

April 17-19, 2009

Celebrating our 22nd anniversary!

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Dripping Springs City Hall •

P.O. Box 384 •

Dripping Springs, TX 78620 •

512.858.4725 •

www.foundersdayfestival.com



Dear Food Vendors,

On behalf of the Founder's Day Festival Commission, we would like to invite you to participate in this year's Founder's Day Festival, to be held April 17, 18 and 19, 2009.

Please review the enclosed Food Booth Registration Form and Guidelines for Food Service At Special Events from the City of Dripping Springs.

Send in your registration and fee as soon as possible. Spaces have been reserved in advance, and remaining booths are on a first come, first serve basis, if they meet the requirements set forth.

Please contact MELINDA ARMBRUSTER 512-569-0284 OR
BRIANNA PATTESON 512-750-1505
if you have any questions or need more information.

We will contact you regarding your confirmation and booth space either email or mail, once we review and approve vendors.

Thank you for all your support and we hope you will be a part of this year's Founders Day Festival and plan to come to our community with a rich past and bright future, in celebrating our 22nd anniversary!

Sincerely,

Melinda Armbruster

Melinda Armbruster
Founder's Day Commissioner, Food Chair

FOOD BOOTH REGISTRATION FORM

The Dripping Springs Lions Club administers Booth rentals.

FEES: 10' x 10' - \$75 10' x 30' - \$225

10' x 20' - \$150 Limited Electrical

Make checks or money orders payable to: *Dripping Springs Lions Club*



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Celebrating our 22nd anniversary!

Name of Booth: _____

Contact Person: _____ Phone _____ Email address _____

Mailing Address _____ City _____ State _____ Zip _____

Amount Enclosed: _____ Type of food(s) served: _____

Please check **Mandatory: I have read and understand the Guidelines for Food Service At Special Events**

Send this form with check or money order to: Melinda Armbruster 164 Wild Plum Way, Austin, Texas 78737

FOR OFFICE USE ONLY: CK. DATE: _____ # _____ Amount _____ Date Rec'd. _____

*** Entry for Founders Day Food Booth Space ***

☺ **Vendors are required to follow all health standards** set forth by Hays County regarding this type of event and are also required to collect any sales tax, which might be applicable. Please read the document *Guidelines for Food Service At Special Events* from the City of Dripping Springs.

☺ **Vendors are required to clean up their areas** after the event and also to keep their immediate area clean during the event. Large dumpsters will be available for disposal of trash.

☺ **Vendors must furnish trash containers** by their booth. Vendors using electricity will be given an individual breaker.

☺ **It is mandatory that each vendor must provide a commercial grade 3 prong ground extension cord(s)** to meet his or her voltage requirements.

☺ **Vendors may not pound stakes into pavement** to secure tents, etc. and when moving barricades on the street to bring in supplies, move them back properly and promptly

☺ No more than three vendors may serve the same food items.

THANK YOU FOR SUPPORTING THE DRIPPING SPRINGS LIONS CLUB FOOD COURT



YOUR BOOTH WILL BE # _____

Please enter from Hwy 290 onto College St. The Founders Day Committee is very concerned with safety – Food Vendors will only be allowed to set up between the hours of 6:00 – 8:00 AM. Barricades will be removed for tear down at 5:30 PM on Sunday. (These are the only hours that vehicles are allowed on College Street) WE LOOK FORWARD TO SEEING YOU THIS YEAR, IF YOU HAVE ANY FURTHER QUESTIONS PLEASE CONTACT: MELINDA ARMBRUSTER 512-569-0284 OR BRIANNA PATTESON 512-750-1505

Note: There will be absolutely no refunds, nor is there a “rain out” date



Guidelines
for
Food Service

At Special Events

CITY OF DRIPPING SPRINGS
ENVIRONMENTAL
HEALTH DEPARTMENT

SAFE FOOD HANDLING GUIDELINES FOOD PREPERATION/DISPLAY

- ♦ Store, prepare and serve all food at a Health Department approved site or at a licensed and approved commissary. **NEVER AT HOME.**
- ♦ Maintain potentially hazardous food - Hot at **140°** F or above
- Cold at **41°** F or below

Food in transit must be protected from contamination and must meet the temperature requirements noted above.

Note: This will require **sufficient equipment** necessary to cook and maintain required temperatures for all perishable foods (e.g. steam tables, chafing dishes, refrigerators, coolers)

- ♦ Keep raw meats, fish, and poultry below cooked foods.
- ♦ Provide a food thermometer (metal dial stem type 0-220° F)
- ♦ Protect displayed **unpackaged food** from possible contamination
 - display a sample serving and serve customer plates/servings from a rear table
 - use an approved **sneeze guard** or **cover** open food
 - display any uncovered food platters at least **12 inches** from the front table edge
- ♦ Use **tongs**, disposable plastic **gloves**, single use **tissues**, or an approved hand **sanitizer** when handling food.
- ♦ Provide a **utensil-washing** sink or setup for multiple use serving utensils.
Provide smooth, easy to clean, non-absorbent food preparation surfaces such as commercial cutting boards made of hard, white plastic where food is prepared.
- ♦ Ice used for cooling food may not be used for human consumption. Ice should be obtained from approved sources, and no home-prepared product should be offered.
- ♦ Store all foods at least **6 inches** off the ground (except for large or bulky food containers.)

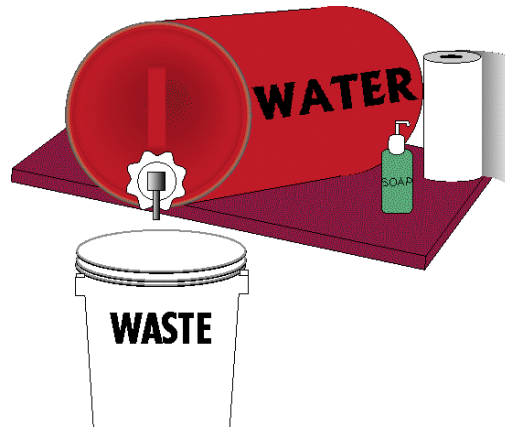
FOOD HANDLERS

- ♦ Do not work if you are **ill** with any infectious disease, or have symptoms such as incessant coughing/sneezing/nasal discharge.
- ♦ Provide easy access to handwashing facilities (single use soap and towels) in each food booth or food preparation area before handling food.
- ♦ **Wash your hands** before starting food preparation, after visiting the restroom, smoking, eating, drinking, and at the beginning of your shift.
- ♦ Wear clean outer garments/aprons and restrain hair with hats/scarves.
- ♦ Do not smoke, eat or drink in food areas.
- ♦ Maintain a list of food handlers involved in the event including telephone number and address.

HAND-WASHING AND UTENSIL-WASHING REQUIREMENTS FOR TEMPORARY FOOD FACILITIES

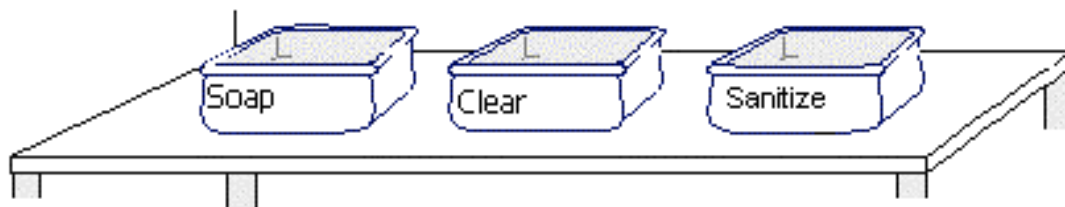
Hand-Washing Facilities - Handwash facilities with water, soap and individual disposable towels should be provided for employee handwashing. The handwash facility may consist of a container of water with a spigot and catch pan. When food exposure is limited and handwash facilities are not available, the regulatory authority may permit the use of chemically treated towelettes for handwashing.

Suitable containers, such as the Reliance Hideaway-Spigot Water Carrier, are available at discount departments stores and outdoor stores.



Utensil-Washing Facilities- Booths with food preparation require three 5-gallon containers for the cleaning of equipment, utensils and for general cleaning purposes. One shall contain soapy water, one with clear water, and the other a bleach/water solution (100 PPM), a quaternary ammonia solution (200 PPM), or iodophor solution (25 PPM).

NOTE: Additional facilities, such as a sink with running water, may be required where there is extensive food preparation, or where water, power, and sewer connections are available. Alternative manual warewashing equipment, such as receptacles that substitute for the compartments of a multi-compartment sink, may be used when there are special cleaning needs or constraints and the regulatory authority has approved the use of alternative equipment.



POTENTIAL PROBLEMS AT SPECIAL EVENTS

UNSAFE TEMPERATURES (highly perishable/ potentially hazardous food)

- ♦ Rented Equipment (can be improperly operated; for example, a pastry display refrigerator)
- ♦ Improper Thawing (sitting boxes of frozen meat outside the rear of the booth in the sun, for example)
- ♦ Chaffing Dishes (sterno can blow out on a windy day. Full booth enclosures should minimize this.)
- ♦ Electrical Access (At some events individual food booths must order and pay for electrical access. Some booths do not order an adequate quantity causing the fuse to blow. This sometimes results in several adjoining booths losing their electricity. The electricity usually powers mechanical refrigerators and electric food warmers.)
- ♦ Refrigerated Trucks (Trucks can be found at improper temperatures- over 41° F. Food Vendors might neglect to throw the switch on the truck to change the power source to the portable generator. On other occasions a truck operator might turn off the truck in response to a noise complaint.)

FOOD CONTAMINATION

EXAMPLES:

- ♦ Bulk bags of Ice (stored directly on the ground, sidewalk or street can result in chemical or microbial cross contamination. Was there a dog on the grass before the bag of ice was dropped there? Was there motor oil on the street?)
- ♦ Outside Food Preparation (chopping/cutting/ mixing etc. outside the rear or side of the booth)
Only food awaiting immediate barbecuing is allowed outside.
- ♦ BBQ Grills (must be secured off to prevent contamination of the food by the public and to protect the public from being accidentally burned.)
- ♦ Displayed Food (must be protected from the public coughing, sneezing, etc. onto the food and from contamination by dust or insects. Sneeze guards, display cases or full front fine screen enclosures with pass through windows are solutions.)
- ♦ Fresh Produce (must be properly pre-washed or washed on site before use)

TEMPORARY FOOD FACILITY CHECKLIST

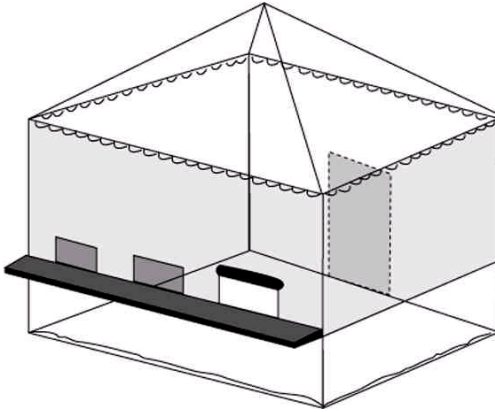
During the event, the Health Department will check for the following requirements:

I. Food Booth Construction

The booth must have a ceiling and a floor. Ceilings should be made of wood, metal, waterproof canvas, or plastic that protects the interior of the establishment from the weather, windblown dust, birds, and debris. Outer openings should protect against entry of insects and rodents.

Booths operating on grass or dirt must use plywood, tarps or similar material for the floor surface. If graded to drain, a floor may be concrete or machine-laid asphalt; dirt or gravel is acceptable if it is covered with mats, removable platforms, or other suitable materials approved by the regulatory authority that are effectively treated to control dust and mud. No carpet should be used unless it is indoor/outdoor.

Equipment and utensils should be designed and constructed to be durable and to retain their characteristic qualities under normal use conditions.



II. Food Handling-Sanitary Requirements

A. All food handling and storage shall take place within the food booth (unless all food is prepackaged).

Food prepared or stored at home is prohibited.

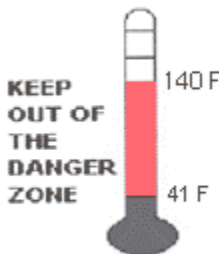
Food contact surfaces must be smooth, easily cleanable, and nonabsorbent.

B. **Temperature Control**

Cold food must be stored at 41° F or below (potentially hazardous food)

Hot food must be held at 140° F or above (potentially hazardous food)

Food in storage must be protected from contamination. Cold food must have adequate amount of ice above the food. Equipment for cooling or heating food, and holding cold or hot food, shall be adequate in number and capacity to provide food temperatures at the above specifications.



C. **Utensil Washing Facility**

Wash utensils in clean water with detergent.

Sanitize with a bleach/water solution (100 PPM), Quaternary Ammonium Solution (200 PPM), Iodophor Solution (25 PPM).

D. Handwashing Facilities

Provide a 5 gallon water container with a dispensing valve to leave hands free for washing; under the valve should be a waste container.

Provide a soap dispenser and paper towels for hand washing.

E. Wastewater

Water and other liquid waste, including beverage ice, must be contained in or drained into a leak proof container;

Dispose liquid waste into an approved sewage system or holding tank;

All waste water and sewage generated from the establishment shall be disposed of through an approved sanitary sewage system that is constructed, maintained, and operated according to law.

WASTE MUST NOT BE DISCHARGED ON THE GROUND OR WATERWAY!
WASTEWATER MUST BE ULTIMATELY DISCHARGED IN A SANITARY SEWER!

F. Food Handlers

Food handler training is offered through the City Health Department. A minimum of one food handler on duty during all operating hours is to have taken the Food Handler Training Course. Any food handler must wash their hands with soap and water prior to handling food and after breaks.

Food handlers must have a copy of their certification.

Food handlers must wear clean clothes and hair must be retained.

Food handlers must be in good health.

Whenever practical, food handlers should use tongs, disposable gloves or tissues when handling food.

Smoking is prohibited in food booths. Food Handlers must wash their hands after smoking.

Please contact City Hall for Food Handlers Training Class information (512) 858-4725

G. Food Protection

Condiments shall be in pumps, squeeze containers, or have self-closing covers or lids. **Single service packets are best.**

Ice used for refrigeration cannot be used for consumption.

All food and beverages should be stored, displayed, and served so as to be protected from contamination.

Food-contact surfaces of equipment shall be protected from contamination by consumers and other contamination sources. Where necessary to prevent contamination, effective shields for such equipment should be provided.

Equipment should be located and installed and cleaned in a way that prevents food contamination and that also facilitates cleaning of the establishment.

H. Garbage and Refuse

Garbage and refuse must be stored in leak-proof and fly-proof containers. Lids must be kept on garbage containers (use of plastic bags is recommended).

Non-compliance with Health Regulations may result in denial of operation privilege and closure until corrections are made.