



**FOOD VENDOR APPLICATION**  
**34th Annual Hanover Tomato Festival**  
**Saturday, July 14, 2012 9 a.m. - 4:00 p.m.**  
*Pole Green Park*  
 8996 Pole Green Park Lane, Mechanicsville, Virginia  
 Rain or Shine!

[www.hanvertomatofestival.com](http://www.hanvertomatofestival.com)

PLEASE TYPE or PRINT LEGIBLY

For Office Use Only - Processing

Date \_\_\_\_\_ Staff \_\_\_\_\_

Cash  Ck # \_\_\_\_\_  MO

Amount \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Payor \_\_\_\_\_

Name of Organization or Business \_\_\_\_\_

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

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

Contact Name \_\_\_\_\_ Phone (h/w) \_\_\_\_\_ (c) \_\_\_\_\_

Email (for receipt & event communication) \_\_\_\_\_

On-site Contact Name: \_\_\_\_\_ Cell \_\_\_\_\_

**FOOD VENDOR BOOTH SPACE INFORMATION**

We estimate booth sizes to be 20' x 20'. Multiple spaces can be requested but not to exceed three. Limited electricity will be available upon advanced approval of Electrical Request. All tents, chairs, tables, & all other items needed for your booth space are the responsibility of the vendor. Vendors are responsible for setting up, manning the booth for the entire event, and the removal of all items, including trash and liquid waste upon the conclusion of the Festival. Generators are prohibited. Access to a potable water supply will be available on site.

Number of Food Vendor booth space(s) requested:  (\$350.00 per space)

Electricity requested at \$75.00 per space (limited)  yes  no

*If yes, please complete and attach an Electrical Request Form.*

**Vendors are required to provide a complete list of all menu items to be sold and their prices. Vendors will not be permitted to sell items, provide services or conduct activities that are not pre-approved.**

Please provide a detailed list and cost of all menu items to be sold. (Attach additional pages if necessary)

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Over, please



**Completed applications, with full payment will be considered  
on a first come, first served basis until January 27, 2012.**

**Make checks payable to Hanover County Parks and Recreation.  
Applications will not be considered without payment.**

**PLEASE MAIL YOUR COMPLETED APPLICATION AND PAYMENT TO:**

Hanover County Parks and Recreation  
13017 Taylor Complex Lane Ashland, VA 23005

**Please note the following timeline for communication:**

Upon receipt of completed application and full payment - receipt postcard will be mailed to you  
Applications will be reviewed by January 31, 2012 - approval status will be emailed or mailed to you at that time  
Vendor packet with both number and parking passes will be mailed to you by June 29, 2012

No refunds will be issued after June 22, 2012

**For additional information please log on [www.hanovertomatofestival.com](http://www.hanovertomatofestival.com) or  
email questions to [hanovertomatofestival@co.hanover.va.us](mailto:hanovertomatofestival@co.hanover.va.us).**

The Hanover Tomato Festival Executive Board reserves the right to refuse the approval of a food vendor if it does not meet the requirements of the Hanover Tomato Festival and the Hanover County Health Department. Food vendors are permitted to sell food & beverage items only. Vendors will not be permitted to sell items that are not pre-approved. The Hanover Tomato Festival Executive Board also reserves the right to assign booth spaces according to the layout.

Food vendors must have temporary food permit and pass inspections from Chickahominy Health District and Office of the Fire Marshall. The Hanover Tomato Festival Executive Board reserves the right to refuse a food vendor if they do not meet the guidelines of the Hanover Tomato Festival, Chickahominy Health District, and/or Office of the Fire Marshall.

Failure to adhere to the Festival rules and regulations may result in the removal of a vendor from the event with NO REFUND and being prohibited from participating in all future Hanover Tomato Festivals. By signing below, you fully understand agree to abide by the above conditions and attached Rules and Regulations in regards to the Hanover Tomato Festival being held on Saturday, July 14, 2012.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**GENERAL INFORMATION**

- The Hanover Tomato Festival Executive Board ("Board") reserves the right to refuse the approval of a vendor application.
- The Festival assumes no responsibility for loss of product / equipment during the Festival or if the vendor chooses to set up their booth the night before the event.
- The consumption and selling of alcoholic beverages are prohibited in the park. Failure to adhere to this rule will result in the removal of the vendor from the Festival area.
- The participating vendor shall comply with all state, federal, and local laws, rules, ordinances, and regulations during the Festival. Failure to do so will result in the removal of the vendor from the Festival premises with NO REFUND.
- CANCELLATION REFUNDS will only be issued if notification is given to the Hanover Tomato Festival Executive Board three weeks prior to the event date.
- The Board may terminate the vendor agreement between the Hanover Tomato Festival and the vendor at any time upon breach of these rules and regulations. Upon termination, the Board may choose to keep all booth space rental fees paid by the vendor and may prohibit the participation of the vendor in all future Hanover Tomato Festivals.
- The Vendor hereby releases and agrees to indemnify and save harmless Black Creek Volunteer Fire Department, Hanover County, The Hanover Herald-Progress, The Mechanicsville Local and their employees and representatives from any and all claims of any nature for injury or loss that may result from participation or preparation for participation in the Hanover Tomato Festival. The vendor hereby fully consents to allow Hanover County Parks and Recreation to use photographs taken during this event for publicity purposes. The vendor fully consents to emergency medical care rendered by competent personnel or hospitals should such attention become necessary during the Festival.

**VENDOR BOOTH DETAILS**

- Vendor booth spaces are approximately 20' x 20'.
- All tents, chairs, tables, and items for sale etc. are the responsibility of the vendor.
- All tents must be securely anchored down. Your space will be in close proximity to the area where MedFlight helicopters land and take off. There are underground electrical and irrigation lines – staking of tents is strictly prohibited.
- **Generators are not permitted.** Limited electricity is available at \$75.00 per booth. Completed Electrical Request Form must be submitted. If approved, vendor must provide an extension cord (min 50 ft long).
- Access to water will be provided.
- Food vendors are also responsible for the collection and removal of their own trash and liquid waste from the Festival premises.

**EVENT INFORMATION**

- The Hanover Tomato Festival is a rain or shine event. In the event of inclement weather leading up to or on the day of the event, vendors **may** be restricted from vehicular access to the event area. In the event of field closure to vehicular traffic, Hanover Tomato Festival staff and volunteers will be available to assist vendors in shuttling their belongings to and from their booth spaces. Additionally, vendors with heavy machinery, trailers or displays **may** not be permitted on the event field and vendor fees will be refunded to them in full.
- Vendor check-in begins at 8AM the day prior to the event. All food vendors are required to be set up and ready for a Fire Marshall inspection by 5PM. A vendor representative must be present at the time of inspection.
- Vendors must remain set up and man their booth through the entire event which concludes at 4PM.



## Office of the Fire Marshal

### MEMORANDUM

**SUBJECT:** Requirements for Cooking Tents, Canopies and Membrane Structures

**TO:** Hanover Parks and Recs / Food Service/Food Vendors

**FROM:** Chris Slemp, Deputy Fire Marshal

**DATE:** October 19, 2009

This memo is to serve as requirements for all Food Vendors who participate in events in Hanover County.

**All vendors must set up and be inspected on the day previous to an event.**

*SFPC 107.2 (VA)* A fire permit shall be required for all tents, canopies and membrane structures over 900 square feet. The permit must be obtained prior to operation.

*SFPC 2403.8.2* A minimum of 20 feet shall be required between structures or tents. Cooking tents must be separated from serving tents and no public access to cooking tent.

*SFPC 2404.7* Open flames shall be prohibited within the structure unless approved by the fire marshal.

*SFPC 2404.17.1* Flammable-liquid-fueled equipment may not be used in tents, canopies or membrane structures unless secured and approved by the fire marshal.

*SFPC 2404.19* Generators shall be separated by a minimum of 20 feet from structure.

*SFPC 3003.3.3* All compressed gas cylinders shall be secured.

*SFPC 904.11.5* Portable fire extinguishers shall be provided within a 30-foot travel distance of commercial-type cooking equipment. Cooking equipment involving vegetable or animal oils and fats shall be protected by a Class K rated portable extinguisher.

# TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION PACKET

A **Temporary Food Establishment** as defined in the Virginia Food Regulations 12 VACS 5 421-10 is a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

To apply for a temporary food establishment permit:

1. **COMPLETE AND SUBMIT AN APPLICATION FORM (PAGES 2 & 3) AND FEES FOR EACH EVENT AND FOR EACH BOOTH AT EACH EVENT AT LEAST 10 BUSINESS DAY PRIOR TO THE EVENT.** AN INCOMPLETE APPLICATION WILL BE RETURNED. A RAIN DATE OR "NOT APPLICABLE" MUST BE ENTERED. APPLICATIONS MUST BE SUBMITTED TO THE HEALTH DEPARTMENT IN WHICH THE EVENT IS LOCATED.
2. If required, submit the \$20 application fee at the time of the event or proof of previous payment (receipt(s) totalling \$100) within the current calendar year (January 1- December 31). A \$20 fee for each of the first five (5) applications submitted during the calendar year is required. After five fees have been paid (\$100), no additional fees are required for the remainder of the calendar year. Vendors have the option to pay \$100 at the time of submitting the first application for the year if doing multiple events. If you are unsure if the application fee is required, call the Health Department (phone numbers listed below). **Fees will NOT be accepted on the day of the event.** Please make checks or money orders payable to the appropriate Health Department. We cannot accept credit or debit cards. The application fees may be paid at any Health Department in the state. **It is the responsibility of the vendor to keep the payment receipt(s) and to provide a copy of the receipt(s) as proof of payment with each application submitted.**
3. If you have successfully completed the Chickahominy Health District's Temporary Food Service Course within the last three (3) years, include a copy of your Completion Certificate with your application. Information on the course can be obtained by calling any of the local health departments listed below.
4. If you are using a permitted mobile food unit, submit a copy of that permit. A fee is not required.

***Applications and fees must be received by the Health Department at least ten (10) business days prior to the temporary event.*** Please send the completed application(s) and fee(s) to the appropriate Health Department:

Charles City Health Department	7501 Adkins Road, Charles City, VA 23030	(804) 829-2490
Goochland Health Department	P.O. Box 178, Goochland, VA 23063	(804) 556-5843
Hanover Health Department	12312 Washington Hwy., Ashland, VA 23005	(804) 365-4343
New Kent Health Department	P.O. Box 86, New Kent, VA 23124	(804) 966-9640

- In this application packet you will find information on Hand Washing Facilities, Kitchenware Washing Procedures, and a self-inspection form. The Virginia Board of Health Food Regulations require that proper facilities be available for hand washing, kitchenware washing, over-head protection, ground covering, and proper storage of hot and cold foods. Additional information on preparing and serving food safely will provide upon request. Applicants are encouraged to take a food safety course.
- A long stem metal thermometer scaled from 0-220°F and sanitizer test strips is required.
- Use the self-inspection form, page 6, to ensure that you are prepared and have met the requirements of the Regulations.
- Please **KEEP pages 4 through 6** for your use and **RETURN pages 2 and 3** (the application) to the Health Department.

An Environmental Health Specialist will call you after your completed application is reviewed to discuss your operation, obtain additional information if needed and answer any questions you may have. Permits for Temporary Events are issued by the Health Department *on the day of the event*, prior to the start of the food operations.

If you have any questions, please call us at the above phone numbers. We look forward to working with you!



<b>OFFICE USE:</b> Date Received: _____ Fee Status: normal    exempt    not applicable Check #: _____ Amount: _____ Receipt #: _____
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## Application for Temporary Food Establishment

- Please print legibly or type
- **Application and application fee of \$20 must be submitted at least 10 business days prior to the event.**
- If you have already paid for five (5) events (total of \$100) for the current calendar year, please attach receipt(s).
- Failure to provide the necessary information regarding your operation will delay the processing of your application.
- For staffing purposes, a "rain date" or "not applicable" must be included.

EVENT - GENERAL INFORMATION

Event Name and Sponsoring Organization: \_\_\_\_\_

Event Coordinator and Phone Number: \_\_\_\_\_

Event Location Address and Phone Number: \_\_\_\_\_

Date(s) of operation: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Rain date(s): \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

APPLICANT INFORMATION

Organization or Individual Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Cell # \_\_\_\_\_ Fax #: \_\_\_\_\_ Email: \_\_\_\_\_

Organization Representative Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Cell # \_\_\_\_\_ Fax#: \_\_\_\_\_ Email: \_\_\_\_\_

Individual Responsible for Food Preparation Onsite: \_\_\_\_\_

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

TEMPORARY FOOD ESTABLISHMENT INFORMATION

Time when operation will be ready for inspection:  
 \_\_\_\_\_

Type of food facility (building on site, open air, mobile unit, food trailer, tent/canopy, etc.): \_\_\_\_\_

Please indicate the source of the following to be provided for operation of the food facility:

Potable water source: \_\_\_\_\_ Garbage disposal: \_\_\_\_\_  
 (private well, public, bottled water, holding tank, etc.) (on-site, off-site, by vendor, by event sponsor, etc.)

Sewage Disposal: \_\_\_\_\_ Liquid Waste Disposal: \_\_\_\_\_  
 (Onsite septic system, public system, etc.) (dump station on-site or off-site, public, septic system, etc.)

Have you completed the Chickahominy Health District's course for Temporary Food Service?    Yes    No  
 If Yes, year completed: \_\_\_\_\_ (Please include a copy of your certificate with this application)

## FOOD ITEMS AND EQUIPMENT

Food/Beverage Items	Source (where purchased)	Where prepared (i.e., on site at event, in organization's kitchen, at a permitted facility, etc.)	Methods of preparation and serving

*(Please attach another sheet with the same information, if more spaces is needed.)*

Condiments and Serving Methods (individual or bulk containers)	Utensils (serving, cooking, eating,)	Cooking Equipment*	Type of refrigeration (coolers, refrigerator, truck)
			Type of sanitizer/test strips

*\*All cooking or reheating equipment must be able to rapidly heat foods to 165°F or above. **CROCK POTS ARE NOT ACCEPTABLE FOR THE COOKING OR REHEATING OF FOODS.***

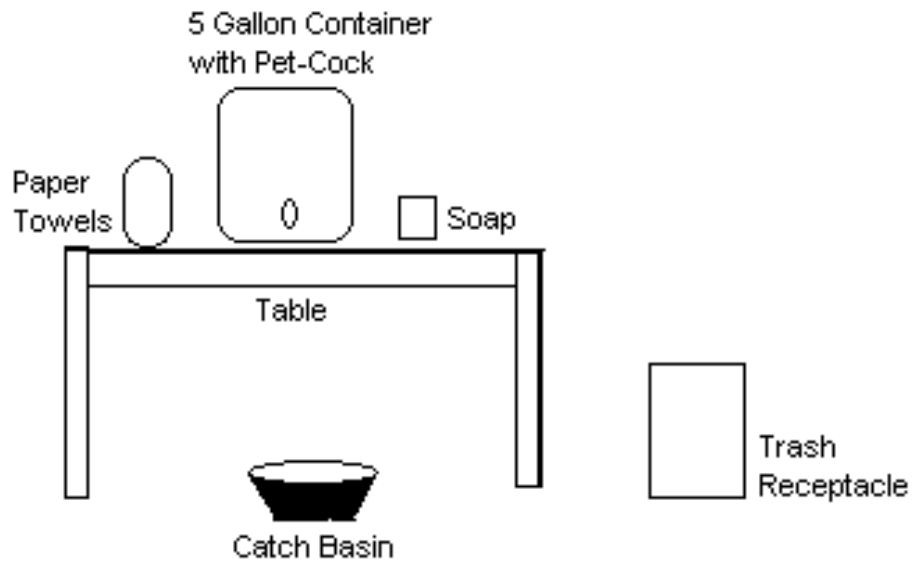
*\*Are accurately calibrated metal stem food thermometers provided to monitor food temperatures? \_\_\_\_\_*

*\* What method will be used to prevent bare hand contact with ready-to-eat foods? \_\_\_\_\_*

I have read the attached instructions, understand them and will comply with their requirements. I understand that failure to comply may result in the denial of my application for a permit or in the suspension of my permit, per 12 VAC 5-421-3730 and 12 VAC 5-421-3770, Commonwealth of Virginia Board of Health Food Regulations, March 2002.

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

## HAND WASHING FACILITY SET-UP

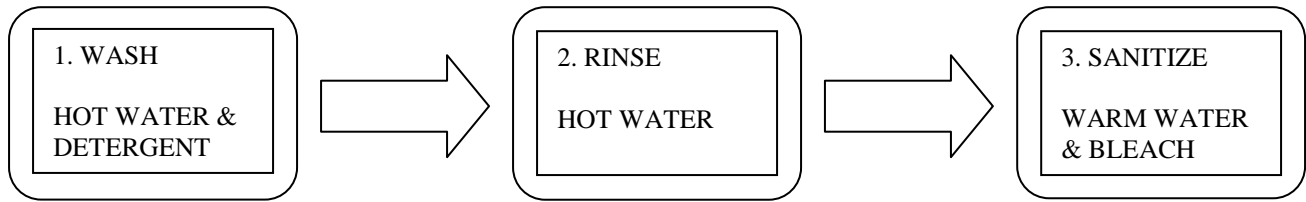


The most common cause of contamination during food preparation and serving is unclean hands. For this reason, hand washing facilities are a must. Facilities must be designed to provide unaided, easy hand washing under a continuous flow of running water. Water spigots of the push-button type will not be allowed.

## THE HOW-TO'S OF HANDWASHING

1. Wet hands.
2. Apply soap.
3. Briskly rub hands for twenty (20) seconds.
4. Scrub fingertips and between fingers.
5. Scrub forearm to just below elbow.
6. Rinse forearms and hands.
7. Dry hands and forearms with a disposable paper towel.
8. Turn off water with paper towel.
9. Discard paper towel.

## KITCHENWARE WASHING PROCEDURE



After washing, rinsing, and sanitizing, items may be air dried or wiped dry with disposable towels and should then be stored in a clean place.

Provide appropriate sanitizer test strips and use them to monitor the concentration of the sanitizing solution. (If using bleach, maintain the chlorine concentration between 50 and 100 parts per million; this is approximately 1 T. bleach per 1 gallon water.)

*Unscented* chlorine bleach may be used to sanitize kitchenware. Other acceptable sanitizers include quaternary ammonia and iodine.

All waste water must be disposed of properly, to either a sanitary sewer or a drainfield.

## SELF INSPECTION FORM

ITEM	AREA OF CONCERN
1	Review Temporary Restaurant Policy
2	Review proper food handling practices and employee hygiene requirements
3	Food Source: approved, in sound condition, no spoilage
4	Potentially hazardous foods kept at proper temperature during transportation, storage, preparation, cooking, display, and service
5	Food protected from contamination: wrapped, sneeze guards/shields, 6"+ off the ground. Food protected from insects, rodents, birds, and animals.
6	Facilities provided to maintain product temperatures (refrigerator, freezer, drained coolers w/ ice, etc.) Cold: 41 F or below. Hot: 140 F or above.
7	Thermometers provided: dial probe or digital thermometer for taking product temps, indicating thermometers for refrigeration units
8	Ice storage adequate, 6"+ off the ground, self-draining with catch basin, scoop stored in ice with the handle extended
9	Good employee hygiene; proper hand washing; proper use of gloves; no illness; etc.
10	Proper hair restraints; clean clothing; no artificial nails; no jewelry
11	Equipment cleaned thoroughly <u>prior to the event</u> , kept clean, stored properly
12	Proper facilities to wash, rinse, and sanitize equipment and utensils. MUST HAVE HOT WATER. Wash basins should be large enough to accommodate the biggest item to be washed.
13	Sanitizer with appropriate test strips, i.e. chlorine bleach and chlorine test strips.
14	Single service items stored and dispensed in plastic sleeve, utensils dispensed with handles up
15	Water source approved; Hot and cold water provided; food grade hoses used
16	Approved and adequate disposal of sewage and all waste water
17	Hand washing facilities: hot water, soap, paper towels, catch basin, wastebasket.
18	Adequate collection and disposal of grease and garbage.
19	Overhead protection (tent, pavilion, etc.); Lighting adequately shielded. Check with fire marshal regarding fire retardant material and use of gas, propane, etc.
20	Public access to cook area, storage area, and service area completely restricted.
21	Wiping cloths: clean, stored in sanitizing solution, use restricted to employees only. Alternative to wiping cloths: paper towels and a spray bottle of sanitizing solution.
22	Toxic items labeled and stored separately from food and single service items. No pesticides stored or used on site.