

**Event Date: September 25, 2021**

Downtown Lincoln | Beermann Plaza

540 F Street, Lincoln CA 95648

6:30 – 10:00 PM General Admission

## Restaurants/Catering/Food

### Participation Response Form and Agreement: No Vendor Fee to participate

Thank you for your interest in participating in our 19<sup>th</sup> Annual Premier Taste of Lincoln Showcase Event. The Lincoln SHOWCASE takes place in downtown Lincoln on **Saturday, September 25, 2021 from 6:30 – 10:00 PM.**

We are expecting 800-1,000 guests again this year. Acceptance consideration is based on date form and agreement is received. In order to have ample time to promote participation, no applicants will be accepted after September 6, 2021.

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

Primary Contact: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Mobile Phone #: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**MUST PROVIDE:** A signed copy of your Temporary Food Facility Application that is included in this packet along with your signed agreement.

#### Logistics | Event Schedule:

- 3:00-5:00 PM Vendor booth setup MUST be set up NO LATER than 5:30 PM
- 6:30 PM Doors Open- General Admission
- 9:30 PM Last pour of alcohol, as mandated by the Department of Alcoholic Beverage Control (ABC)
- 10:00 PM Vendor may disassemble booth and "Clean-up" starts

Special Requests | Do you have a special request? If so, please let us know: \_\_\_\_\_

**48-Hour Cancellation Policy** is required.

In the event of a cancellation, please notify the Lincoln Area Chamber of Commerce within 48-hours of the event by calling 916-645-2035. Cancellation could result in non-acceptance for following year.

**Items provided** by the Lincoln Area Chamber of Commerce will include the following:

1. One (1) 8-foot and 6-foot tables (Please bring your own linens)
2. Up to four (4) vendor passes for those individuals representing your establishment the day of the event
3. Ice (20 LB bags available while supplies last)
4. Limited number of supplies: Napkins, plates, cups, utensils, etc.
5. Hand washing station and self-inspection Placer Co. checklist to be displayed in your booth.

**Please indicate what items you will need by checking the boxes below:**

- ☐ Electricity; if so, what requirements: \_\_\_\_\_
- ☐ Miscellaneous: \_\_\_\_\_

**Please come prepared with the following items:**

- Enough FOOD samples to serve 650+/- guests  
*As we get closer to the event, we will provide you with a headcount of ticket sales.*
- Please comply with the local Health Department laws and regulations, we will need a picture or a copy of your health department license to be turned in with your application.
- **Your Temporary Food Permit is free as long as you have a current health permit and must be returned to the Chamber who will turn into Placer Co. Health under one Event permit.**
- Bring your own ice chests
- Bring your own table cloth, décor, signage and promotional materials to display at your table, additional serving utensils to avoid have to have a wash station.
- Bring additional napkins, plates, cups to serve (*LACC has a limited number of supplies on hand*)
- **Bring a 10x10 pop up tent per County Health Department**
- Bring additional serving utensils to avoid having a wash station.
- Bring at least one digital thermometer.
- We will have trash cans but it is advisable to have a small one behind your booth.
- **YOU MUST HAVE YOUR TEMPORARY FOOD PERMIT TURNED WITH YOUR APPLICATION (THE CHAMBER CAN HELP YOU WITH YOUR FOOD PERMIT, WE NEED IT ON FILE FOR COUNTY HEALTH DEPARTMENT)**

**WE WANT TO MAKE THIS AS EASY AS POSSIBLE FOR OUR RESTAURANTS SO PLEASE CALL THE CHAMBER OFFICE IF YOU HAVE ANY QUESTIONS. TOM: 530-300-6039**



## VENDOR PACKET \*

By the week ending September 17, 2021, the Chamber office will send out specific event instructions, including location assignments AND map of vendor spaces.

### EVENT PROMOTION:

Please promote this event to your customers, friends and associates via email blast, social media, etc. Upon completion and submission of this form, the Lincoln Area Chamber of Commerce will supply you with our marketing materials- in hopes you will promote this event to your employees and guests of your business establishment.

If you have not done so already – please do the following to **help further promote our event:**

#### Facebook:

1. Lincoln Showcase Facebook Page <https://www.facebook.com/LincolnShowcase/>
2. Like our page and please “share” our posting, which will boost our online presence

#### Instagram:

1. Lincoln Chamber Instagram Page <https://www.instagram.com/lincolinchamberca/>
2. Like our page and please “share” our posting, which will boost our online presence

#### Twitter:

3. Lincoln Chamber Twitter Page <https://twitter.com/AreaLincoln>
4. Like our page and please “share” our posting, which will boost our online presence

We are looking forward to another successful Lincoln SHOWCASE and having you partner with us at this memorable event!

**By signing this AGREEMENT, I acknowledge that my business establishment has read this agreement in its entirety and we agree to participate in this event as a vendor. We agree to comply with the ABC rules and regulations.**

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Print Name of FOOD Representative

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Print Title of FOOD Representative

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Signature of FOOD Representative

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Date Signed



Department of Health and Human Services, Environmental Health Division  
Auburn Office: 3091 County Center Drive, Suite 180, Auburn, CA 95603 (530) 745-2300  
Tahoe Office: 775 N Lake Blvd, Suite 203, Tahoe City, CA 96145 (530) 581-6240

FOR OFFICE USE ONLY	
SR:	
PE:	
Amt Due:	
Invoice #:	
Date Paid:	
Receipt #:	
Fee	<input type="checkbox"/> DD214 <input type="checkbox"/> 501c3
Exempt:	<input type="checkbox"/> Brick & Mortar

### Application for Temporary Food Facility (TFF) Vendor Authorization

#### Application Submittal and Payment Instructions

- Applications must be received **at least two weeks** prior to the planned event. **Incomplete applications may delay processing.**
- Submit a completed application to Environmental Health via email to [Business@placer.ca.gov](mailto:Business@placer.ca.gov). Applicants submitting via email will receive an emailed invoice with instructions to submit payment online.
- This authorization is valid for one TFF vendor booth. A separate application and fee are required for each additional booth.
- For current fees, please visit <https://www.placer.ca.gov/3245/Permits-Forms-Fees>

**Applicants eligible for fee reduction must include required documentation with application:**

- Veterans (include copy of DD Form 214 and driver's license)
- Food Facilities/Caterers with current Placer County Health permit (complete section below)
- Qualifying Non-profit Organizations (include copy of 501(c)(3) determination letter from the IRS)

Applicant Details	<b>Type of Authorization:</b> <input type="checkbox"/> Single Event Vendor <input type="checkbox"/> Multi Event Vendor (Valid July 1 <sup>st</sup> - June 30 <sup>th</sup> )	
	Applicant Name: _____	
	Name of Concession/Booth: _____	
	Applicant Address: _____	
	Phone: _____	Email: _____
	Do you have a current permit (food facility, caterer, cottage food) with Placer County Environmental Health? <input type="checkbox"/> Yes <input type="checkbox"/> No Facility Name _____ Permit # _____	

#### Complete the following for Single Event Vendors only:

Single Event Details	Event Name: <u>Lincoln Showcase</u>	
	Event Organizer: <u>Lincoln Area Chamber of Commerce</u>	
	Organizer Phone: <u>530-300-6039</u>	Organizer Email: <u>CEO@LincolnChamber.com</u>
	Event Location: <u>Downtown Lincoln</u>	
	Event Dates: <u>September 25, 2021</u>	Hours of Operation: <u>6:30-10pm</u>

#### A. VENDOR RESPONSIBILITIES AND CERTIFICATION

*I certify that I am familiar with the requirements to operate a Temporary Food Facility (TFF) as a vendor (CAL CODE section 113947.1c) and agree to operate in a manner consistent with those requirements. I also understand that, depending on risk assessment and staff assignments, an initial phone interview and/or event inspection may be conducted by this office.*

*I agree to post my TFF vendor authorization and daily self-inspection checklist in a location visible to the public while operating.*

*I agree to obtain approval from Environmental Health for any menu or set-up changes prior to the event.*

*I agree to renew my TFF vendor authorization should it expire before continuing to participate in any community events.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**B. FOOD TO BE SOLD OR SERVED AT THE EVENT**

List all foods to be offered (Or attach menu). State law prohibits the use of a private home for food prep and/or storage. For prepackaged items, attach a copy of your CFO permit, state Processed Food Registration, or Cannery License where applicable.

Food Item	Off-Site Prep*	How Served	Made to Order	Describe Preparation Method (e.g. BBQ, frying, grill, slicer)
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Hot <input type="checkbox"/> Cold	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Hot <input type="checkbox"/> Cold	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Hot <input type="checkbox"/> Cold	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Hot <input type="checkbox"/> Cold	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Hot <input type="checkbox"/> Cold	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Hot <input type="checkbox"/> Cold	<input type="checkbox"/> Yes <input type="checkbox"/> No	

\*For Off-Site Prep, please complete the following (Attach a copy of health permit if not in Placer County):

Name of Facility: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**C. HOT/COLD HOLDING EQUIPMENT**

Identify methods for maintaining food hot ( $\geq 135^{\circ}\text{F}$ ) or cold ( $\leq 45^{\circ}\text{F}$ )

**Cold Holding Equipment (Check all that apply):** ☐ Ice Chest ☐ Mechanical Refrigerator ☐ N/A ☐ Other: \_\_\_\_\_

**At the end of each day, discard all potentially hazardous foods not held under mechanical refrigeration at or below  $41^{\circ}\text{F}$ .**

**Hot Holding Equipment (Check all that apply):** ☐ Hot Holding Cabinet (Cambro) ☐ Steam Table ☐ Soup Warmer/Crock Pot  
☐ Chafing Dishes ☐ Hot Dog Steamer/Roller ☐ Electric Rice Cooker/Warmer ☐ N/A ☐ Other: \_\_\_\_\_

**At the end of each day, discard all hot held potentially hazardous foods. Cooling is not permitted.**

How will food storage temperatures be monitored at the event? ☐ Probe thermometer ☐ Ambient thermometer ☐ N/A

**D. SAMPLING**

Food displayed for customer self-service shall be individually portioned into single service containers. Samples may also be dispensed directly to the customer using single service wrappers or utensils. Use of communal service bowls is not approved.

Type of sampling: ☐ Prepackaged samples ☐ Open/dispensed samples ☐ N/A, no sampling

**E. HAND WASHING FACILITIES**

For temporary food facilities with open food/beverage or sampling, a hand wash station is required **within the booth**.

Provide a hand washing station with a minimum five-gallon water container with a dispensing valve that can provide continuous **hands-free** flow, soap, single-use towels, and a container to catch wastewater.

**F. SANITIZING SOLUTION**

Provide information about sanitizers to be used for utensil washing and/or to sanitize food contact surfaces with wiping cloths.

Sanitizer: ☐ 100ppm Chlorine ☐ 200ppm Quaternary Ammonium ☐ N/A (Prepackaged only, no open/dispensed sampling)

**Ensure that appropriate test strips are available at booth and used to test solution.**

**G. WASTE DISPOSAL**

All waste must be disposed of properly. Liquid waste may not be dumped onto the ground or into a storm drain.

Liquid waste removal provided by:

☐ Booth operator ☐ Event organizer ☐ Sanitary sewer ☐ Waste removal company ☐ N/A (Prepackaged only)

Waste tank size (if applicable): \_\_\_\_\_ gallons

Address where liquid waste will be disposed of (if applicable): \_\_\_\_\_



## H. UTENSIL WASHING

For temporary food facilities where multi-use utensils are used, a utensil washing station is required.

Indicate your method of utensil washing:

- ☐ No utensil washing station (No food preparation or multi-use utensils will be used at event).
- ☒ No utensil washing station (Facility will operate for no more than 4 hours at a time with adequate supply of spare utensils).
- ☐ Three-step utensil washing station using containers (minimum of three 5-gallon containers) within booth.
- ☐ Three-compartment utensil washing sink with hot (120°F) and cold running water under pressure.

## I. FOOD BOOTH CONSTRUCTION

**Option 1:** Booths engaging in food preparation must have 4 sides, a cleanable floor (asphalt, concrete, tarp, or plywood) and overhead protection. The booth may have serving windows that are no larger than 216 square inches each, separated by at least 18 inches. Serving windows need to be equipped with tight-fitting closures. Note: Screening/mesh is a common wall material. Mesh service windows can be kept closed with Velcro or ties.

**Option 2:** Food booths selling only prepackaged foods or dispensing non-potentially hazardous beverages (soda, tea, coffee, etc.) from bulk containers do not need a full enclosure. However, overhead protection is still required.

Select type: ☐ Outdoor Booth (Pop-up tent) ☐ Indoor booth ☐ Mobile food truck ☐ Permanent structure (e.g. Snack-bar)

Floor Material: \_\_\_\_\_ Wall Material: \_\_\_\_\_ Ceiling/Overhead Material: \_\_\_\_\_

Method for closing service windows: ☐ Velcro/ties ☐ Glass/plexiglass ☐ N/A ☐ Other (specify): \_\_\_\_\_

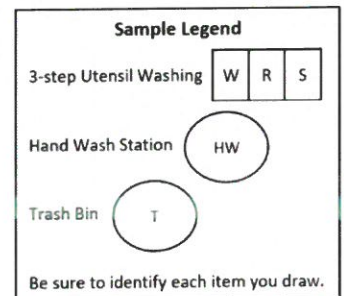
## J. SKETCH OF BOOTH LAYOUT

A temporary food facility application must include a site plan of the booth to be constructed. Include location of equipment for cooking, hand washing, food/utensil storage, utensil washing, outside condiment storage, open-air BBQ (if applicable), and trash.

Vendor Identification (must be clearly visible to customers at booth)

Concession/Booth Name (minimum 3-inch lettering): \_\_\_\_\_

City, State and Zip (minimum 1-inch lettering): \_\_\_\_\_



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Select type: ☒ Outdoor Booth (Pop-up tent) ☐ Indoor booth ☐ Mobile food truck ☐ Permanent structure (e.g. Snack-bar)

Floor Material: Concrete Wall Material: netting Ceiling/Overhead Material: Canvas/Vinyl

Method for closing service windows: ☐ Velcro/ties ☐ Glass/plexiglass ☒ N/A ☐ Other (specify): \_\_\_\_\_

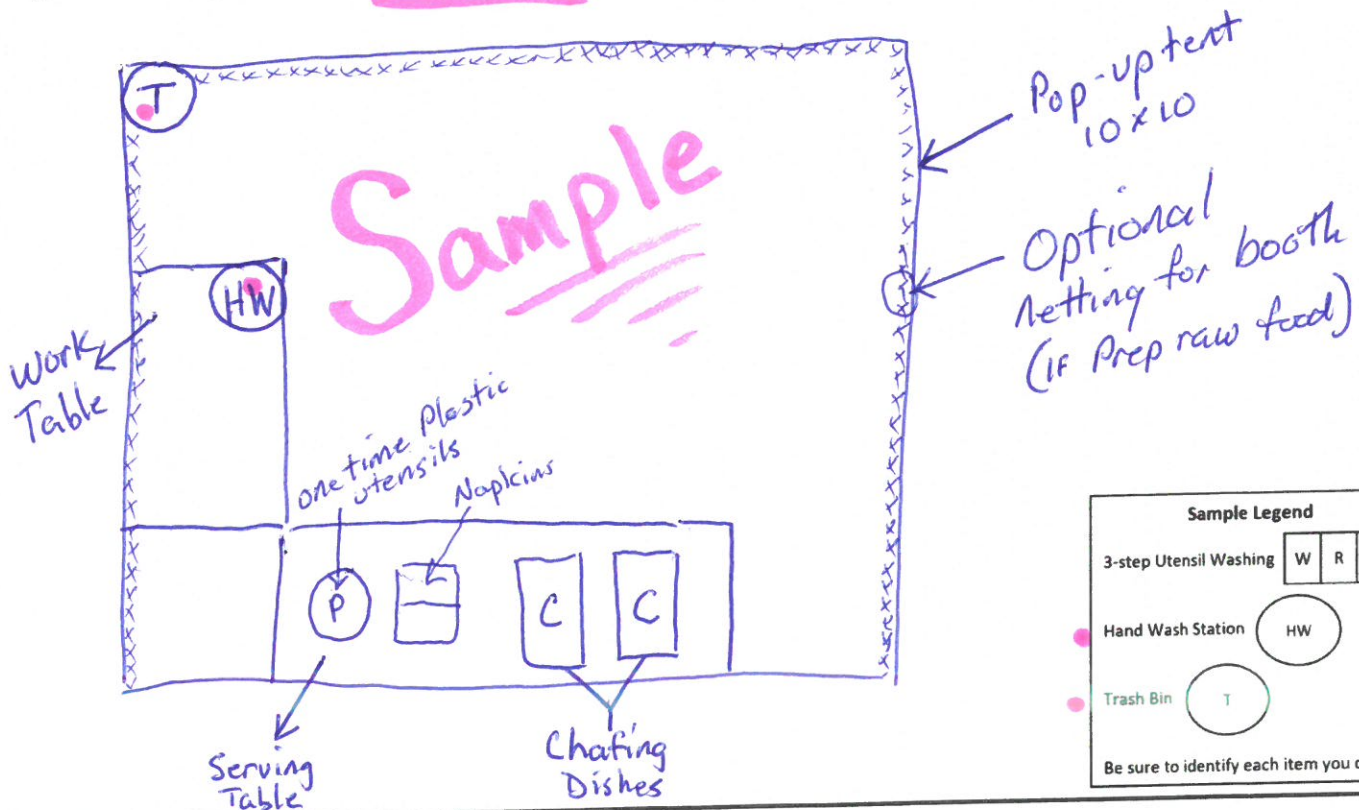
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Vendor Identification (must be clearly visible to customers at booth)

Concession/Booth Name (minimum 3-inch lettering): Name

City, State and Zip (minimum 1-inch lettering): Address





# Taste of Lincoln "Showcase"

## **Self-Inspection CHECK-LIST**

- ☐ 10 x 10 Pop-up Tent (use 3 sided tarps or netting) Back of tent can have a flap to enter in and out from
- ☐ Multiple Serving Utensils to avoid having to do a 3-compartment washing station!
- ☒ Serving Tables (Chamber to provide one 8' and 6' tables)
- ☐ Digital Thermometer
- ☒ Hand Washing Station (Soap, towels, water source with spigot, 5-gallon bucket, Chamber to supply)
- ☐ Spray Bottle with Bleach
- ☐ Ice Chest (to keep cold foods cold at 41 degrees or cooler)
- ☐ Disposable Gloves
- ☐ Heavy duty Foil or cling wrap
- ☐ Chafing Dish with Sterno's (To Keep Hot foods hot 140 degrees)
- ☐ Additional water for chafing dishes
- ☐ Lighter
- ☐ Hot Box/Cambro
- ☐ Table linens/cover with or without logos
- ☐ Your Business Name must be attached to your tent with at least 3-inch letters and address at least in 1" lettering
- ☒ Temp. Food Facility Self-Inspection Checklist from County of Placer (Chamber to provide and will go over before event and display in your tent)

For all our restaurants the Lincoln Chamber wants to make your booth set up as simple and stress free as possible. We are providing all that is highlighted in yellow. When your booths are set up, please call or text Tom at 530-300-6039 and we will come with the Placer Co. Checklist and have you sign off that everything is done and ready to serve.

\*\*\* To avoid having to use netting on all sides of your booth, the county said to serve your samples directly out of a chafing dish to the attendees. Or if you have desserts, it is best to have them in a display and serve from or have a display and keep the samples in bins and serve from there. Or you can put the netting up and serve them as you wish. Any questions please call Tom at 530-300-6039