



3rd Thursday Street Festival 2012 Policies and Procedures

3rd Thursday Committee Contact Information
Chad Franklin: Chair of Committee (307) 673-5333
Sheridan County Chamber of Commerce (307) 672 -2485



Brought to you by:

Schedule

Dates:

- Thursdays
- June 21, July 19, August 16 and Sept. 20, 2012 - 4 Events Total (3rd Thursday of each month)

Hours:

- 5:00 pm - 9:00 pm
- All booths must be staffed during all hours of operation for the event.

Location

- The 3rd Thursday Street Festival is located on Main Street between Alger and Loucks and on Grinnell Plaza.
- All vendors will have a numbered space assigned to them and must remain in those boundaries.

Fees

- The cost is \$45/booth space per event. You may prepay for all events and receive a special discount rate of \$162 if you send it in by June 15th. Refunds will **not** be given for weather or missing an event. Refunds will only be given under extreme circumstances and are at the discretion of the 3rd Thursday Street Festival Committee.
- Please sign and return the **VENDOR REGISTRATION/CONTRACT** along with your event fees. Make checks payable to Sheridan County Chamber of Commerce. **Please retain the 2012 Policies and Procedures for your reference.**

Set-Up Procedures

Hours: 4:00 pm - 5:00 pm on the day of the event.

- Vendors are allowed to set up their booth space starting at 4:00 pm
- All booths should be set up and ready for the public by 5:00 pm. The **Events will begin around 5:00 PM.**
- Vendors will forfeit any reserved booth space if they do not arrive by 4:30 pm. Please contact Teresa (751-1003) if you cannot attend as scheduled.
- **ALL VENDOR VEHICLES MUST BE MOVED OFF THE STREET BY 4:45 PM.** Vendors who do not move vehicles off the street will be subject to towing by the City of Sheridan.

Tear-Down Procedures

Hours: 9 pm – 9:30 pm

- Vendors are responsible for cleanup of their booth space.
- **VENDORS MUST STAY AT THE EVENT UNTIL 9:00 PM. YOU MAY NOT BRING YOUR VEHICLE THROUGH THE BARRACADES TO TEAR DOWN EARLY!**

Permits/Licensing

- Vendors are responsible for all licensing and permits required by law to sell or promote their product.
 1. **FOOD:** Food Vendors are required to have a Food License or Temporary Food Service Permit if food is being prepared and served. Vendors of raw agricultural products that are not processed do not need a Food License or Temporary Food Service Permit (unless they are not the original grower).
 - a. Meats sold at the market must be processed under state or federal inspection.
 - b. Homemade foods may not be sold unless made in a licensed kitchen.
 - c. Food licenses or permits are available through the Wyoming Department of Agriculture Consumer Health Services personnel: Susan Mickelson @ (307) 674-6332.
- **SALES TAX** collection inquiries should be directed to Mike Romanjenko @ (307) 674-8559.

Offering Samples

Offering samples is permitted and encouraged during the 3rd Thursday Street Festival as long as they are offered in a sanitary manner (**please discuss this in detail with your local food licensing representative**).

Please use the following precautions if you plan to offer food samples:

- Keep samples in clean, covered containers.
- Vendors should wear hairnets/hats and use clean, disposable gloves for distributing food samples.
- Use toothpicks or disposable utensils to distribute the samples.
- Dispose of pits, peels, food waste and rubbish in a leak-proof garbage can.
- Wash and clean produce. Have a hand washing station available for booth workers.
- Utensils and cutting surfaces must be cleaned and sanitized.
- Vendors will be responsible for cleaning up after themselves.

Electrical Services

- Grinnell Plaza will be where the main power sources are located. Power will be assigned on a first come basis, by registration and payment dates.
- Power is very limited and **you must follow fire code procedures**.

Displays/Signage

- The 3rd Thursday Street Festival Committee reserves the right to disapprove any display.
- Professionally made or computer generated signs are encouraged; handwritten signage is permitted if done neatly and if it does not detract from the overall appearance of the event.
- If using a tent or canopy for shade, you must have it anchored down to pass code.

Selling of Products

All prices, terms of sale, etc. are between buyer and seller only. Vendors may not sell any items not approved or shown in their event application. Event staff has the right to ask vendor to remove any unapproved items from their booth. Any required sales tax collections and remittances are the sole responsibility of the seller. Seller assumes full liability for the products they market or sell and hereby agree to hold the 3rd Thursday Street Festival harmless against any claim of injury, or damage by any buyer, seller, or other persons resulting from the use, consumption, disposition, display, or marketing of seller's products.

Non-Discrimination

Sheridan and the 3rd Thursday Street Festival welcomes all regardless of race, creed, color, sex, religion, sexual orientation, age, nationality or marital status.

Special Events & Entertainment

To enhance the event and to provide added value for our customers, we will seek to schedule various forms of entertainment and activities throughout the event. These have proven to add to the overall atmosphere of the event. We welcome your suggestions or ideas for special events or entertainment.

On-site Security and Indemnification

3rd Thursday Street Festival Committee, and any of its associates or affiliates, are not financially liable for losses or damages of any kind. The aforementioned parties are not responsible for any injury, theft, or damage to either the buyer or seller, or their property arising out of or pertaining to preparation for or participation in the 3rd Thursday Street Festival; whether such injury, theft or damage occurred prior, during, or after the event. Seller further agrees to indemnify and hold the aforementioned parties harmless of any claims for such injury, theft, or damage.

SHERIDAN FIRE-RESCUE

FIRE AND LIFE SAFETY REQUIREMENTS FOR OUTDOOR EVENTS

- Tents, canopies, and similar membrane structures shall be adequately roped, braced, and anchored to withstand the elements of weather and prevent collapse.
- Open flame devices, gas and charcoal grills, and other flame emitting devices shall not be operated within 10 feet of tents, canopies, or similar membrane structures. Other combustible materials shall be stored in an approved area away from ignition sources. Barriers shall be established to protect the public against exposure to heated surfaces and flames.
- A portable fire extinguisher with a minimum rating of 4A40BC shall be placed in the immediate proximity of open flame cooking and heating devices, charcoal grills, and similar equipment. Extinguishers shall display a current service tag.
- Portable propane containers supplying cooking and heating devices shall be limited to a maximum capacity of 40 pounds. A maximum of 2 containers shall be allowed in the area of cooking and heating operations. All containers shall be secured against falling and dislodgement.
- Electrical extension cords shall be plugged directly into a permanent electrical receptacle. Extension cords shall be sized in accordance with the expected electrical load. Electrical cords subject to foot traffic shall be protected by runners, mats, or similar coverings to reduce tripping hazards. The exposure to foot traffic shall be minimized.

The following list gives a guideline for the current carrying capacity of common extension cords. Keep in mind that these capacities are for 3 conductor extension cords in good condition. Damaged or repaired cords are not able to be tested and therefore should not be used.

12 gauge, 50 feet- 15 amps/1800 watts
12 gauge, 100 feet- 15 amps/ 1800 watts
14 gauge, 50 feet- 15 amps/1800 watts
14 gauge, 100 feet- 13 amps/1560 watts
16 gauge, 50 feet- 13.5 amps/1625 watts
16 gauge, 100 feet- 10.5 amps/1250 watts

- Outdoor events shall accommodate emergency vehicle access. Contact the fire department to establish access requirements for each event.

SHERIDAN FIRE-RESCUE HOUSE PHONE 674-7244

**WYOMING DEPARTMENT OF AGRICULTURE
Consumer Health Services**

Temporary Establishment Requirements

1. All food and water used in the stand must come from an approved source - no home canned foods or wild game is allowed and water shall come from a source that has been tested for bacteria.
2. All foods must be prepared on the premises or in a licensed kitchen.
3. All meats and other potentially hazardous foods shall be kept at an internal temperature of 41°F or colder or 135°F or hotter during display, service and holding. Hamburger shall be cooked until an internal temperature of 155°F is reached. All other potentially hazardous foods requiring heating shall be heated to 165°F within 1 hour, prior to serving or holding. Under no circumstances will potentially hazardous foods be allowed to sit at room or air temperature.
4. A thermometer capable of testing the temperatures of hot and/or cold potentially hazardous foods must be available if it applies to your stand.
5. Wrapped food shall not be stored in direct contact with ice. Canned and bottled beverages may be cooled in ice water to which sanitizer (50 ppm chlorine) has been added, providing the container is drained and cleaned daily when in use.
6. Condiments shall not be served from an open type container. Individual packets or an approved dispenser shall be used.
7. Ice shall be from an approved source and stored in a clean, covered food grade container and dispensed with a scoop that has a handle. The handle of the ice scoop shall be kept out of the ice at all times.
8. Milk shall be served in original containers of one pint or less or from an approved dispenser.
9. Only food-grade containers shall be used for food or ice storage. Garbage cans or trash bags are not made from food-grade material. Enamelware food contact surfaces are prohibited.
10. All food contact equipment, surfaces and utensils used in the preparation of food shall be kept clean until used. If facilities are not available to wash, rinse and sanitize utensils, extra utensils must be provided in case those in use fall on the floor or ground.
11. Only single service items shall be used by the consumer at the temporary food stand. All single service items shall be protected until used, properly dispensed and stored off the floor or ground by at least 6 inches.
12. Wiping cloths shall be available and stored in a clean, bleach and water solution the strength of which is 200 ppm. (One tablespoon of bleach per gallon of water yields 200 ppm.) Chlorine test strips should be available to test the sanitizing solution strength.

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13. A convenient handwashing facility shall be available for employee handwashing. If hot and cold running water and a sink are not available in the stand, then a container with clean water for washing hands with soap shall be available in the stand. Disposable towels shall be used for drying hands. Hand sanitizer shall not be used in place of handwashing.

14. Employees shall be free from contagious or communicable diseases, sores or infected wounds and wear clean clothing while on duty. Hair restraints such as caps, scarves or hairnets shall be worn. Long hair shall be tied back to prevent it from coming in contact with the food. There shall be no smoking in the food stand.

15. The food stand and food storage areas shall be maintained clean and sanitary. All food shall be protected from dust and dirt by using the proper covering. Handling of foods must be minimized by the use of utensils, disposable gloves, etc. No food shall be stored on the floor or ground.

16. The immediate area around the food stand shall be kept clean. Garbage from the operation of the stand shall be kept in closed trash bags or covered containers and disposed of in the receptacles provided. Waste water shall be disposed of in an approved manner. **UNDER NO CIRCUMSTANCES SHALL LIQUID OR SOLID WASTE BE DISPOSED OF ON THE GROUND.**

17. Spray bottles shall be labeled as to contents. All cleaners, detergents, sanitizers and other toxic items shall be stored separately from food and food contact surfaces and equipment.

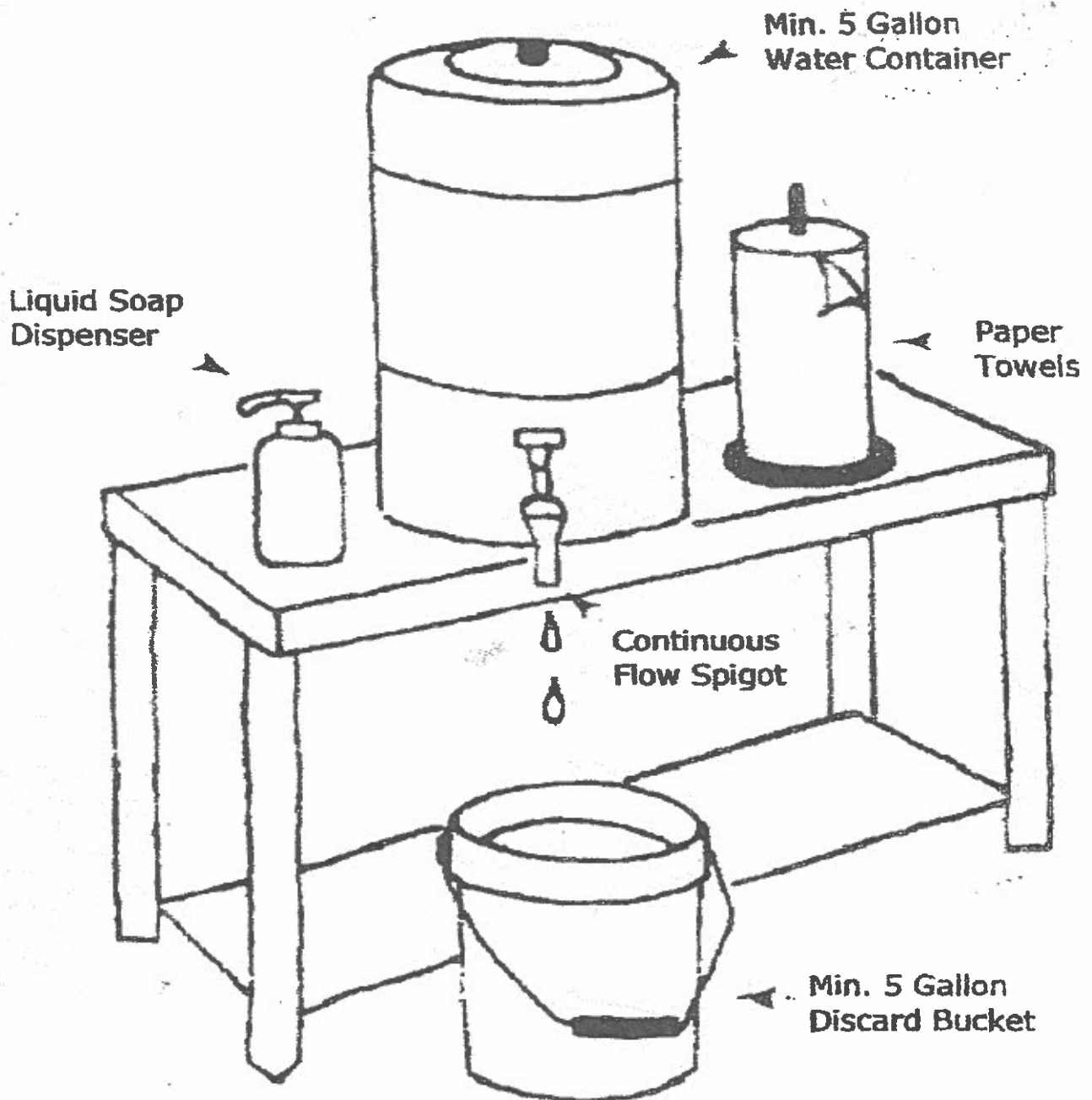
18. Pest control shall be implemented in all temporary food stands when pests are a problem. Sticky strips may be used in the stand provided the strip is not hung over any food or food contact surfaces. Stands with screened openings shall be kept closed and in good repair. If fans are used in the stand, they can be directed toward openings to help keep insects out.

ANY PERISHABLE FOODS FOUND TO BE CONTAMINATED, ADULTERATED, OR NOT MAINTAINED AT THE PROPER TEMPERATURE SHALL BE CONFISCATED AND DESTROYED. VIOLATIONS OF ANY OF THE ABOVE PROVISIONS WILL BE GROUNDS FOR THE TEMPORARY FOOD PERMIT SUSPENSION OR REVOCATION AND CLOSURE OF THE ESTABLISHMENT.

Revised 2/07
(TEMPINFO)

When food or drinks are being prepared for the public at an event, a temporary food permit license is required. The permit may be obtained from the Wyoming Department of Agriculture or local health department. The license fee for a temporary permit is \$25.00 for each event or location, not to exceed 14 days. Non-profit organizations registered with the Secretary of State, are exempt from the license fee.

Temporary Handwashing Station



****Required in Each Food Booth**