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION
10590 Armstrong Ave, Ste B, Mather, CA 95655 PHONE (916) 875-8440 FAX: (916) 875-8513

TEMPORARY FOOD FACILITY (TFF) SELF-INSPECTION CHECKLIST

(TO BE COMPLETED WHEN SETTING UP ON THE DAY OF THE EVENT)

				CHECK LIST REQUIREMENTS	COMPLIES YES	COMPLIES NO	REMARKS
1.	**WALLS/CEILING**						
	Constructed of wood, canvas, plastic or similar material.						
2.	**FLOOR MATERIALS**						
	Floors smooth and cleanable (No rice hull, shavings, sawdust, grass, or gravel allowed.)						
3.	**BUSINESS IDENTIFIER (SIGNS)**						
	A.	To be posted on or adjacent to booth.					
	B.	To include name of facility, city, state and zip code.					
4.	**FLY CONTROL (FOOD PREPARATION FACILITY ONLY)**						
	A.	All doors and openings fly proof – closable or screened.					
	B.	If pass out window used, maximum 216 square inch opening and closable with tight fitting closure.					
5.	**FOOD STORAGE**						
	All foods stored at least 6 inches off floor.						
6.	**FOOD PROTECTION**						
	A.	Displayed foods covered or protected with a sneeze guard, condiments in approved containers.					
	B.	Equipment in good repair – free of corrosion, cracks, chips, etc.					
	C.	Food storage/dispensing methods approved.					
7.	**FOOD CONTACT SURFACES**						
	A.	Non-toxic, smooth, easily cleanable, non-absorbent.					
	B.	Sanitizer bucket for wiping cloths available					
8.	**HANDWASHING/WAREWASHING FACILITIES**						
	A.	Handwashing <u>within the facility</u>: minimum 5-gallon insulated water container with *hands free* valve, waste water catch basin, pump soap/paper towels.					
	B.	Warewashing <u>within the facility</u> – minimum three 5 gallon containers for cleaning.					
		(1)	Wash with clean, soapy warm water.				
		(2)	Rinse with warm water				
		(3)	Sanitize at proper concentration.				
		(4)	Provide sanitizer test strips.				
		(5)	For TFF events lasting longer than 3 days, additional requirements may be required. Contact EHD regarding these requirements.				
9.	**EMPLOYEE HYGIENE**						
	A.	Employees in good health.					
	B.	Clean hands and clothing. Hair restrained					
	C.	Smoking prohibited in facility.					

			COMPLIES		
		CHECK LIST REQUIREMENTS	YES	NO	REMARKS
10.	**FOOD TEMPERATURE CONTROL**				
	A.	Hot foods held at 135° F or above.			
	B.	Cold foods held at 41° F or below.			
	C.	Adequate amount of equipment provided to hold „hot" and „cold" foods.			
	D.	Thermometer provided for perishable food refrigerators.			
	E.	Metal probe thermometer for checking temperature of foods.			
11.	**ICE AND ICE CONTAINERS**				
	A.	Ice kept clean and free of contamination.			
	B.	Water proof container used; kept covered.			
	C.	Ice used for refrigeration not used for consumption.			
12.	**FOODS PREPARED AT OTHER FACILITIES**				
	A.	Facility approved by EHD.			
	B.	No foods may be prepared or brought from home unless CFO.			
13.	**TRANSPORTATION OF PREPARED FOODS**				
	A.	Containers dustproof, protected from potential contaminants.			
	B.	Containers keep hot foods 135° F or above.			
	C.	Containers keep cold foods 41° F or below.			
14.	**LIQUID WASTE**				
	Waste water from sinks & other equipment drained to sewer, or other method approved by EHD.				
15.	**TYPE WATER SUPPLY**				
	A.	Potable water supply.			
16.	**TOILET AND HANDWASHING FACILITIES**				
	A.	Provided with warm-(where available) & cold running water, pump soap, paper towels & toilet paper.			
	B.	Facilities located within 200 feet (one toilet per 15 employees.).			
17.	**REFUSE STORAGE AND REMOVAL**				
	A.	Garbage cans or refuse bins provided.			
	B.	Adequate refuse removal.			
18.	**MISCELLANEOUS**				
	No live animals permitted in or within 20 feet of TFF.				
19.	**OPEN AIR BARBECUE**				
	A.	Adjacent to approved TFF.			
	C.	Separated from public access by rope or other approved methods to prevent contamination and injury to the public			
	D.	Protected from dust and debris			
	E.	Barbecue not used as hot holding unit for cooked foods.			
	F.	No other foods prepared outdoors, except food barbecued on BBQ. (i.e. No flat grill or pots on barbecue)			

Inspection conducted by:_____Date:_____

➔ IMPORTANT ➔

Inspection	Be ready for **inspection** by the scheduled set up time: _____
Ice*	If you are using ice for cold holding, have coolers filled with enough **ice** to keep cold foods at 41° or below.
Thermometer*	Have **probe thermometer** (0-220°F) readily available
Hot holding*	Have **hot holding units** set up – hold hot food at or above 135°F
Handwash* station	Have **handwash station** ready • An insulated 5-gallon container of warm water with spigot that allows hands to be free for washing • Pump soap • Paper towels • Waste water bucket
Warewash* station	Have **warewash station** set up with warm water and soap in one bucket, warm water for rinse in second bucket and warm water and bleach in the third bucket
Wastewater	Dump the **wastewater** at_____
Screening*	**Screening** around food tents is required if conducting food preparation. Screening may be required on all booths if environmental conditions pose risk of contamination (dust, flies, etc.)
Reinspection	All **reinspections** will be charged a fee and may be collected by the organizer the same day

*Subject to reinspection and/or closure if not available at time of inspection

TEMPORARY FOOD FACILITY (TFF) OPERATING REQUIREMENTS

Please Note: These requirements have been established to be consistent with state and local health code requirements and are intended to assist you in providing safe and wholesome food to the public and preventing foodborne illnesses.

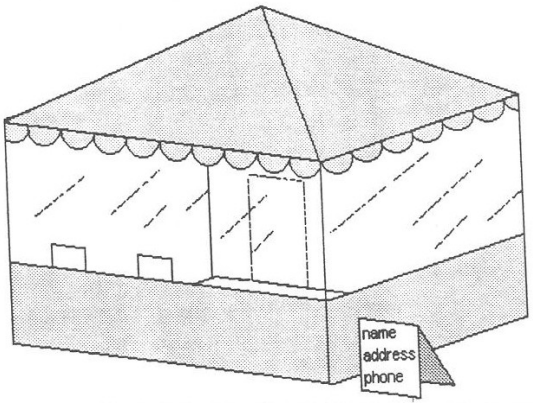
All food vendors, TFF operators, employees, and volunteers MUST comply with the following requirements during preparation and during all hours of operation. All TFF"s are subject to inspection by the Environmental Management Department (EMD). Failure to comply with these operating requirements may result in TFF closure until violations are corrected.

1. BOOTH/TENT REQUIREMENTS

Booth Must be Fully Enclosed – If the TFF is handling any open foods (non-prepackaged foods), a fully-enclosed booth with an overhead canopy and screened sides is required. All open food items must be handled inside the fully enclosed booth. If operating after dusk, lighting is required.

Exception #1: *If the TFF is selling only prepackaged food items or whole produce, a fully-enclosed booth is not required, but an overhead canopy is required. (Examples: bottled water/sodas, prepackaged cookies, candies etc.)*

Exception #2: *A food compartment can be used instead of a fully-enclosed booth if the facility does only limited food preparation. (Examples: Hot dogs, popcorn, churros, espresso drinks, sno-cones, wrapped tamales, etc.)*



Food Booth Structure - The TFF booth shall be designed to protect the food and beverages from contamination. The booth must be entirely enclosed with four complete sides, a top, and a cleanable floor. Construction materials such as plywood, canvas, plastic, and fine-mesh fly screening (at least 16 mesh/sq. inch) may be used. Rental booths constructed, as noted below, may be used when approved by EMD.

- A floor is required for a booth operating on grass or dirt. The floor must be plywood, tarp or other materials approved by EMD. (Pavement is acceptable).
- Ceiling shall be smooth, durable, and readily cleanable. Screening shall only be acceptable as a ceiling material above cooking equipment when necessary for ventilation purposes.
- Doors and food service openings shall be equipped with tight-fitting closures to minimize the entrance of insects.
- The use of more than two pieces of ancillary equipment (coolers, refrigerators, etc.) may require a separate enclosure and/or permit.

PLEASE NOTE: TFFs may be SUBJECT TO CLOSURE if the food in not protected and/or if environmental conditions pose a threat to food (example: dust, flies, etc.). If screening cannot be provided, the TFF may be subject to closure until such protection can be provided.

IF THE TFF HANDLES OPEN FOOD WITHOUT A FULLY-ENCLOSED BOOTH, THE TFF MAY BE SUBJECT TO CLOSURE

Location of Equipment

Equipment allowed outside fully-enclosed booth:

- Open flame BBQ grill
- Deep fryer
- Covered pot on top of open flame burner

Equipment allowed outside fully-enclosed booth under overhead protection:

- Flat grill
- Wok

No hot holding of foods is allowed on equipment outside the enclosed booth.

Additional Requirements:

- Food operations that have adjoining BBQ facilities and cooking equipment set up outside the enclosed booth should have a pass-through window to allow for foods to be brought inside the booth.
- One ice chest for each kind of meat/food item approved to cook outside, is allowed outside booth next to the cooking equipment. All other ice chests with food items must be stored inside the booth.
- All approved equipment outside of the booth must be sectioned off from the public by using ropes or other approved methods (e.g. caution tape) to prevent contamination of the food and injury to the public.

Handwashing Station

A handwashing station is required if any non-prepackaged foods will be handled (including samples).

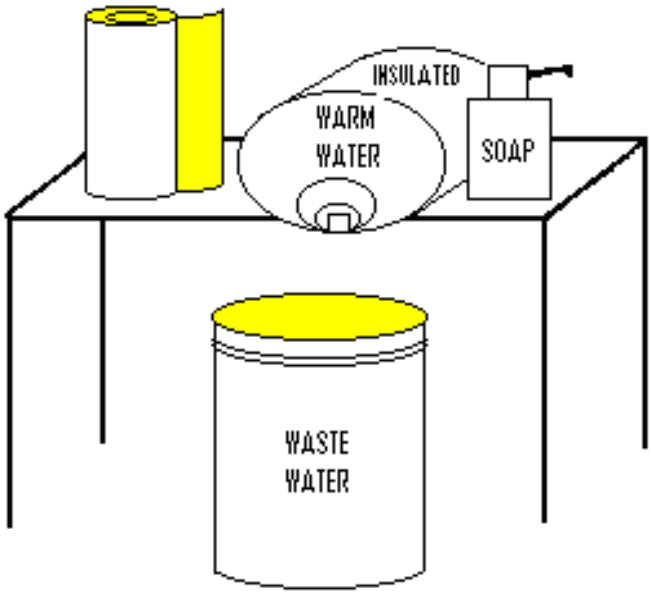
Where to set up:

The hand wash station should be placed inside the booth in an unobstructed area that is easy to access and use at all times.

How to set up:

5 gallon insulated container of warm water (100-108°F)
Soap in a pump dispenser
Paper towels
Catch basin for waste water
Garbage bag or bin for waste paper towels

Community events lasting for more than 3 days require a handwashing sink with warm water in each TFF. Contact EMD with any questions regarding these requirements at (916) 875-8440.



IF THE TFF IS HANDLING OPEN FOOD AND LACKS A HANDWASHING STATION, THE TFF IS SUBJECT TO CLOSURE

Warewashing/Utensil Washing Station

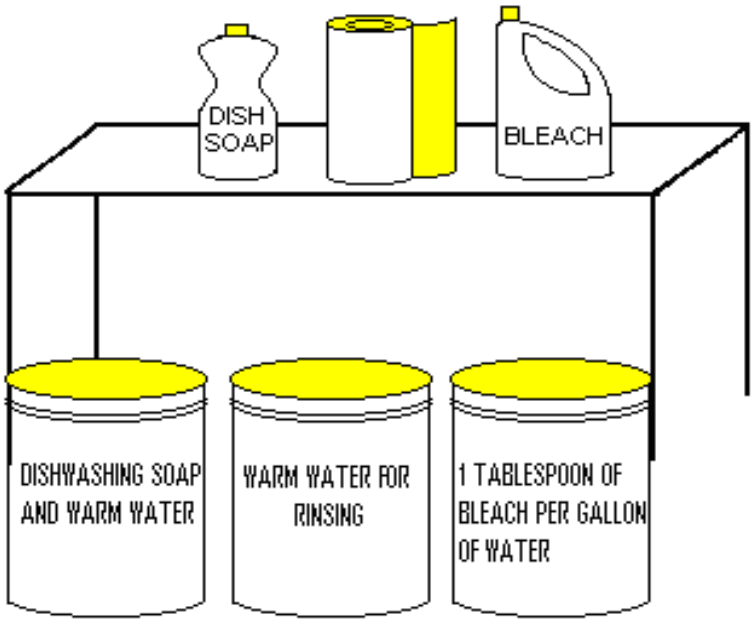
A warewashing station is required If any open food is prepared and/or served using multi-service utensils (examples: knives, scoops, chafing dishes, tongs, ladles, cutting boards etc).

Where to set up:
The warewash station must be set up under overhead protection so that it is protected from physical contamination.

How to set up:

Provide three 5 gallon buckets:

- 1st bucket: Fill with soap and water
- 2nd bucket: Fill with clean water
- 3rd bucket: Fill with sanitizer solution (100 ppm chlorine)
  How to make sanitizer solution: Add 1 tablespoon of bleach per gallon of water. (Quaternary ammonia at 200 ppm is also acceptable)
- Provide Test Strips: Test strips to measure sanitizer (chlorine or quaternary ammonia) concentration must be available. (A list of places where strips can be purchased is attached at the end of the packet).



IF THE TFF IS HANDLING OPEN FOOD AND USING MULTISERVICE UTENSILS AND IS LACKING A WAREWASHING STATION, THE TFF MAY BE SUBJECT TO CLOSURE.

Identification of TFF:

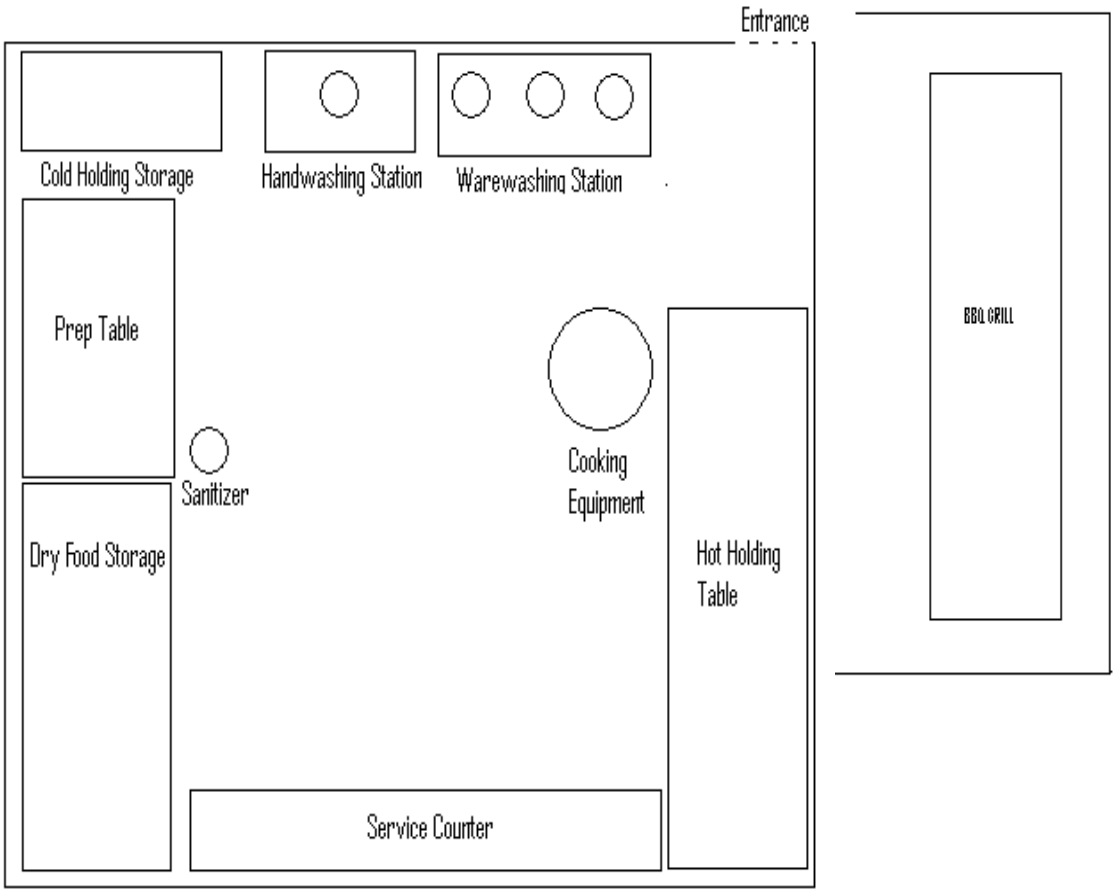
The TFF shall have a sign containing the following information:

- **business name of the TFF – 3" min letter height**
- **city, state, ZIP code – 1" min letter height**
- **name of the operator – 1" min letter height**

The information shall be legible and clearly visible to patrons and shall be of a color contrasting with the surface on which it is posted.

Site Plan

Example of site map for TFF booth that handles open food.



2. APPROVED FOOD SOURCE

- All the food items shall be obtained from approved sources and be kept free from adulteration and spoilage.
- **Food prepared or stored at home is prohibited from use, except approved cottage food products from Sacramento County.**
- All water shall come from an approved source and must be potable (drinkable).
- Ice used for refrigeration of food shall not be used for consumption.

IF THE TFF HAS FOOD FROM AN UNAPPROVED SOURCE, THE TFF IS SUBJECT TO CLOSURE

3. FOOD TEMPERATURES

Adequate temperature control shall be provided for all potentially hazardous foods. Potentially hazardous foods (including, but not limited to, meat, dairy products, cooked vegetables, batter with eggs for food items such as funnel cakes etc.) must be kept either:

- **below 41°F**
  or
- **above 135°F**

Sufficient cold and hot holding equipment must be provided to keep the food items cold (at or below 41°F) or hot (at or above 135°F).

Holding of hot foods:

- Hot PHFs must be maintained at 135°F or above.

  Examples of approved hot holding equipment:

  Steam table, chafing dishes with sternos, cambro etc. ***NOTE:*** *The above-mentioned equipment may not be used to reheat food items. Reheating must be done on a stove, grill, or microwave so food can reach 165°F.*
- All food hot held during the day must be discarded at the end of the operating day.

Holding of cold foods:

- All Potentially Hazardous Foods (PHF) shall be maintained at 41°F or below.
- **Examples of approved cold holding equipment:**
  Refrigerator, freezer, or ice chests with a sufficient amount of ice to surround the food.
- PHFs maintained at a temperature of 41°F or below may be used the next day whereas food items held between 41°F- 45°F must be discarded at the end of the operating day.

Final cooking temperatures:

The following foods must reach the indicated internal final cooking temperature for a minimum of 15 seconds:

- Poultry or stuffed meats: 165°F
- Ground Beef: 155°F
- Eggs: 145°F
- Beef or Pork: 145°F

Reheating of PHFs:

Reheat all food items rapidly to 165˚F on an open flame burner, stove, oven or microwave.

Cooling:

Cooling hot foods is not allowed in TFFs unless approved by EMD before the event. For more information contact EMD.

Probe Thermometer:

Provide a metal probe thermometer that reads 0°F- 220°F to check holding and final cooking temperatures.

IF THE TFF LACKS SUFFICIENT EQUIPMENT FOR PROPER TEMPERATURE CONTROL, IT MAY BE SUBJECT TO CLOSURE.

4. FOOD HANDLING

Where to prepare food

- All food handling and preparation shall take place within a fully-enclosed food booth unless a different preparation site has been approved by EMD (examples: restaurant, delicatessen, church, or school kitchen).
- Mobile food facilities (food carts) must prepare food in a food compartment or be in a fully-enclosed TFF.
- Food preparation surfaces must be smooth, easily cleanable, and non-absorbent.

Food Preparation

Keep all food items covered and conduct open food handling/preparation inside the TFF. Safe food handling techniques must be used at all times. Whenever practical, food handlers shall use tongs, serving utensils, disposable plastic gloves, or single use tissue paper when handling food.
To prevent cross contamination of foods, employees/workers should be assigned different tasks such as: handling money, preparing ready to eat foods, or preparing raw meats.

Utensil/Equipment Washing:

- All utensils must be washed, rinsed, and sanitized using the three bucket system.
- All food contact surfaces (cutting boards, tongs, knives, etc.) must be washed, rinsed, and sanitized at least once every 4 hours.

Wiping towels:

- Wiping towels used to clean food spills shall not be used for any other purpose.
- Wiping towels used for cleaning food spills must be held in sanitizing solution (100ppm chlorine or 200 ppm quaternary ammonium solution). NOTE: the sanitizer solution for utensil washing may not be used for storing wiping towels.

Food transportation:

PHFs must be protected from temperature abuse and contamination. Keep all food items covered and maintain proper food holding temperatures. Use insulated or warming containers to keep hot food items at or above 135˚F. Use ice chests or refrigerated trucks to maintain cold food items at or below 41˚F.

Food storage:

All food, beverage, utensils and equipment shall be stored, displayed and served so it is protected from contamination and shall be stored at least 6 inches off the floor. Unopened (factory-sealed) containers of non-potentially hazardous food may be stored outside or adjacent to the TFF.

When the TFF is not operating, food shall be stored using one of the following methods:

- Within a fully-enclosed TFF
- Within a permitted food facility or other facility approved by EHD.
- In lockable food storage compartments or containers meeting both of the following conditions:
    - The food is adequately protected at all times from contamination, exposure to the elements, entrance of rodents and other vermin, and temperature abuse.
    - The storage compartments or containers are approved to be used for food storage.

Bottled and canned beverages **shall not** be placed in ice water within a customer self-service area. These beverages can be placed in ice and handed out by a TFF employee.

Condiments:

Condiment containers shall be pump style, squeeze containers, or have self-closing covers or lids for food protection. Single service packets are recommended.

Insect Control:

Food should be protected from flies and insects as they carry and transmit bacteria that may cause a foodborne illness.

Sampling:

The following requirements apply to the sampling of unpackaged foods from a TFF:
NOTE*: Any sampling operations that involve onsite portioning or handling of unpackaged or opened foods requires handwash and warewash facilities as described earlier and may also be required to be fully-enclosed. Contact EMD for more information.*

Customer Self-Service Sampling Operation Requirements:

- Sneeze guards are required to shield uncovered self-service sampling displays. The direct line between the customer"s mouth and the food must be intercepted. ***NOTE:*** *Sneeze guards are not required for sampling operations that sample food items which are dispensed from a shaker, or similarly enclosed device which prevents direct hand contact with the food.*
- PHF samples must be kept at approved hot and cold holding temperatures throughout the duration of the sampling period. (hot foods at 135˚F or above, cold foods at 45˚ F or below).
- Food displayed for customer self-service shall be individually portioned into single service wrappers or utensils. Use of communal service bowls is not approved (example: open bowl of pretzels or chips).
- There shall be constant supervision by a TFF employee of all food displayed for customer self-service. ***NOTE:*** *TFF operators are responsible for preventing and discouraging "double-dipping" by consumers.*

Employee-Distributed Sampling Operation Requirements:

As an alternative to customer self-service sampling, samples may be distributed individually by a TFF employee.

- Samples must be individually portioned for distribution using single service wrappers or utensils. (example: toothpicks).
- Samples must be given to each customer individually by a TFF employee.
- PHF samples may be kept at ambient temperatures for the purposes of serving ONLY. The time that food may be held at ambient temperatures must not exceed 4 hours.

5. PERSONAL HYGIENE REQUIREMENTS

Worker Health/Hygiene:

No sick employees may work in a TFF. All employees/workers who prepare and/or serve food must be in good health. Any person with symptoms of: abdominal cramps, nausea, fever, vomiting, diarrhea, jaundice, sneezing, coughing, or a person who has open sores or infected cuts on their hands, is not allowed to work in the TFF.

All employees/workers shall wear clean outer garments and must restrain hair.

Smoking is not allowed in the TFF or any other cooking areas.

Handwashing

Poor personal hygiene is the leading cause of foodborne illness outbreaks at Community Events. Lack of proper handwashing can contaminate food.

All workers shall wash their hands prior to starting food preparation activities, after touching the face, handling money, using the restroom, smoking, removing garbage, and/or whenever switching between handling different types of food items, or at other times as necessary to prevent cross contamination.

Restrooms

At least one toilet and hand washing facility for every 15 employees shall be provided within 200 feet of each TFF.

6. Person in Charge

A person in charge (PIC) must always be present at all times. This person is responsible for all operations of the TFF and ensures all employees/workers are following correct food safety procedures.

7. Waste Disposal

Liquid waste - Liquid waste must be disposed of into an approved sewage system or holding tank and **must not be discharged onto the ground or a storm drain.** Any observed mixing of potable water and wastewater shall result in the immediate closure of the TFF.

Solid Waste - Garbage and refuse must be stored in leak-proof and fly-proof containers and serviced as needed. Plastic garbage bags are recommended in each TFF. All wastes at the end of the event or as necessary shall be disposed of in a proper manner (example: garbage dumpster or receptacles).

8. Animals

No Live animals, birds, or fowl are permitted in or within 20 feet of a TFF.

Local Fire Departments Phone Numbers

- Sacramento City Fire Department: (916) 433-1300
- Sacramento Metro Fire Department: (916) 566-4400
  - (Rio Linda, Fair Oaks, Florin, Fruitridge, Rancho Cordova, Citrus Heights, Carmichael, & Sloughhouse.)
- Cosumnes Fire Department: (916) 405-7100
  - (Cosumnes Area, Elk Grove & Galt)
- City of Folsom Fire Department: (916) 984-2280
- City of West Sacramento: (916) 375-6474

Locations to obtain Sanitizer Test Strips

Auto-Chlor System www.autochlorsystem.com	3000 Academy Wy, Suite 100 Sacramento, CA 95815	(916) 920-0125
Bailys	Lodi, New Jersey	(201) 343-8004
Smart & Final (Ask for at register)	1101 Richards Blvd Sacramento, CA 95814	(916) 441-1618
Catering Food Supply	8531 Thys Ct Sacramento, CA 95831	(916) 387-6498
CMA	9269 Survey Rd Elk Grove, CA 95624	(916) 685-5435
Cresco-Resco www.restaurantequipment.com	951 Richards Blvd Sacramento, CA 95814	(916) 446-3300 (800) 845-6677
Dong Vinh Inc. Restaurant Equipment and Supplies	6500 Florin-Perkins Rd Sacramento, CA 95828	(916) 391-8181
Delta TRAK www.deltatrak.com	P.O Box 398 Pleasanton, Ca 94566	(925) 249-2250 (800) 962-6770
Eco-Lab	Rancho Cordova, CA	(916) 315-8808 / (800) 352-5326 (651) 293-1963
PBI Market Equipment Inc.	2667 Gundy Ave Sugar Hill, Ca 90755	(562) 424-0993
Same Day Distributing www.same-day.com	5962 Buckingham Dr Huntington Beach, CA 92649	(800) 735-2261
Sierra Chemical	788 Northport Dr West Sacramento, CA 95691	(916) 371-5943 (714) 379-2060
Smart and Final (Ask for at register)	1730 Watt Ave Sacramento, CA 95825	(916) 484-7402

* This list is provided for your convenience and does not represent an endorsement by the Sacramento County Environmental Management Department

W:\Data\EH-PROGRAMS & PROJECTS\MFF AND TFF WORKING FOLDERS\TFF\Updated TFF packet and forms\TFF OPERATOR PACKET REVISED 6 7 13.doc