



SOUL FOOD FESTIVAL JACKSONVILLE, FL

Fax application to: 877-485-3554

If you become a food vendor for the Soul Food Festival; the day of the event Jacksonville Health Department will inspect your booth and issue you a permit the same day.

LIQUID SALES ALLOWED WITH ADDITIONAL \$250.00

Business Name: _____ Name: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Home Phone: _____ Work Phone: _____
 E-mail Address: _____

Product: Please list any merchandise items that you wish to sale as a vendor:

Food: Menu Items
 If items exceed list please attach a menu
 Description of Items Serving Size (oz. pieces) Price per Serving

Which required item will you prepare to fit events theme? (i.e. Soul Food Festival)

- Yams
 Greens
 Mac N Cheese
 Okra
 Black Eyed Peas
 Green beans
 Mash Potatoes/Gravy
 Cake
 Peach Cobbler

If yes, please list what type(s)

Do you have a tent? Yes No If yes, what are the dimensions?



Please bring your own generators for electricity

- 6K Watt 8K Watt 15K Watt 15K or Larger Watt

Booth Description and Rate: (Please check one of the following types) \$ _____

- Craft Vendor (Merchandise) Business Vendor (Information Sharing only)
\$500.00 \$500.00
- Food Vendor (Tent/Trailer) Non-Profit (Information Sharing only)
\$750.00 or \$1,000.00 No Fee
- Non-Alcohol Drinks
\$250.00

Booth Information

Do not fill this out, leave blank, promoter will fill out to let you know when your load in/out time will be. Once application is approved we will fax it back to you with this information filled out.

A cleanup deposit of \$250.00 is required in the form of a money order; made out to the Kinfolk Foundation (No personal checks will be accepted).

Company Name: _____

Load-In Date: ___/___/___ Time: ___:___ M

Load-Out/Clean-Up End Date: ___/___/___ Time: ___:___ M

Event Start Date: ___/___/___ Time: ___:___ M

Event End Date: ___/___/___ Time: ___:___ M

Money Order Rcv'd by: _____ \$ _____

Money Order Rtn'd by: _____ \$ _____

Required Rules and Regulations provided by the City of Jacksonville, FL

City of Jacksonville Health Department Permit (*Click the link below*):

<http://www.myfloridalicense.com/dbpr/hr/>

The Soul Food Festival and City of Jacksonville, FL must be named as additional insured on your insurance policies as follows: **Certificate holder** is listed as additional insured on **General Liability Policy as Soul Food Festival** PO Box 50123 Midwest City OK 73140.

Important Health Department Information

If you have your vendor business license you have to present your license to the Health Dept. on the day of the event they will inspect your area and issue a temporary license for this event.

If you do not have a vendor business license you will have to fill out the vendor application and bring a \$91 money order or cashier's check (no cash or personal checks will be excepted) then the Health Dept. will inspect your area the day of the event and after passing a satisfactory inspection a temporary license will be issued for this event.

Temporary Food Service Events

A temporary food service event is an event of 30 days or less in duration where food is prepared, served, or sold to the general public and is advertised and recognized in the community. A temporary food service establishment or vendor is a participant at a temporary food service event.

We developed this guideline for temporary events from Chapters 61C-1 and 61C-4,

Florida Administrative Code, and Chapter 509, Florida Statutes.

Licensing

A public food service establishment or other food vendor must obtain a license from the division for each temporary food service event in which it participates (unless exempted). Annual temporary event licenses are also available which allow participation in an unlimited number of temporary events. The division will inspect temporary events and if minimum sanitation standards are not met, the food service operation will be discontinued until corrections are completed and verified by the division.

Sponsors of a temporary food service event must notify the division of the following items no less than three business days prior to the scheduled event.

- 1) Type of food service proposed, 2) Time and location of the event, 3) Complete list of food service vendor owners and operators participating, and 4) Current license number of each public food service establishment participating.
- 2) Notification: Event sponsors may complete notification requirements by telephone at 850.487.1395, in person at the appropriate district office or in writing. A public food service establishment or food service vendor may not use this notification process to circumvent the license requirement.

The division keeps record of all notifications received for proposed temporary food service events and provides appropriate educational materials to the event sponsor.

Group License: The division may issue a group license to a vendor with multiple units serving a single non-potentially hazardous food (e.g., churros). All grouped units must serve the same food. Foods requiring additional preparation or handling are not eligible for group licensing. All qualifying units must be inspected in a single location.

Licensing Exemptions

Public food service establishments operating under a current license from the division or from the Department of Agriculture and Consumer Services may operate under the regulations of

those licenses at temporary food service events of 1-3 days. For events of 4-30 days, such establishments must purchase a temporary food service event license.

Temporary events such as carnivals, fairs, or other celebrations operated on church or school property or operated by a nonprofit civic, fraternal or religious organization licensed by the Department of Health are exempt from licensing and inspection by the Division of Hotels and Restaurants. These vendors must notify the local county health department of any proposed event held at such a location.

Fees

Temporary public food service establishments and vendors are required to pay the following license fees at the time of licensing:

1-3 day event \$91
4-30 day event \$105
Annual \$1,000

The division does not accept cash payments for fees at temporary events. The division accepts cashier's checks, money orders or other certified payments.

Fire Safety

Fire Safety Code requires a portable fire extinguisher. Check with the local fire authority for specific requirements pertaining to the size, type or tagging of required fire extinguishers or other fire related requirements.

Personnel Employees may not touch ready-to-eat (RTE) food with their bare hands unless there is a written Alternative Operating Procedure (AOP) available that has been approved by the division. Without an approved AOP, employees must use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment when handling RTE food.

Food service workers transmit most foodborne disease causing germs to foods. That is why it is so important for employees to maintain high standards of personal cleanliness. All personnel must wash hands prior to beginning work, when returning to work after any break in food preparation activities, when putting on or changing gloves, or any time their hands become soiled.

Smoking is prohibited in where washing, food preparation and food storage areas.

Personnel must wear clean outer garments, effective hair restraints and no jewelry on their hands or arms (except plain wedding bands). If worn, artificial and painted fingernails must be covered by intact gloves.

All personnel must be free of open sores and skin infections, respiratory infections, upset stomach, diarrhea or other communicable diseases.

Facilities

The specific requirements for the temporary event physical facility where food is or handled are based on the length of the event, the type of food that is prepared or served, and the extent of food preparation conducted at the temporary facility. Minimum requirements may include:

- 1) Food service operators must provide overhead protection if food is prepared or portioned or where washing is done onsite.

2) Flooring may be concrete, machine-laid asphalt or dirt/gravel if it is covered with mats, removable platforms, duckboards, or other suitable approved materials that effectively control dust and mud and are graded to drain.

3.) Walls and ceilings must be constructed of a material that protects the interior from the weather, windblown dust and debris, or other forms of cross contamination.

4) When potentially hazardous food is prepared at events of 4-30 days in length, the physical structure where the food preparation occurs must be protected against flying insects and other vermin by:

- a) 16 mesh to 1 inch screens;
- b) Properly designed and installed air curtains; or
- c) Other effective means.

5) A three-compartment sink is required within the temporary food service for washing, rinsing and sanitizing utensils and equipment. If this activity is conducted at an approved, remotely located commissary or food service establishment, an adequate supply of spare preparation and serving utensils must be maintained on the premises in case the original utensils become soiled.

6) A hand washing facility is required. This facility may be a clean, portable container equipped with an on/off valve. Soap and single-service paper towels must be available for hand washing and hand drying.

DBPR Form HR 5030-034 2009 January 28

Water

All food service operations that prepare or portion food on the premises must provide an adequate supply of potable water for purposes of cleaning and employee hand washing. Municipal connections, holding tanks or portable containers are accepted means to provide an adequate Supply.

Steam used in contact with food or food-contact surfaces must be free from contamination.

Solid and Liquid Waste

Operators must remove all garbage and rubbish from the premises often enough to prevent nuisance conditions and dispose solid waste properly in tight-fitting, covered containers.

Operators must dispose liquid waste in a public or other approved sewerage system.

Required Items

- Sanitizer (properly diluted, unscented bleach may be used)
- Probe thermometer
- Chemical test strips (for measuring sanitizer concentration)
- Three-compartment sink to wash, rinse and sanitize equipment and utensils or access to such facilities at an approved commissary or food service establishment
- Hair restraints
- Adequate supply of back-up utensils
- Adequate supply of potable water
- Soap and single-service towels
- Adequate equipment and facilities to maintain food at the proper temperatures
- Adequate protection from flying insects, vermin, dust, dirt and weather
- Adequate protection for displayed, prepared, and stored food

- If required by local fire authority, properly tagged and sized portable fire extinguisher

To Prevent Foodborne Illness

- Obtain foods from an approved source. Home prepared food is not allowed.
- Wash hands thoroughly before handling food, single-service items and clean equipment and utensils.
- Maintain hot foods at temperatures of 135° Fahrenheit or above.
- Maintain cold foods at temperatures of 41° Fahrenheit or below.
- Cook pork or seafood to a minimum temperature of 145° Fahrenheit for at least 15 seconds.
- Cook beef to a minimum temperature of 155° Fahrenheit for at least 15 seconds.
- Cook chicken and other poultry to a minimum temperature of 165° Fahrenheit for at least 15 seconds.
- Reheat cooked foods to a minimum temperature of 165° Fahrenheit within two hours for hot holding.
- Check food temperatures frequently with a probe type thermometer.
- Heat foods quickly and cool foods rapidly.
- Keep raw and cooked foods separated.
- Thaw foods properly: completely submerged under cold running water not longer than four hours, as part of the cooking process, or under refrigeration.
- Use single-service articles whenever possible.
- Keep foods covered and protected from dust, dirt, insects, vermin and human cross contamination.
- Protect all food, including displayed food, from customer contamination (touching, coughing, sneezing, etc.).
- Minimize handling of foods before, during and after preparation.
- Do not store food directly in contact with ice used for beverages.
- Do not use swollen, leaking or damaged canned goods.
- Store all food products and equipment at least six inches off the ground.

When in doubt, throw it out!

Guide To

Temporary Food Service Events
For Florida's Public Food Service Establishments
Division of Hotels and Restaurants
www.MyFloridaLicense.com/dbpr/hr
DBPR Form HR 5030-034 2009

January 28



Temporary Event Checklist

Water, Plumbing and Wastes

- Water from an approved source
- Adequate water supply provided
- Access to a three compartment sink if not installed in unit for washing and sanitizing of utensils and equipment
- Footcure portable water hoses installed
- Sewage/waste water disposed into sewage system
- Bucket/soak basin provided at handwash facility
- Covered garbage receptacle provided
- Garbage/trash removed timely

Hand Washing

- Handwash facility provided (e.g., 3/600 cooler with on/off valve)
- Soap and disposable towels provided; chemical sanitizers (when approved)

Physical Facilities

- Overhead protection if food prepared or portioned on premise (nonflammable, if cooking)
- Flooring graded to drain (concrete, machine laid asphalt, dirt, grass, or gravel, etc.)
- Overhead protection and walls (if needed) must provide protection from weather and windblown dust and debris
- Physical structure must protect against the entrance of flying insects and other vermin in 4 - 30 day events if preparing potentially hazardous foods

Food Safety

- Food stored at least 6" off floor/ground ✓
- Hot food maintained 135 degrees F or hotter ✓
- Cold food maintained 41 degrees F or colder ✓
- Thermometers in refrigeration units ✓
- Probe type thermometer available for operator use; scaled for intended use ✓
- Food must be protected against flying insects and other vermin (see physical structure for 4 - 30 day events)

Fire Safety

- Portable fire extinguisher with minimum rating of 2A:10BC
- If producing grease laden vapors, ABC:BC or K Class portable extinguisher
- Portable extinguishers properly tagged within last 12 months by licensed technician

General

- Adequate and conveniently located restroom facilities provided for employees and customers
- Provide adequate supply of spare utensils if three compartment sink is remotely located at a commissary or public food service establishment
- Single service items protected
- Sanitizer and test kit provided wiping cloths utilized
- Copy of public foodservice license provided (1 - 3 day events)
- Copy of Department of Agriculture and Consumer Services license provided (1 - 3 day events)

Date:

Signature of Recipient

Inspector Signature
For further information please contact:

Recipient:

Title:

Phone: