

PECAN STREET ASSOCIATION
FOOD CONCESSION VENDOR APPLICATION

33rd Annual
2011 SPRING Pecan Street Festival
Austin, Texas • May 7-8, 2011

The Spring Pecan Street Festival will be held on East Sixth Street and adjoining streets in Austin, Texas. The Festival will be Saturday and Sunday, May 6-7, 2011. The event is free to the public.

These events are predominantly intended to present quality arts and crafts. Among other activities are a children and adult carnival, games, musical stages, food and beverage concessions and street performers, creating a first class family event.

An extensive advertising campaign, including television, newspaper and radio, will supplement over \$100,000 promotional value of publicity in promoting the Festival. Estimates of attendance exceed **100,000 per day**.

A portion of the proceeds benefit the revitalization of the downtown Austin area, to house the homeless & remodeling of homes for underprivileged families.

All professional concessionaires are invited to participate.

BOOTH SPACES:

- Approximately 34 food booths and 12 cart locations are available.
- Similar concessions will be limited to ensure variety and undue competition.
- Several booth sizes are available. (standard size is 10' x 11')
- Please purchase the proper size, as you will be required to stay entirely within your space. Trailers, including the tongue and awnings must fit within the space. No exceptions!
- Each type of booth is limited and available on a first come, first serve basis. If you request a booth location and it is not available, we will contact you.
- A diagram showing the exact dimensions of your booth set-up and serving direction, plus your electrical power requirements must be submitted with your application.

GENERAL RULES FOR FOOD CONCESSION VENDORS:

- Each and every item sold must be listed on your application and approved.
- Merchandizing is not allowed (t-shirts, etc.).
- All items must show good taste and taste good.
- The Festival handles all alcoholic beverage, soda, bottled water, and lemonade sales.
- All other beverage sales must be approved.
- Booth and adjacent areas must be kept clean and orderly at all times.
- You are responsible for cleanup of your space and surrounding area during and after the show.
- Booth personnel must be clean and presentable at all times.
- Children may not be present in any booth at any time and no workers under 14 years of age.
- Each booth is responsible for the proper off-site disposal of all grease, charcoal, sand, hay, gray water, cardboard, plastic containers, etc. generated by your operation. Failure to do so may result in a City citation and/or exclusion from future events.
- No dumping in storm drains, gutters, alleys or adjacent areas.
- Floor coverings are mandatory for all food booths that may leave grease or stains on the pavement.
- If the ground or pavement in or around your booth is excessively stained by grease or food, you will be required to pay for cleaning of the area.
- No glass or Styrofoam containers allowed.
- You must abide by the City of Austin Health Regulations and Fire Codes for Temporary Food Establishments (See copy attached). Your booth is subject to inspection by the Health Department and the Fire Marshall prior to operating and/or during the event.

BOOTHS & DISPLAY EQUIPMENT:

- Booths and other equipment, such as tables, chairs and tents are not provided; however, we can help you find them.
- The perimeters of your booth must be entirely enclosed.
- If using tables, they must be draped.
- All booths must display a full menu with prices.
- Pop-up tents are acceptable; however, tarps are not.
- No open flames are allowed under tents.
- No nails, spikes or fastening devices can be driven into streets or sidewalks.

ELECTRICITY:

- Two (2) 110 Volt 20 Amp outlets are included with each booth.
- Limited electrical service is available to cart spaces with prior arrangement.
- Additional power is available at extra cost and must be arranged prior to the festival.
- Generators will run 2 hours prior to event opening & until 1 hour after event closing each day.
- Personal Generators may be used in a few locations. They must be quiet, non-polluting and must be arranged in advance. No loud generators will be allowed. Violators are subject to removal.
- **OVERNIGHT ELECTRICITY IS NOT AVAILABLE!**

BOOTH FEES AND ACCEPTANCE:

- Your booth fee is required with your application. Applications submitted without full payment will not be accepted.
- **All applications and fees are due by April 1, 2010. Fees submitted after April 1st will be subject to \$25 - \$50 late charge per cart/booth.**
- Your check will be cashed upon acceptance. If you are not accepted, your check will be returned to you or destroyed.
- Returned checks are charged \$30.
- Acceptance notices will be e-mailed. You may send a self-addressed stamped envelope if you want written acceptance.
- Acceptance to previous Festivals does not guarantee acceptance to this Festival.
- Booth assignment, set-up instructions and vehicle passes will be mailed to each vendor about 1 week before the event.

HEALTH DEPARTMENT PERMIT:

- You must abide by the rules of the Austin-Travis County Health Department code for Temporary Food Service Establishments (attached). The Temporary Food Service Responsible Party Identification Form must be completed and submitted with your application and fees.
- Health department documents cannot be accepted and permits will not be issued after April 20, 2011 without late fees assessed.
- Your booth may be inspected by the Health Department prior to operating and/or during the event. It is your responsibility to read, understand and follow the Health Department guidelines. The Health Department Inspectors have the final authority.

REFUNDS & CANCELLATIONS:

- Cancellation Deadline for the Spring FESTIVAL is April 1, 2011.
- Absolutely NO REFUNDS or TRANSFERS after cancellation deadline.
- Approved refunds will be issued immediately upon approval and are subject to a \$50 cancellation fee.

FESTIVAL SCHEDULE:

5/7	Set-up	5AM – 8AM;	Vehicles must be off site by 10AM
5/7	Show Hours	11AM – 10PM	
5/8	Show Hours	11AM – 8PM	
5/8	Tear Down	8PM – 12AM;	Street must be cleared by Midnight

- **No vehicles allowed behind booths during operating hours.**
- **Do not Block the Fire Lanes at any time including load in/out.**

OVERNIGHT SECURITY:

- You may leave your booth set-up overnight if you secure it properly against intruders and weather. All valuables should be removed.
- Tents should be lowered and closed with sides tied if possible.
- We have a substantial overnight security force and do not anticipate any problems. However, the Festival does not assume any responsibility for your property.

WEATHER:

- This is an outdoor event and subject to the elements.
- THE FESTIVAL GOES ON -- RAIN OR SHINE.
- Personal safety is always our first concern.
- In case of inclement weather, we will make every effort to continue.
- Due to the complexities of the festival, re-scheduling and refunds are not possible.

THERE WILL BE NO EXCEPTIONS TO THESE RULES FAILURE TO COMPLY MAY RESULT IN IMMEDIATE EXPULSION WITH NO RECOURSE WHATSOEVER

CONTACT INFORMATION:

Old Pecan Street Association	AusTex Events:
500 San Marcos Street, Studio 111B	7009 Daugherty Street
Austin, TX 78702-3260	Austin, TX 78757-2115
Ph: (512) 825-2634	Ph: (512) 454-9285
Fax: (512) 291-1716	Fax: (512) 454-2234
E-mail: contact@oldpecanstreetfestival.com	info@autextevents.com
Web-site: www.oldpecanstreetfestival.com	www.austextevents.com

FOOD CONCESSION VENDOR APPLICATION

33rd Annual 2011 FALL Pecan Street Festival
 May 7-8, 2011

Please Print!

Name: _____
 Business Name: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Area Code/Phone Business: _____
 Home: _____
 Mobile: _____
 Fax: _____
 Email: _____
 Website: _____
 Drivers License #/State: _____
 Texas Sales Tax #: _____

Vendors are responsible for collecting and paying Austin sales tax of 8.25%.
 A photocopy of your sales tax permit must be included with your application.

Description of Food and/or Beverage to be Sold:

(no soda, bottled water, alcoholic beverage or lemonade sales available)

Booth Request: Please Consult List and Indicate Booth Request
 1st Request Booth/Cart # _____ \$ _____
 2nd Request Booth/Cart # _____ \$ _____
 3rd Request Booth/Cart # _____ \$ _____
 Health Permits (Required Per Booth/Cart) \$ 45.00
 Late Fee (Submitted after April 1, 2011) \$ _____
 Total Amount Enclosed \$ _____
 Make Payment Amount Your First Booth/Cart Choice

Make check payable to: Old Pecan Street Association

Mail To: AusTex Events, 7009 Daugherty Street, Austin, TX 78757

Contact the Food Director at info@austextevents.com or 512/537-9285 for more info.

No Applications Will Be Accepted Without Check/Money Order
 Late applicants are subject to being left out of advertising and printed program.

Waiver and Conditions: The undersigned exhibitor/vendor releases and holds harmless The Old Pecan Street Association, AusTex Events, the City of Austin, festival sponsors, property owners, and tenants; and waives all rights, without limit upon or liability, for use of their property and facilities. The undersigned also agrees that festival may use any images submitted for publicizing the Pecan Street Festival. The undersigned further agrees that failure to abide by the rules stated in this application can lead to expulsion from the Pecan Street Festival with no reimbursement or legal recourse whatsoever. I have read the attached rules and agree to the terms of this contract. Applicants must sign below to be considered.

I have read and agree to the Food Concession Rules of the Festival.

Signature: _____ Date: _____

First-Time Vendors Must Submit Photos of Booth With Application

() Photos attached () Will email photos to info@austextevents.com

APPLICATION MUST BE SIGNED & PAYMENT ENCLOSED

OFFICE USE ONLY

Dep. Date	Ck. #	Amount	Reg. #	Notes	Booth #

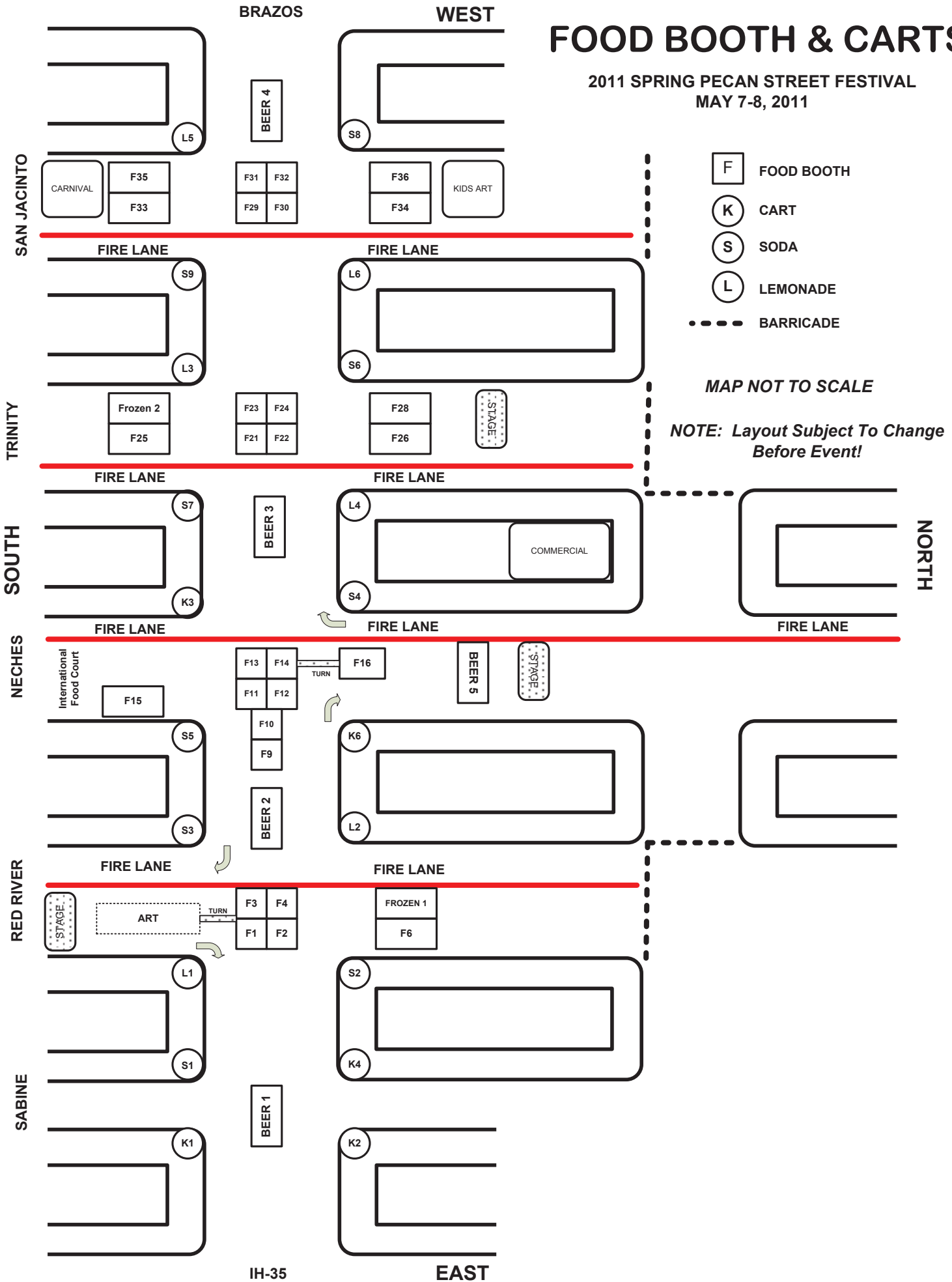
2011 SPRING PECAN STREET FESTIVAL FOOD BOOTH/CART SPACE PRICE LIST

BOOTH SPACE	PRICE	
	By 4/14/11	After 4/14/11
F-1	\$1,025	\$1,075
F-2	\$1,025	\$1,075
F-3	\$1,025	\$1,075
F-4	\$1,025	\$1,075
F-6	\$1,025	\$1,075
F-9	\$1,025	\$1,075
F-10	\$1,025	\$1,075
F-11	\$775	\$825
F-12	\$775	\$825
F-13	\$1,025	\$1,075
F-14	\$1,025	\$1,075
F-15	\$1,525	\$1,575
F-16	\$1,025	\$1,075
F-21	\$1,025	\$1,075
F-22	\$1,025	\$1,075
F-23	\$1,025	\$1,075
F-24	\$1,025	\$1,075
F-25	\$1,025	\$1,075
F-26	\$1,025	\$1,075
F-28	\$1,025	\$1,075
F-29	\$1,025	\$1,075
F-30	\$1,025	\$1,075
F-31	\$1,025	\$1,075
F-32	\$1,025	\$1,075
F-33	\$1,025	\$1,075
F-34	\$1,025	\$1,075
F-35	\$1,025	\$1,075
F-36	\$1,025	\$1,075
H-1	\$625	\$675
H-2	\$625	\$675
H-3	\$625	\$675
H-4	\$625	\$675
H-5	\$625	\$675
H-6	\$625	\$675

CART SPACE	PRICE	
	By 4/14/11	After 4/14/11
K-1	\$375	\$400
K-2	\$375	\$400
K-3	\$425	\$450
K-4	\$375	\$400
K-6	\$425	\$450
L-1	\$400	\$425
L-2	\$400	\$425
L-3	\$450	\$475
L-4	\$450	\$475
L-5	\$400	\$425
L-6	\$400	\$425

FOOD BOOTH & CARTS

2011 SPRING PECAN STREET FESTIVAL
MAY 7-8, 2011



PECAN STREET FESTIVAL

GREEN GUIDELINES FOR EVENT VENDORS

Thank you so much for helping to make Pecan Street Festival a GREEN event!

PROHIBITED MATERIALS

There are two types of materials that are **banned from being distributed** to customers at **ALL** City of Austin facilities, park grounds, and events:

- **GLASS.** Glass is difficult to recycle. When broken, glass can cause injury.
- **STYROFOAM.** Styrofoam cannot be recycled in the City of Austin's recycling program. Styrofoam easily becomes a serious litter issue and can cause harm to wildlife.

FACT: A Styrofoam cup takes up to 50 years to "break down" in the environment

DISCOURAGED MATERIALS

Vendors are discouraged from using the following items that are difficult to recycle:

- Plastic bags and wrapping
- Plastic plates
- Plastic stirring straws
- Plastic utensils/utensil packs (plastic wrapped fork, knife, napkin, and pepper/salt)
- Individually packaged condiments and drinking straws
- Drink boxes

FACT: Materials to be recycled should be relatively clean and void of food particles

ENCOURAGED MATERIALS & PRACTICES THAT SAVE MONEY

- **FOOD CHOICES.** Serve food items that do not require utensils, such as: hot dogs, corn dogs, hamburgers, sandwiches, fries, tacos, pizza, ice cream cones or bars, etc.
- **SMART FOOD PACKAGING.** Make food convenient and portable for customers by wrapping it in materials such as foil or paper. Bulk foil or paper tends to cost less than plates, is easy to transport and can be rolled up into a small ball for disposal.
- **BUY IN BULK.** More savings, less waste! Avoid anything individually wrapped!
 - **Utensils.** Fork, spoon, knife or spork? If you choose to serve food that requires utensils, carefully consider which utensils will be needed.
 - **Straws.** Avoid plastic straws. If you need stirring straws, opt for wood.
 - **Condiments.** Supply your customers with self-serve bulk condiments, such as mustard, mayo, ketchup, creamer, salt and pepper. This costs less, is more convenient and helps avoid the extra waste of individually wrapped packets.
 - **Recycled Content Plates & Napkins.** Using paper plates and napkins made out of post-consumer recycled paper is an excellent way to close-the-loop.

CLOSE-THE-LOOP means buying recycled and is an equally important step in the recycling process. Even though trees are a renewable resource, much energy and landfill space can be conserved when we buy recycled content items.

- **Beverages.** Beverages can be served in bulk using commercial dispensers. In the absence of a dispenser, we recommend compostable cups, reusable cups or aluminum cans.
 - **Reusable Cups.** Sell reusable cups. Serve water or other beverages from coolers and provide discounts for refills. The discount encourages customer loyalty. Remember to follow all health department requirements.







- **Aluminum or Plastic?** Through the City of Austin, aluminum is easier to recycle and when recycled, has a longer reusable life span than plastic. **We will have recycling available for BOTH aluminum cans and plastic containers.**

IMPORTANT: PLEASE DO NOT BREAK THE RECYCLING SYSTEM! Compostable and other plant-based plastics **CANNOT** be recycled. If you choose to use compostable products, instruct your customers to throw them in the trash not in the recycling bin.

THE FESTIVAL WILL PROVIDE VENDORS:

1. Two roll-off dumpsters for trash
2. Recycling dumpsters for cardboard and other recyclable materials
3. Clear Stream event recycling containers and clear bags for customer use throughout event
4. Collection of customer's recyclables and trash
5. Volunteers to assist with recycling efforts

Materials that CAN be recycled:

-  Glass, generated by vendors
-  Rigid plastic containers (#1 thru #7)
-  Aluminum, tin, and steel
-  Paper fliers and documents
-  Paperboard
-  Cardboard

Materials that CANNOT be recycled:

-  Plastic bags
-  Styrofoam
-  Food
-  Paper cups
-  Paper plates
-  Napkins

EVENT RECYCLING CONTAINERS will be placed throughout the event to collect **aluminum cans and plastic bottles** from attendees. Only vendors will be able to recycle all the materials noted above.

VENDORS CAN HELP

1. Break down boxes and haul all cardboard to the recycling dumpsters.
2. Recycle any other material using the recycling dumpsters.
3. Share the following recycling rules with your staff and customers:
 - **RECYCLING = CLEAR BAGS**
 - **TRASH = BLACK BAGS**
 - Containers **CANNOT** be recycled if they have food or grease on/in them, this includes paper beverage cups, plates and utensils
 - Aluminum cans and plastic bottles must be emptied before recycling
 - **DO NOT** put food, utensils, styrofoam, paper products or any other non-recyclable material in the recycling containers

COOKING GREASE

Vendors are responsible for removal of cooking grease from the festival area and proper disposal.

IMPORTANT: PLEASE DO NOT dispose of your used cooking grease in portable-potties.

Questions or Concerns? Contact Mike Laymon at 512-537-9285.

TEMPORARY FOOD SERVICE REQUIREMENTS

The following requirements are for temporary food service operations in Austin and Travis County. These requirements are based upon the Texas Food Establishment Rules, which have been adopted by the Austin City Code. A temporary establishment is the service of food at a location 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 booth coordinator/vendors at least one week prior to the event. It is the responsibility of each individual food service booth to meet the following requirements:

Post at each booth a valid permit and booth guidelines issued by the Austin/Travis County Health and Human Services Department.

Critical operation requirements:

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.

- 1. Keep potentially hazardous foods colder than 41 °F or hotter than 135 °F at all times.** 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 (depth of less than 4 inches) and refrigerating it uncovered. Cover refrigerated food as soon as the food has cooled to 41 °F.
- 2. Provide facilities to wash hands to include:** hand soap, paper towels, container of warm water and a waste water bucket. Water container must be designed with a spigot that allows the user to wash hands freely without continuously depressing the spigot or tilting the container. Following hand washing, gloves or a hand-sanitizer shall be used when handling ready to eat foods. Beneath the hand washing container shall be a bucket to collect waste water. Collected wastewater must be disposed of in the waste barrels provided by the event organizer.
- 3. Provide utensil washing** if food preparation involves utensils. Provide 3 basins if no permanent facilities are on site. The first basin is for washing and has detergent wash water only. The middle basin is for rinsing and has only clean water (replace as needed). The third basin is for soaking utensils for 1 minute in a sanitizing solution of 50-100ppm chlorine (1 1/2 *teaspoons* bleach per gallon of clean water). Dry utensils in the air or with paper towels only. (Suggestion: Conserve water; use only the amount needed to prevent waste water barrels from overflowing). Keep utensil washing basins covered or beneath overhead protection. ***Remember the proper sequence: WASH, RINSE, & SANITIZE!***
- 4. Utilize fuel or electricity for hot holding units.** Insulated containers with no active source of heat are unacceptable. *Sterno is not permitted for outdoor events, unless properly hooded to prevent wind effects.* The Health Authority can pre-approve alternative means for maintaining temperatures. Wrapped sandwiches must not be stored in direct contact with ice. Active refrigeration will be required for multiple day events.

Additional Operational requirements:

- 1. Monitor food temperatures** with a metal stem-type thermometer. Thermometers should have a range of 0°F-220°F. Thermometers should be cleaned and sanitized between uses.
- 2. Use only cutting boards, utensils, equipment, food preparation and serving surfaces that are constructed of easily cleanable material.** Clean and sanitize these items frequently during the event. Table cloths can only be used if they are frequently replaced.
- 3. Use a different set of utensils and prep surfaces to prepare raw or partially cooked foods that is separate from the utensils and surfaces used to prepare fully cooked foods.**
- 4. Test sanitizing solutions with chlorine test paper.** Sanitizing solution must be kept between 50-100ppm chlorine. Test papers can be found at restaurant supply stores.

5. **Use spray bottles of sanitizing solution** and paper towels to frequently wipe counters and to spot clean equipment.
6. **Store ice for drinks or consumption in their original bag** in an ice chest during service. Ice bags shall be punctured underneath to allow drainage and open on the top to allow dispensing. Consumers shall not dispense their own ice for drinks. Ice shall be dispensed with scoops with handles. Nothing other than the ice scoop shall be stored in this ice.
7. **Protect all food**, utensils and paper goods from exposure to dirt, dust, and insects. These items must be kept covered or wrapped to minimize exposure to potential contaminants. Keep cups wrapped in their original plastic sleeves until dispensed. **Thaw foods by placing them in a refrigerator** overnight, by covering them with ice in an ice chest that is constantly draining into a waste water container, by placing them under cold running water, or by cooking them from completely frozen until fully cooked. Thawing foods at air temperature or in standing water is prohibited.
8. **Provide only disposable utensils, plates, cups, knives, forks, spoons, etc. to the consumer. Provide only condiments that are individually packaged or dispensed from an *approved* covered container.** Foil, plastic wrap, etc. do not provide adequate protection.

Structural operations

1. **Collect drainage water** from ice bins, ice chests, beverage dispensers, hand & utensil washing, and similar equipment in buckets or pans for disposal in the waste water barrels provided by the event organizer or in a sanitary sewer. Drainage must never be discarded on the ground.
2. **Provide covered garbage containers with plastic liners.**
3. **Provide floor covering** that will eliminate dust and be easily cleaned. Flooring must be in cooking, serving, food preparation, and utensil washing area. Approved floor coverings are concrete, asphalt, plywood, linoleum, clean cardboard that is replaced daily, overturned carpeting, or a surface approved in advance by the Health Authority.
4. **Provide overhead covering** above food preparation, cooking, serving, and utensil washing area.

Food prepared outside the following parameters may be detained/ or discarded.

1. **Serve only foods requiring minimum preparation** such as seasoning and cooking, or food specifically approved in advance by the Health Authority. All cutting, slicing, or chopping must be done in an approved facility, not outside.
2. **Failure to provide the name of the booth/organization and a listing of all food items and the names and addresses of food suppliers/ facilities used for food preparation (all facilities used must be permitted).** Ice and food containing potentially hazardous foods (meat, fish, shellfish, poultry, eggs, dairy products, and cooked beans, rice, potatoes) must be supplied from and prepared from a food establishment permitted by the Health Authority. **No home preparation of potentially hazardous food or ice is allowed.**



TEMPORARY EVENT FOOD SERVICE CHECK-LIST

For Additional Questions Contact the COA Health Dept's Temporary Events Program
(512) 972-5600



FOOD FROM APPROVED SOURCES

- PREPARED ON-SITE OR PERMITTED KITCHEN ONLY
 - LETTER FROM PERMITTED FACILITY SIGNED BY OWNER

NO HOME-COOKED FOODS --- NO HOME-COOKED FOODS

APPROVED HAND-WASHING STATION

- SOAP
- TOWELS
- APPROVED WATER DISPENSER WITH "SPIGOT SPOUT" (NO PUSH BUTTON)
- CATCH BASIN FOR WATER WASTE



APPROVED DISHWASHING STATION

- BASIN #1 – WATER WITH DISH SOAP
- BASIN #2 – CLEAN RINSE WATER
- BASIN #3 – SANITIZE WITH CHLORINE WATER [50 -100PPM CHLORIDE]



FOOD AT PROPER TEMPERATURES

- COOKING
 - RAW CHICKEN – 165F
 - RAW HAMBURGER MEAT – 155F
 - RAW PORK & BEEF – 145F
- HOT-HOLDING FOOD @ 135F OR GREATER
 - MECHANICAL OR GRILL SOURCES ONLY
 - NO STERNO HEATERS (UNLESS PROPERLY HOODED)
- COLD-HOLDING FOOD @ 41F OR LESS
 - PACKED IN ICE TO RIM OF CONTAINER

OVERHEAD AND GROUND COVERINGS



OTHER NEEDED ITEMS

- THERMOMETERS (0F – 165F)
- SANITIZER BUCKET W/ RAG
- WASTEWATER DISPOSAL
- SANITIZER TEST STRIPS