



## Yorktown Western Days Association, Inc.

[www.yorktowntx.com](http://www.yorktowntx.com)

141 S Riedel P.O. Box 488 Yorktown, TX 78164

361-564-2661 ph 361-564-2518 fax

Email: [office@yorktowntx.com](mailto:office@yorktowntx.com)

March 15, 2018

Dear Food Vendor,

The Western Days Board of Directors is diligently working to produce a great 60<sup>th</sup> Annual Western Days Festival. Yorktown's Western Days is a FREE family fun festival. Activities include something for the very young to the young at heart. An important part of producing a great festival is VENDORS. That means we are interested in YOU being a part of this celebration.

This is a **Revised Contract** from previous years. Changes have been made in hopes of making this festival the very best it can be. Interested vendors are asked to complete the contract and submit it along with payment to the address above. Due to the nature of organizing a festival of this size, time limits and regulations are pertinent. Please read the following information. If you have any questions contact Mary Ann Kenne, chairperson at 361-564-7226.

Vendor spaces are not guaranteed until **FULL** payment has been received. A 15' X 15' space cost \$450, after October 1<sup>st</sup> the fee increases to \$500. **Returning vendors must be Paid in Full by May 15, 2018 to guarantee the same space they had last year.** A complete and signed contract plus payment must be submitted **prior** to setup. At last year's show, vendors were offered a booth discount for the 2018 festival **if paid in full before leaving the festival grounds on Sunday, October 22, 2017.** If full payment was not received at that time, the discount offer is void. If a partial payment was made, a refund may be given with the approval of the Western Days Committee.

Booths must be set up and ready for operation by 4 p.m. on Friday, 11 a.m. on Saturday and Sunday. All vehicles must be off festival premises by 3 p.m. on Friday. Restocking purposes on Saturday and Sunday is allowed, but vehicles must be OFF the premises by 8 a.m. on Saturday and 9 a.m. on Sunday. No vehicle will be allowed into festival grounds until the grounds are cleared of pedestrians at the close of each night, this includes Sunday.

We try to give vendors their same space from the year before. HOWEVER, sometimes this is not possible and/or the Western Days committee feels it is in the best interest of the festival to move a vendor. If this occurs and the vendor is not happy, he/she may request a full refund and leave but will not be allowed back to any future festivals, without approval of the Western Days Committee.

If you wish to move to another space, this again is entirely up to the association chairperson. We will try to work with each vendor so everyone has a pleasant and prosperous weekend at our festival.

Vendors **must** stay open til the end of each night's performance. You have the option of opening earlier than stated times.

**Food Vendors must complete a Temporary Food Establishment Permit Application and submit it to the Victoria County Public Health Department no later than September 15<sup>th</sup>.**

We will have a night watchman in the area on Thursday night from 10 p.m. til 6 a.m. on Friday, from midnight on Friday til 6 a.m. on Saturday and from 1 a.m. til 6 a.m. on Sunday. This does not constitute complete security. So please take precautions in securing your goods. The Association makes a reasonable effort to ensure the safety of all persons and property.

**Deadlines, rules and regulations will be strictly enforced.** In years past, leniency has created empty spaces and loss of revenue.

There will be a \$5 fee for each credit card payment made. There is no designated parking for vendors.

We do not cancel, reschedule or refund due to weather.

Sincerely,  
Mary Ann Kenne, Vendor Chairperson



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## *60<sup>th</sup> Annual Yorktown Western Days*

**OCTOBER 19-20-21, 2018**

### Food Vendor Contract

- \* Booth space fee is \$450 for a 15' X 15' After October 1<sup>st</sup> the booth fee increases to \$500. Each booth space includes two 110 outlets (**NO hot wiring**). If you need more power, let us know. Booth areas may be **increased** by either a whole or half space, if available.
- \* ALL business must be conducted within assigned area. **Roving exhibitors WILL NOT be allowed.**
- \* Be sure your display or trailer will fit into the designated space rented. Dimensions must include footage for tongue, door openings etc.
- \* All vendors must notify the Western Days Association of any information changes PRIOR to setting up.
- \* All vendors must be specific as to what items they will be selling, exhibiting or giving away. Only items listed on the accepted contract will be allowed to be sold, exhibited or given away. Please include photos with your application.
- \* No vendor can “sub-lease” or “share” their booth space. **NO EXCEPTIONS.**
- \* No glass containers are allowed.
- \* No one is allowed to setup, tear down or restock except at times set up prior to the event, absolutely not during festival hours. No vehicle will be allowed into festival grounds until the grounds are cleared of pedestrians at the close of each night, this includes Sunday.
- \* Pets are NOT allowed.
- \* All vendors must be setup and operational by 4 p.m. on Friday, by 11 a.m. on Saturday and Sunday. All vendors must remain open until the close of each night’s performance. You do have the option of opening earlier than the stated times.
- \* Vendor spaces are assigned by the Western Days Committee. Returning vendors must be **Paid in Full by MAY 15, 2018** to guarantee their same space. At last year’s show, vendors were offered a booth discount for the 2018 festival **if paid in full before leaving the festival grounds on Sunday, October 22, 2017.** If full payment was not received at that time, the discount offer is void. If a partial payment was made, a refund may be given with the approval of the Western Days Committee. This **WILL BE** enforced.
- \* Vendors are to furnish their own display installations, tables, chairs, lights, extensions cords, tents and any other items needed for their setup. Displays must be in good taste.
- \* Vendors who want to purchase ice from the Western Days Festival may do so, but you must purchase your ice ticket and pick up your ice before 5 p.m. on Friday, 11 a.m. on Saturday and Sunday.
- \* It is vendor’s responsibility to complete and file a Temporary Food Establishment Permit Application to the Victoria County Public Health Department.
- \* Vendors are to keep their assigned area clean during operational hours and before leaving.
- \* Once accepted, refunds will not be made.
- \* **ABSOLUTELY NO** 3 or 4-wheelers, golf carts, etc. may be used on festival grounds except for Western Days Association staff & security.
- \* **ABSOLUTELY NO** Hamburgers, Water or Sodas may be sold.
- \* All decisions are regulated and made final by the Western Days Committee.

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**OCTOBER 19-20-21, 2018**

**Food Vendor Contract**

Complete, Sign and Return with payment to address above.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Sales Tax ID \_\_\_\_\_

Dimensions \_\_\_\_\_ Booth Fee \$ \_\_\_\_\_ How much power do you require \_\_\_\_\_

Items to be Sold, Exhibited or Given Away: \_\_\_\_\_

***I have read and agree to the rules stated and understand that failure to comply to these rules may terminate this contract and I may be asked to leave the festival without refund. I agree to keep the Western Days Association, Inc. and all of it's supporting entities harmless from and against any and all loss to property or injury to persons or any loss by fire or theft.***

***Applicant's Signature*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

\*\*\*\*\*

Office Use Only: Date Accepted \_\_\_\_\_ Payment Means \_\_\_\_\_ Booth Fee \_\_\_\_\_

Total Payment \_\_\_\_\_ ***Space # assigned*** \_\_\_\_\_ WDA Representative \_\_\_\_\_



## Temporary Food Establishment Permit Application

**Name of Event:** Yorktown Western Days

**Name of Temporary Food Establishment:** \_\_\_\_\_

**Event Date(s):** October 19-20-21, 2018    **Event Time(s):** 10/19 5pm-12am, 10/20 9am-1am, 10/21 9am- 6pm

**Location of Event (Address):** 100 block of N Riedel

**Person in Charge of Booth:** Mary Ann Kenne                      **Telephone:** 361-564-7226

**Mailing Address:** P.O. Box 488                      **City:** Yorktown                      **State:** Texas                      **Zip:** 78164

**Email Address:** \_\_\_\_\_

**\*\*All foods offered to the public must be from an approved source. NO home prepared foods are allowed.\*\***

Food Item	Source (where will you buy ingredients)	Where will food item(s) be prepared, cooked or reheated?	Cold hold, cooking, or reheating Temperature?	Method of Protection, Cold/Hot Holding (cold hold at 41°F - hot hold at 135°F)

When do you plan to arrive to prepare food? Date: \_\_\_\_\_ Time: \_\_\_\_\_ am / pm

Handwashing Station shall consist of : \_\_\_clean container with flip spigot for free flowing water, \_\_\_soap, \_\_\_paper towels, \_\_\_catch basin

How will you prevent contact between bare hands and ready-to-eat foods? \_\_\_\_\_

Method of Warewashing (wash-rinse-sanitize): \_\_\_\_\_

Water Supply: \_\_\_\_\_

Describe Structure of Booth /Concession: \_\_\_\_\_

Wastewater Disposal: \_\_\_\_\_

What type of hair restraints will you be using? \_\_\_\_\_

Number of plates: \_\_\_\_\_                      Dine In / Take Out                      Thermometers

I affirm that the above statements are true and correct. I acknowledge receipt of a copy of the VCPHD Temporary Food Establishment Requirements and insure that all individuals involved in this operation conform to the requirements as well. I agree, as a condition of my operation at this event, to comply with all City Health Ordinances, other City/County Ordinances, and State laws that may govern the conduct or operation of my business. Failure to meet these provisions may result in denial or revocation of my Temporary Food Establishment permit.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Date

<p><b>FEES</b> for events held in the <b>City/County of Victoria</b> should be made payable to and paid at the <b>Victoria County Public Health Department</b>.</p> <p>Fee Exempt: Y / N                      <b>Permit Fee:                      \$100.00</b></p> <p>Date Paid: _____                      Permit Issued:                      Y / N</p>	<p><b>FEES</b> for events held in the <b>City of Port Lavaca</b> should be made payable to the <b>City of Port Lavaca and paid at the City Hall in Port Lavaca</b>. In addition, the City of Port Lavaca requires Vendors Permit fee of \$100.00 (when applicable) payable at City Hall 202 N. Virginia Street.</p> <p>Fee Exempt: Y / N                      <b>Permit Fee:                      \$10.00</b></p> <p>Date Paid: _____                      Permit Issued:                      Y / N</p>
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## Temporary Food Establishment Requirements

Texas Food Establishment Rules 25 TAC §228

The following requirements are for temporary food service operations in Victoria, Calhoun, DeWitt, and Jackson Counties. These requirements are based upon the Texas Food Establishment Rules. A Temporary Food Establishment operates for a period of no more than 14 consecutive days in conjunction with an organized event or celebration. The event organizer is responsible for providing these requirements to each vendor at least 10 days prior to the event. It is the responsibility of each individual food vendor to meet the following requirements:

### General:

- \_\_\_ All commercial, non-profit, and charitable vendors shall comply with these standards to operate.
- \_\_\_ These minimum standards are applicable throughout the county, inside and outside the city limits.
- \_\_\_ Some cities may have additional requirements (permits and licenses).
- \_\_\_ Failure to comply with the following items shall result in an immediate closure. Closure is in effect until the item(s) is corrected. No exceptions.

### Cold Storage / Cold Holding and Hot Holding / Reheating:

- \_\_\_ Keep potentially hazardous foods (meaning foods high in protein and moisture content, low acidity; e.g., raw/cooked meat, poultry, seafood, pork, dairy, egg salad, beans, rice, etc.) colder than 41°F at all times.
- \_\_\_ Clean and sanitize ice chests prior to use.
- \_\_\_ Store raw meats in tightly, sealed containers and in separate coolers from fresh produce and beverages.
- \_\_\_ Hot holding for potentially hazardous foods shall hold at a temperature of 135°F or above.
- \_\_\_ Crock pots and roaster ovens are approved.
- \_\_\_ Utilize fuel or electricity for hot and cold holding units. Active sources of heat are recommended to keep hot foods hot (e.g. roaster, crock pots, gas burners, etc.) Active refrigeration is recommended for multiple day events (e.g. compact refrigerators, freezers, etc.).
- \_\_\_ Most hot foods should be initially heated to 165°F within 2 hours and maintained at 135°F.
- \_\_\_ Leftover food intended for reuse needs to be rapidly cooled by placing food in shallow containers and refrigerating it at 41°F. Reheat foods only ONCE.
- \_\_\_ A metal stem-type cooking thermometer (at right) is to be provided for monitoring food temperatures. The thermometer should have a range of 0°F-220°F and should be cleaned and sanitized between uses.

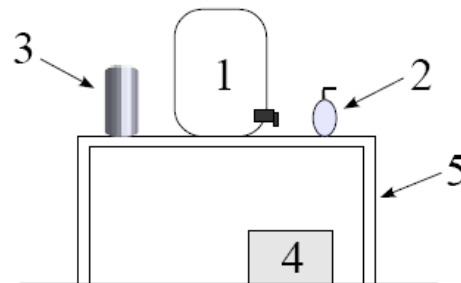


### Cooking Temperatures

- \_\_\_ Cook beef, pork, and eggs to 145°F. Cook ground beef to 155°F. Cook chicken for 165°F.

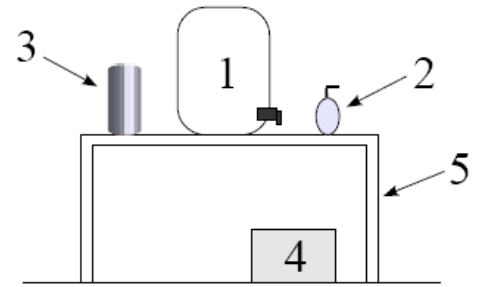
### Hand washing / Glove Use:

- \_\_\_ The hand wash station (at right) is to be set up BEFORE any food preparation or food service begins and should be conveniently accessible.
- \_\_\_ The water container (labeled #1) must be designed with a spigot that allows the user a continuous flow of water to wash hands freely without continuously depressing the spigot or tilting the container. Other types of water containers may be used but must be approved in advance by the health authority.



### Hand washing / Glove Use:

- \_\_\_ A container (labeled #4) shall be placed below the hand wash station to collect waste water. Collected waste water may not be disposed of on the ground. It is recommended that a grated cover be placed on top of the waste water container.
- \_\_\_ Soap (labeled #2) and paper towels (labeled #3) must be provided at the hand wash station at all times.
- \_\_\_ Following hand washing, gloves shall be used when handling ready to eat foods (e.g. salads, sandwich meat, cut vegetables and melons, etc.) Liquid hand sanitizer is NOT a substitute for proper hand washing.
- \_\_\_ Always wash hands immediately before putting on a new pair of gloves. Change out gloves between different tasks. Never wash the gloves to move to another task.



### Good Hygienic Practices:

- \_\_\_ No eating or smoking is allowed in the food preparation area. Drinks are allowed but need to be in a spill proof cup and store below food preparation areas.
- \_\_\_ Hair restraints (e.g. ball caps or hair nets) shall be worn by workers in direct contact with food preparation, cooking, or serving.
- \_\_\_ No children (except workers) or animals shall be allowed inside the booth.

### Approved Source:

- \_\_\_ All food and food products must be obtained from commercially approved sources. (e.g., local grocery stores, wholesalers, etc.) **No home preparation or storage of food or ice is allowed.** Ice for consumption must be kept in its original bag. Ice bags shall be punctured underneath to allow drainage and slit on the top for dispensing.
- \_\_\_ **All food preparation must be conducted on site.**
- \_\_\_ Homemade and home canned food products are not allowed.
- \_\_\_ All meat must be USDA inspected.
- \_\_\_ Home processed meats (domestic livestock or wild game) are strictly prohibited.
- \_\_\_ Water used for consumption, cleaning, and washing must come from an approved source. (e.g., bottled water, city water) If water is coming from a private well, a current (within the past year) water well report (with no coliform found) must be provided to the health authority prior to the event.
- \_\_\_ A potable (drinking) water hose is to be used when filling and refilling water containers.

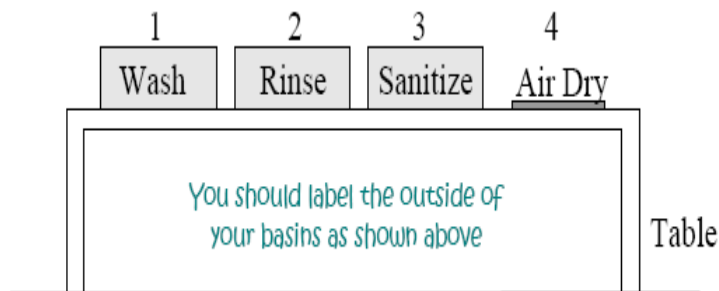
### Contamination:

- \_\_\_ Use a separate surface and set of utensils to prepare raw and partially cooked foods, and fully cooked foods.
- \_\_\_ Protect all food, utensils, and paper goods from exposure to dirt, dust, and insects. These items must be kept covered and wrapped to minimize exposure to potential contaminants. Keep cups wrapped in their original plastic sleeves until dispensed.
- \_\_\_ Keep all paper goods and food products six (6) inches off the ground.
- \_\_\_ Thaw foods by: 1) placing them in a refrigerator overnight; 2) covering food with ice in an ice chest that is constantly draining into a waste water container; 3) by placing food under cold running water; or 4) by cooking the frozen food continuously until fully cooked. Thawing food at room temperature or in standing water is prohibited.
- \_\_\_ Contact with food and hands should be kept to a minimum. Approved dispensing utensils such as scoops, tongs, spoons, deli paper, disposable gloves, etc. must be utilized and kept clean and sanitized.
- \_\_\_ Store ice used for consumption in a separate ice chest from ice used to chill drinks. Ice for consumption shall be dispensed with scoops with handles.
- \_\_\_ Use only cutting boards, utensils, equipment, food preparation and serving surfaces that are constructed of easily cleanable material. Clean and sanitize these items frequently with sanitizing solution between uses or when contaminated. Table cloths can only be used if they are frequently replaced.
- \_\_\_ Wash fruits and vegetables before cutting.

- \_\_\_ Sandwich fixings such as lettuce, tomato, onion, pickles must be prepared at the booth or in a health-permitted kitchen/cafeteria.
- \_\_\_ No waste disposal directly on the ground is allowed. Facilities or containers should be available to retain liquid and solid waste.

**Washing / Sanitizing:**

- \_\_\_ To wash utensils, equipment, and dishes set up 3 wash basins and label each basin. 1) “WASH” 2) “RINSE” 3) “SANITIZE”. The “WASH” basin is to be filled with soap and water. The “RINSE” basin is to be filled with rinse water. The “SANITIZE” basin is to be filled with bleach water. After the sanitizing process, drip dry or dry with paper towels only.



- \_\_\_ Use spray bottles of sanitizing solutions and paper towels to frequently wipe counters and spot clean equipment. Label spray bottles and buckets “SANITIZER”.
- \_\_\_ Towels used to wipe food preparation surfaces are to be kept in a bucket of bleach water solution when the rags are not being used. The bucket is to be properly labeled “SANITIZER” or “BLEACH WATER”.
- \_\_\_ The sanitizing/bleach water solution should be kept at 50-100 ppm. 1 capful of bleach to 2 gallons of water.
- \_\_\_ Keep all chemicals away from food and food preparation areas.

**Serving:**

- \_\_\_ Provide only disposable utensils, plates, cups, knives, forks, spoons, etc to the consumers with their handles up.
- \_\_\_ Provide only condiments that are individually packaged or dispensed from approved pour-type dispensers.

**Structure:**

- \_\_\_ All outdoor vendors shall be closed in on all sides (roped off, tables, etc.) and include an overhead covering such as a canvas canopy.
- \_\_\_ Provide garbage containers with plastic liners and tight fitting lids for consumers waste. The area in and on all sides of the concession stand shall be kept neat, clean, and free from paper, trash, and garbage at all times.

**Bake Sales for Non-Profit / Charitable Organizations:**

- \_\_\_ Those who fall under this category include, but are not limited to, school and Church organizations.
- \_\_\_ Be able to provide a 501(c)(3) tax form verifying non-profit status.
- \_\_\_ Foods that may be prepared at home include baked goods that are not potentially hazardous such as cakes, cookies, brownies, rice krispies, and breads.
- \_\_\_ Custard and meringue pies and cheesecakes are NOT allowed.
- \_\_\_ All food must be covered or individually packaged.

**Permit:**

- \_\_\_ Booth/concession has met the Health Departments requirements.
- \_\_\_ Permit fee is paid (if applicable).
- \_\_\_ Permit issued. This permit is to be posted in a conspicuous place visible to your customers.
- \_\_\_ One individual should have at least one person on-site who has a minimum of an accredited food handler certification.

# Temporary Food Establishment Sample Layout

