

San Antonio Parks Foundation Events

Updated 2012 Food Vendor Application Form

*please read the entire form; changes have been made

(one form must be submitted per event)

CIRCLE ONE: **Celebrate SA (Dec 31) Downtown** **July 4th Woodlawn Lake** **Jazz'SALive (Sept) Travis Park**

Name _____

Business Name _____

Address _____

City/State/Zip _____

Day Phone _____ Cell Phone _____ E-mail address _____

Food Description (Place a 1 by your first choice & 2 by your second choice):

Gorditas Beef Fajitas Chicken Fajitas Corn Dogs/Funnel Cakes
 Hamburger/Fries Turkey Leg Brisket Tacos Sausage Kabobs Roasted Corn
 Aquas Frescas/Fruit Cups Tripas Turkey Legs Puffy Tacos Mini Taquitos
 Other _____

NO BEVERAGES (other than Aguas Frescas) ARE PERMITTED FOR SALE BY VENDORS.
Proceeds of beverages benefit the San Antonio Parks Foundation.

Event & Dates (select one)		Prices (per day)
July 4 th Celebration at Woodlawn Lake	July 4, 2012	\$350
Jazz'SALive in Travis Park	September 22 and 23, 2012	\$750 (for 2 days)
Celebrate San Antonio, New Year's Eve	December 31, 2012	\$650 – Alamo St. \$550 – Maverick Plaza

FEE IS ALL INCLUSIVE (health and fire permits)

Were you a vendor at this event last year? YES NO

Do you have an overly large BBQ pit or other large equipment that needs additional space?

YES NO

Mail to: Teresa Cox, C/O San Antonio Parks Foundation, 600 Hemisfair Plaza Way No. 247, San Antonio, TX 78205, Phone: (210) 212-8423 OR Fax to: Teresa Keck, Fax: (210) 212-4376

****PAYMENTS**** – **Due 2 weeks (14 days) days before the event.** Make money orders payable to: San Antonio Parks Foundation

ELECTRICAL: Each vendor will be provided with one 110V duplex outlet (two plugs) rated at 20 amps. In most cases this will come in the form of a quad box (four plugs) shared by two booths. Each duplex (two plugs) has a rating of 1800 watts total. Power strips are permitted as long 1800 watts is not exceeded. Please check your equipment rating. If you require additional electrical a request must be made in advance in writing to the SAPF office. A request does not guarantee additional electrical services. Each request will be considered individually.

Office Use Only

Booth Fee Paid _____ Cash/Check # _____ Date Received _____

San Antonio Parks Foundation Events

2012 Food Vendor Rules and Regulations

1. Food vendors will be provided an 8' x 8' booth.
2. Food vendors must keep all products within rented booth space.
3. Floors MUST be laid inside the booth prior to vendor set up.
4. **NO BEVERAGES are to be sold (water, soda, etc.) unless specifically approved by the SAPF. Vendors caught selling unapproved beverages will be escorted immediately off the property with all equipment, and not permitted to take part in the event. No refund will be given.**
5. Vendors using a barbeque pit or grill will be required to rope or barricade area to protect attendees.
6. Food vendors will not be permitted to smoke in rented booth space.
7. Food vendors will not be permitted to have or drink alcohol within the rented booth space.
8. Food vendors will only be permitted to sell the food items approved by the SAPF.
9. Trash must be discarded into the designated event dumpster immediately. **All cooking grease and grease produced by cooking must be retained by the vendor and disposed of in proper locations off of the event site or in grease traps if provided. Grease left behind by vendors cause booth fees to increase.**
10. Vendors should be careful to protect all grass/landscaped areas.
11. If electricity is available, vendor must provide their own heavy duty extension cords.
12. Returned checks are subject to a \$35 NSF fee.
13. Food vendors are responsible for collecting/paying Texas State Sales Tax as applicable to their product.
14. Parking/loading space will be provided within the event area. NO PARKING OR LOADING will be permitted on city streets surrounding the event unless street is closed.
15. Submission of application does not guarantee acceptance due to limited space.
16. THERE WILL BE NO RAIN DATES. If event is cancelled due to weather, no refunds will be given.
17. In the case of vendor cancellation, vendor must personally notify a SAPF staff member prior to the beginning of the event. Vendor credit allocation will be assessed on an individual basis and can be used for the NEXT EVENT ONLY. No permit fees will be refunded.
18. San Antonio Parks Foundation retains the right to prevent future participation of any food vendor for conduct deemed, in the SAPF's sole discretion, unacceptable and/or detrimental to the mission and reputation of the SAPF and the event.

The food vendor releases the San Antonio Parks Foundation and the City of San Antonio from any liability due to breakage, theft, injury, or bodily harm while at the any San Antonio Parks Foundation sponsored event. The vendor also agrees to the rules and regulations of the San Antonio Parks Foundation. **If any of these rules and regulations are violated, the vendor and all equipment will be escorted from the property immediately, not permitted to sell or setup, and NO refunds will be given.**

I have read and understood all the above rules and regulations set forth by the SAPF, and agree to comply. If I do not comply I understand that I will be escorted from the event, not permitted to sell or setup and no refund will be given.

Food Vendor Signature

Date

SAPF Representative

Date



TEMPORARY FOOD ESTABLISHMENTS

A *special event* shall mean an event that is sponsored, recognized or organized by an organization such as a neighborhood association, religious group, cultural group, political party, church, school, sports team, fraternal organization, non-profit group/organization, city, county, state, or federal government. This term also applies to an organized mass gathering of people such as a concert, sporting event, trade show, flea market, carnival, circus, or other similar type of show or celebration, or a celebration or gathering which may be based around a specific calendar date which is recognized by the federal, state, county or city government as a holiday or celebratory day, or by an abovementioned group or organization, or an event approved by the health director. Booths are considered "open to the public" if they are advertised using any medium that has a general distribution or if banners or signs are displayed in public view.

A person or organization is allowed four (4) special events in a calendar year (unless granted an exemption by the health director) with the exception of: $\frac{3}{4}$ Properties overseen by the City or Bexar County and multi-use facilities that are used for trade shows or conventions are exempt from this restriction. $\frac{3}{4}$ A temporary food establishment may operate for a maximum of fourteen (14) consecutive days after which all operations must cease unless granted an exemption by the health director.

Contact the *Food Sanitation Division* at 207-0135 for any questions or to arrange a pre-event meeting with a Sanitarian to discuss the Rules on Temporary Food Establishments.

FEES FOR TEMPORARY FOOD ESTABLISHMENTS

Booths that are selling only whole, uncut fresh fruits and vegetables or *GIVING AWAY* prepackaged, non-potentially hazardous food items are exempt from permitting.

A permit fee of **\$30.90 per booth, per day**, will be charged for all food and drink booths if paid at least three (3) days prior to the event. Fees paid less than three (3) days before the event will be **\$36.05 per booth, per day**. Fees must be paid prior to commencing operations.

Fees must be paid at the Development and Business Service Center, located at 1901 South Alamo Street. The hours of operation are 7:45 am to 4:30 pm Monday thru Friday.

The permit fees are non-refundable. The event coordinator or person-in-charge of the event is responsible for insuring that payment is made.

The date of the event may be rescheduled or the event may be canceled and rescheduled if the applicant makes a request to reschedule the event in person at the Development and Business Service Center at least two business days prior to the event.

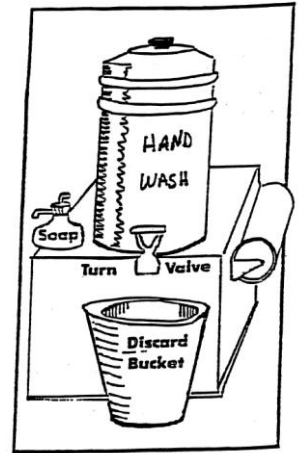
Sanitarians cannot accept payments for permits at the event.

OPERATIONAL GUIDELINES

All temporary food establishments shall meet the sanitation requirements of a temporary food establishment listed in *Section 229.170 of the Texas Food Establishment Rules (TFER)* and Chapter 13, Article II, Section 13-27 (e) of the City Ordinance. Each temporary food establishment will be inspected, approved and permitted before the actual operations begin.

- ◆ Proof of purchase of a Temporary Food Establishment permit(s) must be presented at the beginning of the event to the Sanitarian.
- ◆ Beginning on January 1, 2010, at least one person working in a Temporary Food Establishment must be a Certified Food Handler for all events lasting four (4) or more days. All persons working in the booth should wear clean clothes and approved hair restraints to protect the food. Rings and bracelets should not be worn.
- ◆ **All foods must be from an approved source and/or licensed facility or prepared in the temporary food establishment.** An approved source is considered an establishment that is under inspection and/or licensed by a health authority. **No** homemade cakes, cookies, beans, tacos, or other preparations are permitted to be sold. We **cannot** approve or license a private home.
- ◆ Food and drink shall be dispensed from a roofed concession stand. ◆ Charcoal cookers may be placed outside the stand and away from potential overhead contamination. ◆ An impervious floor shall be installed if the booth is not placed on concrete or rolled asphalt. (Cardboard or carpet is not an acceptable floor covering.)

- ◆ **Each temporary food establishment preparing or serving food, other than drinks, shall have the following items present in the booth before being approved for operation and during operating hours:**
 - ¾ A handwashing station with running water is required. This shall consist of a clean water container with a spigot, filled with potable water, and catch basin to hold the wastewater until properly disposed. **A push button spigot is not approved.**
 - ¾ Soap and paper towels for handwashing.
 - ¾ Three (3) plastic or metal containers to wash, rinse and sanitize utensils used in the booth.
 - ¾ A small bottle of liquid detergent for utensil washing.
 - ¾ A container of potable water if running water is not available.
 - ¾ Facilities for trash: Plastic bags or metal or plastic waste receptacles with lids.
 - ¾ A scoop for dispensing ice.
 - ¾ A small bottle of bleach for sanitizing.
 - ¾ Facilities to maintain perishable foods at temperatures of 41°F or less or 135°F or greater.



- ◆ **Breather shields (*sneeze guards*) shall be used if food is to be displayed on the service counter where the public may have access to it. Self-service items such as pickles, onions, hot sauce, etc. shall be stored in containers with flip-top lids, covers, or be provided in single-portion packets.**
- ◆ **Hot, potentially hazardous food prepared in advance in a licensed food establishment and refrigerated must be reheated to 165°F in two hours or less before being placed into steam tables or other devices to maintain a temperature of 135°F. Holding devices, such as steam tables, will not heat a refrigerated product fast enough to inhibit the growth of harmful bacteria. Slow cooking devices (crock pots) are unacceptable for reheating of foods.**
- ◆ **Frozen foods should be thawed in a refrigerator or walk-in cooler, or, in some instances, under cold running water. Never thaw frozen turkey, chicken, meat or other potentially hazardous foods at ambient temperature.**
- ◆ ***Potentially hazardous foods* left out at ambient temperature for more than *four (4) hours*, or foods contaminated by flies, roaches, air, coughing, sneezing, or other means, may cause foodborne illnesses due to the fast reproduction of harmful bacteria. Foods found under these conditions must be discarded. Leftover potentially hazardous foods must be discarded at the end of each day's operation.**
- ◆ **All vegetables and fruits should be washed before processing for cooking and making salads, guacamole, pico de gallo, chili sauces, fruit salads, etc. A small amount of vinegar will help preserve chili sauces.**
- ◆ **If shell oysters are used, the tags from the bags or boxes they are packaged in must be kept for ninety (90) days to be able to trace the shipment should a problem develop. Shucked oysters need to be maintained at 41°F or below in the original container.**
- ◆ **The booth shall be cleaned at the end of each day, or more frequently if required, to reduce the attraction of rodents and roaches. The water in utensil-washing and handwashing containers must be changed when it becomes dirty. All wastewater must be disposed of in an approved manner. Items in the booth must be secured overnight to prevent contamination.**
- ◆ **Store all food products and single service articles (disposable) at least *six (6) inches* above the ground.**
- ◆ **It is recommended that children under the age of 14 not be permitted to work or be in the food booth.**