



FOOD VENDOR REGULATIONS

Dear Vendor:

Enclosed you will find the space price list, vendor application, state health regulations and the application for a temporary food service permit. We will give priority to vendors who have been to our festival in the past. If you have never been to our festival, we will do everything possible to enable you to be part of this year's event. If you submit an application and we are not able to approve it, your check will be returned.

Please return your application no later than MARCH 1, 2010. Vendors will be treated on a "first come, first serve" basis. Please review the following information as it pertains to your operation during the week of the festival.

1. Vendors may begin setting up at 9:00 a.m. on Wednesday, May 12, 2010. Each vendor may begin operations AFTER they receive their health inspection. Hours of operation shall be from post inspection on Wednesday until 11:00 p.m.; Thursday through Saturday hours will be AFTER FINAL HEALTH INSPECTION; and Sunday morning till the lot must be cleared at 6:00 p.m.
2. Vendors selling food products must complete the enclosed West Virginia Department of Health Application and return it to the festival along with your vendor application and price list. Food vendors will undergo an inspection by the county Board of Health before opening for business.
3. Required utilities will be provided to a commercial vendor at no additional cost as long as all required needs are specified on the original application. The vendor must provide connection equipment.
4. Commercial vendors must provide the Festival with a certificate of liability insurance listing the West Virginia Strawberry Festival Association, Inc. as additional insured once we have accepted you as a vendor.
5. If you are selected, but do not attend, you will lose your seniority rights. No fees or deposits will be returned nor will it hold your spot for the following year. (Exceptions may be considered for family emergency).
6. Vendors **MUST POST PRICES AT BOOTH!!!**

West Virginia Strawberry Festival

7. Booth prices are \$700 for Vendor Alley and other booth prices will vary upon placement.
8. Payment must be received **by March 1, 2010** to secure your booth spot.

Thank you for your interest in the West Virginia Strawberry Festival. If you have any questions, please feel free to contact us at the following numbers and email.

Return to: West Virginia Strawberry Festival
P.O. Box 117
Buckhannon, WV 26201

Sincerely,

Rob Smith
304-472-7091

304-472-9036
Festival Office Phone

Space Pricing and Regulations

Vendor Alley Lot (Main Street)	\$700
Vendor Alley Annex Lot (Main Street)	\$700
Spring Street Lot (One Block From Main Street)	\$400
Past Main Street Lot (End of Parade Route)	\$250 or \$75/day
Local For-Profit located around town	\$250
Local Non-Profit located around town	\$50

The above fees include a city business license and a health permit (if needed) for all vendor groups.

All fees MUST be returned with the enclosed application to be considered!

Rules and Regulations

Each vendor agrees to abide by the following rules and regulations which have been adopted by the West Virginia Strawberry Festival Board of Directors. Any vendor not following these terms will be asked to leave and will not be invited to return.

1. All sales must occur in the assigned area. Items cannot be transported along the streets for the purpose of sale.
 2. Any vendor selling food products must meet all WV Health Regulations.
 3. Each vendor must confine his sale facilities to the assigned area and cannot infringe upon an area assigned to others.
 4. Each vendor must have posted in his assigned area a City of Buckhannon Business License (issued by festival) and a state health permit (if serving food).
 5. The Strawberry Festival will provide an assigned area for vendors based on size requirements from the application. If additional space is needed, the price may be negotiated with the vendor chairman.
 6. All vendors will be solely responsible for the construction, operation, and removal of his or her stand.
 7. Each vendor is an independent contractor and is not an agent, servant or employee of the West Virginia Strawberry Festival Association in any way.
 8. Each vendor will save and hold harmless the West Virginia Strawberry Festival Association and its Officers and Board of Directors from any and all claims, damages or liabilities of every kind and character.
 9. Professional vendors must have in their possession a general liability insurance policy for no less than one million dollars per incident.
 10. No refunds of vendor application fees.
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**Upshur – Buckhannon Health Department
14 North Locust Street
Buckhannon, West Virginia 26201
Phone: 472-2810**

Application for a Temporary Food Service Permit

Note: This form is to be returned to the Strawberry Festival Association. Your permit will be issued following a Health Department initial inspection of your establishment.

Re: Strawberry Festival Food Concessions

Application is hereby made for a permit to operate a temporary food service establishment in accordance with applicable State Board of Health Regulations.

I hereby certify that the information contained herein is accurate and truthful.

OWNER or AGENT: _____

OPERATING AS: _____

HOME ADDRESS: _____

HOME PHONE #: (____) ____ - _____

Cell Phone: (____) ____ - _____

PLANNED MENU: _____

*The Strawberry Festival Association will send this completed form to the Health Department

Section 12.0 Temporary Food Service Establishments

12.1. Unrestricted Establishment (Menu not Restricted)

- 12.1.1. Must meet all of the requirements of the West Virginia Food Service Sanitation Regulations.

12.2. Restricted Establishments

- 12.2.1. The preparation of cream-filled pastries, custards, and similar products is prohibited.
- 12.2.2. The preparation of meat, poultry and fish in the form of sandwiches and salads is prohibited. This does not preclude the preparation of hamburgers, frankfurters, and other food which, prior to service, requires only limited preparation.
- 12.2.3. Potentially hazardous food which is obtained in individual servings and is stored at safe temperatures may be permitted to be served directly to the customer in the original, unopened, individual container in which it was packaged.

12.3. Food Supply

- 12.3.1. Food in the food service establishment must be from approved sources.
- 12.3.2. All food must be clean, wholesome, and free from spoilage, adulteration and misbranding.
- 12.3.3. Potentially hazardous food, excluding hamburger, frankfurters or food requiring limited preparation, must be purchased and served in the original, individual container.
- 12.3.4. Pre-packaged individual coffee creamers or individual packets of powdered coffee whiteners that are properly stored and handled are the only types approved for use.
- 12.3.5. Home-canned or home-processed food is prohibited.

12.4. Food Protection

- 12.4.1. Food must be protected from contamination while being stored, prepared, displayed, served or sold.
- 12.4.2. Food must be received in such a manner as to prevent any contamination.
- 12.4.3. Food contact surfaces of equipment must be protected from dust, flies, patrons, coughs and sneezes, overhead leakage, or other forms of contamination.
- 12.4.4. Approved facilities must be provided for maintaining potentially hazardous food at safe temperatures.
- 12.4.5. Ice must be obtained from an approved source in chipped, crushed or cubed form.
- 12.4.6. Ice must be obtained in approved, closed, single-service containers.
- 12.4.7. Ice used in beverages must be dispensed by use of a scoop or an approved automatic dispensing unit.
- 12.4.8. Styrofoam or similar type porous containers are not approved for ice storage unless such container is lined with a clean, sanitary food grade plastic liner.

12.5. Health

- 12.5.1. Employees must thoroughly wash their hands before starting work and as

often as may be necessary to remove soil and contamination.

- 12.5.2. No employee shall resume work after visiting the toilet room without first washing their hands.
- 12.5.3. Employees shall use effective hair restraints to prevent the contamination of food or food-contact surfaces.
- 12.5.4. Employees must not use tobacco in any form while engaged in food preparation and service or while in any area where food is prepared or utensils are washed and sanitized.
- 12.5.5. Employees must maintain a high degree of personal cleanliness and shall conform to good hygienic practices during all working periods.

12.6. Equipment and Utensils

- 12.6.1. Equipment and utensils must be in good repair, free from cracks, chips, pits, open seams and corrosion.
- 12.6.2. Equipment and utensils must be constructed, located and installed so as to be smooth and easily cleanable.
- 12.6.3. The use of enamelware and griniteware is prohibited.
- 12.6.4. Kitchenware and food contact surfaces of equipment must be thoroughly cleaned to sight and touch after each use.
- 12.6.5. The cooking surfaces of grills, griddles and similar cooking devices must be cleaned daily or more often if needed.
- 12.6.6. Non-food contact surfaces of equipment must be cleaned at a necessary frequency to prevent the accumulation of dirt, dust, food particles and other debris.
- 12.6.7. Kitchenware and food contact surfaces of equipment used for potentially hazardous food must be sanitized prior to such use.
- 12.6.8. Single-service cups must be dispensed from approved dispensers.
- 12.6.9. Single-service straws, eating utensils, and stirrers must be of the individually wrapped type.

12.7. Sanitary Facilities

- 12.7.1. potable supply of water, under pressure, must be provided for cleaning and hand washing.
- 12.7.2. All plastic water lines must bear the National Sanitation Foundation (NSF) seal or be of equivalent standards.
- 12.7.3. The use of plastic or rubber garden hose for water piping is prohibited.
- 12.7.4. Hot and cold water, under pressure, must be provided in areas where food is prepared and where equipment and utensils are washed.
- 12.7.5. Auxiliary heating facilities capable of producing and ample supply of hot water must be provided.
- 12.7.6. Hand washing facilities must be provided. Such facilities in a restricted establishment may consist of a pan, water, soap and individual paper towels.
- 12.7.7. Potable water supply piping must not be directly connected with any non-potable water supply system.
- 12.7.8. Approved and adequate toilet facilities must be provided and conveniently located to the establishment.

12.8. Other Facilities

- 12.8.1. Walls and ceilings must be so constructed so as to minimize the entrance of vermin, dust and rodents.
- 12.8.2. Ceilings may be constructed of wood, canvas or other materials which protect the interior of the establishment from the elements.
- 12.8.3. Walls may be constructed of such materials or of 16 mesh screening or equivalent.
- 12.8.4. Floors must be of tight wood, asphalt or other cleanable material. Dirt floors are prohibited.
- 12.8.5. All floors, walls and ceilings must be kept clean.
- 12.8.6. At least 20 foot candles of natural and/or artificial light must be provided on all working surfaces.
- 12.8.7. Effective ventilation to the outside air must be provided for rooms and equipment where needed.
- 12.8.8. The establishment and its surroundings must be kept clean, neat and free of litter and rubbish.
- 12.8.9. No live animals or birds are permitted in establishments. Provided, that guide dogs accompanying blind persons or police patrol dogs accompanying officers may be permitted in dining area.

12.9. Vermin Control

- 12.9.1. Counter openings must be effectively screened or the openings protected by effective fans.
- 12.9.2. Where fans are used for this purpose, the size of the openings shall be so limited that the fans employed will effectively prevent the entrance of flies and other insects.

12.10. Waste Handling

- 12.10.1. Liquid waste which is not discharged into a sewage system must be disposed of in such a manner as not to create a public health hazard or nuisance.
- 12.10.2. All garbage and rubbish must be stored in durable metal or plastic containers not exceeding 30 gallon capacity.
- 12.10.3. Containers must be covered with tight-fitting lids when not in continuous use.
- 12.10.4. Single-service plastic or heavy duty paper liners must be used in all garbage and rubbish containers.
- 12.10.5. Solid waste must be disposed of in a manner approved by the health authority.

THE WEST VIRGINIA STRAWBERRY FESTIVAL RESERVES THE RIGHT TO REJECT ANY APPLICATION. P.O. Box 117, Buckhannon, WV 26201-0117*
Phone: Voice (304) 472-9036 Fax (304) 472-9037