



RIVERFest 2012 Food Vendor Invitation

The Elizabeth River Project would like to invite your business to participate in RIVERFest 2012. This exciting, educational, family-oriented event is to be held Saturday, April 28th in Colonial Place along the River in the 600 block of Mayflower Road. We are offering the opportunity for restaurants and other businesses in the Lafayette River Watershed to participate in supporting our efforts to make the river swimmable and fishable by 2014.

For a \$50 entry fee payable to the Elizabeth River Project, you purchase a 10' x 10' vendor space for your tent where you can sell local and/or environmentally friendly food and beverages (no alcohol permitted). Your \$50 entry fee goes to the restoration project and whatever you sell at the event goes to your business! You will be responsible for set up, staffing and take down of your own space, as well as providing your own tent, tables, and chairs. Please note specific instructions attached.

RiverFest 2011 attracted 1500 visitors and we anticipate this year's festival growing in popularity. Current festival plans include live music, water events, contests, a Scoop the Poop relay race, a dog costume parade, a rain barrel workshop, river art, green gardening stations, tours of the world famous Learning Barge, a visit to a River Star home, and many other educational and inspiring activities.

Please review the attached information carefully. In addition to the fee for your vendor space, other fees include \$40 for your temporary food service permit and \$50 for your City of Norfolk Special Event Business License. For more information, please contact Sandra Livsey at 757-627-4972 (livsey@cox.net) or Fleta Jackson 757-823-4007 (fleta.jackson@norfolk.gov).

We look forward to your participation!

Sandra Livsey
Food Vendor Coordinator



RIVERFest Food Vendor Information at a Glance

We are delighted to have chosen you as a potential food vendor for our family-oriented, educational event! Please be aware of the following:

- Exhibit space is limited to 10 food vendors.
- Food vendor form and \$50 fee are due to the Elizabeth River Project by January 3, 2012
- Vendors will be accepted on a first come, first served basis
- 10' x 10' booth space
- No electricity provided (make sure you have coin change available on the day of the festival)
- Vendor provides all set-up equipment, such as fire-retardent tent (pop-ups only-no tent stakes can be driven into the roadway), tables/chairs, and cooking/heating/cooling/serving equipment .
- Vendor assumes all responsibility for safe and secure display/storage/management of materials, food, and sales-related funds
- Neither the Elizabeth River Project nor any festival sponsors are responsible for any vendor losses
- Vendor may keep proceeds from his/her food sales and is responsible for collecting payment and all applicable sales tax in accordance with legal requirements
- Elizabeth River Project will provide free promotion for your participation if all permits and fees are received by January 3, 2012
- Vendor set-up begins at 7:30 am and must be completed by 9 am
- Final inspection by health department and fire department begins at 9:00 am; paper permit from the health department will be issued at that time
- Vendor will remain set up and open until 4 pm and must be taken down by 6 pm
- Vendor booth space will be staffed at all times
- Festival space will be closed to vehicular traffic at 9 am and reopen again at 5 pm when the festival has concluded
- Norfolk Department of Public Health temporary food service establishment requirements are your responsibility; they are included in this packet as is the application for temporary food permit (\$40.00)
- Please note the application for a special event business license is also your responsibility and is included in the packet as well (\$50.00)
- Fire Marshal's Office fire safety requirements are also enclosed and must be signed to certify that you have read and agreed to the requirements: return with your packet by January 3, 2012
- For questions or more information contact : Sandra Livsey at 757-627-4972 (livsey@cox.net) or Fleta Jackson 757-823-4007 (fleta.jackson@norfolk.gov)

City of Norfolk
Application for Special Event Business License

New Applicant **Renewal – Account #** _____

Applicant Name & Mailing Address

Trade Name & Business Address

Social Security # or Federal ID#: _____

Phone Numbers: Business _____ Cell/Other _____

Description of business activity:

- | | | | |
|--------------------------|---|----------|------------------|
| <input type="checkbox"/> | Non-food Vendor | \$50.00 | <u>999100-01</u> |
| <input type="checkbox"/> | Non-food Vendor - games, rides, etc.
10% admissions tax required | \$50.00 | <u>999100-01</u> |
| <input type="checkbox"/> | Food Vendor – Prepackaged | \$50.00 | <u>999101-01</u> |
| <input type="checkbox"/> | Food Vendor – On site prepared foods
6.5% meals tax required | \$50.00 | <u>999101-01</u> |
| <input type="checkbox"/> | Itinerant Merchant or Show Promoter | \$500.00 | <u>999300-01</u> |
| <input type="checkbox"/> | *Scope Promoter (please call for license fee) | | <u>999300-02</u> |

Event name and date(s) in Norfolk:

1. _____
2. _____
3. _____
4. _____

This information is true and correct to the best of my knowledge.

Name (Print) _____ Title _____

Signature _____ Date _____

Please notify this office if any of the above information changes

Phone 757-664-7394 - Fax 757-441-1346

ENCLOSE FEE - payable to Norfolk City Treasurer

Return to: Andrea Jackson, License Inspector, Commissioner of the Revenue,
P O Box 2260, Norfolk, VA 23501-2260

THE APPLICANT SHALL COMPLY WITH ANY SPECIAL REQUIREMENTS OF THE
HEALTH AUTHORITY ISSUING THE PERMIT.
NORFOLK DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH SERVICES
830 SOUTHAMPTON AVENUE
NORFOLK, VIRGINIA 23510

APPLICATION FOR TEMPORARY FOOD SERVICE PERMIT
(Please Print or Type)

Date: _____

Event: _____

Event Location: _____

Dates of Operation: _____ Hours: _____

Type of Food Facility: _____
(push cart, truck, tent, beverage wagon or kitchen)

Name of Vendor or Organization: _____

Address: _____

Organization Representative: _____

Telephone numbers: (Work) _____ (Home) _____ (Cell) _____

Name of person in charge of your Food Operation during the Event: _____

Telephone numbers: (Work) _____ (Home) _____ (Cell) _____

**Annual fee of \$40.00 per year as long
as menu remains the same for all
events.**

*****Temporary food establishment means a FOOD ESTABLISHMENT that
operates for a period of no more than 14 days in conjunction with a single event
or celebration. *****

**TEMPORARY FOOD SERVICE ESTABLISHMENT REQUIREMENTS
FOR
NORFOLK DEPARTMENT OF PUBLIC HEALTH**

The following requirements are pursuant to **Chapter 18** of the City of Norfolk, Virginia in Ordinance and Code Regulating Food and Food Establishments, and **Chapter 421** of the Rule and Regulations of the Board of Health, Commonwealth of Virginia governing restaurants.

Please read these requirements carefully and complete the required application for a Temporary Establishment Permit. For additional information, please call **757-683-2712**.

Permit

1. Persons responsible for the preparation and/or serving of food (for sale, distribution, or as a gift to the public) are required to obtain a Health Department permit for Temporary Establishments.
2. Applications for the permit must be received at least fourteen (14) days prior to events.
3. Health Department permits are not transferable to another party.
4. Only food items listed on the application can be served unless changes are approved by the Health Department in advance. No changes will be made the day before an event.

Source

1. **NO HOME PREPARED FOODS**. All food product including **beverages, ice, and water** must come from a Health Department approved source (i.e. restaurant, grocery or wholesale).
2. All shellfish (oysters, clams, and mussels) must have approved shellfish shipper's tags.

Transportation

1. Food must be transported in a sanitary manner that will ensure that the product will not become contaminated. Those food items considered potentially hazardous must be kept refrigerated below 41 degrees Fahrenheit or held hot, above 135 degrees Fahrenheit during transportation.

Storage

1. All food products, food equipment, and single service items (plates, cups, and tableware) must be stored off the ground. Plastic bread pallets and empty boxes may be used for this purpose.
2. No food or drink items may be stored in direct contact with undrained ice. Beverage containers (canned or bottled) may be stored in drained ice provided the drainage creates no nuisance.
3. Blue ice packets may be used instead of ice as a coolant as long as there is sufficient amount to keep the food below 41 degrees Fahrenheit.
4. Storage of food product or equipment in garbage bags is prohibited. Only clear food grade plastic is acceptable.
5. Electric refrigeration/freezer or refrigerated truck is preferable is applicable.

Preparation

1. Preparation of food items on site is to be kept to a minimum.
2. Any fruits and vegetables used as part of the menu must be washed before use.
3. Preparation of potentially hazardous foods must be done quickly, so that the product does not remain in the temperature danger zone (41 – 135 degrees Fahrenheit) for too long a period of time.

4. Precautions must be taken to minimize flies or other sources of contamination during the handling process.

Cooking and Serving

1. A calibrated metal stem thermometer must be provided for those vendors who will be selling potentially hazardous foods.
2. Those responsible for cooking potentially hazardous foods must have knowledge of the proper cooking temperatures of their particular products. Note:
 - Poultry an stuffed products must be cooked to 165 degrees Fahrenheit**
 - Ground beef and other ground meats cook to 155 degrees Fahrenheit**
 - Seafood and other meat products cook to 145 degrees Fahrenheit**
3. Precautions are to be taken to minimize contamination of food by patrons during the preparation/cooking/display process.
4. Food on display must be wrapped or have a sneeze shield protection or otherwise be adequately protected.
5. Food held in warming units or display units for serving must be held at a temperature of 135 degrees Fahrenheit or greater.
6. Leftovers should be kept to minimum. Proper cooling procedures must be followed or food will be discarded. Food must be cooled within four (4) hours from 135 to 41 degrees Fahrenheit. Ice baths are recommended for passing the food quickly through the danger zone.

Physical Facilities

1. Food grade hoses for potable water use are required – no garden hoses are permitted.
2. Overhead protection is required over all food and beverage operations. An example is a tent, awning or umbrella.
3. Flooring is recommended to minimize dust. Tar paper or rubberized matting is suggested.
4. Toilet facilities must be provided and conveniently located.
5. A portable three (3) compartment sink set up is required for washing, rinsing and sanitizing of equipment. A sanitizing chemical (bleach or Quats) must be provided with the appropriate test strips. A bucket for sanitizing solution for wiping clothes is also required. A good guide for measuring bleach is: one (1) teaspoon per gallon (Note: bleach must be regular, unscented bleach).
6. Garbage, trash and refuse must be containerized and properly disposed of during and after the event. Any liquid waste or grease must be disposed of in approved containers. If the event coordinator does not provide containers, then they must be transported away from the site and emptied in approved sewage system.

Personal Hygiene

1. A means of hand washing must be provided. Moist towelettes are suitable for prepackaged or limited handling menus only. A portable hand washing station with soap, water and towels is required for all other types of menus.
2. Gloves may be used but for one (1) task only.
3. Effective hair restraints shall be worn.
4. There shall be no eating, drinking, or smoking while handling foods. These tasks must be performed outside of food preparation area.

PLEASE PROVIDE THE FOLLOWING INFORMATION. FAILURE TO PROVIDE THE NECESSARY INFORMATION REGARDING YOUR OPERATION MAY DELAY THE PROCESSING OF YOUR APPLICATION.

LIST ALL FOOD AND BEVERAGE ITEMS BELOW

FOOD/BEVERAGE	SOURCE ADDRESS	WHERE PREPARED	METHOD OF PREPARATION EQUIPMENT USED
Example: Hot Dogs	Grocery/Food Lion	Joe's Restaurant and on site	Cooked in large pot

FOOD BEVERAGE	SOURCE ADDRESS	WHERE PREPARED	METHODS OF PREPARATION EQUIPMENT USED

HAND WASHING METHODS	CONDIMENTS	LIST ALL UTENSILS (How are they cleaned)	TYPES OF REFRIGERATION	LIST ALL COOKING EQUIPMENT
Example: Soap, water, towels	Prepackaged mustard and ketchup	Tongs, spatulas, knives (bleach and water sanitizer)	Reach-in refrigerator cooler with ice	Electric grill, fryer, steam table

DIRTY EQUIPMENT DELIVERED TO SITE WILL NOT BE PERMITTED

PLEASE CALL THIS OFFICE PRIOR TO THE EVENT TO VERIFY THE STATUS OF YOUR APPLICATION. PLEASE NOTIFY THIS OFFICE OF ANY CHANGES IN YOUR APPLICATION.

I have read the attached instruction, understand them and will comply with their requirements. I understand that failure to comply may result in a permit not being issued or a permit suspension.

_____ (Date) _____ (Signature)



Fire Safety Requirements

Fire Department/Fire Marshal's Office

Contact: Assistant Fire Marshal, Barbara Tabor 757-664-6604 barbara.tabor@norfolk.gov

Tents:

- **All** tents are to be anchored to withstand the elements of weather and collapse
- Tents over 200 sq. ft. or canopies over 400 sq. ft. shall not be erected without a permit from the building official's office
- A 12 ft. firebreak shall be maintained between **all cooking tents**
- Tents shall be labeled and certified as **flame resistant**. A flame retardant certificate shall be kept on site and available to the fire official
- Combustible materials (hay, mulch, straw, shavings, etc) shall not be located in any tent
- All combustible **trash** shall be removed daily
- All tents shall have portable fire extinguishers

Cooking:

- All cooking appliances or any devices with open flames or heating elements must be on the outer edge of the tent, preferably the rear or sides of the tent.
- All electrical appliances shall be installed & maintained in accordance with good fire safety practices.
- Tent flaps/side curtains may not be down while cooking appliances are in use
- Extension cord shall be of the three prong type approved for **outdoor use only** and shall not be subject to physical damage by pedestrian or vehicular damage
- Any structure under which food cooking takes place must be inspected by the fire official
- All turkey fryers will not be permitted at events open to the public or held on any city property
- Cooking tents will either have 1- **40BC or K type** extinguisher location accessible and visible to all occupants of the tent for immediate use. All areas with "pig cookers" shall have a fire extinguisher. The extinguishers must have current inspection tags and be operational. Newly purchased fire extinguishers may use the sales slip to show the inspector that they are within code. Tents can use an **ABC extinguisher** if not frying foods.
- The vendors need to take safety precautions to keep the public from accessing hot cooking surfaces, open flame/heating elements, steam tables or other cooking areas. They may use tables, screens, etc
- Trailers with a range hood system are required to have a 40BC extinguisher.
- Trailers with hood suppression systems would need an **extinguisher that is compatible to the agent in the hood system** that is not always a B/C fire extinguisher.
- You are **NOT** to wash down greasy equipment such as deep fat fryers on site causing waste run off into the storm drains and grassy areas. The dirty cooking equipment shall not be washed over the storm drains, with hoses in the grass or in the middle of walk ways.

- The event organizer shall have proper containers for waste water and grease. You will be responsible to clean up over flow & spillage if it occurs when using these containers. Please alert the event organizer if you notice these containers getting full because it is their responsibility to get these dumped.
- Charcoal grills shall be used outside the tent area and on a flat stable non-combustible surface.

Tanks:

- **LP tanks** must be kept **10 feet away** from cooking appliances or ignition sources with relief valves directed away from the interior of the tent. All LP connections must be “leak tested” before lighting appliances. The use of long matches or electric matches is recommended to light appliances. Cooking appliances must have the 10 ft propane lines on them no other may be used
- All compress gas containers must be secured against falling. (Tie down, tie together, inside a container, rack or secured to a post). The tanks must be on a firm, stable, flat surface

Do not leave LP appliances unattended while in use

I have read and understand the Special Events Fire & Safety Requirements as outlined above. I also understand that the fire department may inspect my booth at any time before, during or after any special event.

Signature: _____ Date: _____

Print Name Here: _____

Please make a copy of this agreement and return the signed original to the RiverFest organizers. In addition all food vendors are required to have the following documents.

- Food Vendor Insurance Certificate*
- Special Events Business License: Commissioner of Revenue*
- Temporary Food Permit: City of Norfolk Health Department*