

Squire Creek Louisiana Peach Festival

FOOD VENDOR POLICIES

HOURS: Downtown Food Court food booths must be open by 5 p.m. on Friday, June 22, and remain open until 10 p.m., unless music ends before 10 p.m. Booths must open by 8 a.m. on Saturday, June 23 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.

Violators of these policies will be asked to leave, forfeit all fees, fined accordingly and asked not to participate in future festivals.

GENERAL 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. **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.** Non-profit organizations that previously entered a multi-year agreement with the festival will be paid a percentage based on the multi-year agreement.
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. If accepted, food must be prepared in a Health Department approved facility, not a home kitchen.
7. The Festival reserves the right in any given year to determine that no vendor will have an exclusive on any certain food.
8. Food booths will be provided with utilities (limited vending spaces available with water and power, especially 220 outlets). Vendors must inform the committee of their utility needs on the food-booth application.
9. 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 armbands, and reserves the right to approve the number of volunteers working in a booth during any shift.
10. 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.**
11. 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.

12. 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.
13. 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.
14. 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 June 15, 2011.

FOOD SALES

1. Vendors will be allowed to sell approved non-alcoholic drinks from their booths (soft drinks, lemonade, smoothies, shakes, etc.).
2. The Festival will determine what foods each vendor can sell. Once the Festival has approved a vendor's menu, no food items may be added or changes in prices made. When choosing a food item, the Festival will consider the following:
 - a. Past sales record of the food item
 - b. Quality of food item
 - c. Price/unit serving
 - d. Uniqueness of food item
3. All sales are subject to 8.5 % sales tax. You will receive state and local sales tax forms when you arrive at the Festival.
4. 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 the festival. You are also responsible for carefully considering which foods you submit on your food-booth application.

CLEAN UP

1. Food vendors are prohibited from disposing of cooking grease, oil or charcoal on the festival site. Each vendor using grease, cooking oil or charcoal is required to take the used grease/oil/charcoal with them as there is no place for disposal at the Festival.
2. Each organization using grease must supply a container in their booth for collection and disposal. When the container is full, it must be emptied by a licensed grease disposal company at the direction and expense of the vendor.
3. Clean up of the food both and the area immediately surrounding the booth is the responsibility of the person/organization renting the booth. Large trash bins are provided on site.

SHEILDS

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 & 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.

**Squire Creek Louisiana Peach Festival – 2111 North Trenton St. – Ruston, LA 71270
318-255-2031 - Fax: 318-255-3481 - e-mail: nbergeron@rustonlincoln.org**