

Tyler County Art League --- DICKENS IN THE COUNTRY

EVENT LOCATION : Woodville, Texas 75979 - Downtown Courthouse Square. Vendors will be located on S Charlton and Wheat Streets.

HOURS OF SHOW and SET UP : Event will begin at Noon on Friday December 2nd, and continuing on Saturday December 3rd from 9 am till evening. Booths must not be dismantled before 3 PM on Saturday without permission from management.

ACCEPTANCE and REJECTION of APPLICATIONS : Management may reject any application by returning the application and refunding payment. Management reserves the right to request removal of any merchandise it may consider offensive, immoral, or not in the best interest of the event.

SPACE INFORMATION : Each vendor space is 10' x 12'. All vendors can set up at NOON on Friday. Smaller spaced vendors will be provided with access to a 110 plug for Christmas lighting if you bring your own extension cord. Vendor name will be noted on the curb for your assigned space. Space assignment will be made according to the date of receipt. Management reserves the right to make variations in space layout and assignments as deems necessary for the best interest of the event.

FOOD VENDORS : Booth must meet the State of Texas Health Department standards. The City of Woodville Health Inspector will be on the grounds for inspections. The sale of any food item requires management's consent. The Temporary Food Establishment Application (TFE) is included in this packet, and MUST be returned with vendor application. Simply add the \$10.00 TFE fee to the total of your space rental, making one payment to TCAL. Payment must be made two days prior to event.

Please describe your menu on your application. In an effort to have a variety of different types of foods, some menus may be rejected.

Electricity : If you require electricity, you must register early. Spaces are limited. If your trailer is longer than 12 feet, you will need 2 spaces. Mandatory set up for these spaces is by 12:00 PM on Friday. It will not be possible to set up later due to crowds, and blocked streets. 220 amp outlets are very limited. Please indicated on application if you need 220.

Water : Water will be available on the Courthouse lawn FREE, courtesy of the County. Please bring your own containers and connections. In accordance with state law, waste water of any type may not be discharged into, or flow into a public place, gutter, street, creek, etc.

CONTACT INFORMATION : For additional information call - PEGGY SMITH 409 429-4354



TERMS of PAYMENT : CHECK or MONEY ORDER made payable to : TCAL Dickens Fund
mailed to : Peggy Smith
P.O. Box 806
Woodville, TX 75979



CANCELLATION POLICY : Effective 2010 for vendors having to cancel within two weeks of event there will be a 75% refund. Vendors canceling after that time will not receive any refund unless event is canceled. Should the event be canceled (only due to weather) the vendor would receive a full refund.

DICKENS IN THE COUNTRY

VENDOR APPLICATION

DECEMBER 2nd and 3rd, 2011

Please join us for a Hometown Christmas celebration as we welcome Santa and the Mrs. to Tyler County, and witness the lighting of the Square. This will be our 6th year to dress in costume from the period of "Dickens". Set up will begin at noon on Friday with activities continuing until 9 pm. Saturday sales will begin at 9 am with a parade starting at 3 pm to end the downtown festivities.

ARTS and CRAFTS / FOOD VENDORS

NAME _____ **E-MAIL** _____

BUSINESS NAME _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

PHONE _____ / _____

TAX ID _____ **DRIVERS LICENSE** _____

VEHICLE MAKE _____ **MODEL** _____ **YEAR** _____

DESCRIPTION OF PRODUCTS TO BE SOLD : _____

Craft Vendors Fri & Sat = _____ 10x12 space @ \$40.= _____

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Food Vendors : * must include \$10. fee and TFE application

Saturday Only (NO elec) = _____ 10x12 space @ \$40. = _____

Fri & Sat (with electric) = _____ 10x12 space @ \$60. = _____

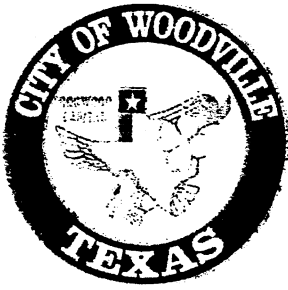
***** If your Trailer is over 12' you will need 2 spaces @ \$100. = _____**

Circle Electric Amp Needed 220 or 110

*** + TFE Fee = \$10.00**

CHRISTMAS IN TYLER COUNTY REGULATIONS

- * Exhibitors may not let, sublet or transfer the exhibition privilege or space, in whole or in part, without written consent of Management.**
 - * All signs, displays, chairs, and other property must remain within the confines of your space.**
 - * Exhibitors are prohibited from soliciting business or prospective buyers outside their own booth. All exhibitors and their representatives, agents and employees shall conduct themselves in a manner consistent with standards of decency and good taste.**
 - No animals, alcohol, loud music, or firearms shall be brought on the premises, sold, or dispensed from vendor space.**
 - No vehicles or trailers are allowed to be parked in exhibit area during the event hours. Vendors will be given parking spaces for all vehicles and parking is available in nearby lots.**
 - If you are a Saturday only vendor, use must be set up by 8:00 AM.**
 - Please be considerate of other vendors, and do not bring exiting vehicles into event area until you are completely packed and ready to load.**
 - Vendors are prohibited from operating such noise creating devices as bells, horns, and megaphones.**
 - Management reserves the right to restrict the sale, display, or distribution of any printed materials, photos or other representations in order to maintain a proper moral, wholesome environment. No one shall bring up, or distribute any political, religious, or solicit ant matter or handbills without proper consent of management.**
 - Vendors are to pick up trash and completely clean their spaces before leaving the area. Trash cans will be provided, and clean up fee will be assessed to vendors leaving discarded items or trash in their area.**
- Tax Identification Numbers are required. To apply for Tax I.D. # call 1-800-252-5555. Our tax rate is 8.25%.**



HEALTH DEPARTMENT

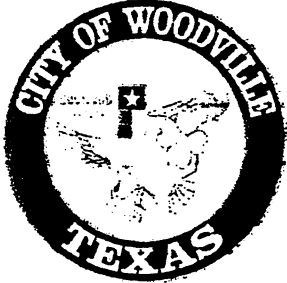
TEMPORARY FOOD ESTABLISHMENT GUIDELINES

Each temporary food establishment (TFE) must operate in accordance with the "single event or celebration" regulations per the City of Woodville Ordinance and the 2006 Texas Food Establishment Rules. Please fill out the *"Temporary Food Establishment Application Form"* and submit a \$10 administrative application fee at City Hall two business days prior to the event. An application and fee must be submitted for each event, with a maximum of 14 days per event. As a guideline to the regulations, please use the *"Temporary Food Establishment Checklist"*. The checklist is designed as a PDF fill-and-print, but can be filled out by hand.

Regulatory highlights are below (please fill out the TFE Checklist):

- ✓ Each temporary food establishment shall register with the Woodville Health Department.
- ✓ Each temporary food establishment shall designate a person in charge.
- ✓ All food preparation must be conducted on-site or prepared at a food service establishment permitted by the City of Woodville or the Texas Department of State Health Services.
- ✓ Hot foods must be kept hot (over 135°F) and cold foods kept cold (less than 41°F).
- ✓ Water, fit for human consumption, shall be provided.
- ✓ Hand washing regulations must be followed.
- ✓ Food contact surfaces must be sanitary.
- ✓ Temporary food establishments shall control access.

A health inspection of your TFE will occur at the discretion of the City Health Inspector. If you have any questions, please contact the City Health Inspector.



HEALTH DEPARTMENT

TEMPORARY FOOD ESTABLISHMENT APPLICATION FORM

GENERAL INFORMATION

Establishment Name:

Responsible Owner Name:

Address:

City: State: Zip:

Phone: Email Address:

SINGLE EVENT/CELEBRATION INFORMATION

Start Date: End Date: Time:

Event Name:

Event Location:

Sponsor/Coordinator:

Address:

City: State: Zip:

Phone: Email Address:

LIST OF FOODS OR BEVERAGES TO BE PREPARED OR SERVED

I agree to comply with City of Woodville Ordinance on Temporary Food Establishments & to use TFE checklist.

Signature (signed or electronic): Date:

— PLEASE REMIT ADMINISTRATIVE APPLICATION FEE OF \$10 PER EVENT —

ADD \$10.00 to total of VENDOR FEE

* Keep this & Bring with you to event



HEALTH DEPARTMENT

Temporary Food Establishment Checklist **Name/Organization:** _____ / _____

- Food products are obtained from approved sources & prepared on-site. *Note: Home prepared foods are not allowed.*
- Cooking equipment is adequate & enclosed. Potentially Hazardous Foods (PHF) are cooked to an internal temperature:

PHF	Poultry, ground poultry, stuffing	Ground meat & fish, injected meat	Meat, fish, raw shell eggs
Temperature, min	165° F	155° F	145° F
<i>Note 1: Meat=beef, pork & lamb • Poultry=chicken, turkey, duck & goose</i>		<i>Note 2: Stem probe thermometer must be provided</i>	

- Equipment for hot & cold holding is adequate to maintain potentially hazardous foods at the required temperatures. Hot holding must be 135° F or more & cold holding must be 41° F or less.
- Ice shall be chipped, crushed or cubed form & in single-use safe plastic or wet-strength bags filled & sealed at the point of manufacture. Ice for consumption shall be held in bags & dispensed in a way that protects it from contamination.
- Packaged food may not be stored in direct contact with ice or water if the food is subject to the entry of water.
- Equipment shall be located & installed in a way that prevents food contamination & facilitates cleaning.
- Food contact surfaces of equipment shall be protected from contamination by consumers & other contamination sources. Where necessary to prevent contamination, effective shields for equipment shall be provided.
- Handwash facilities shall include: an insulated container with a spigot (or equivalent) that can be turned on to allow potable, clean, warm water to flow, a wastewater container, liquid soap, disposable towels & a covered trash can.
- Gloves, single service deli paper, tongs or utensils are used to handle Ready-To-Eat (RTE) foods. No bare hand contact.
- Three compartment sink is provided for manual warewashing (dishwashing). Three compartment sink can be plastic tubs or equivalent. Proper manual warewashing steps include: scrape/sort, wash, rinse, sanitize & air dry.
- Potable water is from an approved source (not a private well). Approved sources/storage methods include: commercially bottled drinking water, closed portable water containers, enclosed vehicular water tanks, on-premise water storage tanks, or drinking water safe piping, tubing or hoses connected to an approved source.
- All wastewater & sewage generated from the establishment shall be disposed of through an approved sanitary sewage system or an on-site sewage facility that is constructed, maintained & operated properly.
- Only single service articles (utensils) are provided & used.
- Sanitizing solution is available (for warewashing & wiping cloth). Chlorine (bleach), quaternary ammonium compounds or iodine are acceptable sanitizers. Test strips should be available to test sanitizer strength.
- Floor is concrete, machine-laid asphalt, dirt or gravel if it is covered with mats, removable platforms, duckboards, or other suitable materials, that are effectively treated, to control dust & mud.
- Ceilings shall be made of wood, canvas, or other materials that protect the interior of the establishment from the weather, windblown dust, birds & debris.
- Outer openings shall be protected against entry of insects, rodents & environmental contaminants. Installed screening is at least 16 mesh to the inch or other effective means are provided.