



2024 SUMMIT FARMERS MARKET **VENDOR CHECKLIST**

ITEMS DUE WITH APPLICATION ON FEBRUARY 9, 2024

- ☐ Completed Application (including a complete list of products you propose to sell including any proposed new products). The application is now an online form, please choose the appropriate application [here](#) and complete, forms will be required to apply.
- ☐ Farmers Market Regulations (read, in this package) and sign confirmation with online application).
- ☐ Certificate of Liability Insurance - Refer to SAMPLE of COI provided in this package.
- ☐ Hold Harmless Form (completed and signed, in this package).
- ☐ Board of Health Form (completed and signed, in this package).
- ☐ Commercial Kitchen Certificate (Sanitary Inspection Report Certificate from your city/town and complete report- several pages) or NJ Cottage Food License
- ☐ SERVSAFE – Food Handler Certificate (if appropriate).

FEES DUE ON OR BEFORE THE FOLLOWING DATES.

EMAIL WILL BE SENT VIA PAYPAL PRIOR TO EACH DUE DATE

- ☐ April 12, 2024 – Payment due for one tent or more
- ☐ June 14, 2024- Final payment for one tent or 2nd payment for more
- ☐ August 2, 2024 - Final payment for all with more than one tent

Credit card payment is available through PayPal and will incur a 4% service fee. The link will be on the email sent for payment. If you do not want to pay by credit card you may still send a check.

2024 SUMMIT FARMERS MARKET REGULATIONS

The Summit Farmers Market (SFM) is sponsored and organized by Summit Downtown Inc. (SDI) and is a place where local growers and producers prosper by selling at a top tier market, recognized as one of the leading farmers markets in the state with over 4,000 visitors each week. SFM Customers have access to high quality, nutritious locally grown and produced food. It is a vibrant public space where families and friends come together, providing a sense of community pride, excitement and spirit.

Vendors and customers have an opportunity to enhance the lives of people who are experiencing difficult and tough times through the G.I.F.T. Program. Give It Fresh Today is a fresh food donation program started several years ago at the Market and continues to provide thousands of pounds of fresh produce, fruits and meats to a food distribution organization. Vendors donate goods at the end of the market each week.

Definitions

- Farmer/Grower is a seller who is the producer of products being offered for sale from owned/rented land with control over production, harvesting and marketing of the products in New Jersey.
- All products are produced, baked, grown, caught, or foraged by seller and are original in nature. No baked goods from mixes or purchased for finishing off are permitted.
- The On-Site Market Manager and Farmers Market Administrator are empowered by the governing body (SDI) to implement market policies and directives and oversee the market operation and social media.
- All vendors shall be approved by SDI and the Farmers Market Committee to join the market on a yearly basis without regard to past participation. Permission is valid for one season only and returning vendors must reapply yearly.

Vendor Product Regulations

- **The market is only open to New Jersey-based farmers/growers, producers and purveyors or other vendors approved by the governing body.**
- Farmers may supplement their product line with additional regional products that are otherwise missing from the market with the permission of the market governing body. All products that are from another farm or business must be labeled as such either on each product or on signage on the display where they are sold. Permission valid for one season only and must be reapplied for each year.
- All baked goods must be made from scratch by the purveyor. No mixes or products purchased from other sources are permitted. In addition, all baked goods are to be made with local, in-season fruit or fruit that was fresh-frozen previously during the year (if applicable). Produce that is not grown locally (lemons, oranges, nuts, coffee and chocolate) may be purchased elsewhere. No canned or processed fruit is allowed.
- All prepared foods must come from a certified commercial kitchen with a local Board of Health Certificate and Sanitary Inspection Report Certificate or a New Jersey Cottage Food Operator Permit from the NJ Department of Health.
- Once the market starts, new products must be approved by the Farmers Market governing body or the Summit Downtown Executive Director **prior** to sale.
- Vendors must complete the portion of the application that states every product they want to sell, and any new product proposed for the new season. (Samples may be requested). A menu or pamphlet listing those products is **not acceptable**. It is not automatic that NEW additions to your product line will be approved.

Plastic Bags

- No vendor may use single-use plastic shopping bags; single individual produce bags will still be allowed. Paper, compostable bags, etc. are acceptable.

Food Safety

- All vendors must use disposable gloves or tissue when handling any prepared food items that are not sealed. Vendors must provide their own trash container for any waste from samples.
- All prepared foods must be sold from covered containers or trays or be pre-packaged. No open-air display of prepared foods are permitted.
- Vendors are required to maintain and hold foods at the proper temperature as required by the City of Summit Board of Health and are subject to an annual inspection from the Summit Board of Health Officer as well as non-scheduled visits to ensure compliance to food regulations.
- All vendors are required by the Summit Board of Health to maintain a handwashing station in their space. See attached diagram.
- Summit Downtown, Inc. does not assume liability for adverse reactions to foods consumed, or items one may come into contact with at the market. Each vendor is required to have their own insurance in place.

Equipment – Tents, Weights, Garbage, Vans, Trucks

- All vendors must display a tent sign clearly showing the name of their business (not their product).
- Each purveyor is required to have their own 10'X 10' tent, tables and chairs (**only 10' x 10' tents are permitted**). Every table must be covered by a tent. **Weights are required for each tent and must be brought and used weekly.** All purveyors are required to keep their space neat and clean of debris and remove their own trash at the end of the market. All purveyors will be assigned their space on the first day of the market.

Selling Guidelines

- **Sellers must post prices!** It is expected that prices will be fair to customers, the seller and fellow vendors.

Vendor Market Responsibilities

- Vendors are responsible for the actions of their representatives, employees or agents.
- Submission of an application to the market serves as the vendor's agreement to abide by all regulations of the market as established by the governing body and enforced by the Farmers Market Administrator. Violation of the rules may be grounds for warnings or dismissal from the market.
- SDI retains the right to issue a verbal warning followed by a written warning when a violation occurs and provide the vendor the opportunity to correct any violations of the regulations. Any vendor with three or more such warnings is at the risk of losing its contract and dismissal from the market and will not be allowed to participate in the market the following year. It remains the sole discretion of SDI to terminate a vendor at any time. In such case fees are not refundable.

Market Times and Requirements

- The Summit Farmers Market is in Park & Shop Lot #1 at the corner of Woodland and DeForest Avenues. Selling hours are 8am-1pm through November. In addition, three December Sundays are available for vendors to participate, December 8, 15 & 22 with reduced hours of 8am-12pm.
- Purveyors are required to sign up for the **entire 31/32 weeks**. Special arrangements need to be approved by SDI if a vendor cannot start on the first Sunday of the market.
- Each purveyor is expected to be at the market every week without exception. In case of emergency please call the Mario Bochna, On-Site Farmers Market Manager 973.809.1303 or Marin Mixon, Farmers Market Administrator 908.277.1579. If you know in advance that you must miss a week, call the Farmers Market Administrator. A vendor who has had 3 absences without notification will be ineligible to continue to participate in the market and may not be eligible to apply the following season.
- All purveyors are required to **ARRIVE no later than 6:45am and be ready to open BEFORE 8:00am**. All vehicles must be out of the lot by 7:00am. Everyone is expected to remain at the market until the market closes at 1:00pm. Please unload your equipment/products and then park your vehicle and return to set up; packing up starts at 1pm when the market ends. All vendors must pack their equipment and products up before bringing their vehicles into the lot.

Fees and COI Information

- Purveyors who occupy one tent space – 10' x 10' may pay the full season or in two installments. Other payment arrangements must be approved by the Summit Downtown, Inc. **PLEASE NOTE: If you are accepted, the \$75 Summit Board of Health fee is INCLUDED in your fee to Summit Downtown, Inc. for the season. There are no refunds once the season has begun.**
- Rates start at \$75 per week for one tent area (10' x 10') for one week. There will be an additional charge for additional tents. Please contact the Farmers Market Administrator at marin@summitdowntown.org for any other specifics.
- Each vendor must carry and provide a Certificate of Insurance naming the City of Summit and Summit Downtown, Inc. as additionally insured at the beginning of the season.
- Credit card payments are available and will incur a 4% service fee. Please contact the Farmers Market Administrator for an invoice.

Miscellaneous market information

- Code of Ethics: Participants in the Summit Farmers Market must not disparage any other vendors, staff, downtown or the City of Summit. Any media interviews and/or information about the Summit Farmers Market disseminated must be approved by the Board of Trustees of Summit Downtown, Inc. prior to the interview except for authorized Summit Downtown Trustees, the SDI Executive Director or Assistant Director, or Farmers Market Administrator.
- In the event of any disputes, the decision of the Farmers Market Administrator or SDI Staff member is final for that day. Any issues that need to be addressed after that day, will be handled by the SDI Executive Director or the Farmers Market Administrator. All decisions made by the Summit Downtown, Inc. Executive Committee and/or the SDI - Board of Trustees will be final.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BROKER NAME BROKER ADDRESS	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):
INSURED INSURED NAME INSURED ADDRESS	INSURER(S) AFFORDING COVERAGE INSURER A : INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	
Name of vendor must match name of insured. Certificate must name d/b/a or t/a names if applicable		NAIC #

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
X	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		ABC123			EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						
X	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS HIRED AUTOS		X	ABC123			COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE \$ AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	ABC123			X PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES

Re: NAME OF EVENT(S) OR MULTIPLE NAME OF EVENTS AND DATES IF AVAILABLE - IF SPECIFIC DATE IS NOT AVAILABLE - MONTH THAT EVENT(S) ARE OCCURRING MUST BE INCLUDED. -example " City and Summit Farmers Market on Sunday mornings April-December 2024" and "City and SDI Family Fun Night, Thursday, June 13, 2024." All event(s) must occur within the policy period. Any event outside the policy period can not be included on a multi event basis.

The City of Summit, its Committee, officers, employees, agents, servants and Summit Downtown Inc., are included as Additional Insured under the General Liability Policy as required by written contract or agreement. The insurance listed herein is primary and on a non- contributory basis.

CERTIFICATE HOLDER

CANCELLATION

City of Summit
512 Springfield Avenue
Summit, NJ 07901

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**HOLD HARMLESS AND INDEMNIFICATION AGREEMENT
BETWEEN THE CITY OF SUMMIT**

AND

NAME OF INDIVIDUAL, ORGANIZATION OR CORPORATION

GENERAL INFORMATION

(for one event)

EVENT DATE: _____

(For multiple events)

EVENT YEAR: 2024

SPONSOR OF EVENT(S) Summit Downtown Inc.

HOURS SITE IS NEEDED: 6am _____ **AM/PM** to 2pm _____ **AM/PM**

SITE(S): Park & Shop Lot #1, 30 DeForest Avenue, Summit NJ

NAME OF EVENT(S) TO BE HELD *(if participating in multiple events with the same sponsor, only one completed & signed agreement is required. However, all events listed must be held within the same year and with the same sponsor. Please list each event name.) (If additional events need to be listed, please attach an addendum)*

Summit Farmers Market

ALCOHOLIC BEVERAGES (WILL) OR (WILL NOT) BE SERVED

(Circle one)

1. The undersigned agrees to indemnify and hold harmless the City of Summit ("City"), its officers, agents and employees from any and all liability, claims, demands, suits, or costs (including reasonable attorney's fees) arising out of any act or omission of the undersigned with respect to the use of municipal property or facilities, regardless of whether such liability arises in tort, contract, strict liability, or otherwise, to the fullest extent allowed by law. The undersigned understands that this Hold Harmless Agreement also requires that the City be indemnified from any losses or damages resulting from the acts or omissions from any guest, participant, visitor or other person attending the event herein referred to. The undersigned assumes full responsibility for any risk associated with the event, including risk of loss, property damage, or personal injury, including death, as well as any risks that may arise from negligence or carelessness from dangerous or defective equipment or property owned, maintained, or controlled by the City.
2. **ALCOHOLIC BEVERAGES (WILL) OR (WILL NOT) BE SERVED.** The statement below is only applicable for events where alcohol will be served: If the event(s) listed allow(s) for the consumption of alcoholic beverages, the undersigned is solely responsible for the dispensing and consumption of alcohol and will not allow persons under the age of twenty-one (21) to dispense or consume alcohol. Further, the undersigned will comply with all federal and state laws as well as any municipal ordinances related to the consumption of alcoholic beverages and provide proof of liquor liability insurance.
3. Unless waived by the City, the undersigned agrees to provide a "Certificate of Insurance" and proof of "Special Events Insurance" as soon as practicable, but not less than five (5) business days before the event. Said insurance shall be written with a company maintaining a rating of at least "A-", according to A.M. Best. Said policy shall be in an amount of not less than one million dollars (\$1,000,000) per occurrence, (\$3,000,000 per occurrence if liquor is being served). The City must be listed as an additional insured on the policy and Certificate of Insurance. If proof of the required insurance is not provided, the event will be canceled.
4. This Agreement shall be construed in accordance with the laws of the State of New Jersey. The undersigned consents to the sole and exclusive jurisdiction of and venue in the state and federal courts located in the State of New Jersey, Union County and Newark, New Jersey, respectively.
5. Any portion of this Agreement deemed unlawful or unenforceable is severable and shall be stricken without any effect on the enforceability of the remaining provisions.

The undersigned agrees to reimburse the City of Summit for all reasonable attorney's fees incurred by the City to enforce the terms of this Agreement or to defend itself against any claim, suit, demand for subrogation, or other action which a court of competent jurisdiction later determines by final order or judgment should have been defended by the undersigned.

Date: _____

Signature

Print Name and Organization or Corporation, if applicable

Address of Individual, Organization or Corporation

Mobile Phone Number

on behalf of the City of Summit:

Signature: _____

Date: _____

Print Name/Title _____

Summit Health Department

512 Springfield Avenue, Summit, NJ 07901 (Tel. # 908-277-6464/ Fax# 908-277-0185)

FOOD VENDOR LICENSE APPLICATION CITY OF SUMMIT

____ Temporary* (up to 24 hours) - \$75.00 ____ Annual Temporary Event License: \$300
____ Farmers Market: \$75.00 ____ Milk License: \$5.00

CASH, BUSINESS CHECK, OR CASHIER'S CHECK ONLY!

*A license is required for each stand/truck participating in a temporary event, establishment that sells food, or vending machine. All fees are non-refundable.

DOCUMENTATION REQUIRED FOR PROCESSING A TEMPORARY FOOD VENDOR APPLICATION.

- CURRENT RETAIL FOOD LICENSE FROM BASE OF OPERATIONS.
- CURRENT INSPECTION REPORT AND RATING PLACARD.
- COMMISSARY AGREEMENT IF WORKING OUT OF A FACILITY THAT IS NOT YOURS.
- FOOD MANAGERS/HANDLERS SAFETY CERTIFICATION.
- A COMPLETED COPY OF THE ATTACHED FOOD LIST
- COTTAGE FOOD VENDORS MUST SUBMIT A COPY OF THE NJDOH PERMIT.

****Equipment and or Mobile truck must be in clean and sanitary condition prior to inspection****

(Please Print Below)

Name of Applicant: _____ Email address: _____

Association or Establishment Name: _____

Street/City/State/Zip Code: _____

Home phone # _____ Business Phone # _____ Cell phone # _____

Event location: _____ Event Date: _____

Who will be the contact person at the event? _____

How many trucks/stands will you be operating? _____

Foods will be prepared (check one) - On Site _____ Commercial location (specify) _____

I will keep hot foods above 135 degrees by the following method: _____

I will keep cold foods frozen or below 41 degrees by the following method: _____

I have a current Board of Health License in the following town(s) in NJ: _____

Are you participating in any events in Fanwood, Garwood, Mountainside, New Providence, Roselle Park, Chatham, or Summit? Yes* _____ No _____ If yes, please indicate where: _____

***Please note that licensing is done by each municipality independently. A food vendor license must be secured in each municipality where the event is being held.**

I understand that if the permit is granted, I must comply with all applicable requirements of the Board of Health and the State of New Jersey, **and that this application must be received no later than 10 (ten) business days prior to the event.**

It is further understood that such permit is non-transferable, non-refundable and is granted for the period designated on the license and may be revoked upon violation of any pertinent requirements of the Board of Health and/or the laws of the State of New Jersey.

Applicant Signature: _____ Date: _____

Signature of Inspector/Reviewed and Approved by:

issued: _____ Fee: _____ License # _____ Date _____
Comments: _____

ESTABLISHMENT NAME: _____

**DESCRIPTION of FOOD OPERATIONS: MENU ITEMS-SOURCE-PREP-HANDLING-STORAGE-EQUIPMT
NO HOME PREPARED FOODS ALLOWED!!! TAKE TEMPERATURES!! YOU MUST HAVE RECEIPTS ONSITE
FOR ALL FOOD ITEMS YOU BUY! (**copy if additional forms are needed)**

[illegible]

Please read the following food vendor guidelines PRIOR to the event. Failure to adhere to these guidelines may result in legal action or the removal of the vendor from the event.

POTENTIALLY HAZARDOUS FOOD – DEFINITION

Potentially hazardous food is defined as any food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacea, raw seed sprouts, heat treated vegetables and vegetable products, or other ingredients, in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms, or the slower growth of *C. botulinum*. The term does not include foods, which have a pH level of 4.6 at 75 degrees, or a water activity (a_w) value of 0.85 or less. The Department of Health may augment or prohibit the sale of certain potentially hazardous food when needed to ensure the service of safe food.

TIME-TEMPERATURE CONTROL

All potentially hazardous foods must be stored below 41 degrees Fahrenheit or above 135 degrees Fahrenheit. The food operator must obtain and utilize a thermometer at all times, to monitor food temperatures. A thin probe thermometer is required for monitoring temperatures for thin food items such as hamburgers, chicken breast, etc.

Cold storage of potentially hazardous foods must be in refrigeration/freezer units supplied by either a gas or electric generator. If the refrigeration unit requires electric service a diagram must be submitted with the application noting the source of electric service.

All refrigeration units must be provided with thermometers easily visible to the food operator.

All hamburgers must be cooked to 155 degrees Fahrenheit for 15 seconds to ensure that E Coli 157:H7 bacteria are killed. Hamburgers with pink centers are prohibited. Chicken must be cooked to 165 degrees Fahrenheit for 15 seconds.

CROSS CONTAMINATION

Raw or partially cooked potentially hazardous foods must be covered during refrigerated storage, and must not be stored above cooked food items, or other foods that may be subject to contamination.

When grilling hot dogs, hamburgers and/or other items on a grill, it is essential that cooked items do not come into contact with uncooked items. Raw hamburger cannot be placed on the grill with a utensil that comes into contact with cooked food items. Failure to follow these precautionary measures could result in hazardous bacteria, such as E Coli 157:H7 contamination.

All food items must be protected from contamination at all times.

UTENSILS/SANITIZING

Food vendors are required to use single service utensils, and serving containers unless specific approval is granted from the Health Department. A three compartment wash station may be required for cleaning items such as tongs etc.. The first compartment must have hot soapy water for washing, the next compartment must have clean water for rinsing, and the last compartment must have warm water and an unscented bleach concentration of 50 ppm to sanitize equipment. A test kit must be available for measuring the chlorine level. See attached.

HAND WASHING/FOOD PROTECTION

Food vendors may not contact exposed, ready-to-eat foods with their bare hands and shall use suitable utensils (i.e. - deli tissue, spatulas, tongs, single-use gloves or dispensing equipment) to handle these foods. When single-service gloves are used, they must be changed each time the employee handles money, eats, touches their hair/face, raw food etc. The use of gloves does not excuse the vendor from

maintaining available soap, water, disposable towels and instant sanitizer to maintain proper hand-washing procedures. A hand wash station must have flowing water (5-gallon thermal container with warm water (100-120 degrees Fahrenheit and continuous flow spigot), hand soap, disposable paper towels and a discard bucket. See attached diagram for set up of a temporary hand wash station. Hand sanitizer may be used in addition to but not instead of hand washing. See attached.

SOURCE INFORMATION

It is important to have receipts onsite for all food items that you buy. Food cannot be prepared from home.

GARBAGE

The applicant must provide or be provided with suitable and sufficient containers to hold all garbage, food waste, and litter between periods of garbage removal on the day(s) of the event.

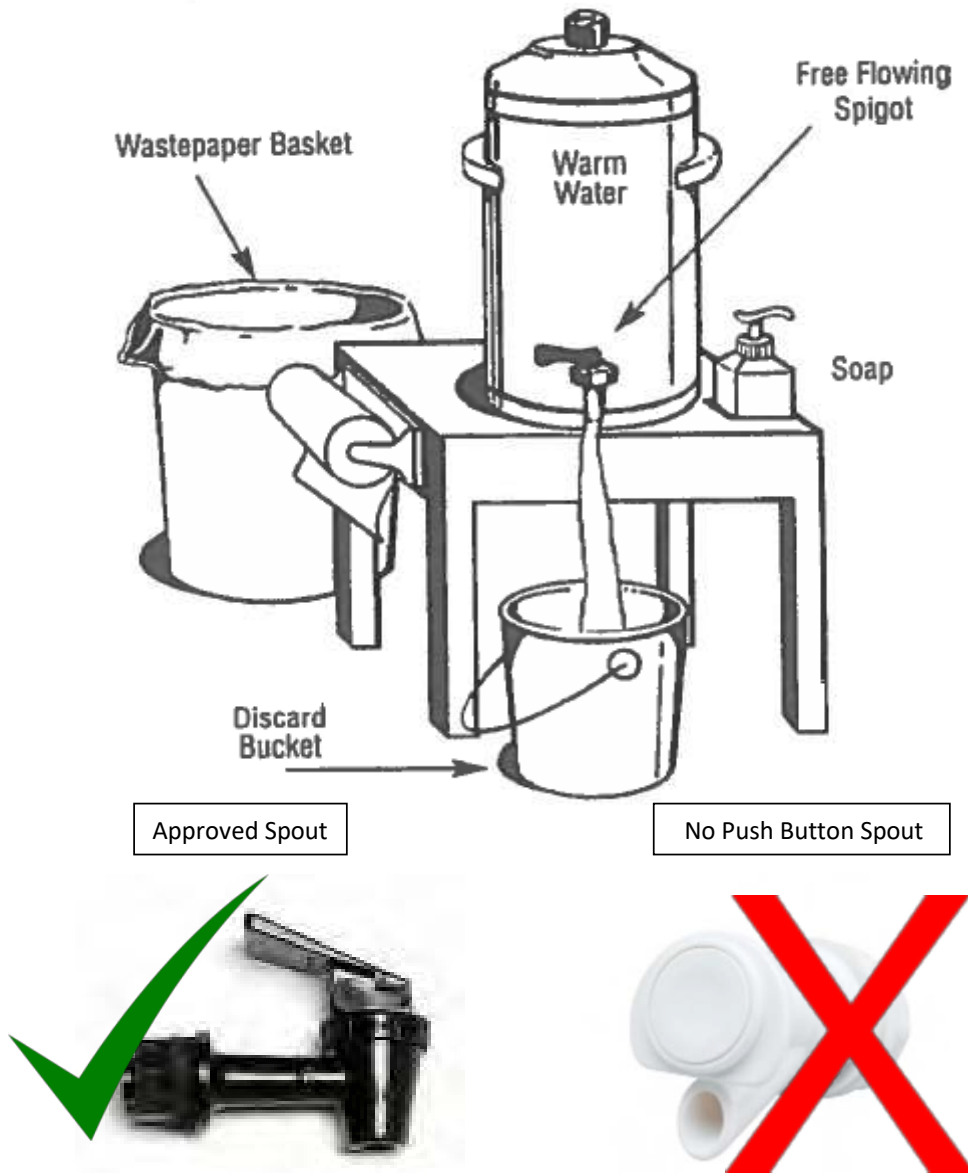
The rating placard and license must be posted in a publicly visible manner.

The above precautionary guidelines are general and may not cover every situation. As such, all food vendors are required to contact the Westfield Regional Health Department at (908) 789-4070 for specific information and approval, prior to attempting to secure a Temporary Food License.

NOTE: A MINIMUM OF TEN BUSINESS DAYS ADVANCE NOTICE IS REQUIRED FOR SUBMISSION, REVIEW AND APPROVAL OF ALL COMPLETED APPLICATIONS – ABSOLUTELY NO EXCEPTIONS WILL BE MADE. NO LICENSES WILL BE ISSUED PRIOR TO APPROVAL BY THE HEALTH DEPARTMENT.

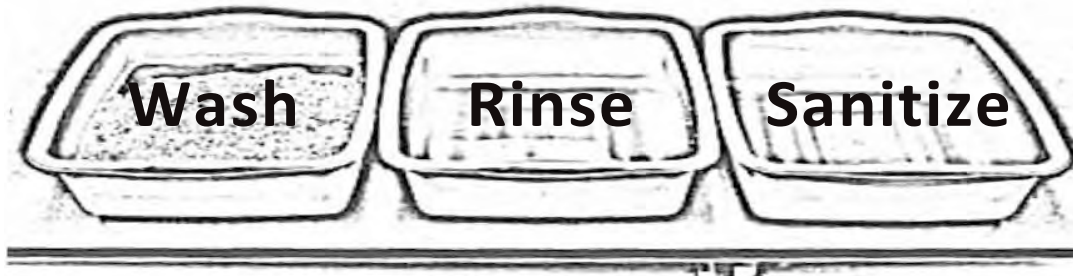
NOTE: FOOD OPERATORS ISSUED LICENSES WILL BE SUBJECT TO RANDOM INSPECTIONS CONDUCTED BY THE HEALTH DEPARTMENT ON THE DAY OF THE EVENT. ANY VENDOR FOUND NOT IN COMPLIANCE WITH REQUIREMENTS OF THE HEALTH DEPARTMENT MAY BE SUBJECT TO REVOCATION OR SUSPENSION OF THEIR LICENSE (S) TO SELL FOOD.

Temporary Hand Washing Station



A temporary hand washing station shall consist of at least a 5-gallon insulated container with spigot that provides continuous flow of warm running water, soap, paper towels, a handwash sign, and a 5-gallon bucket to collect the waste water.

Temporary Event Warewashing Station Setup



Temporary Event Warewashing Station Setup must include three basins as follows:

- (1) A wash basin filled with soapy water;
- (2) A rinse basin filled with clean water;
- (3) A sanitize basin filled with water and a sanitizing agent such as:
 - (a) **Unscented** chlorine bleach at 50-100 ppm* or
 - (b) A quaternary ammonium compound (QAC) at the concentration designated by the manufacturer; and
- (4) **Test strips** for testing the concentration of sanitizer.



Note: Each basin must **CLEAN** and be large enough to accommodate your largest piece of food equipment. (There should be no food particles floating in sanitizer basin.)

*Approximately 1 tablespoon of bleach per 1 gallon of water