



**TO: Vendors interested in participating
in "Holiday in the Park" festival**

FROM: City of West Orange - Mayor Roy McDonald

RE: Booth reservations and deadlines

The City of West Orange will hold its nineteenth annual "**Holiday in the Park**" festival on **Saturday, November 2, 2019** and we would like to extend an invitation to you to be part of the festivities. We will again be set up in the park next door to West Orange City Hall (2700 Western Avenue). In order to reserve your booth of choice, please send in reservations quickly. No booths will be held...completed reservation form and payment provide confirmation of an available booth.

Our goal is to have a hometown, community festival bringing in people to celebrate the holiday season. We will have food booths, craft booths, children's games and activities and holiday entertainment.

Deadline to confirm a booth space will be **Friday, October 4, 2019**. In order for your registration to be confirmed, you must include total payment, along with your completed registration form. No booths may be reserved by telephone, or without total payment. Refunds will be made only through Monday, October 7, 2019 After that date, no refunds will be made.

In order to provide the most variety for our guests, and the largest returns for our booth holders, we will be limiting the number of food booths selling similar items to **TWO BOOTHS PER ITEM** (i.e. no more than two booths selling hot dogs, burgers, pork-a-bobs, etc.). Therefore, the sooner your registration is confirmed, the more apt you are to be able to sell all items you wish. Please indicate on the registration form exactly what you intend to sell. Since booth spaces will be filled on a "first-come, first-served" basis, we may have to exclude you in one area, but include you in another. Alcohol of any kind will not be permitted on site at any time. **The City of West Orange reserves the right to the sale of all carbonated beverages.**

We look forward to your participation in our event. Should you have any questions pertaining to our holiday celebration festival, please contact **West Orange City Hall (409) 883-3468**.

Please refer to the enclosed site plan when choosing your space. Also note that electrical spaces will be 20' x 14' and non-electrical spaces will be 14' x 14'.

“Holiday in the Park” Rules and Regulations

DEADLINE - Deadline to reserve a booth space is Friday, October 4, 2019. However the sooner the registration is confirmed, the more apt you are to get the booth you desire and also to be able to sell all items you wish. Please indicate on the registration form exactly what you intend to sell.

SALES TAX - Each vendor is responsible for collecting and submitting sales tax. Those of you with a sales tax number are already prepared. Others will need to fill out a tax application (which does not need to be done in advance) and send your check to the State Comptroller's office.

BOOTH SPACES and SETUP - Trailers and mobile booths are encouraged to set up between 8:00 A.M. and Noon on Friday, November 1st. Other booths may begin setting that afternoon. Please check in with festival committee members, who will be on-site or inside City Hall, upon arrival. You are responsible for placing trailer/booth within your own designated space without interfering with neighboring booths. Trailer tongues may not extend outside of designated booth space, or two spaces must be reserved and paid for. **TRAILERS WITH TONGUES MUST BE SET UP BEFORE NOON ON FRIDAY, November 1st!! ALL VEHICLES MUST BE REMOVED FROM THE FESTIVAL GROUNDS BY 8:00 A.M. SATURDAY MORNING FOR EVERYONE'S SAFETY. ALL BOOTHS MUST BE REMOVED FROM THE SITE BY NOON ON SUNDAY, NOVEMBER 3rd.** Any remaining booths may be hauled away at owner's expense.

TWO 110 VOLT, 20 AMP plugs (one double outlet) will be supplied to each booth. **220-volt accessibility will be ONLY be available in specified areas at an additional cost.** The 220-volt booths are set up with 30-amp or 40-amp plugs. **NO GENERATORS WILL BE PERMITTED.**

REFUND OF BOOTH FEE - May be claimed through Monday, October 7, 2019...no money is refundable after that date.

SECURITY - Security will be provided from Friday evening, November 1st, through the conclusion of the festival on Saturday. However, the City of West Orange, its agents, employees, and/or representatives will not be responsible for any damage, loss, pilferage or theft any time, before, during, or after the festival.

PETS - No pets will be allowed on site, unless as aid to handicapped persons.

HOURS - Festival will be in operation from **9:00 A.M. – 5:00 P.M.** on Saturday, November 2nd.

FORBIDDEN SALE ITEMS - Absolutely **NO** stink bombs, smoke bombs, snaps, poppers, fireworks or canned string shall be sold or given away from any booth. No knives of any kind shall be sold to minors. No suggestive or vulgar items of any kind shall be sold from any booth. The festival committee reserves the right to discontinue the sales or distribution of any other potentially disruptive or dangerous items from any booth at any time during the festival.

TABLES FOR SEATING - We encourage booth holders to provide seating areas, however seats and/or tables must be placed in close proximity to booth space so that traffic flow is not interrupted.

GLASS BOTTLES OR CANS MAY NOT BE BROUGHT IN. NO OTHER CARBONATED BEVERAGES, BEER, NOR ALCOHOLIC BEVERAGES MAY BE BROUGHT ON SITE.

WATER - for cleaning will not be available to individual booths, but will be available at several central locations. Please supply your own water to be used for cooking purposes.

GREASE DISPOSAL – **Used grease/oil must be disposed of off-site.** Do not dispose of it in City trash receptacles or dumpsters. Do not drain it out onto the ground or into a ditch.

LITTER - Each booth holder is responsible for his/her immediate area. Containers will be provided.

CHANGE - Make sure that you have adequate change for the event. The City of West Orange will not supply change to booths.

EXTENSION CORDS – Electrical booths will need to provide their own #14 heavy-duty extension cords for their usage.

FOOD – IF YOU ARE SERVING FOOD, YOU MUST ADHERE TO THE REGULATIONS SET FORTH BY THE ORANGE COUNTY HEALTH & CODE COMPLIANCE DEPARTMENT (included in this packet). **If you have any questions pertaining to these regulations, please call their office at 409-745-1463.**

ORANGE COUNTY HEALTH AND CODE COMPLIANCE

10984-B Box 6 FM 1442; Orange, Texas 77630
409-745-1463 OCHHealth@co.orange.tx.us

Rules For TEMPORARY Food Establishments

1. TEMPERATURES: Cold foods shall be held at 41 degrees or below.
Hot foods shall be held at 135 degrees or above.
(See attached sheet for food cooking temperatures)

All temperatures are internal food temperatures taken with a stem type product thermometer and must be calibrated to make sure it is accurate.

To calibrate the thermometer:

COLD TEMPERATURE: Put the thermometer into a cup of ice water. Allow the needle on the thermometer to stop moving and it should read 32 degrees. If it does not read 32 degrees, use a pair of pliers to hold the nut at the back of the dial where it attaches to the stem. Turn the nut until the needle rests on 32 degrees.

HOT TEMPERATURE: Hold the thermometer in a pan of boiling water. BE CAREFUL NOT TO BURN YOURSELF!! You may want to use tongs or other utensil to hold the thermometer. The thermometer should read 212 degrees. Adjust if you need to, again being careful not to burn yourself.

2. ALL EMPLOYEES IN THE BOOTH MUST WASH THEIR HANDS: Hand washing is critical for serving safe foods. Hands should be washed with warm water and plenty of soap. Anyone with a cut or sore on the hands must wash, and then bandage the cut. No one with an infected cut may make bare hand contact with ready to eat foods. Plastic gloves may be used to handle ready to eat foods, but are not a substitute for hand washing. Alcohol based hand sanitizers may be used, but again, they are not a substitute for hand washing. Also make sure there is an adequate supply of disposable paper towels. No false fingernails or excessive jewelry are permitted on persons handling the food.

3. GENERAL FOOD HANDLER PRACTICES: There is no eating, smoking or tobacco use of any type permitted in the food booth. Persons who are not working in the booth are not allowed to be inside. Small children are not allowed to be in the booth when food preparation is underway.

All workers must wear a hair restraint such as a cap or scarf. Long hair must also be pulled back. Excessive jewelry is not permitted nor can flip flop sandals be worn by the food worker.

Remember that hand washing is the most important personal task of the food handler!

4. GENERAL BOOTH REQUIREMENTS: There must be a cover over the booth if it is located outside. There must be some material such as plywood covering the ground if located outside.

Trash must be kept in closed containers and be disposed of in a dumpster or other appropriate container.

Serving utensils must be kept in the food or stored in a clean covered container.

Only single service dishes and utensils may be provided to the customer. The single service items, such as plates, bowls and plastic ware, must be stored off of the floor.

All condiments must be offered in single service packets or in a closed automatic dispenser.

You must have three tubs available for cleaning pots, pans and utensils. One tub is used for washing and is filled with warm, soapy water.

The second tub is filled with clean water for rinsing.

The third tub is filled with water and about 2 tablespoons of bleach. Any brand of bleach is fine, make sure you do not use the scented bleach-use the plain bleach only.

*See the attached sheet on the three step dish washing procedure.

Waste water must be disposed of in a sanitary sewer or a dump site provided by the festival. You may not throw waste water onto the ground.

6. PERMIT TO OPERATE: The Orange County Health and Code Compliance department will have inspectors at the festivals during the set up time. A temporary permit will be issued to each booth after the inspection if it meets the requirements. No fee will be charged for this permit.

"Cottage Food Laws" as set forth by the Texas Dept. of State Health Services have changed and will be available sometime in September. Please check back with us then for an update.



Orange County Health and Code Compliance

10984-B Box 6 FM1442; Orange, Texas 77630

409-745-1463 OCHHealth@co.orange.tx.us

Temporary Food Service Checklist

1. Hair restraints (caps or hairnets-NO visors)
2. Three (3) compartment sink OR three (3) tubs (for wash/rinse/sanitizing of utensils)
3. Dish detergent
4. Bleach for sanitizer (1 tsp of bleach to 1 gallon of water)
5. Hot water
6. Container with hot water for hand washing
7. Bucket/catch basin for waste water (from hand washing)
8. Potable water (drinking water)- enough for all uses
9. Ground covering (plywood, tarp, plastic) if not on concrete or asphalt
10. Overhead covering (tent or awning if not in self-contained trailer)

Things to remember:

Pour waste water into sanitary sewer drains, not onto the ground

Make sure your hot foods stay hot and your cold foods stay cold

Please read over the guidelines given to you and have all workers read over before serving food

"HOLIDAY IN THE PARK"

Saturday, November 2, 2019
West Orange City Hall grounds
2700 Western Avenue
West Orange, Texas

Please reserve a booth space for me:

Booth Name _____

Contact Person _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone # _____

Email address: _____

Please specify your space(s) preference by booth number(s) as shown on enclosed diagram:

_____ 14' (wide) X 14' (deep) Non-electrical space \$30 each

_____ 20' (wide) X 14' (deep) Electrical space \$50 each

_____ 20' (wide) and 14' (deep) Electrical space with
220-volt accessibility \$75 each

_____ 30-amp plug _____ 40-amp plug

**IMPORTANT: 220-volt accessibility ONLY available in
certain areas**

My booth will consist of: _____ canopy/tent or _____ trailer w/tongue.

*****IMPORTANT: Please complete the reverse side of this form also. *****

NOTE: The City of West Orange has exclusive rights to the sale of carbonated soft drinks. ABSOLUTELY NO BEER, WINE OR ALCOHOL of any kind shall be sold at this festival.

BOOTH DESCRIPTION:

ITEM(S) TO BE SOLD:

_____	Food	_____
_____	Crafts	_____
_____	Other	_____

I understand that:

- booth construction is the responsibility of the booth holder;
- security will be provided from Friday evening through the conclusion of the festival on Saturday.
- the City of West Orange, its employees, and/or agents cannot be responsible for any loss, theft, pilferage and/or damage of booth holders' property before, during or after the festival;
- I MUST abide by ALL rules and regulations of "Holiday in the Park."

The City of West Orange has organized, and will continue to maintain, "Holiday in the Park" as a family-oriented event. As the supporting agency, the City of West Orange expressly reserves the right and authority to supervise activities within the festival grounds to ensure that an appropriate environment exists. Supervisory powers include, but are not limited to, directing the removal from sale or display inappropriate items (signs, posters, t-shirts, disruptive, suggestive items, etc.); directing the cessation of inappropriate conduct; and requiring that booth renters not reasonably interfere with the operations of activities of other booth holders. The exercise of supervisory powers is exclusively vested in the City's Mayor and other designees.

Booth renters or other persons who fail to comply with the supervisory directives are subject to immediate revocation of their booth rental and removal from the festival grounds WITHOUT reimbursement of any or all of their booth rental fee, and any travel, transportation, setup or other expenses incurred, or claim to lost revenue or lost profits by, such evicted booth space renter or other persons.

*I have been furnished, read and understand the rules and regulations governing this event and agree to abide by the conditions set forth in them. I agree to participate in the festival for the **ENTIRE DAY** as set forth in the schedule. I also understand that the "Holiday in the Park" committee has the right to review suitability of all booths and activities. Refund of booth fee may be claimed through October 7, 2019. NO MONEY WILL BE REFUNDED AFTER THAT DATE.*

PLEASE RETURN THIS FORM WITH YOUR CHECK FOR PROPER REGISTRATION

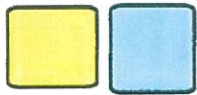
After reading and completing entire form, please sign:

Date: _____

Return registration form and payment to:

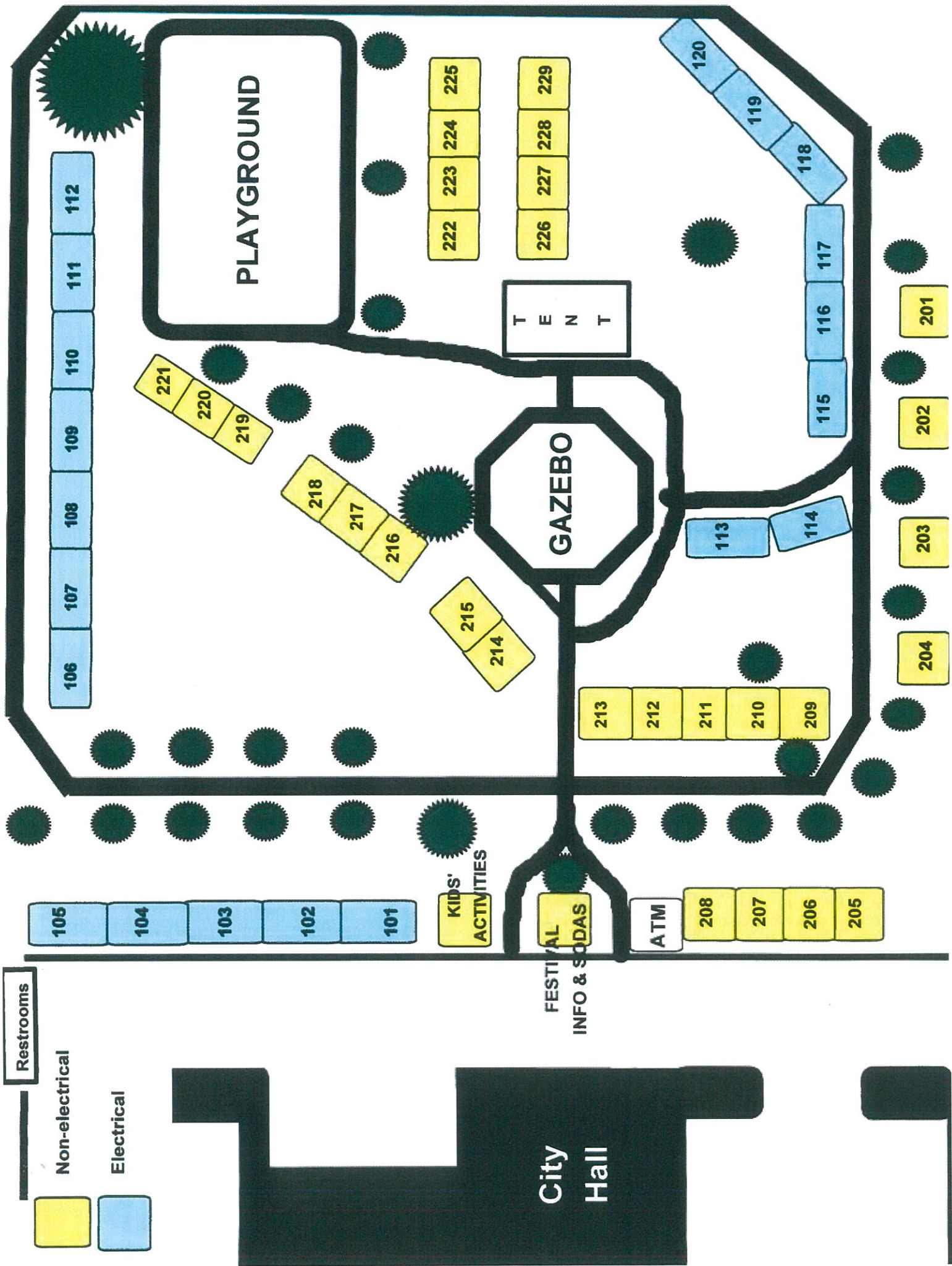
"Holiday in the Park"
City of West Orange
2700 Western Avenue
West Orange, TX 77630-6136

Restrooms



Non-electrical

Electrical



City Hall