

Restaurant Vendor Application for 2011 Historic Mansfield Music & Arts Festival

Location: 100 N Main Street, Mansfield, Texas

Festival Hours: Saturday, Oct 15, 2011, Noon to 10:30pm, and Sunday, Oct 16, 2011, Noon to 6pm

Application Deadline: September 17th for prime booth location and maximum advertising exposure.

Festival Format: By participating in "Restaurant Row" on Mansfield's Historic Main Street, restaurants will be able to showcase their best/favorite menu items to over 10,000 visitors with a SAMPLING or SMALL serving, designed to allow maximum exposure for restaurants as visitors go from booth to booth to taste or sample a variety of small dishes. Restaurants should prepare dishes (as many or as few as you like) at \$2 each. Restaurants can further offset their costs by selling non-alcoholic beverages, making this an excellent and cost-effective advertisement opportunity.

Restaurant Name: _____ Contact Name: _____

Business Phone: _____ Cell Phone: _____

Mailing Address: _____

Email Address: _____

Note: Important information and update will be delivered via email.

Describe Food and Drink To Be Sold (Priced at \$2 per dish. Non-alcoholic beverages only.)

Booth Selection & Fees– Check one:

One Space (10'x10' area) = \$500

Two Spaces (10'x20' area) = \$950

BOOTH FEE INCLUDES A TENT, A HALOGEN TENT LIGHT, THREE 8-FT TABLES, TWO CHAIRS, TEN 35-LB BAGS OF ICE, ELECTRICITY FOR APPLIANCES AND EQUIPMENT, SETUP AND TEARDOWN OF THE ITEMS MENTIONED HERE, ACCESS TO WATER, AND TRASH DISPOSAL.

Make check or money order payable to Discover Historic Mansfield, Inc. Full payment is due with application. Application without payment will not be processed. **THERE WILL BE NO REFUND ONCE APPLICATION IS APPROVED.**

I, the undersigned, hereby submit application for a restaurant booth at the 2011 Historic Mansfield Music & Arts Festival on October 15 and 16, 2011. I understand that full payment must be received to complete the application and that my application is subject to approval by Festival Producer; I further understand my fee to participate is non-refundable once I have been approved; and I agree to follow the Rules and Regulations set forth on the next page and understand that failure to do so will result in immediate expulsion without refund.

Vendor Signature: _____ Date: _____

For Festival Use Only

Date Rec'd:	Amt Paid:	Check#:	Booth:
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**Discover Historic Mansfield, Inc, 900 N Walnut Creek Dr, Ste 100 #267, Mansfield, TX 76063
(817) 229-6830; HistoricMansfield@gmail.com**

Rules and Regulations 2011 Historic Mansfield Music & Arts Festival

100 N Main Street, Mansfield, Texas

Festival Hours: Saturday, Oct. 15, 2011, Noon to 10:30 pm and Sunday, Oct. 16, 2011, Noon to 6 pm

1. Vendor shall adequately staff the booth and keep it open during the festival hours stated above.
2. Vendor booth shall be set up and ready for business by 11 am on Saturday, Oct. 15 and 11 am on Sunday, Oct 16.
3. Vendor shall remove everything from festival by 8 pm on Sunday, Oct. 16. No tear-down before 6 pm on Sunday.
4. **Price for food shall be \$2 per dish.**
5. Only non-alcoholic beverages may be sold by Vendors.
6. **Festival will provide ONLY the items selected in the application and paid by the Vendor. Vendor will provide everything else needed to set up booth and conduct business, including but not limited to extension cords, additional lighting, tables, and chairs, hand sanitizers, signage, decorations, trash cans, serving supplies, plates, knives, forks, napkins, etc.**
7. Booth will be assigned on a first paid, first assigned basis at the sole discretion of Festival Producer.
8. Vendor is responsible for obtaining Temporary Food Establishment Permit from Tarrant County Health Dept. and abides by Health Dept. requirements. There will be no refund if vendor is closed down by Health Dept. officials for failure to comply with requirements.
9. No sharing of booth by multiple Vendors allowed unless approved in advance by Festival Producer.
10. No vehicle allowed except during setup and tear-down and during restocking on Sunday morning between 9 am and 11 am. Vehicles in violation will be towed.
11. Display and merchandise shall stay within the booth space. Vendors may not sell or hand out anything other than from their own booth space.
12. Vendor shall be responsible for the clean up of trash from and around their booth.
13. No political or campaign materials allowed.
14. No RV parking is available or allowed.
15. Vendor is responsible for disposal of grease properly. No dumping of grease allowed.
16. Festival is an outdoor event held regardless of weather conditions. Vendor should plan accordingly.
17. Vendor shall be responsible for collecting and distributing any applicable state/local tax.
18. Returned checks will incur a \$30 fee.
19. Vendor retains liability and assumes all risk of loss and/or damages on site or in connection with transportation, display, storage and sale of merchandise at the festival.
20. Festival Producer reserves the right to decline a Vendor's application if they deem the product not suitable for the festival or if there are numerous Vendors previously confirmed to sell similar products. Festival Producer is not responsible for duplication of items among Vendors.
21. The Festival Producer does not guarantee in any way the success of any Vendor.
22. The Festival Producer shall have full power to interpret and/or amend these Rules and Regulations for the best interest of the festival. The decision of the Festival Producer must be accepted as final in any dispute between the Vendor and Festival Producer in any situation not specifically covered by these Rules and Regulations.
23. Festival Producer reserves the right to stop or remove from the festival any Vendor, who is dressed or performing any act, which in the opinion of Festival Producer, is objectionable or detracts from the festival.
24. **No refunds will be given once application has been accepted.**
25. In case of rain, Festival Producer will make every reasonable effort to proceed with the event. Festival Producer reserves the right to cancel the event at its sole discretion due to severe weather, act of God or other circumstances beyond our control, and there will be no make-up date or refund of fee.
26. Violation of these Rules and Regulations will result in forfeiture of space without refund and prohibit Vendor from participating in future festivals.

Agreement of Liability Waiver

I, the undersigned, have read and agree to comply with the above Rules and Regulations, I understand that agreements or promises made verbally and not specifically stated and confirmed in writing as part of this document shall not be binding, and I hereby indemnify, release, waive, discharge, covenant not to sue and agree to hold harmless for any and all purposes Discover Historic Mansfield, Inc., its officers, agents, successors, assigns, sponsors and volunteers (collectively "DHM") from any and all liabilities, claims, demands, personal injury including death, or property damage that may be sustained by me and any of my employees, volunteers, agents or contractors while participating in the 2011 Historic Mansfield Music and Arts Festival, including injuries and damages sustained as a result of the negligence of DHM.

Vendor Signature: _____ Date: _____

Please return both pages of the application and payment to:

Discover Historic Mansfield, Inc, 900 N Walnut Creek Dr, Ste 100 #267, Mansfield, TX 76063

For Information, contact: (817) 229-6830 or HistoricMansfield@gmail.com



**Tarrant County Public Health Department
Environmental Health Promotion
1101 S. Main Street, Room 2300
Fort Worth, Texas 76104
Phone: (817) 321-4960 Fax: (817) 321-4961**

Temporary Food Establishment Permit Application

PLEASE COMPLETE & RETURN THIS FORM WITH FEE FOR EACH STAND AT LEAST 10 DAYS BEFORE THE START OF THE EVENT.

Fee Information: *(submit one of the following)*

- 1). \$35.00 for each stand or unit.
2. IRS 501 (c) (3) official recognition documentation for tax exempt charitable organizations.

General Event Information:

- 3) Name of Event: Historic Mansfield Music & Arts Festival
- 4) Date(s) of Event: October 15 and 16, 2011
- 5) Hours of Operation: Oct 15, noon-11pm; Oct 16, noon-6pm
- 6) Location of Event: 100 to 200 blks of N Main St, Downtown Mansfield
- 7) Event Coordinator:
Name: Jim McMillen Phone: 817-229-6830
Address: 900 N Walnut Creek Dr, Ste 100 #267, Mansfield TX 76063

Applicant Information:

- 8) Your Organization/Business Name: _____
- 9) Applicant's Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Business Phone: _____ Home Phone: _____
Mobile Phone: _____ Fax: _____
Email: _____
- 10) Does this business have a current mobile food unit or pushcart permit from the Tarrant County Health Department? Yes No
If yes, what is the permit type and site number? _____

Note: Vendors with these types of health permits are not required to pay the permit fee for a temporary food service establishment.

Menu Information:

- 11) List full menu to be served at the event: _____

12) Where will the food be purchased/obtained from: _____

13) Will any foods be prepared prior to the start of the event? Yes No

If yes, where will the food be prepared? _____

If answering yes to question 13, all foods prepared prior to the event are required to be made in an approved and permitted facility. A copy of the Food Establishment Permit and signed Commissary Agreement (attached) are required for approval of this application. Applications submitted without this information will be returned.

Has a copy of the Food Establishment Permit and signed Commissary Agreement been included with this application? Yes No N/A

14) Will frozen foods be thawed at the event? Yes No

If yes, describe process/method to be used: _____

15) How will any leftovers of cooked food be handled at the end of the day?

Equipment Information:

16) How will food temperatures be checked during the event? _____

17) Describe equipment used at the event for:

a) Cold holding: _____

b) Hot holding: _____

c) Cooking/Reheating: _____

18) Describe hand washing facilities inside your temporary food establishment:

Plumbed Sink Gravity Flow Set-up Basin Set-up

19) Describe utensil washing facilities inside your temporary food establishment:

3 Compartment Sink 3 Basin Set-up

20) How will hot water be made available for the hand wash and utensil washing stations?

Will attempt to have hot water, but can't keep it hot at a festival

21) What type of sanitizer will be used at the event? Alcohol based hand sanitizer

22) How will potable water be obtained during the event? City potable water tap

23) How will waste water from hand & utensil washing be disposed? City sanitary sewer

Form completed by: _____

Name/Title

Date

FOOD HANDLERS:

Avoid food handling when you have the following symptoms.

- Diarrhea.
- Vomiting.
- Sore throat with fever.
- Persistent coughing, sneezing or nasal discharge.
- Wound containing pus upon your fingers, hands, wrists.
- Yellowish eyes or skin with dark colored urine.



Report any of these symptoms to your manager immediately.

Workers that handle food must wash their hands as frequently as necessary. Disposable gloves may be used but shall not substitute for hand washing.



The use of tobacco in all forms is prohibited in the food preparation or service areas.

Workers shall not eat or drink in the food preparation or service areas.

Hair restraints and clean clothing are required of persons doing food preparation. Food handlers are not permitted to wear ornate hand jewelry.

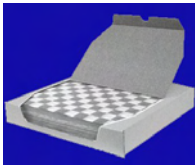
Unauthorized personnel such as small children are not permitted in booths.

BARE HAND CONTACT:

Bare hand contact of ready to eat food by workers is not allowed.

Ready-to-eat food includes any food, fruit or vegetable product that is edible without washing, cooking, or additional preparation by workers and is reasonably expected to be consumed in that form.

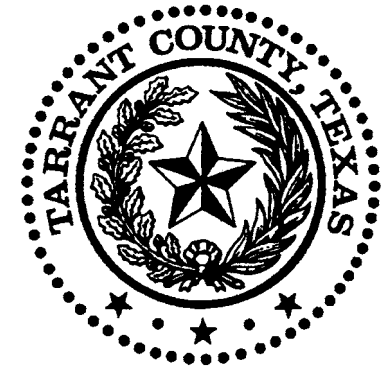
Avoid touching food with bare hands by using utensils, disposable gloves, deli tissue or other suitable methods.



CHECKLIST:

- Valid temporary or mobile food unit permit issued by Tarrant County Public Health Department.
- Food from an approved source. No food prepared in a private home. *Food invoices/receipts must be available at booth for inspector's audit.*
- Adequate supply of potable water at booth.
- Waste water containers and proper disposal site.
- Booths with cleanable floor (*grass and dirt covered with approved material*) and overhead protection.
- BBQ and deep-frying cooking areas fenced off from public access.
- Adequate containers, covers, wrappings or other means to effectively protect food from insects and environmental contamination.
- Hand wash station setup and ready for use.
 - 5 gal. container with non-self-closing spigot .
 - Liquid soap in pump dispenser.
 - Paper towels.
 - Wastewater catch bucket.
- Utensil cleaning station setup and ready for use.
 - 3 containers (*sized to immerse all items*)
 - Soapy water in 1st container.
 - Clean rinse water in 2nd container.
 - Sanitizing solution in 3rd container.
 - Sanitizer concentrate (*bleach*) and test strips.
- Enough equipment provided to hold ALL:
 - Cold food at 41°F or below.
 - Hot food at 135°F or above.
- Probe-type, metal stem food thermometer with proper range (*0°F to 220°F*).
- Utensils and disposable gloves provided to minimize hand contact with food.
- Workers are wearing clean clothing and hair is effectively restrained.
- Workers have no open sores and are free of illness symptoms listed in brochure.
- Workers keep hands clean and wash hands frequently.
- No bare hand contact with ready to eat food.
- Condiments provided in single-service, pump-type or squeeze containers.
- Sneeze guards and barriers to protect exposed food and food work surfaces from customers.

Temporary Food Establishment Requirements



Tarrant County Public Health Department

1101 S. Main St., Room 2300

Fort Worth, Texas 76104

817-321-4960

PERMIT INTENT & TERM:

A temporary food establishment permit allows food service operations under reduced requirements for not more than 14 consecutive days in conjunction with a single event, promotion or celebration.

PERMIT REQUIRED:

Persons vending food or beverages or offering samples of such products must secure a Tarrant County Health Department temporary permit prior to operation.

A temporary permit is required for food service conducted *outside or off-site* of retail food establishments permitted for year-round or seasonal operation.

Permits from other health authorities are not acceptable.

Illegal, unpermitted food vendors will be subject to immediate closure and fines.

Vendors handling only commercial pre-packaged, shelf-stable, non-potentially hazardous food products do not need a temporary permit.



CONSTRUCTION OF STAND:

All stands must have a suitable tight-fitting, water repellent roof or ceiling to provide for overhead protection of food preparation, cooking and serving areas.

All stands must have approved flooring, which includes concrete, asphalt or tight-fitting plywood or other similar approved material.

If full walls and screening are not provided, other suitable methods of protecting food from contamination, such as containers, covers or wrappings must be used.

Adequate covered receptacles for disposal of solid waste must be provided.

Adequate toilet facilities must be accessible for workers.

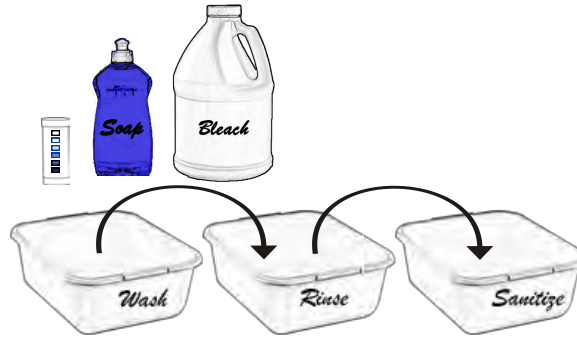
WATER SUPPLY & WASTE WATER DISPOSAL:

Potable water from an approved source must be kept on-site in sufficient quantities for each day's use.

All waste water generated from the temporary food establishment (*from beverage dispensers, sinks, steam tables, ice melt, etc.*) shall be disposed into the sanitary sewer system or approved onsite sewage system.

UTENSIL WASHING FACILITIES:

Those stands that do not have 3-compartment sinks with hot and cold running water must provide the following:



Three (3) sturdy plastic or stainless steel containers sized to immerse all items will be provided for utensil cleaning and sanitizing using the following three step process.

Step 1. One container shall be used to wash (soapy water);

Step 2. One container shall be used to rinse (clean, clear water);

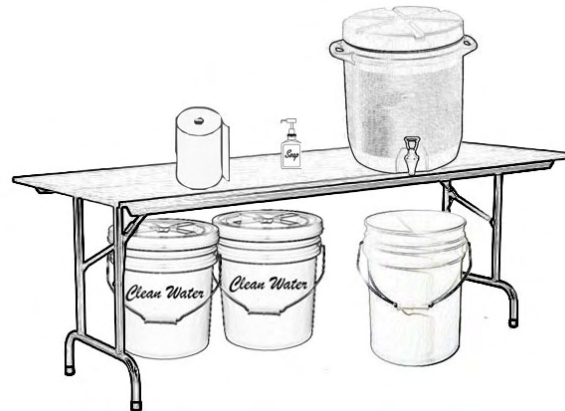
Step 3. One container shall be used to sanitize (liquid chlorine bleach/water solution with 2 teaspoons of bleach per gallon water). Use chlorine test strip to verify proper sanitizer solution strength of 50 to 100 ppm.

HANDWASHING FACILITIES:

Soap, paper towels and a container (5 gallon minimum) with a spigot that remains open freeing both hands to be scrubbed together shall be provided for hand washing.

Containers with self-closing spouts are not acceptable.

A bucket to catch waste water shall be provided.



FOOD PREPARATION:

All food must be from an approved source and/or licensed facility or prepared in the temporary booth.

An approved source is an establishment that is under inspection and/or licensed by a health authority.

***NO** food prepared in a private home may be sold or served to the public.*



Only single-service, disposable items are to be provided for customer use.

All food, food containers, utensils, napkins, beverage cups, straws and other single service items must be stored at least six inches above the floor and protected from insects and environmental contamination.

All potentially hazardous food products must be stored at 41°F or lower or at 135°F or above. A metal stem product thermometer (0° F to 220° F) must be available at the stands that sell potentially hazardous food.



Self-service of ice by patrons is not permitted. Ice scoops must be used by workers to dispense ice. Ice for human consumption must be stored separately from ice used to chill other food or beverages.

Food and beverages chilled in ice must not be submerged in water. The ice storage unit must have open drains and covers. Styrene foam ice chests are not acceptable for the storage of ice or other food products.

All condiments, including onions, relish, catsup, mustard, mayonnaise, etc., available for customer self-service must be available in single self-service packets or properly dispensed from sanitary dispensers.



Customer self-service of open condiments from containers, even if provided with lids, is not allowed.

