

Sunday, June 2, 2024
Refugio Valley Park, Hercules
11:00 a.m. to 6:00 p.m.



Join us as a food vendor for the Annual Hercules Cultural Festival! This event will be held **rain or shine** on Sunday, June 2, 2024. Apply now for this unique opportunity to showcase your products and services!

Invite your friends and family to come enjoy the food, music, shopping, and other activities. There will be live entertainment on throughout the day, performed by some of the best talent in the region.

- ✓ Food booth check in time / set up time: **7:00 a.m. – 9:00 a.m.**
- ✓ Booths are expected to be operating continuously from **11:00 a.m. to 6:00 p.m.**
- ✓ Booths may not be broken down before **6:00 p.m.**
- ✓ Booth spaces are 10 x 10.
- ✓ All vendor spaces will be outdoors.
- ✓ Electricity not available.
- ✓ Booth spaces must be left clean. Cardboard and large items should be placed in the dumpster located in the parking lot.

Only materials listed on your application may be distributed or displayed. Businesses cannot share booth space.

Priority registration for Bayfront Chamber of Commerce members until March 1st. Non-Members may register beginning March 16th.

Limited spaces are available. It is recommended you submit your application early. **Submitting your application does not guarantee your participation.** You will be contacted to confirm your application has been accepted.

Mail application and payment to:

Bay Front Chamber of Commerce, P.O. Box 5283, Hercules, CA 94547
or email to herculesculturalfestival@gmail.com

Information: herculesculturalfestival@gmail.com or 510-741-7945

Hercules Cultural Festival Food Vendor Application

Booth Fees (Food Booth)

Bay Front Chamber Members \$225

For-Profit Business \$450

Non-Profit Civic Groups, Veteran and CC County Licensed Mobile Food Vendors \$325

Food Booth Application Deadline is May 1st.

****HEALTH PERMIT FEES ARE INCLUDED IN PRICE****

- ✓ Food Vendors must complete and submit the Contra Costa County VENDOR/OPERATOR INFORMATION form with your application.
- ✓ Non-profits must submit proof of their charitable non-profit 501 (c) 3 status, such as a copy of the official IRS confirmation or confirmation pending letter with your application.
- ✓ Licensed Food Vendors must submit a copy of a valid permit with your application.
- ✓ Veterans must submit a copy of their DD214 with your application.

Your booth will be inspected the morning of the Festival before the Festival opens by a representative from the Contra Costa County Health Department.

Please reserve _____ **space(s)** at \$ _____ each

I have enclosed full payment of \$_____.

Credit Card Payments: (\$5.00 credit card fee will be added)

Visa _____ MasterCard _____

Exp. Date _____ Security Code _____ Billing Zip Code _____

Company or Organizations Name:

Contact Name: _____

Address: _____ City: _____

Phone: _____ Email: _____

Brief description of what will be sold:

Rain or Shine Event ~ Payment non-refundable

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Hercules Cultural Festival Vendor Booth Indemnity Agreement

Once approved, you will receive an email confirmation with directions on next steps.

Food vendors must comply with applicable Contra Costa County Environmental Health Divisions Requirements as noted on pages numbered 6-10.

ALL VENDORS/APPLICANTS MUST SIGN THIS INDEMNITY AGREEMENT AND/OR PROVIDE A CERTIFICATE OF INSURANCE TO BE CONSIDERED FOR THE HERCULES CULTURAL FESTIVAL ON SUNDAY, JUNE 2, 2024.

INDEMNITY (HOLD HARMLESS) AGREEMENT

The Vendor/Applicant will indemnify and save harmless, the Bay Front Chamber of Commerce, the Hercules Cultural Festival Planning Committee, Employees of the City of Hercules, or Personnel contracted by the Bay Front Chamber of Commerce, from and against any and all claims, damages, actions, judgments, decrees, penalties and/or personal injury, and/or damaged or lost property arising out of or from the use of the premises or any part thereof, or any other part of the property, the streets of the City of Hercules, whether occasioned wholly or in part by any act or omission, or negligence, or any reason whatsoever of Vendor/Applicant, its sub-exhibitor, employees, promoters, agents, invitees, contractors, etc. The Vendor/Applicant also agrees to hold the Bay Front Chamber of Commerce, the Hercules Cultural Festival Planning Committee, Property Owners, Employees of the City of Hercules, Personnel contracted by the Bay Front Chamber of Commerce harmless and not responsible whatsoever for loss, theft, burglary, robbery, damage, fire, etc., to any and all possessions, personal property, property of any kind, including but not limited to equipment, supplies, prizes, merchandise, exhibits, etc., of the Vendor/Applicant or any of its sub-exhibitors, employees, promoters, agents, guests, invitees, contractors, etc.

Business or Organizations Name: _____

Print Name: _____ Date: _____

Vendor/Applicants Signature: _____

Rain or Shine Event ~ Payment non-refundable

VENDOR / OPERATOR INFORMATION			
Name of Event: Hercules Cultural Festival		Event Date (s): Sunday, June 2, 2024	
Event Location (address and city): Refugio Valley Park, 1515 Refugio Valley Park, Hercules		Event Set Up Time (s): 7:00 am - 10:00 am	
Name of Vendor / Organization or Company:		On Site Contact Person:	
Mobile Food Vehicle License Plate #		On Site Phone #:	
Vendor Facility Commercial Kitchen or Commissary - Address, City and Zip		E-mail address of Vendor/Operator:	
<input type="checkbox"/> For Profit <input type="checkbox"/> Non-profit - 501 c3 Copy <input type="checkbox"/> Vet-Exempt - DD214 Copy <input type="checkbox"/> Mobile Food Vehicle - Current Health Permit Copy <input type="checkbox"/> CFO - Current Health Permit Copy			

Type of all food/beverage to be sold or given away: *(Include beverages, ice, condiments, or attach a menu).*

Source(s) of all food/beverages purchased/ prepared: *Name of Restaurant, Caterer, Kitchen, Cottage Food Operator, Costco, Grocery Store etc.*

Type of holding/cooking equipment to be used: *(i.e. ice chest, barbeques, fryers, chafing dishes, steam table, etc.)*

Checklist Completed by Food or Beverage Vendor / Operator

Pre Packaged Food/Beverages Only

All food/beverages will be prepackaged and no food preparation will be conducted in the booth.

Overhead protection and approved floor cover will be on site because I am selling prepackaged food/beverages only.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Non Pre Packaged Food/Beverages

1. I understand I **can not** prepare food/beverages at home.
2. I am preparing **all food/beverages on-site**
3. I am preparing and storing all food/beverages in an approved commissary/production kitchen **(If Yes and out of county, attach Commercial/Production Kitchen Agmt).** Production Kitchen Address _____
4. I am preparing approved foods in my CC County registered/permitted Cottage Food Operation **(attach permit copy).**
5. I will provide an accurate probe thermometer to measure the hot and cold holding of potentially hazardous food during all times of booth operation.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

I am providing the following minimum hand washing facilities:

6. Water supply dispenser (5-10 gallons) with hands free spigot.
7. Booths with open food/beverage preparation will be required to have water temperature of 100°F for hand washing.
8. One separate tub (bucket or basin) for collection of rinse/waste water.
9. Pump style soap container.
10. Paper towels & trash receptacle.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

I am providing the following items within my booth for the sanitary cleaning of food preparation utensils:

11. Three (3) compartment container (basin 6-8 inches minimum); (1) Detergent & Water, (2) Clean rise water (3) Appropriate sanitizing solution, (4) Test strips for checking sanitizer. *See page 4*

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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I am protecting the non pre packaged food/beverage preparation areas from insects, dust, and the public by the following method:

12. A booth with walls and ceiling constructed either of wood, canvas or other approved materials with fine mesh fly screening, completely enclosing open food areas.
13. A booth with cleanable flooring (concrete, asphalt, tight wood or other similar cleanable material are acceptable).
14. Food/beverage supplies will be stored at least 6 inches off the ground.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

I have read the handout on Requirements for Temporary Food Facilities and will follow the guidelines provided in this handout.

Completed by (Vendor signature): _____

Date: _____

Please print Vendor name: _____

Event Coordinator Signature: _____

Date: _____

**CALIFORNIA RETAIL FOOD CODE REQUIREMENTS
FOR TEMPORARY FOOD FACILITIES**
(Pages 6 – 10 to be retained by each vendor/operator)

SANITATION REQUIREMENTS: Temporary food facilities must comply with the following standards

Food/Beverage Sources

- Must be from approved commercial sources and/or registered/permitted Cottage Food Operation.
- Shipping tags must be kept on-site for all shellfish (i.e., oysters, clams, mussels, scallops).
- Provide approved labels for all prepackaged food items.

Food Preparation

- Food must be prepared and stored inside an approved food booth or inside a permitted commissary/production kitchen. If the food is prepared and stored off site, provide a copy of the facility's health permit.
- The only cooking allowed outside the booth is an open flame BBQ ,grill , deep fat fryer, or other propane fueled cooking equipment that the fire department does not permit inside of the booth.
- Once the food items are cooked, they must be brought into a fully enclosed booth for preparation.
- Food must be protected at all times, and in cases where potential contamination may occur such as rain, wind, or overhead contaminants, other methods of food protection must be provided.
- Contact the local fire department for additional requirements or permits regarding cooking equipment at a Temporary Food Event.

Temperature Control of Potentially Hazardous Foods (PHF)

- PHF's include meats, seafood, cooked rice, cooked beans, cooked vegetables, many cheeses, cut melons, tofu, eggs, and sprouts. At the end of the day, hot and cold potentially hazardous foods must be discarded.
- During operating hours, PHF must be kept at/or below 45° F for up to 12 hours in any 24-hour period.
- At the end of the operating day, any PHF that is held at 45° F shall be destroyed in an approved manner.
- At the end of the operating day, PHF that is held at/or above 135°F shall be destroyed in an approved manner.
- Hot foods must be held in approved hot-holding units (e.g., steam table, hot plate, chafing dish etc.).
- Potentially hazardous foods must be transported at/or below 41° F or at/or above 135° F in an approved container capable of maintaining these temperatures. Frozen food must be transported frozen with no signs of thawing.
- An accurate food service thermometer must be provided if the booth is handling potentially hazardous foods. The device must be accurate to ± 2° F and sanitized prior to use.
- Heat cold, pre-cooked foods to at least 165° F prior to placing in a hot holding unit.

Cooking Temperatures

- Minimum internal cooking temperatures are as follows:
 - Poultry, stuffed foods, reheated foods 165° F (for at least 15 seconds)
 - Ground beef or pork, (comminuted meat) 155° F (for at least 15 seconds)
 - Eggs, fish and single pieces of beef or pork 145° F (for at least 15 seconds)
 - Vegetables for hot holding 135°F

Food Preparation Handwashing Station

The handwash station must be operational prior to beginning food handling operations. Container must be capable of providing a continuous stream of water that leaves both hands free to allow vigorous rubbing with soap and warm water for 10 to 15 seconds.

- Provide at least a 5-gallon hot water (from an approved source) reservoir with a hands-free spigot that drains into a 5-gallon waste bucket. Temperature of the water must be at least 100°F.
- Provide single service soap (e.g., pump style dispenser) and paper towels, and a trash receptacle.
- A handwashing station is not required for booths that handle only prepackaged food.

Warewashing Facilities (see pg. 2 #7-11)

- Provide three 5-gallon buckets (or equivalent): **(1)** clean water and detergent. **(2)** clean rinse water. **(3)** bleach and clean water (1 tablespoon bleach per 1 gallon water). For some operations or events a more substantial utensil washing station will be required. Must be deep enough to cover utensils by 2 inches.
- Provide sanitizer test strips for the sanitizer used to ensure 100 ppm chlorine, or 200 ppm quaternary ammonia.
- Utensils include knives, tongs, scoops, forks, pots, cutting boards, probe thermometers, etc.
- Utensils must be cleaned and sanitized throughout the day
- Utensils handling potentially hazardous foods must be cleaned and sanitized at least once every 4 hours.
- Warewashing sink may be shared by no more than four facilities that handle non-prepackaged food if the sink is centrally located and is adjacent to the sharing facilities.

Wastewater Disposal

- Water and liquid wastes (including waste from ice bins and beverage units) must drain into a leak-proof container.
- Wastes must be disposed of into an approved sewer system or holding tank.
- Wastes must not be drained to the ground surface or into a storm sewer.

Food Handlers

- Food handlers must be in good health and wear hair restraints.
- Food handlers must wash their hands prior to the start of food preparation, after handling money, when switching from one food type to another, before putting on gloves, after using the restroom, and whenever hands may have become contaminated.
- Clean garments must be worn.
- Whenever practical, food handlers must use tongs, gloves, or single-service wax paper for serving ready-to-eat foods.
- Smoking is prohibited inside or around the booths.
- Hands must be washed after smoking elsewhere.

Condiments and Customer Utensils

- Condiments and customer utensils must be protected from contamination
- Condiments and customer utensils must be in individual packages, served from inside the booth, or provided from approved dispensers.
- Facility shall provide single use articles for use by the consumer.

Toilet Facilities

- Approved toilet facilities must be located within 200 feet of each booth.
- There must be at least one toilet facility for each 15 employees.
- Handwashing facilities equipped with soap and paper towels must be located within or immediately adjacent to toilets. Handwashing in permanent facilities must be supplied with hot and cold running water. **Handwashing for toilets is required in addition to the handwashing station required in the booths.**

Equipment

- All equipment must be easy to clean and in good repair. Food-contact surfaces must be commercial-grade, and made of non-toxic components.
- Hot and Cold holding equipment shall be provided to ensure proper temperature control during transportation, storage and operation of the TFF.

- Equipment shall be located and installed to prevent food contamination.
- Contact your local Fire Department

The Fire Department may have additional requirements such as the following:

- An exit door (not a flap) must be provided at least 24" wide. Exits must be kept clear and unobstructed.
- Outdoor cooking equipment must be kept at least 5 feet from the booth or other combustibles.
- Generators are not to be refueled while running. Refueling is to be done only when the unit has cooled down.
- Cooking equipment must also be approved for use by the local fire department.
- Electrical appliances, cords, and accessories must be in good repair and UL listed. Household type extension cords are prohibited. All extension cords must be rated for the intended use.
- Cooking areas are to be protected and secure from public access.
- Even if you are not cooking in your booth, proximity to other booths may require that your booth meets these requirements.
- Contact the local fire department for any further requirements or clarification regarding fire department regulations at Temporary Food Events.

Storage

- Food/beverages and utensils must be stored inside the booth at least 6" above the ground.
- Food/beverages and utensils must be stored inside the booth.

Garbage

- Garbage must be stored in leak-proof and fly-proof containers, and serviced as needed.

Animals

- Live animals are prohibited inside the booth.
- Live animals must be at a minimum of 20 feet away from food/beverage booths at all times.

Booths

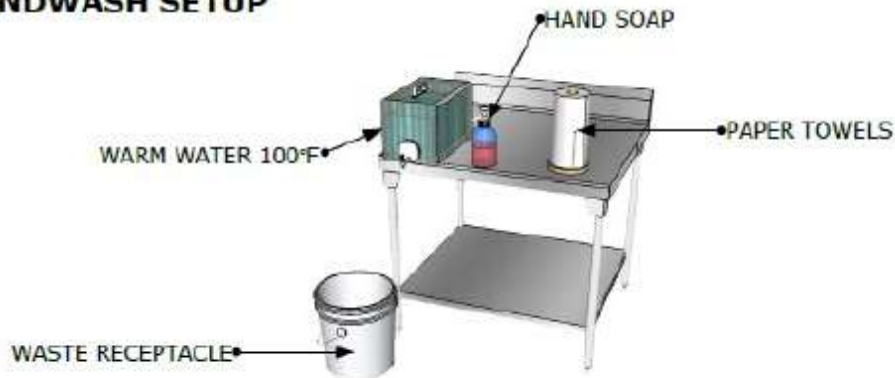
- A fully enclosed (with 16 mesh per square inch screens), fly-proof booth must be provided unless the booth is selling/handling only individually prepackaged foods that have been packaged in an approved, fully enclosed commercial facility. **Food compartments are not a substitute for an enclosed booth.**
- The booth must be large enough to accommodate all operations including storage, food preparation, hand washing, cooking, and utensil washing. Many vendors will require a double booth (or larger). Supplies and non-PHF food in factory sealed containers may be stored in nearby storage units or in an approved enclosed location.
- Pass-thru windows must be provided. The maximum size of a pass-through window is not to exceed 216 square inches.
- Pass-through windows and doors must be equipped with tight-fitting flaps or doors.
- Booths using adjoining barbeque facilities must be equipped with a pass-thru window between the barbecue and the booth.
- Booths operating on grass or dirt must use an approved material (e.g. concrete, asphalt, tight wood or other similar cleanable material) for floor surfaces and kept in good repair.
- The name of the facility, city, state, zip code and name of the operator must be legible and clearly visible to patrons. Facility name shall be a minimum of 3 inches high and be of a color contrasting with the surface on which it is posted. Letters and Numbers for the City, State and Zip Code shall be a minimum of 1 inch high.

Handwashing & Warewashing (Utensil) Set Up

Handwashing facilities

1. Provide a 5-gallon water reservoir with a hands-free spigot that drains into a 5-gallon waste bucket or basin.
2. Provide single service soap (e.g., pump style dispenser or squeeze type)
3. Paper towels and trash receptacle.

HANDWASH SETUP

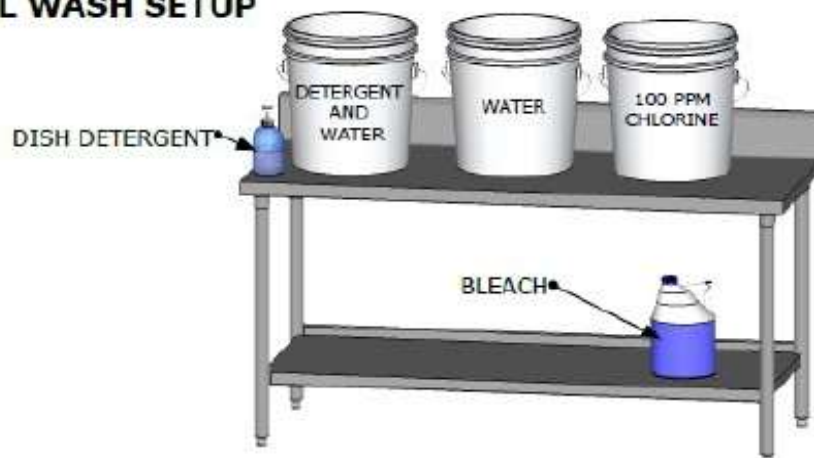


Utensil wash station setup for the sanitary cleaning of cutting boards and utensils.

Utensils include knives, tongs, scoops, forks, pots, and cutting boards, probe thermometers, etc.

1. Provide **three** 5-gallon buckets (or equivalent) for utensil washing:
 - a. First bucket: clean water and detergent.
 - b. Second bucket: clean rinse water.
 - c. Third bucket: sanitizing solution and clean water (1 tablespoon bleach per 1 gallon water).
2. Provide sanitizer test strips for the sanitizer used (e.g., chlorine, quaternary ammonia).
3. Utensils handling potentially hazardous foods must be cleaned and sanitized at least once every four hours.

UTENSIL WASH SETUP



Fully enclosed booth with pass-through windows

