



October 15, 2011 | City of Redwood City, Ca Event Overview

The second annual Peninsula Oktoberfest is taking place on Saturday, October 15, 2011!

We're invite you to join beer lovers from around the SF Bay Area as we plan our second annual Peninsula Oktoberfest, a one-day community event of beer, food and music. Centrally located in City of Redwood City, and adjacent to public transportation, Courthouse Square is easily accessible to everyone from San Francisco, San Jose, the East Bay area and everywhere in between.

Peninsula Oktoberfest is a community event hosted by Bullfrog Media and co-sponsored by the City of Redwood City. We have chosen to donate profits from this event to a local charitable organization.

The Redwood City Education Foundation (RCEF) is an all volunteer, community-based foundation. They are the only organization raising funds district-wide to support education programs for the students in the Redwood City School District. They work closely with the district to ensure that the programs they support meet the needs of the children and will better prepare them for high school, college, the work force and life. The RCEF is a 501(c) nonprofit organization (Tax ID# 94-2903141).

Follow @penoktoberfest and @bullfrogmedia on Twitter or www.facebook.com/bullfrogmedia for regular updates about this event and visit www.peninsulaoktoberfest.com.

| | |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date | Saturday, October 15, 2011 from 10 a.m. - 8 p.m. |
| Location | Courthouse Square 2200 Broadway Avenue City of Redwood City, California |
| Admission | Free admission \$20 wristband fee includes mug and one drink ticket \$5 for each additional drink ticket Discounted tickets will be made available online at www.peninsulaoktoberfest.com by April 1! |
| Demographics | 7.3 million - Total Population 5.4 million - Population over the age of 21 1.6 million - Population employed in management, professional and related occupations 1.5 million - Population employed in service, sales and office occupations 1.2 million - Population with bachelors degree or higher 697k - Population employed in information, professional, scientific, management and administrative industries 38 - Median Age \$76,476 - Median household income |

*Numbers are from 2008 U.S. Census estimates

Application checklist:

- Completed, signed application
- Completed, signed Health Permit application (if food or beverage-related)
- Signed Policy & Procedure Agreement (enclosed)
- Proof of Insurance with Bullfrog Media, Peninsula Oktoberfest, the City of Redwood City and Courthouse Square named as Additional Insureds. See Section 7 of the Vendor Policy for insurance requirements.

Bullfrog Media and Peninsula Oktoberfest reserves the right to decline applications at will.

Note: Dates and event details are subject to change. Sponsors will be notified as soon as possible of any significant changes in the Event program including, but not limited to, venue change or event cancellation. In the Event of cancellation, sponsors will be reimbursed any unused funds. All funds not reimbursed will be receipted and tax deductible in accordance with California law.



PENINSULA OKTOBERFEST

COORDINATED BY BULLFROG MEDIA
www.bullfrog-media.com
 Twitter :@bullfrogmedia
 Facebook: facebook.com/bullfrogmedia

PO Box 95
 San Carlos, Ca 94070

T (650) 832-1208
 kriselle@bullfrog-media.com

www.peninsulaoktoberfest.com
 Twitter: @penoktoberfest
 Facebook: facebook.com/penoktoberfest

The application deadline is July 1, 2011. Business logos (300 DPI minimum, vector EPS format) should be emailed to sponsor@peninsulaoktoberfest.com no later than July 15, 2011. Please contact Kriselle Laran of Bullfrog Media at info@peninsulaoktoberfest.com or 650-832-1208 if you have any questions regarding sponsorship of the Peninsula Oktoberfest.

| | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Vendor/Company Name | Booth Name (if different) |
| | |
| Company Representative Name | Company Representative Title |
| | |
| Address | |
| | |
| City | Zip |
| | |
| Phone | Email |
| | |
| Product Description | |
| | |
| | |
| <i>I am aware that the menu as described in this application may not be altered during Peninsula Oktoberfest. By signing below, I acknowledge that I have read and accepted the below Fee Structure and Payment Schedule. Bullfrog Media and Peninsula Oktoberfest are authorized to use the Vendor's associated business logo and trademark(s) in marketing of this event.</i> | |
| Company Representative Signature | Date |
| | |

Booth Selection (indicate quantity needed)
 Booth spaces are 10'x10' each. Vendors **must** supply their own booth materials. Please feel free to contact info@peninsulaoktoberfest.com for a information on where to obtain booth materials.

- ___ \$500 - Food vendor
- ___ \$350 - Non-food or beverage related vendor

Total: \$ _____

Return to
 Peninsula Oktoberfest
 PO Box 95
 San Carlos, Ca 94070

Additional Donations of any amount can be made payable to the Redwood City Education Foundation.

Insurance questions for this event may be addressed to dave@bullfrog-media.com.

Checks payable to: **Bullfrog Media**



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Vendor Agreement

This is an agreement between Bullfrog Media LLC (“Host”), and the Vendor (“Vendor”) for participation in Peninsula Oktoberfest (“Event”),

WHEREAS, Vendor may be awarded rights to offer certain specified goods or services for sale at Event to be held at Courthouse Square in City of Redwood City, Ca on October 15, 2011 under the coordination of the Host.

WHEREAS, it is in the mutual interest of the Vendor and Host to operate a profitable and responsible event operation, NOW, THEREFORE, the parties agree as follows:

Rights and Responsibilities of Host:

1. Host reserves the right to restrict vendors with respect to methods of operation and display of materials.
2. Host reserves the right to cancel, reschedule or relocate the event, if necessary.
3. Any vendor will be banned from this and future Host events, if:
 - a. Vendor misrepresents the items which will be sold at the Event;
 - b. Vendor/participant's conduct is detrimental to the best interest of the Event; or,
 - c. Vendor violates any of the policies/procedures of the Event.
5. No vendor may change the listing of what it will be selling without the prior written consent of Host management.
6. Host shall be responsible to provide site janitorial services at the Event for the overall site, and Host shall provide necessary trash receptacles, dumpsters and general trash hauling service from the site.
7. Host shall provide a maximum of one parking pass for each Vendor. Other Vendor vehicles must park in approved lots as designated.
8. Host and its agents are not responsible for damage to goods due to rain, fire, earthquake, or other natural disasters.
10. Host shall designate an on-site representative who will be responsible for directing activities at the site in connection with the Event (“Host Site Representative”). Vendor shall take direction from the Host Site Representative.
11. Host may offer electricity on a first-come basis for use by Vendor. Vendor may request permission from Host for generator use at Vendor expense.

Vendor Policies and Procedures:

1. Each vendor must include with its complete and signed application:
 - a. a signed copy of this Vendor Agreement;
 - b. the signed application form; and
 - c. proof of insurance (see “Insurance Requirements” below).
2. Booth location will be selected by Host on a first-come basis determined by application date.
3. Vendor shall be permitted to sell only approved products, as listed on the vendor application.
4. Vendors are independent contractors and are not employees, partners or co-venturers of Host. Employees, volunteers and agents of Vendors are not employees of Host. Vendors shall be solely responsible for all matters concerning compensation, insurance and liability for employees, agents or vendor volunteers.



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5. Booth Space:

- a. One booth space will be allowed per Vendor. Two spaces may be obtained subject to availability and purchase of additional spaces.
- b. Booth spaces are 10' x 10' and site fees are based on this square footage. Vendors may purchase additional space, subject to availability.
- c. Host will make the space assignments. All space assignments are final. Dissatisfaction with a space assignment is not considered grounds for a refund.
- d. Each vendor must furnish own booth set-up, including but not limited to, canopy, tent, chairs and lighting.
- e. All signs, displays, or exhibits must be contained within the Vendor's booth. No signs or display will be permitted on the outside of a booth or attached to The Event.
- f. Weights must be used in the construction of any booth to further secure it.
- g. Any booth containing a tent, canopy, or cover of any sort shall have weights properly attached in sufficient quantity to secure the cover against windy conditions that may exist at the site. The Host shall be the sole judge of the adequacy of the weights and tie down system used. Vendors cannot sell or give their space to another vendor.
- h. All vendors must have their own garbage cans in their booth. These cans are to be emptied into one of the large dumpsters provided only.
- i. No vendor is allowed to leave its assigned space to solicit or distribute information. Vendors must stay within the space assigned.
- j. No overnight camping will be allowed on site.
- k. Vendors are not allowed to bring generators to the site without prior approval from Host.
- l. No dogs, cats or other pets allowed on site at any time. Animals used for the assistance of the disabled shall be permitted.
- m. Vendor shall not drive on grass or landscaped areas and shall drive only on designated road surfaces unless directed to do otherwise by the Host Site Representative.

6. Licenses and Sales Taxes:

- a. Vendor shall be responsible for obtaining any and all necessary City of Redwood City business licenses, health department approvals, or other permits as required.
- b. Vendor shall be solely responsible for complying with any and all City, County, State, and Federal laws and ordinances concerning the sale of products and/or merchandise.
- c. If applicable, all vendors are solely responsible for the collection of City of Redwood City and State of California Sales Tax on gross sales of all merchandise or product sold at The Event and submitting completed tax forms is the sole responsibility of the vendor.
- d. If applicable, failure to report sales tax will disqualify vendor from participating as a vendor at future events.

7. Insurance Requirements: (For Food and Beer Vendors Only)

- a. A certificate for commercial general liability insurance, written on an occurrence basis, with a combined single limit of not less than \$1 million, using the following under Additional Insured:

Bullfrog Media, The City of Redwood City, Redevelopment Agency of Redwood City, the Redwood City Education Foundation, its Officers, Volunteers, Agents, Council & Employees are named as additional insured (attached) for the following event: Peninsula Oktoberfest, October 15, 2011.

Certificate Holder

| | |
|------------------------|----------------------|
| City of Redwood City | Bullfrog Media |
| 1017 Middlefield Road | PO Box 95 |
| Redwood City, CA 94063 | San Carlos, Ca 94070 |

- b. Worker's compensation insurance in an amount not less than the limits required by California law.
- c. Independent contractors - The independent contractor form in lieu of required worker's compensation insurance is acceptable if your booth staff consists of independent contractors.
- d. These certificates may appear on one form, from one company, or can be provided separately by up to three companies.



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8. Vendors are responsible for his/her own security. Bullfrog Media LLC (Host), the City of Redwood City and Courthouse Square nor its volunteers and representatives are not responsible for damage, theft or loss.

9. Vehicles:

- a. Vendor may bring one vehicle onto the grounds for set-up as space permits and host allows. One vehicle entry permit will be given to each vendor. Each vehicle must have the permit taped to the driver's window for entrance onto the grounds. No vehicles will be permitted on grounds without a permit. The vehicle is allowed for delivery and set-up only.
- b. Extreme care must be taken to drive vehicles, trailers, and equipment only in designated areas as outlined by Host. Driving on the turf is not permitted and may result in loss of vendor privileges. Vendors may be fined for damage to grounds, lawns, sprinkler systems, power lines, or equipment if parking and delivery guidelines are not followed.
- c. All vehicles not removed from the grounds by one hour prior to the opening of Oktoberfest may be fined and towed. Day parking will be provided only in designated areas.
- d. All vehicles not parked in designated parking areas will be towed at the owner's expense.

10. Vendor Set-up, Hours of Operation, & Tear Down:

- a. All necessary equipment shall be brought onto event site as follows:
- b. Set up Saturday, October 15, 2011 between 7 am - 9 am.
- c. Tear down is Saturday, October 15, 2011 between 8 pm - 11 pm.
- d. Vendor shall be prepared and open to the public no later than the scheduled starting time for the Event. Vendor services must be provided until at least one half hour before the scheduled conclusion of the Event.
- e. Vendor must be open at the designated opening hour of the Event. Vendor booths cannot be dismantled until after the close of the Event.
- f. Vendor must be closed by the designated hour on the final day. All vendor booths shall be dismantled within three hours of Event closing time on final day.
- g. Peninsula Oktoberfest hours of operation are October 15, 2011, 10 a.m. – 8pm.

11. Vendor is required to clean all trash, ground litter, food waste and grease from the immediate vicinity of each booth space, and regularly haul trash to on-site dumpsters. A cleaning fee of Two Hundred Dollars (\$200.00) may be assessed by Host against Vendor if Vendor fails to comply with required cleaning standards.

12. Additional Food/Beverage Vendor Policies:

- a. Applications for food booths are accepted from individuals, nonprofit organizations and restaurants.
- b. Food applications are separated into categories set by Host. Limits on the number of applications to be accepted in each category are also set by Host.
- c. For a fee, Host will provide additional space to Vendor.
- d. If Vendor is cooking on the grounds or keeping food warm with propane, electricity, etc., Vendor is required to have an approved fire extinguisher in its booth. A copy of the current inspection certificate must be filed prior to the Event.
- e. No food or drink will be served in glass containers, other than containers provided at Peninsula Oktoberfest.
- f. Alcoholic beverages will be served only in the approved Peninsula Oktoberfest containers.
- g. Any modification, changes of any food items must be done in writing two weeks prior to the Event, with final approval by Host.
- h. Vendors are encouraged to pre-package food items.
- i. Peninsula Oktoberfest, Bullfrog Media, and all related entities in the conduct of this event are not responsible for Vendor's non-compliance with Health and Safety regulations, and are not financially accountable if the Vendor's booth is closed early due to non-compliance.

FURTHER, Vendor acknowledges and agrees:

1. Vendor represents that all information provided in the application for vendor space is true and correct.



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2. Vendor represents that he/she has read and understands all the rules and regulations outlined herein and in the Host applications, and agrees that these rules are part of this contract and no other agreement shall be binding upon the parties unless in writing and signed by Host.
3. Vendor agrees that Host may revoke immediately all of the rights of Vendor, his/her agents, or his/her employees to vendor space at the Event without refund of any application fees upon any violation of the rules set forth herein and in the Host vendor applications.
4. All work and services covered by this agreement at the location provided herein shall be at the risk of Vendor. Vendors shall indemnify and save harmless the City of Redwood City, the Event, Bullfrog Media LLC (Host), all of their officers, agents, and employees from any and all claims, costs, demands, suits, actions, or proceedings of any kind or nature resulting from, or arising out of, the acts or omissions of Vendor, its employees, volunteers, or agents on the site during the Event. Vendor shall pay all expenses incurred by Host in defending itself and its officers, agents and employees with regard to any legal action resulting from, or arising out of, the acts or omissions of Vendor its employees, volunteers or agents on the Host and elsewhere, while acting pursuant to this Agreement.
5. During the Event the Vendor shall abide by and comply in all respects with the Vendor Policies and the general rules established by Host, including, without limitation, (i) the prohibition against firearms, other weapons, frisbees, recording equipment, pets, large umbrellas or other items subsequently identified by the Host as prohibited being brought into or onto the Event grounds, (ii) the prohibition against the solicitation of signatures on petitions or other written instruments, (iii) the prohibition against the sale of alcoholic beverages, or any unapproved food, beverage, event logo clothing and merchandise items as specified by Host of the Vendors in or about Event grounds and (iv) the prohibition against the sale of official concert merchandise without prior authorization from the Host and the promoter of the Event.
6. Should any party hereto employ an attorney for the purpose of enforcing or construing this Agreement, or any judgment based on this Agreement, in any legal proceeding whatsoever, including insolvency, bankruptcy, arbitration, declaratory relief or other litigation, the prevailing party shall be entitled to receive from the other party or parties thereto, reimbursement for all attorney's fees and all costs, investigative costs, expert witness fees, and the costs of any bonds, whether taxable or not, and that such reimbursement shall be included in any judgment or final order issued in that proceeding.
7. During the term of this Agreement Vendor and its employees shall not discriminate by segregation or otherwise against any person on the basis of race, color, religion, sex or national origin by curtailing or refusing to furnish accommodations, facilities, services or use privileges offered to the public generally. During the term of this Agreement Vendor shall at all times act in full compliance with Title VII of the Civil Rights Act of 1964 and will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin.

| | |
|---------------------------------------------------------------------------------|--------------------------------------------|
| <i>I have read and accepted the Vendor Agreement for Peninsula Oktoberfest.</i> | |
| Company Representative Signature | Company Representative Printed Name |
| | |
| Date | |
| | |



Protecting our Health and Environment

**VENDOR
TEMPORARY EVENT PERMIT APPLICATION**

Have you applied previously **YES/ NO**

If so, please provide your Reference Identification Number _____

Fee Exempt? **YES/ NO**

(See "APPLICATION FEE EXEMPT" and check box that applies)

Complete forms below for first time applicant or for changes/updates and return it with other applicable forms and fees **to your event coordinator** by deadline date set by the coordinator.

VENDOR BOOTH NAME: _____

VENDOR OWNER: _____

CONTACT NAME: _____ CONTACT # _____

MAILING ADDRESS: _____ CITY: _____ ZIP: _____

EVENT NAME: _____ DATE & TIME: _____

ADDRESS OF EVENT: _____ CITY: _____

SPONSOR: _____ CONTACT # _____

2011 FEE SCHEDULE

| | |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DISCOUNTED GROUP FEE | If all applications are received from the Event Coordinator in one packet with one check to cover all fees at least 14 days prior to first day of event then the DISCOUNTED GROUP FEE is \$98 per booth . The coordinator fee is always \$153 unless a non profit. |
| APPLICATION FEE | Any application received 2-13 days before the event will result in all booths being charged \$296 per booth . Acceptance of application(s) does not imply automatic approval to operate at the event. Applications received less than 2 days before the event will not be accepted . |
| APPLICATION FEE EXEMPT | <input type="checkbox"/> Non Profit -100% of profits go to a non-profit organization. Proof of non profit must be provided. <input type="checkbox"/> Letter from charity who received donated funds <input type="checkbox"/> Veteran - Proof of service must be provided. |
| PENALTY FEE | Any booth found <u>operating</u> at the event without a <u>Permit to Operate</u> may be closed by this Department, or charged up to three times the Application Fee. |

TYPES OF FOOD BEING SOLD & PREPARATION METHODS

MENU - List all foods and condiments proposed prepared and/or sold from this food booth (i.e. meat, rice, beans, dairy, dispensed soda, bottled drinks, condiments such as diced onion, mustard, etc.).

(If you need more space, please continue list on a separate sheet of paper and attach with application. **AS A VENDOR, I HAVE READ, UNDERSTAND, AND WILL COMPLY WITH THE "Requirements For Temporary Event Food Sales".**

Applicant Printed Name: _____ Title _____

Applicant Signature _____ Date _____

California Uniform Retail Food Facilities Law (CURFFL)

Article 13: Temporary Food Facilities

114310. Scope

This article governs sanitation requirements for temporary food facilities as defined in this chapter.

114311. General Requirements

Except as otherwise set forth in this article, temporary food facilities shall meet the applicable requirements in Article 6 (commencing with Section 113975) and Article 7 (commencing with Section 113990).

114312. Food from an Approved Source

All food that is sold, given away, or dispensed from a temporary food facility shall be from an approved source. No food prepared or stored in a private home may be used, stored, served, offered for sale, sold, or given away in a temporary food facility.

114313. Identification of Operator

The name, address, and telephone number of the owner, operator, permittee, or business shall be legible and clearly visible to patrons. The name shall be in letters at least 8 centimeters (3 inches) high and shall have strokes at least one centimeter (3/8 inches) wide, and shall be of a color contrasting with the temporary food facility. Letters and numbers for the address and telephone numbers may not be less than 2.5 centimeters (1 inch) in height.

114314. Permit Requirements for Event Organizer

In addition to the permit issued to each complying temporary food facility, a permit shall be obtained by the person or organization that is in control of any community event at which one or more temporary food facilities operates. This permit shall specify all the areas and facilities at the event site to be utilized by the temporary food facilities and the responsibilities of the person or organization issued the permit, including ensuring compliance with this article by the temporary food facilities operating at the event. Effective January 1, 2000, the person or organization in control of the event shall submit a permit application and a site plan to the local enforcement agency at least two weeks prior to the event. The site plan shall show the proposed locations of the temporary food facilities, restrooms, and all shared utensil washing, hand washing, and janitorial facilities.

114315. Temperature Requirements for Potentially Hazardous Foods

(a) Notwithstanding Section 113995, during operating hours of the temporary food facility, potentially hazardous food may be held at a temperature not to exceed 7 degrees Celsius (45 degrees Fahrenheit) for up to 12 hours in any 24-hour period. At the end of the operating day, potentially hazardous food that has been held in accordance with this subdivision shall be placed in refrigeration units that maintain the food at or below 5 degrees Celsius (41 degrees Fahrenheit) or the food shall be destroyed in a manner approved by the local enforcement agency.

(b) At the end of the operating day potentially hazardous food that is held at or above 60 degrees Celsius (140 degrees Fahrenheit) shall be either destroyed in a manner approved by the local enforcement agency or donated in accordance with Article 19 (commencing with Section 114435), but may not be reserved in a food facility.

(c) Adequate cold food and hot food holding equipment shall be provided to insure proper temperature control during transportation and operation of the temporary food facility.

114316. Live Animal Prohibition

In addition to complying with Section 114045, live animals, birds, and fowl may not be kept or allowed within 6 meters (20 feet) of any area where food is stored or held for sale. All reasonable efforts shall be taken to exclude wild animals, birds, and fowl from the temporary food facility. This subdivision shall not apply to guide dogs, signal dogs, or service dogs when used in the manner specified in Section 54.1 of the Civil Code.

114317. Equipment Standards

Food-related and utensil-related equipment used in conjunction with a temporary food facility shall be approved by the local enforcement agency.

114318. Ice restrictions

Ice used for refrigeration purposes may not be used for consumption in food or beverages.

114319. Operating Requirements

(a) Adequate and suitable facilities shall be provided for the storage of food, utensils, and related items.

(b) All food-related and utensil-related items shall be stored at least 15 centimeters (6 inches) above the floor and in a manner that will protect these items from sources of contamination.

(c) During periods of inoperation, food shall be stored in one of the following methods:

(1) Within a fully enclosed temporary food facility that is in compliance with Sections 114030 and 114145.

(2) In lockable food storage compartments or containers meeting both of the following conditions:

(A) The food is adequately protected at all times from contamination, exposure to the elements, ingress of rodents and other vermin, and temperature abuse.

(B) The storage compartments or containers have been approved by the local enforcement agency.

(3) Within a permitted food facility or other facility approved by the local enforcement agency.

114320. Conditions of Transport

During transportation to and from the temporary food facility and during operation of the temporary food facility, all food, food contact surfaces, and utensils shall be protected from contamination.

114321. Toilet Facilities

At least one toilet facility for each 15 employees shall be provided within 60 meters (200 feet) of each temporary food facility. Each toilet facility shall be provided with hand washing facilities equipped with hot and cold running water. Hand washing cleanser and single-use sanitary towels shall be provided in permanently installed dispensers at each hand washing facility. Temporary food facilities that handle only prepackaged foods may provide cold water with a germicidal soap in lieu of hot and cold running water at the hand washing facilities. The local enforcement agency may allow hand washing facilities other than those required by this section when it deems that the alternate facilities are adequate.

114322. Janitorial Facilities

Adequate janitorial facilities shall be provided for the cleaning of the temporary food facilities, restrooms, and all shared utensil washing and hand washing facilities. Janitorial facilities shall be provided with hot and cold running water from a mixing valve. The local enforcement agency may allow janitorial facilities other than those required by this section when it deems that the alternate facilities are adequate.

114323. Employee Personal Effects Storage

An area separate from food preparation, utensil washing, and food storage areas shall be provided for the storage of employee clothing or other personal effects. Personal effects shall be stored in a manner that prevents the contamination of food-related and utensil-related items.

114324. Lighting

Adequate lighting shall be provided.

114325. Water Supply

(a) An adequate supply of potable hot water, at least 48 degrees Celsius (120 degrees Fahrenheit) shall be provided for utensil washing, hand washing, and janitorial purposes. The water supply shall be from a source approved by the enforcement agency. The potable water supply shall be protected with a backflow or back siphonage protection device, as required by applicable plumbing codes.

(b) Adequate potable water shall be provided, commensurate with the food handling activities taking place in the temporary food facility. In addition to the water needed for food preparation and dispensing, at least 75.8 liters (20 gallons) of potable water shall be provided per temporary food facility per day of operation for utensil washing and hand washing.

(c) The inlet to a potable water tank shall be provided with a connection of a size and type that will prevent its use for any other service, and shall be constructed so that backflow and other contamination of the water supply is prevented. Hoses used to fill potable water tanks shall be made of food grade materials and handled in a sanitary manner.

114326. Liquid Waste Facilities

Adequate liquid waste holding facilities shall be provided and shall meet all of the following requirements:

- (a) All liquid waste shall be disposed of in a manner approved by the enforcement agency.
- (b) The liquid waste tanks shall have a minimum capacity that is 50 percent greater than the potable water tanks.
- (c) When ice is utilized in the storage or display of foods or beverages, an additional minimum liquid waste holding tank capacity equal to one-third of the volume of the ice bins shall be provided for the drainage of ice melt.
- (d) Additional liquid waste tank capacity may be required where liquid waste production or spillage is likely to occur.
- (e) Any connection to a liquid waste holding tank shall preclude the possibility of contaminating any food, food contact surface, or utensils.

114327. Open-air Barbecue

Open-air barbecue facilities may be operated adjacent only to those temporary food facilities that are permitted to handle the types of foods to be prepared on the barbecue and with the approval of the local enforcement officer and subject to the requirements of Article 9 (commencing with Section 114185). All other cooking equipment shall be installed and operated in compliance with all applicable local building and fire codes.

114328. 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.

114329. Requirements for Prepackaged Foods

In addition to complying with Sections 114310 to 114328, inclusive, temporary food facilities that handle only prepackaged foods shall also meet both of the following requirements:

- (a) A durable and readily cleanable floor surface shall be provided within the temporary food facility.
- (b) A temporary food facility shall be designed and operated so as to prevent contamination of food under normal operating conditions with regard to employee sanitation, and minimize exposure to airborne contaminants, birds, vermin, leaves, rain, condensation, and other forms of contamination. Overhead protection may be required by the enforcement agency in order to protect food products from contamination.

114330. Requirements for Nonprepackaged Foods

In addition to complying with Sections 114310 to 114328, inclusive, temporary food facilities that handle nonprepackaged foods shall also meet all of the following requirements:

(a) Temporary food facilities shall be fully enclosed, meeting the requirements of Sections 114030 and 114145, except that temporary food facilities that handle only nonprepackaged nonpotentially hazardous food shall be fully enclosed, or, if approved by the local enforcement agency, all food handling activities shall take place within food compartments meeting the requirements of subdivision (o) of Section 114265.

(b) A durable and readily cleanable floor surface shall be provided within the temporary food facility.

(c) Walls shall be smooth, durable, and readily cleanable. Screening that is at least 16 mesh shall be considered an acceptable wall material for enclosing a temporary food facility.

(d) Ceilings shall be smooth, durable, and readily cleanable. Screening shall only be acceptable as a ceiling material above cooking equipment when necessary for ventilation purposes.

(e) Food condiments shall be protected from contamination and, where available for customer self-service, be prepackaged or available only from approved dispensing devices.

(f) A stainless steel utensil washing sink with at least three compartments with two integrally installed stainless steel drainboards shall be provided. The sink compartments and drainboards shall be large enough to accommodate the largest utensil or piece of equipment to be cleaned in the sink. The sink shall be provided with hot and cold running water from a mixing valve. The sink shall be located within each temporary food facility, except that one sink may be shared by no more than four temporary food facilities that handle only nonprepackaged nonpotentially hazardous food, if the sink is centrally located and is adjacent to the sharing facilities. The local enforcement agency may allow utensil washing facilities other than those required by this section when it deems that utensils can still be handled in a safe and sanitary manner.

(g) Hand washing facilities, separate from the utensil washing sink, shall be provided. The hand washing facilities shall be located within each temporary food facility, except that the facilities may be shared by no more than four temporary food facilities that handle only nonprepackaged nonpotentially hazardous food, if the facilities are centrally located and are adjacent to the sharing facilities. Each hand washing facility shall be equipped with hot and cold running water. Hand washing cleanser and single-use sanitary towels shall be provided in permanently installed dispensers at each hand washing facility. The local enforcement agency may allow hand washing facilities other than those required by this section when it deems that the alternate facilities are adequate.



CHECKLIST FOR TEMPORARY FOOD BOOTH

This checklist shall be posted inside the booth during operation. Please initial next to each item indicating that the item has been provided for your booth:

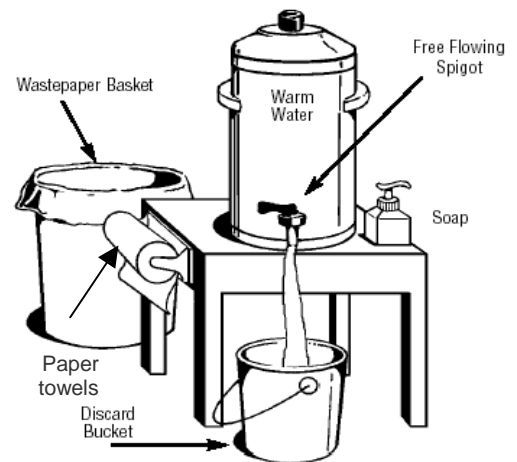
_____ Covered thermal insulated container with a **spout that stays on** for washing hands.

_____ Clean, warm water in the thermal insulated container for washing hands.

_____ 5 gallon bucket to catch wastewater from hand washing.

_____ Liquid hand soap.
*“Handy Wipes and Hand Sanitizers” are **not** to replace the hand wash station. Hand Sanitizers may be used in addition to regular hand washing.

_____ Paper towels.



_____ Metal stemmed thermometer with a temperature range of 0°F-220°F for measuring food/refrigeration/cooking temperatures.

_____ Thermometer inside each refrigeration unit to monitor air temperature.

_____ Three-compartment sink with hot and cold running water, or bucket system describe in Appendix A.

_____ Dishwashing soap and sanitizer (e.g., household bleach).

_____ Know the Waste water disposal location. Ask the Event Coordinator before operating.

_____ Adequate number of tables with washable surfaces.

_____ Adequate number of serving spoons, spatulas, tongs, scoops, ice scoop, cutting boards, etc.

_____ Labeled Sanitizer and bucket for wiping cloths and/or sponges.

_____ Chemical test kit for sanitizer.

_____ Tongs and/or disposable plastic gloves for food handling.

_____ Equipment to maintain cold foods at 45°F or below.

_____ Equipment to maintain hot foods at 140°F or above.

_____ Condiment containers (pump type, squeeze containers, or containers with self-closing lids). Single service packets are recommended.

_____ Clean aprons or outer garments.

_____ Hair nets or hats to confine hair.

_____ Location at which food will be stored when booth is closed for the day.
Location: _____

_____ Leak-proof and insect-proof garbage containers with plastic garbage bags.

_____ Adequate lighting provided.

FOOD BOOTH:

_____ Entirely enclosed with four complete sides , and a top (plywood canvas, plastic or fine mesh fly screen) .

_____ Name, address and telephone number on or adjacent to booth.

_____ Cleanable floor surfaces (tarp or other cleanable material).

_____ Closures for food pass-through openings at front service area.

_____ Pass-through window at rear or side of booth if barbecue facilities are part of operation

_____ Check with local Fire Department regarding necessary fire extinguishers.

_____ Weights to hold booth in place in high winds (if necessary).

NOTE: This list does not include all the necessary equipment you will need for your individual operation. Please contact the Environmental Health Division for questions on equipment requirements.

I have provided all of the above for the operation of my food booth. I understand that failure to provide all to the above items may result in immediate closure of my booth.

Signed: _____ Date: _____