

Friends of Allensworth Events and Vendor Requirements

Dear Prospective Vendor,

Thank you for your interest in participating as a Vendor at our Friends of Allensworth festivals at Colonel Allensworth State Historic Park. We are looking for self-contained, high-quality food vendors, as well as craft/retail merchandise vendors. All Vendor applications will be reviewed to unnecessary item duplications among Vendors and to ensure that food services or merchandise products are a good fit for the event. Please be aware that Vendor participation in the past does not ensure acceptance at this year's events.

Friends of Allensworth Annual Festivals with Vendor application deadlines:

Black History Festival

Vendor Application and Payment Due Date: Second Sunday in January
Event Date: Second Saturday in February

Allensworth May Festival

Vendor Application and Payment Due Date: Third Saturday in April
Event Date: Third Saturday in May

Juneteenth Festival

Vendor Application and Payment Due Date: Second Saturday in May
Event Date: Second Saturday in June

Allensworth Rededication Festival

Vendor Application and Payment Due Date: Second Saturday in September
Event Date: Second Saturday in October

We offer three types of Vendor booths:

- Food/Beverage
- Craft/Retail Merchandise
- Informational

Please be sure to thoroughly read and understand the following Vendor requirements, to ensure that you achieve complete compliance before submitting your application.

Vendor Booth Requirements

- Booth space is limited to a single level 12' x 12' area (including all wires, stakes, poles, etc.).
- Vendor shall be responsible for coming prepared to fully accommodate all weather conditions.
- Vendor booth shall remain open for the entire event and shall avoid early departures.
- Vendor shall provide and maintain a neat and attractive booth space throughout the event.
- Vendor shall be solely responsible for providing independent booth setup, operation, and demobilization.
- Vendor shall be responsible for independently removing all merchandise from the booth space and for leaving the area tidy, and shall fully dispose of all rubbish, garbage, paper, and trash in designated waste containers.
- Vendor agrees to accept full responsibility, liability, and costs for all broken, lost, or stolen booth merchandise and equipment.
- Vendor agrees to accept full responsibility, liability, and costs for all booth damage, any customer injury, and for any damage to park infrastructure during booth setup, operation, and demobilization.
- Craft/Retail Merchandise Vendors and Information Vendors shall be strictly prohibited from distributing or selling any food products or beverages.

Additional Requirements for Food/ Beverage Vendor Booths

- Food/Beverage booths must comply with the attached **Tulare County Temporary Event Food Vendor Requirements**.
- Prices of all food and beverage items must be clearly shown to customers, on a sign or on a professional display in front of the Vendor booth.
- A copy of a valid Food Handling Certification shall be submitted with the Vendor application form.
- Vendor display of the Food Handling Certification at the event is strongly recommended.
- Each Vendor shall have a current fire extinguisher available in the booth space.
- Onsite electricity in the food area is limited. Vendor shall come prepared with propane or a generator to completely meet all booth power needs.
- Vendor shall provide their own tables and chairs. Rental of a limited number of tables and chairs is available in advance; any rentals must be itemized on the application and the rental fee submitted with the application.

All necessary Vendor documents are enclosed for your review and signature as required.

If you have any questions, please email them to => bakari.sanyu@sbcglobal.net

Please SIGN and mail back the Vendor documents PRIOR to the event deadline.

Please note only Money Orders or Cashier Checks payable to "Friends of Allensworth" shall be accepted with the Vendor applications!

FRIENDS OF ALLENSWORTH
VENDOR APPLICATION

YEAR 20__ EVENT CHOICES

_____Black History Month Celebration - Second Saturday in February

_____Old Time Jubilee Celebration – Third Saturday in May

_____Juneteenth Celebration – Second Saturday in June

_____Allensworth Park Rededication Celebration – Second Saturday in October

TYPE OF BOOTH SPACE

_____Craft/Retail -- \$100.00

_____Food/Beverage -- \$100.00

_____Informational -- FREE (*no product selling is allowed*)

TABLES AND CHAIRS RENTAL

Number of Tables Requested _____@ \$10 each

Number of Chairs Requested _____@ \$5 each

Business Name: _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone Number: _____ Cell: _____

E-Mail: _____

Please list your food menu items or craft/retail products with the prices below:

By signing this application, I acknowledge that I have read and understand and will abide by the Friends of Allensworth Vendor Guidelines. I agree that as the vendor, I indemnify and agree to hold harmless the Friends of Allensworth (FOA), their officers and members against any actions, losses, cost, damages, claims and expenses (including attorney fees) arising from any damage to property or bodily injury to vendor, his/her representatives, agents and employees by reason of the vendor's occupancy.

Applicant Signature: _____ Date: _____

Please Print Name: _____

The Friends of Allensworth reserves the right to refuse any application. Submission of this application does not guarantee a space.

Please pay with Money Order or Cashier's Check, payable to "Friends of Allensworth."

Please sign the Vendor Application & mail together with the Money Order or Cashier Check to:

**Friends of Allensworth
ATTN: Sasha Biscoe
10205 Rio Del Mar Dr., Bakersfield, CA 93311
Telephone or Text: 877-245-6232
email: info@friendsofallensworth.org**

FRIENDS OF ALLENSWORTH

VENDOR GUIDELINES

1. Vendor Booth set-up shall not start prior to 6 a.m. and must be fully completed by 10 a.m. on the day of the event. Vendor Booths must be staffed at all times between 10:00 and 4:00 p.m. Vendors must provide their own relief staff.
2. Parking is prohibited on grassy areas, vendors' row or behind the stall. Parking is also prohibited in "fire regulation areas." Parking is only allowed on roads and designated areas.
3. Vendors are required to supply their own dollies, carts and labor for set-up and take-down. Craft/Retail Merchandise Vendors are strongly encouraged to provide a canopy or booth space cover.
4. Food/Beverage Vendors shall fully comply with the attached **Tulare County Temporary Event Food Vendor Requirements.**
5. Only 20-gauge extension cords that meet established safety standards will be allowed in the Park. They shall be placed so they are not exposed to foot traffic. All vendors are encouraged to provide their own generators for booth power needs.
6. Safety shall be of primary concern in all areas. Vendors should make sure that their displays do not present tripping or injury hazards.
7. Vendor's display area must be kept clean and tidy. Excess materials, boxes and trash, must be kept out of sight. All food distribution surfaces and areas shall be kept clean and sanitary per health code regulations. All food handling operations shall be performed in full compliance with Food Handling Certification.
8. Vendors must secure their own displays. The Friends of Allensworth are not responsible for any loss or theft of equipment or property.
9. Vendors are responsible for payment of all applicable taxes.
10. In the event that the Friends of Allensworth has an objection to an exhibit, product or food item, on the basis of merchandise, sales technique, safety or any other reason, the Friends of Allensworth reserve the right to have such items removed.
11. All samples, products, food items and displayed merchandise must be distributed from inside the display booth or at the display table. **"Wandering solicitation" is not allowed.**

FRIENDS OF ALLENSWORTH
VENDOR GUIDELINES (continued)

12. Vendors are responsible for placing their trash in dumpsters. Hot coal must not be disposed of in dumpsters. Used cooking oil is strictly prohibited from being placed in dumpsters. Food Vendors shall be responsible for complete removal of all their cooking oil from Allensworth Park.
13. Vendors shall assume all liability for injuries, damage and claims caused as a result of installing, setting up, and maintaining displays.
14. Helium and propane tanks must be secured, maintained and used in compliance with the State Parks System fire regulations.
15. Vendors are responsible for providing their own petty cash and change.



TULARE COUNTY

HEALTH & HUMAN SERVICES AGENCY

Environmental Health Services

5957 S Mooney Blvd, Visalia, CA.,

93277-9394 559 624-7400FAX

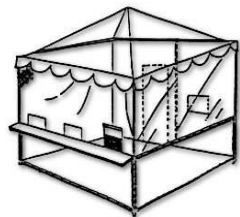
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Temporary Event Food Vendor Requirements

Requirements are based upon the California Health & Safety Code (CalCode)

Potable Water: The event organizer is to ensure that potable water shall be provided from an approved well, bottled water source, or water system. Hoses used for transporting drinking water must be an approved drinking water hose (white) and equipped with adequate back flow protection.

Booth Structure: Each food booth preparing and handling **non-prepackaged** foods must be **fully enclosed** (walls and ceiling) except for a self-closing serving window or entry door. Overhead protection is required above all food preparation, food storage, and ware washing areas. Clear, plastic tarps, wood, canvas, or screens are approved enclosure materials. Constructed floor material that provides a cleanable surface, such as concrete, tight wood, or asphalt is acceptable. **Note:** Booths serving only unopened, prepackaged foods are exempt from wall enclosure and flooring requirements (refer to section 114347).



Booth Identification: The name of the facility, city, state, ZIP Code, and name of the operator shall be legible and clearly visible to patrons. The facility name shall be in letters at least 3 inches high. Letters and numbers for the city, state, and ZIP Code, may not be less than 1 inch in height. Identification on a poster, sign, or banner is acceptable.

Food and Utensil Storage: All utensils, food, and food contact items must be stored in a manner that ensures protection from contamination from moisture, dust, insects, and rodents, etc.

- All potentially hazardous foods (PHF) are to be stored in such a way that the temperature is maintained either **below 45° F** or **above 135° F**.
- Cold storage units including ice chests must possess a thermometer at all times and the food vendor is to frequently check to ensure that the temperature is maintained at or below 41° F, to keep potentially hazardous foods below 41° F.
- Ice used for refrigeration purposes is not to be used for consumption in food or beverages.
- No other items are to be stored or left inside ice containers storing ice that is intended for consumption.
- Ice chests may not be used to store unpackaged, cooked meats unless cooked meats are stored in leak proof containers to prevent cross contamination. Separate ice chests are recommended.
- Food clean utensils and food equipment must be kept a minimum of **6 inches** above the floor/ground.
- During periods of operation, supplies and non-potentially hazardous food in **unopened** containers may be stored adjacent to the temporary food facility or in **unopened** containers in an approved nearby temporary storage unit. This must be indicated on the booth plan.
- **At the end of each operating day, all food that is held cold at 45° F OR hot at or above 135° F shall be discarded.**



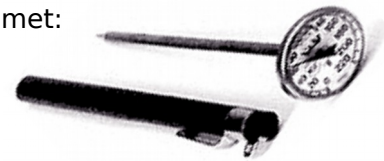
Hand Washing: A minimum **5-gallon container of warm water (100° F)** for all temporary food facilities handling non-prepackaged food for events lasting less than 3 days. The container must have a hands free dispensing spout that leaves both hands free to allow proper hand washing. A **catch**

basin for wastewater, **liquid soap** in a dispenser and single-use disposable **paper towels** must be provided. No wastewater or garbage is to be dumped onto ground. If the event organizer does not provide hot water, the food vendor is responsible for heating water either on a stove top or via a portable water heating device. **All food handlers are required to wash their hands before handling food and when changing operations:** when alternating between types of potentially hazardous food being prepared, after using the toilet, handling money, smoking, etc. **Note:** Booths that handle only prepackaged food need not comply with this handwashing requirement.



Food Preparation: NO FOOD IS TO BE PREPARED IN A PRIVATE HOME KITCHEN

- Food handlers are to have loose hair tied back or contained within a hairnet or hat.
- Food contact surfaces must be smooth, easily cleanable, and non-absorbent.
- Equipment, food-contact surfaces, and utensils must be cleaned and **sanitized** at any time the following occurs:
 - Alternation of uses between raw fruits or vegetables and potentially hazardous food,
 - Alternation of uses between raw foods of animal origin to working with ready-to-eat foods,
 - Alternation of uses between processing different types of animal products unless processed in the following order first to last:
 - Cooked, ready-to-eat products,
 - Raw beef and/or lamb,
 - Raw fish products,
 - Raw pork or poultry,
 - Before each use of a food temperature-measuring device,
 - At any time during the food handling operation when contamination may have occurred.
- Equipment, food-contact surfaces, and utensils must be **sanitized** routinely throughout the day **not to exceed four (4) hour intervals, or more often if needed.**
- The following required final internal cooking temperatures are to be met and a **metal probe thermometer*** must be used to ensure these temperatures are met:
 - Pork/eggs= 145°F
 - Beef/hamburger= 157°F
 - Poultry/meat stuffed foods= 165°F
 - Reheated foods=165°F
- ***The thermometer must also be utilized frequently to ensure that hot holding units are maintaining food at or above 135° F. Sanitize the thermometer after use.**
- No galvanized metal, blue enamel, or copper cookware is to be used.
- Outdoor barbeques may be operated outside food booth, however must be located in an area which suitably protects the food and equipment from dust, dirt, and overhead contamination. The surface of the ground adjacent to the barbecue facility must consist of a material which will inhibit the generation of dust. The barbecue unit must be separated from public access by using ropes or other approved methods at approximately 5' (feet) perimeter. Food items prepared on an outdoor barbecue must be brought back into food booth for any further preparation, assembly, and/or serving.



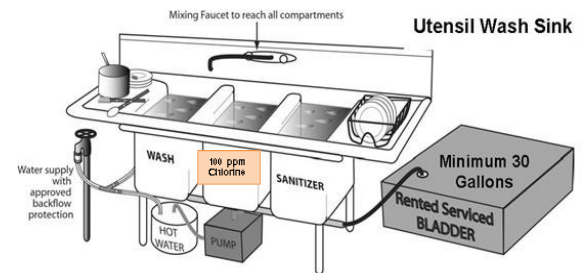
Food Assembly: Tongs and serving utensils shall be utilized to prevent food contamination. Keep all food covered when not serving. Sneeze guards are to be provided whenever the public has access to food holding containers. Condiments shall be single-use packaging or contained within a dispensing unit.

Washing and Sanitizing: Cloth towels intended for wiping and maintenance shall be stored in a sanitizing solution when not in use. **100 parts per million (ppm) chlorine** (or 1 oz. Bleach per 1 gal. of water) provides adequate sanitizing of towels. Single-use disposable paper towels may be used instead of cloth towels. Provide sanitizer test strips to measure strength of sanitizer.



Utensils, food contact surfaces and containers are to be cleaned using the following four (4)-step manual dishwashing method:

1. Wash with hot soapy water
2. Rinse with hot water
3. Sanitize in water with 100 ppm chlorine (Bleach-water solution) by full immersion for a **minimum of 60 seconds**
4. Air dry - do not towel dry



Permitting: Health permits will be issued the first day of the event following a successful inspection. **NO PERMIT WILL BE ISSUED IF ALL OF THE ABOVE REQUIREMENTS ARE NOT MET. FACILITIES OPERATING WITHOUT ENVIRONMENTAL HEALTH APPROVAL WILL BE REQUIRED TO CEASE OPERATION UNTIL APPROVAL IS GRANTED AND ARE SUBJECT TO ENFORCEMENT ACTION.**

A current copy of Health & Safety Code requirements may be accessed on the Web at:

<http://www.cdph.ca.gov/services/Documents/fdbRFC.pdf>