

**Leon Springs Night 2012
Vendor Application & Agreement**

Applicant Organization (Vendor): _____

Applicant Name: _____

Applicant Tel: _____ Email: _____

Food Item(s) To Be Sold (limit 2): _____

Food Item(s) Price(s): \$ _____

Leon Springs Night
Friday, April 20, 2012
5:30 PM – 11:30 PM
Leon Springs Dancehall, IH-10 West @ Boerne Stage Road

A \$50.00 non-refundable deposit for each booth is required with this agreement. Booth deposits are waived for non-profit organizations. Food vendors will be required to pay a San Antonio Metropolitan Health District Temporary Food Service permit fee of \$30.90. LSBA will collect these permits in bulk for the Leon Springs Night event.

I understand that my organization is responsible for complying with all of the guidelines in the **Booth Guidelines, Responsibilities and Guidelines, Code of Conduct, and Temporary Food Establishment Guidelines** and that our participation is not confirmed until notified by a representative Leon Springs Business Association.

Please provide (quantity) _____ passes for my booth personnel.

Electric service will be provided at each booth. 110-Volt / 20-Amp electric power will fill our needs __ (yes) __ (no). If no, please specify electrical requirements (voltage, amperage, phasing, etc.) Additional charges may apply:

I have these other special needs to consider:

Signature

Date

For internal use only.

Booth paid: _____

Metro Health pd.: _____

Booth no.: _____

LEON SPRINGS NIGHT - BOOTH GUIDELINES

All organizations wishing to operate as a vendor at Leon Springs Night must submit an Application/Agreement requesting their participation.

Following are general information and booth guidelines concerning vendor participation in Leon Springs Night. It is recommended you review this information prior to submitting an application for participation in Leon Springs Night. If you have additional questions, need clarification of any item, or wish to discuss the food, item, or activity before submitting an application, please contact Darcee Grivel at 210-492-4171, or via email at dgdarlene40@gmail.com.

GENERAL BACKGROUND INFORMATION

For-profit food service operators includes any business or organization that prepares/serves food (including restaurants, caterers, hotels, groceries/markets, specialty food companies, food vendors, etc.). The operator must be reliable and sell an item that will provide benefit to the event. The operator must be a professional legally established business or organization in order to participate. The revenue share with for-profit food service operators is 50/50. Some participants will donate all of their proceeds to the host organization.

Nonprofit organizations may serve food items if they are able to meet the same sanitary standards as for-profit food service operations. Nonprofit organizations may also provide other services/activities. The operator must be reliable and sell an item that will provide benefit to the event. The revenue share with nonprofit organizations is negotiable and may differ from the 50/50 arrangement with for-profit food service operators.

For-profit organizations are normally not permitted to participate in Leon Springs Night except for those hired to perform a service or function, such as entertainment. Major event sponsors may participate only under advance agreement and as a sponsoring organization.

Media, such as Radio/TV stations, wishing to operate at the event must clear any activity or participation prior to the event. They may not sell any items and may not give away anything normally sold at the event. Media organizations may not bring their advertisers nor advertise any third party organization(s).

Other activities. Unless the participation of a for-profit organization in some way was a significant benefit to the event or host, the organization/activity has not been permitted to participate.

Priority is given to professional food service operators and nonprofit organizations. Space is available on a first-come first-served basis.

There will be no duplication of food items served. Similar items, but significantly different in form/content/preparation, are permitted (e.g. hamburgers/cheeseburgers, chicken prepared in several different forms, ice cream / yogurt). Participants may not select an alternative food item/service/activity without agreement and confirmation from the host organization. The item or activity identified in the application is considered a request only until confirmed by the host organization.

All liquid refreshments will be served at the discretion of the host organization. Leon Springs Business Association will obtain appropriate licenses for the sale of alcoholic beverages at the event, and alcoholic beverages will be served ONLY the host organization designees. No vendors may give away free liquid refreshments without the express written consent of the host organization.

Leon Springs Business Association retains the right to disallow any type of food or activity at Leon Springs Night. The following types of activities are normally not acceptable activities at Leon Springs Night:

- Sale of cigars/cigarettes
- Sale of most any craft items
- Sale of hats, cups, koozies, t-shirts or other items of apparel or with logos
- Noise producing activities that interfere with other event activities
- Dangerous or otherwise unsafe activities
- Duplication of same or similar items/activities

Location of booths/activities. Generally, we attempt NOT to place similar food items next to one another (e.g. ice cream / yogurt), and conversely do try to place complementary items near one another (e.g. cookies / ice cream). Vendors may request their location, first-come first-served basis. Our objective is to make everyone successful and priority is given to locating vendors to maximize their exposure and sales potential.

Booth deposits. Leon Springs Business Association will collect a one-time nonreturnable booth deposit from each for-profit vendor (currently \$50 for each booth/space). Vendors are not required to pay additional deposits in consecutive years. No deposit is required from nonprofit vendors.

Publicity. Leon Springs Night is a respected event and there is limited publicity needed to insure its success. Pre-event publicity is limited to street banners, radio, website and posters/fliers distributed throughout the Leon Springs community, restaurants, retail establishments and surrounding areas. For-profit food vendors are listed on the posters and fliers advertising Leon Springs Night as long as their application and deposits have been received prior to the time the posters/fliers are printed. These posters are available for distribution by vendors. Vendors with websites are encouraged to advertise their participation in Leon Springs Night on their website, or place a link to the Leon Springs Business Association website, www.LeonSpringsTX.com.

Sales/Cash/Money Exchange/Tickets. Leon Springs Business Association obtains and sells 50-cent denomination coupons at locations throughout the event site. These coupons change year after year and are the only authorized method for vendors to sell their product or service. Vendors are not authorized to accept cash, credit cards, or checks in payment. Vendors are responsible for turning their coupons in at the end of the event. The host organization will count the coupons and send the vendor a check for their portion of the proceeds normally within two weeks after the event is over. The coupons will be retained for approximately six weeks in the event there are any questions concerning the count. While Leon Springs Night is a large block party for the neighborhood and an opportunity for exposure for the vendor, it is also an event to raise funds for charitable causes. As such, vendors should refrain from activities that do not contribute to the profitability of the event (e.g. trading food items/ services with other vendors, using the coupons they obtain from sale of their items to purchase items from another vendor, and giving away free items).

Code of Conduct. Participants in Leon Springs Night are expected to comply with our publicly posted Leon Springs Night Code of Conduct. This document is also available on request from a Leon Springs Business Association representative, www.leonspringstx.com.

Last-minute information will be distributed to vendors approximately one to two weeks before the event including last minute instructions, booth/space numbers, map of locations, vendor parking passes, and worker entry passes.

The following pages contain the Leon Springs Night Vendor Application & Agreement form, Guidelines, and Code of Conduct. Please make your reservation for a booth/space now by completing the form and returning it. If you plan to participate but are not sure about the food item, price, electricity, etc., just fill in that part you know and we will contact you closer to the event to get the updated information. Please remember that you may not select an alternative food item without agreement from the host organization.

LEON SPRINGS NIGHT - RESPONSIBILITIES AND GUIDELINES

In submitting a vendor application/agreement, you are accepting responsibility for complying with the following vendor responsibilities and guidelines:

BOOTHS – LSBA will provide an 8’ x 8’ booth to include framework, roof and skirting only. **Vendors are expected to provide and prepare all items for sale and provide all necessary equipment and manpower needed. Vendors need to bring their own extension cords, lighting, chairs, tables, decorations, etc.** Vendors are not authorized to use any loud speakers, megaphones, or other noise or sound enhancing equipment in the Leon Springs Night area to entice/entertain customers or advertise their products/service. Vendors are expected to attractively decorate their booth and place signs on their booth that will indicate what food items they are selling, the coupon price, and the number of coupons required to purchase the item. All booth preparations must be completed and ready **prior to 4:00 PM April 20th**. This time must be enforced to ensure the safety and success of the event, and to permit appropriate Health and Fire Department inspections. Booths not prepared by this time may be unable to participate in the event. **Vendors are authorized to sell only those items previously agreed to, and are not authorized to sell or give away any beverages or other items.**

ELECTRICAL CONNECTIONS – Electrical wiring and outlet boxes will be installed by electricians hired by LSBA. Vendors may connect approved electric appliances and equipment to these outlet boxes only with UL, or approved, commercial outdoor wiring. All appliances must be properly grounded and may not exceed a total of 15-Amps per outlet without prior approval. **If you require anything other than a 110-Volt / 20-Amp standard electric outlet, you must provide us of the specific requirements no later than one week prior to April 20th.** All appliances and connections must comply with all applicable City of San Antonio electrical codes. **All electrical wiring and connections will be inspected and tagged by electricians prior to any vendor using their electrical appliances and equipment at the event site.** Vendors will not be permitted to use any electrical equipment that has not been inspected and approved. Vendors will be assessed a minimum of \$50.00 plus materials for any work required to assist them in upgrading their electric capability to meet safety standards during the event.

VEHICLES – While setting up, please do not park in front of ANY SPACE OR BOOTH other than your own assigned space/booth. **All vehicles must be out of the area by 4:30 PM. Vehicles remaining in the area after that time are subject to police ticketing and towing.** Vendors are not permitted to operate from their vehicles inside the event site. There will be limited parking in the vicinity of the grounds. The event closes at 11:30 PM. Vehicles will not be permitted into the site until after all participants (other than workers) have departed.

SANITATION – You must meet all appropriate City of San Antonio sanitary requirements for your food items (proper storage, handling, temperature control, etc.) Please ensure you have a hand washing capability in you booth. Water will be available

on site. If you will be using any heat to cook or heat food, you must have a fire extinguisher in your booth. All vendors serving food items will be inspected by a City Sanitary Food Inspector.

MONEY COUPONS – Food coupons will be sold and will be used to purchase items and services at Leon Springs Night. Vendors will be required to collect the coupons and to return them for reimbursement. No reimbursement will be given for any other items or registry. **You are responsible for turning in your coupons to the LSBA Treasury Booth at the end of the event.** Failure to return your coupons will result in the loss of revenue earned by your booth. In submitting the application/agreement you are agreeing that: 1) All coupons will be delivered by the vendor to the event Treasury Booth for counting by the LSBA Treasurer, 2) 50-percent of all gross proceeds* from your booth will be donated to LSBA, a 501c3 not-for-profit organization, and 3) only authorized 2012-edition coupons will be accepted.

*For-profit vendors may donate more than 50-percent. Non-profit vendors may be pre-authorized to return a different share of the proceeds.

CLEANUP – Vendors must insure that they clean their area completely (including any spilled cooking greases/residue). Vendors are required to remove their unwanted items from the booth area by properly disposing of them in the onsite garbage dumpster, or taking them elsewhere for proper disposal.

LIABILITY INSURANCE – Vendors are required to maintain appropriate liability insurance, and name Leon Springs Business Association d.b.a. Leon Springs Night as additional insured parties. Please provide a copy of the insurance certificate to LSBA c/o Allstate - Smeby and Assoc. Insurance and Financial Services, 31007 IH-10 W, Ste 104, Boerne, TX 78006, **prior to April 6, 2012.**

APPLICATION/AGREEMENT SUBMISSION – The completed application/agreement must be mailed to:

Leon Springs Business Association
c/o Broadway Bank
24175 IH-10 West
Leon Springs, TX 78257

Or, faxed to: 210-824-1110

Or, emailed to: LeonSpringsTX@gmail.com

APPLICATION DEADLINE IS MARCH 30, 2012.

LEON SPRINGS NIGHT - CODE OF CONDUCT

Thank you for your participation in Leon Springs Night. The event site is operated by Leon Springs Business Association (LSBA), with permission of our Leon Springs community neighbors. In order to make our event a pleasant one, **we kindly ask you to refrain from the following activities** while at Leon Springs Night.

1. Possessing any item that could be used as a weapon, including but not limited to firearms, explosives, fireworks, clubs or sticks over one-quarter-inch in diameter, chemical dispensing devices, knives with blades over two inches in length, or any other object that may be used to inflict bodily injury to another person.
2. Using physical force, obscene language or gestures, or racial, ethnic, or religious slurs that are likely to create a disturbance.
3. Physically or verbally threatening any person, fighting, or exhibiting any conduct that is likely to cause a panic or a disturbance or involve the general public in open conflict.
4. Running, skating, rollerblading, or bicycling.
5. Parking except in areas designated as public parking, or authorized by LSBA or security personnel.
6. Rummaging through or removing items from trash receptacles.
7. Entering or leaving the event site except through authorized entry and exit fencing.
8. Defacing, damaging, or destroying any real or personal property located in the event site.
9. Playing instruments, radio, tape players, or other noise producing devices without the permission of the LSBA.
10. Engaging in any commercial or non-commercial activity inside the event site without the express written permission of the LSBA.
11. Soliciting money or donations or distributing commercial or non-commercial advertising or promotional materials including the carrying of signs or placards without the express written permission of the LSBA.
12. Wearing apparel that is objectionable or offensive or nonexistent.
13. Drinking alcoholic beverages excessively or purchasing alcoholic beverages for unauthorized persons.
14. Bringing into the event site any animals other than trained service animals.
15. Paying by, or accepting, cash, check, or credit card for any food, drink, or entertainment activity. (All transactions must be conducted using coupons purchased at one of the authorized coupon booths.)
16. Engaging in any unlawful activity or behavior.

Signature of vendor representative

Date

SAN ANTONIO METROPOLITAN HEALTH DISTRICT FOOD SANITATION DIVISION



TEMPORARY FOOD ESTABLISHMENTS

A *special event* shall mean an event that is sponsored, recognized or organized by an organization such as a neighborhood association, religious group, cultural group, political party, church, school, sports team, fraternal organization, non-profit group/organization, city, county, state, or federal government. This term also applies to an organized mass gathering of people such as a concert, sporting event, trade show, flea market, carnival, circus, or other similar type of show or celebration, or a celebration or gathering which may be based around a specific calendar date which is recognized by the federal, state, county or city government as a holiday or celebratory day, or by an abovementioned group or organization, or an event approved by the health director. Booths are considered “open to the public” if they are advertised using any medium that has a general distribution or if banners or signs are displayed in public view.

A person or organization is allowed four (4) special events in a calendar year (unless granted an exemption by the health director) with the exception of:

- Properties overseen by the City or Bexar County and multi-use facilities that are used for trade shows or conventions are exempt from this restriction.
- A temporary food establishment may operate for a maximum of fourteen (14) consecutive days after which all operations must cease unless granted an exemption by the health director.

Contact the *Food Sanitation Division* at 207-0135 for any questions or to arrange a pre-event meeting with a Sanitarian to discuss the Rules on Temporary Food Establishments.

FEES FOR TEMPORARY FOOD ESTABLISHMENTS

- Booths that are selling only whole, uncut fresh fruits and vegetables or *GIVING AWAY* pre-packaged, non-potentially hazardous food items are exempt from permitting.
- A permit fee of \$30.90 *per booth, per day*, will be charged for all food and drink booths if paid at least three (3) days prior to the event. Fees paid less than three (3) days before the event will be \$36.05 *per booth, per day*. Fees must be paid prior to commencing operations.
- Fees must be paid at the Development and Business Service Center, located at 1901 South Alamo Street. The hours of operation are 7:45 am to 4:30 pm Monday thru Friday.
- The permit fees are non-refundable. The event coordinator or person-in-charge of the event is responsible for insuring that payment is made.
- The date of the event may be rescheduled or the event may be canceled and rescheduled if the applicant makes a request to reschedule the event in person at the Development and Business Service Center at least two business days prior to the event.
- Sanitarians cannot accept payments for permits at the event.

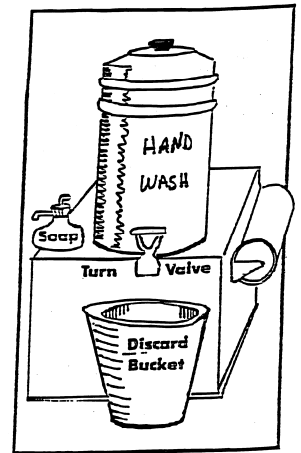
OPERATIONAL GUIDELINES

All temporary food establishments shall meet the sanitation requirements of a temporary food establishment listed in *Section 229.170 of the Texas Food Establishment Rules (TFER)* and Chapter 13, Article II, Section 13-27 (e) of the City Ordinance. Each temporary food establishment will be inspected, approved and permitted before the actual operations begin.

- ◆ Proof of purchase of a Temporary Food Establishment permit(s) must be presented at the beginning of the event to the Sanitarian.
- ◆ Beginning on January 1, 2010, at least one person working in a Temporary Food Establishment must be a Certified Food Handler for all events lasting four (4) or more days. All persons working in the booth should wear clean clothes and approved hair restraints to protect the food. Rings and bracelets should not be worn.
- ◆ All foods must be from an approved source and/or licensed facility or prepared in the temporary food establishment. An approved source is considered an establishment that is under inspection and/or licensed by a health authority. No homemade cakes, cookies, beans, tacos, or other preparations are permitted to be sold. We cannot approve or license a private home.
- ◆ Food and drink shall be dispensed from a roofed concession stand.
- ◆ Charcoal cookers may be placed outside the stand and away from potential overhead contamination.
- ◆ An impervious floor shall be installed if the booth is not placed on concrete or rolled asphalt. (Cardboard or carpet is not an acceptable floor covering.)

- ◆ **Each temporary food establishment preparing or serving food, other than drinks, shall have the following items present in the booth before being approved for operation and during operating hours:**

- **A handwashing station with running water is required. This shall consist of a clean water container with a spigot, filled with potable water, and catch basin to hold the wastewater until properly disposed. A push button spigot is not approved.**
- **Soap and paper towels for handwashing.**
- **Three (3) plastic or metal containers to wash, rinse and sanitize utensils used in the booth.**
- **A small bottle of liquid detergent for utensil washing.**
- **A container of potable water if running water is not available.**
- **Facilities for trash: Plastic bags or metal or plastic waste receptacles with lids.**
- **A scoop for dispensing ice.**
- **A small bottle of bleach for sanitizing.**
- **Facilities to maintain perishable foods at temperatures of 41°F or less or 135°F or greater.**



- ◆ **Breather shields (*sneeze guards*) shall be used if food is to be displayed on the service counter where the public may have access to it. Self-service items such as pickles, onions, hot sauce, etc. shall be stored in containers with flip-top lids, covers, or be provided in single-portion packets.**
- ◆ **Hot, potentially hazardous food prepared in advance in a licensed food establishment and refrigerated must be reheated to 165°F in two hours or less before being placed into steam tables or other devices to maintain a temperature of 135°F. Holding devices, such as steam tables, will not heat a refrigerated product fast enough to inhibit the growth of harmful bacteria. Slow cooking devices (crock pots) are unacceptable for reheating of foods.**
- ◆ **Frozen foods should be thawed in a refrigerator or walk-in cooler, or, in some instances, under cold running water. Never thaw frozen turkey, chicken, meat or other potentially hazardous foods at ambient temperature.**
- ◆ ***Potentially hazardous foods* left out at ambient temperature for more than *four (4) hours*, or foods contaminated by flies, roaches, air, coughing, sneezing, or other means, may cause foodborne illnesses due to the fast reproduction of harmful bacteria. Foods found under these conditions must be discarded. Leftover potentially hazardous foods must be discarded at the end of each day's operation.**
- ◆ **All vegetables and fruits should be washed before processing for cooking and making salads, guacamole, pico de gallo, chili sauces, fruit salads, etc. A small amount of vinegar will help preserve chili sauces.**
- ◆ **If shell oysters are used, the tags from the bags or boxes they are packaged in must be kept for ninety (90) days to be able to trace the shipment should a problem develop. Shucked oysters need to be maintained at 41°F or below in the original container.**
- ◆ **The booth shall be cleaned at the end of each day, or more frequently if required, to reduce the attraction of rodents and roaches. The water in utensil-washing and handwashing containers must be changed when it becomes dirty. All wastewater must be disposed of in an approved manner. Items in the booth must be secured overnight to prevent contamination.**
- ◆ **Store all food products and single service articles (disposable) at least *six (6) inches* above the ground.**
- ◆ **It is recommended that children under the age of 14 not be permitted to work or be in the food booth.**