



Addison Oktoberfest Marketplace

You are invited to participate in the 32nd annual Addison Oktoberfest – one of the most authentic Oktoberfest celebrations outside of Munich. 60,000 fans of polka, German food, and Paulaner Bier join in Addison's spectacular Addison Circle Park for four days of music, schnitzel, folk dancing, sing-alongs, children's entertainment, and more.

Required Materials

- Signed Application
- Temporary Food Service Permit*
- Payment Form
- Photos of booth set up and merchandise
- Copy of Texas sales tax and use permit

*If applicable

IMPORTANT DATES

Wednesday, March 27

Application Deadline

Friday, April 19

Notifications sent & payments processed

Monday, July 22

No refunds for cancellations

September 19 – 22

**ADDISON
OKTOBERFEST**

Thursday

6:00 pm – 11:00 pm

Friday

6:00 pm – 11:00 pm

Saturday

11:00 am – 11:00 pm

Sunday

11:00 am – 6:00 pm

Please mail completed application, submittals, and payment to:

MAIL: Town of Addison Special Events • Attn: Marketplace • PO Box 9010 • Addison, TX 75001-9010

E-MAIL: mmarsh@addisontx.gov • **FAX:** 972-450-6225



Addison Oktoberfest Marketplace

Application Form

NO VENDORS SERVING AS INDEPENDENT CONSULTANTS FOR A LARGER CORPORATION OR SELLING SERVICES OR PRODUCTS WITH BRAND NAMES OR CORPORATE LOGOS WILL BE ACCEPTED IN THE MARKETPLACE. PREPACKAGED FOOD VENDORS ARE PERMITTED TO SAMPLE FOOD ITEMS BUT ALL GOODS FOR SALE MUST BE PREPACKAGED. NO COOKING PERMITTED IN THE MARKETPLACE.

Application Deadline:

Wednesday,
March 27, 2019

Name _____
Business Name _____
Mailing Address _____
City, State, Zip _____
Phone _____ Vendor On-Site Cell Phone _____
E-mail _____ Website _____
Emergency Contact: Name _____ Phone _____

Have you been a Vendor in past Addison events? Yes No When? _____
If you are leaving a trailer on the lot, state size: _____ Do you have a preferred booth space? _____

MERCHANDISE TO BE SOLD

- | | | | | |
|--|---|---|--------------------------------------|--|
| <input type="checkbox"/> Prepackaged Food* | <input type="checkbox"/> Drawings/Graphics | <input type="checkbox"/> Home Accessories | <input type="checkbox"/> Metal | <input type="checkbox"/> Sculpture |
| <input type="checkbox"/> Apparel – Adult | <input type="checkbox"/> Candles | <input type="checkbox"/> Jewelry – Fine | <input type="checkbox"/> Photography | <input type="checkbox"/> Wood |
| <input type="checkbox"/> Apparel – Child | <input type="checkbox"/> Glass/Ceramics/Pottery | <input type="checkbox"/> Jewelry – Art | <input type="checkbox"/> Paintings | <input type="checkbox"/> German Apparel/Collectibles |

*Prepackaged Food items must be prepackaged. No on-site cooking in the Marketplace.
Other (please specify) _____

ATTACH SEPARATE SHEETS EXPLAINING/PROVIDING:

1. Are you the vendor creating the artwork/merchandise/specialty food to be sold? What do you do to create the work?
2. Provide representative photos of all types of merchandise for sale during the event. You MUST indicate what items are created by you and what items are resale. 8½ x11 sheets with copied photos are acceptable. *Please submit photos even if you may have submitted them in the past.*
3. Copy of Texas Sales Tax and Use Permit (photocopies are acceptable).

FEES - Submit check/money order with Application. Submit completed Payment Form to pay with credit card.

- _____ \$450 10'x10' includes 4 sidewalls, 2 vendor wristbands, and 1 parking pass
_____ \$850 10'x20' includes 4 sidewalls, 4 vendor wristbands, and 2 parking passes
_____ \$10 each additional wristband – up to 4 for 10'x10' or up to 8 for 10'x20'
_____ \$150 Corner – Corner request requires separate check or money order if not paying by credit card.
_____ \$75 Temporary Food Service Permit for Prepackaged Food vendors only.
_____ **TOTAL**

AUTHORIZATION: In connection with the Addison Oktoberfest event to be held Thursday - Sunday, September 19-22, 2019 at Addison Circle Park, Addison, Texas ("Addison Oktoberfest" or the "Event"), Vendor agrees that it shall abide by and that Vendor's participation in the Event is subject to all of the terms and conditions of the "Addison Oktoberfest Marketplace - Vendor Rules and Regulations" attached hereto and made a part hereof for all purposes, and Vendor represents and warrants that Vendor has read and understands the same. **Vendor also acknowledges that submission of Application does not guarantee acceptance into Addison Oktoberfest.**

Signature _____ Print Name _____ Date _____



Vendor Rules and Regulations

Please read all the Rules and Regulations before completing the application form. If selected, more detailed information will be provided in the Vendor pre-event packet. By execution below, Vendor acknowledges and agrees to the terms and conditions provided herein.

VENDOR SELECTION

Vendor selection and approval will be in Addison's sole and absolute discretion; no person is entitled or has a right of any kind or nature whatsoever to be selected as a Vendor at the Event, and each Applicant understands and agrees that Addison may reject an applicant for any reason or for no reason whatsoever.

BY SUBMITTING A VENDOR APPLICATION FOR THE EVENT, THE APPLICANT FULLY WAIVES ANY AND ALL CLAIMS, DAMAGES, SUITS OR PROCEEDINGS WHICH IT HAS OR MAY HAVE AGAINST ADDISON, ITS OFFICIALS, OFFICERS, EMPLOYEES, REPRESENTATIVES, AGENTS, AND VOLUNTEERS ARISING OUT OF OR RELATING TO ADDISON'S PROCESSING OF OR DECISION REGARDING THE VENDOR APPLICATION AND APPLICANT'S PARTICIPATION (OR NON-PARTICIPATION) IN THE EVENT, AND FURTHER RELEASES, FOREVER DISCHARGES, AND COVENANTS NOT TO SUE ADDISON AND ITS OFFICIALS, OFFICERS, EMPLOYEES, REPRESENTATIVES, AGENTS, AND VOLUNTEERS IN CONNECTION THEREWITH.

PAYMENT

Upon review and acceptance of application, vendor will receive notification by email. At this time, vendor will have ten (10) business days to submit full payment. Vendor will be charged \$35 for returned checks with insufficient funds. Vendor must submit payment using check, cashier's check, money order or credit card with a completed payment authorization form. Vendor participation will not be confirmed until full payment is received. By Vendor's payment of Vendor fees and Addison's acceptance of the fees, Addison does not represent or warrant that such fee is or shall be tax deductible or have any tax benefits of any kind (under the federal income tax laws or otherwise) to or for Vendor.

BOOTH ASSIGNMENTS

Vendor shall not sublet, assign, or otherwise transfer or convey any matter in connection with the Event or these Vendor Rules to any other person, or any of the privileges conveyed herein, except with the prior written consent of the Director of Special Events. The Town of Addison has and reserves the right to cancel any Vendor booth/tent and all matters pertaining to

Vendor in connection with or related to the Event any time prior to the Event date with full or partial refund to Vendor as determined by Addison. Any approved assignee or transferee shall be subject to all the provisions and requirements of these Vendor Rules and this agreement.

BOOTH OPERATIONS

Signage/Décor: Vendor is permitted to decorate its booth/tent space as it pleases; however, Addison strives to create a polished, professional appearance throughout the Event and Vendor shall decorate its booth space accordingly. Signs, banners or a display of any kind relating to alcoholic beverages, or in appropriate messaging, shall not be displayed by Vendor in the booth/tent space or at any other Event location. The booth shall reflect the purpose of the Event. The Director of Special Events or the Director of Special Events' designee, is authorized to require modifications of any exhibit or of any merchandise or services offered by Vendor, including the removal of an exhibit (in whole or in part) or services. Vendor may provide additional lightweight signage with prior written approval of the Director of Special Events. Changes to Addison supplied signage shall not be permitted. Vendors who make unauthorized changes to signs shall be asked to remove the sign(s) and shall be subject to a fee to be determined by the Director of Special Events.

Set-up/Tear Down: Vendors will be allowed access to their booth/tent space via the designated area during set-up and tear down times only. Access to booth/tent space during Event hours will be permitted from designated entrances and loading bays only. Vendors may not drive vehicles in Addison Circle Park for any reason at any time. Vehicles and equipment may not have access for tear down until the Town of Addison Police Department makes an announcement that the street is clear. Vehicles must follow street access guidelines or shall be subject to ticketing and/or towing at the owner's expense.

The hours of operation of the Event shall be those scheduled by Addison. Vendor's booth/tent shall be manned during all Event hours. Vendor shall have a reasonable amount of time as determined by Addison to set up prior to its commencement and to tear down

after its conclusion. Addison reserves the right to regulate the hours that the vendor(s) remain open.

Upon termination of this agreement and/or the Event, Vendor shall deliver the Vendor tent(s) area, booth/tent space, and Point-of-Sale equipment to Addison in as good condition as at the beginning of the terms of the Event and this agreement, except for ordinary wear and tear.

Electrical: A limited number of electrical outlets will be provided to select vendors (see Vendor Application.) Vendor will be responsible for any charges of additional electricity requested on-site. If Vendor is plugging in equipment that has not been pre-approved, Vendor shall immediately discontinue its use upon request.

Requirements: All heavy equipment shall be positioned on ¾" plywood sheets and cannot be placed directly on the grass. Vendor must provide plywood at its own expense.

MERCHANDISE

Vendor is prohibited from selling merchandise, distributing literature, performing an activity, etc. from an area other than their booth/tent space. Violation of this rule will result in immediate forfeiture of booth/tent space, removal from the event and no portion of the Vendor fees shall be refunded.

Vendor understands and recognizes that the Event is for entertainment purposes only, and agrees to conform its booth and any merchandise, literature or related activity to the purpose of the Event. Accordingly, Vendor's participation in the Event shall reflect the stated purpose of the Event at all times. Vendor shall not use or allow profanity of any kind or obscene language or behavior.

BEVERAGE & ALCOHOL SALES REQUIREMENTS

Alcoholic Beverages: Alcoholic beverages are only permitted to be sold by approved vendors at select events. No glass containers permitted. Vendor must show proof of and display in their booth a temporary permit to sell beer and wine obtained by the Texas Alcoholic Beverage Commission. Import/specialty beer, wine and wine-based cocktails may be sold. Liquor as defined by the Texas Alcoholic Beverage Code is not permitted. Vendors selling beer & wine shall show proof of the proper liquor liability endorsement on their insurance policy upon acceptance for Vendor participation. Vendor is solely

responsible for checking the identification of Event patrons prior to serving.

Non-Alcoholic Beverages: Bottled product may not be purchased at retail outlets. All non-alcoholic beverages (soft drinks, lemonade, water, tea) must be purchased from the official Event soft drink/water supplier on-site.

POINT OF SALE SYSTEM (FOOD VENDORS ONLY)

All sales of concessions, food (excluding specialty food vendors,) or beverages shall be made through the use of a Point-of-Sale System furnished by Addison. If Vendor fails to adequately track all sales through this system, they may be removed from the event and excluded from participating in Addison produced events. Vendor must accept Cash, Major Credit Cards and Tasty Bucks from previous years. Addison will collect a commission on the Tasty Bucks at the contracted amount. One (1) Tasty Buck equals \$1.

A limited number of Point-of-Sale units will be provided to select vendors (see Vendor Application.) Vendor will be responsible for any charges of additional units requested. All Point-of-Sale equipment must be returned to Addison in as good condition as at the beginning of the terms of the Event.

On-site Operations: Any adjustments such as voids or refunds made must have sufficient documentation (manager signature, form, etc.) Vendor must close out all transactions and be logged out of the Point-of-Sale software within thirty (30) minutes of the conclusion of the event each day.

Vendor will be required to create a new account under Addison's Point-of-Sale software provider for detailed tracking of sales. Vendor shall also keep full and detailed accounts, books, records, and data, and exercise such controls as may be necessary and prudent, for proper financial management and accounting of all moneys and funds it collects and disburses from or as a result of the sale of food and beverages. Addison and Addison's duly authorized representatives shall be afforded access to inspect, review and copy Vendor's accounts, books, records, and other data relating to the same during normal business hours at Vendor's or at such other location within the Town of Addison as Addison may direct, including the right to audit the same (all such accounts, books, records, and data include any and all accounts, books, and records).

Vendor shall pay to Addison a percentage of the gross receipts received from its sale of food and beverages pursuant to this agreement. Addison will invoice Vendor within five (5) business days of the end of the Event for commission, plus any additional booth charges (additional electricity, booth damage charges, etc.) owed. Payment in full is due upon receipt of invoice.

SECURITY

Addison assumes no responsibility for any property placed on the premises of the Event Site, and Vendor fully releases and discharges the Town of Addison, Texas, its officials, officers, employees, representatives, agents, and volunteers (in both their official and private capacities) from any claims or liabilities for any loss, injury or damage or any other harm whatsoever to person or property that are sustained by reason of or in connection with the occupancy of the Event Site under this agreement or in connection with the Event.

INSURANCE REQUIREMENTS (FOOD VENDORS ONLY)

Vendor must provide proof of insurance coverage that it has purchased at its own expense following the Town of Addison requirements upon submission of their application.

CANCELLATION

All cancellations shall be made in writing and received a minimum of 60 days in advance of the first day of the event in order to receive a full refund. The Town of Addison reserves the right to cancel Vendor's participation in the Event, and the right to cancel the Event or any portion thereof, at any time for any reason or for no reason whatsoever, in its sole and absolute discretion and without penalty to Addison. Any Vendor who is not set-up by the designated time will be assumed absent and its space will be automatically and immediately forfeited.

LIABILITIES

VENDOR SHALL INDEMNIFY ADDISON, ITS OFFICERS, EMPLOYEES AND AGENTS AGAINST, AND HOLD ADDISON, ITS OFFICERS, EMPLOYEES AND AGENTS HARMLESS FROM, ANY AND ALL CLAIMS, ACTIONS, CAUSES OF ACTION, LIABILITY, LAWSUITS, JUDGMENTS, DAMAGES, INJURIES, COSTS OR EXPENSES, INCLUDING REASONABLE ATTORNEY'S FEES, FOR INJURY TO PERSON OR PROPERTY OR DEATH OF ANY

PERSON RESULTING FROM OR BASED UPON, IN WHOLE OR IN PART, ANY ACT PERFORMED OR OMISSION IN THE PERFORMANCE OF THIS CONTRACT BY VENDOR, ITS AGENTS, OFFICERS AND EMPLOYEES, INCLUDING BUT NOT LIMITED TO SERVING FOOD AND BEER/WINE. THIS INDEMNITY IS INTENDED TO PROTECT ADDISON, ITS AGENTS, OFFICERS AND EMPLOYEES, FROM THE CONSEQUENCES OF THEIR OWN NEGLIGENCE.

VENDOR, ITS OFFICERS, AGENTS AND EMPLOYEES DO HEREBY WAIVE ANY AND ALL CLAIMS FOR DAMAGE, INJURY OR LOSS TO ANY PERSON OR PROPERTY, INCLUDING THE DEATH OF ANY PERSON THAT MAY BE CAUSED, IN WHOLE OR IN PART, BY THE ACT OR FAILURE TO ACT OF ADDISON, ITS OFFICERS, AGENTS OR EMPLOYEES. VENDOR, ITS OFFICERS, AGENTS AND EMPLOYEES ASSUME THE RISK OF ALL CONDITIONS, WHETHER DANGEROUS OR OTHERWISE, IN AND ABOUT THE PREMISES OF ADDISON, AND WAIVE ANY AND ALL SPECIFIC NOTICE OF THE EXISTENCE OF ANY DEFECTIVE OR DANGEROUS CONDITION IN OR ABOUT THE SAID PREMISES.

VENDOR HEREBY RELEASES ADDISON FROM ANY ACTIONS FOR ANY LOSS OR DAMAGE SUSTAINED BY REASON OF ANY DEFECT OF ANY PART OF THE WATER SUPPLY SYSTEM, THE SEWAGE AND DRAINAGE SYSTEM, THE GAS SYSTEM, ELECTRICAL APPARATUS OR WIRING ON THE EVENT SITE OR TENT(S) OR ANY OTHER PREMISES OR BAND STAND, AND FOR ANY LOSS OR DAMAGE RESULTING FROM FIRE, THEFT, WATER, TORNADO, RAIN, SNOW, STRIKES, CIVIL COMMOTION OR RIOT, OR OTHERWISE CAUSED BY GROSS NEGLIGENCE OF ADDISON.

VENDOR'S DEFENSE, INDEMNITY AND HOLD HARMLESS OBLIGATION: VENDOR COVENANTS AND AGREES TO FULLY DEFEND (WITH COUNSEL REASONABLY ACCEPTABLE TO ADDISON), INDEMNIFY AND HOLD HARMLESS THE TOWN OF ADDISON, TEXAS AND THE ELECTED OFFICIALS, THE OFFICERS, EMPLOYEES, AGENTS, REPRESENTATIVES, AND VOLUNTEERS OF THE TOWN OF ADDISON, TEXAS, INDIVIDUALLY OR COLLECTIVELY, IN BOTH THEIR OFFICIAL AND PRIVATE CAPACITIES, (EACH AN "ADDISON PERSON" AND COLLECTIVELY THE "ADDISON PERSONS") FROM AND AGAINST ANY AND ALL CLAIMS, ACTIONS, CAUSES OF ACTION, DEMANDS, LOSSES, HARM, DAMAGES, FINES, PENALTIES, LIABILITY, LIENS, EXPENSES, LAWSUITS, JUDGMENTS, PROCEEDINGS, COSTS, AND FEES (INCLUDING, WITHOUT LIMITATION, REASONABLE ATTORNEY FEES AND COURT COSTS), OF ANY KIND AND/OR NATURE WHATSOEVER, MADE UPON ANY ADDISON PERSON, WHETHER DIRECTLY OR INDIRECTLY, (THE "CLAIMS"), THAT ARISE OUT OF, RESULT FROM, OR RELATE TO (1) THE ACTIVITIES OF AND PERFORMANCE BY VENDOR AT OR IN CONNECTION WITH THE EVENT, (2) REPRESENTATIONS OR WARRANTIES BY VENDOR HEREUNDER IN CONNECTION WITH

THE EVENT, AND/OR (3) ANY OTHER ACT OR OMISSION UNDER OR IN PERFORMANCE OF THIS AGREEMENT BY VENDOR OR ANY PERSONS ASSOCIATED, INVOLVED, AND/OR PARTICIPATING WITH VENDOR IN CONNECTION WITH THE EVENT, INCLUDING, WITHOUT LIMITATION, ALL OWNERS, DIRECTORS, PARTNERS, MANAGERS, OFFICERS, EMPLOYEES, REPRESENTATIVES, AGENTS, CONTRACTORS, CONSULTANTS, CONCESSIONAIRES, MUSICIANS, ARTISTS, AND INVITEES OF VENDOR, AND THEIR RESPECTIVE OWNERS, OFFICERS, EMPLOYEES, DIRECTORS, AGENTS, REPRESENTATIVES, AND CONTRACTORS (TOGETHER, "VENDOR PERSONS"), AT OR IN CONNECTION WITH THE EVENT. SUCH DEFENSE, INDEMNITY, AND HOLD HARMLESS OBLIGATION SHALL AND DOES INCLUDE CLAIMS ALLEGED OR FOUND TO HAVE BEEN CAUSED IN WHOLE OR IN PART BY THE NEGLIGENCE OR GROSS NEGLIGENCE OF ANY ADDISON PERSON, OR CONDUCT BY ANY ADDISON PERSON THAT WOULD GIVE RISE TO STRICT LIABILITY OF ANY KIND.

VENDOR SHALL PROMPTLY ADVISE ADDISON IN WRITING OF ANY CLAIM OR DEMAND AGAINST ANY ADDISON PERSON OR VENDOR RELATED TO OR ARISING OUT OF VENDOR'S ACTIVITIES HEREUNDER AND SHALL SEE TO THE INVESTIGATION AND DEFENSE OF SUCH CLAIM OR DEMAND AT VENDOR'S SOLE COST AND EXPENSE. THE ADDISON PERSONS SHALL HAVE THE RIGHT, AT THE ADDISON PERSONS' OPTION AND AT OWN EXPENSE, TO PARTICIPATE IN SUCH DEFENSE WITHOUT RELIEVING VENDOR OF ANY OF ITS OBLIGATIONS HEREUNDER.

THE PROVISIONS OF THIS DEFENSE, INDEMNITY, AND HOLD HARMLESS OBLIGATION, AND ANY OTHER DEFENSE, INDEMNITY, AND HOLD HARMLESS OBLIGATION SET FORTH HEREIN, SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THE EVENT, VENDOR'S PARTICIPATION AT THE EVENT, AND THIS AGREEMENT.

RELEASE; ASSUMPTION OF RISK: VENDOR, FOR ITSELF AND ITS OWNERS, MANAGERS, DIRECTORS, PARTNERS, OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, CONCESSIONAIRES, AND INVITEES DO HEREBY WAIVE ANY AND ALL CLAIMS FOR DAMAGE, INJURY OR LOSS TO ANY PERSON OR PROPERTY, INCLUDING THE DEATH OF ANY PERSON THAT MAY BE CAUSED, IN WHOLE OR IN PART, BY THE ACT OR FAILURE TO ACT OF ADDISON, ITS OFFICIALS, OFFICERS, AGENTS, EMPLOYEES, AND/OR INVITEES IN CONNECTION WITH, ARISING OUT OF, OR RELATED TO THE EVENT OR THIS AGREEMENT. VENDOR, FOR ITSELF AND ITS OWNERS, MANAGERS, DIRECTORS, PARTNERS, OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, CONCESSIONAIRES, AND INVITEES DO HEREBY ASSUME THE RISK OF ALL CONDITIONS, WHETHER DANGEROUS OR OTHERWISE, IN AND

ABOUT THE PREMISES OF ADDISON, AND WAIVE ANY AND ALL SPECIFIC NOTICE OF THE EXISTENCE OF ANY DEFECTIVE OR DANGEROUS CONDITION IN OR ABOUT THE SAID PREMISES.

VENDOR, FOR ITSELF AND ITS OWNERS, MANAGERS, DIRECTORS, PARTNERS, OFFICERS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, CONCESSIONAIRES, AND INVITEES HEREBY RELEASES ADDISON, AND ITS OFFICIALS, OFFICERS, AGENTS, EMPLOYEES, AND/OR INVITEES (IN BOTH THEIR OFFICIAL AND PRIVATE CAPACITIES), FROM ANY CLAIMS OR ACTIONS FOR ANY LOSS OR DAMAGE SUSTAINED BY REASON OF ANY DEFECT OF ANY PART OF THE WATER SUPPLY SYSTEM, THE SEWAGE AND DRAINAGE SYSTEM, THE GAS SYSTEM, ELECTRICAL APPARATUS OR WIRING ON THE EVENT SITE OR TENT(S) OR ANY OTHER PREMISES OR BAND STAND, AND FOR ANY LOSS OR DAMAGE RESULTING FROM FIRE, THEFT, WATER, TORNADO, RAIN, SNOW, STRIKES, CIVIL COMMOTION OR RIOT, OR OTHERWISE CAUSED BY THE NEGLIGENCE, GROSS NEGLIGENCE, OR CONDUCT THAT WOULD GIVE RISE TO STRICT LIABILITY OF ANY KIND, OR ANY OTHER ACT OR OMISSION, OF ADDISON OR ANY OF ITS OFFICIALS, OFFICERS, AGENTS, EMPLOYEES, AND/OR INVITEES.

THE PROVISIONS OF THIS ENTIRE SECTION SHALL SURVIVE TERMINATION OF THIS AGREEMENT AND THE EVENT.

Acknowledged and Agreed to by:

Sign: _____

Print: _____

Title: _____

Date: _____

Vendor: _____



**TEMPORARY FOOD PERMIT APPLICATION
ENVIRONMENTAL HEALTH DIVISION
16801 Westgrove Dr
Addison, TX 75001
972-450-2880**

TEMPORARY EVENT CHECK LIST

Prior to your event, review this checklist. Make corrections to your operation set-up as needed prior beginning food preparation and prior to the health inspection.

PERSONNEL:

- An informed Person-in-Charge is present during all times of operation
- Workers wash hands.
- Workers have hair restraints/hats, clean clothes, short clean nails
- Workers do not touch ready-to-eat food with bare hands
- Workers may not work if they have any symptoms of illness; especially diarrhea or vomiting within past 24 hours or symptoms of sore throat with fever, coughing or sneezing.

FOOD: Cooking Onsite - Keep Your Menu Simple.

- No home-prepared foods can be used/sold from a licensed booth
- All meats/poultry/fish/prepared foods must come from an approved source
- Raw animal products must be stored separately from ready-to-eat foods
- All cutting, chopping, portioning must be done at a licensed kitchen
- Check temperatures of cold foods when they arrive; must be at 41° F. or below.
- Ice from an approved source, store, and protected from contamination/hand contact
- Do not cook foods in advance (cook, cool, reheat) unless prior approval from health department.

FOOD: Pre-packaged.

- All foods must come from an approved source
- All sample preparation must be at a licensed kitchen
- Temperature controlled product must be maintained at proper temperature.

EQUIPMENT AND SUPPLIES:

- Food thermometer: range of 0°- 220°F. (check cold/hot storage, cooking temps)
- All utensils and food contact surfaces shall be sanitized prior to use.
- Extra utensils including tongs, spatulas, spoons
- Dishwashing: 3 portable basins to wash, rinse, sanitize, and then air dry before use.
- Wiping cloth bucket with bleach/sanitizing solution
- Test strips to test sanitizing concentrations
- Plastic/vinyl disposable gloves for food contact
- Garbage containers (1 in booth and 1 outside booth)

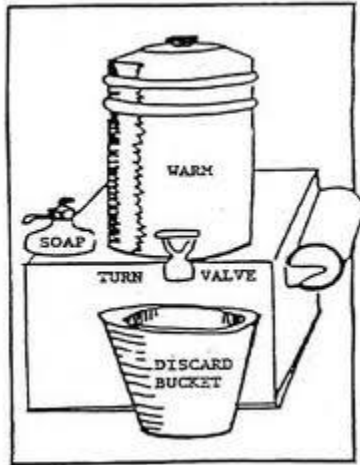
BOOTH / FACILITY:

- Booth has overhead protection and acceptable floor (concrete, asphalt, plywood, tarp).
- Off ground/floor storage of food/utensils/dishes/paper products
- Cold storage at 41°F. or below (minimum clean coolers with ice). Separate coolers for raw meats.
- Hot storage at 135°F or above (grill, oven, steam table, electric roasters)
- Hand washing sink or outdoor hand washing station: a dispensing container of hot water, hand soap, catch bucket, disposable paper towels
- Safe water supply from a regulated source. Adequate supply of water (at least 5 – 10 gallons if transported).
- Proper wastewater disposal (not on ground surface)
- Restrooms/porta-potties located not within 50 feet but at least within 500 feet from booth



TEMPORARY EVENT HANDWASH STATION

Here is a description of the temporary handwash station:



- A minimum 5-gallon container of warm water with a spigot tap
 - A minimum 10-gallon container for waste water (catch basin for used water).
 - A bottle of pump-style liquid or foam soap
 - A roll of paper towels for drying hands
1. Place fresh hot water into a 5-gallon insulated container with a spigot. The water temperature should be between 100-120°F. The container must provide a continuous flow of warm water.
 - Suggestions for insulated container include, but are not limited to:
 - A five (5) gallon camping jug
 - Coffee urn with a tap or spigot
 - A Cambro coffee urn is ideal.
 - Water may be heated to the proper temperature in any of the following manners:
 - In a large container on the stove
 - In a tilt skillet or other such equipment. Provided the equipment has been cleaned and sanitized before preparation of the water
 2. The acceptable method for washing hands is in the stream of running water for approximately 20 seconds and not in water that is resting in the catch basin.
 3. A collection container should be placed to catch the waste water from the handwashing procedure. The waste collection system must be greater in capacity than the water source.
 4. Provide single-use towels and liquid soap in suitable dispensers.



Waste water shall be disposed of in a toilet or other receptacle connected to a sanitary sewer. Do not dump waste water into storm drain or on the ground.



TEMPORARY EVENT 3-COMPARTMENT DISHWASHING STATION

3 basins or sink compartments set-up

- **First** basin/sink compartment (left-most) for washing - must have dishwashing soap.
- **Second/middle** basin or sink compartment for rinsing - must use clean water.
- **Third** basin/sink compartment (right-most) for sanitizing; e.g., a mixture of water & **50 ppm** minimum to **100 ppm** maximum Chlorine bleach.
- **Test strips** to test sanitizing solution for proper strength.



Wash



Rinse



Sanitize



Test Strips



**TEMPORARY FOOD PERMIT APPLICATION
ENVIRONMENTAL HEALTH DIVISION
16801 Westgrove Dr
Addison, TX 75001
972-450-2880**

PLEASE WRITE LEGIBLY PAYMENT IS NON-REFUNDABLE
Incomplete applications will delay or prevent permitting.

APPLICANT INFORMATION

Name of Organization:

Contact Person:

Address

Phone: Cell Phone:

Person in Charge on Site:

EVENT INFORMATION

Name of Event:

Event Organizer/Sponsor/Coordinator:

Contact person: Cell Phone:

Location of Event:

Date(s) of Event:

Time(s) of Event

Event to be held: Enclosed Building Outdoors

Anticipated maximum attendance at peak time:

OFFICE USE ONLY

Site Information	Yes	No		
IRS 501 Provided			Date Paid:	Receipt #
Annual Permit on file			Method:	
Out of Town Vendor			Mail	Pick-up
Copy of Inspection Report				

Env. Health Approval:

Date:



**TEMPORARY FOOD PERMIT APPLICATION
ENVIRONMENTAL HEALTH DIVISION
16801 Westgrove Dr
Addison, TX 75001
972-450-2880**

Please list specific menu items, including drinks to be served. Items not approved below may not be offered for consumption

No food or beverage stored or prepared in a private home may be offered for sale, sold or given away from a temporary food facility.

Onsite cooking equipment:
Onsite hot hold and/or cold hold equipment:
Food Suppliers (name & address):

Will food preparation take place prior to scheduled event? Y _____ N _____

If YES, the provide name & location of food preparation facility:

Submit copy of food establishment permit & most recent inspection report if food is from a non-Addison restaurant.

Site Information	Yes	No
Three compartment sink		
Sanitizer test strips		
Handwashing facilities available		
Toilet facilities available		
Name and contact information of person responsible for solid waste disposal and liquid waste disposal:		



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PERSONNEL / EMPLOYEE INFORMATION

Person(s) preparing food / drink:
Person(s) serving food / drink onsite: List ALL employees and volunteers on ALL shifts (use additional sheets if necessary)
Person(s) cleaning up:

I certify that the submitted information is correct, and I fully understand that any deviation from the above without prior permission from the Regulatory Authority may nullify the permit. I understand I am subject to inspection at any time during the event. I understand that fees are non-refundable. I understand that outdoor grilling, cooking and hot hold activities in place during temporary food events must adhere to the Town of Addison Fire Department Ordinance and the policies and procedures outlined in the Temporary Events Procedures document and is subject to the approval of the Regulatory Authority.

Signature of Participant

DID YOU REMEMBER TO?

- COMPLETELY FILL OUT APPLICATION
- SIGN APPLICATION
- ATTACH COPY OF PERMIT AND MOST RECENT INSPECTION REPORT