



## **FOOD BOOTH Application 2019**

For the past 47 years, the community of Mountain View has gathered to celebrate their diversity in an arena of food, art, wine, music and FUN! This year, the 2019 Festival will be held on September 7 & 8 from 11am to 7pm, Saturday and 10am to 6pm, Sunday in downtown Mountain View. The Chamber is offering your restaurant/catering company an opportunity to publicize your business and celebrate with nearly 150,000 attendees by applying as an Art & Wine Food Vendor.

### **REQUIREMENTS:**

1. **MAXIMUM OF THREE (3) ITEM RULE** will be enforced with penalties. Each booth may serve/sell a maximum of three (3) food types. Every item over three (3) will incur a penalty of \$300 per item. This INCLUDES drinks. No more than two (2) of the same type of food vendors (Corn, Chinese, Mexican, BBQ, etc.) may be allowed to participate. Menu item duplications (kabobs, pizza, rice bowls, etc.) will be limited to two (2) vendors only, on a first come basis. **ALLOWED NUMBER OF FOOD VENDOR TYPES MAY CHANGE AT THE DISCRETION OF THE CHAMBER, DUE TO LAST MINUTE CANCELLATIONS.**
2. **FOOD BOOTHS:** All food vendors are REQUIRED to use food booths provided by the Mountain View Chamber of Commerce (NO EXCEPTIONS). All food vendors must comply with the Mountain View City Ordinance or they will be unable to participate in the Festival. The Chamber will handle arrangements for providing the booths. This does not apply to Food Cart Vendors.
3. **COMPOSTABLE FOOD WARE:** ALL food ware (including serving boxes, plates, bowls, flatware, beverage cups, food wrappers, etc) provided to customers MUST be compostable as defined by ASTM D6400 or ASTM D6868 standards. NO Styrofoam allowed.
4. **BEVERAGES:** No sodas, soda-like beverages (energy drinks, Gatorade, etc), coconut water or water may be sold at the food vendor booths. Leadership Mountain View (a non-profit community leadership education program) handles all soda, coconut water & water concessions.
5. **AUGUST 15<sup>th</sup> FOOD VENDOR MEETING:** Failure to participate in the Vendor Meeting on Thursday, August 15<sup>th</sup> will forfeit your participation in the festival and 100% of funds paid.
6. **NO ELECTRICITY** will be provided to vendors. Only diesel powered generators are allowed. No exceptions! If you plan on using a diesel generator, please contact me with the size dimensions of your generator and cord length to be pre-approved by the fire dept.
7. **SELLERS PERMIT:** All food vendors (including non-profit organizations) must have a Sellers Permit - applications are free and can be downloaded from [www.boe.ca.gov](http://www.boe.ca.gov). You can apply in person at your local Board of Equalization Office, and usually receive it the same day.
8. **COMPLY TO SANTA CLARA COUNTY TEMP FOOD EVENTS:** Follow link for new and additional information regarding temporary events: <https://www.sccgov.org/sites/cpd/programs/TE/Pages/home.aspx>
9. **INSURANCE:** All food vendors are required to have their own liability insurance with **\$2,000,000** limits (per occurrence/aggregate), naming the Mountain View Chamber of Commerce as additional insured for

both basic liability and products and completed operations. Certificate of insurance must be included with the application.

Participation Fee.....	\$1,800
	+
Chamber Member Discount (\$250).....	
	+
Health Department Fee.....	
Choose your Food Vendor Category	
<input type="checkbox"/> Risk Category 1: Low Risk -- \$99	*add health department fee to total
<input type="checkbox"/> Risk Category 2: Moderate Risk -- \$145	
<input type="checkbox"/> Risk Category 3: High Risk -- \$186	+
	\$145
Food Booth Rental.....	+
	\$250
Cleaning Deposit..... <i>(Refundable with clean area at completion of Festival)</i>	=
<b>Total Amount Due</b> <b>Due by June 01, 2019</b>	\$

**Requirements:**

1. Provide Certificate of Insurance, naming the Mountain View Chamber of Commerce as additional insured for both basic liability and products and completed operations.
2. Return completed forms in compliance with deadlines.
3. Attach Health Department Annual Permit, if applicable.
4. Attend MANDATORY Vendor's meeting Thursday, August 15, 2019 at the Chamber office. **FAILURE TO PARTICIPATE IN THE VENDOR MEETING ON AUGUST 15<sup>th</sup> WILL FORFEIT YOUR PARTICIPATION IN THE FESTIVAL AND 100% OF FUNDS PAID.**

The Mountain View Chamber of Commerce reserves the right to select Vendors and/or refuse service. **CONFIRMATION OF PARTICIPATION WILL BE MADE TO APPLICANTS BY EMAIL IN JULY 2019.** Vendors in good standing, with past participation, will be given first consideration.

Thank you for your application!

SEND TO:  
 Mountain View Chamber of Commerce  
 Attn: Food Vendors  
 580 Castro Street | Mountain View | CA 94041  
 Phone: 650.968.8378 | Fax: 650.968.5668  
 www.chambermv.org

**2019 ART & WINE FESTIVAL - FOOD VENDOR APPLICATION**

CONTACT NAME: \_\_\_\_\_

RESTAURANT/COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

RESALE OR CA SALES PERMIT #: \_\_\_\_\_

FOOD TO BE SERVED (ETHNIC CATEGORY): \_\_\_\_\_

TYPES OF FOOD SERVED/SOLD: **(LIMIT 3 ITEMS)**

\*Must be pre-approved by Mountain View Chamber of Commerce

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Are you interested in being placed in the Kids' Park? Yes  No

**NO BANNERS PROVIDED - Please bring your own signage**

Please check all boxes to ensure a completed application package has been submitted:

- Completed Application (pages 1 – 3)
- Check payable to Mountain View Chamber of Commerce for \$\_\_\_\_\_.  
If you are a Mountain View Chamber member, apply a \$250 discount for a total of \$\_\_\_\_\_.  
Chamber membership is only \$550 for a full year of benefits. Selection is NOT based on membership.
- Department of Environmental Health Application (2 pages -- please fill out ALL pages)  
LINK to Temporary Food Facility application:  
[https://www.sccgov.org/sites/cpd/programs/TE/Documents/TE\\_Food\\_Vendor\\_Application.pdf](https://www.sccgov.org/sites/cpd/programs/TE/Documents/TE_Food_Vendor_Application.pdf)
- Certificate of Insurance
- Veteran's Exemption Form DD-214 (if applicable)

**REFUND POLICY**

By June 14, 2019	–	100% refund
By July 1, 2019	–	50% refund
By August 1, 2019	–	25% refund
After August 1, 2019	–	NO refund



# Application for a Temporary Food Facility (TFF) Permit at a Temporary Event

Complete BOTH sides of this form. RETURN TO THE EVENT COORDINATOR with applicable fees and documentation.  
**Applications, fees must be submitted to this department by the Event Coordinator at least 2 weeks before the event.**

Incomplete or late applications may not be approved or the menu may be restricted.  
 Once the application is approved, NO changes may be made without approval of this Department.  
 Unauthorized changes may result in permit suspension.

For applications and TFF requirements, go to [www.ehinfo.org](http://www.ehinfo.org) > Programs & Services > Consumer Protection Division > Temporary Events.

BUSINESS INFORMATION	EVENT INFORMATION	
Business or Organization Name / DBA	Event Name	
Owner Name or Care Of Name	Event Location	
Owner Address	Event Address	
City and Zip Code	City and Zip Code	
Owner Business or Home Phone	Food Service Date(s)	Food Service Time(s)
Owner Cell Phone	Food Service Date(s)	Food Service Time(s)
E-mail Address	Food Service Date(s)	Food Service Time(s)
Event Coordinator Name and Phone	Food Service Date(s)	Food Service Time(s)
TEMPORARY FOOD FACILITY (TFF) INFORMATION	PERMIT TYPES (must check one, as applies)	
Facility Type: <input type="checkbox"/> Food Booth If your food booth will be larger than 10'x10', indicate size: _____ <input type="checkbox"/> Beverage Booth(s) Total Number of Beverage Booths: _____ <input type="checkbox"/> Food Cart <input type="checkbox"/> Food Vehicle (Applies to vehicles not permitted by County of Santa Clara DEH) <input type="checkbox"/> Truck <input type="checkbox"/> Trailer <input type="checkbox"/> Indoor Event <input type="checkbox"/> Multiple food service stations: submit a simple site plan depicting where food and beverages (including beer/wine) will be distributed.	<input type="checkbox"/> TE06 - RC1 Low-risk food <input type="checkbox"/> TE07 - RC2 Moderate-risk food, prepared for same-day service (1-12 days) <input type="checkbox"/> TE08 - RC2 Moderate-risk food, prepared for same-day service (13+ days) <input type="checkbox"/> TE09 - RC3 High-risk food, prepared in advance, cooked, cooled, and/or reheated (1-12 days) <input type="checkbox"/> TE10 - RC3 High-risk food, prepared in advance, cooked, cooled, and/or reheated (13+ days) <input type="checkbox"/> TE14 - NO FOOD/BEVERAGE SALES – SAMPLING ONLY <input type="checkbox"/> TE01 - Annual Temporary Event Permit Holder (Santa Clara County) Permit Number (PT#): _____ <input type="checkbox"/> Veteran (submit the Affidavit for a Veteran's Exemption form with required documentation, along with a copy of your honorable discharge form <u>without</u> your social security information)	
Food Preparation Start Time: (Before Food Service Time)	BOOTH CONSTRUCTION INFORMATION	
Name of Temporary Food Facility: (Booth name to show on permit)	Overhead Covering: <input type="checkbox"/> Canvas <input type="checkbox"/> Wood <input type="checkbox"/> Other:	
Person in Charge Day of Event:	Floor: <input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Wood <input type="checkbox"/> Tarp <input type="checkbox"/> Other: (Grass or Dirt surfaces must be covered with approved tarps or plywood)	
Person in Charge's Cell Phone:	Walls: <input type="checkbox"/> Screens <input type="checkbox"/> Canvas <input type="checkbox"/> Wood <input type="checkbox"/> Other: (Enclosed food booth required if unpackaged foods are handled)	

The undersigned hereby applies for a Permit to Operate and agrees to operate in accordance with all applicable state and local regulations, laws, and such inspection procedures necessary to ensure compliance. Additionally, the undersigned is aware that non-compliance may result in closure of the temporary food facility. Any inspection time more than twenty minutes may be assessed, in 15 minute increments, at the current hourly rate approved by the Board of Supervisors, until the necessary changes or corrections are made. Re-inspections may be subject to additional fees.

I have read and understand the Requirements for Temporary Food Facilities in the County of Santa Clara and hereby agree to adhere to them.

The undersigned certifies, under penalty of perjury, that to the best of his/her knowledge and belief, the statements made herein are complete, correct and true. NOTE: Any information contained in this application is a matter of public record and is available to the public under the California Public Records Act.

Applicant Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**** OFFICE USE ONLY ****			
OW#:	FA#:	PR#:	BO#:
<input type="checkbox"/> PFR (Processed Food Registration)	<input type="checkbox"/> CFO	<input type="checkbox"/> Certified Producers Certificate	<input type="checkbox"/> Other



ATTACH ADDITIONAL SHEETS IF NECESSARY.

County of Santa Clara Department of Environmental Health  
 1555 Berger Drive, Suite 300, San Jose, CA 95112-2716  
 Phone 408-918-3400 • Fax 408-258-5891 • [www.EHinfo.org](http://www.EHinfo.org)

**FOOD INFORMATION:** A complete listing of ALL food/beverage products served, sold, sampled, or given away from your facility must be detailed below.

Business Name: \_\_\_\_\_ Temporary Event Name: \_\_\_\_\_

Menu Item(s)  Include all food, beverages, condiments and all extra ingredients served with each item.	* (1) Prepared in Advance	Item will be served AT the Event:					* (3) Serve samples	Preparation Methods AT the Event:					List food equipment to be used at the event (e.g., cold-holding and hot-holding devices, rapid reheating methods, cooking equipment, sneeze guard protection) <b>AND</b> any additional preparation methods. - If any potentially hazardous foods will be held at room temperature, you must submit a written procedure for approval.
		Prepared ONLY at event	* (2) Pre-packaged	Hot	Cold	Room Temperature		Cook to Order	Thaw	Cut / assemble / portion	Cook / bake / grill	BBQ / Deep fry	
<i>Example: Hamburger</i>		X		X				X			X		<i>BBQ to cook, chafing dish to hot-hold</i>
<i>Example: Cookies</i>	X					X							<i>Food storage containers</i>

\* (1) ADVANCE PREPARATION activities at approved kitchen  No advance preparation

If you do not have a permitted facility, you must obtain permission to use a kitchen or commissary facility which has been approved in advance by the local dept. of environmental health or obtain prepared foods from an approved source. Pre-event food preparation inspections may be required. Have copies of food invoices/receipts at your booth, available for review upon request, as any unapproved foods found will be removed from public distribution.

Commercial Kitchen or Commissary Name	The Applicant submitting this application has permission to use this facility for the specified date(s) and time(s). If this permission is rescinded, I will immediately notify County of Santa Clara, Department of Environmental Health (408-918-3400).		
Address and City			
Phone #	Date(s)/Time(s) of Pre-Event use	Print name of Permit Holder or Authorized Kitchen Representative	
<input type="checkbox"/> Valid Health Permit in Santa Clara County (SCC). Enter facility #: FA	Signature		Date
<input type="checkbox"/> Facility is permitted outside SCC (ATTACH A COPY OF VALID HEALTH PERMIT).			

(a) Describe food items and how they will be prepared.

(b) Describe cooling procedure for potentially hazardous foods (PHF). (Include how temperatures will be monitored and verified.)  No PHFs

\* (2) Will you PRE-PACKAGE food/beverages before the event?  No  Yes - submit a copy of your valid Processed Food Registration.

If you pre-package any foods or beverages, a Processed Food Registration is required. Visit the state's website for more info: [www.cdph.ca.gov](http://www.cdph.ca.gov).

\* (3) SAMPLING Procedures: Samples prepared in advance?  Yes  No Samples pre-portioned and pre-packaged in advance?  Yes  No

Include how and where samples will be prepared and how they will be served.