



# FOOD VENDOR APPLICATION

Fairfield Market on the Green

Fall 2017

October 15, 2017

Sunday (10am-4pm) Rain or Shine

For office use only:

Accepted: \_\_\_\_\_

Not accepted: \_\_\_\_\_

Space # \_\_\_\_\_

Application for Registration: \_\_\_\_\_ New \_\_\_\_\_ Returning \_\_\_\_\_ Chamber Member

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

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

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Vendor Fee: \_\_\_\_\_ Food Truck—1 Day: \$150 (Chamber Member: \$125)

Size of Truck or Tent: \_\_\_\_\_ ft X \_\_\_\_\_ ft

Brief description of menu and pricing: \_\_\_\_\_

Send entry and fee to: Fairfield Chamber of Commerce  
1597 Post Road, Fairfield, CT 06824  
Krista@FairfieldCTChamber.com or fax (203) 256-9990

Payment is required at registration . Checks payable to the Fairfield Chamber of Commerce

Credit Card: VISA / MASTERCARD / AMEX Name on Card: \_\_\_\_\_

Card number: \_\_\_\_\_ Exp Date: \_\_\_\_\_ Security #: \_\_\_\_\_

For cancellations after June 3rd, refunds are not available.

Any questions can be answered by calling the Chamber office: 203-255-1011 or email: Krista@fairfieldctchamber.com

## SUBMIT THE FOLLOWING TO REGISTER FOR EVENT:

- ☐ Completed Food Vendor Application
- ☐ **COPY** of Temporary Food Service Application (original to be filed **by vendor** with the Town of Fairfield Health Department)
- ☐ Copy of current food service license from host municipality
- ☐ Proof of Insurance
- ☐ Application Fee: \$150 for food trucks (1 day)

Any questions can be answered by calling the Chamber office: 203-255-1011 or email: krista@fairfieldctchamber.com

I have filed my Temporary Food Service Application with the Town of Fairfield Health Department and have read and understand the guidelines listed on this application.

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



## Fairfield Market on the Green:



**Show Date: Sunday, October 15, 2017 Rain or Shine.**

The Fairfield Chamber of Commerce Market on the Green is held on the Old Town Hall Green, Corner of Old Post Road & Beach Road, Fairfield, CT. The event is free and open to the public from 10AM – 4PM on Sunday. The set-up for exhibitors begins at 7:30AM, on Sunday.

- **Vendors must comply with all State and local health regulations. All vendors (including those with Town of Fairfield food service licenses) MUST complete and submit a Temporary Food Service Application Form to the Town of Fairfield Health Department and provide a copy of their application and current food service license from their host municipality to the Fairfield Chamber of Commerce. There are absolutely NO EXCEPTIONS. The out-of-town vendor Temporary Food Service Application fee is \$53. There is no fee for Fairfield vendors to obtain a temporary food license. Submit Temporary Food Service Applications to the Health Department by October 2nd. An inspector from the Health Department will be on hand the day of the event and will not allow any noncomplying vendors to open for business. No refunds will be given for failure to allow enough time for Health Department to approve applications or for failure to meet Health Inspector's standards on the day of the event.**
- Vendor must provide proof of insurance for general liability with liability limits of \$1,000,000 per occurrence and \$1,000,000 in aggregate. The Town of Fairfield shall be listed as the Certificate Holder. The Town of Fairfield and The Fairfield Chamber of Commerce shall be named as added insureds. Vendor can contact their insurance agent to obtain this document.
- The event application fee is **\$150 for food trucks and tents (\$125 Chamber Members) for the one day event**. Checks can be made payable to The Fairfield Chamber of Commerce or you can supply your credit card information on page 1. Vendors retain 100% of sales proceeds. All food vendors, not in a truck, must provide a tent per Health Department regulations.
- The Chamber will review all applications; specific foods must be listed on the application or attach a menu listing to ensure a balanced selection of menu items. Only approved food items as identified in this application may be sold. The sale of other items, without the prior written consent of the Chamber, is strictly prohibited. The Chamber reserves the right to make compliance decisions concerning quality of food, price of food, signage, and overall appearance of the booth. We reserve the right to limit the number of vendors selling similar food items, but do not guarantee exclusivity to any vendor.
- **A Health Inspector will be onsite 9:00AM-10:00AM to inspect trucks/tents. Vendors not present for inspection will not receive their temporary food service license and will not be allowed to open for business (no refunds given for noncompliance).**
- Event hours are from 10AM until 4PM, on Sunday. Vendors will be allowed to set up their trucks/tents beginning at 8:00AM. All set-up must be completed and personal vehicles removed to a designated parking area prior to event opening at 10:00AM. Vendors should be prepared for inclement weather and protection of their kitchen equipment as this is a rain or shine event. Booths may not be closed during the event hours. Tear-down can begin at 4:00pm.
- All vendors with tents MUST use tent weights for safety. No drilling into the pavement is permitted. The Chamber will not be providing electricity. Vendors will need to supply their own generators.
- Vendors are responsible for supplying all food service equipment necessary for the operation of their respective booths. All equipment shall be in good working order. Vendors must supply own trash bags, and are responsible for removal of their trash. Designated parking for one personal vehicle per vendor is provided elsewhere on site.



## Fairfield Market on the Green

- Vendors are responsible for providing and setting up/tearing down their own trucks, tents, booths, canopies tables, chairs, etc., which will be confined to the designated area. The Chamber will make assignment of space and determine the location of each booth or food truck.
- All vendors must comply with city and state fire laws, regulations and requirements. Vendor must provide one approved fire extinguisher to be located within the food booth/truck. No grease or gray water is to be poured onto the ground or down any drains. Inspections will be conducted.
- No items may be served in a glass container of any kind. To the extent possible, please use recyclable materials. Collection of trash and recycled materials will be provided by the Town. Food vendors will be allowed to sell non-alcoholic beverages from their booth. Beverages must be dispensed from the original can, plastic bottle or plastic cup.
- Vendors should note that this event may be photographed and/or videotaped. By participating in this event, you hereby consent to the use of your likeness or image in these photographs or video for future promotional consideration by the Town of Fairfield and the Fairfield Chamber of Commerce,.

### Questions about mandatory Temporary Food License can be directed to:

**Town of Fairfield  
Health Department  
725 Old Post Road  
Fairfield, CT 06824  
(203) 256-3020**

### Information the Health Department will request:

- How is food stored and kept at proper temperature
- Describe truck or booth hand washing facilities
- List of food & beverage items
- Copy of current food service license from host municipality if not Town of Fairfield
- \$53 application fee if not currently licensed by Fairfield Health Department. No fee for Fairfield establishments.

### Directions to Town Hall Green:

**611 Old Post Road (corner of Beach Road)**

#### **I 95 Southbound**

Exit 22  
Left onto North Benson Road  
Cross Post Road/Route 1  
Continue one block to stop sign  
Right onto Old Post Road  
Continue one block to stop sign  
Town Hall is across the street on the **left**

#### **I 95 Northbound**

Exit 22  
Right onto Round Hill Road  
Cross Post Road/Route 1  
Continue one block to stop sign  
Town Hall is across the street on the **right**

Fee Schedule	
2016	\$52
2017	\$53
2018	\$54



## Town of Fairfield

HEALTH DEPARTMENT  
725 Old Post Road  
Fairfield, Connecticut 06824

Sands L. Cleary  
Director of Health

Phone (203) 256-3020

Fax (203) 254-8850

### Temporary Food Service Application

*A fee for a Temporary Food License is required if you do not have a current Food Establishment License issued by the Fairfield Health Department. There is no fee for Non-Profit Organizations.*

*Both sides of this form need to be completed in full.*

#### *Temporary Event Information*

Name of Event:	Date/Time of Event:
Location of Event:	
Event Operator	Event Contact Phone:

#### *Food Booth Operator & Food Establishment Business Owner Information*

Name of Person Operating Temp Food Booth on day of Event:	Contact Phone:
Name of Business/Restaurant/Establishment:	Owner's Name:
Address of Business/Restaurant/Establishment:	Owner's Address:
	Owner's Telephone:
Qualified Food Operator's Name:	QFO Expiration Date:

*A copy of your current Food License issued by your municipality and a copy of your Qualified Food Operator's Certificate is required for all Restaurants, Food Establishments, Vendors, Caterers and Businesses.*

~CONTINUED ON REVERSE SIDE ~

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**STORAGE AND PREPARATION**

Where will food be stored and/or prepared prior to the event? *(example: food establishment name & address, etc.)*

How will you keep cold food cold (45°F)? *(examples of cold food are: raw meat, poultry, seafood and dairy products)*

How will you keep hot food hot (140°F)? *(examples of hot food are: cooked, ready-to-serve meat, poultry, seafood, etc.)*

Describe the hand washing facilities in your booth: *(example: 5 gallon bucket with spigot, pail, soap, paper towels or rented portable hand sink, etc.)*

**COMPLETE LIST ALL FOOD & BEVERAGE ITEMS THAT WILL BE SERVED:**
