

36th Annual Fall Artisans Festival
Pinetop-Lakeside, Arizona
Mountain Meadow Recreation Complex
September 24th & 25th, 2011

FOOD BOOTH APPLICATION
(Food Vendor Fee is \$450)

Name _____ Phone _____

Business Name _____ Sales Tax # _____
(8 digits no letters)

Address _____

City _____ State _____ Zip _____ Email _____

Type of Food _____

Description of Stand _____

Must Submit photos of booth set up and complete menu with prices.

NO ELECTRICITY IS AVAILABLE. VENDOR MUST PROVIDE OWN WHISPER QUIET GENERATOR TO PARTICIPATE.

FESTIVAL HOURS: Sat, Sept. 24, 9 am to 6 pm// Sun, Sept. 25 from 10 am to 3 pm. Please note, we will not be open on Friday night this year.

If you wish to participate as a **FOOD VENDOR** at the **36th Annual Fall Festival**, complete this application, Town Permit Form, **and the Release & Indemnity Form**, and return with **full FEE of \$450** for the weekend. Applicants are required to obtain a **Navajo County Health Department Permit**. Please contact Health Department at 251 N. Penrod Road, #1, Show Low, AZ 85901 (928) 532-6050.

A current **certificate of insurance** must accompany your application. Deadline for submitting application and payment is **September 13, 2011**. Applications mailed **after August 1, 2011 must include a \$25 late fee**. All applications are subject to rejection. **Chamber Members and Local Vendors will get first choice.**

Each vendor is responsible to register with the State of Arizona Revenue (480) 545-3500, ask for a License Compliance Officer. Artists must collect report and pay appropriate taxes for all items sold at the festival if applicable. Visit 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. Attached is the permit for the Town of Pinetop-Lakeside and must be completed and returned with application. A compliance officer will be walking around **Must remit a copy of your AZ Tax License with application. AZ Tax License must be posted with your Town Vendor Permit in your booth space at the festival.**

Please return the **completed application with your \$450, the signed indemnity form, Town permit form, and certificate of insurance.** Please call if you have any questions.

Pinetop-Lakeside Chamber of Commerce

1-800-573-4031 (928) 367-4290 P. O. Box 4220 Pinetop, AZ. 85935

Fax: (928) 367-1247 Email: (info@pinetoplakesidechamber.com) www.pinetoplakesidechamber.com

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RELEASE AND INDEMNITY AGREEMENT

(PRINT NAME HERE) _____, hereinafter "Applicant" agrees to indemnify and hold the Pinetop-Lakeside Chamber of Commerce and Town of Pinetop-Lakeside, hereinafter "Chamber" and "Town" 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 Town harmless and for defending any lawsuits or claims made by insured persons. Applicant's indemnification of Chamber 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 Town in defending such claims and lawsuits. In the event that Applicant has liability insurance, Applicant agrees to add Chamber and Town 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 Town 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 Town harmless for any violation of law relating to Applicant's activities or Applicant's use of the booth or exhibit area.

Likewise, Chamber and Town 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 Town. Further, Chamber and Town provides insurance coverage for these losses which occur in the common areas of the Festival, While Chamber accepts 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

Checklist:

- _____ Food fee of \$450 through August 1, 2010 // \$475 After August 1, 2010 (Includes Town Permit fee of \$20)
- _____ Completed Permit Form (1 page), Application (1 page), Indemnity Agreement (1 page) and/or Insurance Certificate
- _____ Signed and Completed Application form, permit form, and Indemnity Agreement
- _____ Photos of work, work area & booth set-up (if not on file from 2007)
- _____ Self-addressed, stamped (.65) if you want your pictures returned



NOTICE TO ALL VENDORS OF SPECIAL EVENTS

Required attachments to the permit application:

- Copy of State Transaction Privilege Tax License
- Copy of driver's license. (in accordance with A.R.S. § 41-1080)

Other requirements:

- We must receive your application for the Vendors Permit 10 days before the event you are wishing to participate in or your permit will be denied.
- If you show up for an event and you have not been issued a permit you will be told to leave. We will not issue permits the day of the event
- Your State Transaction Privilege Tax License number will be verified with the state and if invalid your permit will be denied. A copy of the TPT License must be displayed at the event.
- You must collect a 9.6% tax on all items sold (food for immediate consumption on grounds is 11.6%) and pay the taxes to the State and indicate that the sales were made within the Town of Pinetop-Lakeside. Taxes paid to the state will be verified and if not paid all future permits may be denied.
- If you were a vendor in 2009 in the Town of Pinetop-Lakeside and you did not pay your tax to the Town you may be denied.



**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: _____ Fall Festival, September 24& 25, 2011 _____ (Permit good only on date(s) indicated)

NATURE & TYPE OF BUSINESS:

- | | |
|---|--|
| <input type="checkbox"/> Retail Sales | <input type="checkbox"/> Other Sales |
| <input type="checkbox"/> Real Estate Services | <input type="checkbox"/> Other Professional Services |
| <input type="checkbox"/> Building or Construction | <input type="checkbox"/> Auto Sales, New/Used |
| <input type="checkbox"/> Other: _____ | |

Brief Description: _____

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

TYPE OF BUSINESS ENTITY:

- | | |
|--|--|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Sole Proprietorship |
| <input type="checkbox"/> Non-Profit Corporation (Proof Required) | <input type="checkbox"/> Other |
| <input type="checkbox"/> L.L.C. | |

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.

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 (110⁰F) SOAPY WATER
 2. Rinse.....HOT (110⁰F) WATER
 3. Sanitize.....WARM (75⁰F) 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.

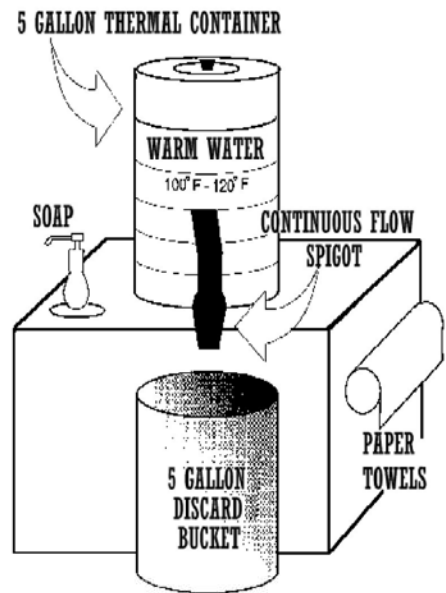
Waste/Garbage

- ∞ 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.

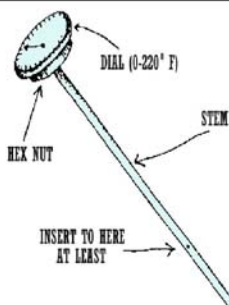
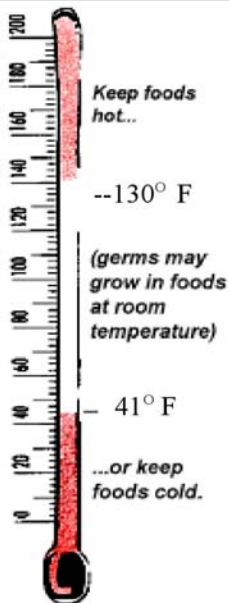
Handwashing / Personal Hygiene

- ∞ 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.





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.