

# FOOD VENDOR INFORMATION

## City of Rosenberg 17<sup>th</sup> Annual Family 4<sup>th</sup> Celebration Monday, July 4<sup>th</sup>, 2016

**All applicants must submit a copy of their current "Texas Sales Tax Permit" or their "Texas Sales and Use Tax Exemption Certificate" to be eligible for consideration. Eligibility will be verified based on these certificates, and databases of the Texas Comptroller of Public Accounts.**

**Festival Location:** Seabourne Creek Nature Park  
3831 Highway 36 South  
Rosenberg, Texas 77471

**Festival Details:** 6:00 pm – 10:00 pm; 4,000-6,000 guests; Maximum of 7 food vendors

**Contact information:** Email [RosenbergPARD@ci.rosenberg.tx.us](mailto:RosenbergPARD@ci.rosenberg.tx.us) \* (832) 595-3960 \* City of Rosenberg, P O Box 32, Rosenberg, TX 77471

**Booth Size/Fee:** 15' x 15' outdoor  
Vendor Rate: \$100 + \$50 Temporary Food Permit paid separately to Health Dept.  
Rosenberg Non-Profit Rate: \$50 + \$50 Temporary Food Permit paid separately to Health Dept.  
Additional Cooking Area (if required): \$25

**Participation:** **Refunds will not be issued due to vendor cancellation.** We want your business/organization to earn as much money as possible, however, please keep in mind that this is a **fun, affordable, family event!**

Vendor requests will be considered on a first-come, first-served basis by completing the attached **Vendor Application** and submitting it with payment via U.S. mail. Vendors will receive written confirmation when their application has been approved. Final approval for food service will be based upon meeting health and public safety requirements outlined in attached packet, and any additional requirements imposed by City of Rosenberg. **Booth locations will be allocated by festival staff.** Instructions for day-of check-in will be sent along with a meeting notice upon approval of application and receipt of payment in full.

**Check in/Set up:** **3:00 p.m. to 5:00 p.m.** All vendors must be checked in by 4:30 pm and all vehicles must be relocated to assigned parking area by 5:00 pm. Each vendor will be assigned one (1) parking space in the Civic Center parking lot near his/her vendor space. **If vendors have not checked in by 4:30 pm, staff reserves the right to reassign spaces or deny entry.**

**Dismantle:** Dismantling will not be allowed prior to 10:00 pm and must be completed as soon as possible. "Dismantling" includes booth tear down and removal of all trash. Vehicles will be allowed back into the vendor area post-event at the discretion of the Rosenberg Police Department.

**Vendors:** **Vendors are required to prepare all foods at festival site and to obtain a Temporary Food Permit from City of Rosenberg Health Department. To allow for adequate planning and site layout, this permit must be obtained at least three (3) weeks prior to the event (Friday, 6/10/16).** Vendor booths will be inspected the day of the event and City permits must be on display in the booth at all times. Only approved foods can be served at the event (regardless of what is on this application). **In addition to Health Dept. requirements, the Fire Marshal's office [832-595-3600] also conducts safety inspections of temporary events.**

All booths must be self-supporting and vendors must be prepared to make change. Canopies are required for **ALL** food preparation/serving areas (except for mobile food trucks where preparation occurs inside vehicle/trailer). Vendors must furnish their own tables, chairs, tents/canopies or booths, and are encouraged to decorate in the holiday spirit.

Vendors are encouraged to prepare unique festival fare, as no duplication of food items will be allowed. Vendor fare will be selected on a first-come, first-served basis and vendors will receive written confirmation of food and/or drink items that will be allowable for sale (contingent upon final approval by Health Department and Fire Marshal). Vendors are required to post clear, professional-looking menus and prices. Each booth will be responsible for providing water and ice.

Vendors will be provided one (1) 120v, 15amp electrical circuit. If additional electrical requirements are necessary, special arrangements **MUST** be noted on your application (including requests to use vendor-owned generators). All vendors must provide a 100' outdoor extension cord with grounded plugs. **No PA systems/music/etc. allowed in booths. All lights in booth must be turned off prior to fireworks (approximately 9:15 pm).**

**Booth Assignments:** Booth assignments are at the discretion of the Parks & Recreation Department. Specific booth assignments will be distributed via email following the 6/12/15 cutoff date for obtaining your food permit.

**APPLICATION/PAYMENT DEADLINE – JUNE 1, 2016**

# FOOD VENDOR APPLICATION

**City of Rosenberg  
17<sup>th</sup> Annual Family 4<sup>th</sup> Celebration  
Monday, July 4, 2016**

**All applicants must submit a copy of their current "Texas Sales Tax Permit" or their "Texas Sales and Use Tax Exemption Certificate" to be considered eligible as a vendor at a City of Rosenberg event. Eligibility will be verified based on these certificates, and Databases of the Texas Comptroller of Public Accounts.**

**Place:** Seabourne Creek Park – 3831 Highway 36 South  
**Date:** Monday, July 4, 2016  
**Time:** 6:00 – 10:00 pm  
**Application Deadline:** Wednesday, June 1, 2016  
**Return to:** City of Rosenberg, c/o Rosenberg Civic Center, PO Box 32, Rosenberg, TX 77471  
 Checks should be made payable to "City of Rosenberg"

Vendor Name: \_\_\_\_\_  
 Organization/Business Name: \_\_\_\_\_  
 Electricity Required: \_\_\_\_\_ YES \_\_\_\_\_ NO  
 Mailing Address: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_ Website: \_\_\_\_\_

Food Products <i>(must list all)</i>	Description	Price
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
Estimated Gross Income from Event:		\$ _____

Electrical appliances used: \_\_\_\_\_  
 Additional Electrical requests: \_\_\_\_\_  
**Any special electrical arrangements MUST be noted on application if your requirements exceed more than one (1) 120 volt, 15amp electrical circuit.**

Number of booths requested <i>(circle one)</i>	Food Booth (\$100 each)	1	2	= \$ _____	
	Rosenberg Non-Profit (\$50 each)	1	2	= \$ _____	
	Additional Cooking area (\$25)	1		= \$ _____	
	<b>TOTAL FEES DUE/ENCLOSED</b>			= \$ _____	Check # _____

**Disclaimer and Indemnity: No refunds due to vendor cancellation.** The City of Rosenberg makes no representation as to the number of potential festival attendees and assumes no liability for any financial loss due to Vendor's operation at the event. The City of Rosenberg reserves the right to terminate any vendor agreement, at any time, for any vendor that does not comply with the terms of this agreement. Failure to comply will result in the forfeiture of all booth fees paid. The City of Rosenberg shall not be liable in any way for any loss or damage resulting from theft, accidents, acts of God, or forces of nature to merchandise, fixtures or equipment, or any injuries sustained to vendors or their personnel before, during, or after the event. Vendor expressly agrees to indemnify, protect and hold harmless, the City of Rosenberg and any of its members, officers, committee members or festival sponsors from any liability whatsoever in connection with this event. By my signature below, I agree to abide by all rules and regulations and I acknowledge acceptance of this vendor agreement and disclaimer and indemnity.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**APPLICATION/PAYMENT DEADLINE – JUNE 1, 2016**



## **City of Rosenberg Events** **Vendor Sales Tax Information**

All applicants must submit a copy of their current "Texas Sales Tax Permit" or their "Texas Sales and Use Tax Exemption Certificate" to be considered eligible to be a vendor at a City of Rosenberg event. Eligibility will be verified based on these certificates, and databases of the Texas Comptroller of Public Accounts.

### **Food:**

Mobile food vendors are responsible for collecting state and local sales and use tax on all sales of ready-to-eat food items. Mobile food vendors must obtain a sales tax permit and collect and remit the appropriate local sales and use taxes when operating in Texas. Vendors may charge a "tax included" sales price, or they may separately state the tax on each customer receipt. If tax is included in the sales price, the mobile food vendor must post a sign indicating that the price includes sales tax. The tax rate is based on the location where the items are sold. The City of Rosenberg sales tax rate is 8.25%.

### **Craft/Goods:**

Itinerant vendors and temporary places of business must collect local sales tax for the taxing jurisdictions in effect at the location on all taxable items transferred to customers at that location. The City of Rosenberg sales tax rate is 8.25%.

### **Non-Profit/Exempt Organizations as vendors:**

Certain exempt organizations, as defined by the State of Texas, are not required to collect sales tax if they are selling meals and food products. These entities must present a current "Texas Sales and Use Tax Exemption Certificate" with their application for status verification.

### **For More Information:**

Visit [www.window.state.tx.us/taxinfo/sales](http://www.window.state.tx.us/taxinfo/sales), or contact the Texas Comptroller of Public Accounts at 1-800-252-5555.



City of Rosenberg  
**Fire Marshal**

1012 5<sup>th</sup> St \* Rosenberg, TX 77471 \* (832) 595-3600 \* FAX (832) 595-3601



## **TEMPORARY FOOD VENDING RESTRICTIONS**

1. **Smoking** shall not be permitted in tents, canopies or membranes structures. Approved “No Smoking” signs shall be conspicuously posted.



2. **Open flame or other devices** emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking that releases grease laden vapors **shall not** be permitted inside or located within 10 ft of the tent, canopy or membrane structures while open to the public.  
**EXCEPTION\*\* An approved flame retardant canopy or tent will be approved with proper identification submitted with permit application. Membrane structures, tents or canopies shall have a permanently affixed label bearing the identification of size and fabric or material type approved by the Fire Marshal.**
3. **Heating devices** which include microwaves, crock pots, roasters are approved devices that may be located inside the tent, canopy or membrane structure.
4. **Portable Fire Extinguishers** shall be provided. A minimum 2-A;10-BC multi-purpose fire extinguisher shall be currently inspected and tagged by a Licensed Technician.
  - If frying any items, one fire extinguisher must meet the requirements as in 7 below for Type K extinguishers.
5. **Generators and other internal combustion power sources** shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means
6. **Extension Cords** may be used with the following restrictions:
  - Extension Cords shall be maintained in good condition without splices, deterioration or damage.
  - Extension Cords shall be placed where they are not subject to environmental damage or physical impact.
  - The ampacity of the extension cords shall not be less than the rated capacity of the portable appliance supplied by the cord.
7. **Mobile Vending (Trailer/Truck)** shall have a Type 1 hood installed at or above all commercial cooking appliances and domestic cooking appliances which include flat grills, fryers, char grills, pits used for commercial purposes that produce grease vapors. Type 1 hood systems shall be installed with an approved and inspected Fire Suppression System. A Type K Fire Extinguisher is also a

requirement in the installation of a Fire Suppression System. **See Mobile Food Vendor Fire Prevention Checklist**

8. When required by the Fire Marshal in the interest of public safety, one or more Fire Inspectors or other approved personnel may be required to be on duty at an event.

**Please contact the Rosenberg Fire Marshal's Office at 832-595-3600 with any questions.**



**Justin Jurek**  
**Fire Marshal**

**CITY OF ROSENBERG HEALTH DEPARTMENT**

2240 4<sup>th</sup> Street  
Rosenberg, Texas 77471  
(832)595-3550

**INSTRUCTIONS FOR TEMPORARY FOOD PERMIT APPLICANTS**

- **NO FOOD SHALL BE PREPARED AT HOME.** All food should be prepared on site at the event or be provided by an inspected, licensed food facility.
- **Non-profit organizations** need to be prepared to **show confirmation** of their non-profit status.
- Your permit **application should be submitted at least a week in advance** to provide time for the processing of the application.
- The **source** column is to be filled out with where the food product is to be purchased. All foods must come from an approved licensed food facility. Failure to provide this information could result in denial for a permit.
- Be prepared with information about how the food is to be maintained at **135° F** or above or at **41° F** or below during the serving time and during the transport of the food time.
- A metal stem type **thermometer** that registers from 0° F to 220° F should be provided to assure the product is maintained at the proper temperatures.
- **Ground cover** and **overhead** cover shall be provided to protect food from road or ground dust and from overhead contaminants.
- The temporary food dealer's packet contains information on what you are **required** to have on site and how to provide a safe food product. **YOU ARE RESPONSIBLE FOR READING THIS MATERIAL AND FOLLOWING INSTRUCTIONS.** Failure to do so could result in the loss of the food product and/or closure of the temporary facility.
- You must obtain your temporary food permit at the **Rosenberg City Hall Annex** located at **2220 4<sup>th</sup> Street**. Permits will not be issued at the event site and payment will not be accepted on site. Failure to **obtain the permit prior to the event** will result in refusal to allow you to operate.
- This department **will not** mail permits to the applicants. They must be obtained at the **City Hall Annex, 2220 4<sup>th</sup> Street**.

**IMPORTANT NOTE:** The Fire Marshal's office conducts safety inspections of temporary events. See attached handout for fire safety guidelines.

## CITY OF ROSENBERG HEALTH DEPARTMENT

2220 4<sup>th</sup> ST., ROSENBERG, TEXAS 77471

(832) 595-3550

### TEMPORARY FOOD SERVICE ESTABLISHMENT REQUIREMENTS

**GENERAL:** A temporary food establishment is required to comply with the Texas rules for food service establishments. The regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishment, may prohibit the sale of some or all potentially hazardous foods and when no health hazard will result, may waive or modify requirements of these rules.

**RESTRICTED OPERATIONS:** Temporary food services are restricted to those potentially hazardous foods that require limited preparations such as hamburgers, frankfurters, etc. Other potentially hazardous foods may be prohibited. If you have a question concerning your particular products, call (832) 595-3550.

**TEMPERATURE:** The internal temperature of cold food must be maintained at **41° F or below**. The internal temperature of hot food must be maintained at **135° F or above**. You are required to have **thermometers** to monitor the internal temperature of the food products and of the refrigeration units.

**ICE:** Ice that is consumed or that comes into contact with food shall have been made under conditions meeting manufacturer requirements. Ice intended for human consumption shall not be used as a cooling medium for other items and shall be stored and dispensed in a way that protects it from contamination.

**PROTECTION FROM CONTAMINATION:** Food and equipment shall be protected from contamination by consumers and other contamination sources. Where necessary to prevent contamination, *effective sneeze guards* for food and/or equipment shall be provided. Consumers **can not** help themselves in a common bowl of chips or other food that could be contaminated by the hands. All food and supplies shall be kept at least six (6) inches off the ground.

**CLEANING:** Equipment and the general area shall be kept clean at all times.

**WATER:** Enough potable water shall be available for food preparation, cleaning and sanitizing of equipment and for handwashing.

**WAREWASHING:** Alternative manual warewashing equipment, such as receptacles that substitute for the compartments of a multi-compartment sink may be used for washing, rinsing and sanitizing. Label each container with **wash, rinse and sanitize**. The procedure is as follows:

- Wash** - Hot water and detergent to remove gross food particles.
- Rinse** - Clear hot water to remove the detergent.
- Sanitize** - Mix  $\frac{1}{2}$  oz. (1 Tbs.) liquid bleach for every 1 gallon of warm water. Allow the Utensils to soak in this solution for *one (1) minute*. After sanitizing, *do not Rinse*. Allow utensils to air dry. *Do not use scented bleach.*

**SINGLE-SERVICE ARTICLES:** Single-service articles *only* shall be provided to the consumer. *Single-service articles shall not be reused.*

**WATER:** Water from an approved source shall be made available for food preparation, handwashing, and for cleaning and sanitizing utensils and equipment. Water need not be under pressure but shall come from approved sources.

**WET STORAGE:** *Packaged food may not be stored in direct contact with ice or water* if the food is subject to the entry of water because of the nature of its packaging or its positioning in the ice or water.

**SEWAGE:** All wastewater and sewage generated shall be disposed of through an approved sanitary sewage system. Any *hose* attached to a water faucet *shall have a hose Bibb backflow preventer (vacuum breaker) attached.*

**HANDWASHING:** Handwash facilities shall include an insulated container with a spigot that can be turned on to allow portable, clean, warm water to flow; a wastewater container; soap; disposable towels; and a waste receptacle.

**FLOORS:** A floor may be concrete or machine-laid asphalt. If dirt or gravel, it shall be covered with mats, removable platforms, duckboards, or other suitable materials that are effective to control dust and mud.

**OVERHEAD PROTECTION AND OUTER-OPENINGS:** *Overhead protection* shall be provided for food preparation and service. The interior shall be protected from the weather, windblown dust, birds, and debris.

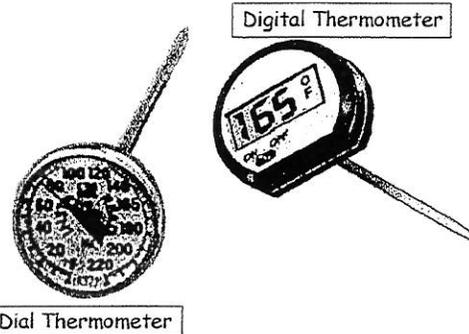
**GARBAGE:** Each food concession must have *a covered garbage container.* It is recommended to have at least one inside the booth for employees and one outside for the patrons.

**FOOD PROTECTION:** Samples offered to the public shall be protected by a *sneeze guard*, or offered in a manner that protects the food from potential contamination. All food workers shall wear *disposable plastic or latex gloves* when handling *ready to eat food.* All food workers shall wear an effective hair restraint such as a *cap, hat, scarf or net* when working in the food concession. If chips, crackers, pretzels, or other like foods are dispensed to the public in a common bowl, *suitable utensils* or other protective means must be provided to prevent potential contamination.

## RECOMMENDED Safe Food Temperatures

Using a food thermometer is the **ONLY** reliable way to ensure food safety.

- 165° F ... Poultry, ground poultry  
Stuffing with poultry, meat & fish  
Microwave cooking & reheating  
Reheating leftovers
- 155° F ... Ground meat & fish  
Injected meat (i.e. tenderized)
- 145° F ... Meat, fish & raw shell eggs
- 135° F ... Hot holding of foods
- 41° F ... Cold holding of foods
  - Meat = beef, pork & lamb
  - Poultry = chicken, turkey, duck & goose



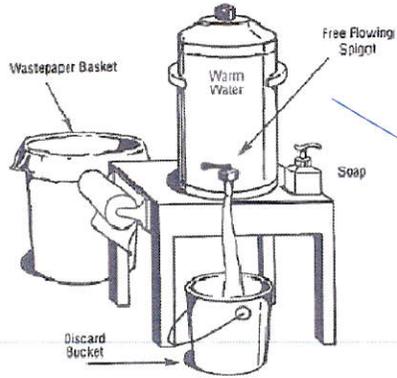
**These are the minimum safe food temperatures required by the Texas Food Establishment Rules.**

[www.dshs.state.tx.us/foodestablishments](http://www.dshs.state.tx.us/foodestablishments)



Publication # 23-12786 (Rev. 8/06)

**Sample Minimum Hand Wash Set-up**



**Required Hand Wash Station  
(Location Optional)**

Required 3 compartment sink, or  
3 wash basins for washing food  
contact equipment on site.  
WASH / RINSE / SANITIZE.



BBQ pit area shall be restricted from public access. A minimum 10' set back shall be maintained from all combustibles including the booth.

**Required Fire Extinguisher  
(Location Optional)**

Overhead cover and restriction of access to public is required. Groundcover must be concrete, asphalt, wood, or other approved ground cover.

# Sample Booth Layout

**APPLICATION FOR TEMPORARY PERMIT**

City of Rosenberg Health Department  
2220 4<sup>th</sup> Street; Rosenberg, Texas 77471

EVENT:	
LOCATION ADDRESS OF EVENT:	
DATES OF EVENT:	TIMES OF EVENT:
BUSINESS NAME:	
BUSINESS ADDRESS:	
BUSINESS TELEPHONE NUMBER:	
APPLICANT'S NAME:	
APPLICANT'S ADDRESS:	
APPLICANT'S TELEPHONE NUMBER:	

TEMPORARY ESTABLISHMENT FEE PER ESTABLISHMENT \$ \_\_\_\_\_  
 (\$50.00 for 1st 72 hrs; \$20.00 for additional 72 hr terms) x NUMBER OF ESTABLISHMENTS OPERATING AT THIS EVENT: \_\_\_\_\_

NON-PROFIT \$40.00 (attach copy of 501-C3 status) \$ \_\_\_\_\_

TOTAL DUE: \$ \_\_\_\_\_

**WHAT FOODS WILL BE COOKED /PREPARED AT THE SITE (list below):**  
 Describe how each food item will be prepared on site. Use additional pages as needed.  
 (Only those potentially hazardous foods requiring limited preparation shall be prepared.)

LIST ALL FOOD AND BEVERAGES TO BE SERVED AND HANDLED					
Food Served	Source	Preparation Place	Transport Facilities	Cooking Equipment	Holding Equipment

**INSTRUCTIONS TO APPLICANT:** If applying by mail, return this application and remittance immediately to City of Rosenberg Health Department, 2220 4th Street, Rosenberg, Texas 77471. Phone Number: (832) 595-3550. Make check or money order payable to City of Rosenberg. No cash payments by mail. Payable in person at 2220 4th Street, City Hall Annex.

I HAVE READ ALL THE REQUIREMENTS FOR OBTAINING A TEMPORARY FOOD SERVICE ESTABLISHMENT PERMIT. I UNDERSTAND AND WILL CARRY OUT THESE REQUIREMENTS OR BE SUBJECT TO IMMEDIATE CESSATION OF OPERATION AND/OR REVOCATION OF THE PERMIT.

APPROVED BY:

Signature of Applicant: \_\_\_\_\_

\_\_\_\_\_  
 SANITARIAN  
 TEL.: 832- 595-3550, FAX: 832-595-3501

Date: \_\_\_\_\_

Date: \_\_\_\_\_