

Vendor Guidelines

Dickens on Main is an annual Christmas celebration produced by the Boerne Business Alliance (BBA). This is a family oriented event and only appropriate merchandise will be accepted.

Dates and hours: (ALL VENDORS ARE REQUIRED TO BE OPEN DURING THE CELEBRATION'S ADVERTISED HOURS.)

November 27 & 28 and December 4 & 5 6:00 p.m. to 9:00 p.m.
(Earliest set up will be Friday @ 1:00 p.m. & opening early for business is allowed.)

Location: Main Street in Boerne, Texas between River Road and Blanco Rd.

Fees: Deadline is November 1, 2009

Crafts	\$200.00 per weekend
Food	\$350.00 per weekend (Plus \$20 Food Permit Per weekend)

Cleaning deposit: A check for a cleaning deposit of \$100 must also accompany your application. This will be held until the event is over at 9:00 p.m. and your booth is clean and vacated.

Application: Please send completed forms to:
BBA Dickens on Main
215 W. Bandera Road, Suite #114-445
Boerne, TX 78006

Please include the following

- *Completed application
- *Booth Fee Check
- *Cleaning Deposit Check
- *Resale Tax Permit
- *Food Permit (food vendors only)
- *Menu List (food vendors only)
- *Photos of merchandise (art/craft vendors only)
- *Photos of Booth

Your application CAN NOT be approved unless it is complete. Mailing in your application and deposit does not guarantee your admittance as a vendor. Once accepted as a vendor, your fee is non-refundable.

Food: Food will limited in types. Food vendors must complete a health permit from the Kendall County Health Department which is downloadable. The Health Department will be on-site to inspect for compliance by food booths.

Fire Extinguishers: Each booth must have a portable fire extinguisher. The Boerne

Fire Department will inspect each booth, and fire extinguisher must have one-year current inspection tag.

Merchandise: Merchandise will be limited by type. Photos of the items you are selling should accompany your application.

Electricity: Will be available to all booths in a limited amount. Some of the booths will be drawing electricity from local businesses. If you require special wattage or an unusually large amount of wattage (for fryers, etc) please indicate that when you apply. It may determine where you are placed for adequate electricity sources.

Boerne Dickens on Main Merchandise & Food Vendor Application - 2009

Organization/Business _____ Contact Name _____

Contact Address _____

Contact Phone _____ Cell phone _____ Fax _____

Email Address _____ Website _____

Non Profit? Yes, Proof Attached No

Please list up to 6 items that you will be selling in your booth.*

	Item Name	Selling Price	Description of Item
1			
2			
3			
4			
5			
6			

* Please attach photos of items that are listed. (Merchandise Vendors only)

* Include food and drink items. Attach extra sheet if you have an extensive menu. (Food Vendors)

If you sell types of items that were not on your pre-approved list, you will be closed down and forfeit all booth fees, including the cleaning deposit.

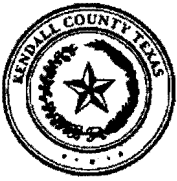
Vendor is responsible for activity within their vendor space. Park where directed, do not block driveways or intrude on private property. Sidewalks and medians must be kept clear. Please be mindful of landscaping and plantings near the sidewalks and curbs.

If your booth is selected, then you will receive a confirmation and map of the event no later than November 10, 2009.

Your booth must remain occupied during event hours, and if you leave early you will forfeit your cleaning deposit regardless of the condition of your booth space.

I have read and understand this application and all vendor policies posted on the Dickens on Main event website.

Contact person Signature _____ Date _____



Kendall County and City of Boerne Temporary Food Establishment Permit and Compliance Requirements



PERMIT REQUIRED: Each temporary food establishment shall have a valid permit issued by the County Health Officer. \$20.00 non-refundable fee per food booth/unit must be paid at least two days prior to the event. Nonprofit organizations are exempt from payment of the permit fee if they possess a (501-C) exemption from the IRS.

Food Preparation: Food shall be obtained from approved source and be in satisfactory condition. Food shall be prepared only in permitted or licensed establishments. Potentially hazardous foods shall be kept at 41 degrees Fahrenheit or lower, or at 135 degrees Fahrenheit or above. Equipment adequate to cook and maintain foods at the required temperatures shall be provide on premises. A properly scaled, metal stem-type thermometer shall be used to monitor the proper internal cooking and holding temperatures or potentially hazardous foods. Packaged food shall not be stored in direct contact with water or undrained ice if the food is subject to the entry of water. No pets or children are allowed behind food booths or preparation area.

Equipment: Food, utensils, and single service articles shall be protected from contamination during storage, preparation, display and service. Utensils, including ice scoops, shall be provided to minimize handling of foods. Food contact surfaces shall be easily cleanable and washed, rinsed and sanitized as necessary. Three suitably sized basins shall be provided for cleaning equipment and utensils (wash with detergent, rinse and sanitize). Equipment must be cleaned before preparing food.

Personal Hygiene: Personnel shall maintain a high degree of personal cleanliness and conform to good hygienic practices. All personnel shall be free of infections, which may transmit foodborne illness. Personnel shall wash their hands as often as needed during food preparation. A handwash sink or container of water with a spigot, a catch basin, soap and paper towels shall be provided for hand washing. Hair restraints such as hats, hair coverings or nets and clothing that cover body hair are required for all personnel. No sleeveless shirts are allowed.

Water: A sufficient supply of water from an approved source shall be provided to prepare food and to clean hands, equipment, and utensils.

Toilet Facilities and Waste Disposal: Conveniently located toilet facilities shall be provided. All sewage and wastewater shall be disposed of through a sewage system according to applicable law. Adequate, covered containers for refuse and garbage shall be provided.

Booth Construction: Subflooring shall be graded to drain and dust shall be controlled. Floors shall be constructed of concrete, asphalt, dirt, or gravel if covered with mats, removable platforms, or other suitable materials approved by the County Health Officer. Ceilings over food preparation areas shall be constructed of wood, canvas, or other materials to protect against weather. Pest (flies, roaches, or rodents) shall be controlled. Doors, walls, screening and other measures shall be required when necessary to restrict the entrance of flying insects.

Advisory: Section 229.170 of Texas Food Establishment Rules provides that "The regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishment, may prohibit the sale of some or all potentially hazardous foods, and when no health hazard will result, may waive or modify requirements of these rules."

Failure to comply with these requirements may result in the immediate suspension of the permit and the assessment of penalties as provided by Texas Health and Safety Code, Chapter 437.

PREVENTING FOODBORNE ILLNESS IS A RESPONSIBILITY SHARED BY ALL INDIVIDUALS INVOLVED IN FOOD PRODUCTION, DISTRIBUTION, AND PREPARATION. IF YOU HAVE QUESTIONS, PLEASE CONTACT KENDALL COUNTY HEALTH OFFICER AT (830) 249-9343 EXT. 214.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____