



Phone: 800-592-7419

Manteca Sunrise Kiwanis
Pumpkin Fair
October 7th & 8th 2023
10:00 AM - 6:00 PM

P.O. BOX 752, Manteca, CA 95336

FAX: 209 275-1603

E-Mail: boothsales@sunrisekiwanis.org

We reserve the right to refuse any exhibitor that misrepresents information on this application

For Official Use Only

Booth Number _____

Check # _____

Paid _____ Posted _____

The Sunrise Kiwanis invite you to participate in our 38th annual Pumpkin Fair in Downtown Manteca. Our Fair is always a sold out event so in order to secure a prime location, please send your application in early. Contractor/service provider agrees that it will indemnify and hold harmless Kiwanis International and Manteca Sunrise Kiwanis, a Kiwanis Club, from and against all losses, claims, suits or other legal liability and legal expenses of any nature imposed upon or brought against them by reason of any act or omission of the contractor/service provider or its agent or employees in the course of performing the work of providing the services that are subject to this contract. Vendors will be responsible for any damages caused to Fair or City Property. **All food and commercial vendors must provide a certificate of insurance naming the Kiwanis Club of Manteca-Sunrise as an additionally insured. Home based business only may sign the attached Indemnification & Hold Harmless Agreement.**

No weapons, drugs, drug paraphernalia, stink bombs or throw caps may be sold at our fair.

- Any booth needing power may bring their own generator. It must be a quiet, newer model and must not disturb other vendors.
- Absolutely no sound systems allowed

Return this Application/Agreement with the following:

1. Fees may be paid in check, cash, money order, Master Card or Visa .Make checks payable to the Manteca Pumpkin Fair.

No personal checks will be accepted after Sept. 15, 2023

2. Picture or list of items to be sold in your booth.

Exact Name on Credit Card _____

Credit Card # _____

Exp. _____ Security code: _____

California Resale License Number _____

(Mandatory to sell at our fair)

Special Booth # Request _____

Booth request will be accommodated on a first come first paid basis. This is a request only and not a guarantee.

The undersigned agrees to comply with all regulations set forth by the Pumpkin Fair Committee.

Food Vendor Note

By signing this contract, all food vendors acknowledge that any non-compliant food vendors **will** be charged for any additional inspection charges accrued due to their non-compliance.

Signature _____

Description

Please describe all items to be sold in your booth or enclose pictures on a separate sheet of paper. Any item not listed could be prohibited from sale during the fair. Example we will not allow just woodcrafts. We need the exact wood items to be sold.

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- Booth spaces are limited to a 12 foot X 10 foot area.**
- Absolutely no solicitation or pandering can be done outside your booth space.**
- No sandwich boards or advertising can be done outside your booth space.**
- Walking the event and soliciting for your cause is not allowed under any circumstances!**
- All sales are final! I understand if I do not follow the expectations of my booth space I will be required to leave.**

Signature _____

Your Name _____

Business Name _____

Mailing Address _____

City _____

State _____

Zip _____

Phone Number _____

E-Mail Address _____

Early Bird Booth Fees

All booth spaces are 12' X 10'

Booth Type	Fees	Total Cost
Food Booth (2 booths=\$660; 3 booths=\$743)	\$420.00	_____
Commercial/Info Booth (2 Booths=\$462; 3 Booths=\$600)	\$290.00	_____
Arts & Craft Booth (Must be Handcrafted) (2 Booths=297; 3 Booths=\$413)	\$220.00	_____
Non-Profit Booth (2 Booths=\$250)	\$150.00	_____
Non-Profit ID Number Required _____		

Vendors submitting applications after September 1, 2023 will be charged the Standard Fees which are an additional charge of \$50 more per booth.

Effective After September 1, 2023

Standard Booth Fees add	\$50.00	_____
Corner Booth Fee	\$50.00	_____

Total Due: _____

Food vendors must have a fire extinguisher and health checklist in their booths. You can download a checklist

"Temporary Event Application" from:

http://www.sjcehd.com/General_Info/applications_and_forms.htm

No refunds will be given for cancellations.

NO APPLICATION WILL BE ACCEPTED WITHOUT FULL PAYMENT!

Must be completed by all vendors.

Kiwanis Club of Manteca-Sunrise
Pumpkin Fair
Indemnification & Hold Harmless Agreement

_____ (hereinafter referred to as Vendor) agrees to defend, Indemnify and hold harmless the Kiwanis Club of Manteca-Sunrise, the City of Manteca and all officers, board of directors, volunteers, sponsors, employees, contractors and agents (hereinafter referred to as "Listed Parties") from and against any and all claims, suits, liens, judgments, litigation, damages, losses and expenses arising out of vendor's actions in connection with the Kiwanis Club of Manteca-Sunrise Pumpkin Fair taking place on October 7th & 8th, 2023.

Now therefore, in consideration of the mutual covenants and conditions contained herein.

_____ (Vendor) and the Kiwanis Club of Manteca-Sunrise hereby agree as follows:

1. **Hold Harmless:** Vendor shall defend, indemnify and hold harmless the "Listed Parties" from any and all actual or alleged claims, demands, causes of action, liability, loss, damage and/or injury/death (to property or persons, including without limitation), whether brought by an individual or other entity, or imposed by a court of law or by administrative action to any federal, state, or local government body or agency, arising out of or incident to any acts, omissions,, negligence or willful misconduct of Vendor.
This indemnification applies to and includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorney fees, and related costs or expenses, and any reimbursements to "Listed Parties" for all legal expenses and cost incurred.
2. **Authority to Enter into Agreement:** Each party warrants that the individuals who have signed this agreement have the legal power, right and authority to make this agreement and bind each respective party.
3. **Modifications:** No supplement, modification, or amendment of this agreement is allowed.

I have read and fully understand and agree with the conditions of this agreement. Vendor

Printed Name:

Vendors Signature:

_____ **Date** _____

Organization Representative Printed Name:

Organization Representative Signature: _____ **Date** _____

List all items you will be selling

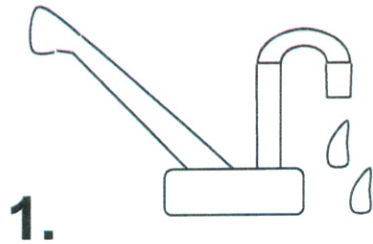
Please send in a photo of your booth/Trailer

Must be completed by all food and drink vendors.

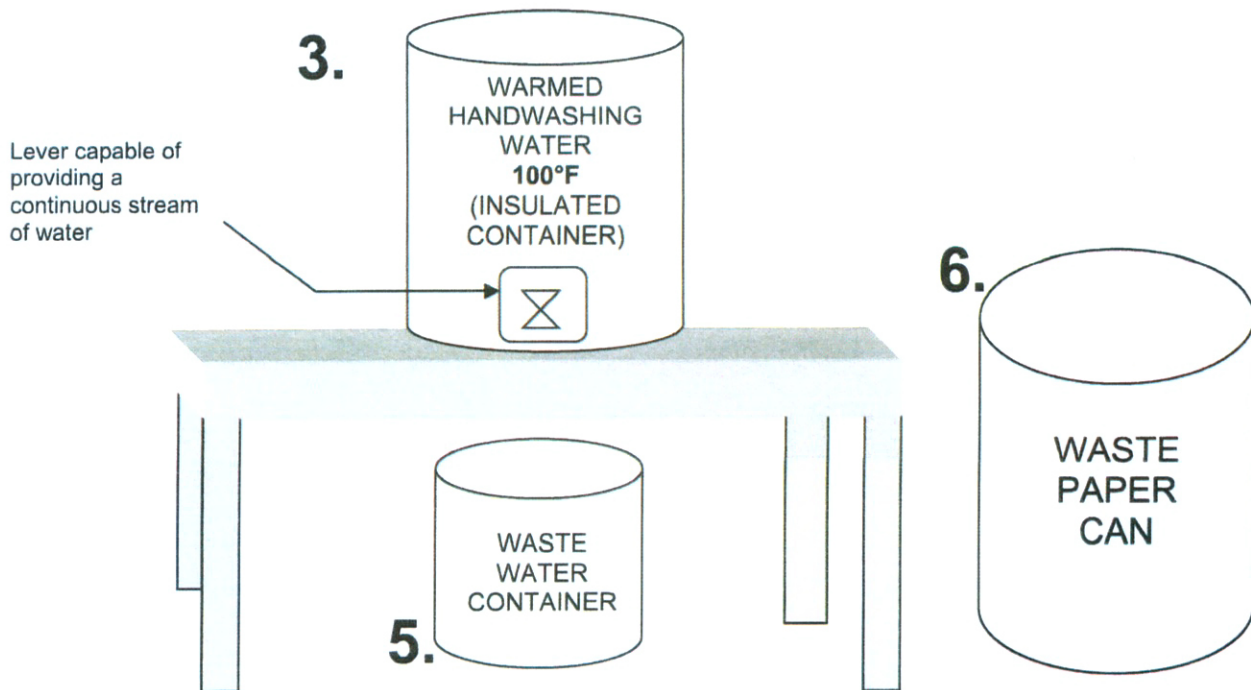
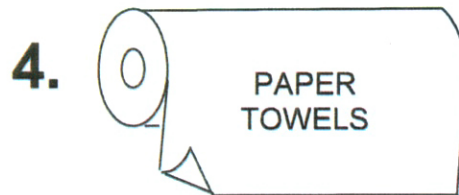
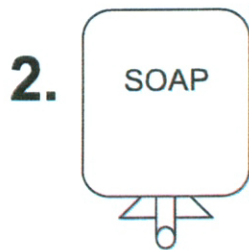


Environmental Health Department

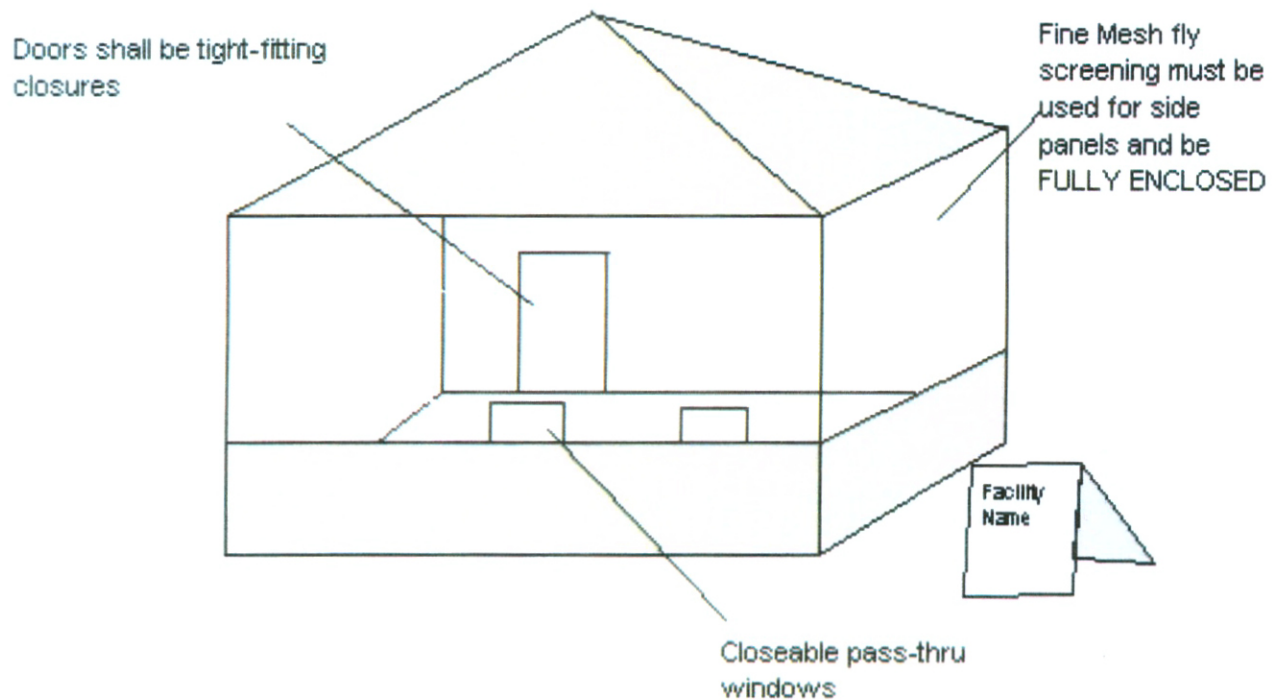
HOW TO MAKE AN ALTERNATIVE HANDWASHING STATION



HEATED WATER FROM AN APPROVED SOURCE TO A MINIMUM OF **100° F**



EXAMPLE OF BOOTH CONSTRUCTION



NOTE: Roof and side panels may be plywood, fiberglass, plastic, or canvas board with wood or metal framing.

Temporary Food Booth Structure and Set-up

Except as noted below, the booth must be entirely enclosed with four complete sides, a top and a cleanable floor (pavement is acceptable).

1. Booths operating on grass or dirt must use plywood, tarp or similar material, for floor surfaces. (Section 114347)
2. Ceilings shall be smooth, durable, and readily cleanable. Screening shall only be acceptable as a ceiling material above cooking equipment when necessary for ventilation purposes. (Section 114349)
3. All food service openings shall be equipped with tight-fitting closures to minimize the entrance of insects. (Section 114349)
4. Grills and barbecues or other approved cooking equipment shall be separated from public access by using ropes or other approved methods to prevent contamination of the food and injury to the public. (Section 114341(c))
5. All food and equipment shall be stored inside the fully enclosed booth with the exception of outdoor BBQ facilities. Construction materials such as plywood, canvas, plastic, and fine-mesh fly screening (at least 16 mesh) may be used. Rental booths constructed as noted above, may be used when approved by the local Environmental Health Department.

Note: The only operations not requiring fully enclosed booths are those which sell beverages from approved dispensers, or food items prepackaged by a wholesaler or at an approved off-site kitchen. These items must be sold in the original packaging.

6. The name of the facility, city, state, zip code, and the name of the operator, if different of the name of the facility, shall be legible and clearly visible to patrons. The name shall be in letters at least 8 centimeters (3 inches) high and shall be of a color contrasting with the surface on which it is posted. Letters and numbers for the address may not be less than 2.5 centimeters (1 inch) in height. (Section 114337)
7. Inspection Report must be posted in public view upon receipt. (Section 113725.1)

These requirements have been established to be consistent with state and local health code requirements and are intended to assist you in providing safe and wholesome food to the public.

TEMPORARY FOOD VENDOR'S APPLICATION

All food vendors (both for profit and non-profit) are required to return a signed and completed copy of this checklist to the festival coordinator three (3) weeks prior to this event.

1. 1. Name of Event: _____ Date(s): _____

2. The following is information about my organization/business:

Name of organization/business: _____

Address: _____

Phone: () _____ Alternate: () _____

3. List food to be sold or given to the public: _____

4. I am providing food that is **NOT** prepared at home: ☐ Yes ☐ No

All food is prepared on-site or is from approved commercial facilities: ☐ Yes ☐ No

Name of facility: _____ Phone: () _____

Address of facility: _____

5. I am providing a booth with the following: (to protect my unpackaged food and food-preparation areas from flies, dust and the public)

☐ A booth with walls and ceiling constructed of either wood, canvas, plastic, similar material and fine mesh fly screening, completely enclosing open food areas. It will also have a smooth and cleanable floor (concrete, asphalt, clean tarps and smooth wood are acceptable) and constructed to separate food and food preparation areas from the public.

☐ Other (specify): _____

Note: The only operations not required to provide enclosed booths are those which sell beverages from approved dispensers, or prepackaged foods from approved sources.

6. Approved water for drinking, utensil and hand washing will be provided in my booth by the following methods:

☐ Approved bottled water.

☐ On-site hose bib that is connected to a potable water source.

☐ Other (specify): _____

7. Electricity is provided for my booth's use: ☐ Yes ☐ No

8. I am providing an accurate probe thermometer to measure the hot and cold holding of potentially hazardous foods during all times of booth operation: ☐ Yes ☐ No

9. I am providing the following hot temperature control for the hot holding of all potentially hazardous foods above 135°F:

☐ Camp stove ☐ Sterno & hotel trays

☐ Double steamer ☐ Steam table & lids

☐ Electric stove top ☐ Other (specify) _____

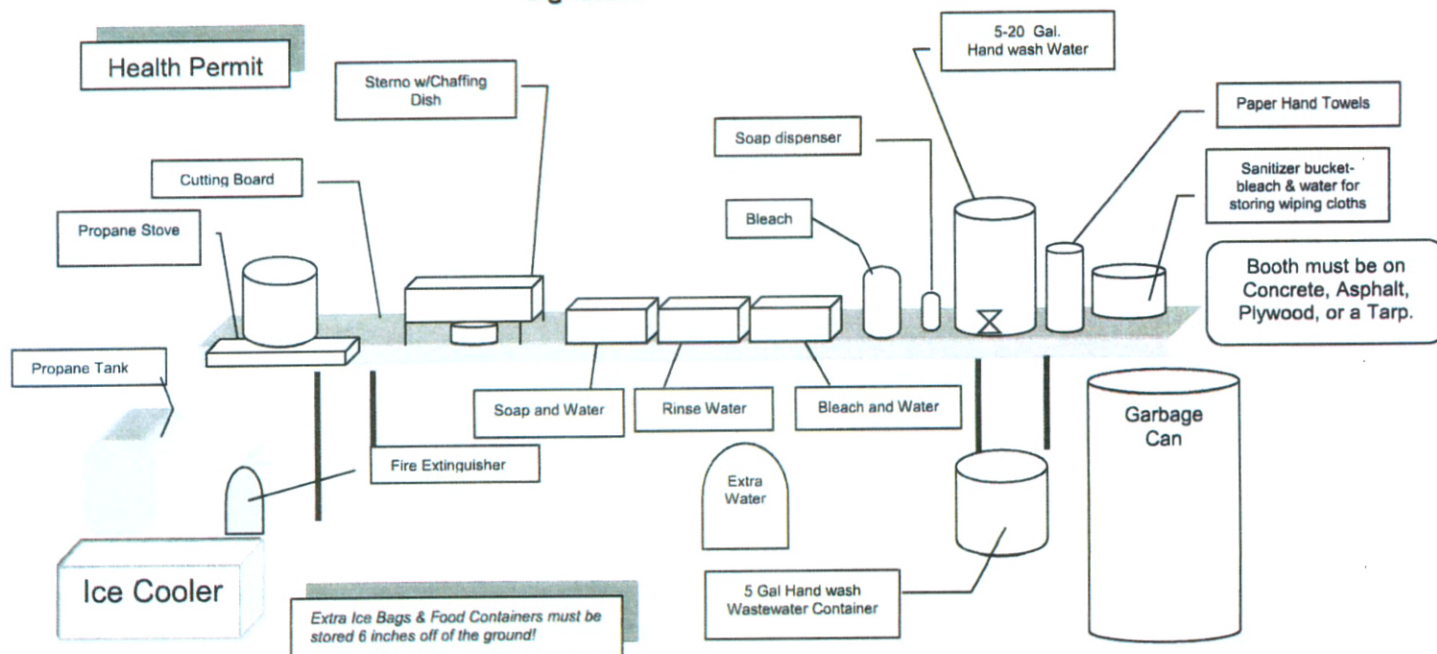
Note: Examples of potentially hazardous food include: meats, tamales, cooked beans, rice, vegetables, potato salad, eggs, and dairy products.

10. I am providing the following cold temperature control for the cold holding of potentially hazardous foods below 45°F (if food is used the following day, maintain below 41°F temperature):
- ☐ Ice chests ☐ Refrigerator
- ☐ Refrigerated truck ☐ Ice bath and tubs
- ☐ Other (specify) _____
11. I am providing the following items within my booth for the sanitary cleaning of food preparation utensil
- ☐ Three compartment sink.
- OR
- ☐ Three deep tubs (basins 6-8 inches minimum), one for soapy water, one for rinsing and one for a bleach solution (one tablespoon of bleach per gallon of water).
- ☐ Detergent, bleach, and wiping cloths (cleaning towels).
- ☐ Tub to store wiping cloths in bleach solution.
12. I am providing the following for adequate hand washing facilities, but separate from utensil wash within my booth:
- ☐ Water supply dispenser with warm water at a minimum of 100°F (i.e. 5-20 gallon container with spigot).
- ☐ One separate tub (bucket or basin) for the collection of rinse/wastewater.
- ☐ Paper towels and pump-style soap container.
13. Names of responsible persons to be present in booth during all hours of operation:

****Important****

All food vendor booths are subject to inspection. Please make a copy of this application in preparation for this event. A copy of this checklist must be in the booth at all hours of preparation and operation. **Return original to festival coordinator three weeks prior to this event.**

14. Completed by: _____
Signature Title Date



WHAT TO BRING THE DAY OF THE EVENT

1. A copy of your Temporary Food Vendor's Application
2. Probe thermometer (0°F - 220°F)
3. Three (3) deep (6-8 inch) tub for utensil washing or a 3-compartment sink
4. Detergent for utensil washing and bleach for sanitizing
5. One (1) tub for sanitizing
6. Bottled water (if not provided at site)
7. Water dispenser (i.e. bottled water container with spigot)
8. Bucket or basin for hand washing wastewater
9. Paper towels
10. Pump style soap dispenser (BAR SOAP IS NOT ALLOWED)
11. Trash container with liners (trash bags)
12. Serving utensils
13. Wiping cloths (cleaning towels)

WHAT TO EXPECT

1. **Post a copy** of your completed Temporary Food Vendor's Application in each booth.
2. **Maintain Hot Foods at or above 135° F** by use of the following methods:
 - a. Camp stove
 - b. Double steamer
 - c. Electric stove top
 - d. Sterno and hotel trays
 - e. Steam table
3. **Maintain Cold Foods at or below 45° F** by use of one of the following methods:
 - a. Ice chests
 - b. Refrigerator/Refrigerated truck
 - c. Ice bath and tubs
4. **Ensure that all food is thoroughly cooked** to the proper minimum temperature:
 - a. Ground meat - 155° F
 - b. Eggs and food with eggs - 145° F
 - c. Pork and single pieces of meat - 145° F
 - d. Poultry and stuffed meats - 165° F
5. **Re-heat foods to 165° F** before putting them in warming units.
6. **Check food temperatures** with a probe thermometer. Sanitize thermometer after each use.
7. **Wash hands** before preparing or handling food and after using the bathroom, smoking, or handling garbage.
8. **Keep all food preparation surfaces and utensils clean.** Wash and sanitize cutting boards and prep surfaces frequently.
9. **All foods** are to be prepared in an approved kitchen or on site (home kitchens are not allowed).
10. **Set up separate areas for utensil washing and handwashing:**
 - UTENSIL WASHING:** Set up one (1) deep tub for wash water, one (1) tub for rinse water, and one (1) tub for bleach water - Mix one (1) capful or 1 tbs of bleach to each gallon of water.
 - HANDWASHING:** Dispense water from a container of water with spigots. Use a separate tub to collect wastewater. Use a pump style soap dispenser - NOT BAR SOAP
11. **Dispose of garbage** using plastic garbage bags.
12. **Keep all food protected.** Do not place food or food containers on the ground and keep covered.
13. **SMOKING** is not allowed in the food booth.
14. **Keep ICE FOR CONSUMPTION** in a separate ice bin. Do not store scoop inside ice bin.