

# Vendor Handbook



Kodiak Crab Festival 2019  
May 23rd - May 27th



# Introduction

Hello Crab Festival Vendors,

Enclosed you will find your Crab festival Vendor Packet with all the information you need to be a Vendor at the 2019 Kodiak Crab Festival. The 61st Year of Crab Fest brings us the “Seas the Day—Crabe Diem” theme! Thank you for being a part of the fun. Below are a few very important items you will want to be sure not to miss!

Due to new fire code regulations for food vendors, previous vendors should not expect to be in the same location as previous years. Food vendors should also note a few new regulations regarding propane and cooking oil (see page 7)

All vendors requiring electricity will need to provide a power cord 50 feet or longer to connect your booth to the power box. Special twist lock plugs are the only way you can hook into our power source. Please see pages 4 and 5 of this handbook for details.

It is required that all Crab Festival booths have a fire extinguisher. Different extinguishers are required based on what you will be doing in your booth. Please see page 7 in the handbook for details on specific extinguisher requirements. There are a few stores in Kodiak carrying fire extinguishers: Sutliff’s True Value Hardware, Spenard Builders Supply, and Scuba Do. Advance ordering is recommended as there are limited numbers kept in stock. Scuba Do is the only store on island carrying type K extinguishers required for vendors using deep fat fryers.

All cooking vendors are required to take a fire extinguisher/fire safety class which can be scheduled with the Kodiak Fire Department at 907-486-8040. Additional training times will be added as needed. If you have a current certificate of fire extinguisher training from the Kodiak Fire Department, you will not be required to take the class. The class is open to all Crab Festival vendors, but only cooking vendors are required to take it.

All vendors are required to carry Comprehensive General Liability Insurance for the duration of the Kodiak Crab Festival at limits of \$2,000,000.00 Aggregate/ \$1,000,000.00 Occurrence. The policy must name Kodiak Area Chamber of Commerce as an additional insured and a Certificate of Insurance must be provided to the Kodiak Chamber of Commerce prior to the start of the Festival.

Please don’t hesitate to call the Kodiak Chamber Office 907.486.5557 or email me at [crd@kodiak.org](mailto:crd@kodiak.org) if you have any questions about these points or other as we prepare for a great 2019 Crab Festival.

Thank you,

Sarah Phillips  
Crab Festival Manager

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# Vendor Guidelines

The Kodiak Chamber of Commerce aims to ensure that the Kodiak Crab Festival is geared towards fun, safety, and respect. Therefore, the sale of the following items will be prohibited at 2019's Kodiak Crab Festival:

- Alcoholic Beverages
- Fireworks of any kind (any fireworks that are fused or ignitable by match)
- Suggestive Material
- Toy Cigarettes
- T-shirts of other clothing with sexually suggestive caricatures or profanity
- Materials of any sort that glamorize the possession and/or use of illegal drugs
- Drug paraphernalia
- Silly String

Please use common sense when selling or displaying items, keeping in mind that Kodiak Crab Festival is designed to be a family-oriented event.

## Accommodations & Transportation

### Kodiak Accommodations

Best Western Kodiak Inn  
236 West Rezanof Drive Kodiak, AK 99615  
907.486.5712 · [info@kodiakinn.com](mailto:info@kodiakinn.com)

Compass Suites  
203 Alder Way Kodiak, AK 99615  
907.486.1086 · [kodiakcompasssuites.com](http://kodiakcompasssuites.com)

Comfort Inn Kodiak  
1395 Airport Way Kodiak, AK 99615  
907.487.2700 · [comfortinnkodiak@gci.net](mailto:comfortinnkodiak@gci.net)

Shelikof Lodge  
211 Thorsheim Avenue Kodiak, AK 99615  
907.486.4141 · [shelikoflodgealaska.com](http://shelikoflodgealaska.com)

Smith Properties  
1815 Mill Bay Road Kodiak, AK 99615  
907.486.2746 · [kodiakrentals.com](http://kodiakrentals.com)

*Contact Discover Kodiak 907.486.4782 for more information on alternative accommodations and B&Bs*

### Kodiak Transportation

Alaska Airlines  
1647 Airport Way Kodiak, AK 99615  
907.266.7320 · [alaskaair.com](http://alaskaair.com)

Alaska Marine Highway Kodiak Office  
236 West Rezanof Drive Kodiak, AK 99615  
907.486.5712 · [dot.state.ak.us/amhs/](http://dot.state.ak.us/amhs/)

Avis Rent-A-Car  
1647 Airport Way Kodiak, AK 99615  
907.487.2264 · [avisalaska.com](http://avisalaska.com)

Island Air Service  
1420 Airport Way Kodiak, AK 99615  
907.487.4596 · [reservations@flyadq.com](mailto:reservations@flyadq.com)

Ravn Alaska  
1647 Airport Way Kodiak, AK 99615  
907.487.2454 · [flyravn.com](http://flyravn.com)

Sea Hawk Air  
506 Trident Way Kodiak, AK 99615  
907.486.8282 · [info@seahawkair.com](mailto:info@seahawkair.com)

# General Festival Information

## Festival Dates

Kodiak Crab Festival 2019 will be held over Memorial Day Weekend, May 23rd-27th, 2019

## Hours of Operation

Thursday, May 23rd	Noon - 8pm*
Friday May 24th	10am - 8pm*
Saturday, May 25th	10am - 8pm*
Sunday, May 26th	10am - 8pm*
Monday, May 27th	10am - 5pm

\*Festival midway may stay open as late as 10pm depending on attendance and weather

All booths and attractions must operate for a minimum of eight hours each day in conjunction with the Festivals operating hours, with the exception of Monday, which is a seven hour day.

Following Kodiak City Ordinance, No person ages 15 to 17 may be upon a public street or area after 11pm Sunday through Thursday, unless accompanied by a parent, guardian, or other adult. This time is extended to midnight on Friday and Saturday. No person under the age of 15 may be upon a public street or area after 9:30pm Sunday through Thursday, unless accompanied by a parent, guardian, or other adult. This time is extended to 10pm on Friday and Saturday.

## Set-up and Removal Schedule

The Festival area is along Marine Way and in the Harbormaster parking lot. The parking lot will be cleared for set-up by Noon on Tuesday May 21st, 2019.

Booths need to be in place and operational by Noon on Thursday May 23rd, 2019 (with the exception of off island vendors who will be arriving on May 23rd and have permission from the Crab Festival Manager to set-up late. All booths must be removed by 5pm Tuesday May 28th, 2019.

All vendors vehicles must be removed from the festival grounds before the opening of the festival each day. Vendors will not be allowed to drive vehicles in the festival area during operating hours.

Booths are located on parking lot pavement, therefore stakes or nails cannot be driven into the pavement

## Festival Headquarters

Kodiak Chamber of Commerce volunteers host an information booth throughout the festival. This booth sells various items such as pins, sweatshirts, and posters. The Chamber booth has a locator map of various booths, a schedule of events, and a message board. There is also a telephone and PA system at the Chamber booth.

# Festival Rules and Regulations

Some guidelines are necessary for the benefit of vendors and patrons alike. The following rules and regulations have been developed over the years and the Chamber reviews and updates them each year. Your comments and suggestions are welcome and may be emailed to [crd@kodiak.org](mailto:crd@kodiak.org)

## **Name and Logo**

No business or organization may use the name “Kodiak Crab Festival” or its logo design without the express written permission of the Chamber Executive Director and Board of Directors.

## **Liability Insurance**

The Kodiak Chamber of Commerce insurance carrier requires all vendors to carry Comprehensive General Liability insurance for the duration of the Kodiak Crab Festival at limit of \$2,000,000.00 Aggregate/\$1,000,000.00 Occurrence.

The policy must name the Kodiak Area Chamber of Commerce as an additional insured and a Certificate of Insurance must be provided to the Kodiak Area Chamber prior to the start of the Kodiak Crab Festival. Liability Insurance documentation must be returned with the Booth Application & Agreement. Contact your insurance carrier for more information.

## **Booth Size and Cost**

All vendors will be required to pay for all the space they use. This includes displays which extend beyond actual physical booth or trailer. Vendor displays that extend out in front of booths by more than 2 feet will be required to buy additional space. It also includes the use of corner spaces. The contract specifically states that booth cost is based on booth size and that there is an extra fee for use of corner spaces. Corner spaces allow you to operate out of the front and one side.

All booths and booth spaces are limited to 10 feet in depth. The fee structure is explained on the application form. The roof overhang on the front of all booths and vehicles used as booths will be limited to two feet. This is a fire lane requirement. Trailers, motor homes, and buses, that are used as booths will be limited to ten feet wide and a maximum of 25 feet long. Overhangs in the front and rear of vehicles (includes trailer hitches and bumpers) and booths will be included in measurements to determine the size of booth space required and the fee assessed. Walking vendors will be allowed on festival grounds, but must pay the minimum vendor 10' x 10' booth fee.

## **Vendors Using Charcoal/Gas Barbeque Grills**

All vendors who will be utilizing a charcoal or gas barbecue grill must purchase an additional five foot of frontage adjacent to their booth for the placement of their grill. No grills will be allowed in the space in front of the booths. This rule will be strictly enforced. If you use charcoal, you must have a metal container in which to dispose of your used charcoal. If grease or charcoal is dumped on the ground or in storm drains, vendor will be charged for the actual charge for clean-up. All incurred additional charges must be paid in full before vendor will be allowed to participate in any future Kodiak Crab Festivals. All grills must be covered by an awning to protect it from contamination.

## **Vendor Area Clean Up**

Your booth space must be kept clean at all times during the festival. Your booth must be removed and the space cleaned no later than 5pm on Tuesday, May 29, 2018. Additionally, waste cooking oil and charcoal can not be disposed of in storm drains. Any required cleaning of storm drains will be charged at actual cleaning costs.

## **Garbage and Litter Control**

Each booth must have at least one 35 gallon trash can for each 10 feet of booth space. This trash can is to be placed outside the booth for customers to use. Booth personnel are responsible for emptying cans and keeping the area around their booth clean. Failure to comply will result additional clean-up charges. Vendors are requested not to throw booth garbage into garbage cans designated for attendees: these garbage cans are the large green rolling cans and are intended for public use only, dumpsters are provided for booth garbage. The placement of these dumpsters are designated on the vendor maps which will be provided to each vendor on opening day of the Kodiak Crab Festival.

## **Parking**

Parking around the Crab Festival Midway is very limited and all available parking is required for attendees (your customers). More parking is good for Festival attendance and attendance at the Festival is good for your business. The Chamber of Commerce, in cooperation with the Kodiak Police Department, provides one Vendor Parking Permit to each vendor. The Vendor Parking Permit allows the holder to park for a maximum of 15-minutes to load and unload supplies and equipment in the designated vendor parking area on Marine Way. The Vendor Parking Permit must be clearly displayed on the front dashboard of the vehicle parked in the vendor parking area. Kodiak Police Department patrols the vendor parking area and will cite and impound violators.

## **Booth Location**

The location or site selection for your booth will be at the discretion of the Executive Director and Crab Festival Manager. You may indicate a few preferences, if you wish, on the application form or on a piece of paper attached to the form. We will try to accommodate as many individuals needs as possible but there are limits and not everyone will get their first preference. An additional charge of \$150 will be accessed for corner spaces. Additional space over and above the normal booth space is charged at \$2.50 per square foot.

## **Games of Skill and Chance**

All such games are governed by and must be operated in accordance with Alaska State Statutes. You must have an Alaska State permit for Games of Skill and Chance. This applies to all profit and non-profit enterprises. For further information, contact State of Alaska Dept. of Revenue, Charitable Gaming Division, P.O. Box 110440, Juneau, Alaska 99811-0440 or call 907-465-2229.

## **Electrical**

The City of Kodiak Building Official's Office will conduct an onsite inspection of booths, structures, trailers and rides, as well as the general midway area prior to the festival opening. Any deficiencies noted shall be corrected prior to the booth, structure, trailer, or ride opening. The International Building Code, International Mechanical Code, National Electrical Code, and Alaska Fire and Life Safety Regulations as adopted by the Kodiak City Code 14.04.010 shall be the codes referenced. For more information, or clarification, contact the C.O.K. Building Officials Department, 486-8070.

1. The Festival midway is a temporary location and, as such, electric power is limited. Concessionaires are encouraged to use propane or generators whenever possible.
2. All vendors should come prepared with enough power cord to reach at least fifty feet (50') from the power panels to your booth. (# 10 SO cord) The Kodiak Chamber of Commerce is not prepared to provide for the commercial power needs of vendors and is not responsible for lack of power.
3. To insure that the integrity of the electrical system is not in any way jeopardized, all Crab Festival booths and vendors will be required to make upgrades to their equipment if needed. Prior to the festival opening, an inspection will be made of those booths connected to the Crab Festival® electrical system. Those booths that are not properly utilizing the system will be disconnected.
4. All Crab Festival electrical panels will only accept NEMA-L530-P 125 Volt 30Amp twist lock plugs. These plugs are readily available at Kodiak Marine Supply, online, or other electrical supply vendors.

5. All cords going to booths must be of number 10-gauge wire or heavier. Common household extension cords that use number 12-gauge wire or smaller will not be allowed.
6. A booth operator is required to supply a temporary power tap with 15 or 20 amp built in breaker to protect wiring in booth area.
7. Notify the Chamber if you are a first time vendor requiring 220V power.
8. Vendors using 220-volt power will need special connectors to hook up to the system. Plugs will need to be trailer service/mobile home type, rated for 120/208V 50amp, four wire single-phase power.
9. All cords running from 220-volt user booths must be number 8 four-conductor wire.
10. Any vendor caught tampering with the system or in any way attempting to open distribution panels will be disconnected and not allowed access to electricity for the remainder of the festival.

### **Fire Regulations**

The Kodiak Fire Department will conduct a fire code inspection of all booths, structures, trailers, and rides, as well as the general midway area prior to the festival opening. Any deficiencies noted shall be corrected prior to the booth, structure, trailer, or ride opening. The International Fire Code and Alaska Fire and Life Safety Regulations as adopted by Kodiak City Code 14.24.010 shall be the code referenced. For more information or clarification, contact the Kodiak Fire Department at 907-486-8040.

### **Food Booths**

All concessions selling food to the public must be operated under Alaska State Statutes for itinerant restaurants. All food booth representatives must visit the State of Alaska Environmental Health Officer in the Griffin Building at 316 Mission Road to explain techniques used in preparing and transporting food for public consumption. Call DEC at 907-486-3350. A copy of the regulations is included on page 13. The State will shut down booths that do not comply with its regulations. **Mobile food preparation vehicles must display tag of approval by fire marshal. \***

### **Sound**

The Kodiak Chamber of Commerce reserves the exclusive right to regulate all sound producing equipment in the best interest of Crab Festival® patrons. This includes, but is not limited to, headsets, microphones, stereos, vacuums, and motors. All items must be contained within the leased space. The Lessee shall inform the Kodiak Chamber of Commerce at the time of contracting of the intent to use microphones, sound systems, or other noise making equipment. Noise level is a determining factor of space location.

### **Pets and Other Animals**

At no time are animals allowed in the festival or midway areas. The only exception are service animals.

### **Bikes, Skateboards, etc.**

Bicycles, skateboards, scooters, and inline and roller skates are prohibited in the festival and midway areas.

### **Transient Vendor License and Sales Tax Collection in Kodiak**

Firms and individuals presently conducting recognized business under permit in the City of Kodiak do not require additional permits. Other vendors offering merchandise for sale do not have to obtain a **transient merchant license** (\$100) as long as business is conducted within the Crab Festival area and during the festival dates. **Sales tax** collection is not required for festival vendors during the official festival dates if the transaction is concluded (payment and delivery) at the event. If you take orders for delivery later, continue business beyond the festival dates, or set up business outside of the festival area, a sales tax certificate is required. For more information, contact the City of Kodiak, P.O. Box 1397, Kodiak, Alaska 99615 or call 907-486-8636.

### **Security**

While the Kodiak Police Department do make routine visits to the Crab Festival area, vendors are responsible for their booths and inventory. The Kodiak Chamber of Commerce does not provide additional security. Please plan to secure your booths during the closed hours of the festival.



### **Official Military Exhibits**

Such exhibits will be exempt from payment of booth fees and will not be required to obtain any local permits or licenses.

### **Cancellations**

Any cancellations or changes must be in writing and received by our office no later than May 1, 2018. If a written cancellation request is received on or before this date, a refund will be made minus a \$50 service fee. After May 1, 2019, no refunds will be made.

## **Fire Safety Regulations**

**The city of Kodiak requires that Midway Grounds or Carnivals and Fairs, including concession booths, shall adhere to the following regulations:**

### **Regulations for Carnivals and Fairs**

These regulations are intended to govern the construction and use of temporary structures or the use of existing structures used for, or involved in, Carnivals and Fairs. These regulations will be enforced whether the Carnival or Fair is located within an existing structure or on open land. The excerpts contained within these regulations are consistent with the International Fire Code, International Building Code, International Mechanical Code, National Electrical Code, and Alaska Fire and Life Safety Regulations as adopted by the Kodiak City Code 14.04.010. For more information, or clarification contact: the City of Kodiak Building Officials Department, 486-8070, or the Kodiak Fire Department at 486-8040.

### **General**

1. A plan indicating the location of all concession stands and or rides will be submitted to the Kodiak City Fire Chief prior to the construction or set-up of stands or rides. The plan must indicate the required fire lanes and paths of exit from the midway area. Fire Lanes shall be wide enough to accommodate the largest piece of apparatus, as designated by the Kodiak City Fire Chief. The submission of the plan is the responsibility of the sponsoring agency of the Carnival or Fair.
2. Every booth, trailer, or structure shall be so constructed, arranged, equipped, maintained, and operated so as to avoid undue danger to the lives and safety of the occupants, and others, from fire, smoke, fumes, or resulting panic during the period of time reasonably necessary for escape from the booth or structure in case of fire or emergency.
3. All booths, structures, trailers, and rides, as well as the general midway area, shall be inspected by the Kodiak Fire Department prior to the festival opening. Any deficiencies noted shall be corrected prior to the booth, structure, trailer, or ride opening. Deficiencies noted in the General Midway Area shall be corrected prior to the Midway opening.
4. Each booth is required to have a minimum of one (1) 2A-10BC rated fire extinguisher that has been tagged for annual service within the last 12 months. PLEASE NOTE: COOKING VENDORS ARE REQUIRED TO HAVE SPECIAL FIRE EXTINGUISHERS. PLEASE SEE THE SUBSECTION HERE TITLED "CONCESSION STANDS" FOR MORE INFORMATION.

### **Midway**

1. Rides and concessions shall not be set in natural drainage areas.
2. Concessions shall be kept away from overhead electrical lines a minimum clearance of 10 foot.
3. Roadways (20' minimum) and walks shall be of sufficient width to allow access for public safety emergency vehicles.
4. Roadways and walks shall be free of debris, holes, and other hazards. All cables in these areas shall be protected with metal sheath cable, conduit, or planks.
5. No vehicle traffic shall be permitted from the time the midway opens until closing (including

## CONCESSION STANDS

1. Booths, trailers, and structures may be constructed of any material provided that the following requirements are met.
  - (a) Stands constructed of canvas materials shall have certification indicating that the canvas has been treated with a flame retardant or is listed as being flame retardant i.e. NFPA 701 or as approved by the Fire Chief. The use of non-treated polyethylene tarps and various colored tarps (i.e. blue tarps) during the hours of public use is prohibited.
  - (b) Stands constructed of plastic including roofing material shall not have any cooking, heating, or lighting equipment within the structure.
2. Hinges, awnings, and braces must be safety keyed. Do not use nails for hinges or support pins.
3. Every effort shall be made to keep stakes and ropes from traffic areas, but where this is not possible, highly visible covers shall be provided.
4. Booths used for cooking food shall not be located near midway exits and shall have a minimum of 15 feet clearance on two sides from amusement rides or devices.
5. Storage shall be kept to a minimum and at no time shall block any exit from the booth or structure.
6. Accumulation of waste is prohibited. All waste shall be disposed of at the end of each work day.
7. Each booth is required to have a minimum of one (1) 2A-10BC rated fire extinguisher that has been tagged for annual service within the last 12 months.
8. All cooking vendors shall have a minimum of two 3A-40BC rated fire extinguishers or two type "K" fire extinguishers. Cooking vendors using deep fat fryers are required to have at least one type "K" fire extinguisher making up the two fire extinguisher minimum.
9. Cooking vendors who have more than 3 cooking appliances (grills, deep fat fryers, char broilers, etc.) shall have one additional 3A-40BC or type "K" fire extinguisher for every 2 additional appliances.
10. All cooking vendors will be required to attend a fire safety/fire extinguisher class sponsored by the Kodiak Fire Department. A two year certificate will be issued to those completing the class. Classes can be scheduled with the Kodiak Fire Department at 907-486-8040. Additional training times will be added as needed.
11. (a) Each booth is required to have at least one person in the booth at all times who holds a Kodiak Fire Department fire extinguisher training certificate. Their certificate must be posted in the booth and in plain view for inspection purposes. (b) The USCG Fire Department in Kodiak is also approved to sponsor the required fire safety/ fire extinguisher training.
12. **Mobile food preparation vehicles must display tag of approval by fire marshal. \***

## COOKING EQUIPMENT

1. Cooking equipment shall be installed as per the manufacturer instructions and shall be installed so as not to block any path of exit.
2. Propane fired equipment shall be installed as per manufacturer instructions. Only equipment designed for propane use shall be permitted.
3. Propane cylinders, regardless of size, shall be installed outside the booth or structure. No cylinder may be installed on the roof of the structure. All cylinders, regardless of size, shall be secured in an approved manner to prevent damage to the cylinder, piping, or personnel. The above includes both full and empty cylinders.
4. A pressure regulator shall be provided at the cylinder or at the appliance itself. A shut-off valve shall also be provided inside the booth which is accessible to the occupants.
5. Appliances using charcoal shall be installed as per manufacturer instructions. A minimum of 18 inches shall be maintained between appliances and all combustible materials.
6. Appliances using white gas or kerosene shall be permitted provided that any filling of the appliance takes place outside of the booth.
7. Compressed gas cylinders must be secured.
8. Vendors will not be allowed to have more than 200 lbs maximum LP gas on site\*
9. Vendors will not be allowed to have more than 120 gal maximum cooking oil on site. Cooking oil must be either in use or stored in approved containers. (ie original product container)\*
10. Propane tanks will not be allowed in a tent or within 3 feet of a tent\*

\* New 2018 Fire Code Regulations

## **ELECTRICAL**

The City of Kodiak Building Official's Office will conduct an onsite inspection of booths, structures, trailers and rides, as well as the general midway area prior to the festival opening. See page 6 for details.

1. All electrical equipment, appliances, power strips, and extension cords shall be labeled by a nationally recognized testing laboratory, i.e., UL, FM or NTRL.
2. **EXTENSION CORDS.** Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances.
3. Extension cords and re-locatable power taps shall be rated for heavy-duty use, a minimum 10 gauge, polarized, grounded type 3 prong plug. The use of non-grounded, multiple plugs, or any extension cord 16 gauge or less ("zip cord") is prohibited.
4. Re-locatable power taps shall not be plugged into another re-locatable power tap. All re-locatable power taps must have an internal circuit breaker.
5. Extension cords for refrigerators, freezers, or microwave ovens are to be a minimum of 10 gauge, polarized, grounded type, with a 3 prong plug that is intended for heavy duty use. These items shall be plugged directly into the nearest permanent outlet.

## **ELECTRICAL HEATERS**

1. Only listed and labeled portable, electric space heaters shall be used in booths allowed by other sections of this manual.
2. Portable, electric space heaters shall be plugged directly into an approved receptacle. Portable, electric space heaters shall not be plugged into extension cords.
4. Portable, electric space heaters shall not be operated within 3 feet of any combustible

## **Important Notice for Food Vendors**

If you have any questions about a temporary food service application, contact the Department of Environmental Conservation (DEC) at (907) 269-7501. The food vendor application is included in this packet, along with the booth application and vendor map. All applications for temporary food service must be turned in to:

State of Alaska Department of Environmental Conservation  
555 Cordova Street  
Anchorage, AK 99507  
Applications must be turned into DEC by April 23rd, 2018

If the application is submitted fewer than seven days before the event is to begin, the applicant shall pay an additional fee of \$90.

At the time of application for a Temporary Food Service Establishment Permit, the applicant shall pay to the department a permit fee of \$90. A check or money order should be made payable to the State of Alaska and must be included when the application is returned to the department for review and consideration. The above fee requirement does not apply to a charitable organization that is exempt from taxation under U.S.C. 501(c)(3). If an organization meets the exempt status, a copy of the 501(c)(3) must be included with the application. Any application received, which does not comply with one of the above conditions will be returned to the applicant or will be disapproved.

# Rules and Regulations for Food Vendors

1. A completed food service application is to be submitted to the nearest office a minimum of thirty (30) days prior
2. No home canned food or food from an unapproved source or preparation area is permitted.
3. At all locations where food is prepared in any manner or form, adequate hand-washing facilities are to be provided. This may consist of a minimum of an insulated thermos container with a **spigot** for warm water (100F - 120F), soap and individual paper towels.
4. Only single-service utensils (throw-away) are to be used unless complete facilities are available for proper dishwashing, including hot and cold running water and a three compartment sink with two sloping drain boards.
5. A. Wastewater is to be disposed of in an approved manner. B. A source of potable water to wash equipment must be available
6. A minimum of three wash basins with a means to heat water is required to wash, rinse and sanitize utensils and equipment
7. All perishable foods, either prepared or raw, are to be stored below 41 degrees F or above 135 degrees F in approved refrigeration or heating equipment. Thermometers are to be provided to test temperatures.
8. Ceiling of all food establishments must be tight, sound and prohibit entrance of elements. Tight and sound walls are required where necessary to prohibit entrance of dust or flying insects. All walls and/or ceilings are to be clean.
9. Floors must be constructed of tight wood, asphalt, or other cleanable material.
10. Food preparation areas, tables, benches, must be smooth and easily cleanable with no seams. Splash shields are necessary at rear of table.
11. All displayed food is to be protected from customer handling, coughing, sneezing, etc., By being individually wrapped or otherwise protected. There will be no large amounts of cooked food held improperly at any time. If found they will be discarded immediately.
12. All cooking and serving equipment is to be protected from dust and from customers. BBQ areas are to be roped off or otherwise segregated from the public and under cover/shelter.
13. Wet storage of soda and/or beer, water/ice moisture must contain at least 10 ppm of available chlorine and be clean (1/6 of a teaspoon per gallon of water).
14. Cleanable trash and garbage cans, with tight fitting lids, are to be provided.
15. Hair restraints for all food service workers are required.
16. The operator of a temporary food service operation at an event that lasts four or more days shall, within three calendar years before the event, attend a food handling training course. The course will not be offered locally so operators may complete the training and take the test online at <http://dec.alaska.gov/eh/fss/training/training.html>. To go directly to the online test, go to <http://alaska.state.ggov.com/foodworker/>. Training certificate will be subject to verification that the training requirements have been met.
17. Food will be prepared with the least possible hand contact, by the proper use of (a) utensils, such as tongs, ladles, and scoops; or (b) single-use gloves or food-grade tissues; single-use gloves, if used, are used only one for one task, such as working with ready-to-eat food or with raw meat, poultry, or seafood; the gloves may not be used for any other purpose and must be discarded when damaged or soiled or if an interruption occurs during the task.

# Checklist for Food Vendors

## APPLICATION

- ☐ A completed temporary food service application is to be submitted to the nearest DEC office a minimum of 30 days prior to the event.

## FOOD & UTENSIL STORAGE & HANDLING

- ☐ **DRY STORAGE:** All food, equipment, utensils and single service items shall be stored above the floor on pallets or shelving and protected from contamination
- ☐ **COLD STORAGE:** Refrigeration units shall be provided to keep potentially hazardous foods at 41°F or below. An effectively insulated container with sufficient coolant may be approved by the Sanitarian for storage of less hazardous foods, or use at events of short duration.
- ☐ **HOT STORAGE:** Hot food storage units shall be used where necessary to keep potentially hazardous foods at 135°F or above.
- ☐ **THERMOMETERS:** Each refrigeration unit shall have a numerically scaled thermometer to accurately measure the air temperature of the unit. A metal stem thermometer shall be provided where necessary to check the internal temperatures of both hot and cold food. Thermometers must be accurate to + 2°F, and have a minimum range of 40° - 165°F,
- ☐ **WET STORAGE:** Wet storage of canned or bottled non-potentially hazardous beverages is acceptable when the water contains at least 10 PPM of available chlorine and the water is changed frequently to keep the water clean.
- ☐ **FOOD DISPLAY:** All food shall be protected from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers.
- ☐ **FOOD PREPARATION:** All cooking and serving areas shall be protected from contamination. BBQ areas shall be roped off or otherwise segregated from the public.

## PERSONNEL

- ☐ **HANDWASHING:** A minimum of a two-gallon insulated container with a spigot, and a basin, soap and dispensed paper towels shall be provided for hand-washing. The container shall be filled with hot water.
- ☐ **HEALTH:** Employees shall not have any open cuts or sores, or diseases transmittable by food.
- ☐ **HYGIENE:** Employees shall have clean outer garments and hair restraints.

## CLEANING

- ☐ **DISHWASHING:** A minimum of three basins, large enough for complete immersion of utensils, and a means to heat water are required to wash, rinse and sanitize utensils or equipment that will be reused or used on a production basis.
- ☐ **BLEACH:** Household bleach or other approved sanitizer shall be provided for dishwashing sanitization and wiping cloths.
- ☐ **WIPING CLOTHS:** Wiping cloths shall be rinsed frequently in a clean 100 PPM chlorine solution.

## WATER SUPPLY

- ☐ **WATER SUPPLY:** An adequate supply of potable water shall be on site and obtained from an approved source. Water storage at the booth shall be in approved storage containers.
- ☐ **WASTEWATER DISPOSAL:** Wastewater shall be disposed in an approved wastewater disposal system. An adequate number of covered containers, labeled "Wastewater" shall be provided in the booth.

## PREMISES

- ☐ **FLOORS:** Unless otherwise approved, floors shall be constructed of tight wood, asphalt or other cleanable material. Floors shall be finished so cleanable.

- ❑ **WALLS & CEILING:** Walls and ceilings are to be of tight and sound construction to protect from the entrance of elements and where necessary, flying insects. Walls shall be finished so cleanable.
- ❑ **LIGHTING:** Adequate lighting by natural or artificial means is to be provided. Bulbs shall be nonbreakable or shielded
- ❑ **COUNTERS/SHELVING:** All food preparation surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces shall be finished so cleanable.
- ❑ **GARBAGE:** An adequate number of cleanable containers shall be provided inside and outside the booth.
- ❑ **RESTROOMS:** An adequate number approved toilets and handwashing facilities shall be provided at each event. These facilities shall be accessible for employee use.
- ❑ **CLOTHING:** Personal clothing and belongings shall be stored in a designated area

## Serving Food at Your Event

### Personal Hygiene

- ◆ Wash your hands often.
- ◆ Wash with soap and warm water before starting to work, and after using the toilet, smoking, eating, sneezing, coughing, touching face, between handling raw and cooked food or handling garbage.
- ◆ Keep hand-wash station set up and accessible at all times.
- ◆ Remove or cover jewelry.
- ◆ Wear clean clothes and a hair restraint, such as a bandanna or cap. Keep long hair under the hair restraint.
- ◇ **Don't** handle food if you have a cold, diarrhea, or open cuts or sores.
- ◇ **Don't** wear a bandage on your hand. If necessary, cover it with a disposable plastic glove.
- ◇ **Don't** lick your fingers or eat during food preparation.
- ◇ **Don't** taste with the prep utensil.
- ◇ **Don't** smoke in the booth.
- ◇ **Don't** scratch or rub your scalp or face, or pick your nose.
- ◇ **Don't** use a cloth towel for wiping hands.

### Food Preparation and Service

**POTENTIALLY HAZARDOUS FOODS** are those foods that support the rapid growth of bacteria. They include, but are not limited to: meats, beans, soups, seafood, rice, stews, baked potatoes, sauces, gravies, hot dogs, pasta dishes, egg containing dishes, hams, spaghetti, chili, chowders, custards, cream filled pastries, BBQ, casseroles, many dairy products including whipped butter, pasta and potato salads, dressings, batters, sandwiches, etc.

- ◆ Prepare all foods in the booth or a DEC-approved kitchen.
- ◆ Use only food and ice from approved sources.
- ◆ Avoid preparing foods too far in advance of service.
- ◆ Prepare and serve food with the least possible hand contact. Use suitable utensils wherever possible.
- ◆ Thaw under refrigeration, in cold running water (70 degrees F or less), as part of the cooking process, or in the microwave when cooking will follow immediately.
- ◆ Wash all raw fruits and vegetables thoroughly before prep or service.
- ◆ Cook food without interruption to the following minimum internal temperatures:
  - Poultry - 165 degrees F
  - Pork - 155 - 158 degrees F
  - Other potentially hazardous food - 145 degrees F
  - Reheat food rapidly to at least 165 degrees F.

- ◆ Keep potentially hazardous food at 41 degrees F or below or 135 degrees F or above.
- ◆ Use a metal stem thermometer, with a minimum range of 40 degrees - 165 degrees F, to measure temperatures of hot & cold foods. Don't guess.
- ◆ Use prechilled ingredients to make salads, sandwiches and other cold foods.
- ◆ Cool food rapidly to 45 degrees F or below by using shallow pans, with a maximum 4" sidewall, or an ice bath and mixing.
- ◆ Cook and hold potentially hazardous food at 140 degrees F or above whenever possible. Avoid cooking and reheating. NOTE: Cooling in the booth is not allowed.
- ◇ **Don't** use home canned or prepared foods.
- ◇ **Don't** thaw potentially hazardous food at room temperature.
- ◇ **Don't** hold potentially hazardous food at room temperature.
- ◇ **Don't** save leftovers.
- ◇ **Don't** use crockpots for cooking; use them only for hot holding.

### **Food Storage and Display**

- ◆ Provide refrigerators to keep potentially hazardous foods cold. Insulated containers with coolant such as icepacks or dry ice may be approved for some food at one to three day events.
- ◆ Provide hot holding equipment to keep potentially hazardous foods hot.
- ◆ Provide effectively insulated containers to maintain temperatures of hot and cold food during transport.
- ◆ Store all food up off the floor on pallets or shelving.
- ◆ Store all foods in original or other approved containers.
- ◆ Cover food to protect it from contamination. Wrap or provide sneeze guards for displayed food.
- ◆ Provide individual packets or dispensed condiments.
- ◆ Rope off or otherwise segregate barbecue areas from customers.
- ◆ Sprinkle one or two capfuls of bleach over ice to provide a chlorine residual of 10 ppm when storing canned and bottled beverages in ice.
- ◇ **Don't** store raw foods with or above cooked foods.
- ◇ **Don't** store packaged foods in undrained ice.
- ◇ **Don't** use steno for hot holding of food.
- ◇ **Don't** store containers of food & ice chests in the sun.

### **Equipment and Utensils**

- ◆ Store dispensing utensils in the food with the handle up, clean and dry or in a clean bleach water solution of 100 ppm (1/2 tsp/qt.).
- ◆ Store utensils covered, inverted or in cleanable containers to prevent contamination.
- ◆ Display single service utensils so handles are presented to the customers.
- ◆ Provide equipment capable of maintaining hot foods hot and cold foods cold.
- ◆ Use utensils and equipment in good repair that can be easily cleaned.
- ◆ Use only hard wood or approved plastic cutting boards.
- ◆ Store equipment, utensils and single service items well off the floor where they will remain clean.
- ◇ **Don't** use enamelware or soft wood utensils.
- ◇ **Don't** reuse cans or plastic bags for food storage.
- ◇ **Don't** reuse single-service items.
- ◇ **Don't** use single-service items that have fallen on the floor.
- ◇ **Don't** use galvanized wire or racks for barbecuing.



## Cleaning and Dishwashing

- ◆ Use three basins to wash, rinse and sanitize all utensils:
  - Wash with hot water and detergent in the first basin.
  - Rinse in clean hot water in the second basin.
  - Sanitize using 50 ppm bleach per 5 gallons of water.
- ◆ Use 1 oz. (2 Tbl.) bleach per 5 gals. of water.
- ◆ Leave utensils in the sanitizer at least one minute.
- ◆ Air dry.
- ◆ Scrape soiled utensils before washing.
- ◆ Change water often to keep it clean.
- ◆ Use large enough basins to completely immerse your utensils.
- ◆ Clean & sanitize cutting boards & other utensils used on a production basis every four hours.
- ◆ Wash, rinse and sanitize cutting boards between cutting up raw and cooked foods or different kinds of raw meats.
- ◆ Use wiping cloths with sanitizer to regularly wipe work surfaces.
- ◆ Rinse wiping cloths frequently in 100 ppm bleach water (1/2 tsp./qt). Change frequently to keep clean.
- ◆ Use chlorine test strips to check sanitizing concentrations of wiping cloth solution and during dishwashing.
- ◇ **Don't** use a towel to dry utensils.
- ◇ **Don't** use detergent in wiping cloth sanitizing solution.
- ◇ **Don't** make your sanitizers too strong or too weak.

## Water and Wastewater

- ◆ Provide water from an approved source.
- ◆ Use a covered container with a spout for pouring that has been used only for potable water storage.
- ◆ Sanitize containers prior to use by filling with 1 gal of water with 2 Tbls. of bleach. Slosh to cover all surfaces.
- ◆ Seal and let stand 5 minutes. Drain. Do not rinse.
- ◆ Provide a covered container labeled "Wastewater".
- ◆ Contact a Sanitarian or event coordinator for approved sources of water & proper disposal of waste water.
- ◇ **Don't** reuse containers that had other products in them for potable water.
- ◇ **Don't** empty wastewater on the ground. Use an approved disposal site.

## General Sanitation

- ◆ Keep cleaning supplies away from food and single service items.
- ◆ Label all cleaning supplies, including spray bottles so they can be easily identified.
- ◆ Provide garbage containers both inside and outside the booth. Cover containers or empty them frequently to preclude a nuisance. Keep them clean.
- ◆ Keep the booth clean.
- ◆ Keep floors clean & dry.
- ◇ **Don't** store or use pesticides inside the booth.
- ◇ **Don't** leave garbage in the booth overnight.
- ◇ **Don't** store mops and other cleaning tools with food.

## Premises

- ◆ **Provide floor**, walls and ceilings that are of tight construction with finished surfaces.
- ◆ Have only necessary items used for the food service operation in the booth.
- ◆ Provide adequate gas or electric service to supply all required equipment.
- ◆ Provide enough light in work areas.
- ◆ Provide light bulbs that are shielded or break resistant.
- ◇ **Don't** allow animals where food is prepared or served.
- ◇ **Don't** allow unauthorized personnel in your booth



# Diagram/ Alternative Hand-Washing Station

Use clean water jugs:

1. Sanitize with 2 tbsp unscented bleach in 1 gallon of water - slosh to cover all surfaces
2. Let stand 5 minutes and drain. Do not rinse.
3. Fill with approved drinking water

