

Rec'd/ Date: _____ Ck#: _____ Amount: _____ Both#: _____

BCDQ Cultural Foundation Inc.
P.O.Box 102, Richmond – Texas 77406
Attn: Mi Navidad Latina

BCDQ Cultural Foundation Inc. thanks you for your interest in our Christmas Craft Show “Mi Navidad Latina” planned for Sunday, December 4, 2016. The attached rules will be enforced. Please read them carefully before submitting your application for a booth. This application must be fully completed and mailed to the above address with a check to hold your booth space. You also need to include a picture of your merchandise, as well as proof of permits as listed, in order to be considered for entrance into the show.

MI NAVIDAD LATINA BOOTH APPLICATION

PLEASE PRINT CLEARLY

OWNER'S NAME: _____ PHONE: _____

COMPANY NAME: _____

ADDRESS: _____ CITY: _____

STATE: _____ ZIP CODE _____

EMAIL ADDRESS: _____

WEB ADDRESS: _____

ITEMS TO BE SOLD: _____

Booth Fee \$20.00 each _____

Half table \$10.00 each _____ (Will be placed at booth space)

Full table \$20.00 each _____

Electrical Outlet \$8.00 each _____

Late Fee \$10.00 each _____ (For applications received after November 15)

TOTAL _____

(Please make checks payable to “**BCDQ Cultural Foundation Inc.**”)

By signing this application I agree to abide by the attached rules for MI NAVIDAD LATINA 2016. I understand that I am required to have the related permits as well as tax ID number. I am totally responsible for paying my own taxes for all event sales as required by Texas law.

Signature of booth holder _____ Date: _____

No refunds after November 24, 2016

“MI NAVIDAD LATINA” CRAFT SHOW RULES:

Sunday, December 4, 2016 from 1:00pm until 5:00pm

There will be no exceptions to these rules.

A limited number of spaces are available for vendors. You must submit photographs of your work. “Mi Navidad Latina” committee reserves the right to approve and accept vendors by category and/or quality of merchandise.

- Booths will be assigned at the committee's discretion. Only one booth is allowed by vendor. Booth will be assigned after November 24, 2016. We will do our best to accommodate vendor requests.
- **Booth will be available on a first-come, first serve basis.** A food vendor last day for registration is November 10th, 2016. A late registration fee of \$10 will be required for all applications received after November 15, 2016. **No applications will be accepted after November 24, 2016.**
- **All booths must be paid in full upon registration. A nonrefundable deposit of \$10.00 will be retained in the event of a cancellation. No refunds will be given after November 24, 2016.**
- Vendors will be responsible for their booth (including set-up and complete clean up). Products displayed must be placed between the boundaries of the booth, so as not to cause obstruction in the walkways or detract from other areas.
- Vendors wanting to sell food/drinks must provide proof of permit according to Texas and City of Sugar Land Food Handling Laws and Regulations (you are advised to visit the following links: <https://www.foodhandlercardonline.com/faqs.aspx> , <http://www.sugarlandtx.gov/FAQ.aspx?QID=71>). Permit application forms and information are attached for your convenience.
- Food/Drink vendors must add a label to their products stating the ingredients and clearly list any allergen in it (e.g., milk, gluten)
- **The committee reserves the right to remove any items from your booth that do not meet the criteria listed in these rules.**
- Someone must be at your booth at all times. Two chairs per booth will be furnished.
- **Only one signature on the agreement** – if the booth is shared the person who signs will be considered the booth holder.
- Limited electrical outlets are available on a **first-come, first-served basis.** Cords are to be supplied by the vendor. No electrical cords will be allowed in walkways.
- **BCDQ Cultural Foundation Inc. and/or its representatives will not be held responsible for any losses, damages or injuries during “Mi Navidad Latina”**
- Texas law requires that all vendors have a tax ID number and are responsible for paying their own taxes. Vendors are also responsible for providing their own change.
- All tables are to be covered and merchandise is to be attractively displayed.
- Set-up will be from 12:00 to 12:45pm. Clean-up is to be completed by 4:45pm on Sunday, December 4, 2016. **Tear-down will not start until 4:30pm.**

VENDORS WHO HAVE NOT SET UP BY 12:45PM THE DAY OF “MI NAVIDAD LATINA” WILL FORFEIT THEIR RIGHT TO A BOOTH, AT WHICH TIME THE SPACE WILL BE OFFERED TO A VENDOR IN THE WAITING LIST.



City of Sugar Land Development Planning— Food Inspection Program

PO Box 110/2700 Town Center Blvd., Sugar Land, TX 77487 (281)275-2278 FAX: (281)275-2729

TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION--VENDOR

-----RETURN THIS APPLICATION TO YOUR EVENT COORDINATOR-----

THE EVENT COORDINATOR MUST RETURN ALL APPLICATIONS TO ME AT LEAST ONE FULL BUSINESS WEEK PRIOR TO THE EVENT. PLEASE KEEP THIS IN MIND AND RETURN YOUR APPLICATION TO THEM IN A TIMELY MANNER.

IF THE APPLICATION IS NOT CORRECT, YOU WILL BE CONTACTED FOR ADDITIONAL INFORMATION. APPROVAL WILL BE PENDING THE SUBMITTAL OF THE CORRECTED APPLICATION. SUBMIT IMMEDIATELY: FAX: 281-275-2729, OR EMAIL: AKHAN@SUGARLANDTX.GOV OR SMCCARTY@SUGARLANDTX.GOV

Event: _____ Event Date(s) _____
Location: _____

EVENT RESPONSIBLE PARTIES: Name the person who is in charge of the event, not the temp food establishment.

Establishment/Group Name: _____
Event Responsible Group/Person: _____
Mailing Address: _____
Phone(s): _____ Fax: _____

FOODSERVICE CONTACTS/INFO: Name the person who is in charge of this specific temporary food establishment.

Foodservice Establishment Name/Group/Team: _____

Certified Food Manager/Food Handler: _____ Certification #/Expiration Date: _____

Foodservice Person(s)-in-Charge/Contact: _____

Mailing Address: _____

Phone(s): _____ Fax: _____

Email: _____

Date(s) of your foodservice operations: _____

IF PRINTING THIS OUT, PLEASE ADJUST MARGINS/FONTS AS NEEDED TO PRINT OUT IN 3 PAGES ONLY.

Applicant Signature

Date

Inspector Signature

Date

Applicant Printed Name

Inspector Printed Name

City of Sugar Land Temporary Food Establishment Application Page 2

*****THIS PAGE MUST BE SIGNED AND DATED AT THE BOTTOM FOR YOUR PERMIT TO BE APPROVED*****

Food Handler's Card Is Required

Beginning **January 01, 2014**, an owner of a Cottage Food business is required to have a food handler's card. You may earn your food handler's card through an accredited course, which will help you learn basic food safety practices for the products your intend to offer for sale. Check with your local County Extension Agent or you may complete the course online at <http://foodsafetyonline.tamu.edu>

TEMPERATURE Time/temperature control foods (often referred to as perishables) must be kept at proper temperatures to reduce the growth of microorganisms, which can cause foodborne illness. If you are not sure if a food is potentially hazardous, treat it as though it is. **Cold items shall be kept at or below 41°F and hot items at or above 135°F. Food may not be out of temperature for more than four (4) hours—it shall be consumed or discarded within 4 hours.** Consuming food items that have been out of temperature for more than 4 hours is dangerous.

Cooking Temperatures: Different foods require various cooking temperatures. To simplify, when cooking, you should **heat food to a temperature of at least 165°F in all parts of the item**, and this will ensure safe cooking. If reheating a precooked item such as hot dogs, you should heat to an internal temperature of 165°F as well.

Proper thermometers are required. Have alcohol swabs available to sanitize probe thermometers.

HANDWASHING Each temporary establishment shall have a handwashing station available. **Water must be running and not stagnant. Therefore, buckets of water for handwashing are NOT allowed.** An easy solution is to provide a cooler or a container of water with a hands free spigot to provide running water. **A catch basin is required**—water may not be discharged onto the ground. Soap and paper towels must be available. Employees may use chemically treated towelettes for handwashing. Hand sanitizer is a good extra, but is NOT a substitute for handwashing—it should be applied after hands are thoroughly washed and dried. **You must wash your hands after using restroom, after touching hair or handling money, between different food prep tasks, and when coming into the food prep area/booth and at all other appropriate times.**

GLOVES/OTHER BARRIERS & HAIR RESTRAINTS **No contact is allowed between bare hands and ready-to-eat food items (anything not thoroughly cooked between this point and consumption.)** Therefore, you must use tongs, wax paper, gloves or some other adequate barrier.

Hair restraints are required on anyone who is in any food handling area or is handling clean wares. It is best to require all workers to wear a hair restraint at all times. Acceptable hair restraints are hairnets and ball caps. Visors by themselves are not adequate—they are allowed only if a hair net is also worn.

WAREWASHING & SURFACE SANITIZING **Even if you think you are only using disposable items, you may have non-disposable tongs, spoons, pans, etc that you are using that may need to be washed on-site. ONLY DISPOSABLE ITEMS SHALL BE OFFERED FOR DIRECT PUBLIC USE. (Plastic ware instead of silverware, paper plates instead of reusable, etc)** For most temporary events, the best solution is to obtain 3 inexpensive plastic containers. Wash with soap and water in the first container, rinse with plain water in the second, and sanitize with 50-100 ppm chlorine in the third container. This solution can be achieved by placing approximately 1 standard capful (about ½ to ¾ Tablespoon) of unscented bleach per gallon of lukewarm water. Immerse the item in the sanitizing solution for at least 1 minute, then let it air dry. **Please contact us to discuss options if you feel your situation is such that you do not need on-site warewashing.** Surfaces should be sanitized with a 50-100 ppm sanitizing solution also. Keep wiping cloths immersed in a bucket or bin with proper solution between uses.

CONTAMINATION **Food and food-contact surfaces must be protected from contamination from dust, dirt, chemicals, and insects.** Food is to be covered & stored appropriately at all times. Public self-serve of food should be limited, and food and utensils shall be presented in such a way that the public cannot contaminate them. Chemicals shall be stored only below and separate from food and food contact items. Pesticides are not allowed. Adequate measures shall be taken to eliminate pests from any food prep, storage, and/or service area by covering food & cleanliness.

ON-SITE PREP/ PERMIT DISPLAY **No food offered or sold to the public is to be prepared or stored at home.**

Permits shall be displayed clearly during the temporary food establishment operation.

By signing below, I attest that I have read the information above completely and agree to abide by these guidelines completely when operating my temporary foodservice establishment. I UNDERSTAND THAT FAILURE TO ABIDE BY THESE REGULATIONS MAY RESULT IN MY OPERATION BEING MADE TO CEASE OPERATIONS OR CITATION.

Signature

Print Name

Date

City of Sugar Land Temporary Food Establishment Application Page 3

- Briefly describe the facility or setting utilized for this temp food establishment. (EXAMPLE ONLY: picnic tables covered by a canopy or inside the concession stand kitchen.) _____
- Do you understand that **you must provide a handwashing facility for your own foodservice area/booth** and the requirements for it? _____
(CHECK NEXT TO EACH ITEM): Will you provide: a clean container with a flip spigot for continual flowing water _____?
 Briefly describe this container (EXAMPLE ONLY: Beverage urn with flip spigot) _____
 pump hand soap _____ disposable paper towels _____ catch basin to prevent pooling _____ extra water/water supply _____
- Unless otherwise agreed upon by Sanitarian, you must provide a ware washing set up. Do you agree to this?** _____
(CHECK NEXT TO EACH ITEM): Will you provide: 3 clean containers for washing, rinsing and sanitizing _____ dish detergent _____
 bleach for sanitizing @3/4 Tablespoon per gallon of water _____ clean area for air drying items _____
 If you believe you do not need a ware wash set up, describe how you will keep clean all wares (scoops, tongs, etc.): _____
- What type(s) of hair restraints will be used? _____
- How** will you prevent contact between bare hands and ready-to-eat foods? _____
- Will you exclude from handling food or food contact items, and exclude from the food storage or prep area, any persons who are ill or have cuts or lesions that are not properly covered/treated? _____
- Set up begins at _____ and clean up ends at _____. Offering food/beverages to public begins at _____ and ends at _____.
- Is this the same for each day of the event? _____ If not, list setup and service time frames for each day that is different.

- List all cooking, reheating, hot hold and cold hold equipment you will be using _____
- Please provide your travel time to the event and your method of transportation _____

11. List below **ALL** food and beverage items sold or offered to the public and answer all questions. **Use additional pages as needed.**

Food Item	Source (where will you buy the item or ingredients)	Will you cook or reheat this item? <i>If so, indicate which or both, and where the activity is occurring (at restaurant or at event site.)</i>	To what temp will you cook the item?	To what temp will you reheat the item?	After cooking or reheating, at what temp will you hold the item? (Hot hold)	At what temp will you hold the item during cold hold?	When will this item be discarded?
EXAMPLE ONLY: Baked chicken	Sysco	Cook (Cook at restaurant, hold hot during	165 F	N/A	135 F	41 F (prior to cooking at	At end of the event
EXAMPLE ONLY: Beef Meatballs	Sysco	Cook at restaurant and reheat at event site	165 F	165 F	135 F	41 F	Within 1 hour of cooking
EXAMPLE ONLY: Hamburger patty	H.E.B.	Cook at event site	165 F	N/A	135 F	41 F	Within 2 hours of cooking
THE ABOVE ARE EXAMPLES ONLY. FILL IN THE BOXES COMPLETELY, WITH THE EXACT TEMPERATURES AND DETAILS. REFER TO PAGE 2 AS NEEDED TO ENSURE YOU HAVE THE PROPER TEMPERATURES. COMPLETE EACH BOX-- DO NOT USE CHECKMARKS, ETC. INDICATE N/A WHERE NEEDED.							

By signing below, I attest to the following: I have answered all questions honestly. I understand that if I am found to be operating differently than I have stated above, or if I am operating on different dates or times than I have stated above, my permit may be revoked without refund and I may be issued a citation without additional warning. I will not offer or sell or prepare any food items at home that is potentially hazardous which requires time temperature control to prevent spoilage. I am aware that a permit received from the Food Inspection Division does not assume approval from other City departments, and it is my responsibility to obtain necessary approval from all applicable departments.

Signature

Print Name

Date

TEXAS MANIPULADORES DE ALIMENTOS
 Válido para todo el Estado de Texas (Acreditado por ANSI)
 No cargos adicionales o viajes al departamento de salud

\$10 \$8 por internet con el código de cupón: **TEXASFH**

Paso 1: visite www.StateFoodSafety.com
 Paso 2: Elija su curso y ubicación
 Paso 3: Entre el cupón de descuento: TEXASFH
 Paso 4: Cree una cuenta y compre el curso
 Paso 5: Complete el curso e Imprima el certificado

English, Español, Mandarín, Coreano, Vietnamita, Serbo-Croata, Tagalo, y Lenguaje de Signos (Americano)

Gracias por entrenarse con  StateFoodSafety

TEXAS FOOD HANDLER TRAINING
 Valid Throughout Texas (ANSI Accredited)
 NO fees & NO trip to the health department

\$10 \$8 online with coupon code: **TEXASFH**

Step 1: Visit www.StateFoodSafety.com
 Step 2: Choose your course & location
 Step 3: Enter discount coupon: TEXASFH
 Step 4: Create an account then purchase
 Step 5: Complete course then print certificate

English • Spanish • Mandarin • Korean • Vietnamese • Tagalog • Serbo-Croatian • American Sign Language

Thanks for training with  StateFoodSafety