



**2021 Food Vendor Application for Deerfield Beach Fall Festival**  
**Saturday, October 16th, 2021 from 4:00 PM – 9:00 PM**  
**Pioneer Park, 217 NE 5<sup>th</sup> Ave.**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Special Requests: \_\_\_\_\_

**\*\*\*Please attach a menu listing the items that will be sold along with the prices.\*\*\***

<b>Vendor Fee:</b> <input type="checkbox"/>	<b>Food Vendor Registration Fee (10' x 10' Space)</b>	<b>\$150.00</b>
<input type="checkbox"/>	<b>Civic/Non-Profit Organization (10' x 10' Space)</b>	<b>\$75.00</b>

**Total Enclosed: \$** \_\_\_\_\_

CHECK for full payment enclosed and made payable to "City of Deerfield Beach"

For information on how to pay by credit/debit card please call the Community Events and Outreach Division at 954-480-4429.

**Please Note:** If needed, please provide below the power connection that you will need.

Power Connection Type: \_\_\_\_\_

If serving from a trailer/truck you MUST list the exact length below, including the hitch, so the staff can lay out the event accurately without any last minute shifting of booths.

Please mail completed application to:  
Deerfield Beach Parks and Recreation Department  
Attn: Community Events  
401B SW 4<sup>th</sup> St, Deerfield Beach, FL 33441

Should you have any further questions please contact the Community Events and Outreach Division at 954-480-4429 or e-mail at [dfbspecialevents@deerfield-beach.com](mailto:dfbspecialevents@deerfield-beach.com)



## VENDOR RULES AND REGULATIONS

SIGN AND DATE THIS FORM AND SUBMIT WITH YOUR APPLICATION

Set-Up: Saturday, October 16th 12:00 PM - 3:00 PM

Event: Saturday, October 16th 4:00 PM - 9:00 PM

Breakdown: Saturday, October 16th beginning at 9:00 PM

1. An application is a commitment to the show; however, refunds will be made for cancellation if received prior to Saturday, October 16 2021. Phone (954) 480-4429 or e-mail [dfbspecialevents@deerfield-beach.com](mailto:dfbspecialevents@deerfield-beach.com).
2. Further details regarding rules and complete instructions will be e-mailed to all exhibitors accepted to the celebration.
3. You must adhere to the hours of the event Saturday, October 16<sup>th</sup> from 4:00 PM to 9:00 PM. Early breakdown will result in exclusion from ANY future City of Deerfield Beach events.
4. Tent must be 10' x 10' in good condition and you must use weights as no stakes are allowed. You must include a photo of your booth or product for placement.
5. NO vendors will be allowed to set up unless full payment has been received.
6. The City of Deerfield Beach reserves the right to reject or accept any vendor.
7. Set-up is from 12:00 PM - 3:00 PM. **ALL VEHICLES MUST BE REMOVED BY 2:00 PM.**
8. You must be set-up for inspections at 2:00 PM on Saturday, October 16<sup>th</sup>.
9. You, your staff, and your booth must remain neat, clean and kept in an orderly fashion. Only one vendor is allowed per space. Exhibits and displays must be contained within your booth space. Conduct and displays must be appropriate. No garbage/boxes/etc. may be in view. All boxes must be broken down before discarding.
10. Vendors are responsible for having appropriate licenses and collecting sales tax. Each exhibitor must individually comply with all Florida sales tax regulations and mail your proceeds to the State of Florida Department of Revenue.
11. No beverages or beverages may be sold by any vendor unless specifically approved on the application.
12. No handmade signs are allowed. If using tables, make sure they are properly covered.
13. The event staff and the City of Deerfield Beach will not be liable for any losses or damages of any kind that occur at your booth. Every exhibitor is responsible for his own property in the event of loss, damage or personal injury.
14. There are no refunds on deposits or cancellations of the event due to rain or acts of nature.
15. Only items listed and approved on this application will be allowed to be sold at the event. Styrofoam and plastic straws are prohibited in the City of Deerfield Beach.
16. If you play music, the volume must be at a level that allows the adjacent vendors, staff members, and the public to conduct business in a normal speaking voice. Failure to comply will result in forfeiture of booth space.
17. Each company/organization participating in the Fall Festival Event shall indemnify and hold harmless, the City of Deerfield Beach and all sponsors from all claims, liabilities, costs, expenses and damages which may result from the operation of their concession.
18. Participants in concessions will refrain from consuming & selling alcoholic beverages while working.
19. Booths that will be cooking are required to have a 2021 fire extinguisher and apply for a special Health Department Temporary Food Service Establishment Permit.
20. No vendor may use polystyrene products (plates, bowls, cups, containers, lids, trays, coolers, ice chests, and all similar articles that consist of expanded polystyrene) or plastic straws in city facilities or parks, on city beaches or on the city pier.

### APPLICATION CHECKLIST:

- Completed vendor application including signed Vendor Rules and Regulations
- Provide the attached signed and notarized Background Affidavit.
- Photos of your booth/merchandise
- Certificate of Liability Insurance naming the City of Deerfield Beach & BSO Department of Fire Rescue additionally insured sent electronically by October 1<sup>st</sup>
- Full payment for application booth fee

I am entering into a contract to participate in the City of Deerfield Beach Fall Festival on October 16, 2021. I agree by all management's rules and regulations. I understand this contract will be legally binding between two parties once the application has been accepted. Vendors should insure their own exhibit and display materials. The City of Deerfield Beach does not and will not assume liability for theft, injury, or any other accident that may occur during the event to visitors or vendors.

Vendor Signature:

Date:





## **FOOD VENDOR TERMS & CONDITIONS**

### **GENERAL**

One exhibitor is allowed per space. No subletting or sharing of space is permitted. Once registration is confirmed, transfer of a vendor space to an unregistered vendor is prohibited.

The inspector will only come once and any food vendor who misses inspection will not be allowed to sell. It is the sole responsibility of the vendor to show up for and pass inspection.

Booths must be occupied and open for business during all hours of the Fall Festival.

### **FOOD PRODUCTS**

Only the food items stated on the application and approved by the City of Deerfield Beach may be sold at the event. Food vendors will receive written confirmation on the items approved for sale. The City of Deerfield Beach reserves the right to refuse the sale of any items not specifically listed and approved or to refuse the sale of any item not in the best interest of the event, or cease the sale of any food product found not to be safe for public consumption.

To the best extent possible, food items will not be duplicated. If a vendor wishes to add an item after their application has been approved, they must call the Vendor Coordinator to confirm and receive additional approval.

### **APPLICABLE LAWS & REGULATIONS & INSPECTIONS**

A copy of the Florida Department of Business and Professional Regulations (DBPR) Guide to Temporary Food Service Events is attached to these terms. It is each vendor's responsibility to read this guide. The DBPR will be on site Saturday, October 16th to conduct an inspection of all food vendors booths. No vendor will be allowed to sell food until they pass inspection. The Fire Department will also be conducting an inspection of tents, electrical cords and cooking equipment. Each vendor space must have an up to date fire extinguisher for the Fire Department inspection. All equipment must comply with both state and local regulations and all food service must comply with Health Department regulations.

### **CLEAN-UP**

Vendors are responsible for the complete clean-up of their space and disposal of all trash and debris. Disposal of oil and grease is **absolutely** prohibited on site and down City storm basins. Vendors must leave the field as they found it when they set up and take all measures to prevent grease, oil and food drippings from dropping on and accumulating on the field. Failure to comply may result in exclusion from future City of Deerfield Beach events.

### **BEVERAGES**

Vendors are prohibited from selling any alcoholic beverages. Vendors may sell sodas, juices, water, coffee/tea and sports drink type beverages. Smoothies, ice cream based drinks, shaved ice, snow cones and slushy type drinks are considered specialty items and are subject to exclusivity.

### **LICENSURE**

In accordance with the Florida Department of Business and Professional Regulation's Guide to Temporary Food Service Events, food vendors may operate under a current license from the DBPR or from the Department of Agriculture and Consumer Services at temporary food service events of 1-3 days. Vendors should be prepared to show a copy of their license to the inspector to pass inspection. Vendors must also send a copy of their license with their application.

Temporary food vendors without a current Florida license, which includes all out of state vendors, will be required to purchase a temporary license directly from the DBPR inspector for \$91.00 prior to selling any food. The DBPR does not accept cash payments. It is solely the responsibility of the food vendor to pass inspection. Refunds will not be given to any vendor not passing inspection.

### **SALES TAX**

Vendors are solely responsible for paying all applicable Florida state sales tax.

### **TRUCK/TRAILER PARKING & EMPLOYEE PARKING**

Parking is extremely limited at the event. There are no accommodations for RVs, POP-UP CAMPERS, LARGE TRUCKS, TRAILERS OR VEHICLES REQUIRING MORE THAN ONE SPACE TO PARK. Each food vendor will be given a total of two vendor parking passes regardless of space size to use during the event, and this includes any refrigerated or supply vehicle a vendor needs to be placed in the parking area. Each vehicle must be able to fit in one regular parking space.

## **TENTS**

Vendor owned tents must conform to booth size. Construction of booth and displays must be able to withstand inclement weather and crowd activity. Tents must be manufactured of flame-retardant materials. Each tent leg must be weighed down in some form or another. Leg weights are essential due to the location of the event. Please note, stakes are NOT allowed to be used.

The contents of the booth cannot go beyond the assigned exhibitor booth space. Your booth should not interfere with your neighbor's booth.

## **RESTRICTIONS**

The City of Deerfield Beach only allows items to be sold from the front or crowd side of the vendor space. Displaying and selling food from the back of the tent is strictly prohibited. This forces crowds to have to maneuver around electrical hook-ups, cords, etc. and represents a safety hazard. Vendors may only sell food within their tent. It is prohibited to walk through the crowd or near the stage to sell food or other items.

## **POWER**

Electric power is provided for tented food vendors. We will do everything possible to accommodate everyone's needs but there are limits to how many cords can be plugged into the portable electric connection boxes. Vendors should bring, at a minimum, a 50 foot extension cord. Please ensure cords, plugs and equipment are up to code and will pass the Fire Department inspection. You must supply your own electric cord for plug in. Lighting/electricity for the inside of your tent must meet the following specifications: no metal clamps, no flat cords, only 12-gauge round cords and only UL approved outdoor grounded cords may be used. All power cords must be taped down.

## **ICE**

Ice will be available for purchase at \$5.00 each (cash only) during the event. Simply flag down an event staff member and we will deliver the ice to you.

## **PUSH CARTS**

Push carts must be completely self-contained. Only umbrellas (NO tents) are allowed over push carts. There is no electric provided or available for push carts. Extension cords cannot be placed on the sidewalks.



Sheriff Scott Israel

**Department of Fire Rescue & Emergency Services Fire Marshal's Bureau**  
**SPECIAL EVENT GENERAL FIRE INSPECTION INFORMATION**

**GENERAL REQUIREMENTS:**

- All fire extinguishers must be properly tagged within the State of Florida by a licensed certifying agency.
- Compressed gas tanks, such as helium tanks, must be properly secured to prevent tank from falling over.

**TENTS & CANOPIES:**

- Tents larger than 10' x 10' must be permitted through the City of Deerfield Beach Building Department.
- Tents and canopies must be fire resistant with proper documentation/tags provided.
- A proper certified fire extinguisher must be present and properly tagged.

**ELECTRIC/EXTENSION CORDS:**

- Extension cords must be UL listed for outdoor use (indoor extension cords may not be used outdoor).
- When in a crossing path, they must be properly covered and protected.
- The cords must be free from splices, damage or deterioration and must be grounded.
- Cords must have proper amperage capacity that is not less than the capacity of the appliance.

**GENERATORS:**

- All generators must be grounded.
- If larger than 5KW (5000 Watts) an additional permit is required through the City of Deerfield Beach Building Dept.
- Generators must be 10ft away from any structure, completely surrounded by a barrier and placed on a firm, flat, level surface outdoors.
- Must be fully fueled prior to use. Refueling may be conducted only when generator has been turned off and is cool to touch. All fuel being used in the generator must be stored in the proper fuel containers and properly sealed with appropriate spout covers, caps, etc.
- A proper certified fire extinguisher (minimum 2A:10BC) must be present and properly tagged.

**COOKING:**

- A 10ft minimum clearance is required on both sides of any cooking vendor and shall not be located within 10ft of any amusement rides.
- Open flame cooking equipment must be a minimum of 10ft from any structure.
- Cooking areas must be enclosed by approved means from the general public.
- LP tanks will be required to be tested and certified by a licensed person or company and will be checked in place on the day of the event with paperwork provided to the Fire Department, Fire Marshal's Bureau when completed.
- LP tanks must be properly secured to prevent the tank from falling over and must be at least 10ft from any open flame.
- If using a commercial cooking appliance which is self-contained and does not require the LP tank to be located 10ft away, documentation must be submitted to the Fire Department, Fire Marshal's Bureau for review prior to event.
- Appliances must be placed on firm, flat and level outdoor surfaces.
- Food preparation and sale (excluding non-profit agencies) must contact the Florida Department of Business & Professional Regulation, Division of Hotels and Restaurants (850-487-1395) to schedule an inspection prior to selling food.
- Fire suppression systems in food trucks or trailers must be properly tagged by a State of Florida certifying agency.

**Special Event Individual  
Background Check**

I hereby state that the following facts are true:

1. I am over the age of 18 and am a resident of the State of \_\_\_\_\_
2. I have the authority to make the representations set forth within this Affidavit
3. I am not registered nor am I required to be registered as a sexual offender with the State of Florida Department of Law Enforcement pursuant to Section 943.0435, F.S.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By \_\_\_\_\_  
(Signature)

By \_\_\_\_\_  
(Name and Title)

## Water

All food service operations that prepare or portion food on the premises must provide an adequate supply of potable water for purposes of cleaning and employee handwashing. Municipal connections, holding tanks or portable containers are accepted means to provide an adequate supply.

Steam used in contact with food or food-contact surfaces must be free from contamination.

## Solid and Liquid Waste

Operators must remove all garbage and rubbish from the premises often enough to prevent nuisance conditions and dispose solid waste properly in tight-fitting, covered containers.

Operators must dispose liquid waste in a public or other approved sewerage system.

## Required Items

- Sanitizer (property diluted, unscented bleach may be used)
- Probe thermometer
- Chemical test strips (for measuring sanitizer concentration)
- Three-compartment sink to wash, rinse and sanitize equipment and utensils or access to such facilities at an approved commissary or food service establishment
- Hair restraints
- Adequate supply of back-up utensils
- Adequate supply of potable water
- Soap and single-service towels
- Adequate equipment and facilities to maintain food at the proper temperatures
- Adequate protection from flying insects, vermin, dust, dirt and weather
- Adequate protection for displayed, prepared, and stored food
- If required by local fire authority, properly tagged and sized portable fire extinguisher

## To Prevent Foodborne Illness

- Obtain foods from an approved source. Home prepared food is not allowed.
- Wash hands thoroughly before handling food, single-service items and clean equipment and utensils.
- Maintain hot foods at temperatures of 135° Fahrenheit or above.
- Maintain cold foods at temperatures of 41° Fahrenheit or below.
- Cook pork or seafood to a minimum temperature of 145° Fahrenheit for at least 15 seconds.
- Cook beef to a minimum temperature of 155° Fahrenheit for at least 15 seconds.
- Cook chicken and other poultry to a minimum temperature of 165° Fahrenheit for at least 15 seconds.
- Reheat cooked foods to a minimum temperature of 165° Fahrenheit within two hours for hot holding.
- Check food temperatures frequently with a probe type thermometer.
- Heat foods quickly and cool foods rapidly.
- Keep raw and cooked foods separated.
- Thaw foods properly: completely submerged under cold running water not longer than four hours, as part of the cooking process, or under refrigeration.
- Use single-service articles whenever possible.
- Keep foods covered and protected from dust, dirt, insects, vermin and human cross contamination.
- Protect all food, including displayed food, from customer contamination (touching, coughing, sneezing, etc.).
- Minimize handling of foods before, during and after preparation.
- Do not store food directly in contact with ice used for beverages.
- Do not use swollen, leaking or damaged canned goods.
- Store all food products and equipment at least six inches off the ground.



**When in doubt, throw it out!**

# Guide To Temporary Food Service Events

*For Florida's  
Public Food Service  
Establishments*



**Division of  
Hotels and Restaurants**

Florida Department ...  
**Business and Professional  
Regulation**

[www.MyFloridaLicense.com/dbpr/hr](http://www.MyFloridaLicense.com/dbpr/hr)



## Temporary Food Service Events

A temporary food service event is an event of 30 days or less in duration where food is prepared, served, or sold to the general public and is advertised and recognized in the community. A temporary food service establishment or vendor is a participant at a temporary food service event.

We developed this guideline for temporary events from Chapters 61C-1 and 61C-4, Florida Administrative Code, and Chapter 509, Florida Statutes.

## Licensing

A public food service establishment or other food vendor must obtain a license from the division for each temporary food service event in which it participates (unless exempted). Annual temporary event licenses are also available which allow participation in an unlimited number of temporary events. The division will

inspect temporary events and if minimum sanitation standards are not met, the food service operation will be discontinued until corrections are completed and verified

by the division.

Sponsors of a temporary food service event must notify the division of the following items no less than three business days prior to the scheduled event.

- 1) Type of food service proposed,
- 2) Time and location of the event,
- 3) Complete list of food service vendor owners and operators participating, and
- 4) Current license number of each public food service establishment participating.

**Notification:** Event sponsors may complete notification requirements by telephone at 850.487.1395, in person at the appropriate district office or in writing. A public food service establishment or food service vendor may not use this notification process to circumvent the license requirement.

The division keeps record of all notifications received for proposed temporary food service events and provides appropriate educational materials to the event sponsor.

**Group License:** The division may issue a group license to a vendor with multiple units serving a single non-potentially hazardous food (e.g., churros). All grouped units must serve the same food. Foods requiring additional preparation or handling are not eligible for group licensing. All qualifying units must be inspected in a single location.

## Licensing Exemptions

Public food service establishments operating under a current license from the division or from the Department of Agriculture and Consumer Services may operate under the regulations of those licenses at temporary food service events of 1-3 days. For events of 4-30 days, such establishments must purchase a temporary food service event license.

Temporary events such as carnivals, fairs, or other celebrations operated on church or school property or any eating place operated by a nonprofit civic, fraternal or religious organization are exempt from licensing and inspection by the Division of Hotels and Restaurants.

## Fees

Temporary public food service establishments and vendors are required to pay the following license fees at the time of licensing:

1-3 day event	\$91
4-30 day event	\$105
Annual	\$1,000

The division does not accept cash payments for fees at temporary events. The division accepts cashier's checks, money orders or other certified payments.

## Fire Safety

Fire Safety Code requires a portable fire extinguisher. Check with the local fire authority for specific requirements pertaining to the size, type or tagging of required fire extinguishers or other fire related requirements.

## Personnel

Employees may not touch ready-to-eat (RTE) food with their bare hands unless there is a written Alternative Operating Procedure (AOP) available that has been approved by the division. Without an approved AOP, employees must use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment when handling RTE food.

Food service workers transmit most foodborne disease causing germs to foods. That is why it is so important for employees to maintain high standards of personal cleanliness. All personnel must wash hands prior to beginning work, when returning to work after any break in food preparation activities, when putting on or changing gloves, or any time their hands become soiled.

Smoking is prohibited in warewashing, food preparation and food storage areas.

Personnel must wear clean outer garments, effective hair restraints and no jewelry on their hands or arms (except plain wedding bands). If visible, artificial and painted fingernails must be covered by intact gloves.

All personnel must be free of open sores and skin infections, respiratory infections, upset stomach, diarrhea or other communicable diseases.

## Facilities

The specific requirements for the temporary event physical facility where food is prepared or handled are based on the length of the event, the type of food that is prepared or served, and the extent of food preparation conducted at the temporary facility. Minimum requirements may include:

- 1) Food service operators must provide overhead protection if food is prepared or portioned or warewashing is done onsite.
- 2) Flooring may be concrete, machine-laid asphalt or dirt/gravel if it is covered with mats, removable platforms, duckboards, or other suitable approved materials that effectively control dust and mud and are graded to drain.
- 3) Walls and ceilings must be constructed of a material that protects the interior from the weather, windblown dust and debris, or other forms of cross contamination.
- 4) When potentially hazardous food is prepared at events of 4-30 days in length, the physical structure where the food preparation occurs must be protected against flying insects and other vermin by:
  - a) 16 mesh to 1 inch screens;
  - b) Properly designed and installed air curtains; or
  - c) Other effective means.
- 5) A three-compartment sink is required within the temporary food service for washing, rinsing and sanitizing utensils and equipment. If this activity is conducted at an approved, remotely located commissary or food service establishment, an adequate supply of spare preparation and serving utensils must be maintained on the premises in case the original utensils become soiled.
- 6) A handwashing facility is required. This facility may be a clean, portable container equipped with an on/off valve. Soap and single-service paper towels must be available for handwashing and hand drying.