

SOUL FOOD FESTIVAL KANSAS CITY, MISSOURI

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

ABSOLUTELY NO LIQUID SALES

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 bring your own generators for electricity.

Is Your Booth: (Please check one of the following)

Craft Vendor _____

Business Vendor _____

Church Organizations/Civic Group _____

Food Vendor _____

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

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. Equipment brought onto the site shall be in good working order. All equipment shall have an equipment ground.

7. Food vendors will supply the following information for Generators and every piece of equipment requiring electrical connection one week before the date of the event. **The Soul Food Festival will not provide electricity. You must bring your own generator in good working condition and updated.**
 - 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. Food vendors using bottled gas must adhere to all restrictions specified by the Fire Marshall for each city.
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 as follows: Certificate holder is listed as additional insured on General Liability Policy as Soul Food Festival PO Box 50123 Midwest City OK 73140** and list the city you will be vending in (**i.e. Kansas City, MO**) 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 or sell any non- alcoholic or alcoholic beverages at any Soul Food Festival Special Events including smoothies, ice cream, shaved ice, ice etc. without strict permission from the Soul Food Festival.

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 their own tents, chairs, tables etc.

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

Each Vendor will have to provide their own Generators.



Kansas City Health Department
Food Protection Program
 2400 Troost, Suite 3000
 Kansas City, MO 64108
 (816) 513-6315 fax (816) 513-6290

OFFICE USE ONLY	
Permit #: _____	District: _____
Rec'd by: _____	Date: _____
Amount: _____	Check#: _____
Assigned to: _____	Date Assigned: _____

Temporary Food Permit Application

Event Information	
Event Name:	Event Location:
Event Coordinator:	Event Coordinator's Phone:
Event Start Date:	Event Start Time:
Event End Date:	Event End Time:
Vendor Information	
Vendor Name:	Vendor Phone:
Vendor Address:	
Location of vendor at event (be exact and include a map if available):	Vendor start time (at least 1 hr prior to event start time):

PLEASE NOTE: Filling out this application does **NOT** guarantee you permission to operate. You **MUST** contact the Kansas City Health Department and speak with a Food Inspector in order to complete this application process. Applications **MUST** be completed at least 14 days prior to the event or YOU WILL **NOT** BE GUARANTEED AN OPENING INSPECTION.

Please answer each of the following questions. The purpose of these questions is to minimize the risk of foodborne illness outbreaks at temporary food service facilities. By answering these questions and following health department guidelines, you can help ensure the safety of the foods served and, in turn, protect the health of your patrons.

1. List all food and beverage items to be prepared/assembled and served to the public. Attach a separate sheet if necessary. (NOTE: Any changes to the menu must be submitted and approved by the Health Department at least 10 days prior to the event.)

2. Will all foods be prepared/assembled on site? If not, which foods will not be prepared/assembled on site and where will they be prepared/assembled? (NOTE: If food will be prepared outside of Kansas City, MO, you must attach a copy of your current health permit.)

3. How will frozen, cold and hot foods be transported to the event site? Please be as specific as possible.

4. What methods will you use to ensure proper temperatures (41°F or less for cold foods; 135°F or above for hot foods) are met during the event? (i.e. coolers of ice, steam tables, etc)

5. How will food temperatures be monitored during the event?

6. Will employees/volunteers need to handle the food with their hands? If so, what type of no-bare-hand contact with ready-to-eat food tactics will you use? (i.e. plastic gloves, deli tissue, etc)

7. Describe the number, location and set up of handwashing facilities to be used by the employees/volunteers.

8. What type of sanitizer (i.e. chlorine, quaternary, iodine, etc) will be used to store wiping clothes for the proper sanitizing of food-contact and non-food-contact surfaces? (NOTE: Proper sanitizer test strips must be readily available at the event site.)

9. Will potable water (drinking water) be provided to your facility? If so, how?

10. Describe the floors, walls, ceilings and lighting within your temporary facility.

11. Who will be the Person-In-Charge of your booth at the event? (NOTE: The Person-In-Charge must be present during set-up and operation. He/she also must be able to demonstrate food safety knowledge as it applies to your operation.)

12. Has the Person-In-Charge completed a food safety course? If so, what course?

13. Please add any additional information about your temporary facility that should be considered.

Temporary Food Permit Agreement Statement

I am familiar with the Kansas City Food Code and understand that all requirements must be completed by my designated start time. I understand that failure to meet these requirements will result in either a reinspection fee or not being permitted to operate. I understand that this permit may be suspended or revoked by the Kansas City Health Department for non-compliance.

Applicant Name (please print): _____ Signature: _____ Date: _____

Food Inspector: _____ Date: _____

Fee Schedule

Please enclose a check or money order made payable to the City Treasurer. Application fee is non-refundable.
 1 day operation - \$50 2 day operation - \$75 3 to 14 day operation - \$150 Non-profit organization* - \$25
 *If you are a non-profit organization, you must provide documentation.

Rob Gilliland 816-513-6181 is the Health Dept contact. Out of town vendors have 2 weeks prior to event deadline, in town (local) vendors have 1 week prior to event to get their application in with fees paid. This only applies to food vendors.