

# 2017

## Ethiopian Summer Festival Vendor Application Package



This package provides complete information and Fraser Health food safety requirements, with application form and checklist to obtain Vendor status at the Ethiopian Summer Festival. All Vendors including food, arts, crafts, clothing, products, and promotions must submit this application on or before the due date.



## Ethiopian Summer Festival

Ethiopian Summer Festival is one of Burnaby's summer attractions. The event organized by the Ethiopian Community Association of BC (ECA) features cultural music and dance on stage; it has a food fair featuring Ethiopian and cuisines. It also displays various products, arts and crafts. This event draws more than 3,000 attendees each year. Ethiopian Summer Festival is free to attend, is open to all ages, its wheelchair accessible served by public transit. We are proud to inform you the City of Burnaby is the major sponsor of this event. We are glad you have chosen to be part of the Ethiopian Summer Festival.

## Vendor Information

In this year event, there will be 10' x 10' and 10' x 20' booths available for vendors. Please carefully read, complete the forms, and sign all applicable documents as it relates to your application. Applications are processed on first come first serve basis and partially complete applications could cause you unnecessary delay in obtaining your Vendor Status. You should also select and provide booth size that meets your need; since all your activities must be contained within your booth. The actual location of your booth will be determined on the Festival day through a random draw process. As the event is intended to bring together all Ethiopians, applications that the committee perceives to be not in line with this objective will not be entrained.

## Vendor Deadlines

- Vendor Application deadline: **Friday June 30, 2017**
- Temporary Food Services Application deadline: June 26, 2017
- All applicable Insurance Document deadline: June 30, 2017
- Festival day setup: Saturday July 15, 2017 at 08:00 AM
- Festival day take down: Saturday July 7, 2017 at 08:00 PM

## Vendor Rates

CATEGORY	TENT TYPE	DIMENSIONS	TABLES	RENTAL	DAMAGE DEPOSIT
Food	Large	10' x 20'	3	\$ 400	\$ 200
Product, Arts, Crafts & Clothing	Regular	10' x 10'	2	\$ 200	\$ 100
Promotion	Regular	10' x 10'	2	\$ 150	\$ 75



## Checklist

Your completed application must include all the required fees and forms signed. This checklist will guide you to include all the necessary documents.

- Vendor Application
- Vendor Agreement
- Electrical & Fire Safety Worksheet
- Temporary Food Services Permit (Food Vendors please contact the Fraser Health)
- Certificate of Insurance naming the following parties as additionally insured:
  - Ethiopian Community Association of BC
  - City of Burnaby
- Acknowledgement you have read the Fraser Requirement (Food Vendors Only)

You must read and agree to all the rules & regulations and event guidelines



## Vendor Application Form

Applicant's Name:

Company's Name:

Address:

Primary Phone:

E-mail:

## Vendor Type

Category:  FOOD  PRODUCTS  PROMOTIONS

Description:

Rental Fee:

Deposit:

Total Enclosed:



## Product List

Please list all the items you will be bringing to Ethiopian Summer Festival; including food menu, products, arts, crafts, clothing, promotional, sampling...etc.




## Vendor Agreement

The Ethiopian Summer Festival Organizing Committee will endeavor to provide a fair evaluation of all applications. In selecting participants, criteria may include menu items, past history, the promptness of application arrival, and the nature of the activity and accommodations availability. The Ethiopian Summer Festival Organizing Committee reserves the right to deny acceptance of any applicant if previous experience or other factors warrant exclusion.

**As a participant of Ethiopian Summer Festival, I fully understand and agree to the following:**

I recognize and acknowledge that I assume full risk of any injury, property damage or loss, which I may sustain because of my participation in and all activities, connected with or associated with my participation in the Festival. I understand that I should carry my own insurance and I agree to waive and relinquish all claims I may have against the Ethiopian Community Association, the Ethiopian Summer Festival Organizing Committee, the City of Burnaby, and all associated sponsors, staff and agents from any and all claims, resulting from injuries, damage, or loss caused by, arising out of, connected with, or in any way associated with the activities of the Festival.

I agree to provide a specified list of all menu items I plan to sell, and I acknowledge that I may not be permitted to sell each of the items I submit. I understand that I must comply with all Fraser Health regulations pertaining to food sales at special events. I understand that failure to comply with these regulations may result in being asked to leave the Ethiopian Summer Festival, forfeiting all fees I have paid. I agree that I am responsible for the transportation, set up and sale of my products. I agree to pay all the necessary fees set forth in this application. I understand that my checks will be deposited upon my application's arrival. I understand that if I am not accepted into the Ethiopian Summer Festival, or would like to withdraw from the festival, I will receive a refund. I understand that cancellation must be made in writing and must be postmarked, emailed, no later than 30 business days; and after that date, absolutely no refunds will be considered. I understand I will receive no refund if the festival is cancelled due to unexpected circumstances, except a refund of the damage deposit.

I agree that I am responsible to have the space provided for my tent to be cleaned at the end of the festival or risk forfeiture of damage deposit. I agree to be present for the entire duration of the Festival. I agree to conduct all my business i.e. food sale, promotion, distributing reading materials or product samples within the boundaries of the booth I have rented. I will not engage in soliciting sale, offer product sample, or distribute materials by going around the festival perimeters or entrances. I will not engage in such activities that could disturb others; such as, playing loud music or that may contradict with the vision and mission of the Ethiopian Summer Festival. I have read the application and I agree to abide by all rules set forth in this agreement.

Name:

Signature and Date:

BY SIGNING, YOU ACKNOWLEDGE THAT YOU HAVE READ ALL THE INFORMATION CONTAINED IN THIS PACKAGE



## Electrical & Fire Safety

We would like to ensure that all vendors have access to the electricity they need. In order to assist us determining the load requirement, please complete the following questionnaire. If you bring equipment that is not listed, we may not be able to accommodate your requirements.

- Do you need electricity in your booth space?       Yes       No  
 Are you bringing your own generator?       Yes       No

If yes, please describe:

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To help determine how much electricity & how many circuits you will need, please list all the equipment that you will be plugging in:

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**To expedite fire inspection, please complete the following information:**

Are you going to bring tank of compressed gas? If yes, where are you planning to store the tank and how will you secure the full tank?

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## Rules & Regulations

### Health Department

All vendors must obtain the “Temporary Food Services License”. There will be on-site inspection on the day of the festival. Food Vendors are also required to secure Food Vendors Insurance.

### Fire Department

All food vendors must supply their own dry-chemical-type portable fire extinguisher, having a rating no of at least 40-B.

### Event Services

We will provide water, garbage bins, recycling bins and grey water containers for your waste.

### Electricity

Please note we have experienced problems with vendors who have used more power than they initially requested. This trips the breakers and causes many problems and delays that we would like to avoid. To help ensure a smoother and safer event for everyone, in the space provided on your application, please give a detailed description of everything you are planning to plug in. Please also note that every vendor is responsible for covering all cables and wires in his or her booth by using wire mats or covers and any cables or wires running into your booth must be covered. We do not provide extension cords, power bars ....etc. We would suggest for you to bring a minimum of 60-foot extension cord to make sure you have come prepared.

### Menus

On your application, please list all the food items that you are planning to serve. All menu items are subject to review by Fraser Health.

### Payments

Make all payments payable to:

Ethiopian Community Association of BC  
Festival Vendor Chair  
174 - 2242 Kingsway  
Vancouver, BC V5N 5X6  
[www.vancouverethiopia.com](http://www.vancouverethiopia.com)  
[info@vancouverethiopia.com](mailto:info@vancouverethiopia.com)  
Tel. 778-706-9291





## General Rules

- Unauthorized vehicles must be off the site by 11:00 AM
- Sharing or subletting of space is absolutely prohibited
- Setting up may begin as early as 8:00 AM , subject to change
- No sales are to be conducted outside of the authorized booth of the festival
- ECA or the Ethiopian Summer Festival Organizing Committee is not responsible for any equipment left on site unattended by the vendor.
- While there will be security patrolling the site, vendors are responsible for the security of all personal property
- We will not be responsible for any stolen, lost or damages or safeguarding of valuables and release the ECA from any loss or damage to your property.
- Access to the site will only be available to the vendors with the assistance of a representative of Ethiopian Summer Festival organizers
- No drugs or alcohol is permitted in the vendor's booth. Violator's right to participate in the event will be immediately revoked and the violator will be asked to leave or be escorted by security

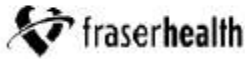
## ***Food Vendors***

- The operator of a food booth must attend a pre-event food safety session as requested by Fraser Health.
- Food booths must be set up in a "ready to serve" condition, to be inspected by 10:00 am.
- All food vendors must hold a current health permit for mobile food vendors or a temporary food permit in order to operate.
- All foods must be pre-cut, prepared, and ready for cooking or service when delivered to the event site. Preparation of food on-site, other than simple assembly and cooking, is prohibited.
- Accurate stem thermometers must be available to check the internal food temperatures.
- Food thermometers must be provided for monitoring food temperatures.
- Service of food items will not be allowed without a proper hand wash station. Hand soap, and paper towels must also be provided. The hand wash station must be set up so it is accessible and easy to use. All wastewater must be disposed of to the tanks provided for this purpose.



- If a wiping cloth is provided, it shall be saturated with the proper concentration of approved sanitizer at all times.
- Any solid wastes such as food debris or waste paper must be collected and disposed
- A clean trash receptacle will be provided in the food booth. All liquid waste must be discharged into an approved wastewater disposal system.
- Fully equipped mobile vendors must operate from an approved location

**Important:** In addition to the above, all Food Vendors must read the attached Fraser Health Food safety information and complete temporary Food Premises application form by the due date. Failure to do so may result in denial of your Vendor Status.



## Temporary Food Premises Application

*Review and complete all relevant parts of this form*

The personal information collected relates directly to and is necessary for program operation per Section 26 of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, contact your local Environmental Health office.

### Important things to remember

- This application needs to be submitted to the local Health Protection Office at least 14 days before the event.
- Incomplete applications or those submitted after the deadline may not be approved.
- There is No Charge associated with the application.
- You may not serve food without an operating permit or written approval from the Environmental Health Officer (EHO).
- This application applies only to premises operating less than 14 days per year.
- This application does not need to be completed for private events (i.e. weddings, family reunions)

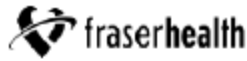
### Applicants operating a mobile food premises with a Fraser Health or Vancouver Coastal Health approval or operating permit

- Complete only Part A of the application.
- Sign and submit the application to the local Environmental Health Officer.
- Attach a copy of your permit or approval to this application.

### Part A

APPLICANT INFORMATION		
NAME OF INDIVIDUAL / ORGANIZATION OPERATING FOOD PREMISES	TELEPHONE NUMBER (    )	CELL PHONE NUMBER (    )
MAILING ADDRESS  STREET	FAX NUMBER (    )	E-MAIL ADDRESS
CITY	PROVINCE	POSTAL CODE
NAME OF APPLICANT (IF DIFFERENT THAN ABOVE)	TELEPHONE NUMBER (    )	CELL PHONE NUMBER (    )
NAME OF PERSON IN CHARGE ON DAY OF EVENT		

EVENT INFORMATION	
NAME OF EVENT	NAME OF EVENT COORDINATOR (FOR EVENTS WITH MORE THAN ONE FOOD VENDOR)
NAME OF PREMISES/PROPERTY WHERE EVENT IS HELD (E.G. NAME OF PARK)	
ADDRESS (STREET/CITY)	
DATE(S) YOU WILL BE OPERATING	HOUR(S) YOU WILL BE OPERATING



**Temporary Food Premises Application**  
 Review and complete all relevant parts of this form

**Part B**

**FOOD SERVICE – All applicants to complete this section**

**INSTRUCTIONS**

- Column A – List all food(s) that will be prepared, served, sold, sampled or given away (include beverages, condiments and all extra ingredients served at the event). If you need more space please add a separate sheet.
- Column B – List of suppliers. All food needs to be obtained from a commercial food business.
- Column C – If food is prepared in advance of the event indicate who will prepare the food and where it will be prepared. Food(s) cannot be prepared or stored at home.

(Attach Additional Sheet If Required)

Column A	Column B	Column C If food is prepared in advance	
Food & beverages	Supplier/Producer	Who will prepare food?	Where is food prepared? (physical address)

**Part C**

**PHYSICAL DETAILS – All applicants to complete this section**

What type of premises will be used to prepare and/or store food at the site of the event?  
 (check (-) one)

<input type="checkbox"/> A temporary food booth (tables & tents)	<input type="checkbox"/> Premises will be located outdoors
<input type="checkbox"/> Self contained mobile food preparation trailer	<input type="checkbox"/> Premises will be located indoors
<input type="checkbox"/> Professionally constructed mobile food preparation cart (e.g. prefabricated hot dog cart)	
<input type="checkbox"/> Kitchen located in a building at the event (e.g. church, community hall)	

The Environmental Health Officer may require a diagram of your set-up.  
See Appendix A

Name of Facility \_\_\_\_\_ Physical address \_\_\_\_\_

**Part D**

**OPERATIONAL PLAN – All applicants to complete this section**

**Equipment for Food Storage, Preparation and Service**

How will you do the following?  
 (check (-) one or more option(s) from each category below)

<p><b>Transport food to event</b></p> <input type="checkbox"/> Cooler(s) with ice/ ice packs <input type="checkbox"/> Refrigeration/freezer unit(s) <input type="checkbox"/> Insulated container(s) (hot foods) <input type="checkbox"/> Other _____	<p><b>Keep food hot</b></p> <input type="checkbox"/> Barbeque <input type="checkbox"/> Stove/oven <input type="checkbox"/> Insulated containers <input type="checkbox"/> Chafing dishes <input type="checkbox"/> Other _____ <input type="checkbox"/> Foods will not need to be kept hot
<p><b>Keep food cold</b></p> <input type="checkbox"/> Refrigeration/freezer unit(s) <input type="checkbox"/> Cooler(s) with ice packs <input type="checkbox"/> Other _____ <input type="checkbox"/> Foods will not need to be kept cold	<p><b>Check temperatures</b></p> <input type="checkbox"/> Probe thermometer (for foods) <input type="checkbox"/> Refrigerator thermometer <input type="checkbox"/> Thermometers will not be needed
<p><b>Prepare / serve foods</b></p> <input type="checkbox"/> Utensils (e.g. tongs, spoons) <input type="checkbox"/> Pots/pans/bowls <input type="checkbox"/> Cutting board(s) <input type="checkbox"/> Other _____ <input type="checkbox"/> Utensils will not be needed	<p><b>Protect food from contamination</b></p> <input type="checkbox"/> Tent/umbrella <input type="checkbox"/> Food wrap <input type="checkbox"/> Food storage containers <input type="checkbox"/> Sneeze guard <input type="checkbox"/> Other _____
<p><b>Cook / reheat food</b></p> <input type="checkbox"/> Barbeque <input type="checkbox"/> Stove/oven <input type="checkbox"/> Other _____ <input type="checkbox"/> Foods will not need to be cooked or reheated	<p><b>Provide dishware/cutlery for customers</b></p> <input type="checkbox"/> Single use (disposable) <input type="checkbox"/> Other _____ <input type="checkbox"/> Dishware/cutlery will not be needed



**Temporary Food Premises Application**  
Review and complete all relevant parts of this form

**Part D - Continued**

**Utilities**

How will you provide the following?  
(check (-) one or more option(s) from each category below)

**Water source (for washing hands, cleaning, drinking)**

City water

Private water source (address) \_\_\_\_\_

Other \_\_\_\_\_

Water is not needed

**Power source**

Battery

Electricity

Gas / propane

Generator

Other \_\_\_\_\_

Power source is not needed

**Garbage collection / disposal**

Garbage cans & haul away

Garbage cans & dumpster on-site

Other (describe) \_\_\_\_\_

**Waste water collection**

Holding tank

Container / bucket (larger than potable water container)

Direct connection to existing plumbing

Other (describe) \_\_\_\_\_

Waste water collection will not be needed

**Waste water disposal**

City Sewer

Other \_\_\_\_\_

**Cleaning, Sanitizing and Hand Washing**

What will you use for?  
(check (-) one or more option(s) from each category below)

**Dishwashing sinks**

2 compartment sink with hot and cold running water on-site

Other \_\_\_\_\_

Dishwashing sinks will not be needed

**Hand washing sinks (select all that apply)**

Portable hand sink with hot and cold running water within \_\_\_\_\_ feet/meters of food preparation area

A temporary hand wash station will be set up as per the diagram below

Liquid soap and paper towels

Other (describe) \_\_\_\_\_

Hand washing sinks will not be needed

**Cleaning and sanitizing equipment**

Dishwashing detergent

Bleach: 2 tablespoon bleach in 1 gallon water or 1 tsp bleach per litre water)

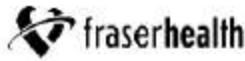
Other (describe) \_\_\_\_\_

Sanitizer is not needed

**How to Set up a Temporary Hand washing Station**

This set-up may be considered for only one perishable food.

- Always wash your hands before starting work and after using the toilet.
- Wet your hands, lather with soap for 20 seconds, rinse, and dry with paper towel.
- Ensure you provide enough potable water. At least 25 litres / 5 gallons is recommended.
- Dispose of wastewater into a sanitary sewer connection only (toilet or laundry sink).



**Temporary Food Premises Application**  
 Review and complete all relevant parts of this form

**Part E**

**SAFE FOOD PREPARATION, SANITATION PROCEDURES AND FOOD HANDLER TRAINING**

*Note: Complete this section only if you will be preparing food on site on the day of the event.*

If you are preparing food at the event you need to provide a written plan that describes how you will make sure food is safe to eat and preparation areas are clean. Depending on the type of food and method of preparation the EHO may approve the use of the Food Safety and Sanitation Procedures listed below or may require the submission of a more detailed "Food Safety Plan" and "Sanitation Plan".

**Food Safety Procedures**

**INSTRUCTIONS**

Review the Food Safety Procedures listed below and check if applicable. *The EHO may require more detailed information.*

- |   |  |
|---|--|
| <input type="checkbox"/> Cold food will be stored and/or served at less than 4°C (40°F)                       | <input type="checkbox"/> All food will be obtained/purchased from a commercial food business |
| <input type="checkbox"/> Food will be cooked and/or reheated to at least 74°C (165°F).                        | <input type="checkbox"/> Food handlers will wash hands thoroughly before handling foods      |
| <input type="checkbox"/> Hot foods will be served immediately or  | <input type="checkbox"/> Food and/or utensils will be protected from contamination           |
| <input type="checkbox"/> Hot foods will be stored at a minimum temperature of 60°C (140°F).                   | <input type="checkbox"/> Clean utensils will be used to serve foods                          |
| <input type="checkbox"/> If minimum temperatures are not maintained, food will be discarded                   |  |
| <input type="checkbox"/> An accurate probe thermometer will be used to measure hot and cold food temperatures |  |
| <input type="checkbox"/> Food temperatures will be checked before food service begins                         |  |
| <input type="checkbox"/> Food temperatures will be routinely checked during food service                      |  |

**Sanitation Procedures**

Food contact surfaces, equipment and utensils will be frequently:

- Washed with dishwashing detergent and warm water
- Rinsed with clean water
- Sanitized using the method specified in Part D

**FOODSAFE Training**

At least one person needs to be present at all times who has successfully completed the FOODSAFE Level I course. Food handlers should have a copy of their FOODSAFE certificate with them during the event.

**INSTRUCTIONS**

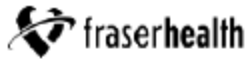
- List the name(s) of the person(s) who is/are FOODSAFE certified and will be present during event.
- Attach a copy of the FOODSAFE certificate to this application

Name(s) of FOODSAFE certified food handler

Date of Certificate

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

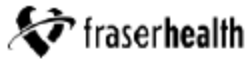


**Temporary Food Premises Application**  
*Review and complete all relevant parts of this form*

**Part F**

APPLICANT SIGNATURE		
<p>Please ensure you have completed the required sections in as much detail as possible. Incomplete information could delay processing of your application.</p> <p>The information I have provided is complete and accurate to the best of my knowledge. I further agree to comply with the provisions of the Food Premises Regulation (BC Reg 210/99) and any requirements of the Fraser Health Authority.</p>		
DATE OF APPLICATION (day/month/year)	PRINT NAME	SIGNATURE

For Office Use Only	
<input type="checkbox"/> Permit Issued <input type="checkbox"/> Approval Issued <input type="checkbox"/> Permit/Approval not required (see reasons below) <input type="checkbox"/> Rejected (see reasons below)	_____ DATE APPLICANT NOTIFIED (day/month/year)
<b>Conditions of Permit:</b> _____ _____ _____	
<b>Reasons:</b> _____ _____ _____	
EHO PRINTED NAME _____ EHO SIGNATURE _____ DATE (day/month/year) _____	



Temporary Food Premises Application

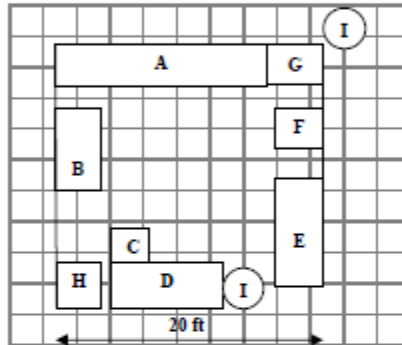
Appendix A

Diagram of a Temporary Food Premises

**INSTRUCTIONS**

- Provide a diagram of your temporary food premises set-up
- Your diagram should include:
  - Equipment for food storage and preparation
  - Where food, utensils and single service items will be stored
  - Location of hand washing station(s)
  - Location of dishwashing station(s)
  - Wastewater and garbage containers
  - A canopy or acceptable roof cover or flooring may be required
  - Flooring may be required

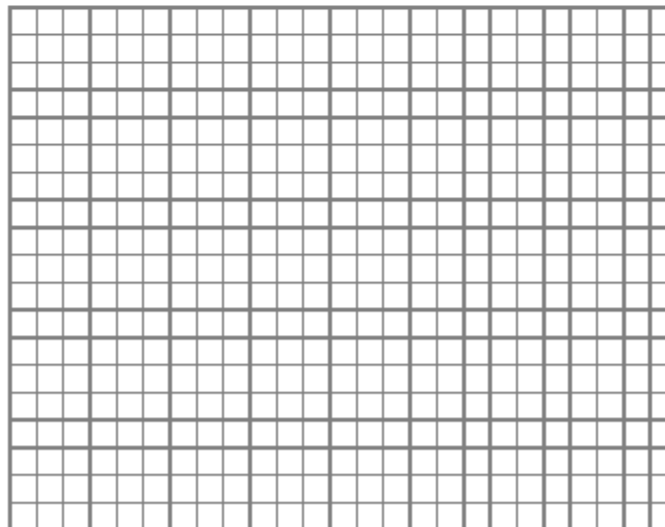
**Example Diagram of Temporary Food Premises Set-up**



- A – Customer order/service table
- B – Refrigerator
- C – Handwashing station
- D – Food preparation table
- E – Barbecue grill
- F – Chafing dishes
- G – Condiment table
- H – Dishwashing double sink
- I – Garbage containers

Set-up is on a concrete walkway  
Tent will cover entire set up

Diagram of My Temporary Food Premises Set-up at \_\_\_\_\_ (name of event)







BY SIGNING, YOU ACKNOWLEDGE THAT YOU HAVE READ ALL THE INFORMATION CONTAINED IN THIS PACKAGE