

Seasons Events Food Vendor Notification

Stafford Centre show

As a food vendor, you know you are in a special category which, in most locales, requires licensing or permitting by local health authorities. While we understand that you are independent business people, failure to comply with local requirements has a direct impact on the Seasons Events shows.

In an effort to clearly state the position of Seasons Events on this issue, please carefully read the following:

1. In all venues in which Seasons Events operates, a health license/permit is required of **any and all** food vendors. If you sell, sample or in any way distribute **any** edible product, in **any** form, pre-packaged or not, it is strongly suggested you contact the local health authority for an understanding of and compliance to their requirements.
2. Most health departments require that the license/permit be obtained a certain length of time prior to the show. For this reason, food vendors for the **Stafford Centre** location will not be accepted into the show for three (3) weeks prior to the first day of the show. This will allow adequate time for the **City of Stafford Health Department** to issue your license/permit.
3. In the event the local authorities find that you are not in compliance with local licensing/permitting requirements, you may be asked to leave the show and/or suffer other consequences. Seasons Events will **NOT** refund any fees paid.
4. Seasons Events will not bear any responsibility for any fees, fines or consequences resulting from a vendor failure to be in compliance with any and all requirements of local health authorities.

If you have any questions, below is the information for the City of Stafford Health Department:

City of Stafford Health Department

Contact: Marcia Fouts, mfouts@cityofstafford.com

2610 S. Main Street

Stafford, TX 77477

Phone: 281.261.3941

Website: http://www.cityofstafford.com/city_services/healthdeptforms.htm

This form, the [City of Stafford Temporary Food Permit Application](#), and the [City of Stafford Temporary Food Establishment Sheet](#) must be filled out, signed and included with your show application. Please turn in all forms and payment to Seasons Events by Thursday, November 15, 2012. Include the \$55.00 for the City of Stafford Temporary Food Permit Application fee with the booth payment on the show application. Seasons Events is responsible for turning in the completed forms and payment for all food vendors at one time to the City of Stafford per the city's request.

I have read and understand all of the above. Seasons Events shall be free of any liability arising from my failure to be in compliance with local Health Department requirements and licensing/permitting regulations.

Print Name: _____ Signature: _____

Date: _____



Temporary Food Permit Application City of Stafford

2610 South Main
Stafford, TX 77477
281-261-3941

Please print or type legibly

FEES
Each Food Vendor
\$25 First Day
\$15 Each
Additional Day

- ❖ Event Coordinator is responsible for information listed on the top of each form.
- ❖ Vendor is responsible for information in middle section of form and **must return to Event Coordinator.**
- ❖ Event Coordinator is **responsible for returning ALL Vendor form(s) & permit fee(s)** to City of Stafford Health Department no later than 2 (two) weeks prior to event for approval. Failure to return applications on time, may result in cancellation of the permit or a **late fee of \$50** added to permit. A vendor may not operate unless he/she has been issued signed, approved Temporary Food Permit. Coordinator must bring all vendor forms in at one time.

Name of Event _____

Location of Event: _____ Date(s) _____ Time(s) _____

Event Coordinator Name _____ Ph # _____

I understand, it is the responsibility of the Coordinator to ensure that all Vendors have complied with the Temporary Food Establishment Regulation.

Event Coordinator Signature: _____ Date _____

Please print or type legibly

Name of Vendor _____ Ph. # _____

Address _____

E-Mail Address _____

**VENDOR MUST COMPLETE THE ATTACHED DETAIL SHEET AND ACKNOWLEDGMENT FORM:
TEMPORARY FOOD PERMIT INFORMATION**

I, _____, as the owner/person in charge of this temporary food booth, understand and will abide by the above reference requirements and the City of Stafford Codes and the State of Texas Health Codes. I understand that failure to comply with these regulations may result in immediate revocation of this permit as well as any other legal remedies.

Vendor Signature _____

**TEMPORARY FOOD PERMIT
MUST BE DISPLAYED AT EACH VENDOR BOOTH**

Approved By City of Stafford Health Department: _____ Permit # _____

Signature: _____ Date: _____

Permit good for length of event only--Not to exceed 14 days

Fire Marshal _____

Fees Paid: _____

TEMPORARY FOOD PERMIT INFORMATION
Sample

Name: ABC Catering

Date: _____

1. Please provide a list of food items to be served:

Frito Pie, Butter Chicken, Lettuce Salad, Rogan Josh (Lamb Curry), meat kolaches

2. Provide location(s) where food will be purchased and how it will be transported to the event at proper temperature.

Chicken, Cream, Lamb, sausage and canned chili will be purchased and delivered from Sysco. Lettuce and all vegetables will be purchased at Sam's Club using cold ice chests to transport food.

3. Please provide description of food preparation process including location of preparation, where and how food items will be cooked including temperatures, transported, held on temperature, cooled & re-heated(if required),

- 1. Canned chili will be reheated to 165° within two hours using a crock at the Stafford Centre. Canned cheese will be also heated to 165°. Both will be held at 135° will being served over chips*
- 2. Butter chicken will be marinated in yogurt, chili sauce for 24 hrs prior under refrigeration. Chicken will then be barbecued in clay pot to internal temperature of 165°. Chicken will then be mixed with a mixture of tomato, cream, and onion puree and slowly cooked. Mixture will be held at 135° until served at Stafford Centre. Should the mixture cool to less 135°, the food will be reheated to 165° before serving.*
- 3. Lamb stew will be prepared with a mixture of vegetables and spices and slowly cooked until stew becomes tender at a minimum temperature of 150° the previous day. Stew will be cooled from 135° to 70° within two hours by placing the food in shallow pans, lightly covered in the walk-in cooler, stirring frequently. Food will then cool from 70° to 41° within an additional 4 hrs. ON the day of the event, refrigerated lamb cubes are added to lamb stew and heated to a minimum of 165°. Stew will be held at 135° until served.*
- 4. Lettuce will be washed and torn into pieces by employee wearing gloves. Assorted vegetables will be diced up and added to salad. Salads will be individually stored in single use containers until sold on site.*
- 5. Sausage will be cut up into 4 in. long slices with a maximum time allowance for preparation of 15 minutes. A homemade dough will be wrapped around sausage and heated until golden brown. Kolaches will then we labeled with the time they left the heating appliance before being transported. Four hrs. After kolaches have been cooked they will be discarded to comply with all food regulations.*

All foods will be transported to Stafford Centre using cambro boxes. If food temperature is not labeled with time, food will be reheated to 165° and held at 135° by sternos.

TEMPORARY FOOD PERMIT INFORMATION

Sample

4. State method that will be used to comply with sanitation & hand washing Requirements:

- 1. A hand wash station will be set up using a container with a spigot filled with warm water. Soap and single use towels will be available for use. A bucket will be placed under the spigoted container to catch the water.*
- 2. Three individual containers large enough to accommodate all utensils, etc. being used will be set up with soap/water, clean water, and sanitized water at a minimum concentration of 50 PPM.*

5. Indicate method used for holding & serving food items including length of time for holding and serving:

Food items will be held at a temperature of 135° or 41° whichever is applicable. Any food item received at the Stafford Centre below 135° will be reheated to 165°. Any cold food item above 41° will be quickly chilled to below 41°. If any food item will not maintain these temperatures, they will be labeled with the time they left refrigeration or the heating appliance and will be discarded within 4 hrs or that time. All food items will be shielded from the public by placing food behind a sneeze guard or on table out of reach from the public

6. State clean up plan:

All wiping rags will be stored in a solution of sanitized water with a concentration level of 100 ppm. A small trash container will be used inside of the booth for necessary trash.