

Big Creek Fall ATV Festival

City of LaFollette & Ride Royal Blue

Friday, Oct. 11th & Saturday, Oct. 12th, 2019

The Big Creek Fall ATV festival committee is happy to announce that they have extended this year's festival to a 2-day event this year! On Friday, the festival committee has planned a scavenger type ATV run for participants that will begin that morning and end at Ride Royal Blue Resort at 5:00 p.m. There the committee has planned competitive races to begin at 6:00 p.m. – 9:00 p.m. With our festival going to a 2-day festival, our food vendors will have to comply with the *Tennessee Department of Health's Food Service Establishment Rules and Regulations* and pay a **State Fee of \$30.00 for the Temporary Food Service Permit**. Along with our Big Creek Fall ATV festival's vendor registration form, we have attached handout of the Requirements for Temporary Establishments. The Tennessee Department of Health's Health Inspector, Tony Younce, will be here during set-up hours the day of the festival to inspect food vendors booths/trucks. He will issue you the temporary permits. He asks that all permit fees be paid in cash and be ready to be paid that morning.

If you have any questions concerning the issuance of a Temporary Establishment Permit, please contact Tony Younce at 423-663-2445.

If you have any other questions concerning the festival, please contact Mandi at 423-563-0690, you may also email her at mrodriguez@lafolletttn.net.

Sincerely,

Big Creek Fall ATV Festival Committee

City of LaFollette & Ride Royal Blue



CITY OF LAFOLLETTE
5th ANNUAL
BIG CREEK ATV FALL FESTIVAL
October 12, 2019

VENDOR REGISTRATION FORM

***Deadline: October 3, 2019**

Cost Per Booth: \$35.00
(10ft. x 20ft.)

After Deadline: \$55.00

Electrical spaces are limited
Early registration is recommended
Subject to availability

(Please Print)

Business Name: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Email:** _____

Please indicate whether you are:

Retail/Resale

Organization

Church

Food

Craft

Other: _____

Will you require electricity? **Yes**

No

(Limited Availability)

Liability: The Big Creek ATV Fall Festival Committee, the City of LaFollette, and sponsors will assume no responsibility for theft or damage of equipment or merchandise at any time during your participation in this event. Your booth must be attended at all times. Vendors are responsible for compliance with all city and state ordinances/statutes, including proper licensing and permits.

I have read and agree to these terms and conditions:

Signature

Date

Make Checks Payable To: City of LaFollette

Please remit this form and payment to:

In Memo Field, Please Indicate: "ATV Festival"

City of LaFollette
 207 South Tennessee Ave.
 LaFollette, TN 37766

This Section For Office Use Only

Paid: \$ _____ **Date:** _____

Notes: _____

VENDOR INFORMATION ON REVERSE SIDE

VENDOR GUIDELINES

• Set-Up/Take Down

Booths must be set up between 7:00 a.m. and 9:00 a.m., Saturday October 12, 2019

Vendors may start taking booths down at **7:30 or immediately** following the last program event.

All trash will be cleared from the vendor's area and disposed of in the proper receptacles.

It is the vendor's responsibility to provide any tents, tables, and chairs needed. This is a pedestrian only area during the times of **8:00 A.M. to 7:00 P.M.** No vehicles may be parked in the vendor area during even times.

All vendors will be responsible for site clean-up and garbage disposal. Oil and other food wastes must be disposed of properly and by sanitation guidelines. Vendors may place garbage in the proper containers.

Please do not leave any garbage at your site when the event is over.

Vendor Parking:

- A designated lot will be provided for vendors only.

Space Assignment:

- Space assignments will be made by the Event Committee. Spaces will be marked and numbered.

Sales Tax:

- It is the responsibility of the vendor to comply with state sales tax rules.

Visit us on Social Media:

- Visit our Facebook page @ "Bigcreekfest"
- Visit our Instagram @ bigcreekfallATVfestival

Information Contact:

- LaFollette City Hall— (423) 562-4961

PLEASE READ:

Food Vendors have paid to set up to sell food. Please do not give away food at your booth.

REQUIREMENTS FOR TEMPORARY ESTABLISHMENTS

TABLE OF CONTENTS

GENERAL REQUIREMENTS

1. GENERAL
2. DEFINITIONS
3. FLOORS
4. WALLS AND CEILINGS
5. HANDWASHING
6. SINGLE-SERVICE ARTICLES
7. WAREWASHING
8. WATER SUPPLY
9. WASTEWATER DISPOSAL
10. SOLID WASTE
11. LEFTOVER FOODS
12. FOOD SUPPLIES
13. RESTROOMS
14. ADMINISTRATION

REQUIREMENTS FOR TEMPORARY ESTABLISHMENTS

1. GENERAL

Temporary food service establishments shall comply with the requirements of the Tennessee Department of Health's Food Service Establishment Rules and Regulations except as otherwise provided in 1200-21-231-.02 (13).

Before a permit is issued, no violations of critical items shall exist.

2. DEFINITIONS

- a. **TEMPORARY FOOD ESTABLISHMENT** means a food service establishment that operates at a fixed location in conjunction with an organized temporary event for more than one (1) day and not more than fourteen (14) consecutive days.
- b. **COMPETITIVE COOKING EVENTS**- Temporary food service establishments involved in competitive cooking competitions are not required to obtain a permit if all of the following conditions apply:
 1. All of the food is consumed only by the judges and team members of the event.
 2. Judges and team members are identified by t-shirts, badges, or by other easily recognizable methods.
 3. Prior to the event, a letter is submitted to and approved by the Field Office Manager.

3. FLOORS

Floors shall be constructed of concrete, asphalt, tight wood, or other similar cleanable material kept in good repair. Dirt or gravel, when graded to drain, may be used as sub flooring when covered with clean, removable platforms or duckboards, or covered with wood chips, shavings, or other suitable material effectively treated to control dust.

4. WALLS and CEILINGS (FOOD PREP AREAS)

- Ceilings shall be made of wood, canvas, or other material that protects the interior of the establishment from the weather.
- Walls and ceilings shall be constructed in a way that prevents the entrance of insects.
 - a. Doors to food prep areas shall be solid or screened and self-closing.
 - b. Screening material used for walls, doors, or windows shall be in good repair and at least 16 mesh to the inch.

- Establishments serving **ONLY** non-potentially hazardous foods (and the following potentially hazardous foods: hotdogs, frankfurters, and Polish or Italian sausages) are exempt from the screening requirement.

5. HANDWASHING

A convenient handwashing facility shall be available for employee handwashing. Handwashing facilities shall provide at least warm running water, soap, and individual paper towels.

- Establishments which **ONLY** serve non-potentially hazardous foods may use hand-wipes in lieu of a handwashing facility.

6. FOOD PROTECTION

Food shall be protected from contamination during preparation, display, and service. Each operation will be evaluated to determine if the proposed method of protection is adequate. Appropriate screening of food preparation areas is the most common method of food protection for areas of extensive food preparation. In operations where there is limited or restricted food preparation, lids, covers, etc. may be acceptable.

7. SINGLE-SERVICE ARTICLES

All temporary food service establishments without effective facilities for cleaning and sanitizing tableware shall provide only single-service articles for use by the consumer.

8. WAREWASHING

Three (3) adequately sized bins or buckets are allowable for washing, rinsing, and sanitizing of utensils in a permitted temporary food establishment as approved by the environmentalist.

1. Wash in hot soapy water.
2. Rinse in clean water.
3. Sanitize with bleach solution ($\frac{1}{4}$ oz bleach to 1 gallon of water).

9. WATER SUPPLY

Enough potable water shall be available in the establishment for food preparation, for cleaning and sanitizing utensils and equipment, and for handwashing. The temporary food establishment shall provide a method of heating enough hot water for these purposes.

Where potable water is obtained from a spigot, a food-grade hose shall be used.

10. WASTEWATER DISPOSAL

The wastewater tank must be emptied into an approved sanitary sewer at the end of each day of operation.

11. SOLID WASTE

Solid waste/trash shall be contained in durable, easily cleanable, insect-proof containers that do not leak nor absorb liquids.

12. LEFTOVER FOODS

At the end of each day of operation, all potentially hazardous food that is held hot must be rapidly cooled to below 41° F within 4 hours. The cooling device must be located within a permitted food establishment. If this is not possible, then the food must be discarded.

13. FOOD SUPPLIES

All food items must be purchased from an approved, permitted food service establishment or supplier. All food must be prepared onsite or at a food service establishment permitted by the Health Department. No food may be prepared at home.

14. RESTROOMS

Restrooms are required to be available, though warm water for handwashing can be provided in the establishment. Portable restrooms are acceptable.

15. ADMINISTRATION

Temporary permit fee is \$30.00 payable only in cash. There is no exemption for non-profit organizations.