



The 2019 EL CONCILIO CINCO de MAYO FAMILY FIESTA  
**FOOD VENDOR INVITATION**

**Sunday, May 5, 2019**

Be a part of the Central Valley's largest Cinco de Mayo Family Fiesta

We are excited to invite you to be a part of our annual Cinco de Mayo Family Fiesta at Weber Point Event Center, downtown Stockton Sunday, May 5, 2019 from 10am-6pm.

The event attracts families throughout the Central Valley with over 21,000 attending last year! Reach the Latino community and share products, services, and information.

Take advantage of our Early Bird Registration Rate and save **now extended through April 5, 2019!**

You will get a 10' x 10' space. El Concilio will provide one table and two chairs. You bring your own canopy and extra chairs if you need more. If you do not have your own canopy, we can supply a canopy to you for a separate fee.

Vendors will be given a maximum of 6 passes for their booth staff additional passes are \$5.00 each.

**For the Artisan, Artist, Vendor, Exhibitor & Non-Profit Application contact**  
Mark Apostolon [mapo@elconcilio.org](mailto:mapo@elconcilio.org)



# THE FIESTA IS ON MAY 5, 2019

## FOOD VENDOR REGISTRATION

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

> Will you have a food truck or booth? \_\_\_\_\_

> Do you need access to electricity? (Circle One) YES/NO You must supply your own power cords.

> What kind of booth food will you serve? \_\_\_\_\_

REGISTRATION PACKAGES Prices are per 10'x10' space. Let us know if you need more than one 10'x10' space.	<b>EARLY BIRD</b> EXTENDED THROUGH Early Bird rate extended to April 1st!	<b>STANDARD</b> March 15- April 1, 2019
<b>FOOD VENDORS</b> Includes a 10' x 10' space, enclosed canopy, one table and two chairs. You supply extra chairs if needed.	\$350.00	\$400.00

### REGISTRATION FEE TOTAL

Your registration and payment MUST by be received NO LATER THAN MONDAY, APRIL 15, 2018

Space Rate \$ \_\_\_\_\_ X Number of spaces \_\_\_\_\_ = Total \$ \_\_\_\_\_

DO YOU NEED EXTRA TICKETS? THEY ARE \$5.00 EACH. \_\_\_\_\_

**CLEANING DEPOSIT Please include a \$100 check for the cleaning deposit. Checks will be returned to you at the end of the event, after your area has been reviewed.**

### Checks Payable & Mail to:

El Concilio. attn. 5 de Mayo, 445 N. San Joaquin Street., Stockton, CA 95202

Payment Type, circle one: Check/Credit Card/Cash

Total Amount: \_\_\_\_\_ Check number: \_\_\_\_\_

### Or FAX Visa or Master Card Payment to: 209.644.2642 attn. 5 de Mayo

Name On Card: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

SC# (back of card): \_\_\_\_\_

Booth Applications are subject to approval. We take pride in having a variety of various booths. El Concilio limits booth types.



# FIESTA REGULATIONS FOR FOOD VENDORS

**FEES & PERMITS:** (Per the City of Stockton, ALL paperwork must be turned in with the application on or before April 1, 2019)

1. **Food Vendor Packet** (Food Vendors Only): Copy of Stockton Fire Department Vendor Form, Environmental Health Department Temporary Event Application, Copy of your City of Stockton Special Event Vendor receipt.
2. Current Sellers Permit  
**(One day permits are available through the City of Stockton located at 425 N. El Dorado Street Stockton, CA 95202)**

All vendors are required to complete a vendor form and pay a one-time fee of \$50.00 to the City of Stockton by no later than Monday April 15, 2019. You must be in good standing with the City of Stockton to participate in this event. It is your responsibility to submit the vendor application and pay the one-time fee of \$50.00 to the City of Stockton before the event date. Please **READ CAREFULLY!** You are responsible for and are required to understand and abide by all the rules and regulations. (These instructions are in place to protect everyone participating and required by the Stockton PD and our insurance company).

1. No one can predict weather; rain or shine the show goes on. There are no refunds or credit for booth space.
2. Set up time begins at 7 AM. All vendors must unload at their assigned space and then park their vehicles outside of the park. They must be set up by 9:30am. All vehicles must be out of the park by 9:00 AM, No Exceptions. You may not drive in after 9:00 AM due to the parade ( Streets will be closed). You are welcome to come a day before Saturday May 5<sup>th</sup> between 12:00- 5:00 pm to unload your materials.
3. Your space number will be found on the signs placed along the park. REMEMBER: You must bring your own Canopy. We will provide each vendor with one (1) table and two (2) chairs.
4. If your food involves heat, grills, and/or barbeques, then a wooden board MUST be placed under your equipment to protect the lawn parking area. Remember, if you require electricity, you MUST provide your own electrical cords, as well as additional tables/chairs.  
All food booths must have Fire Extinguishers.
5. **Food Vendors:** The Health and Fire department will review your booth, once your booth has been completely set up. **(The Health Department form needs to be filled out and returned with the application before April 1st, 2019).**
6. Vendors will not be allowed to move the day of the event unless they have been placed next to a vendor or across from a vendor selling the exact same item. WE DO NOT PROMISE EXCLUSIVITY we will do our best to use common sense when assigning spaces.
7. No vendor will be allowed to take down their booth before 6 PM. All vendors must be packed up and out of the Park by 7 PM.
8. Vendors are not permitted to distribute flyers, cards, handbills, or any printed material outside their booth space. No walking around distributing information as this creates massive trash clean-up issues.

**TO ALL VENDORS: EL CONCILO HAS EXCLUSIVE ON WATER AND SODAS, NO ONE ELSE WILL BE ALLOWED TO SELL THESE ITEMS.**

Thank you for your support, cooperation, and participation in this year's event. Should everyone follow these guidelines, everything will run smoothly. Prepare yourself for sunshine, great music, and a great day to share with the families of San Joaquin Central Valley.

Respectfully,  
El Concilio



**Special Event Vendor Form**

All vendors seeking authorization to sell food, non-alcoholic, alcoholic beverages, or merchandise on City of Stockton property during a special event or private rental must have a valid permit from the City of Stockton Community Service Department. Per SMC 12.56.010, without the proper Special Event Permit, it is unlawful to sell any goods or services of any kind within a City of Stockton park or facility.

By completing the necessary special event requirements you will be permitted to sell goods during special events that have identified you as one of their vendors. In addition, your business will be added to the City of Stockton Special Event Annual Vendor Database, which is valid for one (1) year from the date of approval. Upon request, this database will be provided to event organizers who are looking for potential vendors at their events held on City of Stockton property. You may also be contacted by City of Stockton personnel for any City-produced community events.

The special event vendor requirements are as follows:

- ✓ **Certificate of Insurance and Endorsement** - \$1 million per occurrence/ \$2 million aggregate with the City of Stockton listed as Additional Insured – *Staff can provide examples at your request*
- ✓ **Copy of Health Permit from the San Joaquin Health Department, if applicable**
- ✓ **Copy of Fire Inspection Permit from the Stockton Fire Department, if applicable**
- ✓ **Copy of current City of Stockton Business License**
- ✓ **Payment of appropriate fee**

Food & Non-Alcoholic Beverages	\$50.00 annual fee
Merchandise (other types)	\$50.00 annual fee
Alcoholic Beverages	15% of gross receipts, per event

Please provide us the following information (*print clearly*):

BUSINESS NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

BUSINESS PHONE: ( \_\_\_\_\_ ) \_\_\_\_\_ CELL: ( \_\_\_\_\_ ) \_\_\_\_\_

NAME OF EVENT (*if known*): \_\_\_\_\_

By signing, I understand that as a permitted special event vendor I must comply with all requirements and conditions of my participation in a special event. Furthermore, I understand that violation of any requirements and/or conditions will result in my removal from the Special Event Vendor Database and the possibility of participating in future events.

\_\_\_\_\_  
Signature Date

**HOLD HARMLESS**

Contractor agrees to indemnify, save, hold harmless, and at City's request, defend the City, its officers, agents, and employees from any and all costs and expenses (including attorney and legal fees), damages, liabilities, claims, and losses occurring or resulting to the City in connection with the performance, or failure to perform, by Contractor, its officers, agents, sub-contractors, employees, or anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable under this Agreement, and from any and all costs and expenses (including attorney and legal fees), damages, liabilities, claims, and losses occurring or resulting to any person, firm, or corporation who may be injured or damaged by the performance, or failure to perform, of Contractor, its officers, agents, or employees under this Agreement. The duty to defend and the duty to indemnify are separate and distinct obligations. The indemnification obligations of this section shall survive the termination of this agreement.

**INSTRUCTIONS**

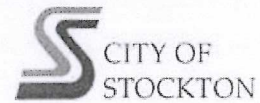
Payment and required forms must be submitted 45 days prior to participation in scheduled event. We accept cash, check, or money orders as forms of payment. Checks must be made payable to the "City of Stockton". This completed form and payment can be mailed or brought to:

**City of Stockton  
Community Services Department  
605 North El Dorado Street  
Stockton, CA 95202  
Attn: Jackie Garcia**

If you have any questions, please contact Jackie Garcia at (209) 937-8119.



**STOCKTON FIRE DEPARTMENT  
 FIRE PREVENTION DIVISION  
 (209) 937-8271 • FAX (209) 937-8893**



**RESPONSIBLE VENDOR FORM FOR  
 OUTDOOR COOKING BOOTHS**

Name of Vendor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Type of Outdoor Cooking Booth: \_\_\_\_\_

\_\_\_\_\_

Date(s) of Function: \_\_\_\_\_

Location of Function: \_\_\_\_\_

I, \_\_\_\_\_ (*Print Name*) hereby represent and warrant that I am the authorized agent of \_\_\_\_\_ (*Print Name of Vendor*), with the authority to act on its behalf.

On behalf of said vendor, I have read and understood the Fire Department's Regulations for Outdoor Cooking Booths ("Regulations"), and I agree to comply with the Regulations at the location and on the date(s) specified above.

I understand and agree that the City of Stockton Fire Marshal (and/or representative thereof) may inspect said vendor's cooking booth at any time to enforce the Regulations.

I further understand and agree that said vendor shall be held liable for any and all fees and costs related to violations of the Regulations, as determined by the Fire Marshal, in the exercise of his/her sole discretion.

**READ, UNDERSTOOD, AND AGREED:**

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Name and Title

**Please return this completed form to:** Stockton Fire Department  
 Fire Prevention Division  
 345 N. El Dorado Street  
 Stockton, CA 95202



## TEMPORARY FOOD VENDOR'S 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 coordinator three (3) weeks prior to this event.

1. 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 food that is **NOT** prepared at home:  Yes  No

All food is prepared on-site or is from approved commercial facilities:  Yes  No

Name of facility: \_\_\_\_\_ Phone: (     ) \_\_\_\_\_

Address of facility: \_\_\_\_\_

5. I am providing a booth with the following: (to protect my unpackaged food and food-preparation areas from flies, dust and the public)

A booth with walls and ceiling constructed of either wood, canvas, plastic, similar material and fine mesh fly screening, completely enclosing open food areas. It will also have a smooth and cleanable floor (concrete, asphalt, clean tarps and smooth wood are acceptable) and 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.

On-site hose bib that is connected to a potable water source.

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 135°F:

Camp stove  Sterno & hotel trays

Double steamer  Steam table & lids

Electric stove top  Other (specify)

**Note: Examples of potentially hazardous food include: 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 (if food is used the following day, maintain below 41°F temperature):
- 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 utensil
- Three compartment sink.

OR

- Three deep tubs (basins 6-8 inches minimum), one for soapy water, one for rinsing and one for a bleach solution (one tablespoon of bleach per gallon of water).
- Detergent, bleach, and wiping cloths (cleaning towels).
- Tub to store wiping cloths in bleach solution.

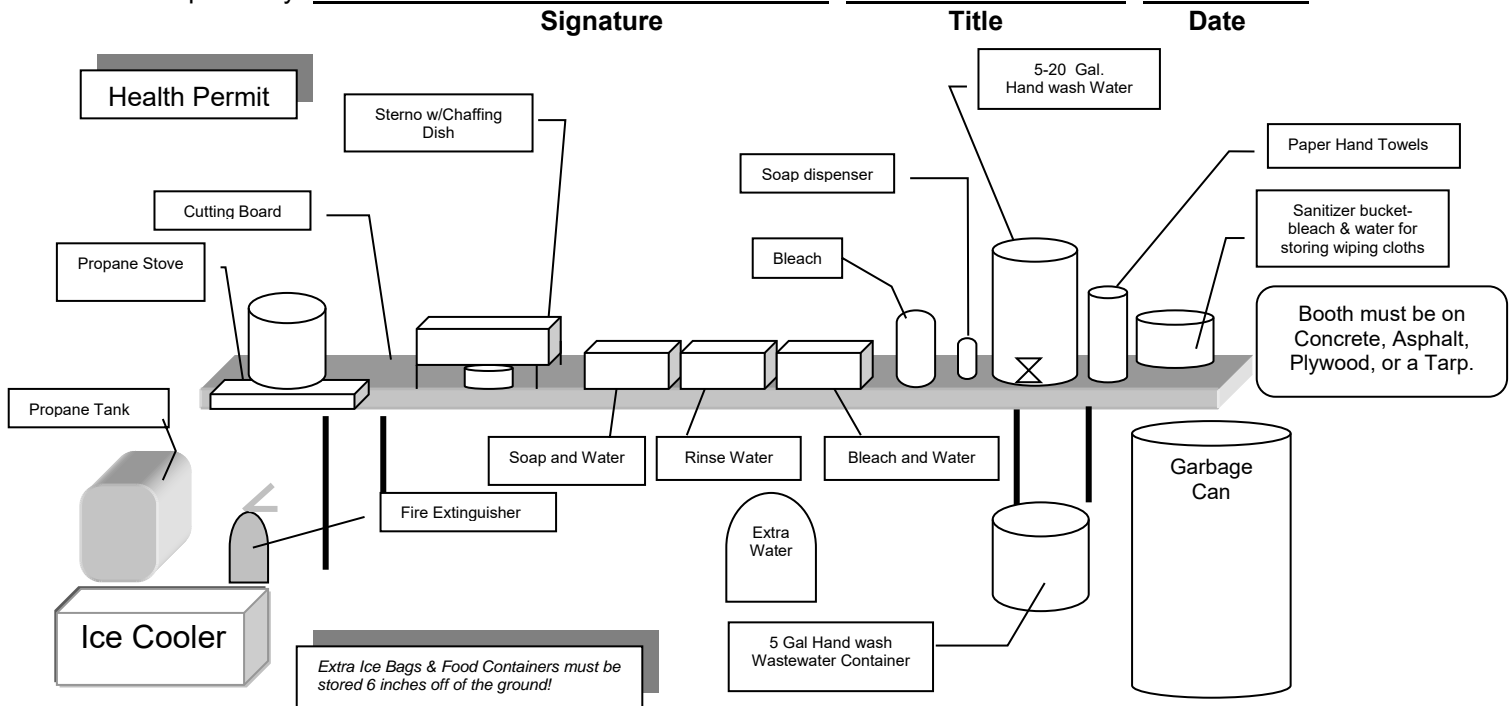
12. I am providing the following for adequate hand washing facilities, but separate from utensil wash within my booth:

- Water supply dispenser with warm water at a minimum of 100°F (i.e. 5-20 gallon container with spigot).
- One separate tub (bucket or basin) for the collection of rinse/wastewater.
- Paper towels and pump-style soap container.

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

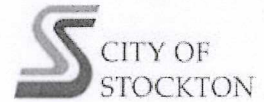
**\*\*Important\*\*** All food vendor booths are subject to inspection. Please make a copy of this application in preparation for this event. A copy of this checklist must be in the booth at all hours of preparation and operation. **Return original to festival coordinator three weeks prior to this event.**

14. Completed by: \_\_\_\_\_





**STOCKTON FIRE DEPARTMENT  
FIRE PREVENTION DIVISION  
(209) 937-8271 • FAX (209) 937-8893**



**REGULATIONS FOR FESTIVAL VENDORS &  
OUTDOOR COOKING BOOTHS**

***LOCATION, MAINTENANCE OF FIRE DEPARTMENT ACCESS AND OTHER  
GENERAL REQUIREMENTS (EXHIBIT A1/A2)***

1. Booth shall be located a minimum of *20 feet* from any permanent structure.
2. Cooking booths must be separated from other booths by *10 feet*.
3. Fire lanes and access to be maintained at all times. Fire lanes shall be a minimum of *20 feet* in width with unimpaired vertical clearance of *13 feet 6 inches*. Nothing shall project into the *20-foot-wide* fire lane.
4. All fabric or pliable canopy covers, side and back drops, and decorative material must be inherently fire-resistant and labeled as such and treated by a State Fire Marshal licensed applicator. If the booth is owner occupied, it may be treated by the owner by the use of State Fire Marshal approved fire retardant chemicals. All booth materials are subject to testing by the Fire Department.
5. A copy of the State Fire Marshal approved tag shall be affixed to any fabric material (Exhibit B)
6. The Fire Prevention Office must approve generators or gas/diesel-powered equipment. Use of flammable/combustible liquids requires special review.

***See attached guidelines.***

***EXITING FROM BOOTH***

1. Exits are required for each booth.
2. Exit openings shall be a minimum of *3 feet* in width and *6 feet, 8 inches* in height.
3. Exit pathways leading to an exterior safe area shall not be less than the width of the exit door and must be maintained clear at all times.

***ELECTRICAL EXTENSION CORDS***

1. All cords must be plugged directly into an approved receptacle and shall only serve one (1) appliance unless approved by the Fire Department.



2. The current capacity amperes shall not be less than the rated capacity of the appliance or fixture. (It is recommended that extension cords be a minimum of 12 AWG size and rating.)
3. Only extension cords in good repair, absent splices, cracking or deterioration, or damage shall be used.
4. Extension cords must be of the grounded type when serving grounded appliances or fixtures. Use of G. F. I's is recommended.
5. Extension cords must be located in a manner so as not to create a safety hazard by people walking and tripping on the cord.

### ***COOKING EQUIPMENT (PORTABLE)***

1. All cooking equipment shall be of an approved type. All hoses, fittings, couplings etc., must be approved for use with cooking equipment.
2. Combustible material must be at least **5 feet** from any open flame.
3. Butane or propane equipment shall conform to the following:
  - The maximum size of L. P. G. tanks used for cooking is ten gallons.
  - Tanks must be located outside of the booth at least **5 feet** from the booth, any exit door or passageway and cooking equipment.
  - Tanks must be secured in an upright position (attached to a stationary object) and must be protected from damage.
  - No storage of spare butane or propane tanks allowed in booths.
  - Tanks should have an on-off valve and be in the closed position when not in use.
  - After April 1, 2002, propane cylinders not equipped with an OPD must be retrofitted with the device before refilling can occur or properly disposed of and replaced with an OPD-equipped cylinder.
4. Stoves must have an on/off valve.

### ***MOBILE FOOD VENDORS WITH PERMANENTLY AFFIXED COOKING EQUIPMENT, EQUIPPED WITH HOOD AND DUCT EXTINGUISHING SYSTEM***

1. Cooking equipment shall be equipped with a commercial kitchen hood and duct fire extinguishing system in compliance with UL300 standards (wet-chemical).
2. Fire extinguishing system shall be current with service and inspection records.
3. Fire extinguishing system shall be equipped with a State Fire Marshal certification tag (see Exhibit C)
4. A Class K type fire extinguisher shall be placed within the vehicle in an accessible location near the cooking equipment.

5. A dry-chemical type fire extinguisher with Class A, B, & C type use shall be provided as required by the Department of Transportation (D.O.T.).

### ***CHARCOAL OR WOOD BARBEQUE COOKING***

1. Charcoal barbeque cooking is prohibited inside of booths.
2. Only commercially sold charcoal fuel may be used.
3. Charcoal cooking shall be performed in areas away from public access and shall be located a minimum of *10 feet* from any booth with a minimum of *20 feet* from any permanent structure.
4. Only commercially sold charcoal lighter fluid or electric starters may be used. (No gasoline, kerosene, etc.)
5. No storage of starter fluid in booth.
6. Coals shall be disposed of only in metal containers that have been designated for such use and approved by the Fire Marshal.

***Dumping of coals in trash containers is prohibited!***

### ***OPEN FLAME STERNOS***

1. Sternos used for heating food must be secured to a noncombustible surface to prevent tipping.
2. All combustibles must be stored at least *5 feet* from any sterno.
3. Sternos must have lid to smother fire in case of emergency.
4. Sternos should only be lit when in use.
5. Maintain at least 1 inch of water in lower chaffing dish when using sterno.

### ***DEEP FAT FRY/FLAMBÉ COOKING***

1. Deep fat frying or flambé cooking operations shall be located in a separate enclosure where only cooking operations are performed. Such enclosures shall be noncombustible construction, and the top of the enclosure shall open or when required by the Health Department, shall be provided with metal screening with a minimum height of 7 feet.
2. All combustibles must be stored at least *5 feet* from fryers.

## ***FIRE EXTINGUISHERS***

Each booth shall be provided with a minimum 2A10BC rated portable fire extinguisher.

Note: Deep fat cooking operations require an additional 40BC extinguisher and/or Class K type fire extinguisher.

Fire extinguishers shall conform to the following:

- The fire extinguisher must be mounted or secured so that it will not fall over.
- It must be visible, accessible and away from cooking area.
- It must be serviced within the last year with a service tag attached.

## ***HOUSEKEEPING***

1. The Fire Marshal encourages the use of noncombustible materials in the cooking areas.
2. Remove accumulations of trash frequently.
3. Clean all cooking surfaces regularly to prevent the buildup of grease.

## ***FIRE SAFETY TIPS***

1. Know where the fire extinguisher is located and how to use it.
2. Don't leave food cooking unattended.
3. Don't wear loose fitting clothing when cooking.
4. Keep combustibles away from heat source.
5. In case of emergency, call **9-1-1**.
6. If a small grease fire occurs, shut off the fuel source to the cooking appliance and smother the pan with a lid or use the fire extinguisher. **NEVER MOVE THE PAN!** You may injure yourself and spread the fire. *Call 9-1-1.*
7. If you smell leaking gas, evacuate the area and shut off the gas supply. Notify the Fire Department at **9-1-1**.



8. When using an extinguisher remember to use the acronym **P A S S**:

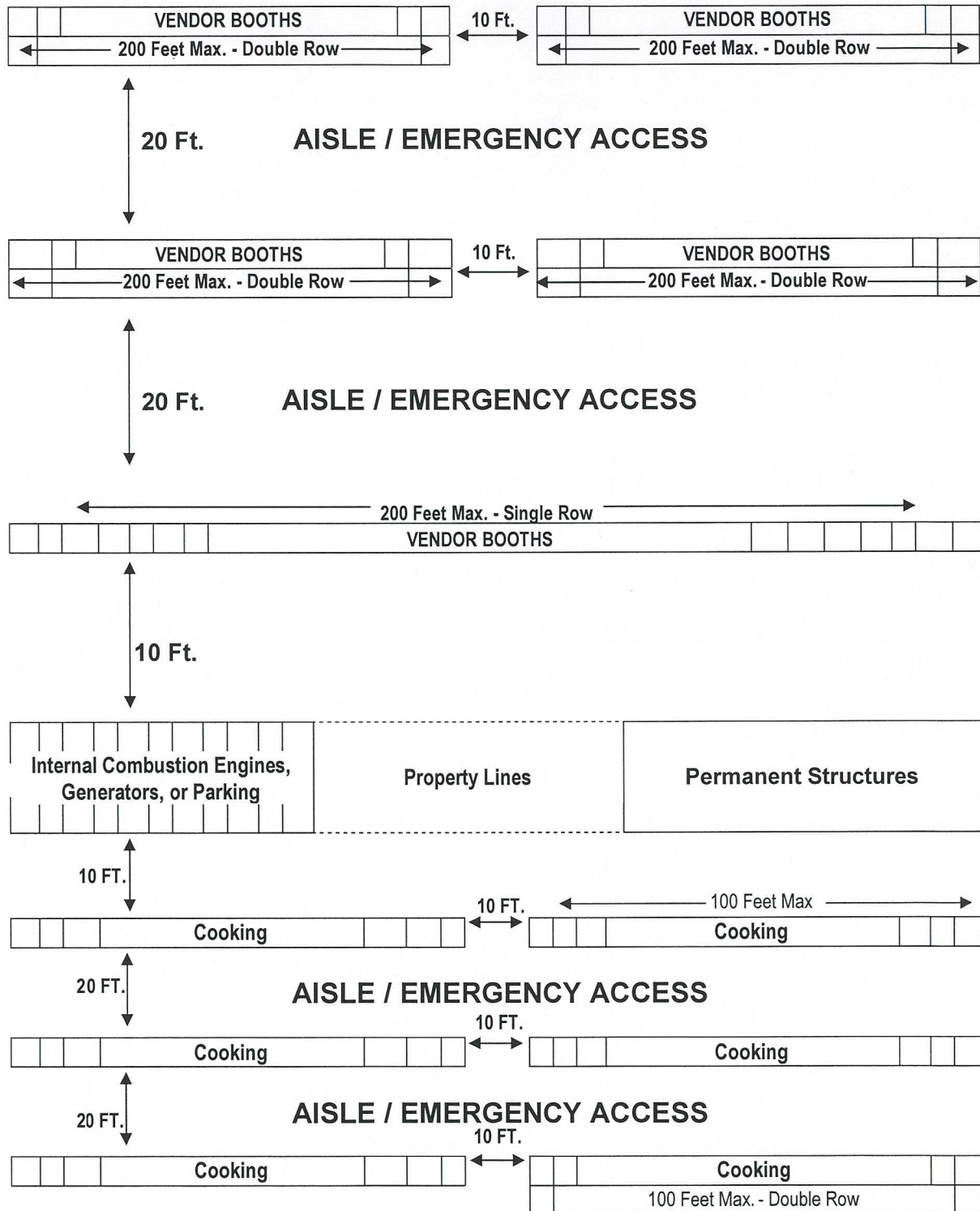
- **P**ull the pin at the top of the fire extinguisher.
- **A**im at the base of the fire approximately 3 feet away.
- **S**queeze the handle at the top of the extinguisher.
- **S**weep the fire in a left to right direction.

### ***PERMIT PROCESS***

- Fill out the attached Fire Department Responsible Vendor form for an Outdoor Cooking Booth. Submit the vendor form to the Fire Prevention Division at 345 N. El Dorado Street. Vendor will be responsible for satisfying all regulations in their cooking booth area.
- Cooking booth inspections are subject to a Fire Department inspection fee based on current hourly rates. Fees may be waived by the Fire Marshal if the vendor represents a non-profit organization (proof must be included with application).
- A fire safety inspection must be scheduled 24-hours prior to the event. If a Saturday or Sunday inspection is required, then special arrangements will be made. If all requirements are met, you will receive your permit for Outdoor Cooking and a copy of your Responsible Vendor Form for Outdoor Cooking Booth. The permit is good for as long as the event takes place not to exceed one year from initial date of the event. If for any reason you do not satisfy these regulations, you will be denied a permit.
- If you have any questions, contact the Fire Prevention Office at (209) 937-8271.

09/29/09

# FESTIVAL VENDOR AND COOKING BOOTH LOCATIONS



*Note: Cooking Booths are limited to single rows only.  
Back-to-back rows are not permitted. Maximum length of row is 100 feet.*



# Festival Cooking Booth

Exhibit A-2

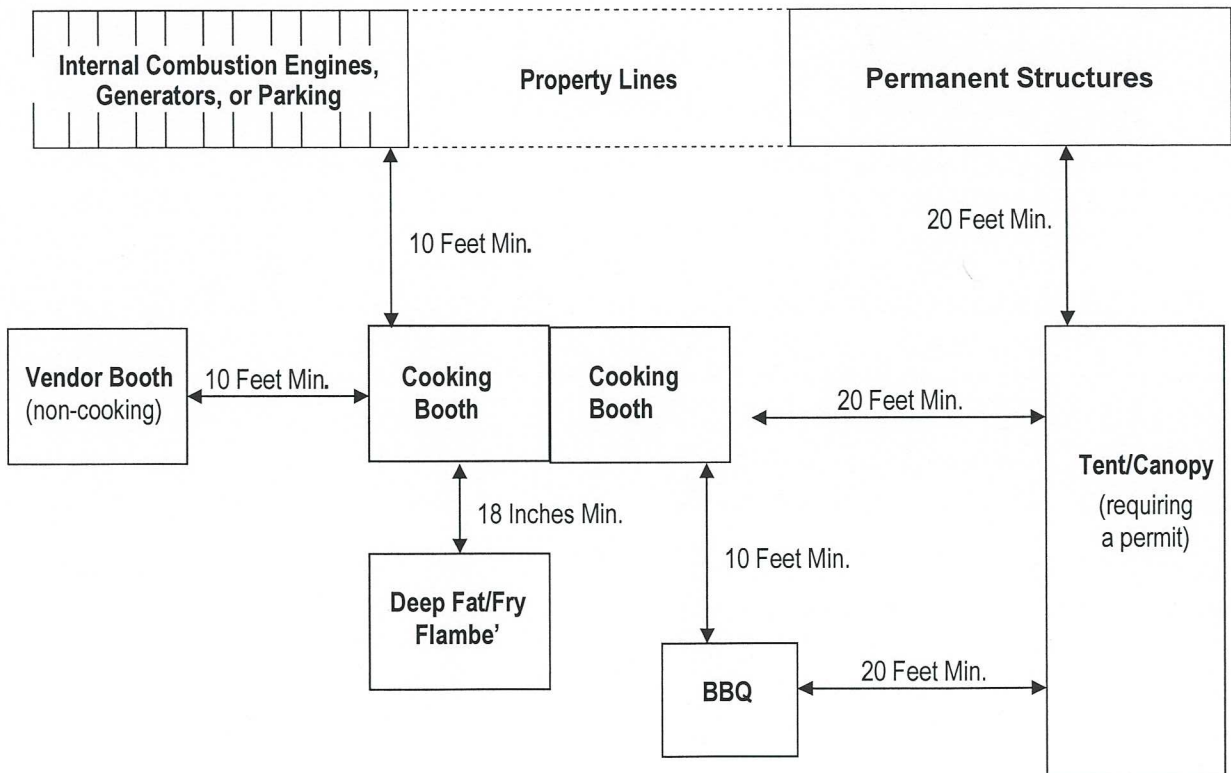
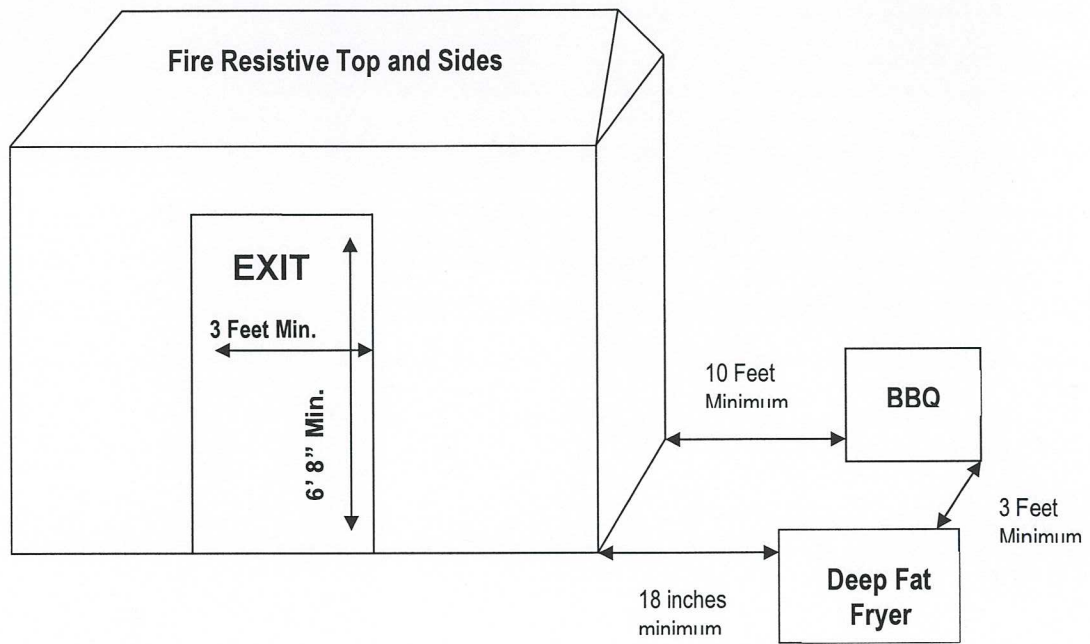


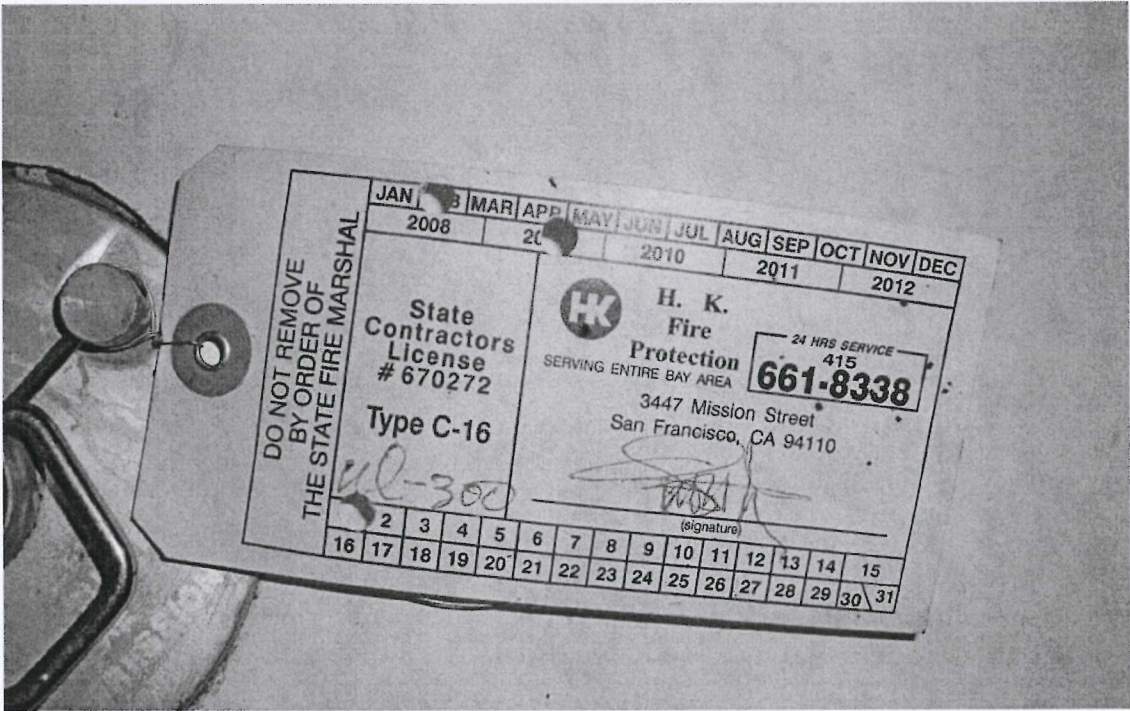


Exhibit B

 SEE REVERSE	<b>INHERENTLY FLAME RETARDANT</b> SIZE _____	FRONT	 SEE REVERSE	THIS ARTICLE MUST BE RETREATED AFTER WASHING OR DRY CLEANING BY SYSTEMS WITH SOAP AND WATER ADDED. SIZE _____
	<b>INHERENTLY FLAME RETARDANT</b> Supplied by _____  Registration No. _____ Date _____			<b>FLAME RETARDANT</b> Treated by _____  Name of Chemical Used _____ Registration No. _____ Date of Application _____
		BACK		

ANY OTHER USE IS PROHIBITED  
WITHOUT THE EXPRESS WRITTEN  
PERMISSION OF THE STATE FIRE  
MARSHAL.





**WHAT TO BRING THE DAY OF THE EVENT**

1. A copy of your Temporary Food Vendor's Application
2. Probe thermometer (0°F - 220°F)
3. Three (3) deep (6-8 inch) tub for utensil washing or a 3-compartment sink
4. Detergent for utensil washing and bleach for sanitizing
5. One (1) tub for sanitizing
6. Bottled water (if not provided at site)
7. Water dispenser (i.e. bottled water container with spigot)
8. Bucket or basin for hand washing wastewater
9. Paper towels
10. Pump style soap dispenser (BAR SOAP IS NOT ALLOWED)
11. Trash container with liners (trash bags)
12. Serving utensils
13. Wiping cloths (cleaning towels)

**WHAT TO EXPECT**

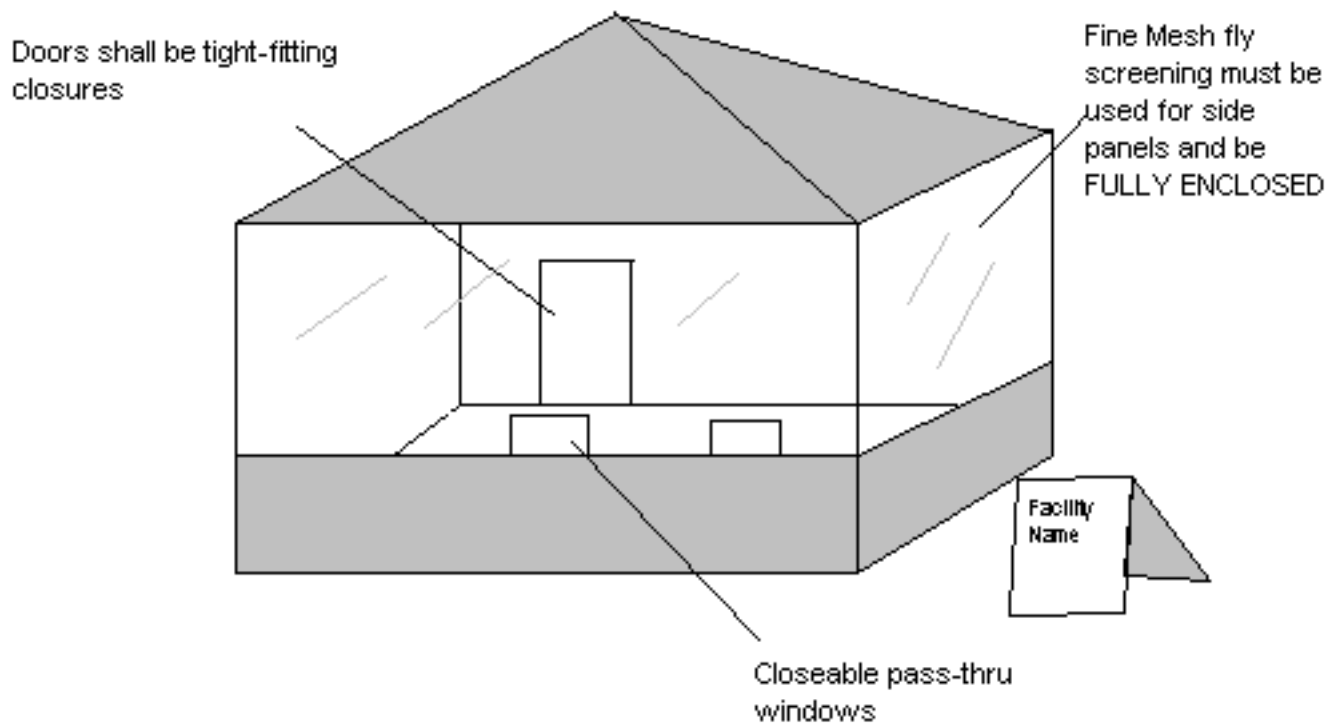
1. **Post a copy** of your completed Temporary Food Vendor's Application in each booth.
2. **Maintain Hot Foods at or above 135° F** by use of the following methods:
  - a. Camp stove
  - b. Double steamer
  - c. Electric stove top
  - d. Sterno and hotel trays
  - e. Steam table
3. **Maintain Cold Foods at or below 45° F** by use of one of the following methods:
  - a. Ice chests
  - b. Refrigerator/Refrigerated truck
  - c. Ice bath and tubs
4. **Ensure that all food is thoroughly cooked** to the proper minimum temperature:
  - a. Ground meat - 155° F
  - b. Eggs and food with eggs - 145° F
  - c. Pork and single pieces of meat - 145° F
  - d. Poultry and stuffed meats - 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, smoking, or handling garbage.
8. **Keep all food preparation surfaces and utensils clean.** Wash and sanitize cutting boards and prep surfaces 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 utensil washing and handwashing:**

**UTENSIL WASHING:** Set up one (1) deep tub for wash water, one (1) tub for rinse water, and one (1) tub for bleach water - Mix one (1) capful or 1 tbsp of bleach to each gallon of water.

**HANDWASHING:** Dispense water from a container of water with spigots. Use a separate tub to collect wastewater. Use a pump style soap dispenser - NOT BAR SOAP
11. **Dispose of garbage** using plastic garbage bags.
12. **Keep all food protected.** Do not place food or food containers on the ground and keep covered.
13. **SMOKING** is not allowed in the food booth.
14. **Keep ICE FOR CONSUMPTION** in a separate ice bin. Do not store scoop inside ice bin.



## EXAMPLE OF BOOTH CONSTRUCTION



**NOTE:** Roof and side panels may be plywood, fiberglass, plastic, or canvas board with wood or metal framing.





## **Temporary Food Booth Structure and Set-up**

Except as noted below, the booth must be entirely enclosed with four complete sides, a top and a cleanable floor (pavement is acceptable).

1. Booths operating on grass or dirt must use plywood, tarp or similar material, for floor surfaces. (Section 114347)
2. Ceilings shall be smooth, durable, and readily cleanable. Screening shall only be acceptable as a ceiling material above cooking equipment when necessary for ventilation purposes. (Section 114349)
3. All food service openings shall be equipped with tight-fitting closures to minimize the entrance of insects. (Section 114349)
4. Grills and barbecues or other approved cooking equipment shall be separated from public access by using ropes or other approved methods to prevent contamination of the food and injury to the public. (Section 114341(c))
5. All food and equipment shall be stored inside the fully enclosed booth with the exception of outdoor BBQ facilities. Construction materials such as plywood, canvas, plastic, and fine-mesh fly screening (at least 16 mesh) may be used. Rental booths constructed as noted above, may be used when approved by the local Environmental Health Department.

**Note:** The only operations not requiring fully enclosed booths are those which sell beverages from approved dispensers, or food items prepackaged by a wholesaler or at an approved off-site kitchen. These items must be sold in the original packaging.

6. The name of the facility, city, state, zip code, and the name of the operator, if different of the name of the facility, shall be legible and clearly visible to patrons. The name shall be in letters at least 8 centimeters (3 inches) high and shall be of a color contrasting with the surface on which it is posted. Letters and numbers for the address may not be less than 2.5 centimeters (1 inch) in height. (Section 114337)
7. Inspection Report must be posted in public view upon receipt. (Section 113725.1)

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.