

**PINETOP-LAKESIDE CHAMBER OF COMMERCE**  
**24th ANNUAL WHITE MOUNTAIN NATIVE AMERICAN ARTS FESTIVAL**  
**A Heritage Event**

JULY 16 & 17, 2011

Saturday, July 16<sup>th</sup> 9:00 am - 5:00 pm Sunday, July 17<sup>th</sup> 10:00 am - 3:00 pm

APPLICATION REQUIREMENTS  
**FOOD VENDORS - \$350 FEE**

**PLEASE NOTE: There will be a \$5 Public Admission Fee at the Gate.**

**GENERAL INFORMATION**

The Native American Arts Festival is held at the Blue Ridge High School 1200 W. White Mountain Blvd., Lakeside Arizona 85929. Photos of booth setup and a list with description and prices of food items offered are required.

**BOOTH FEES**

Application fees will be returned if your application is not accepted. **Applications received after May 15, 2011 will be subject to a late fee of \$25.00** and may not be accepted. **No refunds will be made under any circumstances after applications have been received and accepted.**

**BOOTH INFORMATION**

Each food vendor will be assigned an approximate 10' x 20' space per fee in appropriate standing. There will be space provided for attendees to sit and dine throughout the food area. Be prepared for rain. The committee will provide no setup equipment. **Be prepared to use your own whisper quiet generator.** There is **NO** electricity available at Blue Ridge. Limited security will be provided throughout the Festival. **Booths must remain open during all Festival hours.** Food vendors may not change their assigned space unless authorized by the committee. There will be no rain dates and no refunds. All vehicles must be removed from the Festival grounds before 8:00 each morning.

**License and Sales Tax**

Each vendor is responsible to register with the State of Arizona Revenue (480) 545-3500, ask for a License Compliance Officer. Vendors must collect report and pay appropriate taxes for all items sold at the festival if applicable. Visit [www.revenue.state.az.us](http://www.revenue.state.az.us) if you have any questions or call (602) 255-2060 Toll-free from 520 or 928 area code (800) 843-7196. **Must remit a copy of your AZ Tax License & Drivers License with application. AZ Tax License must be posted with your Town Vendor Permit in your booth space at the festival.** Attached is the permit for the Town of Pinetop-Lakeside and must be completed and returned with application. The \$20 city fee is included in the booth fee. A compliance officer will be walking around festival to verify previous and current sales tax permit.

**Permits**

All food vendors are required to have a current **Navajo County Health Department permit**. Contact the department at 251 N. Penrod Road, #1, Show Low, Arizona, 85901, (928) 532-6050 in regards to this permit. It is the responsibility of each food vendor to meet the requirements of the County Health Department. The County **will make an inspection of all booths on Saturday.**

Crystal O'Donnell-Festival/Event Coordinator  
PO Box 4220, Pinetop, AZ 85935  
(928) 367-4290  
(800) 573-4031  
(928) 242-6548 cell  
(928) 367-1247 fax

[info@pinetoplakesidechamber.com](mailto:info@pinetoplakesidechamber.com)



**PINETOP-LAKESIDE CHAMBER OF COMMERCE**

P. O. BOX 4220 - PINETOP, AZ 85935

PHONE - 928-367-4290

**RELEASE AND INDEMNITY AGREEMENT**

**(PRINT NAME HERE)** \_\_\_\_\_, hereinafter "Applicant" agrees to indemnify and hold the Pinetop-Lakeside Chamber of Commerce, hereinafter "Chamber" and Blue Ridge School District, hereinafter "BRSD" harmless for any and all claims or lawsuits for personal injuries, wrongful death or property damage arising from the acts or omissions of Applicant which is related to Applicant's sale of products or services or Applicant's booth or exhibit area at the Festival. Applicant shall be solely responsible for providing products liability insurance, completed operations insurance or other liability insurance which would provide coverage for the acts or omissions of Applicant or for Applicant's activities at the Festival. In the event that Applicant chooses not to purchase such liability insurance Applicant understands that Applicant shall be corporately and individually responsible for holding Chamber and BRSD harmless and for defending any lawsuits or claims made by insured persons. Applicant's indemnification of Chamber and BRSD shall include all of the costs of defense including reasonable attorney' fees, expert witness' fees, travel, food and lodging expenses related to the defense and other costs actually incurred by Chamber and BRSD in defending such claims and lawsuits. In the event that Applicant has liability insurance, Applicant agrees to add Chamber and BRSD as an additional named insured for this event only.

Applicant further agrees and promises that Applicant will be solely responsible for the payment of all taxes, workman's compensation benefits and other taxes, fees, etc., relating to Applicant's sale of products and services and will hold Chamber and BRSD harmless for any and all such taxes, fees or benefits.

Further, Applicant agrees that it will abide by all Federal, State and local laws and ordinances related to its use of the booth or exhibit area during the Festival. Applicant further states it will defend and hold Chamber and BRSD harmless for any violation of law relating to Applicant's activities or Applicant's use of the booth or exhibit area.

Likewise, Chamber and BRSD agrees to indemnify and hold Applicant harmless for any and all claims or lawsuits for personal injuries, wrongful death or property damage arising from the acts or omissions of Chamber and BRSD. Further, Chamber and BRSD provide insurance coverage for these losses which occur in the common areas of the Festival, while Chamber and BRSD accept primary responsibility for the common areas, Applicant has the sole responsibility for its booth or exhibit area where Applicant's customers stand to purchase or view Applicant's products and services.

In the event that Applicant is a corporation, both the President and Secretary must sign. In addition, in the event the Applicant is a corporation, the two major shareholders of the corporation must also sign and guarantee this Release and Indemnity.

**(MUST DATE HERE)** Dated this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_\_\_\_.

**(APPLICANT MUST SIGN HERE)** \_\_\_\_\_

\_\_\_\_\_  
Applicant (President)

\_\_\_\_\_  
Applicant (Secretary)

If Applicant is a corporation, I, individually and personally, agree to guarantee the performance of Applicant

\_\_\_\_\_  
Guarantor

\_\_\_\_\_  
Guarantor

**THIS IS AN IMPORTANT LEGAL DOCUMENT WHICH MUST BE SIGNED AND RETURNED**



**Must Remit Copy of  
AZ Sales Tax License Certificate &  
Drivers License**

**FOR OFFICIAL USE ONLY**

PERMIT #: \_\_\_\_\_  
PERMIT FEE PAID: \$ \_\_\_\_\_  
DATE: \_\_\_\_\_  
ISSUED BY: \_\_\_\_\_

**TOWN OF PINETOP-LAKESIDE  
VENDOR'S PERMIT APPLICATION**

BUSINESS NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_  
APPLICANT NAME: \_\_\_\_\_ RELATIONSHIP TO BUSINESS: \_\_\_\_\_  
PHYSICAL ADDRESS: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
EVENT SPONSOR: \_\_\_\_\_ Pinetop – Lakeside Chamber of Commerce  
DATE OF EVENT: \_\_\_\_\_ Native American Arts Festival July 1 & 17, 2011 \_\_\_\_\_ **(Permit good only on date(s) indicated)**

**NATURE & TYPE OF BUSINESS:**

- Retail Sales
- Real Estate Services
- Building or Construction
- Other: \_\_\_\_\_
- Other Sales
- Other Professional Services
- Auto Sales, New/Used

Brief Description: \_\_\_\_\_

Please describe any chemicals or hazardous materials/wastes to be used or stored by the business: \_\_\_\_\_

**TYPE OF BUSINESS ENTITY:**

- Corporation
- Non-Profit Corporation (Proof Required)
- L.L.C.
- Sole Proprietorship
- Other

If a Corporation or L.L.C., state where formed: \_\_\_\_\_

Name and Address of Statutory Agent: \_\_\_\_\_

Federal I.D. #: \_\_\_\_\_ **State Sales Tax #:** \_\_\_\_\_

If applicable: (Please attach a copy of the Permit)

- Navajo County Health Department Certificate/Permit: \_\_\_\_\_
- Federal Licenses/Registrations/Permits: \_\_\_\_\_

**OWNER/OFFICER(S) OF BUSINESS:**

NAME ADDRESS

NAME & PHONE NUMBER OF PERSON TO BE CONTACTED IN THE EVENT OF ANY EMERGENCY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATED: \_\_\_\_\_  
TITLE: \_\_\_\_\_ **APPLICATION FEE: \$20.00**



**CHECK (✓) ALL THAT APPLY**

✓	FEE NAME	FEE CODE	PERMIT FEE
	Restaurant, 1-30 seats	EH-1	\$200.00
	Restaurant, 31+ seats	EH-2	\$300.00
	Food Service, Temporary (1-5 days)	EH-3	\$ 50.00
	Food Service, Temporary (6+ days)	EH-4	\$ 75.00
	Caterer/Commissary	EH-5	\$300.00
	Daycare (Sanitation)	EH-6	\$ 50.00
	Food Warehouse	EH-7	\$100.00
	Mobile Food Vendor	EH-8	\$200.00
	Bar/Lounge	EH-9	\$150.00
	Bar/Lounge in a Restaurant	EH-10	\$150.00
	Swimming Pool / Spa	EH-11	\$100.00
	Potable Water Hauler	EH-12	\$100.00
	Continental Breakfast	EH-13	\$ 50.00
	Retail Food	EH-14	\$150.00
	Meat Establishment	EH-15	\$100.00
	Bakery	EH-16	\$150.00
	Delicatessen	EH-17	\$150.00
	Hotel/Motel, 1-30 rooms (Simple)	EH-18	\$175.00
	Hotel/Motel, 31+ rooms (Complex)	EH-19	\$300.00
	Campground/RV/Trailer Park	EH-20	\$175.00
	Waste Water Hauler	EH-21	\$100.00
	Limited Retail	EH-22	\$ 50.00
	Notice of Violation w/One Inspection	EH-23	\$100.00
	Re-Inspection Fee (per inspection)	EH-24	\$100.00
	Late Notice Issuance Fee	EH-25	\$ 50.00
	Plan Review – Fixed Establishment, 1-30 seats	EH-26	\$150.00
	Plan Review – Fixed Establishment, 31-100 seats	EH-27	\$175.00
	Plan Review – Fixed Establishment, 101+ seats	EH-28	\$200.00
	Plan Review – Fixed Establishment Remodel	EH-29	\$150.00
	Plan Review – Mobile Food Service	EH-30	\$150.00
	Plan Review – Retail Food, 1 - 2,000 sq.ft.	EH-31	\$150.00
	Plan Review – Retail Food, 2,001+ sq.ft.	EH-32	\$175.00
	Additional Plan Check Reviews	EH-33	\$ 50.00

Dear Applicant:

Your application has been evaluated with the following code(s): \_\_\_\_\_

The fee total of \$ \_\_\_\_\_ is due immediately. If not paid within 30 calendar days, a late fee may be assessed. **We do NOT accept charge/debit cards.** Please mail this form along with your check and/or money order payable to the Navajo County Public Health Services District to:

NAVAJO COUNTY HEALTH DEPARTMENT  
ATTN: ESTABLISHMENT PERMITS  
117 EAST BUFFALO STREET  
HOLBROOK, AZ 86025

After we receive and process your application and payment, your permit will be issued. If you do not receive your permit within 14 calendar days, please contact the Navajo County office at (928) 524-4750.

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**DEPARTMENT USE ONLY**

Date Application Processed: \_\_\_\_\_ Type of Payment Rec'd:  Check # \_\_\_\_\_  Cash  
 Money Order # \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_ Permit #: \_\_\_\_\_ Approved by: \_\_\_\_\_



## NAVAJO COUNTY PUBLIC HEALTH DISTRICT TEMPORARY FOOD SERVICE SANITATION GUIDELINES

### Environmental Health Division

Gary Barnes, RS  
Phone: (928) 524-4750  
Fax: (928) 524-4754

Offices in  
Holbrook & Show Low

Andy Brooks, RS  
Phone: (928) 532-6050  
Fax: (928) 532-6054

### Temporary Food Service Establishment

- ∞ This information is to help concessionaires, demonstrators, and temporary food vendors to set up and operate in a sanitary and healthful manner and to minimize the possibility of foodborne illness.
- ∞ A temporary food service establishment is a food establishment that operates at a fixed location for a period of time not more than 14 consecutive days in conjunction with a single event or celebration, such as Fairs, parades, public exhibitions, festivals, fundraisers, or similar transitory gatherings.
- ∞ To avoid an inconveniences or problems, you are encouraged to contact the Navajo County Public Health Services District as early as possible before participating in a food event.

### Food Source

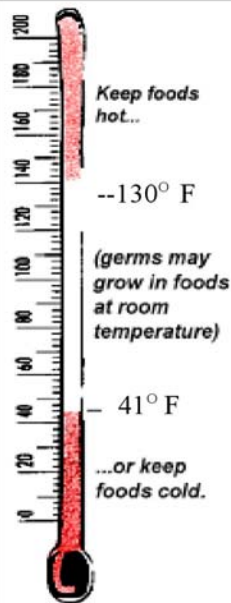
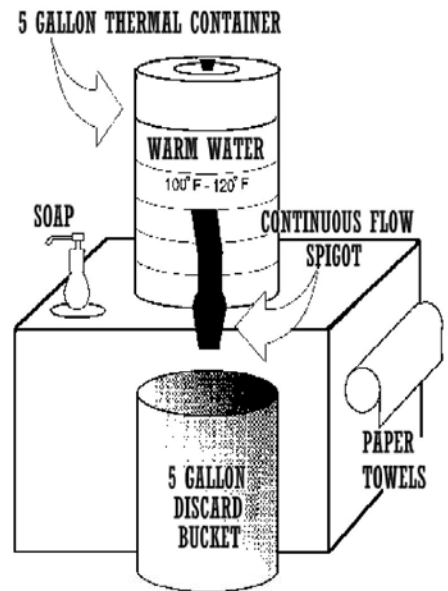
- ∞ All foods must be from an approved source. Home canned and home prepared foods, ice cream made at home, raw milk, or storage of foods at private homes are not allowed. Any food prepared outside the booth must be prepared in an approved facility. (Approved facilities are restaurants, kitchens, and food establishments that are permitted by the Navajo County Public Health Services District.
- ∞ Food may be prepared at the temporary food booth assuming that the preparation is very simple. Example: hot dogs, hamburgers, etc. Grills or other cooking equipment may be located outside to comply with local fire codes.

### Booth Construction

- ∞ Floors – Should be water-tight, smooth, nonabsorbent, and durable. Example: tight-grain wood, sheet vinyl, concrete, blacktop, etc.)
- ∞ Ceiling – Shall be wind resistant, waterproof and extend over all food preparation, storage, and service areas.
- ∞ Walls (3 full sides) – Should be constructed so they can be quickly, effectively, and securely closed against undesirable condition. Example: wind, rain, dust, flies, etc.
- ∞ Counter – Should be smooth, cleanable, nonabsorbent surface. Enclose booth from the bottom of the front service counter down to the ground. Use the front for food service only.

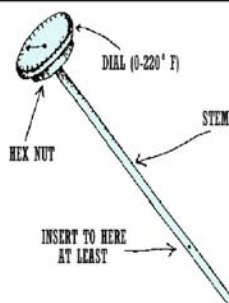
## Handwashing / Personal Hygiene

- ∞ 5 Gallon container of warm (90° F) water
- ∞ Soap dispenser
- ∞ Paper towels
- ∞ 5 Gallon container to collect waste water
- ∞ Be sure that the water dispenser has a spigot or similar device that can allow a continuous flow of water. **Even with the use of disposable gloves, hand sanitizers, or “sanitizing wipes”, all of which are helpful, frequent and thorough handwashing remains essential for preventing food borne illnesses.**
- ∞ Food handlers are not to smoke, eat, or drink in the food booth. Hands are to be washed upon entering the booth and as necessary to keep them clean for food handling.
- ∞ Nobody who shows symptoms of a communicable disease—cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.—or one who has open sores or infected cuts on the hands should be permitted inside the food booth.



## Food Temperatures

- ∞ Potentially Hazardous Food shall mean any food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, all cut melon, or other material or synthetic ingredients capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms. Examples are hamburgers, tacos, hot dogs, spaghetti, and chili. Cooked rice, potatoes, and bean are also considered to be potentially hazardous because they will support rapid bacterial growth. All potentially hazardous foods must be cooked to an internal temperature as follows:
  - ∞ Poultry, Stuffed Meats, Stuffings containing meat.....165° F
  - ∞ Ground Beef.....155° F
  - ∞ Pork, and any food containing pork.....150° F
  - ∞ All other potentially hazardous foods.....140° F
- ∞ Reheating- All potentially hazardous foods that have been cooked and then cooled, shall be rapidly reheated to 165° F or more throughout within 30 minutes, before being served or placed in a hot food storage unit. Crock pots, steam tables, or hot holding units are not approved for cooking or reheating of foods.
- ∞ Thawing- Foods are to be thawed in a refrigerated unit at temperatures not to exceed 41° F, under cold running water, or in the microwave as a continuous cooking process.
- ∞ Holding- Potentially hazardous foods must be stored at temperatures below 41° F or above 130° F at all times, except during immediate preparation.
- ∞ Thermometers- A metal-stem cooking thermometer must be available and used to verify proper temperatures and internal food temperatures. Obtain a thermometer which reads from 0 to 220° F. All refrigerators and other cold holding devices must also have an accurate thermometer.



## Sanitizing/Dishwashing

- ∞ Sanitizer- Sanitizing solution used in dishwashing and in wiping cloth buckets must be maintained at proper concentrations at all times( unless the manufacturer’s guidelines are provided and specify otherwise).
  - Chlorine.....50 to 150 parts per million
  - Iodine.....12.5 parts per million
  - Quaternary Ammonia.....200 parts per million
- ∞ If you choose to use bleach as sanitizer, the recommended concentration is ½ tablespoon of unscented liquid bleach added to 1 gallon of water. Do not add soap to the water, because the soap “ties” up the available chlorine making it ineffective as sanitizer. Sanitizers must be labeled as such and be provided with the manufacturer’s use guidelines. Chemical test strips are required to verify the proper concentrations are reached and maintained. Store all chemicals “low and away” from foods.
- ∞ Wiping cloths/towels used for wiping down counters and table tops must be clean and used for no other purpose. The towels must be rinsed in sanitizing solution frequently.  
Note: It has been found that flies will avoid surfaces which have been wiped down with bleach solution.
- ∞ Dishwashing- Use disposable cups and plates for food service. Keep your hands off the food contact surfaces and never re-use a single service item. Use 3 adequately sized (fits your largest cooking utensil) containers, plastic buss tubs work very well. Wash equipment and utensils in a four step process:
  1. Wash.....HOT (110<sup>0</sup>F) SOAPY WATER
  2. Rinse.....HOT (110<sup>0</sup>F) WATER
  3. Sanitize.....WARM (75<sup>0</sup>F) WATER, Proper sanitizer concentration
  4. Air Dry

## Food Protection

- ∞ All food must be stored at least 6 inches off the ground and covered to prevent contamination. Foods and utensils must be covered to protect from insects, droplets, and manual contact.
- ∞ Foods on display must be covered and the public not allowed to help themselves to opened containers. Condiments, such as ketchup, mustard, coffee creamer, sugar, and so forth, should be served in individual packets.
- ∞ Ice must be obtained from an approved and licensed source. Ice must be transported and stored in a clean food-grade container. Appropriate dispensing devices consist of a scoop with a handle that is not to come in contact with the food. Ice used for cold holding of bottles, cans, and foods must not be used in beverages.

## Waste/Garbage

- ∞ Liquid waste should not be discarded into streets or storm drains, or onto the ground. Use a container to transport the waste to a toilet or other sewer connection.
- ∞ A refuse container with a tight-fitting lid should be available for the garbage.

**REMEMBER:** Any questions should be directed to the Navajo County Public Health Services District.



## Checklist for Temporary Food Service

- \_\_\_\_\_ 5 Gallon container to provide warm (90° F) running water for handwashing.  
Example: insulated "thermos" w/ continuous flow spigot.
- \_\_\_\_\_ Dispensable soap (Pump) and paper towels
- \_\_\_\_\_ Extra buckets for waste water for handwash waste and sanitizer solution.
- \_\_\_\_\_ Approved floor, ceiling, counter, and 3 walls.
- \_\_\_\_\_ Cloth wiping towels.
- \_\_\_\_\_ Hair restraints.
- \_\_\_\_\_ Ice, as needed from an approved source.
- \_\_\_\_\_ Ice chests.
- \_\_\_\_\_ Gloves, serving spoons, spatulas, knives, tongs, ice scoop, cutting boards etc.
- \_\_\_\_\_ Bleach or other type of sanitizer solution.
- \_\_\_\_\_ Plastic wrap for covering foods.
- \_\_\_\_\_ Washable, food grade, containers for food storage.
- \_\_\_\_\_ Platforms for elevating food and paper goods from the ground.
- \_\_\_\_\_ Garbage can and plastic garbage bags
- \_\_\_\_\_ Sneeze Guards
- \_\_\_\_\_ Metal Stem Thermometer (0° F – 220° F)
- \_\_\_\_\_ Thermometers for refrigerator, ice chest, and hot holding units
- \_\_\_\_\_ Confirmed source for fresh water, waste water disposal, and restrooms.
- \_\_\_\_\_ 3 Tubs for ware-washing: large enough to fully submerge largest utensil.