



Sacramento Hmong New Year, Inc.

(Celebrating the Tradition, Preserving the Culture)

SHNY, Inc.

PO BOX 232118
SACRAMENTO, CA 95823

OFFICERS

Dr Benjamin Herr
President

Chong Chue Thao
Vice President

Chue Hang
Secretary

Cheng Kue
Treasurer

Brian Lao
Asst. Treasurer

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Fang, Dr. Ko
Hue, Xue
Kong, La sue
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Moua, Tou Z
Phang, Chue Tou
Vang, Yer
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Yang, John

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Yang, Lee
Chair

Xiong, Vaming
Vice Chair

Her, Thomas
Secretary

Bhe, Tom
Fang, Lance
Hang, Nhia
Kue, Judith
Lao, Boua Seng
Vang, Aaron
Vue, Chukou

TO: All Vendors

RE: Sacramento Hmong New Year Vendors for 2011-2012

Event Time: Nov 24 to Nov 27, 2011

**Location: Cal Expo 1600 Exposition Blvd
Sacramento, CA 95815**

Sacramento Hmong New Year Inc. would like thank you for taking interest in participating in our annual Sacramento Hmong New Year. We want to take this opportunity to express our sincerest appreciation for your contribution. It is through the support of individuals and corporate representatives like you, that we are able to continue to strengthen our programs and develop new innovations to help our community.

Enclosed is Sacramento Hmong New Year's vendor application package for the 2011-2012 Event.

Previous year Vendors may put down 25% deposit to secure their space. There is no refund on deposit. Vendor must contact their sales representative to make an arrangement to complete the payment before October 31st. If full payment is not received by October 31st, SHNY reserve the right to sell your spot to another vendor without refunding any deposits made.

ALL NEW VENDORS may begin to submit their applications on September 1st with payment in full. Below are some new changes this year.

1. Reminder for ALL VENDORS selling any items that can be eaten or drink, including produces and frozen sausages, you must complete and attach the Temporary Food Facility Form (TFF) with your application. This is required from the County.
2. **This year we will have PHOTO ID BADGES for all VENDORS.** A photo with your name and booth number written on the back must be attached to your application. Photos will not be return. If your photo ID badge is lost, stolen or missing, a replacement may be purchase at \$50.00.
3. **This year for ALL FOOD VENDORS, cooking will be moved to the back of your tent.** There is to be NO COOKING IN THE FRONT of your tent.



4. **NO PERSONAL HEATER IS ALLOWED ON THE PREMISES.**



For Food Vendors	Chue Tou Phang	Call (916) 236-8103
For Audio/Video Vendors	Thomas Lee	Call (530) 517-0853
For Merchant Vendors	Chue Tou Phang	Call (916) 236-8103
For Non-Profit/Herbal/Business	Brian Lao	Call (916) 236-8649
For General Information		Call (916) 821-4576

**Phone number will subject to change without notification; please check online at SacramentoHmongNewYear.com for any updates and changes.*



Date & Time for Booth Setup for All Vendors:

9:00am -7:00pm on Monday, November 21st to Wednesday November 23rd for all vendors.

- **Food Vendors and any other vendors that require a County Permit to operate your booth:** It is required to completely setup your booth on Tuesday, November 22nd. County permit inspectors will come to do the pre-inspection on Wednesday, November 23rd. Inspection day will be on Thursday November 24th and those that pass will receive their permit. Additional late fee and re-inspection fee will be charge if you fail. It is very important to pass. Please come prepare and setup your booth per site plan that you had layout on your TFF.
- **Gate 12:** will be open for all vendors to enter into Cal Expo Fairground to setup your booth from 9:00am to 7:00pm on Monday, November 21st thru Wednesday, November 23rd only.
- **Tunnel Gate:** will be open on Thursday, November 24th thru Sunday, November 27th.
Morning: Open from 4:00am to 7:00am for vendors to load and unload.
Evening: Open from 4:30pm to 7:00pm for vendors to load and unload.
 - ❖ All vehicles must be clear from the vending area before 8:00am and park in their designated vendor parking.
 - ❖ There is no in/out in the vending area from 8:00am to 4:30pm. All vehicles must be clear from Cal Expo at 6:30pm.
- **Main Gate:** will be open for the general public from 8:00am to 3:00pm from Thursday, November 24th thru Sunday, November 27th.

Make your Money Order or Cashier Check payable to:

**Sacramento Hmong New Year Inc. or SHNY
P.O. Box 232118
Sacramento, Ca 95823**

Sincerely,

Chue Tou Phang
Vendor Chairman, Sacramento Hmong New Year Inc. 2011-2012



Sacramento Hmong New Year Inc General Vendor Agreement

This VENDOR AGREEMENT (this “**Agreement**”) is made as of November 24th, 2011, (the “**Effective Date**”) by and between _____ (hereinafter referred to as “**VENDOR**”), and Sacramento Hmong New Year, Inc., a non-profit organization, its Officers, Boards, agents, employees or any person or persons under its direction or control (collectively herein referred to as “**SHNY**”).

Please read and initial by each number indicating that you have read and understood the VENDOR AGREEMENT.

Section I. Vendor Responsibilities and Obligations

_____ **Section 1.2** VENDOR is liable for their own interests, personal safety, property belongings and their customers. SHNY will not be liable for any loss or damage to VENDOR properties, success or failure, or belongings during the event.

_____ **Section 1.3** Cleaning fee is \$100.00; no money deposit required but VENDOR must properly sanitized and clean their area. A cleaning fee would be assessed for vendors who do not clean their space.

_____ **Section 1.4** VENDOR is prohibited from gambling, selling or consuming of alcohol, tobacco, illegal drugs, contrabands, or other illegal products at the event.

_____ **Section 1.5** Sleeping on the premises of the event fairground is prohibited. The event fairground and SHNY are not liable for any injury or death for those who failed to comply.

_____ **Section 1.6** ***COCA-COLA PRODUCT ONLY CAN BE SOLD DURING THE EVENT***

_____ **Section 1.7** No personal heater is allowed on the premises.

_____ **Section 1.8** It is the sole responsibility of the VENDOR to obtain all licenses and permits required by any law, regulations, or ordinances necessary to sell food and beverage items.

_____ **Section 1.9** VENDOR shall maintain their own health insurance, automobile, and liability insurance for their own employee for the duration of this New Year event.

_____ **Section 1.10** Plastic toy guns and wood guns alike are not allowed to be sold at the event. SHNY is no liable for the VENDORS loss of property if Cal Expo security/police take away the toy guns. VENDOR is responsible to retrieve their items from Cal Expo security/police.

_____ **Section 1.11** VENDOR shall not cause anything to be done whereby the fairground shall be damage. Damages to the fairground as a result of VENDOR negligence shall be the sole responsibility of such vendor.

_____ **Section 1.12** VENDOR is required to comply with all federal, state, and local laws, regulations, and ordinances.

_____ **Section 1.13** In addition to the state, federal, and local laws, VENDOR and their agents must conduct in accordance with all rules and terms made by SHNY.

Sacramento Hmong New Year Inc

General Vendor Agreement

Section II. Vendor Entry and Badges

_____ **Section 2.1** VENDOR is allowed to enter the premises of event fairground with valid parking pass issued by SHNY. VENDOR vehicles without a valid entry permit will not be allowed to enter the event. VENDOR vehicles are not allowed to enter the vending area after 8:00am. VENDOR must move all vehicles from the vending area to the parking area by 8:00am.

_____ **Section 2.2** VENDOR shall at all times display their parking permit in a conspicuous place on their vehicle. Any vehicle not displaying the furnished parking permit will be cited and towed at owners' expense.

_____ **Section 2.3** All VENDORS must display their photo ID badges at all times. A photo with the name written on the back must be submitted with your application. Photos will not be return. \$50 to replace any lost, stolen, or missing badges.

Section III. Payment

_____ **Section 3.1** Previous year Vendors may put down 25% deposit to secure their space. There is no refund on deposit. Vendor must contact their sales representative to make arrangement to complete the payment before October 31st. If full payment is not received by October 31st, SHNY reserve the right to sell your spot to another vendor without refunding any deposits made.

_____ **Section 3.2** There will be NO REFUND of any payment.

Section IV. General Requirements

_____ **Section 4.1** SHNY is not liable for any unsafe food or drink sold during this event. Vendor(s) are liable for all the products they sell. Vendors are encouraged to report any problems that occur during event to the SHNY security staffs and/or to the security officers at the event.

_____ **Section 4.2** VENDOR hereby agrees to hold harmless and indemnify SHNY and the event fairground, its employees, officers, directors, agents, affiliate of any demand, or suit arising out of, relating to or connected with any act or omissions on the part of the vendor or their agents, this agreement and any demands, claims or suits is governed by applicable laws.

_____ **Section 4.3** Violation of any of the above terms and conditions may subject to prosecution, fine, and sanction by the proper authorities. In addition, SHNY reserves the right to reprimand and terminate this agreement where vendors or their agents have violated one or more of the above notes, terms/conditions and any law, regulation or ordinances.

_____ **Section 4.4** VENDOR who is found to transport and conceal staff, weapons, or objects into the New Year intended to cause harm or incite unlawful behavior will be subjected to laws and regulations as set forth by Cal Expo or local authorities.

_____ **Section 4.5** SHNY prohibits discrimination against anyone based on race, gender, color, national origin, religion, political parties, sex, age, or disability.

**Sacramento Hmong New Year Inc
General Vendor Agreement**

_____ **Section 4.6** The VENDOR AGREEMENT, together with all applicable Appendices, constitutes the entire understanding of the Parties with respect to the subject matter.

Section V. Term of Vendor Agreement

_____ **Section 5.1** This Vendor Agreement shall commence on the Effective Date and continue to midnight on the last day of the Sacramento Hmong New Year.

I, _____ (vendor name), have read and fully understand the entire terms and conditions of this agreement contract. I agree to abide by and follow SHNY Vendor Agreement. If I violate any of the above terms and conditions, SHNY has the right to terminate me from the event without further obligation or refunds and seek punitive damages caused by Vendor's actions.

Vendor Signature

Print Name

Date

Make your cashier check or money order pay to:
Sacramento Hmong New Year Inc. or SHNY

Mail your application to:
SHNY
PO BOX 232118
Sacramento, CA 95820

General Phone 916-821-4576

**Please do not forget to turn in your Temporary Food Facility Form. A copy of the form should be attached to your application. If a TFF is needed, you can go online at sacramentohmongnewyear.com and download and print a copy to attach with your application.*

TFF is required if you are selling any food that can be eaten or drinks.

**Sacramento Hmong New Inc.
Food Vendor Agreement**

This FOOD VENDOR AGREEMENT (this “**Agreement**”) is made as of November 24th, 2011, (the “**Effective Date**”) by and between _____ (hereinafter referred to as “**VENDOR**”), and Sacramento Hmong New Year, Inc., a non-profit organization, its Officers, Boards, agents, employees or any person or persons under its direction or control (collectively herein referred to as “**SHNY**”).

Please read and initial by each number indicating that you have read and understood the VENDOR AGREEMENT

Section I. Food Vendor Responsibilities and Obligations

_____ **Section 1.1** SHNY will not provide power or a generator for any FOOD VENDORS. Vendor must provide their own power generator. Vendors are not allowed to use any of the Audio outlets or any outlets on Cal Expo.

_____ **Section 1.2** VENDOR must be stationed at their designated booth. No VENDOR will be permitted to relocate and extend beyond their assigned area without authorization from SHNY.

_____ **Section 1.3** A Temporary Food Facility Form must be completed and attached to your application. County Health pre-inspection is Wednesday before the Event. VENDORS know that if they do not pass the County inspection they may be shut down until they pass inspection. VENDOR who fails inspection shall not be refunded for space fee and inspection fee. An additional \$150 in fees will be charged for re-inspection each time to for the vendor who failed the inspection or is late. Food Vendors are aware they should attend the Health Department Workshop regarding food safety and also learn to obtain the Health Department Safety Certificate for selling food at the Event.

_____ **Section 1.4** Cleaning fee is \$100.00. No money deposit is required but VENDOR must properly sanitized and clean their area. A cleaning fee would be assessed for vendors who do not clean their space.

_____ **Section 1.5** Food Vendors shall not sell or make available for purchase any items which are not a food or beverage item. No can/glass drinks are allowed to be sold during the Event, or be allowed on the premises

_____ **Section 1.6 COCA~COLA PRODUCT ONLY CAN BE SOLD DURING THE EVENT.**

_____ **Section 1.7 ALL GRILLING OR COOKING WILL BE IN THE BACK OF YOUR TENT ONLY. NO EXCEPTIONS. No cooking or grilling in front of your tent.**

_____ **Section 1.8** All knives or other sharp objects must be securely locked and stored away from passerby when not in use. Any VENDORS who brings such objects to the Event

**Sacramento Hmong New Inc.
Food Vendor Agreement**

will be solely and totally responsible for this tool in the case it is used as a weapon against someone else.

————— **Section 1.9** SHNY is not liable for any unsafe food or drink sold during this Event. Vendors are liable for all the products they sell. Vendors are encouraged to report any problems that occur during the Event to the SHNY security staffs or security officers at the Event.

————— **Section 1.10** No personal heater is allowed on the premises.

Section II. Term of Food Vendor Agreement

Violation of any of the above terms and conditions may subject to prosecution, fine, and sanction by the proper authorities. In addition, SHNY reserves the right to reprimand and terminate this agreement where vendors or their agents have violated one or more of the above notes, terms/conditions and any law, regulation or ordinances.

This Vendor Agreement shall commence on the Effective Date and continue to midnight on the last day of the Sacramento Hmong New Year.

I, _____ (vendor name), have read and fully understand the entire terms and conditions of this agreement contract. I agree to abide by and follow SHNY Vendor Agreement. If I violate any of the above terms and conditions, SHNY has the right to terminate me from the event without further obligation or refunds and seek punitive damages caused by Vendor's actions.

Vendor Signature

Print Name

Date

****Please do not forget to turn in your Temporary Food Facility Form. A copy of the form should be attached to your application. If a TFF is needed, you can go online at sacramentohtmongnewyear.com and download and print a copy to attach with your application.***

TFF is required if you are selling any food that can be eaten or drinks.



SACRAMENTO HMONG NEW YEAR INC
 PO BOX 232118, Sacramento, Ca 95823
 Phone (916)821-4576 Fax (916) 244-7110

FOOD VENDOR APPLICATION	Booth # _____
--------------------------------	---------------

Business Name _____
 Owner's Name _____
 Address _____
 Phone () _____ - _____ Cell () _____ - _____ Email _____

Cash
 Cashier Check
 Money Order
 10x10 Cooking Tent \$155
 20x10 Cooking Tent \$255

Booth Fee, select from below <input type="checkbox"/> Corner Food Booth \$1,825.00 <input type="checkbox"/> Regular Food Booth \$1,625.00 <input type="checkbox"/> Small Food Booth \$ 900.00	Quantity _____ _____ _____	<input type="checkbox"/> High Risk \$141.00 <input type="checkbox"/> Low Risk \$67.00 <ul style="list-style-type: none"> High Risk Fee is all Vendors in the Food Section. Low Risk Fee is considering vendors selling churros, hot tea, drinks, candies, and small misc. items not in the Food Section. TOTAL BOOTH FEE \$ _____
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A TEMPORARY FOOD FACILITY FORM (TFF) MUST BE ATTACH WITH THIS APPLICATION

Parking and Entrance Passes for Food Vendors

- For 1 Food Booth: 2 Parking Passes and 8 Photo ID Badges per day
- For 1 Food Booth the size of the booth is 20x30
- For 1 Small Food Booth: 2 Parking and 4 Photo ID Badges. Booth Size 10x30

If more than 1 booth, multiply your quantity for all badges and size

Vehicle Information

Year	Make	Model	Color	License Plate No.
1.				
2.				
3.				
4.				

Name of Individual Working in Your Booth (submit Photo w/name written on back –SHNY will not return photo)

1.	3.	5.	7.
2.	4.	6.	8.

By signing this agreement contract, I understand and agree to the terms and conditions in good faith and in accordance with the applicable laws. This contract is hereby entered into between Sacramento Hmong New Year Inc (SHNY) and hereinafter, said "vendor", in the city of Sacramento and the state of California. In witness whereof, the parties hereto have executed this agreement the day and year signed below.

X	X	X
Vendor's Signature	Print Vendor's Name	Date
X	X	X
SHNY's Signature	SHNY Print Name	Date



XXXXXXXXXX

Temporary Food Facility (TFF) Operator's Packet

XXXXXXXXXX

COMMUNITY EVENT ORGANIZER MUST DISTRIBUTE ONE PACKET TO EACH TFF (FOOD BOOTH) OPERATOR FOR COMPLETION. ORGANIZER MUST SUBMIT REQUIRED PAPERWORK AT LEAST TWO WEEKS PRIOR TO THE EVENT TO AVOID LATE FEES.

TFF Operator Checklist:

- Complete Temporary Food Facility Information Sheet, and return it to your Event Organizer at least three weeks prior to the event.
- Complete TFF Menu Sheet, and return it to your Event Organizer at least three weeks prior to the event.
- Read and comply with the attached Temporary Food Facility Operating Requirements.
- Complete the attached Self-Inspection Checklist prior to selling food, and maintain it in your booth during your event.

Note: For TFF operators who participate in several community events a year, annual permits (Multi-Event permit) are available. For more information, please call (916) 875-8440 to request an application packet.

TEMPORARY FOOD FACILITY (TFF) INFORMATION SHEET

Name of Event _____

Location of Event _____ Date(s) of Event _____

Name of Food Booth (TFF) _____

TFF Person in Charge (PIC) _____ Phone _____ 2nd Phone _____

Contact Phone for day of event _____

Event Organizer _____ Phone _____

Approximate number of meals to be served _____ Number of workers _____

If event is longer than one day:

- Where will utensils be washed? (example: restaurant, church, on-site) _____
- Where will the extra food be stored at the end of the day? _____

IMPORTANT NOTES

1. Contact your local fire jurisdiction regarding applicable fire code requirements for use of cooking equipment. A list of phone numbers has been provided on page 17 of this packet.
2. Complete the "TFF Self-Inspection Checklist" before beginning to operate and keep it available for inspector review. (See pages 4-5 of packet)

Complete the following questions:

- | |
|---|
| 1. What is the final cooking temperature for chicken? |
| 2. Do you need to set up a hand-wash station in your booth? |
| 3. What do you need to bring to set up a hand-wash station? |
| 4. Do you need to set up a warewash station? What do you need to bring to set up a ware-wash station? |
| 5. At what temperature should cold foods be kept? |
| 6. At what temperature should hot foods be kept? |
| 7. Is it ok to make food at home prior to the event for serving from your food booth? |

Initial

_____ I have received a copy of the "Temporary Food Facility Operating Requirements" including the Self-Inspection Checklist, and agree to follow these requirements.

_____ I have included a site plan that indicates the proposed layout of equipment, food preparation tables, food storage, warewashing, and handwashing in my TFF.

_____ I have attached a completed TFF menu sheet.

Signature _____ Date _____

Title/Position _____

TFF MENU SHEET

List all food and beverage items (e.g., tacos, tortillas, shredded chicken, salsa, lemonade, etc.).	If food is prepared off site, give the location name, address, & phone number of place (foods may not be stored or prepared at home).	How will food be prepared (e.g., BBQ, deep-fry, grill, etc.)?	What type of insulated container will be used to transport potentially hazardous foods to keep them above 135°F or below 41°F?	Type of food holding units in booth (e.g., ice chest, freezer, chafing dishes, crock pot, etc.). Note: Use of BBQ grill to hold food is strictly prohibited.	How will the food be handled and dispensed? (tongs, ladle, etc.)
1.					
2.					
3.					
4.					
5.					

OFFICIAL USE ONLY

COUNTY OF SACRAMENTO
ENVIRONMENTAL MANAGEMENT DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION
 10590 Armstrong Ave, Ste B, Mather, CA 95655 PHONE (916) 875-8440 FAX: (916) 875-8513

TEMPORARY FOOD FACILITY (TFF) SELF-INSPECTION CHECKLIST
(TO BE COMPLETED WHEN SETTING UP ON THE DAY OF THE EVENT)

CHECK LIST REQUIREMENTS		COMPLIES		REMARKS
		YES	NO	
1.	WALLS/CEILING			
	Constructed of wood, canvas, plastic or similar material.			
2.	FLOOR MATERIALS			
	Floors smooth and cleanable (No rice hull, shavings, sawdust, grass, or gravel allowed.)			
3.	BUSINESS IDENTIFIER (SIGNS)			
	A. To be posted on or adjacent to booth.			
	B. To include name of facility, city, state and zip code.			
4.	FLY CONTROL (FOOD PREPARATION FACILITY ONLY)			
	A. All doors and openings fly proof – closable or screened.			
	B. If pass out window used, maximum 216 square inch opening and closable with tight fitting closure.			
5.	FOOD STORAGE			
	All foods stored at least 6 inches off floor.			
6.	FOOD PROTECTION			
	A. Displayed foods covered or protected with a sneeze guard, condiments in approved containers.			
	B. Equipment in good repair – free of corrosion, cracks, chips, etc.			
	C. Food storage/dispensing methods approved.			
7.	FOOD CONTACT SURFACES			
	A. Non-toxic, smooth, easily cleanable, non-absorbent.			
	B. Sanitizer bucket for wiping cloths available			
8.	HANDWASHING/WAREWASHING FACILITIES			
	A. Handwashing <u>within the facility</u> : minimum 5-gallon insulated water container with <i>hands free</i> valve, waste water catch basin, pump soap/paper towels.			
	B. Warewashing <u>within the facility</u> – minimum three 5 gallon containers for cleaning.			
	(1) Wash with clean, soapy warm water.			
	(2) Rinse with warm water			
	(3) Sanitize at proper concentration.			
	(4) Provide sanitizer test strips.			
	(5) For TFF events lasting longer than 3 days, additional requirements may be required. Contact EHD regarding these requirements.			
9.	EMPLOYEE HYGIENE			
	A. Employees in good health.			
	B. Clean hands and clothing. Hair restrained			
	C. Smoking prohibited in facility.			

	CHECK LIST REQUIREMENTS	COMPLIES		REMARKS
		YES	NO	
10.	FOOD TEMPERATURE CONTROL			
	A. Hot foods held at 135° F or above.			
	B. Cold foods held at 41° F or below.			
	C. Adequate amount of equipment provided to hold 'hot' and 'cold' foods.			
	D. Thermometer provided for perishable food refrigerators.			
	E. Metal probe thermometer for checking temperature of foods.			
11.	ICE AND ICE CONTAINERS			
	A. Ice kept clean and free of contamination.			
	B. Water proof container used; kept covered.			
	C. Ice used for refrigeration not used for consumption.			
12.	FOODS PREPARED AT OTHER FACILITIES			
	A. Facility approved by EHD.			
	B. No foods may be prepared or brought from home.			
13.	TRANSPORTATION OF PREPARED FOODS			
	A. Containers dustproof, protected from potential contaminants.			
	B. Containers keep hot foods 135° F or above.			
	C. Containers keep cold foods 41° F or below.			
14.	LIQUID WASTE			
	Waste water from sinks & other equipment drained to sewer, or other method approved by EHD.			
15.	TYPE WATER SUPPLY			
	A. Potable water supply.			
16.	TOILET AND HANDWASHING FACILITIES			
	A. Provided with warm-(where available) & cold running water, pump soap, paper towels & toilet paper.			
	B. Facilities located within 200 feet (one toilet per 15 employees.).			
17.	REFUSE STORAGE AND REMOVAL			
	A. Garbage cans or refuse bins provided.			
	B. Adequate refuse removal.			
18.	MISCELLANEOUS			
	No live animals permitted in or within 20 feet of TFF.			
19.	OPEN AIR BARBECUE			
	A. Adjacent to approved TFF.			
	C. Separated from public access by rope or other approved methods to prevent contamination and injury to the public			
	D. Protected from dust and debris			
	E. Barbecue not used as hot holding unit for cooked foods.			
	F. No other foods prepared outdoors, except food barbecued on BBQ. (i.e. No flat grill or pots on barbecue)			

Inspection conducted by: _____ Date: _____

→ IMPORTANT ←

Inspection	Be ready for inspection by the scheduled set up time: <hr/>
Ice*	If you are using ice for cold holding, have coolers filled with enough ice to keep cold foods at 41° or below. <hr/>
Thermometer*	Have probe thermometer (0-220°F) readily available <hr/>
Hot holding*	Have hot holding units set up – hold hot food at or above 135°F <hr/>
Handwash* station	Have handwash station ready <ul style="list-style-type: none">• An insulated 5-gallon container of warm water with spigot that allows hands to be free for washing• Pump soap• Paper towels• Waste water bucket <hr/>
Warewash* station	Have warewash station set up with warm water and soap in one bucket, warm water for rinse in second bucket and warm water and bleach in the third bucket <hr/>
Wastewater	Dump the wastewater at _____ <hr/>
Screening*	Screening around food tents is required if conducting food preparation. Screening may be required on <u>all</u> booths if environmental conditions pose risk of contamination (dust, flies, etc.) <hr/>
Reinspection	All reinspections will be charged a fee and may be collected by the organizer the same day <hr/>

*Subject to reinspection and/or closure if not available at time of inspection

TEMPORARY FOOD FACILITY (TFF) OPERATING REQUIREMENTS

Please Note: These requirements have been established to be consistent with state and local health code requirements and are intended to assist you in providing safe and wholesome food to the public and preventing foodborne illnesses.

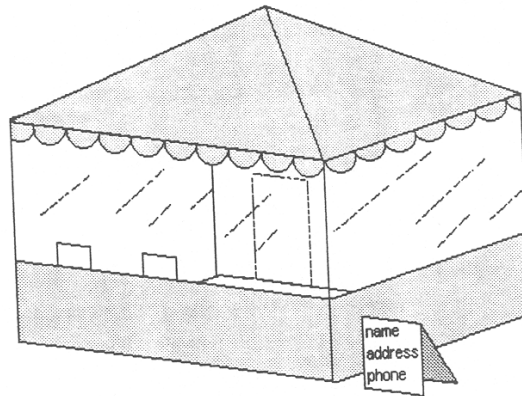
All food vendors, TFF operators, employees, and volunteers **MUST** comply with the following requirements during preparation and during all hours of operation. All TFF's are subject to inspection by the Environmental Management Department (EMD). Failure to comply with these operating requirements may result in TFF closure until violations are corrected.

1. BOOTH/TENT REQUIREMENTS

Booth Must be Fully Enclosed – If the TFF is handling any open foods (non-prepackaged foods), a fully-enclosed booth with an overhead canopy and screened sides is required. All open food items must be handled inside the fully enclosed booth. If operating after dusk, lighting is required.

Exception #1: *If the TFF is selling only prepackaged food items or whole produce, a fully-enclosed booth is not required, but an overhead canopy is required. (Examples: bottled water/sodas, prepackaged cookies, candies etc.)*

Exception #2: *A food compartment can be used instead of a fully-enclosed booth if the facility does only limited food preparation. (Examples: Hot dogs, popcorn, churros, espresso drinks, snowcones, wrapped tamales, etc.)*



Food Booth Structure - The TFF booth shall be designed to protect the food and beverages from contamination. The booth must be entirely enclosed with four complete sides, a top, and a cleanable floor. Construction materials such as plywood, canvas, plastic, and fine-mesh fly screening (at least 16 mesh/sq. inch) may be used. Rental booths constructed, as noted below, may be used when approved by EMD.

- A floor is required for a booth operating on grass or dirt. The floor must be plywood, tarp or other materials approved by EMD. (Pavement is acceptable).
- Ceiling shall be smooth, durable, and readily cleanable. Screening shall only be acceptable as a ceiling material above cooking equipment when necessary for ventilation purposes.
- Doors and food service openings shall be equipped with tight-fitting closures to minimize the entrance of insects.
- The use of more than two pieces of ancillary equipment (coolers, refrigerators, etc.) may require a separate enclosure and/or permit.

PLEASE NOTE: TFFs may be SUBJECT TO CLOSURE if the food is not protected and/or if environmental conditions pose a threat to food (example: dust, flies, etc.). If screening cannot be provided, the TFF may be subject to closure until such protection can be provided.

IF THE TFF HANDLES OPEN FOOD WITHOUT A FULLY-ENCLOSED BOOTH, THE TFF MAY BE SUBJECT TO CLOSURE

Location of Equipment

Equipment allowed outside fully-enclosed booth:

- Open flame BBQ grill
- Deep fryer
- Covered pot on top of open flame burner

Equipment allowed outside fully-enclosed booth under overhead protection:

- Flat grill
- Wok

No hot holding of foods is allowed on equipment outside the enclosed booth.

Additional Requirements:

- Food operations that have adjoining BBQ facilities and cooking equipment set up outside the enclosed booth should have a pass-through window to allow for foods to be brought inside the booth.
- One ice chest for each kind of meat/food item approved to cook outside, is allowed outside booth next to the cooking equipment. All other ice chests with food items must be stored inside the booth.
- All approved equipment outside of the booth must be sectioned off from the public by using ropes or other approved methods (e.g. caution tape) to prevent contamination of the food and injury to the public.

Handwashing Station

A handwashing station is required if any non-prepackaged foods will be handled (including samples).

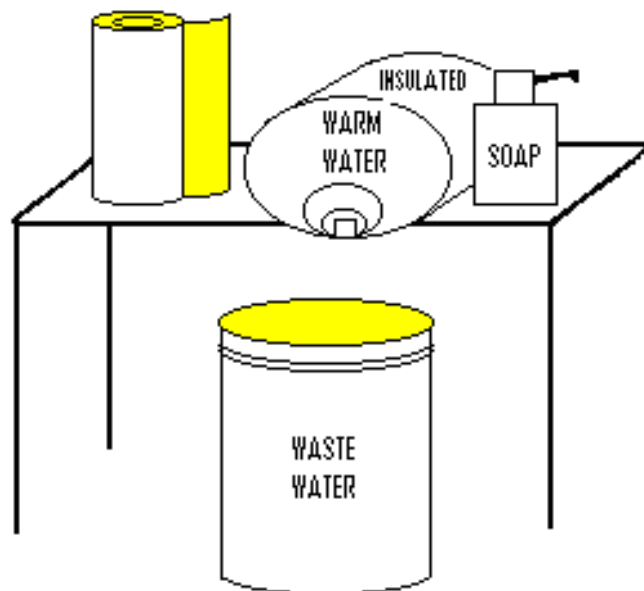
Where to set up:

The hand wash station should be placed inside the booth in an unobstructed area that is easy to access and use at all times.

How to set up:

- 5 gallon insulated container of warm water (100-108°F)
- Soap in a pump dispenser
- Paper towels
- Catch basin for waste water
- Garbage bag or bin for waste paper towels

Community events lasting for more than 3 days require a handwashing sink with warm water in each TFF. Contact EMD with any questions regarding these requirements at (916) 875-8440.



IF THE TFF IS HANDLING OPEN FOOD AND LACKS A HANDWASHING STATION, THE TFF IS SUBJECT TO CLOSURE

Warewashing/Utensil Washing Station

A warewashing station is required if any open food is prepared and/or served using multi-service utensils (examples: knives, scoops, chafing dishes, tongs, ladles, cutting boards etc).

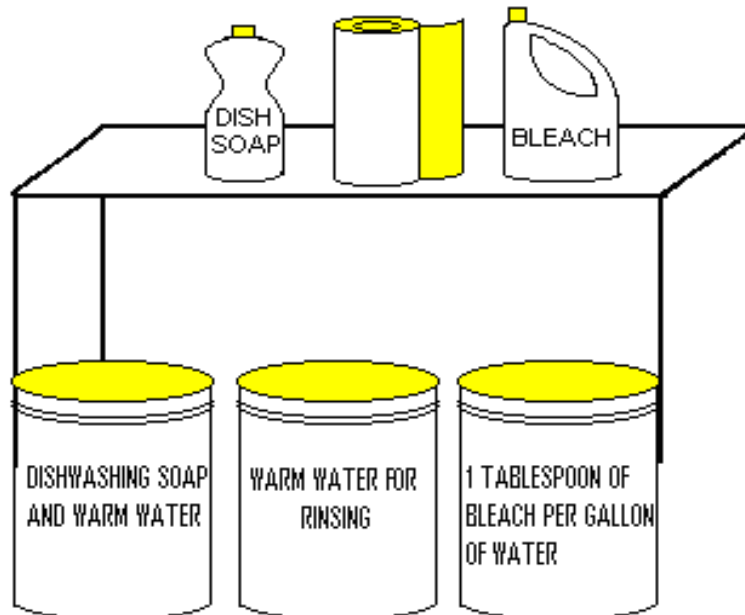
Where to set up:

The warewash station must be set up under overhead protection so that it is protected from physical contamination.

How to set up:

Provide three 5 gallon buckets:

- 1st bucket: Fill with soap and water
- 2nd bucket: Fill with clean water
- 3rd bucket: Fill with sanitizer solution (100 ppm chlorine)
How to make sanitizer solution: Add 1 tablespoon of bleach per gallon of water. (Quaternary ammonia at 200 ppm is also acceptable)
- Provide Test Strips: Test strips to measure sanitizer (chlorine or quaternary ammonia) concentration must be available. (A list of places where strips can be purchased is attached at the end of the packet).



IF THE TFF IS HANDLING OPEN FOOD AND USING MULTISERVICE UTENSILS AND IS LACKING A WAREWASHING STATION, THE TFF MAY BE SUBJECT TO CLOSURE.

Identification of TFF:

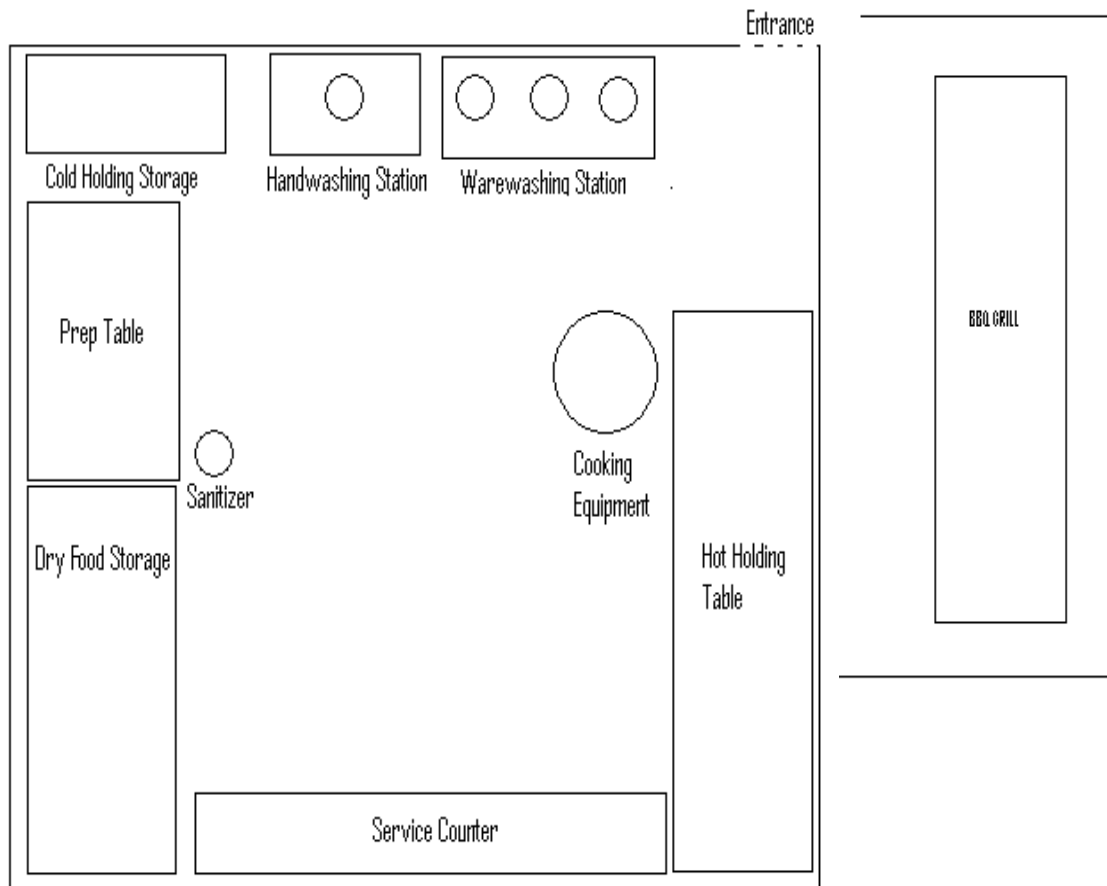
The TFF shall have a sign containing the following information:

- **business name of the TFF – 3” min letter height**
- **city, state, ZIP code – 1” min letter height**
- **name of the operator – 1” min letter height**

The information shall be legible and clearly visible to patrons and shall be of a color contrasting with the surface on which it is posted.

Site Plan

Example of site map for TFF booth that handles open food.



2. APPROVED FOOD SOURCE

- All the food items shall be obtained from approved sources and be kept free from adulteration and spoilage.
- **Food prepared or stored at home is prohibited from use.**
- All water shall come from an approved source and must be potable (drinkable).
- Ice used for refrigeration of food shall not be used for consumption.

IF THE TFF HAS FOOD FROM AN UNAPPROVED SOURCE, THE TFF IS SUBJECT TO CLOSURE

3. FOOD TEMPERATURES

Adequate temperature control shall be provided for all potentially hazardous foods. Potentially hazardous foods (including, but not limited to, meat, dairy products, cooked vegetables, batter with eggs for food items such as funnel cakes etc.) must be kept either:

- **below 41°F**
or
- **above 135°F**

Sufficient cold and hot holding equipment must be provided to keep the food items cold (at or below 41°F) or hot (at or above 135°F).

Holding of hot foods:

- Hot PHFs must be maintained at 135°F or above.

Examples of approved hot holding equipment:

Steam table, chafing dishes with sternos, cambro etc. **NOTE:** *The above-mentioned equipment may not be used to reheat food items. Reheating must be done on a stove, grill, or microwave so food can reach 165°F.*

- All food hot held during the day must be discarded at the end of the operating day.

Holding of cold foods:

- All Potentially Hazardous Foods (PHF) shall be maintained at 41°F or below.
- **Examples of approved cold holding equipment:**
Refrigerator, freezer, or ice chests with a sufficient amount of ice to surround the food.
- PHFs maintained at a temperature of 41°F or below may be used the next day whereas food items held between 41°F- 45°F must be discarded at the end of the operating day.

Final cooking temperatures:

The following foods must reach the indicated internal final cooking temperature for a minimum of 15 seconds:

- Poultry or stuffed meats: 165°F
- Ground Beef: 155°F
- Eggs: 145°F
- Beef or Pork: 145°F

Reheating of PHFs:

Reheat all food items rapidly to 165°F on an open flame burner, stove, oven or microwave.

Cooling:

Cooling hot foods is not allowed in TFFs unless approved by EMD before the event. For more information contact EMD.

Probe Thermometer:

Provide a metal probe thermometer that reads 0°F- 220°F to check holding and final cooking temperatures.



IF THE TFF LACKS SUFFICIENT EQUIPMENT FOR PROPER TEMPERATURE CONTROL, IT MAY BE SUBJECT TO CLOSURE.

4. FOOD HANDLING

Where to prepare food

- All food handling and preparation shall take place within a fully-enclosed food booth unless a different preparation site has been approved by EMD (examples: restaurant, delicatessen, church, or school kitchen).
- Mobile food facilities (food carts) must prepare food in a food compartment or be in a fully-enclosed TFF.
- Food preparation surfaces must be smooth, easily cleanable, and non-absorbent.

Food Preparation

Keep all food items covered and conduct open food handling/preparation inside the TFF. Safe food handling techniques must be used at all times. Whenever practical, food handlers shall use tongs, serving utensils, disposable plastic gloves, or single use tissue paper when handling food.

To prevent cross contamination of foods, employees/workers should be assigned different tasks such as: handling money, preparing ready to eat foods, or preparing raw meats.

Utensil/Equipment Washing:

- All utensils must be washed, rinsed, and sanitized using the three bucket system.
- All food contact surfaces (cutting boards, tongs, knives, etc.) must be washed, rinsed, and sanitized at least once every 4 hours.

Wiping towels:

- Wiping towels used to clean food spills shall not be used for any other purpose.
- Wiping towels used for cleaning food spills must be held in sanitizing solution (100ppm chlorine or 200 ppm quaternary ammonium solution). NOTE: the sanitizer solution for utensil washing may not be used for storing wiping towels.

Food transportation:

PHFs must be protected from temperature abuse and contamination. Keep all food items covered and maintain proper food holding temperatures. Use insulated or warming containers to keep hot food items at or above 135°F. Use ice chests or refrigerated trucks to maintain cold food items at or below 41°F.

Food storage:

All food, beverage, utensils and equipment shall be stored, displayed and served so it is protected from contamination and shall be stored at least 6 inches off the floor. Unopened (factory-sealed) containers of non-potentially hazardous food may be stored outside or adjacent to the TFF.

When the TFF is not operating, food shall be stored using one of the following methods:

- Within a fully-enclosed TFF
- Within a permitted food facility or other facility approved by EHD.
- In lockable food storage compartments or containers meeting both of the following conditions:
 - The food is adequately protected at all times from contamination, exposure to the elements, entrance of rodents and other vermin, and temperature abuse.
 - The storage compartments or containers are approved to be used for food storage.

Bottled and canned beverages **shall not** be placed in ice water within a customer self-service area. These beverages can be placed in ice and handed out by a TFF employee.

Condiments:

Condiment containers shall be pump style, squeeze containers, or have self-closing covers or lids for food protection. Single service packets are recommended.

Insect Control:

Food should be protected from flies and insects as they carry and transmit bacteria that may cause a foodborne illness.

Sampling:

The following requirements apply to the sampling of unpackaged foods from a TFF:

NOTE: Any sampling operations that involve onsite portioning or handling of unpackaged or opened foods requires handwash and warewash facilities as described earlier and may also be required to be fully-enclosed. Contact EMD for more information.

Customer Self-Service Sampling Operation Requirements:

- Sneeze guards are required to shield uncovered self-service sampling displays. The direct line between the customer's mouth and the food must be intercepted. **NOTE:** Sneeze guards are not required for sampling operations that sample food items which are dispensed from a shaker, or similarly enclosed device which prevents direct hand contact with the food.
- PHF samples must be kept at approved hot and cold holding temperatures throughout the duration of the sampling period. (hot foods at 135°F or above, cold foods at 45° F or below).
- Food displayed for customer self-service shall be individually portioned into single service wrappers or utensils. Use of communal service bowls is not approved (example: open bowl of pretzels or chips).
- There shall be constant supervision by a TFF employee of all food displayed for customer self-service. **NOTE:** TFF operators are responsible for preventing and discouraging "double-dipping" by consumers.

Employee-Distributed Sampling Operation Requirements:

As an alternative to customer self-service sampling, samples may be distributed individually by a TFF employee.

- Samples must be individually portioned for distribution using single service wrappers or utensils. (example: toothpicks).
- Samples must be given to each customer individually by a TFF employee.
- PHF samples may be kept at ambient temperatures for the purposes of serving ONLY. The time that food may be held at ambient temperatures must not exceed 4 hours.

5. PERSONAL HYGIENE REQUIREMENTS

Worker Health/Hygiene:

No sick employees may work in a TFF. All employees/workers who prepare and/or serve food must be in good health. Any person with symptoms of: abdominal cramps, nausea, fever, vomiting, diarrhea, jaundice, sneezing, coughing, or a person who has open sores or infected cuts on their hands, is not allowed to work in the TFF.

All employees/workers shall wear clean outer garments and must restrain hair.

Smoking is not allowed in the TFF or any other cooking areas.

Handwashing

Poor personal hygiene is the leading cause of foodborne illness outbreaks at Community Events. Lack of proper handwashing can contaminate food.

All workers shall wash their hands prior to starting food preparation activities, after touching the face, handling money, using the restroom, smoking, removing garbage, and/or whenever switching between handling different types of food items, or at other times as necessary to prevent cross contamination.

Restrooms

At least one toilet and hand washing facility for every 15 employees shall be provided within 200 feet of each TFF.

6. Person in Charge

A person in charge (PIC) must always be present at all times. This person is responsible for all operations of the TFF and ensures all employees/workers are following correct food safety procedures.

7. Waste Disposal

Liquid waste - Liquid waste must be disposed of into an approved sewage system or holding tank and **must not be discharged onto the ground or a storm drain.** Any observed mixing of potable water and wastewater shall result in the immediate closure of the TFF.

Solid Waste - Garbage and refuse must be stored in leak-proof and fly-proof containers and serviced as needed. Plastic garbage bags are recommended in each TFF. All wastes at the end of the event or as necessary shall be disposed of in a proper manner (example: garbage dumpster or receptacles).

8. Animals

No Live animals, birds, or fowl are permitted in or within 20 feet of a TFF.

Local Fire Departments Phone Numbers

- Sacramento City Fire Department: (916) 433-1300
- Sacramento Metro Fire Department: (916) 566-4400
 - (Rio Linda, Fair Oaks, Florin, Fruitridge, Rancho Cordova, Citrus Heights, Carmichael, & Sloughhouse.)
- Cosumnes Fire Department: (916) 405-7100
 - (Cosumnes Area, Elk Grove & Galt)
- City of Folsom Fire Department: (916) 984-2280
- City of West Sacramento: (916) 375-6474

Locations to obtain Sanitizer Test Strips

Auto-Chlor System www.autochlorssystem.com	3000 Academy Wy, Suite 100 Sacramento, CA 95815	(916) 920-0125
Bailys	Lodi, New Jersey	(201) 343-8004
Smart & Final (Ask for at register)	1101 Richards Blvd Sacramento, CA 95814	(916) 441-1618
Catering Food Supply	8531 Thys Ct Sacramento, CA 95831	(916) 387-6498
CMA	9269 Survey Rd Elk Grove, CA 95624	(916) 685-5435
Cresco-Resco www.restaurantequipment.com	951 Richards Blvd Sacramento, CA 95814	(916) 446-3300 (800) 845-6677
Dong Vinh Inc. Restaurant Equipment and Supplies	6500 Florin-Perkins Rd Sacramento, CA 95828	(916) 391-8181
Delta TRAK www.deltatrak.com	P.O Box 398 Pleasanton, Ca 94566	(925) 249-2250 (800) 962-6770
Eco-Lab	Rancho Cordova, CA	(916) 315-8808 / (800) 352-5326 (651) 293-1963
PBI Market Equipment Inc.	2667 Gundy Ave Sugar Hill, Ca 90755	(562) 424-0993
Same Day Distributing www.same-day.com	5962 Buckingham Dr Huntington Beach, CA 92649	(800) 735-2261
Sierra Chemical	788 Northport Dr West Sacramento, CA 95691	(916) 371-5943 (714) 379-2060
Smart and Final (Ask for at register)	1730 Watt Ave Sacramento, CA 95825	(916) 484-7402

* This list is provided for your convenience and does not represent an endorsement by the Sacramento County Environmental Management Department

