

# HOUSTON STREET FAIR & MARKET

## Food Vendor Application Form

Name \_\_\_\_\_

Business Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_ E-mail address \_\_\_\_\_

Food Description (Place a 1 by your first choice & 2 by your second choice):

<input type="checkbox"/> Gorditas	<input type="checkbox"/> Beef Fajitas	<input type="checkbox"/> Chicken Fajitas	<input type="checkbox"/> Hot Dogs/Nachos/Pickles	<input type="checkbox"/> Corn Dog/Frito Pie		
<input type="checkbox"/> Hamburger/Fires	<input type="checkbox"/> Turkey Leg	<input type="checkbox"/> Sausage	<input type="checkbox"/> Kabobs	<input type="checkbox"/> Roasted Corn	<input type="checkbox"/> Brisket	<input type="checkbox"/> Funnel Cake
<input type="checkbox"/> Flautas/Puffy Tacos	<input type="checkbox"/> Aquas Frescas/Fruit Cups	<input type="checkbox"/> Other _____				
Please provide cost on food items: _____						

### BOOTH FEES

<input type="checkbox"/> Reserve one 8 X 8 Booth	\$135	_____
<input type="checkbox"/> Health Department Inspection Fee	\$30	_____
<input type="checkbox"/> Corner (Only a limited number of spaces with electricity)	\$0	_____
<input type="checkbox"/> Electricity (Only a limited number of spaces with 110 electricity)	\$0	_____
<input type="checkbox"/> Fire Department – Food Booth Fee	\$30	_____
	Total	\$ _____

### REQUESTS

Special Location Request - Booth # \_\_\_\_\_

(\*Every effort will be made to accommodate special requests on a first come, first served basis.)

Event Dates & Themes	
<input type="checkbox"/> October 25, 2008 – Fall Festival & 3 <sup>rd</sup> Anniversary	<input checked="" type="checkbox"/> April 2009 – No Event
<input type="checkbox"/> November 29, 2008 – Holiday Celebration	<input type="checkbox"/> May 30, 2009 – Ice Cream Fest
<input checked="" type="checkbox"/> December 2008 – No Event	<input type="checkbox"/> June 27, 2009 – C4 Ultimate Bull Blowout
<input type="checkbox"/> January 31, 2009 – Wild West/Rodeo	<input type="checkbox"/> July 25, 2009 – Summer in SA
<input type="checkbox"/> February 28, 2009 – SA History	<input type="checkbox"/> August 29, 2009 – 3 <sup>rd</sup> Annual Car Show
<input type="checkbox"/> March 28, 2009 – Fiesta Fest	<input type="checkbox"/> September 26, 2009 – Animal Kingdom

**\*\*PAYMENTS\*\*** – Due 5 business days before the event.

Make checks or money orders payable to: **Houston Street Fair & Market**

**Mail to:** Margaret Rodriguez, C/O City of San Antonio, 202 E. Nueva, San Antonio, TX 78204, Phone: 210-207-7258  
OR

**Fax to:** Margaret Rodriguez, Fax: 210-207-4276

### Office Use Only

Booth Fee Paid \_\_\_\_\_ Cash/Check # \_\_\_\_\_ Date Received \_\_\_\_\_

# HOUSTON STREET FAIR & MARKET

## Food Vendor Rules and Regulations

1. All food vendors must be local.
2. Food vendors will be provided an 8' x 8' booth.
3. Vendors will be permitted to enter the closure and set up between the hours of 9:00 am – 10:45 am - ONLY. All vendors must remain on the right side of the road once they have entered the closure area.
4. Food vendors must keep all products within rented booth space.
5. Vendors using a bar-b-que pit or grill will be required to rope or barricade area to protect attendees.
6. Food vendors will not be permitted to smoke in rented booth space.
7. Food vendors will not be permitted to have or drink alcohol within the rented booth space.
8. Food vendors will only be permitted to sell the food items approved by the HSF&M.
9. Food vendors will be required to place plastic or plywood on the ground below the rented booth space.
10. Food vendors will accept cash only.
11. Trash must be discarded into the designated event dumpster immediately. Wash and bleach water must be disposed of in designated disposal containers. All cooking grease and grease produced by cooking must be retained by the vendor and disposed of in proper locations off of the event site.
12. **No children under the age of thirteen (15) are permitted in the rented booth space.**
13. Vendors should be careful to protect all grass/landscaped areas.
14. If electricity is available, vendor must provide their own heavy-duty extension cords.
15. Food vendor must obtain all permits and meet all standards needed from the Health Department. A \$30.00 Health Department Fee must be included with application fee and \$20 Food Booth Fee to the Fire Department. See liquid disposal requirements above.
16. Returned checks are subject to a \$35 NSF fee.
17. Food vendors are responsible for collecting/paying Texas State Sales Tax as applicable to their product.
18. Parking/loading space will be provided within the event area. Once inside the road closure, you are only permitted to park and unload from the right side of the road. At NO time is parking permitted on the left side of the street. NO PARKING OR LOADING will be permitted on city streets surrounding the event.
19. Submission of application does not guarantee acceptance due to limited space.
20. THERE WILL BE NO RAIN DATES. If event is cancelled due to weather, a full credit will be allocated for the NEXT EVENT ONLY. If vendor does not submit an application for following event, credit becomes void.
21. In the case of vendor cancellation, vendor must personally notify a HSFM staff member prior to the beginning of the event. Vendor credit allocation will be assessed on an individual-basis and can be used for the NEXT EVENT ONLY. No permit fees will not be refunded.
22. Houston Street Fair & Market retains the right to prevent future participation of any food vendor for conduct deemed, in the Houston Street Fair & Markets' sole discretion, unacceptable and/or detrimental to the mission and reputation of the Houston Street Fair & Market.

The food vendor releases the Houston Street Fair & Market, the City of San Antonio and the Houston Street Development Corporation from any liability due to breakage, theft, injury, or bodily harm while at the Houston Street Fair & Market. The vendor also agrees to the rules and regulations of the Houston Street Fair & Market.

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Food Vendor Signature

Date



## **REQUIREMENTS FOR TEMPORARY FOOD ESTABLISHMENTS**

Temporary Food Establishments may be operated during special events and celebrations for a time not *to exceed fourteen (14) consecutive days*. You may contact the *Food Sanitation Division* at *207-0135* and arrange to meet with a Sanitarian who will discuss the "Rules on Temporary Food Service" with you and your organization. You are considered "open to the public" if you advertise your event using any medium that has a general distribution or if banners or signs are displayed in public view. All temporary food service operations shall meet the requirements of the Temporary Food Establishment Code (*Chapter 13-213*), be inspected, approved and licensed before the actual operations begin.

- A license fee of \$30.90 *per booth, per day*, will be charged for all FOOD & DRINK booths. Fees shall be paid prior to commencing operations.
- Advance payment of license fees is now REQUIRED. Fees shall 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 license fees must be paid for at least three (3) days prior to the event but no more than fourteen (14) days before the event and are NON-REFUNDABLE. The event coordinator or person in charge of the event is responsible for insuring that payment is made.

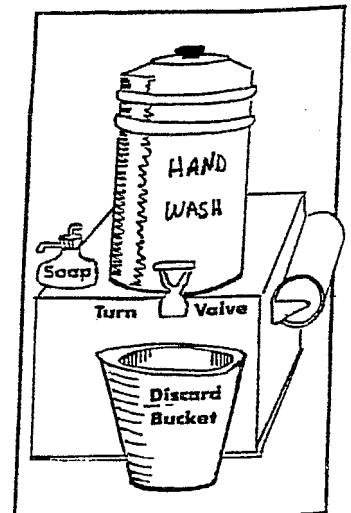
Each booth must be inspected by a Sanitarian before it is permitted to open for business.

- Licenses will be issued at that time to each booth or to the event coordinator for distribution.
- Proof of purchase must be presented at the beginning of the event to the Sanitarian.
- Any booth not having prepaid for a license WILL be issued a Notice of Violation.
- Sanitarians cannot accept payment for licenses at the event.

### OPERATIONS

The *Temporary Food Establishment Code* requires inspection and licensing of all food and drink stands at special events. The requirements for these stands are as follows:

- ♦ 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. Food and Drink Booths shall have:
  - 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.  
Note: *A push button spigot is not approved*
  - Soap and paper towels for hand washing.
  - Two (2) plastic or metal containers (5 gallon minimum capacity) to wash 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 140°F or greater.



- ◆ Original molcajete shall not be used for food preparation. They are approved for food display ONLY, provided that an acceptable plastic or metal container is inserted in the molcajete between the food and the porous stone surface. The plastic molcajetes may be used as long as the surface is easily cleanable. Also, galvanized metal is not approved for food contact including the cooking of food products.

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 or covers.

## PROCEDURES

- ◆ 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.
- ◆ Hot, potentially hazardous food prepared in advance in a licensed food establishment and refrigerated must be reheated at a fast rate to 165°F before being placed into steam tables or other devices to maintain a temperature of 140°F. Holding devices, such as steamtables, 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.
- ◆ 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.
- ◆ Persons working in the booth should wear clean clothes and wear approved hair restraints to protect the food. Rings and bracelets should not be worn.
- ◆ 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.
- ◆ 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 are not permitted to work or be in the food booth.*

*METRO NEBiLa.*