

SOUL FOOD FESTIVAL CINCINNATI, OH

Fill out this application and Fax to: 877-415-7258

ABSOLUTELY NO LIQUID SALES

GENERATORS NOT ALLOWED

Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Home Phone: _____ Work Phone: _____
 E-mail Address: _____

Please list any merchandise items that you have available:

Do you have any items to fit themed events? (I.e. The Soul Food Festival)

____ Yes ____ No

If yes, please list what type(s)

Do you have a tent? ____ Yes ____ No

If yes, what are the dimensions?

Please list any electrical requirements:

Please list any other specific requirements:

FOOD VENDING APPLICATION

Please print, fill out and send form to the appropriate city contact above.

Vendor Name: _____

Which City are you interested in Vending _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Contact Name: _____

Phone Number/Office: _____ Home Number: _____

Cell Phone: _____ Pager: _____

Fax Number: _____ Sales Tax Number: _____

E-mail Address: _____

Menu Items

If items exceed list please attach a menu

Description of Items Serving Size (oz. pieces) Price per Serving

Booth Information

(Do not fill this are out, leave blank, promoter will fill out to let you know when your load in/out time will be. Once application is approved we will fax it back to you with this information filled out.)

Date(s) and Time(s) of Event (include Load-In and Load-Out/Clean-Up)

Load-In Date: / / Time: : M

Load-Out/Clean-Up End Date: / / Time: : M

Event Start Date: / / Time: : M

Event End Date: / / Time: : M

1. Food vendors must supply all food service equipment necessary for the operation of their respective booths. Service equipment must be in good working order.
2. Food vendors must obtain all of their supplies and sanitary eating utensils.
3. Rented tents must be clear of all soot, grease, and debris at the conclusion of the event.
4. Food vendors will be provided with one trash barrel for use within their respective tents.
5. Each participant will be responsible for providing trash bags for trash disposal.
6. The Soul Food Festival will provide food vendors with electrical power of 110 volt and eight amps. Equipment brought onto the site shall be in good working order. All equipment shall have an equipment ground. All equipment shall be of plug-in-type. For

equipment other than 120 volt, 15, or 20 amps, the food vendor shall bring a female plug matching the plug of their equipment. After the event, the female plug will be returned to the food vendor. Soul Food Festival electricians will not make direct connections to any equipment.

7. Food vendors will supply the following information for every piece of equipment requiring electrical connection one week before the date of the event.

a. Voltage (e.g., 120 volts, 208 volts, 240 volts)

Watts (e.g., 900 watts, 1200 watts, 3,000 watts)

b. This information may be found on the manufacturer's nameplate. The Soul Food Festival doesn't supply neither extension cords nor multiple-outlet receptacles. Food vendors must provide lighting and extension cords. All electrical needs will be listed on the application. Food vendors using bottled gas must adhere to all restrictions specified by the Fire Marshall.

8. Food vendors using grease in their operation, or producing grease by-product if their operation must use grease receptacle provided. Any food vendor found dumping grease on the ground, or any other area on the event property will bear the cost and responsibility of cleaning up the grease may have caused paying for any damage.

9. The Soul Food Festival will determine the locations of each booth.

10. All food vendors must have at least one CO2 fire extinguisher in the booth at all times.

11. All food vendors must be completely set up for inspection at least 30 minutes prior to the start of the event. All vehicles at that time must be removed from the park. Failure to comply will be grounds for immediate dismissal or prohibition from future participation.

12. There will be no open fires.

General Guidelines & Information for Special Event Vending

1. Food vendors who apply and are selected must meet the guidelines established by the Soul Food Festival Office of Special Events.

· Please see important disclaimer at the bottom of this page

2. Only full-service restaurants, fast food, and licensed food vendors will be considered for participation in any Soul Food Festival Special Events.

3. Vendors must adhere to all rules and regulations set forth in this document and the hosting City Ordinances.

4. All food vendors who do not have an annual license will need to apply for and purchase a temporary event license on site at the event.

5. Food vendors will be required to show proof of Comprehensive General Liability policy with liability limits \$1,000,000 per occurrence and \$1,000,000 aggregates. The Soul Food Festival must be named as additional insured on these policies. The Soul Food Festival must receive certificates of insurance with the vendor application.

6. All vendors who have three (3) or more employees must provide a copy of Workers Compensation Insurance with liability limits of \$100,000.

7. All vendors are required to show proof of Automobile Insurance on all owned or hired automobiles with liability limits of \$100,000/\$300,000 or \$500,000 CLS.

8. Participating food vendors must comply with the rules and regulations of the hosting State's Health Department and any other governmental body with jurisdiction over any

Soul Food Festival event.

9. Food vendors must be identified at any Soul Food Festival special event by name used at the principal place of business.

10. Only approved food items as listed on the application may be sold. Participants may sell no items such as t-shirts, cups, aprons etc. during the event without written approval of the Soul Food Festival Coordinator.

11. No vendors may serve or sell any beverages.

12. The Special Events Director must approve any promotional items given away at the event in advance.

13. No roaming will be permitted during any event.

14. Trailers will be considered for events, please provide picture with application.

15. No items may be served in a glass container of any kind.

16. The event committee will review applications; specific foods must be listed on the application to ensure a balanced selection of menu items per vendor.

*The Soul Food Festival of Special Events recruits and registers vendors for each of our events. If someone other than the Soul Food Festival contacts you about vending at Soul Food Festival events, please be aware that he/she may be selling fraudulent vendor placements. Any vendors not registered through the Soul Food Festival will not be permitted at Soul Food Festival Special Events. Any person(s) found to be selling fraudulent vendor spots for Soul Food Festival Special Events will be prosecuted to the fullest extent of the law.

Menu Guidelines

Participants will NOT be allowed to serve/sell non-alcoholic beverages at any Soul Food Festival Special Events.

The majority of food preparation should take place at the food vendor's normal place of business. Specialties should be "finished off" at the site of at the event site.

Fees & Costs

There is a flat fee to participate in any Soul Food Festival Special Events.

Participating food vendors are responsible in providing tents, chairs, tables etc.

Participating vendors who would like tents and tables provided will need to pay an additional cost. Electricity will be provided at no charge.

Participants will be responsible for securing and/or paying for any special permits that may be required by the Soul Food Festival or any other governmental agency.

The Soul Food Festival is looking forward to a profitable venture for all participants. Food vendors will keep 100 percent of sales.

ELECTRICAL SERVICES

GENERATORS NOT ALLOWED

If you have any questions regarding an application for doing business in Cincinnati as a vendor please call (513) 352-6253.

**CINCINNATI HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH
FOOD SAFETY PROGRAM
INFORMATION for SPECIAL EVENT FOOD VENDORS -
2008**

To avoid potential problems you are encouraged to contact the Health Department as early as possible when planning a special event or to participate as a food vendor at an event.

Contact:

Cincinnati Health Department
Food Safety Program
1525 Elm Street
Cincinnati, OH 45202-6957
Phone: 513-352-2909
FAX: 513-352-1436

Licensing Requirements

1. Applications to sell (or distribute) food or beverages must be received by the Cincinnati Health Department at least thirty (30) days in advance of the date of the event.

Applications received less than 30 day prior to an event will not be accepted.

2. Licenses will be issued and fees collected on the first day of the event, subject to an inspection of the operation. In order to prevent delays in opening your food operation, you should have your facility operational at least two (2) hours prior to the scheduled starting time of the event.

3. License fees are to be paid by check or money order, payable to: Treasurer – City of Cincinnati.

Please complete the application and review the attached rules and regulations. Note that a diagram (drawing) of your proposed operation must accompany the application.

License fees for 2008

Commercial food operation \$135.00

Ohio Administrative Code - 3701-21-20 Temporary food service operations.

(A) A temporary food service operation, as defined in paragraph (FF) of rule 3701-21-01 of the Administrative Code, shall comply with the applicable requirements of Chapter 3701-21 of the Administrative Code, except as otherwise specifically provided.

(B) License. Before opening a temporary food service operation, the operator shall make application for a license to the board of health of the health district in which the operation will be conducted.

(C) Approval of plans, equipment, menu. Before opening a temporary food service operation, the operator shall provide, if required by the licensor, a drawing showing the layout of the facility and a letter of intent providing pertinent information such as:

- (1) Foods to be prepared and served;
- (2) Source of food;
- (3) Hot holding facilities;
- (4) Cold holding facilities;
- (5) Handwashing;
- (6) Equipment and utensils;
- (7) Support facilities; and
- (8) Any other information requested by the licensor.

(D) Food - approved source. Potentially hazardous foods not prepared at the temporary food service operation shall be prepared in a licensed food service operation and transported to the temporary food service operation by a method approved by the licensor.

(E) Food Protection. All potentially hazardous foods shall be maintained at forty - one degrees Fahrenheit and below or one hundred forty degrees Fahrenheit and above by a method approved by the licensor. Mechanical refrigeration shall be used for overnight storage of potentially hazardous foods.

(F) Equipment and utensils. A three-compartment sink system or another method approved by the licensor shall be provided or made available and used only for manual washing, rinsing, sanitizing of equipment and multiple-use utensils.

(G) Handwashing facilities. A handwashing facility or an alternate method approved by the licensor shall be available for employee handwashing.

(H) Support facilities. The operator of a temporary food service operation shall demonstrate, to the satisfaction of the licensor, a safe water supply, sewage and waste water disposal system, toilet facilities, and garbage and refuse disposal system.

(I) Floors, walls, ceilings. The requirements for floors, walls and ceilings shall be determined by the licensor. If it is determined that a floor and/or a ceiling and/or walls are necessary, the materials used for the floors or ceilings or walls and the construction thereof shall be approved by the licensor.

TEMPORARY FOOD OPERATION GUIDELINES

1. All applications MUST be received by the Health Department at least thirty (30) days prior to the event. LATE APPLICATIONS WILL NOT BE ACCEPTED.
2. Authorization to conduct a food operation will be issued upon inspection of your food booth by Health Department personnel. To prevent delays in opening your booth it is suggested that you be completely operational at least 1 HOUR prior to the event starting time.
3. Payment for license is to be made to Health Department personnel on the day of the event. Payment is to be made only by check or money order. No other forms of payment will be accepted. Make checks payable to "Treasurer City of Cincinnati."
4. Electrical service is mandatory in all food booths.
5. Limit the number of food items on your menu to two (2) or three (3). This will aid in decreasing food handling and food protection problems.
6. All food preparation and storage must be within an enclosed, covered booth or in a licensed Food Service Operation. Food storage or preparation outside the food booth is unacceptable. Store all food products, utensils, and paper goods a minimum of 6 inches off the ground.
7. All displayed food must be protected from contamination. The use of food shields, display cases or food cabinets will accomplish this in most instances.
8. All food contact surfaces, utensils, and equipment must be washed, rinsed, and sanitized before use and

as often as required. The utensil washing operation is to be done through the use of three (3) containers with removable covers. The containers must be large enough to immerse the largest utensil being used. These containers are to be set up on a separate table as far removed from the food preparation as possible.

9. Hand washing facilities are to be provided in each food booth. This must consist of hand soap, single service towels, and a container, with a spigot, for water. (May be set up on same table with utensil washing units.)

10. Perishable, cold foods are to be maintained at a temperature of 45° F, or below. Mechanical refrigeration is mandatory in every food booth to maintain proper cold temperatures.

11. Perishable, hot foods must be heated rapidly to and held at 140° F, or above. Suitable equipment to meet this requirement must be provided.

12. As much pre-preparation as possible is encouraged. Every effort should be made to minimize direct handling of food. Disposable plastic gloves are to be used by all persons handling open food. Ice must be dispensed using an ice scoop.

13. Customer utensils (forks, spoons, etc.) must be single service, individually wrapped or dispensed by persons in the food booth.

14. Condiments are to be individual serving packets, in squeeze bottles or in pump dispensers. No open containers are permitted.

15. Cream filled pastries must be refrigerated at all times unless the filling is a synthetic product which does not require refrigeration. Documentation verifying that the product does not require refrigeration must be submitted to the Health Department.

16. A metal stem thermometer must be available in the booth at all times to check food temperatures.

17. Food handlers must be in good health, personally clean, free of broken skin on the hands and forearms, and maintain proper hair control. Food handlers under the age of 14 will not be permitted.

18. No persons will be permitted to eat, drink or use tobacco within the food booth.

19. Food booths are to be maintained in a clean and sanitary condition and thoroughly cleaned after each day's activities. Adequate waste containers, a broom and a dustpan are required in each booth. Cleaning cloths must be available and stored in a container of sanitizing solution.

20. Insects must be controlled in the booth. This can be accomplished by the use of a fan blowing over the food preparation area. The use of pesticides is prohibited.

21. Any area to the rear of a food booth, approved for use, must be protected by a substantial, temporary barrier to preclude ingress of the public. The barrier is to be plastic safety fencing or similar, a minimum of four (4) feet in height.

22. A detailed drawing of the equipment/booth layout must accompany the application.

CINCINNATI HEALTH DEPARTMENT FOOD SAFETY OFFICE

**APPLICATION FOR TEMPORARY FOOD OPERATION LICENSE (PLEASE PRINT LEGIBLY)
RESTAURANT, ORGANIZATION, OR INDIVIDUAL REQUESTING LICENSE:**

Name:

Address:

Phone: (8AM-5PM)

EVENT/OPERATION DETAILS:

Date (s):

Hours:

Location: _____

Event Name: _____

List your proposed menu (include all food items):

MENU ITEMS	PREPARATION LOCATION	LIST ALL EQUIPMENT TO BE USED FOR COOKING & HOT AND COLD FOOD HOLDING

List name(s) of person(s) who will be responsible for this food operation, daytime phone numbers, and the hours the person(s) will be present:

Name	Time On Duty (e.g. 3pm-8pm)	Daytime Phone Number

THIS APPLICATION MUST BE RECEIVED BY THE CINCINNATI HEALTH DEPARTMENT 30 DAYS PRIOR TO THE EVENT. LATE APPLICATIONS CANNOT BE CONSIDERED. Issuance of a temporary food operation license requires final approval upon inspection prior to start of the event. License fee must be paid at the time of inspection. SIGNATURE ACKNOWLEDGES ACCEPTANCE OF ALL REQUIREMENTS NOTED IN "TEMPORARY FOOD OPERATION GUIDELINES" (see REVERSE). **A DRAWING (use separate sheet) OF YOUR PROPOSED OPERATION SETUP MUST BE INCLUDED WITH THIS APPLICATION.**

Signature: _____

----- DO NOT WRITE BELOW THIS LINE -----

REVIEW AND APPROVAL (PENDING FINAL INSPECTION):
 CHD Approval _____ DATE _____

LICENSE WILL BE VALID
FROM ____ / ____ / ____ **TO** ____ / ____ / ____

**CINCINNATI HEALTH DEPARTMENT FOOD SAFETY OFFICE
 ADDENDUM TO TEMPORARY FOOD OPERATION LICENSE APPLICATION**

Pursuant to the Ohio Revised Code, an equipment/fixture layout drawing is required to accompany the written applications for temporary food operation license. In the space below provide a diagram of your proposed operation showing all equipment and fixtures (number and identify equipment and fixtures). Free-hand drawings are no acceptable (i.e.

– use a straight edge for lines, etc.). Drawing must be to a MINIMUM scale of ¼ inch equals 1 foot. **Applications received without a drawing will be rejected.**

Operation Name / Contact Person: _____

Event: _____

Date of Event: _____

Drawing:

Equipment / Fixture List (Indicate # on drawing also):

1		6		11	
2		7		12	
3		8		13	
4		9		14	
5		10		15	

THIS IS THE CHECK LIST USED BY THE CINCINNATI HEALTH DEPARTMENT TO DETERMINE IF YOUR OPERATION IS READY FOR LICENSING. DO NOT SUBMIT WITH APPLICATION – FYI ONLY

YOU MUST BE IN COMPLIANCE WITH ALL ITEMS LISTED TO BE LICENSED – NO FOOD SALES PERMITTED UNTIL APPROVED TO OPERATE BY HEALTH DEPARTMENT

OK	ITEM	COMMENTS
	Approved sanitizer available.	
	Proper utensil washing setup available.	
	Handwashing facilities available (including soap, towels, and catch basin).	
	Wiping cloths in a sanitizer solution.	
	Adequate cold holding facilities (only mechanical refrigeration – no ice permitted).	
	Adequate hot holding facilities (steam tables, hot boxes) – Warn operator about use of STERNO.	
	Approved thermometer(s) available.	
	Compatible sanitizer test kit available.	
	Food/preparation shielded/protected from contamination from public and environmental sources.	
	Food stored off ground.	
	All food preparation and all facilities of operation confined within the food booth.	
	Clean implements (broom, dust pan, waste can, etc.) available.	
	Disposable food grade gloves available – verify adequate supply.	
	Hair restraints available for employees (e.g. – caps).	
	<u>THE ENTIRE OPERATION MUST BE WITHIN THE BOOTH/TENT. NOTHING PERMITTED OUTSIDE BOOTH – NOTHING!</u>	
	FEE Paid - \$135.00	

Approved by: _____ Date/Time _____