



## Food Vendor Application

Event: The 9th Annual Richmond's Original Italian Street Festival

Date: September 28, 2013 (Saturday) and September 29, 2013 (Sunday)  
**Regardless of weather – Rain or Shine**

Hours: Set-up Saturday, September 28, 2013 (7:00 AM until 10:00 AM)

Place: 17<sup>th</sup> Street Farmers' Market – Richmond's Shockoe Bottom!  
See map on website. [www.RichmondItalianFestival.org](http://www.RichmondItalianFestival.org)

### Your Investment:

\$500.00 8x15 Two Day Booth rental  
\$750.00 16x15 Two Day Booth Rental  
\$1,000.00 32x15 Two Day Booth Rental  
\$100 Security deposit for **VENUE CLEANING**  
**Area must be clear of grease stains and ALL trash DAILY**  
(Separate check will be returned upon completion of the festival if all rules and regulations are abided by)

Your Return: 8x15, 16x15, 32x15 Square Foot Space **STRICTLY ENFORCED**  
Tents permissible  
5 free worker passes  
Listing on official website  
Festival map recognition  
Name on Festival Banner

**Contact Info:** Anthony Spezio [AskForAnthony@comcast.net](mailto:AskForAnthony@comcast.net) or 804-347-5173  
Please mail checks to: Richmond Italian Street Festival  
2449 Silver Lake Terrace  
Midlothian, VA 23112  
ATTN: Anthony Spezio

## The 9th Annual Richmond's Original Italian Street Festival

Menu submissions should include one (1) exclusive food item request per category and the additional items you wish to serve.

Applications must be accompanied by fee and proposed menu for approval. Acceptance is not guaranteed until contacted by Committee with final ok on menu items. \*\*

Please consider preparing creative and compelling authentic Italian food item additions for this year's festival to further entice the community to experience a true "Taste of Italy"

### Menu addition ideas:

- **Seafood dishes**
  - ANY and all relevant welcome
- **veal dishes**
  - **Veal Parmesan**
  - **Veal Marsala**
  - **Veal Saltimbocca**
- **Chicken**
  - **Chicken Marsala**
  - **Chicken Parmesan**
- **Eggplant**
  - **Eggplant Parmesan**
- **Italian Style American**
  - **Pizza Steak**
  - **Pizza Berger**
  - **Pizza Fries**
- **Pasta's**
  - **Spaghetti**
  - **Lasagna**
  - **Stuffed Shells**
  - **Baked Ziti**

*\*\* Italian Festival Food Committee will screen applications to ensure food variety and may make suggestion to vendors*

*Also note that it is expected that you are prepared to serve the below number of attendees. If you cannot keep lines at a minimum, the exclusive status will be reviewed and you may not be invited back as a vendor.*

24-hour Security beginning Saturday, September 28th at 8:00 PM. Expect 8,000 to 10,000 attendees.

# The 9th Annual Richmond's Original Italian Street Festival

## Rules and Regulations for Food Vendors

- Applications will be accepted on a first come, first serve basis including returning vendors. Food items submissions should include 1 exclusive item request per category, once that category is filled, it will be closed and applicants will be notified.
- **No alcohol is to be sold by any vendor. No exceptions.**
- Applications will be approved by the Richmond Italian Street Festival Food Committee.
- Completed applications and fees are due in full by **June 30, 2013**.
- Vendors will need to provide cooking equipment (gas grills and ovens permitted). **Portable CLASS K FIRE EXTINGUISHER REQUIRED at vendor booth if utilizing DEEP FRYER and or OPEN FLAME BURNER.**
- All vendors are responsible for sales tax compliance.
- Vendors **MUST** remain open during festival hours. **NO EXCEPTIONS!**
- Vendors must not run out of food.
- Vendors **MUST** be ready to serve by **10:45 AM** Saturday and Sunday
- All vendors must register with the Food Committee prior to set-up.
- All vendors must sign a waiver/ release form releasing all Organizers of the Festival from any liability
- All set-up **MUST** be completed and **vehicles removed** by **10:00 AM** on Saturday or space will be forfeited.
- Vendors must set up only in the spaces designated to them by the committee 8x15, 16x15, or 32x15 space will be strictly enforced.
- **Vendors will have 20 minutes to unload needed items/ equipment and MUST relocate their vehicles** to the designated vendor parking area. **No exceptions!**
- **Breakdown will begin at 6:00 PM on Sunday, NOT EARLIER! All vendors must be off the premises by 7:00 PM. NO EXCEPTIONS!**
- Security will be provided. However, the festival committee and its organizers will not be responsible for injuries, losses or damage of any kind.
- Festival will commence regardless of weather.
- Music played in food vendor area must be approved by the Festival. Please contact Freddy Corritone at 917-482-4121.
- Staff must be scheduled for entire festival.
- All tables **MUST** be skirted or draped.
- The appearance of the vendor booths will be subject to inspection and approval by the Food Committee. The Food Committee strongly suggests the use of festive decorations and may make suggestions for improvement. Inspection will commence at 10:00 am on Saturday. Our appearance to the community impacts the longevity of the festival.
- Any vendors that sell water will do so at the price of **\$2.00 a 12oz bottle**.
- Applications must include the following:  
(Checklist attached **MUST** be included with application)
  - Application fully completed
  - Copy of valid health permit
  - Copy of insurance certificate
  - List of electric needs
  - Copy of an approved **Richmond City Health District** Food Service Permit that you will be expected to file.
  - Complete menu for the festival including prices
  - List of persons in charge and contact numbers for the weekend of the festival
  - Request for tables, chairs, or tent and additional check or acknowledgement that vendor will provide.
  - Submission of proposed decorations for booth
  - Make checks payable to Richmond Italian Street Festival
  - Separate checks for entry fee, security deposit, and optional packages

## The 9th Annual Richmond's Original Italian Street Festival

### Rules and Regulations for Food Vendors (continued)

- Cancellations must be done in writing/ e-mail no later than **August 15, 2013 to Anthony Spezio – AskForAnthony@comcast.net**
- Cancellations on or before **August 15, 2013** will be reimbursed at 50% of all fees paid. There will be no reimbursements/ Refunds after this date.
- Vendors **failure to cancel** or **failure to show** will automatically forfeit their space and 100% of fees paid!
- This is a rain or shine event – No refunds are available.
- **VENDORS ACCEPTING CREDIT CARDS *ARE REQUIRED*** to have a system in place to manage cash customers separately to ensure customer wait times are kept to a minimum and checkout lines do not back up.

# The 9th Annual Richmond's Original Italian Street Festival

## Food Vendor Application

No application will be accepted without a completed checklist, copies of requested items and separate checks for entry fee, security deposit, Equipment/ Electrical Requirements, and optional packages.

Make checks payable to the Richmond Italian Street Festival

Applications and fees will be sent to: **Richmond Italian Street Festival**  
**2449 Silver Lake Terrace,**  
**Midlothian, VA 23112**  
**ATTN: Anthony Spezio**

### Fees:

- \$500.00 For 8x15 Two Day Booth rental
- \$750.00 For 16x15 Two Day Booth Rental
- \$1,000.00 For 32x15 Two Day Booth Rental
- NO FEE FOR ELECTRICITY THIS YEAR!
- \$100 Security deposit for street cleaning (Separate Check please)
  - *Check will be held and returned upon completion of the festival if all rules and regulations are followed, subject to Food Committee discretion*
  - Optional package including tent, tables, and chairs amount will vary. See checklist to calculate amount.

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Alternate Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

Signature \_\_\_\_\_

*Signature  
acknowledges vendor's  
agreement with rules  
and regulations of the  
festival.*



# The 9th Annual Richmond's Original Italian Street Festival

## Food Vendor Checklist

- Completed Application
- Entry Fee
- \$100 Security Deposit (separate check)
- Equipment Electrical Requirement Form\* (if applicable – SEE NOTE BELOW!)
- Health Permit
- Insurance Certificate
- List of Electrical requirements
- Copy of **approved** Richmond City Health District Food Service Permit (Submit application directly to Richmond City Health District office for approval. See attached)
- Menu with Prices for Festival
- List of Persons in Charge and Contact Numbers for Festival
- Music approval. Code to be given by Freddie Corritone Include here: \_\_\_\_\_
- Submission of proposed decorations
- No, I do not require an optional package
- Yes, I require an optional package. **See next page for details. (Options due no later than June 30, 2013 – No exceptions, Please)**
- Portable CLASS K FIRE EXTINGUISHER REQUIRED at vendor booth if utilizing DEEP FRYER and or OPEN FLAME BURNER.**

**\*IMPORTANT NOTE:** *Appliances are not to be directly plugged into outlets; therefore vendors using electricity must bring a 3-prong heavy-duty UL-listed outdoor extension cord. Household*

*extension cords are prohibited as they are a violation of City Fire Code. Space heaters are also prohibited.*

## **The 9th Annual Richmond's Original Italian Street Festival**

### **Vendor Additional Package Options – Due No Later than June 30, 2013**

Indicate below your requested specific items and the quantity. Total your package and enclose 2 separate checks: One for the table & Chairs amount due (if applicable) and one for the Cup Sponsor. Items must be picked up and returned to an area to be announced by Food Committee.

<b>Item</b>	<b>Size</b>	<b>Amount Per Item</b>	<b>Quantity</b>	<b>Subtotal</b>
Chair	1 Each	\$5	_____	_____
Table	8 x 3 FT	\$15	_____	_____
Table and 2 Chairs	Pkg.	\$20	_____	_____
<b>Total:</b>			<input type="text"/>	<input type="text"/>

Vendor Name: \_\_\_\_\_

### **CUP SPONSORSHIP**

#### **REUSABLE CUP SPONSOR - \$300**

- 6 admission tickets to the event
- Name listing on Official Event Schedule
- Logo and company web site hotlink on Festival web site
- Name and web address (or phone #) on beverage cups

Vendor Name: \_\_\_\_\_



## The 9th Annual Richmond's Original Italian Street Festival

### TEMPORARY FOOD SERVICE PERMIT REQUIREMENT

- The Festival board members are not responsible for submitting applications or gaining approval documentation for temporary food service permits
- Submission of Festival application and fee does not include application for or approval of your permit.

### Richmond City Health District Temporary Food Service Permit Information

- Food vendors must complete and submit the Temporary Food Permit Application with a check for \$40.00 per unit up to \$100 made payable to Richmond City Health District **at least 30 days prior to event.**
- **Our physical address is:**  
**Richmond City Health District**  
Division of Environmental Health  
Food Safety Section  
400 East Cary Street, Suite 322  
Richmond, Virginia 23219-1538
- **Our mailing address is:**  
**Richmond City Health District**  
Division of Environmental Health  
Food Safety Section  
400 East Cary Street, Suite 322  
Richmond, Virginia 23219-1538
- Please see attached Richmond City Health District temporary food Application and Food Safety at Temporary Events form.
- Please complete and submit attached application to the above address **AT LEAST 30 DAYS prior to September 29, 2012, EVENT SET UP DATE.** Not doing so **WILL prevent you from attending the festival and forfeiture of all fees paid and booth space for this event. NO EXCEPTIONS!!!!**

### Directions:

- *From points North/West* Head East I-64/South I-95, exit 74B/ Franklin St., cross Franklin through first light (exit becomes 15th Street), left at next stoplight onto Main Street, Market will be on left at corner of 17th & Main.
- *From points South (I-95)* Head North I-95, exit 74C/ Broad Street (US-33 East)/right fork onto N. 17th St./Oliver Hill Way, cross Broad through first light, right on Grace St., immediate left into Market parking lot. Market will be in front of the parking lot.
- *From points East (I-64)* Head West I-64, take I-95 South exit towards Petersburg (left exit for I-95 South), follow "all points North/West" directions.

## The 9th Annual Richmond's Original Italian Street Festival

### 17<sup>th</sup> Street Farmers' Market Guidelines:

- Only clear liquids may be poured down the drains
- Vendors are responsible for leaving their vending spaces clean and orderly at the end of each Festival day. Repeated failure to do so may result in the dismissal of the offending vendor
- The Festival Board will not be responsible for damage or loss of any personal belongings
- *Proper Conduct* – No Lewd and/or inappropriate attire, behavior or gestures, either vendor-to-vendor or vendor-to-customer
- All vendors are encouraged to interact positively with customers and other vendors on-site. Comments and complaints should be directed to the Festival staff. **Everyone's cooperation in maintaining a positive atmosphere facilitates shared success at the Festival!**

# Food Safety at Temporary Events



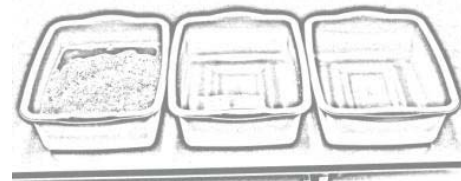
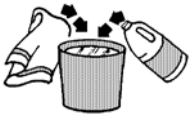
**Food safety** is the most important aspect of any food service operation. Temporary events are special situations and require their own rules, permits, and guidelines. Use the following 15 step guide and the two (2) checklists to ensure the safety of the food you will be serving.

## The Top 5 Causes of Foodborne Illness:

- Food from Unsafe Sources
- Inadequate cooking
- Improper holding/time & temperature
- Poor personal Hygiene
- Contaminated Equipment

## Clean Hands For Safe Food:

- Use soap and water
- Wash all surfaces including backs of hands, wrists and areas between finger and underneath fingernails.
- Rinse under clean warm water
- Dry hands with a paper towel
- Turn off the water using a paper towel instead of your bare hands



## Equipment Checklist

- Hand Washing Supplies
  - Continuous flow of warm running water (e.g. coffee urn)
  - Bucket to catch waste water
  - Soap
  - Paper towels
- Gloves
- Extra utensils
- Sanitizer and sanitizer test kit
- Stem thermometer to check food temperatures
- Food grade water hose with backflow prevention device
- Hot and cold holding equipment for **ALL** potentially hazardous foods
- Mechanical refrigeration for overnight storage – with internal thermometer
- Separate containers for washing vegetables
- Ice scoop with handle, if you are using ice
- Bucket with sanitizing solution for the storage of wiping cloths
- 3-containers for **WASH, RINSE & SANITIZE** procedure.

# 15 Steps to Safe and Sanitary Temporary Food Events

## 1. Permits

Each vendor must fill out and return the Temporary Food Event application/information form with payment to the Richmond City Health District. This will let the Richmond City Health District know what you plan to serve, where the food will come from, how you will prepare and transport the food and the precautions that you will take to keep your food safe.

## 2. Booth

Design your booth with food safety in mind. The booth will have an overhead covering, proper ground cover and suitable means for precluding public contact with the food preparation area. Only food workers may be permitted inside the food preparation area... no animals or children.

## 3. Menu

Keep your potentially hazardous foods (meats, eggs, dairy products, prepared salads, cut fruits, and cooked vegetables, etc.) to a minimum. Cook to order, so as to avoid the potential for food-borne illness. Use only foods from approved sources. Do not use food that has been prepared at home.

## 4. Cooking

Use a food thermometer to check cooking and cold holding temperatures of all food. Hamburgers and other ground beef should be cooked to 155°F; poultry to 165°F; whole pork, whole beef and seafood to 145°F.

## 5. Reheating

Heat precooked food to 165°F within 2 hours. Do not reheat foods in crock pots, steam tables, or other hot holding devices, or over sterno.

## 6. Cooling and Cold Storage

Foods that need refrigeration must be held at 41°F until ready to serve. To cool hot foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 2 inches deep. Foods should be cooled from 135°F to 70°F in two hours and then from 70°F to 41°F in four hours. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly.

## 7. Transportation

If food needs to be transported, use refrigerated trucks or insulated containers to keep hot foods hot (above 135°F) and cold foods cold (below 41°F).

## 8. Hand Washing

You must have a hand washing facility available at all times. It must have warm running water under pressure, or gravity flow (such as a large urn full of water) for hand washing. Soap dispenser, a roll of paper towels and a bucket to collect waste water must also be provided.

## 9. Health and Hygiene

Only healthy workers can prepare and serve food. Anyone who show symptoms of disease – nausea, vomiting, fever, fever with sore throat, diarrhea, jaundice, or who have open sores or infected cuts on the hands are not allowed in the food booth. Workers must wear clean outer garments and must not smoke in the booth.

## 10. Food Handling

Food employees must not touch ready-to-eat food with their bare hands. Use disposable gloves, tongs, napkins or other tools to handle food.

## 11. Dish Washing

Wash equipment and utensils in a 3-step process; wash in hot, soapy water; rinse in hot water; immerse in water containing a chemical sanitizer. Utensils and dishes must be air dried.

## 12. Ice

Ice used to cool beverage cans and bottles, shall not be used in drink cups. Ice used for drinks shall be stored separately. Use a scoop to serve ice, never hands or a cup. Scoop handle should not be buried in ice.

## 13. Wiping Cloths

Rinse and store your wiping cloths in a bucket of sanitizer at proper concentration – (50-100 ppm chlorine and 200 ppm quat) for example, 1 capful of bleach in 2 gallons of water. Change the solution every hour.

## 14. Insect Control and Trash

Keep foods covered to protect them from insects. Place garbage in a trash can with a tight fitting lid.

## 15. Overhead and Ground Cover

Overhead protection must be provided for out door events (i.e. enclosed food trailer, tent, canopy, etc.). All food service operations must be under cover. A ground cover (tarp, non-absorbent matting, felt roofing paper, etc.) will be required for all set-up locations.

Now that you have read the steps to take to make your temporary food establishment clean and sanitary, please look over the security checklist below and review the equipment checklist on the first page to be sure that your experience will be safe and secure. If you have any questions about what you have read, or need assistance filling out your application for a temporary food license, please call the Richmond City Health District at (804) 205-3912.

## Checklist

- Employees: Background check of those who will work during the event?  
Current Staff: \_\_\_\_\_  
New Hires: \_\_\_\_\_
- Do employees have visible identification while on duty?
- Is a list posted of employees working on any given day?
- Are employees trained on food safety and food security?
- Is there a Person-in-Charge available at all times to monitor the food operation?
- Was the delivery company and driver verified by the food operation?
- Is incoming food and ice inspected for evidence of tampering?
- Are Storage trucks or trailers locked and secure?
- Are food and supplies located in a secure area?
- Are tamper resistant and tamper evident packaging used to protect food?
- Do you properly restrict customers and non-employees from the operation?  
Does the food operation have an action plan to respond to incidents involving water interruption, power outage and bad weather?  
Have the following areas been inspected and found to be safe and secure? Water Protection:  
\_\_\_\_\_ Lighting Levels: \_\_\_\_\_ Electricity: \_\_\_\_\_
- Does your operation have effective security during non-operating hours?



COMMONWEALTH OF VIRGINIA  
 RICHMOND CITY HEALTH DISTRICT  
 400 East Cary Street, Suite 322  
 Richmond, VA 23219



(804) 205-3912  
 FAX (804) 371-2208

“Working together for a healthier Richmond”

## APPLICATION FOR A TEMPORARY HEALTH PERMIT

**Instructions:**

- 1 Complete all sections of the application (Make notes to explain any omission)
- 2 Sign and date the application
- 3 Make check or money order payable to: **Richmond City Health District**

All applications and payments must be received 30 days prior to the event. No Temporary Health Permits will be issued without submission of a completed application along with appropriate fees.

Business Name:		Name of Event	
Location of Event			
Date(s) of Event	Starting time (when food will be served)	Liquid Waste Disposal	
Phone #	Water Service	Sewage Disposal & Solid Waste Disposal	
Person in Charge/Owner		Phone number	
Address			
City	State	Zip	
Name of individual (s) certified in food protection (if any)			
			Phone #
Name of parent company or owner			
* I hereby certify that I am the license holder, or the authorized representative of the temporary food service operation :		Date	
Signature		Print Name:	

**Temporary Food Permit Application Form**  
**\*\*Complete Application and return with Fees\*\***

Before opening a temporary food service or retail food operation you must complete this form and return it to the event coordinator who must submit it to the Richmond City Health District **30 DAYS** prior to the event. Make payment to: Richmond City Health District (**there is a forty dollar (\$40.00) fee for the calendar year.**

\*A designated person in charge must be present at all times during operation

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**Menu:** List all food and beverages to be served. \_\_\_\_\_

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**Source:** All food must be purchased from an approved food distributor or permitted grocery store. All food must be prepared on site or in a permitted food service facility and transported to the temporary food service location by a method approved by the Health Department. **Do not prepare or cook food at home.** List the sources of all foods and beverages to be served.

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**Hand Washing Facilities:** Describe the type of hand washing system to be used. \_\_\_\_\_

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**Food Storage:** Mechanical refrigeration must be used for overnight storage of potentially hazardous foods. List the type of equipment to be used for storage of hot and cold food. \_\_\_\_\_

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**Equipment and Utensils:** A 3-compartment sink or bucket system must be provided and used for washing, rinsing and sanitizing equipment and utensils. **List (a) the dishwashing system and (b) the sanitizer to be used.**  
**NOTE:** Appropriate test kit for the sanitizing solution should be provided.

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**Support Facilities:** The operator of a temporary food facility must provide to the satisfaction of the Health Department a safe water supply, sewage and waste water disposal system, toilet facilities, and garbage and refuse disposal system. List the provider or method to be used for each.

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**Note:** Food workers must have clean clothes, clean hands, and hair restraints. No person with a communicable disease, nausea, vomiting, fever, sore throat, diarrhea, jaundice, cuts, or sores is to sell, prepare or in any way be in contact with food. Smoking is not allowed in food preparation areas. Only people assigned to work in food preparation areas are to prepare and serve food; unauthorized people and animals are not allowed in the food operation area.

# TEMPORARY HEALTH PERMIT FEE

Food vendors must complete and submit the Temporary Food Permit Application with a check for \$40.00 per for the calendar year.

Make checks or money orders payable to the **Richmond City Health District**

The Health Permit/Receipt will be delivered to you the day of the event

**The fee, information form and application must be submitted to the Coordinator 30 days prior to the event:**

**Questions, please contact:** Horace Parham, 804-205-3912, or Kenneth Smith, 804-205-3912

**A diagram of your temporary food booth MUST be drawn below:**

**Make sure you include these items:**

- Handwashing station
- Dishwashing ( 3 buckets or sinks)
- Location of equipment, coolers, etc  
Prep tables  
Service area