

NAME: _____

**CITY OF WARNER ROBINS
2019 INDEPENDENCE DAY CELEBRATION (IDC)
VENDOR EVENT AGREEMENT**

EVENT DATE: 3rd July 2019
EVENT HOURS: 6:00pm-10:00pm/End of Show

APPLICATION DEADLINE: 3 June 2019

Name:		Company:	
Address:		City, State, Zip	
Phone:	Fax:	Email:	
Check One: <input type="checkbox"/> Food vendor <input type="checkbox"/> Beverage vendor (non-alcoholic drinks only)			
Each space is approximately 15' x15' at \$300 per space. Vendors must supply their own electricity for their booth. Booth location will be assigned by the IDC Committee for the best interest of event operations.		Quantity of 15' X 15' Booth spaces needed: ---	Multiply number of booth spaces requested by \$300 TOTAL DUE:
Payment is due with signed agreement. Check the payment method below: <input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Check Number:			
Please describe below all of the product(s) you will be selling at your booth.			
<i>All items sold must be approved by the Independence Day Celebration Committee in advance.</i>		Please mark which best describes what you will use: <input type="checkbox"/> Tent/Canopy <input type="checkbox"/> Table <input type="checkbox"/> Van/Trailer/Food Truck Dimensions of your setup: _____	
Vendors must provide a copy of their Certificate of Insurance showing current liability insurance coverage of at least \$1,000,000 before space can be confirmed. Certificate must name the City of Warner Robins and the Houston County Board of Education as additional insured.	Submit check or money order with application. City of Warner Robins Attn: Warner Robins Convention & Visitors Bureau 99 Armed Forces Blvd N. Warner Robins GA 31093	By signing and submitting this application to the City of Warner Robins, vendor indicates they have read the terms of contract for the vendor and accepts the full terms of the contract.	

Waiver: I hereby make application for booth space in the City of Warner Robins 2019 Independence Day Celebration. In signing this application, I agree to abide by all the rules and regulations previously set forth. I assume all risks associated with this event and hold harmless the City of Warner Robins, the Independence Day Celebration Committee, its employees, agents, and volunteers. Having read this waiver and knowing these facts and in consideration of your acceptance of my entry, I, for myself and anyone entitled to act on my behalf, waive and release all sponsors, their representatives, and successors, and any individual or group associated with this event from all claims and liabilities of any kind arising out of my participation in this event, even though that liability may arise out of negligence or carelessness on the part of the persons named in this waiver. I grant permission to all the foregoing to use any photographs, motion pictures, recordings, verbal or written agreements, or any other record of this event for any legitimate purpose, including publicity.

Name: Date: _____

Signature: _____

Date received:	Insurance Certificate Received: YES NO
Payment Amount Received:	List of items for Sale: YES NO

NAME: _____

**City of Warner Robins
2019 Independence Day Celebration (IDC)
VENDOR REGULATIONS**

1. Event hours will be from 6:00 pm to 10:00 pm/Show End on 3rd July 2019.
2. No fireworks, weapons or alcohol will be sold.
3. Only items listed on the Vendor Application will be permitted for sale and all items must be approved in advance. IDC Committee will make inspections day of show and all items sold MUST match the menu submitted.
4. All fees are due when your application is submitted. The IDC Committee may choose to return your application and fee for several reasons; the booth spaces have all been assigned, too many of the same type of vendor, or inappropriate vendor for the venue. No refunds will be given after the application is submitted.
5. Vendor space are reserved upon submission of application, insurance certificate **AND** payment. All three items must be submitted to confirm your vendor spot.
6. Vendors are responsible for paying State of Georgia Sales Tax.
7. Booth Spaces:
 - a. Vendors must check-in with the vendor coordinator onsite before setting up.
 - b. Vendors will load-in based on the following schedule. No exception for late arrivals:
 - i. Vehicle/trailer displays between 11:30am-2:30pm
 - ii. Tents/pop-ups between 2:30pm-4:00pm
 - c. All non-essential vehicles must be out of the venue by 4:00pm.
 - d. Booths must be staffed at all times during the hours of 5:30pm till end of show. Booths should remain active until end of show. All vendor items and possessions should be taken down and removed from the site immediately following the show.
 - e. Vendors are responsible for providing any electricity, tents, tables, chairs, trash cans, trash bags, supplies or other items required for their use during the event.
 - f. Booth space(s) are to be occupied by the business listed on the application. Allowing another vendor to use your booth space will be cause for removal from the event.
 - g. The IDC Committee may terminate the booth rental agreement, with or without cause, with no less than one-hour notice for any violations of this agreement.
 - h. Vendor sales, products or handouts cannot extend more than 4 feet from your vendor booth/tent. No floating vendors among the crowd allowed. Violation of this policy can result in removal from the event.
 - i. Vendors must keep their area clean during the event and must wear proper attire. A dumpster will be available onsite for your use from event set-up through tear-down.
 - j. Vendor spaces will also be limited to 3 per food category (Ex: Pizza, BBQ, etc.)
8. General Liability Insurance is required in the amount of \$1,000,000 is required by all vendor with general liability, umbrella and auto coverage all listed as part of the policy. The certificate must name the City of Warner Robins and Houston County Board of Education as additionally insured. A copy of your insurance certificate is required to be submitted with your application.
9. The vendor is responsible for any insurance to cover stolen or damaged goods. The organizers accept no responsibility for theft or damage of any vendor owned items.
10. Water buffalos will be onsite and available to concert attendees as a safety precaution due to the summer heat and event setup on asphalt. All vendors must follow the drink prices are set by the IDC Committee at \$2 for sodas and \$2 for water.
11. No animals are allowed onsite except service animals.

Date received:	Insurance Certificate Received:	YES	NO
Payment Amount Received:	List of items for Sale:	YES	NO

NAME: _____

(Page 2- Regulations & Guidelines)

**City of Warner Robins
2019 Independence Day Celebration (IDC)
SERVE SAFE GUIDELINES**

Guidelines for Temporary Food Service Establishments are listed below. They should be read and followed by vendors at all times. IDC Committee will inspect vendors prior to the event start.

1. Equipment and supplies: Only single serve articles will be allowed such as wrapped straws, plastic forks and spoons. Cups should remain covered until in use.
2. Hot holding equipment to hold food at least 135 degrees. Cold foods kept at 41 degrees or below.
3. Sanitizing solution on location to wipe down prep & service areas (Bleach, Quaternary solution).
4. Hand washing for employees (hand sanitizer if using gloves) or bleach solution and soap.
5. Food protection: All food preparation and food display areas shall be protected from dust, insects & patrons sneezing. Food should be stored at least 6 inches off floor or ground.
6. Personal hygiene: no smoking in food preparation area, hair should be restrained at all times.
7. Gloves should be worn during prep & serving of patrons.

COMPLETE ALL REQUIRED DOCUMENTS WITH HOUSTON COUNTY HEALTH DEPARTMENT, PRIOR TO EVENT.

I have read the above vendor regulations and food safety guidelines rules for the City of Warner Robins 2019 Independence Day Celebration and agree to abide by the rules in their entirety.

Signature: - - - - -

Date received:	Insurance Certificate Received: YES NO
Payment Amount Received:	List of items for Sale: YES NO



North Central Health District
Non-Profit Temporary Food Application

Event Name _____ Event location _____
Event Dates _____ to _____
Event Organizer _____ Phone Number _____
Owner _____ Operator _____
Address of Owner _____
Home Phone Number _____ Cell Phone Number _____
E-mail _____ address _____

O.C.G.A. 26-2-390. Definitions
As used in this article, the term:

- (1) Non-profit food sales and food service means the temporary sale or service of food items by an organization at an event sponsored by a county, municipality or organization or the temporary sale of food items by an organization if such sale is sponsored by a religious, charitable, or non-profit corporation, including by not limited to churches, schools, clubs, lodges, or other organizations.
(2) Organization means an organization exempt from taxes under paragraph (1) of subsection (a) of code 48-7-25 or under Section SOI (d) or paragraphs (1) or (8) or paragraph (10) of Section SOI(c) of the Internal Revenue Code, as that code is defined in Code section 48-1-2.

_____ Documentation showing my organization's tax exempt status.
_____ I am participating in an event sponsored by a county or municipality.
(Tax exempt documentation is not required.)

O.C.G.A 26-2-391. For any permit issued pursuant to this Code section to be valid, the event must be held on a property belonging to the sponsoring county, municipality, or organization or on the property of a party that has provided written consent for use of such property for such event.

_____ The event will be held on property owned by the sponsoring party. A letter has been attached from the owner of the property.

O.C.G.A 26-2-391. Permits for nonprofit food sales and food service at events; duration of permit; issuance of subsequent permits

A county or municipality shall be authorized to issue permits for the operation of nonprofit food sales and food service at events sponsored by the county, municipality, or an organization. A permit shall be valid for a period of 120 hours or less and another permit shall not be issued to the organization holding such permit until five days have elapsed from the date of the expiration of the permit. No fees shall be charged to an organization for the issuance of any such permit by a county or municipality.

_____ My organizations event is less than 120 hours (five days). My event is for _____ days.

O.C.G.A 26-2-392. Standards for food, labeling, and containers; protection from contamination; temperature; prohibited foods; utensils and equipment; ice; transport to other location; reuse At another event; handwashing facilities; unapproved facilities

_____ My organization understands the items outlined below are required during my event. I have discussed with the health department how to keep food safe for human consumption. Please initial next to each category that education was given by the Health Department.

_____ **I have attached a copy of my menu.**

Standards of Food, Labeling, and Containers:

Food shall be in sound condition

Food shall be free of spoilage, filth and contamination

Food shall be safe for human consumption

Food shall be obtained from sources that comply with all laws related to food and food labeling.

Food prepared in hermetically sealed containers that was not prepped in a licensed food processing establishment is prohibited.

Protection from contamination

At all times, including while being stored, prepared, displayed, served, or transported, food shall be protected from potential contamination, including dust, insects, rodents, unclean equipment and utensils, unnecessary handling, flooding, drainage, and overhead leakage or overhead drippage from condensation.

If contamination is noted during a site visit/inspection, I understand that further Prevention against contamination may be necessary depending on the contaminate

Temperature

The temperature of potentially hazardous food shall be either cold 45°F or below or hot at 140°F or above at all times.

I will have a thermometer so food temperatures can be checked.

Prohibited Foods

___ The preparation of the following potentially hazardous foods is prohibited unless the organization has an established hazard control program:

- (1) Pastries filled with cream or synthetic cream;
- (2) Custards;
- (3) Similar products listed in paragraphs (1) and (2) of this subsection; or
- (4) Salads containing meat, poultry, eggs, or fish.

___ **I WILL NEED or WILL NOT NEED** (please circle one) an established hazard control program (attached if applicable)

___ Frozen desserts shall only be produced using commercially pasteurized mixes or Ingredients

Utensils and Equipment

___ All utensils and equipment shall be cleaned periodically as necessary to prevent a buildup of food.

My organization will do one of the following:

_____ Set up a three-compartment sink with hot water to wash, rinse, sanitize and the health department has educated me on how to measure sanitizer

_____ Bring enough utensils such that sanitizer is not needed.

Water

Enough potable water, from an approved source, must be available at the event and in the booth for food preparation, cleaning, and sanitizing utensils and equipment and for hand washing.

Ice

___ Ice that is consumed or that contacts food shall be from an approved source and protected from contamination until used. Ice used for cooling stored food shall not be used for human consumption.

Transport to other location; Reuse at another event

___ Food shall be served in an individual-meal type of container and handed to the customer.

___ Food items shall not be transported for sale at any other location or sold, held, or reused at another event.

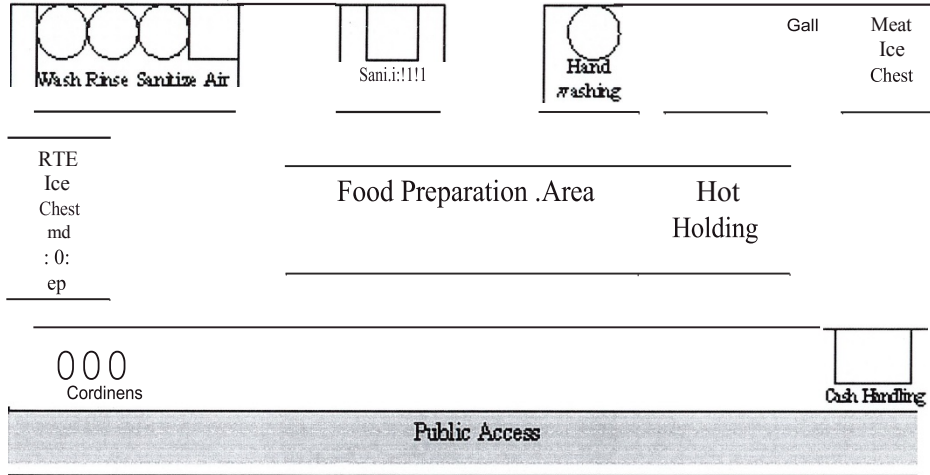
Handwashing Facilities

___ A convenient handwashing facility shall be available for employee handwashing. This facility shall consist of, at least, running water, soap and individual paper towels.

Unapproved Facilities

— This Code section shall in no way be construed to allow the sale of food items which have been packaged, bottled, or canned in unapproved facilities, **including any personal homes.**

Sample Sketch of a Temporary Food Service Booth



SKETCH OF MY FOOD BOOTH

Signed _____ Printed name _____

Reviewing EHS _____ Date Reviewed _____

MOST COMMON PROBLEMS ENCOUNTERED PERMITTING NON-PROFIT TEMPORARY FOOD SERVICES *

* *If any of these problems exist at the time of the opening inspection, a permit may not be granted*

- Submit an application 3 days prior to the event or earlier. No applications accepted within 3 days of an event.
- Sewage may not empty onto the ground surface. Catch basins are required for hand-washing and ice chests. Holding tanks or sewage hook-ups are required for longer events that extend several days.
- **No home-cooked foods.** All foods must be seasoned, prepared, and cooked on-site. All foods must be from an approved source to include ice. Call the Health Department with questions.
- Store food products and all service items off of the ground or on the floor of the unit unless the flooring serves as grounds for contamination.
- Exposed (unshielded) light bulbs in units may not be over food or food prep areas.
- A hand wash station with free flowing, running water must be set up. Hand soap, water and paper towels must be present. Hand sanitizer as an addition is optional but hand soap (not bar soap) is required.
- Utensils and condiments must be single-service. Condiments may be dispensed from pump-style containers.
- All food prep must be done under a tent or inside a booth - i.e. onions may not be peeled outside etc.
- **Metal stemmed thermometers are required** to ensure foods are cooked and maintained at proper temperatures. Test strips are required if a dish wash is set-up to test for appropriate sanitizing strength.
 - o 140F hot held foods
 - o 45F cold held foods
 - Final cook temps:
 - *Poultry 165°F*
 - *Ground Beef 155°F*
 - *Beef / Pork 145°F*
 - *Fish 145°F*
- Provide a separation of 6'-8' between the patrons and all cooking and food preparation services. Decorations or barriers may be used where distances cannot be achieved to help prevent food contamination.
- Screening that extends around the entire unit and/or fly fans to effectively cover all openings completely MAY be required for extended events (events lasting more than a day) or for events in an agricultural/livestock setting.
- The tent or unit must be ready for inspection prior to the start of the event, and the time must be arranged in advance with the Health Department.
- The tent or setup must be clean and in good repair.
- Foods may not be sold until a permit is granted by Health Department.