



2nd Annual Richton Park Fall Fest September 14, 2019 Food Vendor Application

Owner's Name: _____
Business Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ E-mail: _____

Check all that apply: Returning Vendor New Vendor

- 10 x 10 space @ \$100.00 (\$125.00 if postmarked after 8/14/2019)
- 10 x 20 space @ \$125.00 (\$150.00 if postmarked after 8/14/2019)
- Need 110V power @ \$20.00 Electrical priority will be given to those who require it to produce product during the festival and will be awarded on a first-come first-served basis.
- Space needed for truck

Yes, I have read, understand and agree with the Rules and Regulations.
 Yes, I have enclosed my payment.
 Yes, I have provided a certificate of insurance to the RPF Committee.
 Yes, I will obtain a health permit from the Illinois Health Department prior to the festival.
 Yes, I agree to clean up my area, both during the festival and prior to leaving on Saturday evening, including proper grease disposal
 Yes, I agree to place #15 roofing paper (or other protective material) under my booth prior to set up.

By signing here I show I have read, understand, and agree with the Rules and Regulations of the RPF (keep rules for your reference).

Authorized Signature **Printed Name** **Date**

Make Checks payable to:

Richton Park Fall Fest Attn: Ouida Neal	4455 Sauk Trail Richton Park, IL 60471	Or pay online at: www.richtonpark.org
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Checks will be deposited upon receipt. This **does not** assure your acceptance. If you were not accepted, refunds and notices will be sent within ten (10) days of receipt.

RULES AND REGULATIONS FOR THE 2ND ANNUAL RICHTON PARK FALL FEST
September 14, 2019
11:00 a.m. t 8:00 p.m.

Please read and sign the application page and keep the rules/regulation for your reference.

1. Applications and payment must be postmarked no later than August 31, 2019. Any application postmarked later than August 31, 2019 will be assessed a late fee of \$50.00 per booth space. Returning vendors and vendors with applications submitted on time will get their first choice of location to the best of our ability. The Richton Park Fall Fest (RPF) Committee will do everything in its power to place returning vendors and on-time applicants in their first choice of locations.
2. Vendor personnel must manage booths during the operating hours of the festival.
3. **NO LATE OPENINGS. NO EARLY CLOSINGS. NO EARLY BREAKDOWNS. NO EXCEPTIONS.** Anyone not complying with this rule will not be allowed to return next year.
4. Festival hours are: Saturday 11:00 am – 8:00 p.m. Please note that this is a one-day event. The festival will take place rain or shine. Food Vendors are must stay open until 7:30 pm on Saturday.
5. No booth refunds after September 1, 2019.
6. Vendors will be notified two weeks prior to the festival with set-up times. Returning vendors from last years' festival will get their first choice of locations if at all possible.
7. No exhibitor shall assign, sublet or apportion any part of their space without prior approval from the Fall Festival Committee.
8. Neither the RPF Committee nor the Village of Richton Park is responsible for any loss or damage incurred to the exhibitors' property. The exhibitor also agrees to hold harmless and indemnify the RPF Committee or the Village of Richton Park, IL against any claims arising by virtue of their occupancy of the premises or use thereof.
9. Fest security will consist of on-duty police officers throughout the event.
10. Please decorate your booth appropriately. Tables must be draped.
11. Please NO radios or sound systems allowed in booths.
12. Vehicles belonging to craft or food vendors are not allowed into the festival during working festival hours. NO EXCEPTIONS. Vendors will be allowed to enter the festival area one hour before and one hour after festival hours to restock the booths. Vehicles must be removed prior to start of the festival.
13. No election campaigning from any booth.
14. No drilling or defacing the streets or sidewalks by anchors will be permitted.
15. A copy of your Certificate of Insurance must be submitted with the Richton Park Fall Fest Application. The Certificate of Insurance must include:
 - A minimum of \$1,000,000 in coverage, each occurrence and aggregate.
 - The Village of Richton Park must be designated as the certificate holder additional insured (?).

- The Certificate shall provide coverage for the date of the Richton Park Fall Fest. The effective date as well as the expiration date must appear on the Certificate.
- 16. The Richton Park Fall Fest Committee must pre-approve all food and beverages to be sold at the festival. The festival wants to eliminate the duplication of food items and ensure the maximum profit to those food vendors participating in the Fest.
- 17. Food vendors are required to complete the attached *Menu Form* listing all of the foods to be sold at the festival. This will be the list that festival committee will monitor throughout the festival to avoid any duplication of food vendor sales. Please list the order in which items will be sold and the prices for each item. The RPPF committee may limit the number of items in order to reduce duplication of food vendor sales. You will be notified of approved items shortly after receipt of your application.
- 18. The festival committee reserves the right to have food vendors remove food items for sale that have not been previously approved by the RPPF Committee.
- 19. The Cook County Health Department requires Health Permits for each food vendor. Enclosed are required blank permits that need to be mailed to the Health Department at least three (3) weeks prior to the festival. Their phone number is (708) 232-4500. If there are specific questions about their regulations the department address is: 10220 S. 76th Avenue, Room 250, Bridgeview, IL 60455, (708) 974-6432, Attn: Marla Rice – mrice@cookcountyhhs.org.
- 20. The RPPF will provide trash dumpsters. Disposition of the grease and bulk trash in the appropriate manner and location will be the responsibility of the individual food vendor.
- 21. #15 roofing paper must be placed under food vendor's location by the vendor prior to setting up their booth. A cleaner town equals more patrons next year. Help us keep the streets and sidewalks clean.
- 22. If there are any questions about the RPPF please contact us at oneal@richtonpark.org or (708) 753-8820.

Please keep these rules for your reference. Return the signed application form, vendor form, photos and payment to the Richton Park Fall Fest, Attn: Ouida Neal, 4455 Sauk Trail, Richton Park, IL, 60471.

Thank you and we look forward to another successful festival.

**2nd Annual Richton Park Fall Fest
Menu Form**

	<u>Food Item</u>	<u>Cost</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____

* Additional Items can be placed on the back of the sheet.

COOK COUNTY DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH SERVICES

Southwest District Office
10220 S. 76th Avenue, Bridgeview, IL 60455
(708) 974-6432 Phone
(708) 974-7120 Fax
mrice@cookcountyhhs.org

TEMPORARY EVENTS

FARMERS MARKET

APPLICATION FOR "TEMPORARY" AND "FARMER'S MARKET"
FOOD VENDOR PERMIT

Name of event:

Location or address of event:

Name of applicant:

Telephone number(s):

Date(s) applicant will serve food at the event:

List all food items that will be served:

Are you sampling your product?

Provide the name(s) and address(es) of the food establishments that are providing the food for the market or temp event. Also provide a copy of their *business license* and *last two inspection reports*. *Egg License* (if selling eggs) *Shared kitchen license* or *contract* (if cooking in shared kitchen) *Cottage food certificate* or *application that is reviewed*.

Provide a copy of a label if you are selling pre-packed items:

Where will the food be prepared? (*On-site* or *off-site*)

If off-site, provide the name(s) and address(es) of ALL the preparation facilities:

Provide the date and time of preparation: If the food is prepared off-site, where will food be stored prior to the event and how will it be transported to the event?

Also, how will food be maintained at safe temperatures during transportation?

What equipment will be used to maintain food at safe temperatures during the event? If serving food that requires refrigeration must have a **freezer** or **refrigerator**. If serving hot foods that are kept hot must have **hot holding units**.

I hereby declare that I have read and do understand the "Temporary Food Service Establishments Regulations" and "Farmer's market regulations".

Applicant's Signature

Date

***The Health Department requires at least two weeks to review and process an application (Must have approval from the health department before participating in the event or market)**

**COOK COUNTY DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH SERVICES
10220 S. 76th Avenue, Room 250
Bridgeview, IL 60455
(708) 974-7107 phone
(708) 974-7120 fax**

**APPLICATION FOR TEMPORARY FOOD SERVICE PERMIT
Permit Fee: \$25.00 per day**

Name of Event: Richton Park Fall Fest 2019

Name of Sponsoring Organization: Village of Richton Park, IL

Telephone number(s) (708) 753-8820

Location or address of event: Metra Electric Parking Lot at Governors Hwy and Sauk Trail

Name of applicant: [REDACTED]

Address: [REDACTED]

Telephone number(s) [REDACTED]

Date(s) applicant will serve food at the event: Saturday, September 14, 2019

What food items will be served: [REDACTED]

Is all the food purchased from an approved source(s)? (yes or no) [REDACTED]

Provide the name(s) and address(es) of ALL approved sources that are utilized:
[REDACTED]

Where will the food be prepared? (on-site or off-site) [REDACTED]

If off-site, provide the name(s) and address(es) of ALL the preparation facilities:
[REDACTED]

Also provide the date and time of preparation: [REDACTED]

If the food is prepared off-site, how will it be transported to the event? [REDACTED]

Also, how will food be maintained at safe temperatures during transportation? [REDACTED]

What equipment will be used to maintain food at safe temperatures during the event? [REDACTED]

I hereby declare that I have read and do understand the Temporary Food Service Establishments Regulations.

Applicant's Signature

Date



Illinois Temporary Food Stand Food Safety Guidelines

These guidelines consider the temporary food stand's special circumstances and are intended to help operators comply with the Illinois Food Service Sanitation Code. Additional requirements may be imposed to protect the public's health or to prohibit the sale of some or all potentially hazardous foods. When no health hazard exists, some requirements may be waived.

Stand Construction

- Interior construction materials shall be suitable for use and easily cleanable.
- All openings to the outside shall be protected from flying insects by an effective air curtain, tight-fitting screens or doors.
- Stands shall be adequately screened and ventilated to the outside when grills, fryers or ovens are located inside the stand. The ventilation shall be adequate to removed trapped heat, smoke and moisture.
- Floors shall be constructed of smooth and cleanable material and elevated off the ground.
- Living quarters shall be completely partitioned or separated from food preparation or storage.

Food

- All food shall be obtained from approved sources.
- All food preparation shall be done inside the stand except for approved outside cookers and grills.
- Food shall be protected from contamination at all times. Bacteria, viruses, chemicals and foreign materials like broken glass are dangerous food hazards that may contaminate food.
- Potentially hazardous foods – such as meats, eggs, dairy products (for example, cream-filled pastries), cut melon, cooked vegetables and grains – shall be held at temperatures **above 135 degrees F or below 41 degrees F**. Flash display of these foods without temperature control is prohibited. These foods can support dangerous bacterial growth at unsafe temperatures.

- Raw animal products must be cooked to the following internal temperatures for at least 15 seconds:

Poultry and stuffed food — 165° F

Pork; ground, diced or shredded meats and fish; eggs cooked ahead — 155° F

Whole cut meats and fish, fresh eggs — 145° F

- All ice must be obtained from an approved source in single use bags.
- Only canned or bottled beverages may be stored on drained ice. This ice may not be used for human consumption.
- Opened containers of potentially hazardous foods must be labeled with the date they were opened. If the date is missing, the food item may be subject to destruction.
- Frozen potentially hazardous foods may be thawed in mechanical refrigeration units, under running water no warmer than 70 degrees F or cooked frozen without interruption until done.
- Food and single service articles or utensils must be stored off the floor.
- Potentially hazardous foods such as reconstituted mixes and batters, dairy mixes in dispensing units, and foods heated for service and not sold shall be discarded at the end of each day.
- Food may be prepared off-site at an approved food service. These foods must be labeled with the production date and properly transported to the food stand at safe temperatures.
- Ready-to-eat foods shall not be touched with bare hands. Disposable gloves, deli tissue, spatula, tongs or other utensils may be used to handle these foods.
- Self-serve condiments shall be individually packaged or offered in containers that are self-closing or enclosed.
- To protect public health, the health authority may condemn any food found to be contaminated or to be held at unsafe temperatures.

Water

- All water used at the stand shall be from an approved source.
- All plumbing shall comply with the Illinois Plumbing Code.
- Hoses used to provide water shall be of food-grade quality.
- Adequate hot and cold water shall be available for food preparation, cleaning, sanitizing and hand washing.
- When hot water under pressure is not available, a means to furnish hot water shall be provided.

Equipment

- Equipment shall be located and installed to allow cleaning and to prevent food contamination.

- Food contact surfaces must be smooth and easily cleanable, maintained in good condition and protected from contamination.
- Scoops for potentially hazardous foods shall be stored with the handle up in running water wells, in still water above 135 degrees F or below 41 degrees F (ice water) or in the product.
- Refrigeration failure due to any type of power outage must be immediately reported to the regulatory authority.
- Accurate metal-stemmed thermometers shall be used to check food temperatures.
- Refrigeration for potentially hazardous foods must be equipped with an accurate numerical thermometer.
- Adequate equipment and space are required for temperature control of potentially hazardous foods.
- Temperatures of all refrigeration and hot food holding units shall be checked at least every two hours during operation. If a unit cannot be adjusted to maintain proper temperatures, discontinue using it for storing potentially hazardous foods.
- Outside grills and cookers must have overhead coverings and barriers to safeguard the public.

Cleaning

- Utensils, equipment and the stand must be kept clean.
- At least three sink basins are required for manual utensil cleaning. Use the first basin to clean utensils, the second for rinsing and the third for chemical sanitizing.
- Replace water when dirty. Air dry and store clean utensils in a protected location.
- Basins must be filled during hours of operation, even if running water is not available.
- Sanitizing solutions shall be equivalent to 50 ppm chlorine (bleach); for other sanitizers, follow directions on container. Chemical test strips must be used to measure sanitizer concentration.
- All water storage containers must be cleaned and sanitized before filling and between refillings.
- Wiping cloths shall be stored in a clean sanitizing solution between uses. Paper towels may be used with a sanitizing solution from a spray bottle.

Waste Disposal

- All sewage, including liquid waste, shall be disposed of according to the law.
- Trash shall be held in a manner that does not create a nuisance.

Personal Hygiene

- Hand washing facilities equipped with clean warm water, soap and paper towels shall be accessible at all times. Hand sinks are to be designated for that use only and posted with an instructional sign. A large container with a free flow stay-on spout may be used to supply clean water when running water is not available.

- Hands and arms must be washed, rinsed and properly dried before starting work and after breaks. Common towels are prohibited. Wash hands before using single use gloves, after handling raw foods, coughing or sneezing, and whenever contaminated.
- The food handler who has fever, vomiting, diarrhea, jaundice (yellow skin or eyes), severe burns, boils or cuts or who is a known carrier of an infectious disease transmittable by food shall not be allowed to work in a food stand. Minor cuts or burns must be covered with both clean adhesive bandages and disposable gloves.
- Hair restraints are required for all food handlers.
- Eating, smoking or any personal care is not be done inside stands. Sitting on counters and equipment is prohibited. A single service cup with a lid and straw will be acceptable for drinking inside stands, if stored and used at a non-food preparation location.

Hand Washing Procedures

Clean hands and exposed portions of arms with a hand soap in only those sinks designated for this purpose.

Lather and wash hands vigorously, rubbing together the surfaces of the hands and arms for at least 20 seconds. Pay particular attention to the areas underneath the fingernails and between the fingers.

Rinse hands thoroughly with clean potable water and use disposable paper towels to dry hands. The use of common towels, aprons or clothing for drying hands is prohibited.

To learn more about foodborne illness and ways to prevent it, talk to your health care professional, your local health department or the Illinois Department of Public Health, Division of Food, Drugs and Dairies.

525 W. Jefferson St., Springfield, IL 62761
217-785-2439

**LIVE
ENTERTAINMENT**

Richton Park Fall Fest

SEPTEMBER

14th

11:00A — 8:00P

VENDORS

**RIGHTON PARK METRA PARKING LOT
SAUK TRAIL @ GOVERNORS HWY**



**Village of
Richton Park**

Your home.

GREAT FOOD

Produced by:

CHI-SOUND/ [unreadable] RECORDS