TAP INTO DOWNTOWN ODESSA

When:	**Saturday, October 1, 2016**
Time:	5:00 p.m. to 9:00 p.m.
Where:	Downtown Odessa – Grant Avenue
Contact:	Haley Howey, 432-335-3683
Street Address:	119 W. 4th St., Suite 103
Mailing Address:	P.O. Box 4398, Odessa, TX 79760

FOOD VENDOR APPLICATION

Please Print:

NAME_____ BOOTH NAME_____

ADDRESS_____ CITY/STATE_____ ZIP_____

TELEPHONE: Business_____ Mobile_____ Fax_____

EMAIL: _____

Description of items to be sold: _____

_____

Number of 10' x 20' booth spaces _____ Special needs/electricity needs_____

Fees: Booth fee is **$150**. Vendor may hold space with a $50 deposit with balance paid in full by **Friday, September 23, 2016. If fees are not paid in full by this date, you may not participate in Tap Into Downtown Odessa.** Check or money order must be payable to Downtown Odessa, Inc. **Fees and deposits are non-refundable unless written cancellation is received at the Downtown Odessa, Inc. office by Friday, September 23, 2016.**

Booth space: Individual 10' x 20' spaces will be allocated to each vendor. Vendors will be responsible for furnishing their own set-up, including tables and chairs, etc. No items may extend more than two feet from your booth or visually block the booth next to you.

Electrical outlets: One (1) 110v electrical outlets (10 amps total) will be provided. Any special electrical needs must be listed on this form. Vendors will be responsible for their own electrical extension cords and lighting as necessary. Any vendor needing 3 phase electrical will have to rent their own generator. **If your booth requires 220 amp, you will need to provide your own generator.**

Set Up/Move Out/Cleanup: Set up begins at 2 p.m. Saturday, October 1, 2016. **Your booth must be ready by 4 p.m. Saturday, October 1, 2016 for a safety inspection** by the Ector County Health Department, Odessa Fire Marshal and City of Odessa Building Services Department. All private vehicles must be out of event area by 3 p.m. A representative must remain in your booth at all times until closing. All vendors need to secure merchandise during the hours of set up, event and tear down. Downtown Odessa, Inc. is not responsible for any lost or damaged items, equipment, or personal property. You are responsible for cleanup of your area during and after the festival. Any dumping of grease will result in a fine.

Vendor Parking: Vendors will be mailed a map of each booth location and parking area no later than September 23, 2016.

Insurance: Vendors must show proof of general liability insurance of $500,000 minimum.

Permits: Vendors must provide a copy of Ector County Health Permit.

DEADLINE FOR RETURNING THIS CONTRACT IS FRIDAY, September 23, 2016. MAKE ALL CHECKS OR MONEY ORDERS PAYABLE TO DOWNTOWN ODESSA, INC. Cash is accepted in the Downtown Odessa office only. Do not mail cash. Mail checks or money orders to: Downtown Odessa, Inc. P.O. Box 4398, Odessa, TX 79760

I have read and understand this entire agreement (front and reverse side). I agree to comply with all rules, regulations and policies.

_____

Signature **Print Name** **Date**

Rules and Regulations

Food vendors will obey all health and sanitation laws and regulations of the State of Texas, County of Ector and the City of Odessa. A temporary food service establishment shall comply with the requirements of the rules listed below. The Ector County Health Department may impose additional requirements to protect against health hazards related to the temporary food service establishment, may prohibit the sale of some potentially hazardous food and where no health hazard will result, may waive or modify requirements of these rules.

1. A Temporary Establishment Health permit must be applied for at least **seven (7) working days** prior to the event.

2. FOOD shall be in sound condition and shall be safe for human consumption. Food shall be from an approved source.
3. FOOD PROTECTION: Food shall be protected from potential contamination at all times, including while being stored, prepared, displayed, served or transported. The internal temperature of potentially hazardous food shall be served at 41°F or below, or at a temperature of 140°F or above.

4. PERSONNEL: Hands must be washed and clean; maintain good hygiene practices.

5. FOOD EQUIPMENT AND UTENSILS: Proper facilities shall be available for sanitizing equipment and utensils. Single service utensils should be used. Towelettes may be used.

6. HAND WASHING FACILITES: Supply of soap, detergent and disposable towels must be available.

7. GARBAGE DISPOSAL: Shall be kept in durable, easily-cleaned insect-proof containers that do not leak or absorb liquids. Plastic bags and wet strength bags may be used to line these containers. Containers must be kept covered. All sewage, including liquid waste must be contained properly and shall comply with all local ordinances and state laws.

8. PREMISES: The booth space used to sell food must be kept free of litter. All vendors must keep their assigned area free of trash. If there is trash around your area at the close of the event, please see that it is removed before you leave the area. Failure to do so will result in the forfeit of $50 cleanup deposit.

9. **Vendor must be open during all hours of the event.**

10. Vendors may sell only approved items. **No Alcohol** will be sold by any vendor. Water or soft drinks may be sold by vendors. Novelty items must be pre-approved by Downtown Odessa.

11. Every booth must contain an up-to-date working fire extinguisher. In the event of a heavy rainstorm, we will cut electricity to the booths in order to maintain a safe environment.

12. Vendors requiring ice should make their own arrangements. Ice on site is not available to vendors.

13. A hookup to running water is not available. Vendor must bring clean, sanitary containers with clean water from home or purchased water for cleanup use.

14. No amplification device such as microphones, bullhorns or loudspeakers shall be used by vendors.

15. Vendors must stay within the confines of their booths to distribute their wares. No product or service information shall be communicated on the streets, curbs, business areas or Noel Plaza Park area.

Ector County Health Department Rules
2016 Tap Into Downtown Odessa

All Food Vendors Must Have:

- Stem thermometer as well as thermometers in all cooling units.
- All foods must be at least 6 inches off the floor/ground and covered at all times.
- Temperatures must be 41 degrees or cooler for cold hold, 0 degrees or below for frozen items, and 135 degrees or higher for hot hold items. Some examples of cooking temperatures are: Hamburger meat 155 degrees, Brisket 160 degrees, Sausage 160 degrees, and Turkey Legs 165 degrees.
- Crock pots and warmers should have proper lids provided. Do not use plastic wrap or aluminum foil.
- All outdoor barbeque pits must have lid covers.
- All foods must be thoroughly cooked. Turkey legs are often still frozen on the inside when you put them on to cook. They may appear to be done on the outside but the inside may still be raw or not sufficiently cooked. Make sure they are properly cooked through and through.
- All foods must be cooked on site. You cannot cook at home and bring it to the event. If you are a restaurant owner you are permitted to cook at the restaurant and bring it to the event. You must properly transport the foods in approved containers at the proper temperatures.
- There will be no asado or tamales permitted.
- Outside food tent booths must have a roof and sides provided. The sides may be rolled up if weather permits.
- Mobile units must have commercial vent-a-hoods at 45 degree angles and properly vented through the roof. It must have a 2 or 3 compartment sink with a hand sink and hot and cold running water.
- All waste water must be properly disposed of.
- Children in diapers or training pants will not be allowed in food booths due to safety and health concerns. Older children are allowed.
- Tree trunks used as cutting boards are not allowed on the premises.
- Sternos are not allowed.
- Remember, if you don't have your permit come by the Health Department as soon as possible. It is a requirement of operation that you pay for a permit.

ODESSA FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE

FIRE PREVENTION EVALUATION CHECKLIST

LOCATION: Vendor # _____ DATE: _____

YES	NO	RECOMMENDATIONS
		Booth preparing food with grease or oil : have a minimum 40-BC Fire Extinguisher. Preparing food with wood: 4-A- 40-BC.
		Other concessions that use heat producing devices and or portable generators: Have a minimum 4-A-40-BC Fire Extinguisher.
		Cooking appliances using LP gas are listed for such use.
		LP-gas approved container appears to be in good condition
		LP-gas fittings approved and in good condition
		LP-gas containers checked for leaks
		All cooking appliances are maintained a safe distance from combustibles.
		Flammable liquid used for solid fuels are maintained and stored safely and away from possible ignition sources.
		Electrical extension cords are maintained in good condition without splices, deterioration or damage.
		Area is kept clean of accumulation of combustible materials such as wastepaper, waste or rubbish.
		Cooking appliances are in good working condition.
		Only Charcoal lighter fluid allowed no other ignitable liquid.
		Notes on recommendations:

_____ FIRE INSPECTOR

_____ VENDOR

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When:	**Saturday, October 1, 2016**
Time:	5:00 p.m. to 9:00 p.m.
Where:	Downtown Odessa - Grant Avenue
Contact:	Downtown Odessa, Inc. 335-4682
Street Address:	119 W. 4th St., Suite 103
Mailing Address:	P.O. Box 4398, Odessa, TX 79760

FOOD VENDOR INSPECTION FORM

Please Print:

NAME_____ BOOTH NAME_____

Description of items to be sold: _____

_____

The above named food vendor has agreed to comply with all rules, regulations and policies.

The above named food vendor has passed inspection from the following entities during pre-event inspection on Saturday, October 1, 2016:

Ector County Health Department

_____

Signature **Print Name**

City of Odessa Fire Marshal

_____

Signature **Print Name**

City of Odessa Building Services Department

_____

Signature **Print Name**