

2010 CLARKSTON CITY BLUES CONCERT & FESTIVAL
FOOD VENDOR
APPLICATION & INFORMATION



NOTE: We strongly recommend anyone interested in participating in the 2010 Clarkston City Blues Concert & Festival get their applications in as soon as possible. While the application deadline is not until September 1, 2010, if received by August 15, the booth fee is \$500, after August 15, the fee is \$550.

Clarkston City Blues Concert & Festival Information

The Clarkston City Blues Concert & Festival is a premier event! Over 20,000 people are expected take part in this fun 2-day Concert & Festival, which includes a wide variety of events, activities, food and entertainment. We are pleased to have the opportunity to invite you to submit your application!

Food Vendor Information

The Clarkston City Blues Concert & Festival has 8 event areas including two food areas, a main concert/entertainment stage and a second large festival stage. Both Food areas will have a beer booth and are located near to the entertainment stages. Space is also available throughout the Festival grounds for food carts. The Festival Committee will assign a booth location that best accommodates your logistical needs.

Armistead Field Stage Food Area

The Armistead Field Stage food area is located in Milam Park at the south end, next to and around the Concert/entertainment stage venue. Electricity is available in this area.

City Festival Food Court

The City Festival Food Court is located in Milam Park near the ArtWalk, International Pavilion, the Business Pavilion and the Kid's Court, near the 2nd Festival Entertainment Stage.

The Clarkston City Blues Concert and Festival – Sat., September 25th, 10am – 9pm and Sun., September 26th, 10am – 7pm.

Ph - 888-789-4830, fax – 888-501-6334

www.clarkstonfestival.com, info@clarkstonfestival.com, PO Box 68, Clarkston, GA 30021

Space Description

Food Vendors set up within a 10' x 10' space; food vendors who are cooking will be allowed an additional 10' x 10' space to be used for a cooking area (for a total space of 10' x 20'). Booth vendors must provide their own tables, chairs, and canopies or tents.

Concessions Trailers are self-contained mobile units which require an area larger than 10' x 20'.

Food Carts are self-contained, take up a small space and may be located in separate areas other than the 2 main food vendor areas.

SELECTION PROCESS: Food Vendors will be selected based on the types of foods offered and by the date when we receive the application. Our goal is to have a balanced variety of high quality foods offered to the public at the Festival and Blues Concert. Please fill out your top 5 menu choices on your application. We will do our best to give selected vendors their first choice, but we cannot guarantee they will receive it. We do not want to have numerous vendors selling the same thing at the Blues Concert or Festival.

QUALITY OF PRESENTATION AND WHAT WE PROVIDE: We require that all participating food vendors have a professional presentation. Vendors are required to provide everything in your set up. Electricity may be purchased for an additional charge. Your signage and banners need to be clean and professional looking. When submitting this application, we ask that you send in two photographs of your booth set-up. The look of your booth and your unique menu is very important to the overall look and success of the Festival and is a major factor in the selection process.

Health Department

FOOD SAFETY: The Clarkston Festival Committee requires that all food vendors be in compliance with all local and regional health and safety policies and procedures and secure all required Food Vendor Permits. Please contact the DeKalb County Board of Health for specific requirements. The Clarkston Festival Committee will attempt to inform vendors of all required licenses and permits, but it is the responsibility of each vendor to obtain the required documentation and ensure that no other documents are required.

IMPORTANT: All food vendors need to have a current food service license issued to you from the State of Georgia. ***Please include a copy of your license with your application.*** If you do not have an in-state license, you may obtain one from the DeKalb County Department of Public Health. If you have any questions about the regulations, or if you need to obtain a license, contact The DeKalb County Board of Health, 445 Winn Way Decatur • GA 30030 • 404-294-3700. The Health Dept. may conduct inspections on Saturday, September 25.

Fire Department

There is to be no cooking under any tent or canopy, and all cooking and heating equipment must be at least ten feet away from any combustible materials. All food vendors need to supply their own dry-chemical-type portable fire extinguisher, having a rating no less than 40-B. Portable LP-gas containers, piping, hoses, valves and fittings shall be protected to prevent tampering or damage. Compressed gas tanks must be secured in an upright manner, away from tents and canopies and are not to be secured to tent poles or trees. Because of limited space, refueling trucks will not be permitted on Festival grounds. The DeKalb County Fire Department may also be making inspections before the start of the event on Saturday, September 25.

Insurance

IMPORTANT: All food vendors must submit a certificate of insurance naming Clarkston City Festival and the City of Clarkston as additionally insured. ***Please include your certificate of insurance with your application!*** In order for your application to be considered, it MUST be accompanied by a copy of your insurance!

Event Services

We will provide trash dumpsters and cardboard recycling containers.

ELECTRICITY

Power is available for an additional fee and will be provided **only** to those exhibitors who paid for electricity in advance. **NOTE:** To avoid problems with vendors who have used more power than requested (This trips the breakers and causes many problems and delays that we would like to avoid!) in the space provided on your application, please give a detailed description of everything you are planning to plug in. Please also note that every vendor is responsible for covering all cables and wires in his or her booth by using wire mats or covers and any cables or wires running into your booth **MUST** be covered at all times! Extension cords, splitters, etc. will **NOT** be provided. Please plan on bringing a minimum of 100' of extension cords to the event and make sure that you have come prepared with power strips, or any additional equipment you may require.

Compostable Supplies

The City of Clarkston is [Zip to Green's](#) second charter community in Georgia. We are committed to working towards making the Clarkston Blues Concert and Festival a "Zero Waste Event." Our goal is to greatly minimize the amount of non-recyclable, non-compostable supplies used by all our vendors at the Boulder Creek Festival. Please commit to using compostable products at this event

Menus

On your application, list all the food items that you are planning to serve. Please note the following:

- * All menu items are subject to review and acceptance.
- * Food vendors may sell non-alcoholic beverages from their booth at the Festival, unless otherwise noted. No alcoholic beverages can be sold out of your booth at anytime.
- * Menus are accepted on a "first come, first serve" basis.

Fees

Food Vendor Fee	= \$500 until August 15. \$550 thereafter
Food Vendor Cart – smaller footprint	= \$375 until August 15, \$425 thereafter
Concessions Trailer Fee	= \$650 until August 15, \$700 thereafter
Refundable Cleanup Deposit	= \$100
Electricity	= \$75

Your application and fees (space fee and electricity fee) are due by **September 1, 2010**. The refundable cleaning deposit must be paid on a separate check and is also due by September 1. All fees, except the cleaning deposit, will be deposited upon receipt of application. The cleaning deposit will be returned back to you after the event, provided that your booth space is left clean, all trash has been removed, grease spots are gone, etc.

Cancellations

Any cancellations must be made in writing and must be received by the Clarkston Festival Committee office by no later than Monday, September 6. Once received, a 50% refund will be made. **No refunds will be made after September 6, 2010.**

Mail applications to: Clarkston Festival, P.O. Box 68, Clarkston, GA 30021

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2010 Clarkston City Blues Concert and Festival Food Vendor Application

Applicant Name: _____

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Cell Phone: _____

Fax Number: _____ E-mail: _____

Please Select a Vendor Type:

- Food Vendor in Festival Food Court - \$500 (\$550 after August 15) Dimensions: _____
- Food Vendor, Armistead Field Stage area - \$500 (\$550 after August 15) Dimensions: _____
- Concessions Trailer - \$650 (\$700 after August 15) Dimensions: _____
- Food Cart - \$375 (\$425 after August 15) Dimensions: _____

** Disclaimer: We do our best to accommodate requests, but first choice area is not guaranteed.*

Will you be receiving any deliveries during the Festival? If so, what time of day and how often?

Requested Menu Items:

Prices:

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2010 Clarkston City Festival Food Vendor Agreement

The Clarkston Festival Committee believes in equal opportunities for all vendors and we will actively seek fair evaluation of all applications. We do not allow personal beliefs to conflict with application consideration. In selecting participants, criteria may include menu items, past history, the promptness of application arrival, and event area accommodations. The Clarkston Festival Committee reserves the right to deny acceptance of any applicant if past experience or other factors warrant exclusion.

As a participant of the 2010 Clarkston City Blues Concert and Festival, I fully understand and agree to the following:

I recognize and acknowledge that I assume full risk of any injury, property damage or loss which I may sustain as a result of my participation in any and all activities connected with or associated with my participation in the Festival. Furthermore, I understand that I should carry my own insurance and that I store my products and equipment overnight at my own risk.

I agree to waive and relinquish all claims I may have against The Clarkston City Festival, the City of Clarkston and all associated sponsors and staff of the Festival and agents thereof from any and all claims other parties may have resulting from injuries, damage, or loss caused by, arising out of, connected with, or in any way associated with the activities of the Concert and Festival.

I agree to provide a specified list of all menu items I plan to sell, and I acknowledge that I may not be permitted to sell each of the items I submit. I understand that I must comply with all DeKalb County Board of Health regulations pertaining to food sales at special events (see attached policy). I understand that failure to comply with their regulations may result in being asked to leave the Festival, forfeiting all fees.

I agree that I am responsible for the transportation, insurance and sale of my products. I also understand that I am responsible for collecting and reporting sales tax on all transactions made during the Festival.

I agree to pay all the necessary fees set forth in this application. I understand that my checks will be deposited upon application arrival, although I may not be selected to be in the 2010 Clarkston City Blues Concert and Festival. I further understand that if I am not accepted into the 2010 Clarkston City Blues Concert and Festival, I will receive a refund for my booth/cart/trailer fee, electricity fee, and cleaning deposit, which will all be mailed after the 2010 Clarkston City Blues Concert and Festival. I understand that all cancellations must be made in writing and must be postmarked, emailed, or faxed by no later than September 10, 2010 and that absolutely no refunds will be considered after September 10, 2010.

I agree to be present for all 2 days of the Festival: Saturday, September 25 through Sunday September 25, 2010. I agree that if I have not set up by 9:30am on Saturday, September 25, or if I leave the Festival event early, I forfeit my booth space and all fees. If I intend to be late on either of the 2 days, I must acknowledge this to the Event Manager in my area or I may forfeit my booth space. I agree that all demonstrations and exhibits may be photographed for publicity purposes. I understand and will abide by the rules of this application.

I have read through the application and I agree to abide by all rules set forth in this agreement.

Applicant Signature: _____ Date: _____

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Electrical/Fire Safety Worksheet

In order to ensure that everyone has access to the electricity they need, please complete the following information. If you bring equipment that is not listed, we may not be able to accommodate your requirements.

- Do you need electricity in your booth space? Yes No
- Do you need electricity overnight? Yes No
- Are you bringing your own generator? Yes No
If yes, please describe:

- Are you planning to cook with charcoal at the event? Yes No
- How much electricity & how many circuits will you need?

110 volts up to 2000 watts & _____ circuits

220 volts up to 2000 watts & _____ circuits

Please list all the equipment & required AMPs that you will be plugging in:

To expedite fire inspection, please complete the following information:

How many tanks of compressed gas are you going to bring, and where are you planning to store full tanks? How will you secure the full tanks?

Check List

In order for your application to be considered, it MUST be accompanied by ALL required fees and forms. *Before mailing in your application, please make sure you have included the following:*

- Food Vendor Application and Food Vendor Agreement
- Electrical/Fire Safety Worksheet
- Food Booth Worksheet
- Certificate of Insurance naming The Clarkston Festival and the City of Clarkston as additionally insured
- Copy of State of Georgia or DeKalb County Food Service License
- Appropriate Booth Space Fee
- Electricity Fee = \$75
- Cleaning Deposit = \$100 (Separate Check)

REMINDERS

Application Deadline: September 1, 2010

Set Up: Friday, September 24 after 2-7pm

Saturday, September 25, 6am-8a

2010 Clarkston City Blues Concert and Festival

Saturday, September 25: 10am- 9pm

Sunday, September 26: 10am- 7pm

You will receive an Event Packet 10 days before the event with your specific location details and set-up times.

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Temporary Event GUIDELINES

DeKalb County - Division of Environmental Health

Department of Restaurants & Hotels

445 Winn Way, Suite 320

Decatur, Georgia 30030

Phone: 404-508-7900

Fax: 404-508-7979

www.dekalbhealth.net

Food code: www.georgiaeh.us

What is a temporary food service establishment?

A temporary food service establishment is defined as a food service establishment that operates at the same location for a period of no more than 14 consecutive days in conjunction with a single event or celebration. Examples include but are not limited to a fair, carnival, festival, public exhibition, or occasional sales promotion. Each food stand or mobile food service unit that serves the public at these events must obtain a permit from the local board of health before opening.

What are the Board of Health requirements for obtaining a temporary food service permit?

In order to issue a permit, we must receive the following required items from vendors 30 days prior to the event:

- Completed and signed application
- Check made payable to DeKalb County Environmental Health
- Menu
- Layout of setup / picture of unit you will use at the event including a drawing of the structure and equipment; description of the ground cover; water supply and connection; wastewater retention; means of supplying hot/cold water; means of hand washing, dishwashing, and sanitization and a description of how foods will be stored for hot and cold holding.

What are the fees associated with obtaining a temporary food service permit?

Event lasting 1-4 days \$75.00

Additional days (up to 14)\$15.00 per day

If the event is longer than 14 days, a new application must be initiated. If your organization can provide proof of 501(c)(3) tax exemption, fees will be waived.

BOOTH

Food must be prepared in a booth with overhead protection, a self contained trailer or an approved kitchen. There may be openings for serving windows and a door for entry. However, the door is to be kept closed during operation. Screening material may be used for the walls, door and serving windows. All food must be cooked in the back of the booth. Grills must be kept under a canopy, must have an attached cover, and must be separated from public access by a fence or other barrier. Food cannot be served directly to the public from the grill. All food must be served from inside the booth or trailer.

FLOOR

Booths must be constructed on an approved ground cover (concrete, asphalt, vinyl, sealed plywood, etc.). Floors should be smooth and easily cleanable.

Use pallets, crates, racks or tables to keep all food and single-service items at least 6 inches off the ground.

LIGHTS

Adequate lighting by natural or artificial means must be provided. Light bulbs shall be shielded, coated, or otherwise shatter resistant.

TRANSPORTING FOOD

When food must be transported from one location to another, keep it well covered and provide adequate temperature control. Use refrigerated trucks or insulated containers to keep foods hot or cold.

AUTHORIZED PERSONNEL

Only booth vendors, food handlers, and those who have duties directly related to the operation are allowed in the food booth. Food vendors should wear hats, scarves, visors or hairnets that are designed and worn to keep hair from contacting exposed food. Excessive jewelry is prohibited.

SANITARY SERVICES

Adequate trash, grease and wastewater containers in and around the food stand are needed. Trash must be handled so that it does not create a nuisance or act as an attractant to pests. The container should be covered when full or not in constant use. Solid waste is to be disposed of properly.

WASTEWATER

Wastewater needs to be disposed of through an approved sanitary sewage system. Do not dump wastewater on the ground or in the street or in storm drains. Mobile units equipped with a holding tank, must be sized fifteen percent larger than the water supply tank.

CONTROLLING VERMIN

Use only pesticides that are approved for use in a food service establishment. Use pesticides according to the manufacturer labels and store them away from equipment, utensils, and food to prevent contamination.

Sticky fly paper is allowed, but do not place it above food preparation and serving areas, above displayed food, or above utensil washing sinks. The use of fans in food booths can discourage flies from congregating.

WATER

Have a sufficient supply of approved drinking (potable) water. Connections to public water must be made using approved backflow prevention devices.

All hoses used for food preparation, hand washing, or utensil washing must be food grade (white or clear).

ELECTRICAL POWER

Sufficient power must be available for all electrical equipment. If there is not a source of electricity nearby, a generator may be needed.

WARE WASHING

Ware washing may be done in a three bin sink or temporary setup using bus tubs. First, items should be washed in hot, soapy water. Second, they should be rinsed in clean, warm water. Third, they should be chemically sanitized in warm water with an approved sanitizer. Finally, the items should be air dried.

CHEMICALS

Cleaning solutions, sanitizers and other toxic items must be stored separately from foods, single-use and service items, and food contact surfaces. These same items should be properly labeled. Insecticides not rated for use in or around a food establishment should not be used.

SANITIZER AND WIPING CLOTHS

An approved sanitizer should be provided (chlorine, quaternary ammonium compounds, or iodine). Wiping cloths should be stored in the sanitizer when not in use. ***When using bleach to sanitize mix one teaspoon of unscented bleach to each gallon of water.***

CONDIMENTS

It is best to serve condiments and other food toppings in individual packets, squeeze bottles or bulk dispensers with plungers.

STORAGE

All foods and single-use or service articles—paper plates, cups and lids—should be stored at least six inches above the floor or ground and protected from contamination.

THERMOMETERS

Thermometers are required for all mechanical refrigeration units and freezers. Metal stem-type food testing thermometers are needed to monitor internal temperatures of potentially hazardous foods.

HAND SINK

Adequate hand washing facilities consist of a hand sink equipped with hot and cold running water, soap and paper towels. A temporary sink setup consists of a vessel full of water with a spigot type dispenser, soap, paper towels, a wastebasket and a bucket to collect wastewater.

Wash hands before starting or returning to work; after eating, smoking, or using the restroom; when changing tasks; before putting on gloves and whenever hands become soiled. The use of gloves or hand sanitizers is not a substitute for hand washing.

NO BARE HAND CONTACT

A food employee's bare hands may not touch ready to-eat foods. Tongs, spatulas, deli tissues, or gloves must be used.

ILLNESS RESTRICTIONS

An individual who has an infected wound or who has a communicable illness that could be transmitted through food shall not be allowed to work in the food stand. Anyone with stomach cramps, nausea, fever, vomiting, diarrhea, jaundice or open sores or cuts on the hands must not be allowed in the food booth.

EATING, DRINKING AND SMOKING

Eating and tobacco use are not allowed in food stands. A disposable cup with a lid and a straw is allowed for drinking purposes. Store employee drinks away from food and food contact surfaces.

FOOD

All foods and beverages are to be prepared on site or at a licensed food establishment. No foods cooked or prepared at home are allowed. Leftovers are also prohibited.

HELP PREVENT FOODBORNE ILLNESS

Follow these rules to protect food

Source: Purchase foods from sources that are inspected by a regulatory agency

Cooking: Cook raw foods thoroughly as follows:

Ground meats/sausages to 155° F for 15 sec.

Poultry and stuffed dishes to 165°F for 15 sec.

Fruits and vegetables cooked for hot holding to 135°F for 15 sec.

Fish/seafood and all other foods to 145°F for 15 sec.

Hot Holding

Using thermostatically controlled hot holding units. Hold properly cooked food at 135°F or above.

Cold Holding

Using mechanical refrigeration, hold refrigerated food at 41°F or below.

Employee Practices

Wash hands thoroughly before working with food, especially after handling raw foods, visiting the toilet, eating, drinking, or smoking. Avoid bare hand contact with ready-to-eat foods (use utensils, deli tissue, gloves, etc.) and change utensils or gloves after contact with uncooked meats.

Cleaning and Sanitizing

Thoroughly wash, rinse and sanitize all food contact surfaces, utensils, equipment and cutting boards.

Food Protection

Keep raw and cooked foods separated. Clean raw fruits and vegetables thoroughly before serving to the public. Do not offer products to the public after the expiration date or sell by date has passed.

Reheating Reheat commercially, pre-cooked frozen foods to 165° F for 15 sec. for hot holding.

Georgia Food Service Code: 290-5-14-.08-4 (d) 3,4

The preparation or service of pastries filled with cream or synthetic cream, custards, and similar products, and salads or sandwiches containing meat,

poultry, egg, or fish is prohibited. This prohibition does not apply to any potentially hazardous food that has been prepared and packaged under conditions meeting the requirements of this Chapter or is obtained in individual servings at 135° F or above in facilities meeting the requirements of this article and is served directly in the unopened container in which it was packaged.

POTENTIALLY HAZARDOUS FOODS

- Milk, soy or products made with these ingredients
- Eggs
- Meat and poultry
- Fish and shellfish
- Vegetable sprouts
- Garlic-in-oil mixtures
- Cut melons and sliced tomatoes
- Cooked starches such as potatoes, beans, pastas and rice

All potentially hazardous foods must be kept hot at 135°F or hotter or cold at 41°F or colder. Failure to maintain temperature requirements for potentially hazardous foods will result in disposal of the product.

Keep It Hot, Keep It Cold, Or Don't Keep It!

Division of Environmental Health

Department of Restaurants & Hotels

445 Winn Way, Suite 320

Decatur, Georgia 30030

Phone: 404-508-7900

Fax: 404-508-7979

www.dekalbhealth.net

Food code: www.georgiaeh.us