



## *Fountain Valley Summerfest Committee*

City of Fountain Valley  
10200 Slater Avenue  
Fountain Valley, CA 92708  
Telephone: 714-593-4449  
Facsimile: 714-378-1328

December 2013

Dear Fountain Valley Non-Profit Organizations:

This year, Summerfest 2014 will take place on Thursday, June 26 through Sunday, June 29 at the Fountain Valley Sports Park. This event will include numerous vendors, carnival rides, plenty of food, and will feature the FV Car Show on Saturday, June 28 and a Dog Day Afternoon event on Sunday, June 29.

The Fountain Valley Summerfest committee would like to offer nonprofit food booth spaces to **Fountain Valley based nonprofit organizations only** to raise funds for their group. Although the event runs for four days, the nonprofit **food booth spaces are only available Friday, June 27 – Sunday, June 29** and are a 3-day commitment from each organization. Since the Health Department only allows nonprofits to sell food for three days at this event, on Thursday, June 26, the event will host Gourmet Food Trucks.

Food vendor applications are available online now. Nonprofit groups who participated in Summerfest 2013 will have until Friday, February 28, 2014 to submit a complete nonprofit food booth packet as long as their food selections are consistent with their 2013 offerings. For groups who did not participate in 2013 or groups who want to change their menu selections, we will begin accepting these applications on Monday, March 3, 2014.

All applications must be submitted with all required forms completed, a legible copy of your agencies' non-profit status (501c3 form) from the IRS, and must comply with all of Orange County Health Care Agency Requirements (see attached or visit [http://www.ochealthinfo.com/docs/regulatory/eh/eF042-09.1343\\_NonProfit\\_TFF\\_App.pdf](http://www.ochealthinfo.com/docs/regulatory/eh/eF042-09.1343_NonProfit_TFF_App.pdf)).

This event will be limited to a total of 16 food vendors on a first come first serve basis pending complete application packets. Prior Vendors will have the priority and reserved food choice from last year if they choose to participate.

Each nonprofit food vendor will be permitted two food selections, i.e. one main course and one dessert option. Please indicate each item on the application.

All applications are to be completed and submitted to:

Fountain Valley Summerfest Committee  
10200 Slater Ave  
Fountain Valley Ca. 92708  
Attention: Nonprofit Food Booth

For more information please visit our web site [www.fvsummerfest.com](http://www.fvsummerfest.com) or contact Deanna Lonergan at [deanna123@aol.com](mailto:deanna123@aol.com). We look forward to your participation.

Respectfully,

Deanna Lonergan, Nonprofit Food Chair  
Fountain Valley Summerfest Committee



**FOUNTAIN VALLEY SUMMERFEST NONPROFIT 2014  
FOOD VENDOR APPLICATION**

**NAME OF ORGANIZATION** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_

**EMAIL ADDRESS** \_\_\_\_\_

**CONTACT PHONE NUMBER** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**NON-PROFIT ID #** \_\_\_\_\_

**LIST PRIORITY ITEMS (Each group gets to sell 1 Main Dish and 1 Dessert)**

**Main Dish:** 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

**Dessert:** 1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

**EACH GROUP WILL HAVE EXCLUSIVE RIGHTS TO ITEM'S APPROVED BY COMMITTEE**

CONDITIONS OF APPROVAL:

1. COPY OF IRS 501c3 (NON-PROFIT STATUS) (CLEAR LEGIBLE COPY)
2. A PERSON OVER THE AGE 18 MUST BE PERSENT AT ALL TIMES
3. APPLICANT MUST COMPLY WITH ALL PROVISIONS OF FOUNTAIN VALLEY SUMMERFEST
4. HEALTH DEPARTMENT APPROVAL

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

**COMMITTEE USE ONLY**

\_\_\_\_\_  
AUTHORIZED BY

\_\_\_\_\_  
PERMIT #

\_\_\_\_\_  
DATE



# GENERAL APPLICATION INFORMATION AND AGREEMENT

1. All applications will be subject to committee approval.
2. Organizations must be a Fountain Valley based Non-Profit Organization.
3. Booths are required to be open and staffed during festival hours – **(NO EXCEPTIONS)**
4. Each vendor will be responsible for all cash sales at his/her booth. Please make your own arrangements for adequate change.
5. You will sell only those items listed and approved on your application.
6. No alcoholic beverages are allowed within the vendor booth.
7. All organizations must comply with the provided Fire Department guidelines.
8. Vehicles must follow traffic regulations (traffic flow, parking, no parking area, speed on site etc).
9. Vehicles in violation of parking regulation will result in vehicle being towed away at owners expense **(NO EXCEPTIONS)**.
10. 2 parking passes will be assigned per approved vendor to park in designated area.
- 11. THERE IS NO GUARANTEE OF THE SAME SPACE LOCATION AS LAST YEAR.**
12. Each vendor is responsible for the clean up around his/hers food booth area. Booth should be neat and clean at all times.

Failure to comply with this agreement may prevent your organization from participating in this event in future years.

By signing this I agree to comply with the rules and regulations.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

COMMITTEE USE ONLY

\_\_\_\_\_  
AUTHORIZED BY

\_\_\_\_\_  
PERMIT #

\_\_\_\_\_  
DATE



## Checklist

The following items must be submitted with your Application in order to be accepted and will only be entered for consideration if complete.

- Letter to Health Care Agency on Organization Letterhead
- Application for Health Permit Exemption
- Proof of Nonprofit Status (Only IRS Documents Accepted)
- Summerfest Nonprofit Food Vendor Application
- \$200 check payable to City of Fountain Valley
- Copy of signed General Application Information and Agreement



## City of Fountain Valley Fire Department

### Food Preparation & Cooking Appliances

- All cooking appliances shall be of an approved type and maintained at a safe distance from combustible materials (minimum of five (5) feet).
- Open flame stoves shall be propane fuel only. Cooking devices using flammable liquids (white gas, Coleman fuel, etc.) shall not be permitted.
- All cooking booths shall be a minimum of 200 feet from the front of any stage or platform and 90 feet to the side.
- Barbecues utilizing charcoal briquettes shall not be permitted.
- Open-flame cooking shall not be allowed in booths. Cooking shall be conducted a minimum of ten (10) feet outside of the booth area and shall be arranged so the appliances are not accessible to the public.
- Maintain exiting from the booths at all times.
- Provide each cooking booth and/or cooking trailer with one (1) approved and mounted 2A10BC portable fire extinguisher. If any cooking booth or trailer uses a deep fat fryer, an additional 40BC portable fire extinguisher shall be located within ten (10) feet of that appliance. Provide noncombustible spill containment and separation from other cooking devices by at least 18".
- Arrange electrical cords and appliance attachments so as to minimize tripping hazards.
- Cooking booth shall be maintained and supervised by a person eighteen (18) years old or older at all times.

## **Portable Fire Extinguishers**

- Each generator shall have an approved 40BC portable fire extinguisher.
- Provide an approved and mounted 2A10BC portable fire extinguisher every 75 feet of travel distance at cooking booths, stages, carnival rides, and similar areas.
- Tents and canopies require one (1) approved and mounted 2A10BC portable fire extinguisher every 75 feet of travel.

## **Flame Proofing**

- Signs or decorative materials larger than 3' x 3' must be non-combustible or flame-retardant.



# ***ENVIRONMENTAL HEALTH INFORMATIONAL BULLETIN***

**TO:** Event Participants  
**FROM:** Environmental Health  
Orange County Health Care Agency  
**SUBJECT:** Application Procedure for Nonprofit Organizations

The attached application contains an application for Health Permit Exemption and five attachments:

## **Page 2 & 3**

- Attachment I is an example of the letter that is to be typed on your organization's letterhead.
- Attachment II, on the reverse side, lists some of the documents that are acceptable as proof of nonprofit status. A copy of any one of the documents listed should be enclosed with your organization's letter of intent to participate in the event.

## **Page 4 & 5**

- Attachment III lists the recommended food handling guidelines for nonprofit organizations. Please read them carefully, paying particular attention to the food temperature and food protection requirements. Please note that we ask you to wear some type of hair restraint and to refrain from smoking in the food booth or while handling food.
- On the reverse side is a pictorial display of the minimum handwash facilities that you should have in your booth. Designate a specific area of your booth in which to locate your handwashing facility.

## **Page 6**

- Application for Health Permit Exemption. Fill in all blanks down to and including the type of food to be sold and the number of your booth. This application, the letter (Attachment I), and a supporting document (Attachment II), are to be received at Environmental Health at least seven working days prior to the event.

## **Page 7 & 8**

- Post this handwash sign by the handwash facility in your booth (Attachment IV & V).

If a business has contributed food or equipment for your booth, acknowledgement may be given to the commercial donor. The acknowledgement should not constitute blatant advertisement for the commercial donor. A sign identifying the booth as an activity of the nonprofit association (i.e., the organization's name) must predominate over all acknowledgements given to commercial donors contributing to the booth.

A commercial entity operating at an event sponsored by a nonprofit association must secure a health permit to operate and must comply with all of the requirements for the operation of temporary food facilities. Such a commercial food facility must conform to all health and safety code requirements even if a portion of the proceeds is donated to a nonprofit association.



**ATTACHMENT I**

**THIS IS TO BE TYPED ON YOUR ORGANIZATION'S LETTERHEAD**

\_\_\_\_\_  
(Date)

County of Orange  
Health Care Agency  
Environmental Health Division  
1241 E. Dyer Road, Suite 120  
Santa Ana, CA 92705

Dear \_\_\_\_\_:

This is to advise you that \_\_\_\_\_ will operate a food booth at  
(Name of Organization)

\_\_\_\_\_, to be held at \_\_\_\_\_  
(Name of Function) (Location)

on \_\_\_\_\_.  
(Dates)

This organization is a nonprofit association (proof of nonprofit status is attached).

We certify the following to be true:

1. The booth will be operated by members of our organization or other noncommercial supporters.
2. All proceeds will be turned over to the above named nonprofit organization or to another approved nonprofit entity.
3. We understand that any exemption issued to us would be for the operation of our nonprofit associations' food booth only and would not imply a blanket approval covering the operation of commercial food facilities at the occasional event.

Sincerely,

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

## ATTACHMENT II

Some Documents Acceptable as

### PROOF OF NONPROFIT STATUS

<u>Document</u>	<u>Source</u>
1. Articles of Incorporation as a nonprofit organization.	Secretary of State
2. IRS letter showing organization to be Tax Exempt.	Internal Revenue Service
3. State Franchise Tax Board letter showing organization to be Tax Exempt.	Franchise Tax Board
4. Certificate of Registration with the State Registry of Charitable Trusts.	State Registry of Charitable Funds

## ATTACHMENT III

COUNTY OF ORANGE  
HEALTH CARE AGENCY  
ENVIRONMENTAL HEALTH DIVISION

RECOMMENDED FOOD HANDLING GUIDELINES  
FOR NONPROFIT ASSOCIATIONS

I. FOOD HANDLERS

- A. Wear clean clothing.
- B. Wash hands before handling food and at frequent intervals.
- C. Wear hat, cap, or some type of hair covering.
- D. Do not smoke in food booths.
- E. If you are ill or have sores on your hands, you should not handle foods.

II. REFRIGERATION-COLD FOODS

- A. Refrigeration; dry ice; or ice may be used.
- B. Meats, hamburger patties, sauces, cream pastries, wieners, sausages, milk and other readily perishable foods require refrigeration to 41°F or below to prevent the growth of pathogenic bacteria or the production of toxins. --- VERY IMPORTANT!
- C. Foods should not be kept out at room temperature in your stands if they require refrigeration.
- D. Thaw all frozen foods by placing them in a refrigerator, or by use of ice or dry ice. You may need 24 to 30 hours to thaw food in this manner.

III. HOT FOODS

- A. Keep foods being served hot at 135°F or above to prevent the growth of pathogenic bacteria or the production of toxins.
- B. Foods kept in warmers or similar devices should be heated quickly.
- C. All hot foods left over from the previous day should not be reused.

IV. FOOD PROTECTION

- A. All open food should be protected from contamination by the public and the food booth workers.
- B. Keep foods covered as much as possible to protect all open foods from flies, dust, insects, and the public. Screening of booths is recommended.
- C. All food, food containers, and utensils should be kept a minimum of six (6) inches above the floor.
- D. Handle foods as little as possible. Use utensils (i.e., tongs, scoops, etc.).

V. UTENSILS

- A. Use only clean utensils.
- B. Use only single-use, throw-away spoons, forks, plates, cups, etc.
- C. Do not use galvanized or enamelware storage containers for acidic foods or juices.
- D. A food thermometer is required in each food booth.

VI. INSECTICIDES: Do not store any poisonous substances such as insecticides near foods.

VII. CONDIMENTS: Individual packages, squeeze, pour or pump-type containers should be used.

Should you desire further information, please contact this office at (714) 433-6000.

In addition to the handwashing stations provided for the toilet facilities, approved handwashing facilities must be provided within each TFF where unpackaged foods or beverages are prepared, assembled, processed, displayed or served. Each handwashing facility shall have warm running water, single service paper towels and soap from dispensers.

### *Temporary Food Facility (TFF) Handwashing Station*





**WASH  
YOUR  
HANDS  
BEFORE  
HANDLING  
FOOD**

**LAVESE  
LOS MANOS  
ANTES DE  
PREPARAR  
LA COMIDA**