

2019

Ethiopian Summer Festival

Vendor Application



This package provides complete information and Fraser Health food safety requirements, with application form and checklist to obtain Vendor status at the Ethiopian Summer Festival. All Vendors including food, arts, crafts, clothing, products, and promotions must submit this application on or before the due date.

Ethiopian Summer Festival

Ethiopian Summer Festival is one of Metro Vancouver's summer attractions. The event organized by the Ethiopian Community Association of BC (ECA) features cultural music and dance on stage; it has a food fair featuring Ethiopian and other cuisines. It also displays various products, arts and crafts. This event draws more than 3,000 attendees each year. Ethiopian Summer Festival is open to all ages, its wheelchair accessible and located close to public transit routes.

Vendor Information

Please carefully read, complete the forms, and sign all applicable documents. Applications are processed on first come basis and incomplete applications could cause delay in obtaining your Vendor Status. Please select and provide the booth size that meets your need, since all your activities must be contained within your space. The location of your vendor booth will be determined on the Festival day through a random draw process. As the event is intended to bring everyone by respecting our diversity, vendors' applications that the committee perceives to be not in line with this objective of ECA will not be accepted.

Vendor Deadlines

- Vendor Application deadline: **June 6, 2019**
- Temporary Food Services Application deadline: June 15, 2019
- All applicable Insurance Document deadline: June 30, 2019
- Booth location draw: Saturday July 6, 2019 at 0700 AM
- Festival day setup: Saturday July 6, 2019 at 06:00 AM
- Festival day take down: Saturday July 6, 2019 at 8:00 PM

Vendor Rates

CATEGORY	TENT TYPE	DIMENSIONS	TABLES	RENTAL	DAMAGE DEPOSIT
Food	Large	10' x 20'	3	\$ 400	\$ 200
Product, Arts, Crafts, Clothing and Promotion	Regular	10' x 10'	2	\$ 200	\$ 100

Vendor Application Form

Applicant's Name:

Company Name:

Address:

Mobile Phone:

E-mail:

Vendor Type

FOOD PRODUCTS PROMOTIONS

Rental Fee

Deposit

Total Enclosed

Vendor Agreement

The Ethiopian Summer Festival Organizing Committee will endeavor to provide a fair evaluation of all applications. In selecting participants, criteria may include menu items, past history, the promptness of application arrival, and the nature of the activity and accommodations availability. The Ethiopian Summer Festival Organizing Committee reserves the right to deny acceptance of any applicant if previous experience or other factors warrant exclusion.

As a participant of Ethiopian Summer Festival, I fully understand and agree to the following:

I recognize and acknowledge that I assume full risk of any injury, property damage or loss, which I may sustain because of my participation in and all activities, connected with or associated with my participation in the Festival. I understand that I should carry my own insurance and I agree to waive and relinquish all claims I may have against the Ethiopian Community Association, the Ethiopian Summer Festival Organizing Committee, the City of Burnaby, and all associated sponsors, staff and agents from any and all claims, resulting from injuries, damage, or loss caused by, arising out of, connected with, or in any way associated with the activities of the Festival.

I agree to provide a specified list of all menu items I plan to sell, and I acknowledge that I may not be permitted to sell each of the items I submit. I understand that I must comply with all Fraser Health regulations pertaining to food sales at special events. I understand that failure to comply with these regulations may result in being asked to leave the Ethiopian Summer Festival, forfeiting all fees I have paid.

I agree that I am responsible for the transportation, set up and sale of my products.

I agree to pay all the necessary fees set forth in this application. I understand that my checks will be deposited upon my application's arrival. I understand that if I am not accepted into the Ethiopian Summer Festival, or would like to withdraw from the festival, I will receive a refund. I understand that cancellation must be made in writing and must be postmarked, emailed, no later than 30 business days; and after that date, absolutely no refunds will be considered. I understand I will receive no refund if the festival is cancelled due to unexpected circumstances.

I agree that I am responsible to have the space provided for my tent to be cleaned at the end of the festival or risk forfeiture of my damage deposit. I agree to be present for the entire duration of the Festival. I agree to conduct all my business i.e. food sale, promotion, distributing reading materials or product samples within the boundaries of the booth I have rented. I will not engage in soliciting sale, offers product sample, or distribute materials by going around the festival perimeters or entrances. I will not engage in such activities that could disturb others; such as, playing loud music or that may contradict with the vision and mission of the Ethiopian Summer Festival. I have read the application and I agree to abide by all rules set forth in this agreement.

Name:

Signature and Date:

Rules & Regulations

Health Department

All vendors must obtain the “Temporary Food Services License”. There will be on-site inspection on the day of the festival. Food Vendors are also required to secure Food Vendors Insurance.

Fire Department

All food vendors must supply their own dry-chemical-type portable fire extinguisher, having a rating of at least 40-B.

Event Services

We will provide power, water, garbage and recycling bins.

Electricity

Please note we have experienced problems with vendors who have used more power than they initially requested. This trips the breakers and causes many problems and delays that we would like to avoid. To help ensure a smoother and safer event for everyone, please do not overload the circuit. Please also note that every vendor is responsible for covering all cables and wires in his or her booth by using wire mats or covers and any cables or wires running into your booth must be covered. We do not provide extension cords, power barsetc. We would suggest for you to bring a minimum of 60-foot extension cord to make sure you have come prepared.

Menus

On your application, please list all the food items that you are planning to serve. All menu items are subject to review by Fraser Health.

Payments and forms

Payments and completed application forms can be send to:

Ethiopian Community Association of BC

174 - 2242 Kingsway

Vancouver, BC V5N 5X6

www.vancouverethiopia.com

info@vancouverethiopia.com

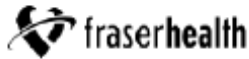
General Rules

- Sharing or subletting of space is absolutely prohibited
- No sales are to be conducted outside of the authorized booth
- ECA or the Ethiopian Summer Festival Organizing Committee is not responsible for any equipment, personal property, or any valuables left on site unattended by the vendor.
- Access to the site will only be available to the vendors with the assistance of a representative of Ethiopian Summer Festival organizers
- No drugs or alcohol is permitted in the vendor's booth. Violator's right to participate in the event will be immediately revoked and the violator will be asked to leave or be escorted by security

Food Vendors

- The operator of a food booth must attend a pre-event food safety session as requested by Fraser Health.
- Food booths must be set up in a "ready to serve" condition, to be inspected by 10:00 am.
- All food vendors must hold a current health permit for mobile food vendors or a temporary food permit in order to operate.
- All foods must be pre-cut, prepared, and ready for cooking or service when delivered to the event site.
- Accurate thermometers must be available to check the internal food temperatures.
- Food thermometers must be provided for monitoring food temperatures.
- Service of food items will not be allowed without a proper hand wash station. Hand soap, and paper towels must also be provided. The hand wash station must be set up so it is accessible and easy to use.
- If a wiping cloth is provided, it shall be saturated with the proper concentration of approved sanitizer at all times.
- Any solid wastes such as food debris or waste paper must be collected and disposed.
- A clean trash receptacle will be provided in the food booth. All liquid waste must be discharged into an approved wastewater disposal system.
- Fully equipped mobile vendors must operate from an approved location

Important: All Food Vendors must read the attached Fraser Health Food safety information and complete temporary Food Premises application form by the due date. Failure to do so may result in denial of your Vendor Status.



Temporary Food Premises Application

Review and complete all relevant parts of this form

The personal information collected relates directly to and is necessary for program operation per Section 26 of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, contact your local Environmental Health office.

Important things to remember

- This application needs to be submitted to the local Health Protection Office at least 14 days before the event.
- Incomplete applications or those submitted after the deadline may not be approved.
- There is No Charge associated with the application.
- You may not serve food without an operating permit or written approval from the Environmental Health Officer (EHO).
- This application applies only to premises operating less than 14 days per year.
- This application does not need to be completed for private events (i.e. weddings, family reunions)

Applicants operating a mobile food premises with a Fraser Health or Vancouver Coastal Health approval or operating permit

- Complete only Part A of the application.
- Sign and submit the application to the local Environmental Health Officer.
- Attach a copy of your permit or approval to this application.

Part A

APPLICANT INFORMATION

NAME OF INDIVIDUAL / ORGANIZATION OPERATING FOOD PREMISES		TELEPHONE NUMBER ()	CELL PHONE NUMBER ()
MAILING ADDRESS STREET		FAX NUMBER ()	E-MAIL ADDRESS
CITY	PROVINCE	POSTAL CODE	
NAME OF APPLICANT (IF DIFFERENT THAN ABOVE)		TELEPHONE NUMBER ()	CELL PHONE NUMBER ()
NAME OF PERSON IN CHARGE ON DAY OF EVENT			

EVENT INFORMATION

NAME OF EVENT	NAME OF EVENT COORDINATOR (FOR EVENTS WITH MORE THAN ONE FOOD VENDOR)
NAME OF PREMISES/PROPERTY WHERE EVENT IS HELD (E.G. NAME OF PARK)	
ADDRESS (STREET/CITY)	
DATE(S) YOU WILL BE OPERATING	HOUR(S) YOU WILL BE OPERATING

Part B

FOOD SERVICE – All applicants to complete this section			
INSTRUCTIONS			
<ul style="list-style-type: none"> ▪ Column A – List all food(s) that will be prepared, served, sold, sampled or given away (include beverages, condiments and all extra ingredients served at the event). If you need more space please add a separate sheet. ▪ Column B – List of suppliers. All food needs to be obtained from a commercial food business. ▪ Column C – If food is prepared in advance of the event indicate who will prepare the food and where it will be prepared. Food(s) cannot be prepared or stored at home. 			
(Attach Additional Sheet If Required)			
Column A	Column B	Column C If food is prepared in advance	
Food & beverage	Supplier/Producer	Who will prepare food?	Where is food prepared? (physical address)

Part C

PHYSICAL DETAILS – All applicants to complete this section	
What type of premises will be used to prepare and/or store food at the site of the event? (check (-) one)	
<input type="checkbox"/> A temporary food booth (tables & tents) <input type="checkbox"/> Self contained mobile food preparation trailer <input type="checkbox"/> Professionally constructed mobile food preparation cart (e.g. prefabricated hot dog cart) <input type="checkbox"/> Kitchen located in a building at the event (e.g. church, community hall)	<input type="checkbox"/> Premises will be located outdoors <input type="checkbox"/> Premises will be located indoors
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto;"> The Environmental Health Officer may require a diagram of your set-up. See Appendix A </div>	
_____ Name of Facility	_____ Physical address

Part D

OPERATIONAL PLAN – All applicants to complete this section	
Equipment for Food Storage, Preparation and Service	
How will you do the following? (check (-) one or more option(s) from each category below)	
Transport food to event <input type="checkbox"/> Cooler(s) with ice/ ice packs <input type="checkbox"/> Refrigeration/freezer unit(s) <input type="checkbox"/> Insulated container(s) (hot foods) <input type="checkbox"/> Other _____	Keep food hot <input type="checkbox"/> Barbeque <input type="checkbox"/> Stove/oven <input type="checkbox"/> Insulated containers <input type="checkbox"/> Chafing dishes <input type="checkbox"/> Other _____ <input type="checkbox"/> Foods will not need to be kept hot
Keep food cold <input type="checkbox"/> Refrigeration/freezer unit(s) <input type="checkbox"/> Cooler(s) with ice packs <input type="checkbox"/> Other _____ <input type="checkbox"/> Foods will not need to be kept cold	Check temperatures <input type="checkbox"/> Probe thermometer (for foods) <input type="checkbox"/> Refrigerator thermometer <input type="checkbox"/> Thermometers will not be needed
Prepare / serve foods <input type="checkbox"/> Utensils (e.g. tongs, spoons) <input type="checkbox"/> Pots/pans/bowls <input type="checkbox"/> Cutting board(s) <input type="checkbox"/> Other _____ <input type="checkbox"/> Utensils will not be needed	Protect food from contamination <input type="checkbox"/> Tent/umbrella <input type="checkbox"/> Food wrap <input type="checkbox"/> Food storage containers <input type="checkbox"/> Sneeze guard <input type="checkbox"/> Other _____
Cook / reheat food <input type="checkbox"/> Barbeque <input type="checkbox"/> Stove/oven <input type="checkbox"/> Other _____ <input type="checkbox"/> Foods will not need to be cooked or reheated	Provide dishware/cutlery for customers <input type="checkbox"/> Single use (disposable) <input type="checkbox"/> Other _____ <input type="checkbox"/> Dishware/cutlery will not be needed

Part D - Continued

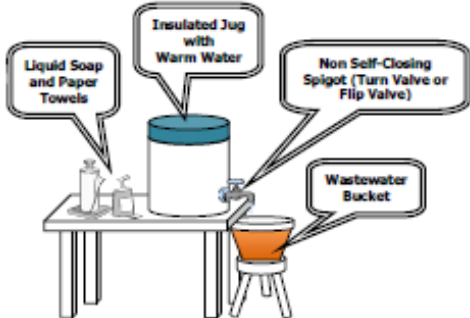
Utilities	
How will you provide the following? (check (-) one or more option(s) from each category below)	
Water source (for washing hands, cleaning, drinking) <input type="checkbox"/> City water <input type="checkbox"/> Private water source (address) _____ <input type="checkbox"/> Other _____ <input type="checkbox"/> Water is not needed	Garbage collection / disposal <input type="checkbox"/> Garbage cans & haul away <input type="checkbox"/> Garbage cans & dumpster on-site <input type="checkbox"/> Other (describe) _____
Power source <input type="checkbox"/> Battery <input type="checkbox"/> Electricity <input type="checkbox"/> Gas / propane <input type="checkbox"/> Generator <input type="checkbox"/> Other _____ <input type="checkbox"/> Power source is not needed	Waste water collection <input type="checkbox"/> Holding tank <input type="checkbox"/> Container / bucket (larger than potable water container) <input type="checkbox"/> Direct connection to existing plumbing <input type="checkbox"/> Other (describe) _____ <input type="checkbox"/> Waste water collection will not be needed
	Waste water disposal <input type="checkbox"/> City Sewer <input type="checkbox"/> Other _____

Cleaning, Sanitizing and Hand Washing	
What will you use for? (check (-) one or more option(s) from each category below)	
Dishwashing sinks <input type="checkbox"/> 2 compartment sink with hot and cold running water on-site <input type="checkbox"/> Other _____ <input type="checkbox"/> Dishwashing sinks will not be needed	Cleaning and sanitizing equipment <input type="checkbox"/> Dishwashing detergent <input type="checkbox"/> Bleach: 2 tablespoon bleach in 1 gallon water or 1 tsp bleach per litre water) <input type="checkbox"/> Other (describe) _____ <input type="checkbox"/> Sanitizer is not needed
Hand washing sinks (select all that apply) <input type="checkbox"/> Portable hand sink with hot and cold running water within _____ meters of food preparation area <input type="checkbox"/> A temporary hand wash station will be set up as per the diagram below <input type="checkbox"/> Liquid soap and paper towels <input type="checkbox"/> Other (describe) _____ <input type="checkbox"/> Hand washing sinks will not be needed	

How to Set up a Temporary Hand washing Station

This set-up may be considered for only one perishable food.

- Always wash your hands before starting work and after using the toilet.
- Wet your hands, lather with soap for 20 seconds, rinse, and dry with paper towel.
- Ensure you provide enough potable water. At least 25 litres / 5 gallons is recommended.
- Dispose of wastewater into a sanitary sewer connection only (toilet or laundry sink).



Part E

SAFE FOOD PREPARATION, SANITATION PROCEDURES AND FOOD HANDLER TRAINING

Note: Complete this section only if you will be preparing food on site on the day of the event.

If you are preparing food at the event you need to provide a written plan that describes how you will make sure food is safe to eat and preparation areas are clean. Depending on the type of food and method of preparation the EHO may approve the use of the Food Safety and Sanitation Procedures listed below or may require the submission of a more detailed "Food Safety Plan" and "Sanitation Plan".

Food Safety Procedures

INSTRUCTIONS

Review the Food Safety Procedures listed below and check if applicable. The EHO may require more detailed information

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Cold food will be stored and/or served at less than 4°C (40°F) <input type="checkbox"/> Food will be cooked and/or reheated to at least 74°C (165°F). <input type="checkbox"/> Hot foods will be served immediately <i>or</i> <input type="checkbox"/> Hot foods will be stored at a minimum temperature of 60°C (140°F). <input type="checkbox"/> If minimum temperatures are not maintained, food will be discarded <input type="checkbox"/> An accurate probe thermometer will be used to measure hot and cold food temperatures <input type="checkbox"/> Food temperatures will be checked before food service begins <input type="checkbox"/> Food temperatures will be routinely checked during food service | <ul style="list-style-type: none"> <input type="checkbox"/> All food will be obtained/purchased from a commercial food business <input type="checkbox"/> Food handlers will wash hands thoroughly before handling foods <input type="checkbox"/> Food and/or utensils will be protected from contamination <input type="checkbox"/> Clean utensils will be used to serve foods |
|--|--|

Sanitation Procedures

Food contact surfaces, equipment and utensils will be frequently:

- Washed with dishwashing detergent and warm water
- Rinsed with clean water
- Sanitized using the method specified in Part D

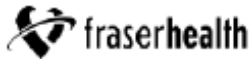
FOODSAFE Training

At least one person needs to be present at all times who has successfully completed the FOODSAFE Level I course. Food handlers should have a copy of their FOODSAFE certificate with them during the event.

INSTRUCTIONS

- List the name(s) of the person(s) who is/are FOODSAFE certified and will be present during event.
- Attach a copy of the FOODSAFE certificate to this application

Name(s) of FOODSAFE certified food handler	Date of Certificate



Temporary Food Premises Application
Review and complete all relevant parts of this form

Part F

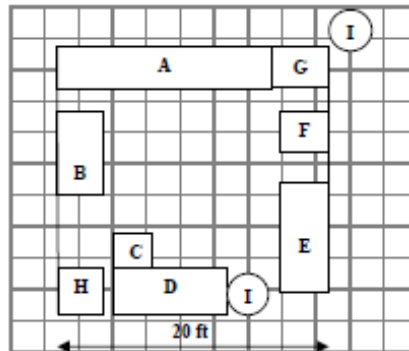
APPLICANT SIGNATURE		
<p>Please ensure you have completed the required sections in as much detail as possible. Incomplete information could delay processing of your application.</p> <p>The information I have provided is complete and accurate to the best of my knowledge. I further agree to comply with the provisions of the Food Premises Regulation (BC Reg 210/99) and any requirements of the Fraser Health Authority.</p>		
DATE OF APPLICATION <small>(day/month/year)</small>	PRINT NAME	SIGNATURE

<i>For Office Use Only</i>	
<input type="checkbox"/> Permit Issued <input type="checkbox"/> Approval Issued <input type="checkbox"/> Permit/Approval not required <small>(see reasons below)</small> <input type="checkbox"/> Rejected <small>(see reasons below)</small>	<hr/> <small>DATE APPLICANT NOTIFIED (day/month/year)</small>
Conditions of Permit: <hr/> <hr/> <hr/>	
Reasons: <hr/> <hr/> <hr/>	
<small>EHO PRINTED NAME</small> <hr/> <small>EHO SIGNATURE</small> <hr/> <small>DATE (day/month/year)</small> <hr/>	

INSTRUCTIONS

- Provide a diagram of your temporary food premises set-up
- Your diagram should include:
 - Equipment for food storage and preparation
 - Where food, utensils and single service items will be stored
 - Location of hand washing station(s)
 - Location of dishwashing station(s)
 - Wastewater and garbage containers
 - A canopy or acceptable roof cover or flooring may be required
 - Flooring may be required

Example Diagram of Temporary Food Premises Set-up



- A – Customer order/service table
- B – Refrigerator
- C – Handwashing station
- D – Food preparation table
- E – Barbecue grill
- F – Chafing dishes
- G – Condiment table
- H – Dishwashing double sink
- I – Garbage containers

Set-up is on a concrete walkway
Tent will cover entire set up

Diagram of My Temporary Food Premises Set-up at _____ (name of event)

