

City of Princeton

July 4th Spectacular

Food Vendor Application

Friday July 3, 2015

5:00PM-10:00PM

Company/Organization: _____

Contact Name: _____

Street/Mailing Address: _____

City: _____ State _____ Zip Code: _____

Telephone (day) _____ (evening) _____ Cell: _____

E-mail: _____

FOOD VENDOR FEE-\$60.00 per space (20'x 20')

10% Discount for returning vendors if application is received by May 1, 2015

No alcoholic beverages

*Temporary Food Permit must be obtained from [Collin County Health Department](#)

*Trailers will be required to have minimum of 2 spaces (measurements and picture of trailer required)

*Food items to be sold _____

Only items listed above will be allowed to be sold

OF SPACES _____ ELECTRICITY NEEDED- YES / NO **110 or 220** plug needed

ONE PLUG PROVIDED FOR EACH SPACE (must be requested when application is turned in)

Payment Information: Check # _____ Cash _____ Visa _____ MasterCard _____ Amount Paid \$ _____

Visa/MC # _____ Expires _____/_____/_____

Name on Card _____ Signature _____

Check ALL appropriate boxes:

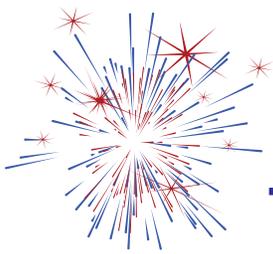
___ Applicant is a Charitable/Non-Profit Organization Tax ID (required) _____

___ Applicant is For Profit Organization or Individual.

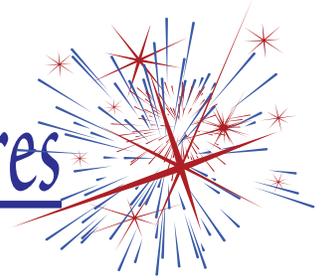
___ Valid current Sales Permit Number (required for all booths with sales): _____

There will be a raffle during the event. If you would like to donate items for the raffle please list what you will be donating _____

**Food Vendor Deadline
June 19, 2015**

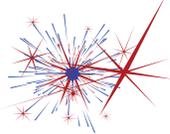


Event Rules, Polices and Procedures



Application:

Application must be received on or before June 19, 2015. The City of Princeton reserves the right to reject application. You will receive written notification on your rejection no later than June 30, 2015. All vendors must submit payment with application. The application should include photographs, list of items to be sold, prices of items to be sold & list of donated items for raffle. Submission of the application does not guarantee acceptance. Applications will be processed in the order they are received.

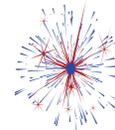


Booths:

Exhibitors are to provide their own canopy, displays, tables, chairs, racks, shade, ice, etc. The City will provide only booth space. Booth space may not be traded, exchanged or assigned to others. Booths, exhibits, and trailers must fit in the space provided, no longer than 20x20 end to end. If larger than 20x20 vendor will be required to pay for two spaces. Vendors may only sell the items specified in application. Additional items may not be sold. The number of vendors offering the same or similar items will be limited. The City is not responsible for duplication of items among vendors. Vendors are encouraged to remain open during the event from 5:00-10:00 pm. The City reserves the right to cancel any vendor application and the terms of this agreement at any time for any reason, without penalty to the City of Princeton. All decisions made by the City of Princeton will be final.

Electrical Power:

To obtain electrical service for your booth you must request electricity (110 or 220) when submitting application. We will not be able to supply electricity if it is not requested on application. One plug will be provided per space. Additional plugs will require purchase of additional space. You will need to specify the voltage that you are requiring on application (110 or 220). Exhibitors are to provide their own extension cord. (Minimum of 15 feet commercial extension cords). Generators may be allowed if approved by the City.

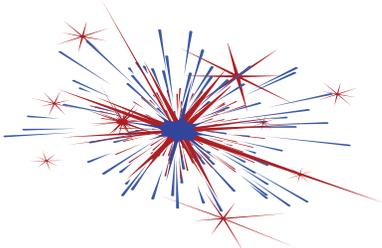


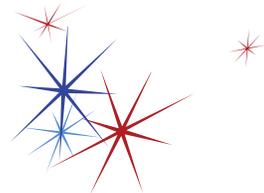
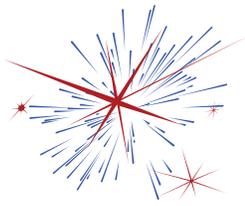
Set-up Rules:

Food vendors, check-in will be at 12:00 p.m. on Friday July 3, 2015. All support vehicles must be out of the event perimeter no later than 3:30. You must contact Community Relations Coordinator if different times are needed. Banners are optional but must be contained with-in the booth dimensions. All vendors must stay within their assigned space.

Tear down Rules:

For safety reasons you may not take down your booth until the fireworks show is over. NO vehicles may enter vendor row until the crowd has left the area. Staff will notify you when vehicles are allowed to enter vendor area. You may walk items to your vehicle after the fireworks show if desired.





Vendor Parking Pass:

ONE vendor pass will be provided for each booth space purchased. Additional passes can be purchased in advance for \$4.00. You must have a vendor pass to be able to park in the vendor parking area. One Vendor Parking Pass will be included in your packet along with any additional passes that were purchased will be mailed to you one to two weeks prior to event. **YOU MUST SHOW VENDOR PASS TO BE ABLE TO PARK IN THE VENDOR AREA NO EXCEPTIONS. IF YOU LOSE YOUR PASS YOU WILL BE REQUIRED TO PURCHASE ANOTHER FOR \$4.00**

Hours & Location of event

Event hours will be from 5:00 p.m.- 10:00 p.m. on Friday, July 3, 2015. Located at Princeton Community Park/ P.O.W. Camp, 500 W. College, Princeton Texas 75407. Your booth must be set and ready to operate by 4:45 p.m.

Fire & Safety:

You must comply with all pertinent fire codes, laws, ordinances and regulations for health, fire prevention and public safety. Please see the following attachments:

*Princeton Fire Marshal Information Bulletin

*Collin County Application for Temporary/Short-Term Event for Food Service/Health Permit;

Application MUST be submitted at least 7 working days prior to the 1st scheduled date of the event. Permit Fee of \$25.00 due at time of application submitted. Food Permit Application is to be submitted to Collin County not the City of Princeton.

Application can be downloaded at www.co.collin.tx.us

Waste & Clean Up:

All garbage must be put into a closed bag and dropped off at trash cans. During the event Staff members will come by and collect your trash bags. Please make sure that your area is cleaned before leaving.



No Refunds:

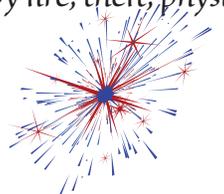
The City of Princeton cannot guarantee any vendor a certain number of customers, nor do we promise any type of profit. No refunds due to inclement weather. Should the event be postponed or canceled for An Act of God, public safety, welfare or for any reason whatsoever, vendor hereby releases and forever discharges the City of Princeton, its officers, employees and agents from any and all liability and claims for damages which result from such postponement or cancellation. Reschedule date if any will be determined at a later date.

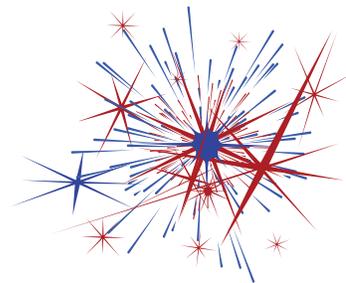
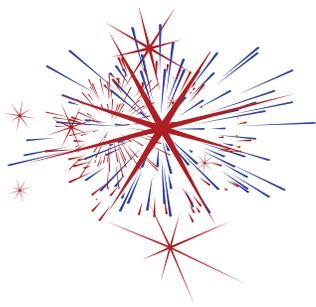
Fees:

All fees are non-negotiable and non-refundable. All fees and electrical payment are due in full with the application to confirm your space reservation. Please make check or money order payable to City of Princeton. A fee of \$30.00 will be charged on all returned checks. Food vendor payment and paperwork is due by **June 19, 2015**.

Security:

Security will be provided during this event. Participants are responsible for their own merchandise and equipment. The City of Princeton and its Staff **WILL NOT BE RESPONSIBLE FOR LOSSES OF ANY KIND**, whether by fire, theft, physical violence, elements of nature, or any other cause, however originating.





Liabilities:



Vendor shall indemnify the City of Princeton, its officers, employees and agents against, and hold the City of Princeton, its officers, employees, and agents harmless from any and all claims, actions, causes of action, liability, lawsuits, judgments, damages, injuries, cost or expenses, including reasonable attorney's fees, or injury to person or property or death of any person resulting from or based upon, in whole or in part, any act performed or omission in the performance of this contract by vendor, its agents, officers, and employees. This indemnity is intended to protect the City of Princeton, its agents, officers and employees from the consequences of their own negligence. The provisions of this paragraph shall service the termination of this contract.



Vendor hereby releases the City of Princeton from any actions for any loss or damage sustained by reason of any defect of any part of the water supply system, the sewage and drainage system, the gas system, electrical apparatus or wiring on the event site or any other premises or bandstand, and for any loss or damage resulting from fire, theft, water, tornado, rain, snow, strikes, civil commotion or riot, or otherwise caused by gross negligence of the City of Princeton.

_____(vendor initial) I understand and will comply with the above event rules and procedures as set forth in this application and understand they are subject to change.



Your signature below indicates that you have read the Event Application, including its rules, policies and procedures and will comply with them. **Please retain a complete copy of this application for your records.**

Signature

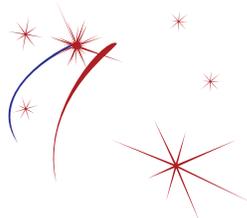
Print Name

Date



Contact Person

Stephanie Bowman, Community Relations Coordinator, sbowman@princetontx.us and/or 972-734-2416 Ext. 306
123 W. Princeton Dr., Princeton Texas 75407



City of Princeton Fire Marshal's Office

INFORMATION BULLETIN

Jan 2014

Definitions: **Carnival:** A mobile enterprise principally devoted to offering amusement or entertainment to the public in, upon or by means of portable amusement rides or temporary structures.

Fair: An enterprise principally devoted to the exhibition of products in connection with the operation of amusement rides or concession booths.

Fire Code Regulations:

1. A Fire Department permit is required for all carnivals and street fairs. Additional permits may be required for booths or spaces using cooking heating or flame producing equipment. Safety inspections will be conducted by the Fire Department during operation.
2. Fire apparatus access roads shall be provided throughout the event. Access roads are a minimum 20 feet wide. Utility service to booths and stands shall be so located that they do not create a hazard. It is preferred that they be run to the rear of the booth and stands when practical. Site plans shall be submitted to the Fire Prevention Bureau for review prior to the event.
3. Access to fire hydrants and surrounding structures shall be maintained. Fire Hydrants, automatic fire sprinkler system connections and access roads should be identifier on the site plan. The minimum clearance to a fire hydrant or fire department connection (FDC) shall be 7.5 feet from the center of the hydrant or FDC for a total of 15 feet of curb face. Extended carnivals or street fairs may require additional clearance.

Concession Stands, Booths and Spaces:

1. Spacing requirements are based upon the activity of each concession stand, booth or space. The following guidelines shall be followed.
 - a. Concession stands booths and spaces with no open flame and or heat producing devices may be placed side by side provided that the aggregate square footage does not exceed 15,000 sq. ft. Each grouping shall be separated by a minimum of 20 feet.
 - b. Concession stands booths, and spaces associated with barbecues deep fat frying, and open flame cooking may be placed side by side provided the aggregate square footage does not exceed 200 sq. ft. Cooking appliances shall be outside and separated a minimum of 20 feet from the closest concession stand booth, or space. Each grouping shall be separated by a minimum of 20 feet.
2. All fabric or membrane covered booths must be certified flame retardant and have a State Fire Marshal seal attached.

3. All decorative material shall be treated “fire restive” or inherently fire restive. Certification documentation is required.
4. Each booth shall have a minimum of one 30 inch wide by 6 foot 8 inch high exit way.

Fire Extinguishers:

1. Fire Extinguisher layout of non-food booths shall be determined upon submittal of site layout plan.
2. Booths with cooking shall provide a minimum 40-BC rated fire extinguisher. If cooking activity is located outside booth, the 40-BC extinguisher shall be in addition to the 2A10BC required below. All extinguishers shall be certified for year of use and have a current State Fire Marshal Certification tag attached.
3. All extinguishers shall be visible and accessible at all times, preferably mounted near a point of egress.
4. When a generator is used, one 40-BC fire extinguisher must be located within 50 feet of the generator’s location and it must be readily accessible.

Cooking Equipment:

1. All flammable liquid/gas fueled appliances shall be equipped with an accessible on/off valve.
2. Flammable liquid/gas fueled appliances shall have the fuel capacity to operate for the entire day. Refueling in the booth or space is **PROHIBITED**.
3. Spare compressed gas cylinders shall be limited to one 20lb cylinder for each cooking appliance. Spare tanks shall not be stored in the booth.
4. All compressed cylinders shall be secured in an upright position. Turn off cylinders not in use.
5. The testing of all connections of pressurized supply lines must be conducted using a soapy water solution.
6. Fuel supply lines shall be in good condition without splices deterioration or damage. All fuel lines shall be approved for the intended use and pressure regulator shall be attached to pressurized lines.
7. Permitted cooking in booths shall be on sturdy not readily combustible tables and separated from all readily combustible materials by a minimum of 18 inches.
8. Fires used for preparation of food shall be limited to clean firewood or commercially produced briquettes.
9. The device shall not be placed within the fire apparatus roadway or a public access way.
10. All fires shall be constantly attended and extinguished when no longer needed.
11. Only electric starter or charcoal lighter fuels are permitted to start fires. Fuel **may not** be stored in booth.

Electrical Equipment:

1. Electrical equipment and installations shall comply with the Electric Code.
 - Extension cords shall be U.L. listed for their use, located so they do not present a tripping hazard and placed out of foot traffic areas. Secure cords as necessary with tape or ties.
 - Cords must be plugged directly into an approved receptacle and shall serve only one appliance.

- The current capacity of the cord in amperes shall not be less than the rated capacity of the appliance/fixture and the cord. (Recommended minimum of 12AWG extension cords be used.
- Extension and appliance cords shall be in good condition without splices deterioration or damage.
- Extension and appliance cords shall be of the grounded type when serving grounded appliances or fixtures.

Generator use:

1. Generators shall be isolated from contact with the public by barrier.
2. Generators shall have the fuel capacity to operate uninterrupted for the event operating hours. If refueling is required, the generator must be shut down and cooled.
3. Contact the Building Department to obtain permits (if applicable) and grounding requirements.
4. All cords from generators must not create a tripping hazard or cross fire lanes unprotected.

House Keeping and General Fire Safety Requirements:

1. Flammable and combustible liquid and LP-gas shall not be stored in or within 50 feet of tents and canopies.
2. All weeds, combustible vegetation trash and combustible storage shall be removed from areas adjacent to and within 30 feet of tents and canopies. Floor surfaces inside and within 30 feet of canopies shall be kept free and clear of combustible waste.
3. Gas solid or liquid-fuel-burning equipment shall be vented to the exterior by means of an approved flue or vent. A 12inch clearance shall be maintained between the flue or vent and all tent material. Solid-fuel-burning equipment shall be provided with an approved spark arrestor having openings not exceeding ¼ inch wire mesh.
4. **Fire extinguishers with a minimum rating of 2A-10BC shall be provided as follows: one extinguisher for tents and canopies up to 500 square feet in floor area: 2 extinguishers for 501 to 1,000 square feet and one extinguisher for each additional 2,000 square feet of floor area or fraction thereof.**
5. Smoking is prohibited in tents and canopies. Approved NO SMOKING signs shall be posted. The use of open flame devices such as candles in **PROHIBITED** in tents and canopies.
6. Rubbish containers shall not exceed 40 gallons unless they are constructed of noncombustible materials. Rubbish containers in excess of 40 gallons shall be provided with noncombustible lids.
7. Dumpsters in excess of 1.5 cubic yards with tight fitting noncombustible lids shall be kept a minimum of five feet from booths or stands. All other dumpsters shall be kept a minimum of 30 feet from booths or stands.

Kenny Crutcher
Fire Marshal
501 Woody
Princeton, TX 75407
Office: 214-960-4508
Email: jcrutcher@princetontx.us

All requirements are in accordance with International Fire Code 2009 and City of Princeton Code of Ordinances.



**Application for Temporary/Short-Term Event
(Maximum of 14 Consecutive Days)
Food Service/Health Permit**

Name of Event:		Address/Location of Event:	
Date(s) of Event (Please indicate only the dates that your business will be open at the event):		Hours of Operation (Of your business for the event):	
Business Name (if applicable):	Business Address:	Business Phone #:	
Contact Person's Name:	Mailing address:	Contact Phone #:	

Type of Business (please check mark all applicable boxes):

• Will you be serving:

- PRE-PACKAGED FOOD FOOD PREPARED ON-SITE BOTLED/CANNED SOFT DRINKS FOUNTAIN SOFT DRINKS
 OTHER (specify): _____

• Which of the following will be utilized on-site at the event:

- REFRIGERATION MICROWAVE GRILL FRYER
 OTHER (specify): _____

• What type of structure will you be serving from:

- TENT BOOTH STATIONARY CART TRAVELING CART
 OTHER (specify): _____

MISCELLANEOUS INFORMATION (PLEASE INCLUDE ANY ADDITIONAL INFORMATION HERE):

Business Owner's Signature:	Date Signed:
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****Application MUST be submitted at least 5 working days prior to the 1st scheduled date of the event**
Permit Fee of \$25 due at time of application submittal (Fee waived with proof of Tax Exempt status)**

The following items must be present in order to open for operation. Non-compliance with any item listed may result in ceasing of operations until corrections are made.

- Metal Stem Thermometers (0-220 degrees F) – used to verify hold (hot/cold) temperatures and cooked temperatures of food and food products. All potentially hazardous food must be held at 41 degrees F or below or at 140 degrees F or above. Food that does not meet the required temperature controls may be discarded.
- Invoices for purchase of foods from approved sources – to ensure wholesomeness and that no homemade or unapproved food or food products are used.
- Bleach – must be present to sanitize counters, utensils and create sanitizing solutions.
- Hand wash facility – hand soap and single use towels must be present.
- Disposable gloves and hand sanitizing gel – concerns with handling money and packaging food – those who actually handle food must wash hands using the 20 second rule.
- Hair restraints – all personnel in food prep and serving areas are required to wear a hair restraint – baseball caps, visors, hairnets, or any other restraints that is approved by the inspector.
- Approve water source – provided on site or in sealed containers
- Overhead protection –over all food areas except for grills as long as they have lids for protection.
- Floor covering - no grass or dirt.
- Utensil washing facility – 3 compartment sink or 3 separate containers that have the ability to submerge the items to be washed and sanitized. Must be able to verify sanitizing solution concentration using chlorine test strips or proper mixing of quaternary solutions.
- All ice from an approved source – if ice is not provided on site, must have invoices and be sealed in bags until dispensed.
- No eating, drinking (without lids), or smoking is allowed in food prep or serving areas.
- Once your permit is purchased, if the operation is not allowed to operate due to non-compliance issues the permit fee will **not** be refunded. If you have any questions or concerns contact Cliff Edwards at 972-548-5585.