

FOOD VENDOR GUIDELINES RETAIN COPY FOR YOUR REFERENCE

YOU MUST HAVE SIGNED REGISTRATION/RELEASE FORM, INVENTORY LIST, PHOTO OF YOUR BOOTH AND BOOTH FEES RETURNED BY **August 1, 2017**. If the contract, photo of booth layout and payment has not been returned by this date, your product(s) space, etc., will be given to the next vendor on our mailing list. We attempt to limit duplications so your products are unique and shine. We will accept late registrations but there are not guarantees of space availability or posting on our signage.

Booth Fees: Payable to the Bertram Oatmeal Festival Association in the form of a check, credit card, Cashier's check, money order or PAYPAL. Cash Not Accepted.

State Health Permit: All Food vendors must have a current Texas Department of Health Permit. Apply at the Texas Department of Health or on the internet at: www.dshs.state.tx.us/fdlicense/

Booth size and fees: Please refer to Food Vendor Registration for fee schedule. *Please note: If your booth area is larger than our standard size, you must rent an additional space. Your booth must fit inside the area you have paid for. NO EXCEPTIONS! Your Tent Poles, Stakes, Trailer Hitches or Tongues, Etc. must fit completely within the booth size you have paid for. This includes trailer side windows. Pavement will be marked for the spaces.

Load-in / Tear down times: We will provide a confirmation letter upon vendor acceptance. Load-in & Tear-down times MUST BE STRICTLY ADHERED TO. **Hours 5:30 am - 4 pm** (Daytime vendors). We will allow early release as early as 3:00 pm, but only under supervision from Oatmeal Festival Staff.

Festival Location: Downtown Bertram which consists of an area covering 4 city blocks including side streets.

Festival Hours: Saturday 8:00 am to 4:00 pm. Evening/Night Hours: Street Dance hours 7:00 pm to 11:00 pm. Booth fee is \$25 additional for vendors staying for evening/ Dance.

Booth Services: 1. Limited power provided will be (1) duplex plugs, 120-volt outlet of 20amp capacity per booth space. The number of outlets is limited. Please note: If your electrical requirements exceed the above, you must use propane or external generator. Generators will be allowed ONLY upon approval from the Bertram Oatmeal Festival Committee. You must receive approval before your booth registration will be accepted. Propane is encouraged. Plugs will be tagged & closely monitored.

2. No parking inside the festival grounds for trailers not part of your booth. We will send you instructions of where you can park your vehicles with your booth location assignment. NO EXCEPTIONS!

3. Security will be provided by the festival from 8:00 a.m. through 5:00 p.m.

The Bertram Oatmeal Festival is not responsible for your booth or its contents.

4. Solicitation is allowed for valid vendors. Outside solicitation will not be allowed and will result in removal from the Festival Grounds. All sales shall take place in your vendor booth space. NO ROAMING VENDORS Please!

5. **No water hook-ups available.** Make arrangements to bring your own potable water. It is HOT, HOT, HOT! BRING WATER! 6. **You may not take your vehicle to your booth during the festival, even to replenish stock.**

Cart in only! No exceptions! Courtesy Golf carts will be staffed for your convenience.

Booth Requirements: 1. Food Booths must comply with current guidelines for food handling and have a current Food Safety Certificate. (See attached Guidelines for Food Handling at Temporary Events.)

2. Signage -- Stenciled or professionally crafted. 3. Must COMPLETELY fit inside your designated booth area.

4. Each booth is individually responsible for sales tax requirements. 5. Please dispose of your own trash in the dumpsters which are located behind/off festival site. DO NOT use the trash barrels which are provided for festival patrons.

IMPORTANT INFORMATION

1. The festival will attempt to limit the number of vendors selling particular products or food items.
2. Items not allowed in booth include but are not limited to: throwing stars, martial arts weapons, brass knuckles, roach clips, snap'n pops, and knives of any sort, drug paraphernalia of any kind, crazy string, counterfeit merchandise, marshmallows or potato guns will not be tolerated. The Bertram Oatmeal Festival reserves the right to limit or restrict the sale of certain items.
3. Any item that is for personal use must be out of sight of customers.
4. Booth clean-up is the sole responsibility of the vendor. Each vendor must properly dispose of their trash. Festival clean-up crews are not responsible for disposing of vendor trash. All booths litter must be removed from the Festival Grounds. Any items left will be disposed.
5. If you pay for a booth space, are accepted and assigned a space then do not attend the festival, **no refunds will be given.**

All vendors are responsible for this information. By signing your registration form, you are indicating you have read and agree to all rules and regulations set forth in this document.

GUIDELINES FOR FOOD HANDLING AT TEMPORARY EVENTS

Item 1 Each physically separated stand or booth requires a current Food Safety Certificate issued by the State of Texas.

Item 2 Ice used for consumption must be from an approved source. Ice shall be held in bags until used and dispensed properly.

Item 3 Food contact surfaces of equipment shall be protected from contamination.

Item 4 Provide only single-service articles for customer's use.

Item 5 Provide potable water for cleaning and sanitizing utensils. Provide a heating facility capable of producing hot water. Use three (3) containers (plastic buckets, plastic food containers, etc.) for WASHING, RINSING AND SANITIZING. The wash bucket/container will have soap and water; the rinse bucket/container will have clean water and the sanitize bucket/container will have water and sanitizer.

Item 6 Do not store any food in contact with water or melted ice.

Item 7 Dispose of all liquid and solid waste properly – not at your booth site.

Item 8 Provide cleanable floors in Booth Area and service areas – (light wood, tarp, card board, etc.)

Item 9 Provide a ceiling in food preparation and service areas (wood, canvas or other material that protects the interior of the establishment from the weather and other agents.)

Item 10 All Food Vendors with propane or other combustible product must have a Class B & C rated fire extinguisher of at least 5 pounds. It must be in operable condition with a gauge showing that it is charged, be placed near cooking appliances and be in plain view.

NO WATER HOOK UPS AVAILABLE! PLEASE PLAN ON PROVIDING FOR YOUR OWN WATER NEEDS