

WINTER FESTIVAL FOOD VENDOR APPLICATION

APPLICATION DEADLINE: OCTOBER 15, 2009

Festival Date: Saturday, December 19, 2009 ~ 3:00- 10:00 p.m.

Submitting an application package does not ensure acceptance into the Winter Festival. All applications will be reviewed and accepted based upon menu, product, and quality and overall compliance with required procedures. If selected, the Executive Committee reserves the right to make the final placement of all vendors. Please be advised that any component of this application or any Winter Festival activity is subject to change.

All application packages **MUST** include: 1) Application Form completed in full; 2) Signed/Dated Liability Waiver; 3) Proof of Insurance; 4) Itemized Product/Price List; 5) Photo of set-up; 6) Copy of State of Florida Business Tax License; 7) Federal Tax ID#; 8) \$200.00 Cleaning/Damage Deposit –see Rules & Regulations for specifics. **NOTE: Your application will not be accepted or processed without all of the above required documentation and payment in full.**

Please print or type the following (please mail or hand deliver to the address below – faxes will not be accepted):

Business Name: _____

Contact Name: _____

Address: _____

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

Cell Phone: _____ **Business Phone:** _____ **Fax:** _____

Email (preferred): _____

Below, please itemize all products (including prices) that you wish to sell. The Winter Festival Committee will have final determination as to what products can be sold. Duplication of product will be closely monitored. You will be contacted regarding what items you have been approved to sell at your booth. Use additional paper, if necessary. Please print legibly.

ITEM	PRICE	ITEM	PRICE

FEES

NOTE: Electricity is limited and accepted vendors will be allowed only one (1) 120 outlet. No 220 will be available and special wiring will not be available –see Rules and Regulations

10' X 10'	10' X 15'	10' x 20'
\$400.00 WITH ELECTRICITY OR \$350.00 WITHOUT ELECTRICITY	\$450.00 WITH ELECTRICITY OR \$400.00 WITHOUT ELECTRICITY	\$500.00 WITH ELECTRICITY OR \$450.00 WITHOUT ELECTRICITY
PLUS: \$200.00 CLEANING/DAMAGE DEPOSIT	PLUS: \$200.00 CLEANING/DAMAGE DEPOSIT	PLUS: \$200.00 CLEANING/DAMAGE DEPOSIT

**MAKE CHECK PAYABLE TO:
TALLAHASSEE FRIENDS OF OUR PARKS FOUNDATION, INC.
Credit cards are not accepted**

Please answer the following in full. This information is mandatory and is pertinent to your selection and final placement as a Winter Festival vendor:

Description of tent: _____-Length _____-Width _____-Height _____ # of side panels

Other details: _____

All food areas must be covered and a tarp must cover the entire floor space.

Concession Trailer: _____Length _____Width _____Height

Other details: _____

Electrical Requirements (this information is mandatory):

Amps: _____ Volts: _____

Method of Preparation: _____#Gas Grill _____#Charcoal Grill _____#Smokers

_____#Microwaves _____#Deep Fryers _____#Electric Skillets _____#Rotisseries

_____#Steamers _____#Boilers _____#Woks _____#Blenders _____#Crock Pots

Set Up: _____#Tables _____#Chairs

I, (print) _____(Applicant/Authorized Representative), hereby acknowledge that I have read the Rules and Regulations associated with being a vendor at the Winter Festival and have thereby informed all entry participants (my employees, volunteers, representatives, agents, etc.) of said Rules and Regulations, and agree that Applicant and all participants in this entry will heed all Winter Festival Committee rules and regulations and directives, whether written or oral, and all applicable laws and ordinances.

Signature, Applicant/Authorized Representative

Date

Print Name

Questions? Jan Bubsey, Director of Operations
Phone: (850) 891-3860 Fax: (850) 891-3874
Email: jan.Bubsey@talgov.com
Website: talgov.com TDD:711

Mail or hand deliver applications to:
(Faxes will not be accepted)
Jan Bubsey, Director of Operations
Winter Festival Food Vendor
912 Myers Park Drive
Tallahassee, FL 32301

Office Use Only:

Date Received: _____

Amount: \$ _____

Cleaning/Damage Dep.: _____

Check #: _____

Cash: \$ _____

CITY OF TALLAHASSEE
Winter Festival – A Celebration of Lights, Music and the Arts
LIABILITY DISCLAIMER

The City of Tallahassee Winter Festival does not provide liability insurance for the protection of participants, spectators, merchants or others who participate in Winter Festival activities.

In consideration of being permitted to participate in such activity, the participant does hereby release and forever discharge the City of Tallahassee, its officers, officials, employees and agents, jointly and severally from any and all actions, cause of action, claims and demands for, upon or by reason of any damage, loss or injury, which hereafter may be sustained by participants, merchants, spectators, or others in consequence of participating in City of Tallahassee Winter Festival activities. This waiver and release expressly includes any action, cause of action, claim or demand based upon any act, omission or negligence by the City of Tallahassee its officers, officials, employees or agents.

This release extends and applies to, and also covers and includes all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability and the consequences thereof, as well as those now disclosed and known to exist. The provisions of any state, federal, local or territorial law or statute providing in substance that releases shall not extend to claims, demands injuries or damages which are unknown or unsuspected to the person executing such release at the time of such executive, are hereby expressly waived.

I hereby agree on behalf of my heirs, executors, administrators and assigns to indemnify the city of Tallahassee, its officers, officials, employees and agents and all members and officials of the Winter Festival Committee, jointly and severally, and to hold the same harmless from and against any and all actions, claims, demands and liabilities, loss, damages and expense of whatever kind or nature, including attorney fees, which may at any time be incurred by them or claimed against them by reason of my participation in the Winter Festival. This hold harmless and indemnity provision expressly includes any action, cause of action, claim or demand based upon any omission or negligence by the City of Tallahassee, its officers, officials, employees or agents.

Signature, Authorized Representative/Applicant

Date

Print, Authorized Representative/Applicant

Phone

Signature - Parent of Legal Guardian (if under 18 years of age)

Print - Parent of Legal Guardian (if under 18 years of age)

WINTER FESTIVAL FOOD VENDOR RULES & REGULATIONS

1. Applications will be accepted based upon menu, product, quality and overall compliance with required procedures. The Winter Festival Committee (hereinafter “the Committee”) reserves the right to accept or deny any vendor’s request. The Committee, also, will have the final determination as to what products may be sold and final placement of all vendors. The Committee will have the authority to change previously assigned placements if deemed necessary for the overall improvement of festival operations.
2. Space is limited and vendors will be permitted to have only one (1) concession booth. There will be no exceptions.
3. If selected, your participation as a Winter Festival food vendor constitutes permission to use your name(s), likeness(es) and voice(s) for future advertising and publicity without compensation. The City of Tallahassee Parks, Recreation and Neighborhood Affairs Department (hereinafter TPRNA) reserves the right to photograph/videotape facilities, activities, and program participants for potential future use. All photos/footage will remain the property of the TPRNA and may be used for publicity or promotion purposes only.
4. **IMPORTANT:** All Winter Festival food vendors are required to pay a \$200.00 Cleaning/Damage Deposit (refundable only if your area is left clean and no property damage has occurred to the parks and common areas – to include plants, flowers, shrubs, trees, decorations, etc. - around assigned booth). Please allow 6-8 weeks for your refund. Note: Should the cleaning or damages exceed \$200.00, you will be invoiced accordingly. Prior to your departure, a Winter Festival staff member will inspect your assigned location and take a photo. This will be used to determine whether or not your deposit will be refunded.
5. Application deadline: October 16, 2009:
 - A) Applications received after the deadline will be required to pay a non-refundable \$25.00 late fee. If your application is not accepted, you will receive your entry fee refund within 6-8 weeks following the event. Your late fee will not be returned.
 - B) All applications and fees received after the deadline must be paid for in cash, by money order or cashier’s check. Personal checks will not be accepted after the deadline.
 - C) All applications received after the deadline will be placed on a waiting list. If an opening becomes available, applications will be pulled from the waiting list based upon space requirements, electrical requirements and menu.
 - D) All fees are non-refundable after October 31, 2009.
 - E) If you cancel prior to October 31, please submit a letter via mail, fax (850-891-3874) or email – jan.Bubsey@talgov.com requesting a refund. You will be charged a \$50.00 Cancellation Fee, which will be deducted from your entry fee. Please allow **6-8 weeks** to receive your refund.
 - F) Refunds will not be given due to inclement conditions. The Winter Festival is a ‘rain or shine’ event.
6. All food vendors must provide: 1) Proof of Insurance – must have current insurance coverage in the amount of \$1,000,000.00 and must list the City of Tallahassee as additional insured certificate holder. No exceptions; 2) State of Florida Business Tax/Occupational License; 3) Copy of Federal Tax ID#.
7. For State of Florida Business Tax License information, please call the city of Tallahassee Revenue Division at (850) 891-6488.
8. For other licensing requirements, please call the Division of Hotels and Restaurants, Dept. of Business and Professional Regulations, at (850) 233-5170; or, (800) 370-5170; or, fax (850) 233-5174.
9. Electricity is limited. No 220 power or special wiring will be available. Food vendors are limited to only one outlet. No exceptions.
10. Per the City of Tallahassee Safety Officer, **GENERATORS OF ANY SORT WILL NOT BE PERMITTED. NO EXCEPTIONS.**
11. If accepted, your staging assignment, parking passes, maps and other pertinent information will be forwarded to you. If necessary, further instructions and/or information will be forwarded at that time.
12. Coca-Cola is the official soft drink, sports drink and bottled water sponsor and ALL soft drinks, sports drinks and bottled water **MUST** be a Coca-Cola product. Call Tim Mahrt at Coca-Cola (850) 528-2991 if you have any questions regarding Coca-Cola products.
 - A. No fountain beverages allowed.
 - B. Vendors may purchase their own Coca-Cola products and bring them to the event. An approved product list will be forwarded to you in your final mailing so that you may purchase your supply prior to the event.

- C. Coca-Cola Representatives will be on site throughout the event to monitor product compliance. Those vendors found in violation of this rule may be asked to shut down and risk not being invited to participate in future Winter Festival activities. A refund will not be given.
13. No staking of tents will be permitted. All tents must be secured with sandbags or other weighted materials.
 14. The Committee must approve all tents/canopies/booths/concession trailers, as certain restrictions may apply.
 15. **IMPORTANT NOTICE:** Upon your arrival on event day, if your tent/trailer is larger than what you were approved for, you may be denied access to your assigned space and would, thereby, forfeit all fees previously paid. If we can accommodate you in your originally assigned location, you will be required to pay a fee equal to the next larger size booth or an additional \$50 per front foot plus an additional \$25.00 service fee (in cash prior to opening for business); or, 2) reassigned another location that can accommodate your tent/trailer, if such space and power requirements are available (and required to pay a fee equal to the next larger booth size or additional \$50.00 per front foot and \$25.00 Service Fee in cash prior to opening for business will also apply). The Committee reserves the right to make the final determination. Do not encroach on your neighboring vendors. For safety reasons, we have allowed several feet between you and the vendors on either side of you. You are not to set up your equipment or use the extra spacing for any reason. Please be specific regarding required footage on your application.
 16. All streets and sidewalks are to be left clear of clutter and all vendor property and equipment **MUST** be contained within the area of assignment. This will be monitored and strictly enforced throughout the hours of the event.
 17. All food booths must be covered.
 18. All food booth floors must be completely covered by a tarp.
 19. Vendors are responsible for supplying all items needed to operate during the event – tables, equipment, hand trucks, wagons, carts, etc., for transporting product, etc. The festival provides only the booth space.
 20. All booths, concession trailers, etc., are required to be adorned with holiday decorations – i.e. garland, wreaths, battery operated lights, etc.
 21. All food vendors must be self-contained for water and electricity.
 22. All food booth workers/employees/food handlers are required to wear hair restraints.
 23. Approved vendors may sell only the items that were listed on the application and approved by the Committee.
 24. Vendors are solely responsible for collecting and reporting Florida Sales Tax.
 25. Vendors are not allowed to advertise, sell, demonstrate, give away or consume alcoholic beverages on site. Nor are they allowed to sell, advertise, demonstrate, give away or consume controlled substances or illegal drugs of any kind. To do so, will result in immediate closure and removal from the Winter Festival. No refunds will be granted. This matter will be closely monitored and strictly enforced for the duration of the event.
 26. Vendors are not allowed to sell, advertise, demonstrate or distribute weapons/paraphernalia or fireworks of any type at the festival. This will be closely monitored and strictly enforced for the duration of the event.
 27. Vendors are responsible for their own trash and cleanup. Grease, wastewater and ashes are to be disposed of safely and properly and are **NOT** to be poured on the ground. If city employees are required to cleanup any part of your assigned area, your \$200.00 Cleaning/Damage Deposit will be completely forfeited. If the damage is more than the \$200.00 damage/cleaning deposit, the vendor will be billed accordingly. No exceptions. **NOTE:** The Winter Festival will provide recycling containers for grease and wastewater disposal. These containers will be clearly marked.
 28. Vendors are not allowed to sell outside of their assigned area and may not rove throughout out the festival to solicit business.
 29. If accepted to participate, vendors may begin setting up on the morning of the festival beginning at 7:30 a.m. Access into the festival area will not be granted until 7:30 a.m.
 - A. To gain access into the festival area, your Winter Festival load-in/load-out passes must be prominently displayed on the vehicle's dashboard or windshield.
 - B. No overnight parking or unloading will be allowed. Vehicles will be towed at owner's expense and equipment will hauled away.
 - C. Vendors **MUST** check in at the Information Booth prior to setting up. If necessary, updated information or instructions will be issued at that time.
 - D. All booths must be in place and ready to operate by 2:00 p.m. and **ALL** vehicles must be cleared from the festival area no later than 2:00 p.m. No exceptions.
 30. **MANDATORY: ALL VENDORS, EQUIPMENT AND PERSONAL POSSESSIONS MUST BE COMPLETELY REMOVED FROM THE FESTIVAL AREA NO LATER THAN 12:00 MIDNIGHT.**
 31. On event day, ice may be purchased on site from the Capital Ice Company for \$3.25 per 20-lb. bag.
 32. Vendors may not sell items from their automobiles.

33. Storage/ replenishment vehicles are not allowed to remain in the festival area. (Reminder: all vehicles must be removed from the festival area by 2:00 p.m.)
34. Parking is very limited and is available on a first come basis. Do not park in restricted areas, to include areas designated as handicap parking, restricted or private property or where parking meters have been bagged. Doing so will result in having vehicle(s) towed at owner's expense.
35. The City of Tallahassee, its employees, event sponsors and volunteers are not responsible for neglect, damage to your booth, theft, personal bodily injury to you, your employees, your representatives, your volunteers or your guests or damage caused by inclement weather while participating in the Winter Festival. This includes traveling to and from the event, pre-event setup, during the event and post-event teardown.
36. Agricultural vendors (fruits, vegetables, etc.) must file a separate application and different license requirements will apply. Please contact the State of Florida Department of Agriculture at (850) 488-3022 for details.
37. Leon County Health Department information is attached. Please carefully review this information, as it is extremely important that all vendors strictly abide by these requirements for the safety of all persons involved.
38. Checks returned for insufficient funds must be made good (by cash, money order or cashier's check) no later than November 20, 2009, in order to be eligible to participate in the festival. A \$25.00 handling fee will be charged in addition to the amount of the entry fee. Fees must be paid either by cash, money order and cashier's check and made payable to: Tallahassee Friends of Our Parks Foundation (or, FOOP). Personal checks will not be accepted.
39. After October 31, 2009, only cash, money orders or cashier's checks will be accepted for any fee or charges.
40. Vendors may not use or implement in any way the use of the Winter Festival logo. The logo is strictly for use only by the Committee.
41. If you have any questions regarding fees, license requirement, etc. please contact the Winter Festival office.
42. The TPRNA reserves the right to photograph/videotape facilities, activities, and program participants for potential future use. All photos/footage will remain the property of the TPRNA and may be used for publicity or promotion purposes only.
43. Please note that any part of this application or any Winter Festival component is subject to change.

FOOD VENDOR APPLICATION PACKAGE CHECKLIST

- Completed Application
 - Signed and dated Liability Disclaimer
- Entry fee in full (all checks, money orders and cashier's checks must be made payable to:
 - Tallahassee Friends of Our Parks Foundation
- \$200.00 Cleaning/Damage Deposit (refundable only if your area is left clean, to include grease disposal, etc., and no property damage has occurred to the parks and common areas – to include plants, flowers, shrubs, trees, decorations, etc. - around assigned booth). Please allow 6-8 weeks for your refund. Note: Should the cleaning or damages exceed \$200.00, you will be invoiced accordingly
 - Copy of State of Florida Business Tax/Occupational License (commercial operators)
 - Copy of Federal Tax ID Card (commercial operators)
 - Proof of Insurance
 - Photograph or sketch of booth
 - Agricultural License, if applicable
 - Itemized menu and price list of items you wish to sell
- Maintain a copy of your completed application and the Rules and Regulations for reference

EVENT REMINDER

- ❖ All tents must have flame-retardant tags
 - ❖ Only one booth per vendor
- ❖ All vendors must have certified fire extinguishers – minimum 10BC with certified tag
 - ❖ All booths/concession trailers must have a first aid kit
- ❖ No staking of tents. Tents must be secured using sandbags or other weighted materials
- ❖ Vendors and their employees must remain within their assigned area and may not sell outside of that area. Roving to solicit business is strictly prohibited
 - ❖ Absolutely NO GENERATORS allowed
 - ❖ All booths must be decorated in a holiday theme

IMPORTANT DATES TO REMEMBER

- ◆ Festival Date: Saturday, December 19, 2009
 - ◆ Time: 3:00 p.m. until 10:00 p.m.
 - ◆ Application Deadline: October 16
- ◆ Entry Fees Non-Refundable after: October 31, 2009
- ◆ \$25.00 Late Registration Fee in effect after: October 16, 2009 (applications and all fees received after October 16 must be paid for in cash, money order, or cashier's check – personal checks will not be accepted)
- ◆ Returned checks must be made good by: November 20, 2009) Note: \$25.00 service fee will be required in addition to entry fee and all fees must be paid for in cash, money order, or cashier's check
 - ◆ \$50.00 Cancellation Fee in effect prior to: October 31, 2009 (no refunds will be granted after October 31)
 - ◆ Refunds will not be given due to inclement weather

CONTACT INFORMATION

Winter Festival Office: (850) 891-3860 Fax: (850) 891-3874 talgov.com
City of Tallahassee Revenue Division: (850) 891-6488

State of Florida Department of Business & Professional Regulations, Division of Hotels and Restaurants: (850) 233-5170, 800-370-5170, Fax: (850) 233-5174

OTHER QUESTIONS?

Jan Bubsey, Director of Operations
912 Myers Park Drive
Tallahassee, FL 32301
TDD: 711

EMAIL: jan.Bubsey@talgov.com

Web: talgov.com

Thank you for making the Winter Festival a part of your holiday activities!

Important Notice: Due to the Homeland Security Advisory System, all activities, events, and other Winter Festival Components are subject to change or cancellation. Notification of such changes or cancellations will be submitted accordingly.

If a person with a disability requires an accommodation to participate or if special seating arrangements are needed, requests must be made to the event coordinator seventy-two (72) hours prior to the event.

The City of Tallahassee Parks, Recreation and Neighborhood Affairs reserves the right to photograph/videotape facilities, activities, and program participants for potential future use. All photos/footage will remain the property of the TPRNA and may be used for publicity or promotion purposes only." If selected, your participation as a Winter Festival food vendor constitutes permission to use your name(s), likeness(es) and voice(s) for future advertising and publicity without compensation.

A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE.

**HRS-LEON COUNTY PUBLIC HEALTH UNIT, ENVIRONMENTAL HEALTH REQUIREMENTS FOR FOOD
BOOTHS AT TEMPORARY EVENTS**

1. HRS-Leon County Public Health Unit inspectors will inspect each temporary food booth the day of the event. They will be observing the vendors as the food booths are set up to assess compliance with health regulations for food distribution to the public.
2. The most important things the HRS-LCPHU inspectors will be looking for when they inspect the food booth are listed below. Complete requirements are found in Chapter 10D-13, Florida Administrative Code, a copy of which can be obtained from the HRS-LCPHU:
 - a. **TEMPERATURES.** It is extremely important that vendors adhere to the heating and cooling requirements the HRS-LCPHU has established to avoid the possibility of causing food poisoning of the consumer.

1. **HOT FOODS:** Food that will be reheated at the event (for example, beans, rice, meats) must be reheated to 165 degrees Fahrenheit. Once the food reaches this temperature, it must be maintained at 140 degrees Fahrenheit to kill any bacteria that could cause illness. All potentially hazardous foods such as meats, fish, poultry, dairy products or foods containing these ingredients shall be held at safe temperature at all times. (140 degrees Fahrenheit).

Over-stacking of prepared foods during display is prohibited. Vendors should use pans to serve or display food. These pans will allow the food to be maintained at the correct temperature. Suggested heating mechanisms include propane burners or other portable warming units. Sterno heating units are discouraged, since they do not bring the temperatures up to the correct levels.

2. **COLD FOODS.** These foods must be kept at 45 degrees Fahrenheit or below at all times. Be sure to bring thermometers for your refrigerators and freezers.
 - b. **ON-SITE FOOD PREPARATION:** All foods served or prepared at a temporary food booth must come from an approved source. Preparation of potentially hazardous foods is limited to those foods that require no further preparation other than cooking. Please bring your food to the event ready to be cooked. Under no circumstances may vendors chop food, dip food in wet batter, stuff food, or serve sandwich fillings at the booths. The following examples should help to clarify this point:
 1. **CHOPPED FOODS:** You may not chop food on the premises. For example, if you will be serving cabbage at the event, have the cabbage chopped ahead of time to be cooked on the site. Also, meats must be chopped and properly stored ahead of time in shallow pans. You may cook meats on site, but under no circumstances can any food be chopped at the booths.
 2. **DIPPED FOODS:** If you plan to serve non-potentially hazardous foods that require dipping such as chocolate-covered strawberries, your vendors must dip the food for the public or provide individual portions. You may not allow members of the public to dip their own strawberries in chocolate from a communal vessel due to the potential risk for contamination.
 3. **SEAFOOD AND SHELLFISH:** All fish, shellfish, and mollusks shall come from an approved source. All shellfish and mollusks shall be tagged with the proper harvest and shipping identification and this identification tag shall be kept on site for inspection. All shellfish and mollusks not having the proper identification tags will be prohibited from sale.

OYSTERS: Oysters must be shucked and stored properly ahead of time. They must be maintained at the correct temperature – 45 degrees Fahrenheit or below – until cooked. You may grill or smoke the oysters at the event. Serving raw oysters is strictly prohibited.

4. **STUFFED FOODS:** Eggrolls, wontons, or other foods that have to be stuffed must be prepared at an approved food service

establishment. However, you may fry the food at the event.

5. **SANDWICH FILLINGS:** Vendors may not serve fillings such as ham salad, turkey salad, or tuna salad at the event, since these foods are easily contaminated and may cause illness.
- c. **SANITARY CONDITIONS:** You must have soap, water, and paper towels available to your serving staff for them to wash their hands.
1. Provide at least two five gallon containers of water for cleaning and hand washing purposes. You may use a cooler with a tap to dispense hand-washing water. You must provide a drop bucket to catch the wastewater and this waste must be disposed of in a sanitary manner. **POURING IT ON THE GROUND IS NOT ACCEPTABLE.**
 2. **STERILIZING UTENSILS:** If you will be using any utensils to prepare to serve your food, such as tongs, forks, spoons, etc, bring several sets and/or dish soap and bleach with which to wash, rinse and sanitize dirty utensils. (The procedure for washing, rinsing, and sanitizing utensils is discussed on the checklist.
- d. **CONDIMENTS:** Vendors are encouraged to provide individual condiment packages (mustard, ketchup, butter, for example) to the public. However, if you adhere to the following requirement, you may serve your condiments in bulk:
1. **BUTTER:** You may use squeeze butter or margarine provided it is kept in a container with ice.
 2. **MAYONNAISE, MUSTARD, AND KETCHUP:** You may serve mayonnaise, mustard, and ketchup that can be squeezed from a bottle or dispensed from an approved sanitary dispenser.
 4. **ONIONS AND RELISH:** These items must be served in individual packets or an approved sanitary dispenser.

IMPORTANT THINGS TO REMEMBER ABOUT CONDIMENTS ARE:

1. Keep condiments that may spoil in a container with ice.
2. Do not put condiments in containers from which members of the public must use spoons, forks, or knives. Repeated dipping of utensils into the condiments can pose a risk of contamination.
3. Other requirements the HRS-LCPHU inspectors will check will include:
 - a. **COVERAGE:** You must have a person stationed at the food booth at all times. Do not leave your food booth unattended.

GRS-LCPHU HEALTH REQUIREMENTS

HYGIENE:

1. Soap for hand washing.
2. Dish soap
3. Bleach and three (3) containers to sterilize dirty utensils.
4. At least two (2) five (5) gallon jugs of water and cooler to dispense hand-washing water.
5. Drop bucket to catch water

6. Paper towels.
7. Covered garbage cans and plastic bags.
8. Small table to store food off the floor (optional: as long as you have a way to store all items off the floor).

HOT FOOD:

1. Proper heating units (i.e., propane burner, portable warming units). Foods requiring re-heating must be re-heated to 165 degrees Fahrenheit before serving.
2. Shallow heating pans.
3. Fire extinguishers (B-C) if you are using gas or frying food.

COLD FOOD:

1. Proper cooling units (cold foods must be maintained at 45 degrees Fahrenheit or below.
2. Thermometers (for refrigerators and freezers). Scoops for ice.
3. container with ice to store condiments.
4. Squeeze bottles for condiments or individual packets (no condiments in containers with spoons, knives, or forks are allowed.)
5. Shallow pans to store chopped meat.

PROCEDURE FOR WASHING AND STERILIZING DIRTY UTENSILS:

1. Wash the utensils in soap water (bucket).
 2. Rinse them in water (1 bucket).
 3. Rinse them in bleach solution (1 tsp. Bleach to 1-gallon water). (1 bucket).
 4. Allow the utensils to air dry. Do not dry them with a towel.
-

**CITY OF TALLAHASSEE
FIRE SAFETY GUIDELINES**

NOTE: THE WINTER FESTIVAL DOES NOT ALLOW THE USE OF GENERATORS. NO EXCEPTIONS

It will be the responsibility of each vendor to ensure the safe operation of any charcoal or LP gas fire on the premises. Any person(s) cooking or utilizing an open flame shall be instructed on these and any other applicable fire safety regulations and on what to do in case of an emergency.

The City of Tallahassee's Safety Officer, as well as Fire Inspector(s) may inspect any vendor for dangerous or hazardous conditions or materials. They may order any person(s) to remove or remedy such dangerous or hazardous condition or material. Failure to comply with such requests shall result in the removal of the vendor(s) from the event premises, and may result in further legal action.

The following are minimum fire safety standards and guidelines, which must be observed by all vendors during festivals and special events sponsored or co-sponsored by the City of Tallahassee.

1. All vendors utilizing an open flame shall at all times have on site a fully charged fire extinguisher with current tag showing inspection within one year. Fire extinguisher shall be a minimum 10B:C classification.
2. No flammable liquids will be allowed into an area where an open flame exists. This includes charcoal fires, which have already been ignited through the use of a starter liquid. To enhance a charcoal or wood base fire, the vendor shall add additional charcoal or wood as opposed to using additional starter liquid. Gasoline shall not be used to ignite charcoal fires.
3. A physical barrier shall be installed and maintained between cooking appliances and the public (i.e., wood picket fencing) to prevent accidental touching of the cooking equipment by the public.
4. Helium tanks shall be properly secured to prevent overturning.
5. No gasoline is permitted on site to refuel gas-powered generators. Generators should only be filled when cold, and should have a gas tank of sufficient capacity to power the generator for the duration of the event. Generators are not permitted at events, which are held during the evening hours.
6. LP Gas Cylinders:
 - a. Shall be in good condition
 - b. Protective caps/collars shall be in place when not in use
 - c. Shall be installed in the upright position
 - d. Shall be secured to prevent overturning
 - e. Shall be located to prevent physical damage
 - f. Shall be located to maintain 5 feet from ignition sources unless it is an integral part of the appliance (e.g., BBQ grill)
 - g. Cylinder relief valve shall be position away from the public
 - h. All fittings must be approved for LP gas use
 - i. All piping, tubing, hoses and connections shall be checked for leaks prior to use and whenever cylinders are changed out
 - j. Question regarding Florida LP gas laws, rules and regulations shall be directed to the Bureau of LP Gas Inspection at 921-8001

Questions concerning fire safety should be directed to the City of Tallahassee Fire Prevention Division at 850 891-6629

updated: March 2006