Vendor Application for Old Pasadena Farmers' Market

Southland is currently recruiting vendors of artisanal products and healthy foods for the new Old Town Pasadena Farmers' Market which opened on August 4, 2013. The Old Pasadena Farmers' Market is held on Sundays from 9:00 AM to 2:00 PM on East Holly Street between North Fair Oaks Avenue and North Raymond Ave. This market is being sponsored by the Old Pasadena Management District (www.oldpasadena.org). It will operate year round. The stall fees are $60 per 10' x 10 stall space for vendors. If you are interested in participating in the Old Pasadena Farmers' Market, complete and send this application to info@sfma.net or mail it to SFMA, POB 858, Topanga, CA 90290. If you are approved to participate in the Old Pasadena Farmers' Market, and your are a food vendor, you will need a health permit and business license from the City of Pasadena. The applications for the permit and license is attached. For more information, contact Howell at 310-455-0181.

Business Name: _____ Telephone: _____

Mailing Address: _____ Cell Phone: _____

_____ Fax: _____

Name of Contact: _____

Email Address: _____

Website: _____

Describe the foods and/or products you wish to sell at the farmers' market:_____

_____

_____

_____

Will you be selling only prepackaged food items? _____

Will you be cooking or preparing food items on site? _____

If yes, to you have all of the equipment required by the City of Pasadena for onsite food preparations? _____

Prepared foods at the Farmers' Market are restricted to healthy items made with quality ingredients that promote proper nutrition. Describe how the foods you will offer are healthy and nutritious ._____

_____

_____

In what other certified farmers' markets are you currently participating?_____

_____

_____

_____

For which stall size are you are applying (check one)?: _____ 10' x 10', _____ 20' x 10"

For what other Southland markets are you applying?

_____ Kaiser Permanente Woodland Hills, Woodland Hills, CA on Thursdays from 10:00 – 2:30

_____ Kaiser Permanente Panorama City on Wednesdays from 9:00 – 1:30

_____ Kaiser Permanente Fontana on Fridays from 10:00 – 2:00

_____ Kaiser Permanente Ontario on Wednesdays from 10:00 – 2:00

_____ Kaiser Permanente Riverside on Fridays fro 10:00 – 2:00

_____ Topanga on Fridays from 9:00 – 1:00

_____ Terra Vista Town Center, Rancho Cucamonga, on Saturdays from 9:00 – 2:00

_____ City of Fontana on Saturdays from 8:00 – 1:00.

_____ Historic Downtown Los Angeles on Sundays from 9:00 – 1:00

_____ Marina del Rey on Thursdays from 7:30 AM to 1:30 PM

I will adhere to the requirements of the market's rules and regulations. I agree to the market's stall fee payment policies and requirements. I agree to post signs for each product for sale each market day. I understand that I will be required to cooperate with market management, to pay the required stall fees each market day and submit a complete and legible load list at the end of each market day.

_____ _____

Signature of Vendor/Owner Date

Email your application to info@sfma.net , or mail it to SFMA, PO Box 858, Topanga, CA 90290

For more information, call Howell at 310-455-0181.

Participation Agreement

I, the undersigned, in consideration for participating in a Southland Farmers' Market Association certified farmers' market, agree to the following terms and conditions:

I shall indemnify, defend and hold harmless the Southland Farmers' Market Association, its officers, agents, employees and volunteers from and against any and all loss, damages, liability, claims, suits, costs and expenses, whatsoever, including reasonable attorneys' fees, regardless of the merit or outcome of any such claim or suit, arising from or in any manner connected to the willful misconduct or negligent acts, errors or omissions by me, my agents and employees, in connection with my participation in the Southland Farmers' Market Association's certified farmers' markets, and in the performance of services, work or activities under this Agreement.

I agree that I will maintain vehicle liability insurance, and where applicable, product liability insurance, in effect while I am a participating in the certified farmers' market.

I agree and understand that the participation of my farm/business is on an annual basis and the renewal of my selling privileges is based upon the following factors: consistent reserved attendance, cooperation with the market manager, quality of products, submission of completed load lists, adherence to the market rules and regulations, and adherence to the State of California direct marketing regulations and where applicable the State of California Uniform Retail Food Laws.

I agree that any dispute that arises between myself and the Southland Farmers' Market Association shall be resolved by the due process policies as outlined in the Market Rules and Regulations.

I hereby declare that I have the authority to sign this acknowledgement/agreement as the participant or the participant's representative. By signing this acknowledgement/agreement, I acknowledge that a representatives of Southland Farmers' Market Association may visit and conduct an onsite inspection of the location(s) where my product(s) is/are produced and/or stored to verify compliance with the Market Rules and Regulations and the State of California's regulations.

I acknowledge receipt of and agree to abide by the Southland Farmers' Market Association's' Market Rules and Regulations.

_____ _____

Signature Date

PASADENA
PUBLIC HEALTH DEPARTMENT

COMMUNITY EVENT REQUIREMENTS

The Environmental Health Division is committed to ensuring that all community events held in the City of Pasadena are operated so that we provide our residents and visitors with safe, wholesome food. We accomplish this by partnering with each Event Organizer and Food Booth Operator to help them understand the basic food safety requirements.

Did you know that the majority of foodborne illnesses can be linked to the following?

- Temperature abuse during storage or transport
- Improper cooking of foods
- Lack of hygiene and sanitation by food handlers
- Cross-contamination between raw and ready-to-eat foods
- Foods from unsafe sources

It is up to each food employee to follow the food booth requirements to help avoid a foodborne illness outbreak.

Per the California Retail Food Code Section 114335, a Temporary Food Facility (TFF) may operate at a swap meet or a community event. Each food or beverage booth operator is required to complete and submit a Temporary Food Facility Application at least two weeks prior to the event date.

The health permit fees for this fiscal year (2013) are:

Temporary Food Facility Type	Single Event	Site-Specific Annual Event
Prepackaged Food Booth or Food Demonstrator	$71.00	$124.00
Food Preparation Food Booth	$124.00	$428.00
Event Organizer	$124.00	$303.00

Event Organizer Requirements

1. An Event Organizer must complete a health permit application and pay the required health services fee at least two (2) weeks prior to the event.
2. The health permit is not transferable and is valid only for a specific time period and location.
3. The Event Organizer Application must be submitted and approved prior to the issuance of any TFF operator permit(s).
4. A legible site plan that is drawn to scale must be submitted to the Environmental Health Division at least two weeks prior to the event. The plan must include the proposed locations and detailed descriptions of the temporary food facilities, restrooms, refuse containers, potable water faucets, waste water disposal facilities, and all shared warewashing and handwashing facilities.
5. The Event Organizer or his/her designee(s) must be on-site and available during booth set-up and during the event itself.

Food Booth General Requirements

1. All prepackaged and open food booths must complete a Temporary Food Facility Application.
2. The health permit must be posted in the booth at all times. The permit is not transferable and is valid only for a specific time period and location.

3. Each operator must display on the booth the following information: facility name (at least 3-inch high letters), operator name, city, state and zip code (at least 1-inch high letters).
4. Each booth must have a Person-in-Charge (PIC) or a designee. The TFF permit holder is the PIC who shall be present at the TFF during all hours of operation.
5. All foods shall be obtained from approved sources. No foods from a private home shall be used, unless the product is non-potentially hazardous and approved to be prepared at a home that is registered or permitted Cottage Food Operation. Additionally, nonprofit charitable organizations are allowed to offer only non-potentially hazardous beverages and baked goods for fundraising purposes at Community Events.
6. All foods, utensils and other related items must be stored at least six (6) inches off the ground and adequately protected from contamination while being transported, stored, prepared, displayed and served.
7. All equipment and utensils must be smooth, non-absorbent, easily cleanable, and made of non-toxic materials.
8. All prepackaged foods offered for sale must be properly labeled.
9. All bulk food ingredient containers shall be covered and clearly labeled as to their contents.
10. All condiments outside of the enclosed booth must be prepackaged or dispensed from approved pump squeeze or pour-type devices.
11. Potentially hazardous foods that are held at or below 45°F for up to 12 hours in any 24 hour period, or at or above 135°F, are to be destroyed at the end of the operating day, unless foods have been continuously held under mechanical refrigeration at or below 41°F.
12. Approved hot and cold holding equipment shall be provided to ensure proper food temperature control during transportation, storage, and operation.
13. Ice used for refrigeration purposes shall not be used for consumption in food or beverages.
14. A suitable and an accurate small-diameter probe thermometer shall be available.
15. All food preparation, food storage, and warewashing areas are to be equipped with overhead protection.
16. No live animal, bird, or fowl shall be allowed within 20 feet of the booth.
17. At least one approved toilet facility for every 15 food handlers shall be provided within 200 feet of each TFF.
18. One mechanical handwash facility with warm running water (100°F) and under pressure shall be provided for each required toilet facility.
19. Single-service soap and paper towel dispensers shall be provided at each handwash facility.
20. A janitorial sink shall be provided on site as needed.
21. All hoses transporting potable water must be food-grade quality. Garden-type hoses are not acceptable.
22. All liquid waste must be properly disposed of (i.e., sewer system, wastewater holding tank). Wastewater holding tanks must be large enough to capture the total daily intake of wastewater.
23. All TFFs shall be readily disassembled for storage and transporting, and be capable of being readily assembled to its original integrity.

Prepackaged Food Booth Requirements

1. All foods must be kept at least 6 inches off the ground. An overhead protection is required and shall be made of approved materials. Dirt floor is not approved.
2. No open food sampling or food processing is allowed on site. Beverages may be poured from an original manufacturer's container into a disposable cup as a single serving.
3. All foods must be prepackaged at an approved permitted facility.

Food Preparation Food Booth Requirements

1. The Person-in-Charge (PIC) shall have adequate knowledge of, and shall be properly trained in, food safety principles as it relates to their assigned duties.
2. The booth must be fully enclosed. Walls or half walls and ceilings shall be constructed of smooth, durable and easily cleanable materials.
1. Pass-through openings shall be no larger than 432 square inches.
2. Minimum screening size is 16-mesh.
3. A durable and readily cleanable floor surface shall be provided within the TFF. (For example, concrete, asphalt, or wood).
4. In lieu of fully enclosed food booth, unpackaged foods may be prepared within a food compartment, or enclosed areas of the booth, with doors or an access cover which are kept closed except when dispensing food.
5. A three-compartment sink with two integral metal drain boards and with hot (120°F) and cold running water shall be provided within each TFF except if:
    a. A sink exists within 100 feet of the booth in a permitted facility owned by the same person/entity.
    b. A common, centrally located sink may be used for as many as four unpackaged booths.
        1. No food preparation in the common sink.
        2. A canopy shall be provided over the common sink.
        3. The sink shall be no farther than 100 feet from any of the booths using it.
        4. The sink compartments and drain boards shall be large enough to accommodate the largest utensil or piece of equipment to be cleaned in the sink.
6. Handwashing facilities must be provided in each booth. Handwash facilities include warm water (provided in an insulated container), a bucket to catch the wastewater, liquid pump soap, and single service paper towels.
7. BBQ units, grills or other approved outdoor cooking equipment may be located adjacent to the TFF if local building or fire codes prohibit cooking inside the TFF. BBQ units (or other cooking equipment) must be separated from public areas in a manner that prevents access by customers to the cooking area.
8. All foods that are going to be cooked on the outdoor equipment must be stored inside the booth. Only small quantities of food in closed containers awaiting the cooking process may be allowed outdoors.
9. All food preparation must take place within the booth.
10. Foods may be either served from the cooking equipment or from the pass-through window.

Swap Meet Requirements

- TFF's that operate at a swap meet are limited to prepackaged, non-potentially hazardous food and whole uncut produce only.

Mobile Food Facility Vendor Requirements

- Permitted mobile food facility vendors may operate at a community event without additional permits if operating under the current permit allowances.

If you have any questions regarding health permits at Community Events, contact the Environmental Health Division at (626) 744-6004.

PASADENA
PUBLIC HEALTH DEPARTMENT

TEMPORARY FOOD FACILITY (TFF) COMMUNITY EVENT APPLICATION

(Applications submitted less than 14 calendar days prior to the start of event will be subjected to an expedited processing fee)

TYPE or PRINT IN INK. Enter N/A where requested information does not apply. Leave NO BLANK SPACES.

TFF OPERATOR INFORMATION	EVENT INFORMATION
Name of Facility:	**Event Name:**
Name of Owner and DBA:	**Date(s) of Event:**
Mailing Address:	**Event Address:**
Contact Information:	**Event Location:** ☐ Indoor Event ☐ Outdoor Event* * Event will occur regardless of the weather conditions: ☐ Yes ☐ No
Event Organizer's Name:	**Hours of TFF Operation (include time set-up will begin):**
On-site (Person-in-Charge) Contact:	**Facility Type:** ☐ Food Booth ☐ Food Truck ☐ Permanent Structure ☐ Food Cart
On-site Contact Cell Phone:	**# of Food Employees:**

FOOD OPERATION

☐ **Pre-packaged food only** ☐ **Pre-packaged with sampling** ☐ **Food Demonstration**
☐**Food Preparation** **(All food preparation is to be completed within the food booth or at a permitted food facility)**

Type of permit requesting: ☐ **Single Event** ☐ **Site-Specific Annual Event**

FOOD BOOTH CONSTRUCTION

All food booths require overhead protection and a cleanable floor. Food preparation booths must be enclosed.

Overhead Covering: ☐ Canvas ☐Wood ☐Other: _____
Floor: ☐ Asphalt ☐Concrete ☐Wood ☐Other: _____
Walls: ☐ Screens ☐Canvas ☐Wood ☐Other: _____
Booth supplied by: ☐ TFF Operator ☐ Event Organizer ☐ Rent from: _____

DO NOT COMPLETE INFORMATION BELOW – FOR OFFICE USE ONLY

Date Application Received:	Application Approved ☐ Yes ☐No (See reason below)	Reviewer Signature Date:
Health Fee:	Late Fee:	Total Fees:
Permit Restrictions:		

LIST ALL FOOD & BEVERAGE PRODUCTS THAT WILL BE PREPARED, SOLD OR GIVEN AWAY

Attach additional pages as necessary

Food Item	Prepackaged (Y or N)	Identify type of preparation at other location**	Identify type of preparation at booth: (assembly, portioning, cooking, etc.)

****For food items that will be prepared at another location complete the below information and attach a copy of the food facility's permit.**

Food Facility Name:	Name of Permit Holder:
Address and City:	Permit Contact Number:

Method of food temperature control during transportation:

HOT/COLD HOLDING EQUIPMENT

Identify methods of maintaining food hot (135°F) or cold (41°F)

Cold Holding	☐ Mechanical Refrigerator ☐ Ice Chest ☐ Cold Table ☐ Other (Specify):
Hot Holding	☐ Steam Table ☐ Chaffing Dishes ☐ Electric Warmer ☐ Other (Specify):

I agree to voluntarily destroy any and all potentially hazardous food(s) held at 45°F and/or held at or above 135°F at the end of the operating day in a manner approved by the enforcement agency. _____ Initial

EQUIPMENT/UTENSILS

Will multi-use kitchen utensils be used inside the booth for preparation?

☐ Yes (complete Utensil Washing section and Liquid Waste section) ☐ No

Utensil Washing

☐ Three compartment sink within food booth ☐ Shared three compartment sink provided by Organizer

Sanitizer to be used (test strips must be available to test sanitizer concentration)

☐ Chlorine ☐ Quaternary Ammonia ☐ Iodine

Customer utensils must be single service and disposable.

Identify all equipment that will be used for food preparation at the food booth:

☐ Barbecue Grill ☐ Range Burner ☐ Deep Fryer ☐ Griddle ☐ Mixer/Blender

☐ Other (Specify):_____

FOOD PROTECTION

Identify methods of protecting foods from customer contamination:

☐ Sneeze Guards ☐ Hinged Chafing Dishes ☐ Individual portion samples

☐ Other (Specify): _____

HANDWASH FACILITIES

Handwashing facilities provided by:

☐ Event Coordinator

☐ Food Booth Operator

Hand soap, single-use towels, and a trash receptacle must be provided at all handwashing sinks

Type of handwashing facility that will be used:

☐ Gravity-fed warm water (100°F) with spigot and catch basin

Waste water must be properly disposed; may be approved for events that operate for three days or less

☐ Self-contained portable unit (with potable water and waste water holding tanks)

☐ Permanently plumbed with hot and cold water under pressure

FACILITY REQUIREMENTS

Electrical Supply

Provided by :

☐ Event Coordinator

☐ Booth Operator

☐ Refrigerator or Freezer available

☐ Lighting available

Toilet Facilities for Food Employees

Provided by :

☐ Event Coordinator

☐ Booth Operator

Refuse Removal

Provided by :

☐ Event Coordinator

☐ Booth Operator

Identify responsible party for waste removal:

_____

Liquid Waste Removal

Provided by :

☐ Event Coordinator

☐ Booth Operator

Identify responsible party for liquid waste removal:

_____

Frequency of liquid waste removal: _____per day

Temporary Food Facility Operator Acknowledgment

I have completed the application to the best of my ability. I understand that I may be asked to provide additional information in order for the application to be approved and that the information provided is considered part of the application. I understand that failure to provide required information will delay or prevent approval of the event.

I acknowledge I have read and understood the Temporary Food Facility requirements provided. I understand that failure to meet the conditions approved in this application may result in the suspension of approval to operate at the event.

APPLICATION COMPLETED BY:

Print Name: _____ Cell Phone: _____

Signature: _____ Telephone: _____

CITY OF PASADENA FINANCE DEPARMENT

Municipal Services Business License Section (626) 744-4166
100 N. Garfield Ave., Room N106, Pasadena, CA 91109

SPECIAL EVENT SPONSOR/VENDOR APPLICATION

This form is to be completed for each sponsor/vendor who will be marketing or promoting their business at an event. If you are non-profit exhibitor, please attach proof of 501(c)3 status.

Name of Event: _____

Event Dates: _____ Event Location(s): _____

Business Owner Name: _____

Business Name: _____

Business Address: _____

Mailing Address: _____

Telephone Number _____ Cell Phone Number _____

Fax Number: _____ Website Address: _____

Federal ID # _____ or Social Security # _____

State Board of Equalization # _____

(State Board of Equalization number must reflect PASADENA address)

Please briefly describe your business: _____

Non-Profit? Yes ☐ No ☐ **(Please attach copy of 501(c)3 letter).**

Items will be (check all that apply): Sold ☐ Given Away ☐

No person shall knowingly or intentionally misrepresent to any employee of the City any material fact in procuring a license, permit, or duplicate license or metal plate. Any person violating the provisions governing a business license tax is subject to misdemeanor charges.

Signed: _____ **Date:** _____

Title: _____

APPLICATION AND PAYMENT DUE 10 DAYS PRIOR TO EVENT DATE

NO REFUNDS

CREDIT CARD AUTHORIZATION

Cardholder Name: _____

Card Type: ☐ **Visa** ☐ **MasterCard** ☐ **American Express** ☐ **Discover**

Card Number: _____

Exp. Date: _____ **Security Code:** _____ **Zip:** _____

Amount: $ _____ **Signature:** _____