



Manteca Sunrise Kiwanis Pumpkin Fair

2007

Forms and Information

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MANTECA SUNRISE KIWANIS PUMPKIN FAIR
PO BOX 752, MANTECA, CA 95336 (209) 824-9555
OCTOBER 6TH & 7TH 2007 10:00 A.M. UNTIL 6:00 P.M.

Date Rec'd: _____
 Amt Paid: _____
 MO Cash Ck# _____

EXHIBITOR INFORMATION
 (Please type or print)

 Company Name

 Mailing Address

 City State Zip Code

 Phone Fax

 Person to Contact

 E-mail Address

Dear Vendor:

The 23rd annual Pumpkin Fair will be held on October 6th and 7th, 2007 in downtown Manteca.

Come and help us celebrate 23 years at the Great Manteca Pumpkin Fair!!!

Vendor booth sales:
 Please call Wendy Reynolds
 209 824-9555

We Look Forward To Seeing You There!!!

BOOTH FEES

(Please fill in the appropriate spaces that apply)

Booth Type	Cost	Qty Req'd	Total Cost
Commercial Food Booth	\$350.00 x	_____ =	\$ _____
Commercial Booth	\$200.00 x	_____ =	\$ _____
Arts & Crafts Booth	\$130.00 x	_____ =	\$ _____
Non-Profit Booth	\$130.00 x	_____ =	\$ _____
Non-Profit Info Only	\$ 0.00 x	_____ =	\$ _____

ADDITIONAL BOOTH FEES

(Please check all that apply)

Carbonated Beverage Fee	\$ 30.00 x	_____ =	\$ _____
Corner Booth	\$ 45.00 x	_____ =	\$ _____
Late Fee AFTER SEPT. 6, 2007	\$ 50.00 X	_____ =	\$ _____
TOTAL FEES ENCLOSED WITH APPLICATION			\$ _____

PLEASE NOTE: All basic booth spaces are **10'D x 12' W**. **No electrical power will be supplied.** Newer model gas powered generators will be allowed. Carbonated beverages will be allowed only upon payment of additional fee. **All items in Arts and Crafts category MUST BE hand crafted.**

VENDOR PRODUCTS

Please list **all products** you intend to sell at your booth. Any item not specified on this form will be prohibited from sale during the fair.

RETURN THIS APPLICATION/AGREEMENT WITH THE FOLLOWING:

- Total booth fees in check or money order, including additional fees for beverage or corner space. Please do not send cash.**
- A stamped, self-addressed number 10 envelope.**

PLEASE NOTE- A San Joaquin County Health Department checklist **MUST** be returned with this application for all food item vendors.

THE FOLLOWING WILL BE MAILED TO YOU APPROXIMATELY ONE MONTH PRIOR TO THE FAIR:

Confirmation of booth space, booth assignment and detailed directions to enter the event.

It is hereby understood that the undersigned has read and agreed to comply with the Manteca Sunrise Kiwanis Pumpkin Fair Rules & Regulations as outlined on the reverse of this form.

 Signature Date

 Print Name/Title

 Non Profit Federal I.D. CA Resale Cert. I.D.
 Special Requests:

Rules & regulations

- | | | |
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| <p>1. EXHIBIT INSTALLATION: Exhibitor may only initiate construction after checking in at Fair office.</p> <p>2. DISPLAY LABOR: Exhibitor is responsible for providing or arranging all necessary labor in transporting, uncrating, erecting and recreating its display.</p> <p>3. EXHIBIT STAFFING: All exhibits must be staffed by at least one person during Fair hours. Exhibitor is requested to arrive at least one (1) hour prior to the Fair opening on each day of the Fair.</p> <p>4. EXHIBIT OPERATION: Subject to complying with applicable licensing requirements. Exhibitors may sell products from its exhibit space. Exhibits shall not extend beyond allocated exhibit space unless authorized by Fair management. Any exhibit with physical dimensions greater than those determined by Fair management or those exhibits that obstruct the view of adjacent exhibits must obtain prior written approval from Fair management. Exhibitors may display only those items on the front page of this agreement.</p> <p>5. ACTIVITIES OF EXHIBITORS:
 a. Passing out printed materials and/or other articles must be restricted to the assigned space not in the aisles. b. Fair Management retains the right to restrict, exclude, or evict Exhibitors or Exhibits that, because of their method of operation, become objectionable or, in the opinion of Fair Management, distract from the general character of the Fair. This includes one or more of the following: persons, things, printed matter or anything else Fair management deems objectionable. In the event of the above mentioned becomes necessary, Fair management may retain any and all payments paid as liquidated damages for breach of contract.</p> <p>6. EXHIBIT CARE: Contracted janitorial services will clean aisles and empty trash canisters. Exhibitor is responsible for keeping his/her own exhibit (s) clean and orderly. Trash must be placed in bags in aisles for pick-up at the close of the Fair each evening. At close of the Fair on Sunday, garbage receptacles will be provided for exhibitors' bagged trash.</p> <p>7. EXHIBIT ASSIGNMENT: All exhibit space shall be assigned or reassigned by Fair Management. Exhibitor shall not assign, sublet, or apportion the whole or part of the exhibit space assigned or have representatives, equipment or materials from other exhibitors or companies in the exhibit space without the written permission of Fair Management</p> <p>8. SECURITY: Security will be provided 24 hours a day from the beginning of the move-in until completion of the move-out. Exhibitors will be allowed to enter the Fair only upon presentation of a properly assigned exhibitor pass. Fair Management, Manteca Sunrise Kiwanis and Kiwanis</p> | <p>International shall not be responsible for lost or stolen items.</p> <p>9. UNOCCUPIED SPACE: In the event an Exhibitor fails to occupy its exhibit space contracted before two (2) hours of the opening of the Fair, Fair Management shall have the right to utilize such space in any manner it chooses. This will in no way release the Exhibitor from its obligations nor shall Exhibitor be entitled to a refund.</p> <p>10. PAYMENT OF EXHIBIT FEES: All Exhibitors shall pay one hundred percent (100%) of the Exhibit fees in advance. Charges for insufficient funds will be 10% of the amount of the check.</p> <p>11. NOISE CONTROL: The use of any sound equipment is prohibited unless approved in writing by Fair Management. Any electronic equipment or machinery that is determined to be detracting from others' exhibits will not be permitted and such noise shall cease immediately.</p> <p>12. CANCELLATION: Should Exhibitor wish to cancel; a written notice of cancellation must be received by Fair Management no later than thirty (30) days prior to the commencement of the Fair. Exhibitor shall be responsible for full payment of the contracted price, if Exhibitor does not effectively cancel in writing prior to such date. In the event Exhibitor effectively cancels before such date, Exhibitor acknowledges and agrees that Exhibitor shall be entitled to a fifty percent (50%) refund of its initial contract or of any other moneys deposited with Fair Management.</p> <p>13. INDEMNIFICATION: Exhibitor shall indemnify and hold Fair management, Manteca Sunrise Kiwanis, Kiwanis International and Pumpkin Fair harmless from and against any and all claims and/or liabilities arising from Exhibitors use of its exhibit space, or from the conduct of the Exhibitor or by and on Exhibitor's part to be performed under the terms of this Agreement. Exhibitor further agrees to indemnify and hold Fair Management, Sunrise Kiwanis Club, Kiwanis International harmless from and against all costs, attorneys fees, expenses and liabilities incurred in the defense or any such claim or any action or proceeding brought thereon.</p> <p>14. COMPLIANCE WITH LAWS: Exhibitor shall utilize space in an orderly manner and in compliance with all present and future applicable federal, state, and local statutes, ordinances, rules, and regulations.</p> <p>15. SALES LICENSES: All Exhibitors who sell merchandise must adhere to local licensing procedures that govern such transactions. Exhibitors shall responsible for securing all permits, licenses and/or resale numbers from the appropriate</p> | <p>agency. Exhibitor shall provide to Fair Management proof of pertinent information thereof upon request.</p> <p>16. INSURANCE: Exhibitor shall carry and maintain during the period of the Fair, including move-in and move-out days, and at its sole cost and expense, personal injury and property damage coverage under a policy of general public liability insurance. Pumpkin Fair, Manteca Sunrise Kiwanis, and Kiwanis International must be named as an additional insured. Proof of workers compensation is required. Exhibitor warrants that by signing this Agreement, it has complied with the insurance requirements of this Agreement.</p> <p>17. FORCE MAJEURE: Exhibitor shall bear the risk of any prevention, delay, non-performance, or stoppage due to force majeure and agrees that any such prevention, delay, non-performance, or stoppage shall not entitle Exhibitor to any damages and/or refunds from Fair management or Manteca Sunrise Kiwanis, Kiwanis International. Force majeure means Act of God, riots, epidemics, landslides, lightning, earthquakes, fires, storms, washouts, governmental laws, regulations, proclamations of order of any government, governmental agency or court, cancellation or withdrawal of permits by government agency, arrest and restraints of governments and people, civil disturbances, and explosions, and other causes beyond reasonable control of Manteca Sunrise Kiwanis, Kiwanis International, or Fair Management.</p> <p>18. NON-GUARANTEE: Exhibitor acknowledges and understands that Manteca Sunrise Kiwanis, Kiwanis International and Fair Management makes no guarantees, representations, or warranties regarding product sales, attendance, exclusive privileges or Exhibitors success.</p> <p>19. COMPLETE AGREEMENT: This agreement contains a complete Agreement between parties, and there are no promises, representations, inducements or warranties except as set forth herein. No alteration of any of its terms shall be binding unless reduced to writing and signed by each of these parties.</p> <p>20. DISMANTLING EXHIBIT: For the safety of the public, the Exhibitors will not begin to dismantle and/or leave their assigned spaces until after the closing time of 6:00 P.M.</p> <p>21. It is the goal of the Manteca Sunrise Kiwanis to have a Fair that is clean, safe, and profitable of our Customers and Exhibitors. We would appreciate your cooperation in attempting to attain these goals.</p> |
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FOOD VENDORS PERMIT APPLICATION

All food vendors (both for profit and non-profit) are required to return a signed and completed copy of this checklist to the festival organizer two (2) months prior to this event.

1. Name of Event: _____ Date(s): _____

2. The following is information about my organization/business:

Name of organization/business: _____

Address: _____

Phone: () _____ Alternate: () _____

3. List food to be sold or given to the public: _____

4. I am providing foods that are not homemade: Yes No

All foods are prepared on-site or are from approved commercial facilities: Yes No

Name of facility: _____ Phone: () _____

E.H. Permit #: _____

5. I am protecting my unpackaged food and food-preparation areas from flies, dust and the public by the following methods:

A booth with walls and ceiling constructed of either wood, canvas, plastic, similar material and fine mesh fly screening, completely enclosing open food areas.

A booth with a smooth and cleanable floor (concrete, asphalt, clean tarps and smooth wood are acceptable).

A booth constructed to separate food and food preparation areas from the public.

Other (specify): _____

Note: The only operations not required to provide enclosed booths are those, which sell beverages from approved dispensers, or prepackaged foods from approved sources.

6. Approved water for drinking, utensil and hand washing will be provided in my booth by the following methods:

Approved bottled water (Alhambra, Polar, Sierra Spring, etc).

Hose-bib on-site at the festival.

Other (specify): _____

7. Electricity is provided for my booth's use: Yes No

8. I am providing an accurate probe thermometer to measure the hot and cold holding of potentially hazardous foods during all times of booth operation: Yes No

9. I am providing the following hot temperature control for the hot holding of all potentially hazardous foods * above 140°F:

Camp stove Sterno & hotel trays

Double steamer Team table & lids

Electric stove top Other (specify)

Note: Potentially hazardous food examples: meats, tamales, cooked beans, rice, vegetables, potato salad, eggs and dairy products.

10. I am providing the following cold temperature control for the cold holding of potentially hazardous foods below 45°F:

- Ice chests
- Refrigerator
- Refrigerated truck
- Ice bath and tubs
- Other (specify)

11. I am providing the following items within my booth for the sanitary cleaning of food-preparation utensils:

- Three compartment sink.
- Two deep tubs (basins 6-8 inches minimum), one for soapy water, the other or rinse and bleach solution.
- Detergent, bleach and water (one capful per gallon of water).

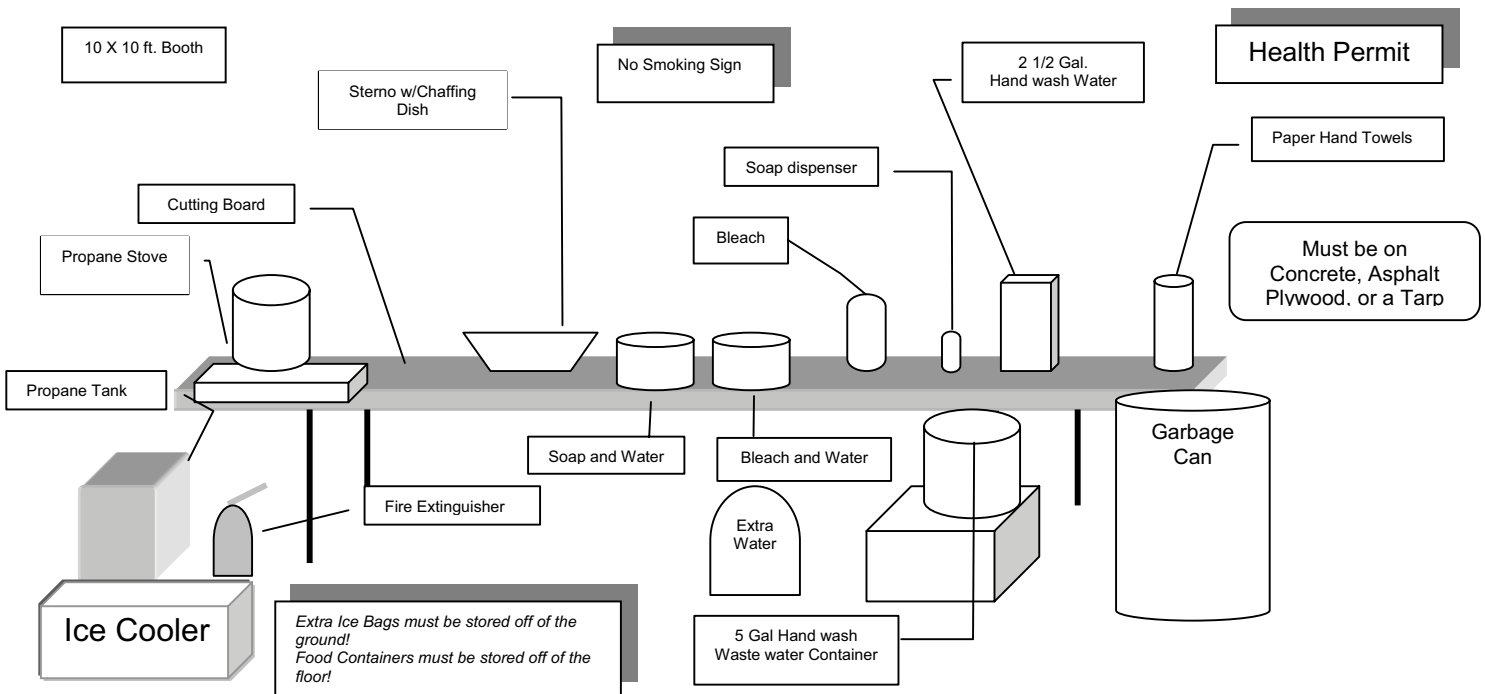
12. I am providing the following for adequate hand washing facilities, but separate from utensil wash within my booth:

- Water supply dispenser (e.g. 5-20 gallons, Igloo or Coleman container with spigot).
- One separate tub (bucket or basin) for the collection of rinse/waste water.
- Paper towels and pump-style soap container.

13. Names of responsible persons to be present in booth during all hours of operation:

******Important:** All food vendor booths are subject to inspection. Please make yourself a copy of this application in preparation for this event. A copy of this checklist must be in the booth at all hours of preparation and operation. **Return original to festival coordinator two months prior to this event.**

14. Completed by: _____



WHAT TO BRING THE DAY OF THE EVENT

1. A copy of your Food Vendor's Permit Application
2. Probe thermometer (0°F - 220°F)
3. Two (2) deep (6-8 inch) tub for utensil washing
4. Detergent for utensil
5. Bleach
6. Bottled water (if not provided at site)
7. Water dispenser (i.e. Igloo, Coleman or bottled water container with spigot)
8. Bucket or basin for hand washing
9. Paper towels
10. Pump style soap dispenser **BAR SOAP IS NOT ALLOWED**
11. Trash container with liners (trash bags)
12. Serving utensils

WHAT TO EXPECT

1. **Post a copy** of your completed Food Vendor's Permit Application in each booth.
2. **Maintain Hot Foods at or above 140° F** by use of the following methods:
 - a. Camp stove
 - b. Double steamer
 - c. Electric stove top
 - d. Sterno and hotel trays
 - e. Steam table
3. **Maintain Cold Foods at or below 45° F** by use of one of the following methods:
 - a. Ice chests
 - b. Refrigerator/Refrigerator truck
 - c. Ice bath and tubs
4. **Ensure that all food is thoroughly cooked** to the proper minimum temperature:
 - a. Ground meat - 157° F
 - b. Eggs and Food with eggs - 145° F
 - c. Pork - 145° F
 - d. Poultry - 165° F
5. **Re-heat foods to 165° F** before putting them in warming units.
6. **Check food temperatures** with a probe thermometer. Sanitize thermometer after each use.
7. **Wash hands** before preparing or handling food and after using the bathroom or smoking or handling garbage.
8. **Keep all food preparation surfaces and utensils clean.** Wash and sanitize cutting boards frequently.
9. **All foods** are to be prepared in an approved kitchen or on site. (Home kitchens are not allowed).
10. **Set up separate areas for utensils and handwashing:**

UTENSIL: Set up one (1) deep tub for wash water.
One (1) tub for rinse/bleach water – Mix one (1) capful or 1 tbsp of bleach to each gallon of water.

HANDWASHING: Dispense water from container of water with spigots.
Use a separate tub to collect wastewater.
Use a pump style soap dispenser – **NOT BAR SOAP**
10. **Dispose of garbage** using plastic garbage bags.
11. **Keep all food protected.** Do not place food or food containers on the ground.
12. **NO SMOKING** is allowed in the food booth.
14. **Keep DRINKING ICE** in a separate ice bin.