

Squire Creek Louisiana Peach Festival

JUNE 25-26, 2010

FOOD POLICIES

1. Community non-profit organizations and commercial food groups may apply to be food vendors. **If you are a 501-C tax exempt organization, please submit a copy of your exempt letter. All commercial vendors must submit a copy of their state tax identification. All vendors must supply a copy of their liability insurance.** Acceptance of non-profit and commercial applicants is determined by the festival committee.
2. **Vendors must have liability insurance in force in the amount of \$1 million and must provide the festival with a certificate naming the festival as an additional insured.**
3. If accepted, food must be prepared in a Health Department approved facility, not a home kitchen.
4. Coupons are required legal tender for all food and beverages at the festival. Coupons are worth \$.50 each and will be sold at coupon booths located throughout the site. **Anyone collecting money in his booth will be subject to a fine no less than \$50 and no more than \$200 and will be asked to vacate the premises immediately.**
5. Food must be priced in \$.50 increments. **All pricing and menu items must be approved by the festival. No changes will be allowed after approval.**
6. Vendors will be allowed to sell any type of approved non-alcoholic drinks from their booths (soft drinks, lemonade, smoothies, shakes, etc.). **Procedure for obtaining ice will be sent with move-in regulations, if the vendor application is accepted.**
7. Non-profit organizations that previously entered a multi-year agreement with the festival will be paid a percentage based on the multi-year agreement. **The festival will retain 17% of gross sales of all food items by other commercial vendors, and 15% of gross sales of all food items by non-profit vendors.**
8. Downtown Food Court food booths must be open by 5 p.m. on Friday, June 25, and remain open until 10 p.m., unless music ends before 10 p.m. Booths must open by 8 a.m. on Saturday, June 26 and remain open until 10 p.m., unless music events end before 10 p.m. Civic Center food booths must open at 8 a.m. on Saturday, and remain open until 6 p.m. on Saturday.
9. Members of the Festival Committee will determine what foods each vendor can sell. **Once the Committee has approved a vendor's menu, no food items may be added or changes in prices made.** When choosing a food item the following will be considered:
 - a. Past sales record of the food item
 - b. Quality of food item
 - c. Price/unit serving
 - d. Uniqueness of food itemOrganizations that have participated in the past with a given food item will be given preference for that item when quality is comparable.
Any past-participating organization starting a new food item will be considered with all other new food applications, and no preference will be given.
10. The Festival Committee also reserves the right in any given year to determine that no vendor will have an exclusive on any certain food (with the exception of Beta Sigma Phi Sorority, which shall have exclusive rights to sell Peach Ice Cream each year).

11. Food booths will be provided with utilities (limited vending spaces available with water and power, especially 220 outlets), security, publicity, and trash pickup. Vendors must inform the committee of their utility needs on the food-booth application.
12. Organizations whose names appear on the booth must have their booth manned by volunteers or paid staff of that organization. The festival will provide vendor admission passes, and reserves the right to approve the number of volunteers working in a booth during any shift.
13. Clean up of the food booth and the area immediately surrounding the booth is the responsibility of the organization renting the booth.
14. **You may sell only food that is listed in your contract.** You are responsible for stocking adequate quantities of food to last the duration of your contract. You are also responsible for carefully considering which foods you submit on your food booth application. **Again, no additions to your menu will be allowed after approval by the committee.**
15. The festival will charge a commercial food booth vendor rental fee of \$50 per day for **each** 10' X 10' booth space reserved. Check is due with application.
16. The festival will charge a non-profit food booth vendor rental fee of \$25 per day for **each** 10' X 10' booth space reserved. Check is due with application.
17. All sales are subject to 8.5% sales tax.
18. Food vendors without trailers must supply all props, tables, chairs, shelving, cloths, tents, etc. that are necessary for their booths. There is a limited amount of electricity which will be assigned based on the date the application is received and on need. Vendors must supply all necessary extension cords.
19. Vendors will not be allowed to affix anything to poles, trees, fences, etc. No stakes are allowed to set up tents or displays. Concrete weights must be used.
20. Each organization using grease must supply a container in their booth for collection and disposal. When container is full, it must be emptied by a licensed grease disposal company at the direction and expense of the vendor.
21. Signs will be provided by the Peach Festival with your organization name, booth number, and menu. Signs will list products and number of coupons needed to purchase. These signs will be posted at the entrance gates and other areas throughout the festival. You will also be given a Peach Festival vendor permit that must be displayed or produced upon request.
22. An accepted application by the Peach Festival Booth Application Committee is a commitment to be a vendor. If the vendor must cancel, the fee will not be refunded. There is no rain date. In the event of rain or other cause which could not be avoided by the festival, booth fee will not be refunded. Booth fees for unaccepted applications will be returned by mail no later than May 31, 2010.
23. **Any vendor accepted, and who, upon arrival, is found in violation of the Food Policies will be asked to leave and forfeit all fees paid.**

Shields

Food display, food preparation areas and equipment must be protected from contamination by dust, splash and insects and shielded from the public by adequate shields and covered containers. The reuse of containers made of paper, wood, wax, or plastic coated cardboard is prohibited. Containers made of glass, metal, or hard plastic may be reused only after they have been properly washed, rinsed and sanitized.

Personal Hygiene

Food service personnel will wear proper hair restraints (cap, hair-net, or visor with hair pulled back), clean clothing and will refrain from using tobacco in the food prep and serving areas. Wiping cloths are to be stored in a sanitizing solution. (Chlorine – 100ppm; Iodine – 25ppm; Quaternary Ammonia – 200ppm). Hands **must** be kept clean. When water under pressure is not available at the serving or food dispensing booth, two buckets of water shall be required for each food concessionaire. One bucket containing potable water must be used to remove extraneous materials or excess food particles; a second bucket containing a sanitizing solution (Chlorine – 100ppm; Iodine – 25ppm; Quaternary Ammonia – 200ppm) must be used as a dip well. Anyone handling food **must** wear gloves. Hands should be dipped in the sanitizing solution and dried in between changing gloves. Gloves are to be changed when contaminated.

Food Products and Protection

All food supplies will be clean, wholesome, and from approved sources with proper labels. Any food suspected of being contaminated, adulterated, improperly refrigerated, unlabeled or from unapproved sources will be subject to seizure and destruction. Storage of packaged food in contact with water or un-drained ice is prohibited. Sandwiches shall not be stored in direct contact with ice.

Cooking

Always cook foods to the proper internal temperature.

- ? **165°F or above** for Poultry and stuffings;
- ? **155°F or above** for ground or injected meats, eggs;
- ? **145°F or above** for pork and all other foods;
- ? **165° in all parts** of the food when cooked in a microwave;
- ? **145°F surface temperature** on intact beef steak;
- ? **140°F or above** for raw vegetables and fruit;
- ? **130°F internal temperature** for beef roasts.

Holding

Always hold food at temperature out of the “**Danger Zone**”

- ? Cold food holding must be at **41°F or colder**.
- ? Hot food holding must be at **135°F or hotter**.

Always reheat foods to 165°F before holding at 135°F.

Trailer

The Peach Festival requires a sketch of your trailer with the tongue location in relation to the serving window(s) and concession worker entry/exit doorways. **This sketch must include trailer dimensions: length, width, and height.**

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