

28th Annual Taste of Morgan Hill 2017

Presented by the Morgan Hill Chamber of Commerce Downtown Morgan Hill September 23-24, 2017

FOOD VENDOR APPLICATION

ANNOUNCING NEW PROMOTER

The Morgan Hill Chamber of Commerce is proud to announce they have hired Sunday Minnich of Minnich Productions to produce the 2017 Taste of Morgan Hill. Sunday has over 25 years of event and festival planning experience including the Morgan Hill Mushroom Mardi Gras Festival, which boasts over 300 vendors and attracts over 70,000 people over two days.

Located in beautiful, historic, tree-lined downtown Morgan Hill, the Taste of Morgan Hill is held the last weekend in September each year. Attendance estimates are about 50,000 visitors over the two-day event. This is a fun and entertaining family festival with excellent vendors, food and entertainment!

TASTE INFORMATION:

The Taste of Morgan Hill features fine arts & quality crafts, food booths, local wine & beer gardens, entertainment, night concert, custom & classic car show, quilt show, kids zone with rides & games and promotional vendors in the Business Zone. The Taste is held in historic Downtown Morgan Hill on Monterey Rd. Hours are Saturday from 10am – 7pm and Sunday from 10am – 6pm. **This is an outdoor festival and will be held rain or shine!**

FOOD VENDOR FEES:

- **NEW FEES FOR HEALTH PERMIT**. The Dept of Health (DEH) has a new fee schedule which can be confusing. New fees are based on a Risk Category 1, 2 or 3. There are no longer non-profit discounts for food vendors. Please read the fee schedule included in this packet carefully to determine your risk category. DEH has the right to change your fee based on their calculations and has final say.
- All food vendors must supply their own 10x10 **health & fire approved canopy**. Any vendor cooking with an open flame must have a flame-retardant canopy and a fire extinguisher.
- All fees to be paid to the Morgan Hill Chamber of Commerce who will write one organizational check to the Santa Clara County Health Department.
- A \$150 Security Deposit is required in a separate check and voided or returned after the festival if ALL Festival
 and DEH rules and regulations were met. If Rules & Regulations were not met by the Food Chair or DEH
 representatives, the deposit check will be cashed by the Morgan Hill Chamber of Commerce.

APPLICATION PROCEDURE:

- Completed application must include a picture or handwritten drawing of booth set-up.
- Selling of water, soda, beer or wine is not allowed.
- The Committee will consider all applications received. The Committee's decision is based on the needs of the Taste of Morgan Hill.
- Vendors will be notified of their acceptance and approved menus in a timely manner. Those accepted will receive
 space assignment and set-up information by the second week of September. All placement decisions are final.
 NO NEGOTIATIONS!
- Priority on menu items and pre-packaged items is given to returning vendors.
- Fill out all health permit forms completely and return with application and appropriate fee. If the organization is Veteran Exempt, please fill out the necessary information included on the Temporary Event Permit from DEH.
- All applications will be date stamped and selected on a first come, first served basis.
- Include 1 photo of booth display.
- Each booth must have prominent signage identifying the company name.
- In favor of the environment, the use of paper, aluminum and other recyclable food containers is required for our vendors.

GENERAL INFORMATION:

- The Morgan Hill Chamber of Commerce reserves the right to locate vendor booths according to the needs of the festival.
- All food vendors must supply their own 10x10 **health & fire approved screened-in canopy**. Any vendor cooking with an open flame must have a flame-retardant canopy and fire extinguisher..
- All display and selling area must be placed within your 10x10 space.
- · No booth sharing is allowed
- Electrical service is not available in all locations. This will effect booth location.
- Overnight security will be provided. Each vendor is responsible for securing their own booth. The Festival is not responsible for any loss or theft incurred by any vendor.
- No refunds for cancellations after August 25th. If you are not accepted as a vendor, all fees will be returned.
- Please make arrangements to provide your own table. Tables should be covered with a washable surface.
- Vendors are responsible for removing their own trash from their area each evening and may not use trash receptacles used by public for its disposal. Each food booth must provide its own large garbage cans behind booth. Clean up of your booth area is be done by vendor.
- Your \$150 security deposit will be shredded or returned to you after the festival if you follow all general rules and your space is left clean.
- The Morgan Hill Chamber of Commerce has the right to prohibit and/or evict (without refund or assumption of liability for lost sales or expenses) any presentation or person who is in any manner deemed offensive or unprofessional.
- All vendors agree to participate for the entire event and understand that tear down on Sunday before 6pm is not allowed for any reason.
- Load-in for the event will be between 6am-8:30am Saturday September 24. Please drop your equipment and
 merchandise off at your booth space and proceed directly to parking and registration. Your space must be
 completely set up by 9:30am and open for business by 10am. All vehicles must be moved from the event area
 immediately after unloading. No Exceptions! If your vehicle is left unattended during set-up, you will be towed.
- We have a check- in station the first morning of the event. Vendor check-in is open from 7am-9am and **all vendors must register by 9am**. If you are not checked in by 9am, you will be a no-show without a refund and the adjoining booths will absorb your space.
- The Santa County Department of Health will be onsite to enforce all requirements in the morning and throughout the day.

ELECTRICAL REQUIREMENTS

- 1) All appliances must be listed on the food vendor's application.
- 2) All information must be accurate to a reasonable degree.
- 3) All electrical extension cords must be provided by the food vendor (100 ft. per appliance, 14 gauge, 3 wire minimum).
- 4) Electrical N/C (max. 5 amps.)
- 5) No coffee pots for personal use.
- 6) Electrical is limited to certain areas.
- 7) All decisions made by the electrical chairman are final.

FIRE DEPARTMENT:

If vendor is cooking with electricity or flame, vendor must have a **FIRE EXTINGUISHER** (Dry Chemical, 2AIOBC with a current tag). FIRE DEPARTMENT WILL BE ON SITE FOR INSPECTIONS OF ALL BOOTHS. Have all workers trained in use of the extinguisher.

SALES PERMIT:

A valid sales permit can be obtained from the **State Board of Equalization** office in San Jose. Phone (408) 277-1231 for information or an appointment. The vendor is responsible for collecting and paying all sales tax to the State Board of Equalization and for obtaining the sales permit prior to the event.

HEALTH PERMIT:

Copy the informational pages and train all workers on these regulations. Inspectors will be on site both festival days to insure compliance. All Health Department regulations will be enforced even after the inspectors have left the grounds. No menu changes will be allowed without written approval. Food may not be sold or sampled outside of the booth. The Taste of Morgan Hill does not take responsibility for any vendor who is shut down for non-compliance. Absolutely no refunds will be granted if a food vendor is shut down by the Health Department or festival management for non-compliance.

TASTE OF MORGAN HILL 28th ANNUAL FOOD VENDOR APPLICATION

EARLY BIRD REGISTRATION DEADLINE AUGUST 25, 2017

To avoid late fee of \$100

Remember to keep a copy

All fees must be submitted with application. Read the terms & conditions carefully and sign the acceptance of waiver, before returning your application. Applications won't be accepted unless full payment, Menu & Fee Calculation form, health permit applications are returned with food booth application.

Company/Vendor Name	:	
Contact Name:		
Address/City/ST/Zip:		
Phone	Cell	Fax
Email Address:		
California Sellers Permit information, application and p	#_ ermit. Your#is required for approval. Pul	Contact State Board of Equalization in San Jose for olic education institutions are exempt.
Attach a copy of your of additional insured.	current proof of liability insurance	naming the Morgan Hill Chamber of Commerce as
	ease fill out the following question accommodate your request at a late	ons carefully. If you do not disclose something you require, er date.
FOOD BOOTH		
open flame must have		proof screened in canopy . Any vendor cooking with an itional fees will be applied to oversized spaces. All r booth.
COOKING	•	
What type of Cooking ar	e you doing on-site (e.g.: BBQ, Dee	ep Frying, noneEtc.)
ELECTRICAL		
Will you require electrica	al from festival If yes, ho	w many outlets will you require?
AMPS:	WATTAGE:	
Type of appliances (3 m	aximum):	
<u>ICE</u>		
Will you need Ice Delivery?	? No Yes	

Please return application to:
Sunday Minnich
P.O. Box 786
Morgan Hill, CA 95037
Or by email at Sunday@morganhill.org

TASTE OF MORGAN HILL 26TH ANNUAL PLEASE SIGN AND RETURN WITH APPLICATION

(make a copy for yourself to remember the rules and regulations you are signing)

HOLD HARMLESS:

This event is held rain or shine and no space fees or vendor expenses will be refunded should an emergency of any nature arise prior to the opening time or during the event that would prevent or cancel its production. In consideration for being allowed to attend and participate in the 28th Annual Taste of Morgan Hill September 24 & 25, 2017, vendor agrees to hold harmless the City of Morgan Hill, the Morgan Hill Chamber of Commerce, and their respective elective or appointed boards, officers, agents, and contract employees from any and all claims, liabilities, expenses, or damages of any nature, including reasonable attorney's fees, to the extent such claims, liabilities, expenses, or damages arise out of the participation by the Taste of Morgan Hill, its agents, officers, employees, subcontractors, or independent contractors, at the festival.

In consideration of your acceptance of this entry, I, intending to be legally bound, do hereby for myself and my heirs, executors, and administrators, waive and release any and all rights and claims or damages I may accrue against the persons and organizations affiliated with the Taste of Morgan Hill for any and all injuries that may be suffered by me at or en route to and from the event. At the conclusion of the festival, all vendors are required to be completely torn down by 9:00pm Sunday, September 24, 2017. Anyone who is still on the street after 9:00pm will be invoiced overtime fees of \$50 every 15 minutes thereafter.

We look forward to seeing you at the 28th annual Taste of Morgan Hill.

I have read and understand the terms and conditions as outlined in the Food Vendor Information packet and agree to abide by them.

<u>Entrants must sign, signifying acceptance of Hold Harmless waiver</u> to participate in the 2017 Taste of Morgan Hill.

Contact Name (please print)
Company Name:
, ,
Signature:
5 • · · · · · · · · · · · · · · · · · ·
Date:

TASTE OF MORGAN HILL 28th ANNUAL FOOD VENDOR APPLICATION

Remember to keep a copy

st all food items in order of preference to be sold. (Please le will notify you of your approved menu by the second we stival can be sold. To avoid duplication, not all menu items ose items that have been approved. Any changes in menu e committee.	ek in September or soone s listed below may be ap	er. Only items ap proved. Vendors	proved by the agree to serve onl
6			
7			
8			
9			
10			
 Health Department Application, (TFF) filled out and calculation of Fees. (please use separate check for seevent, if you follow guidelines and leave your area clear Commercial/For Profit 	curity/cleaning deposit wh	sich will be returne $10x10 =$	
Non-Profit/ must provide paperwork	\$500 per	10x10 =	•
Additional Space	\$300 per add.	10x10=	\$
Health Department Fees (see previous page f (\$99 Risk 1) (\$145 - Risk 2) (\$186 - Risk 3)	for fee description)		\$
Electrical Fees:1 outlet =\$75.00; 2 to 3 outlets =	= \$125.00 you will be gi	ven tags for cor	ds \$
Late processing fee after August 25 th \$100.00			\$
	ТО	TAL	\$
Refundable Cleaning Deposit – Please put on a			\$ <u>150.00</u>

Please make checks out to the Morgan Hill Chamber of Commerce.

TASTE OF MORGAN HILL 28th ANNUAL FOOD VENDOR APPLICATION





Application for a Temporary Food Facility (TFF) Permit at a Temporary Event

Complete BOTH sides of this form. RETURN TO THE EVENT COORDINATOR with applicable fees and documentation. Applications, fees must be submitted to this department by the Event Coordinator at least 2 weeks before the event.

Incomplete or late applications may not be approved or the menu may be restricted.

Once the application is approved, NO changes may be made without approval of this Department.

Unauthorized changes may result in permit suspension.

For applications and TFF requirements, go to www.ehinfo.org > Programs & Services > Consumer Protection Division > Temporary Events.

BUSINESS INFORMATION		EVENT INFORMATION								
Business or Organization		Event Name Taste of Morgan Hill								
Name / DBA		· · · · · · · · · · · · · · · · · · ·								
Owner Name or Care Of Name		Event Location Downtown Morgan Hill								
Owner Address		Event Address 17485 Monterey Road								
City and Zip Code		City and Zip Code Morgan Hill, CA 9503	37							
Owner Business or Home Phone		Food Service Sept 23	Food Service 10am - 7pm							
Owner Cell Phone	_	Food Service Sept 24 Date(s)	Food Service 10am - 6pm							
E-mail Address		Food Service Date(s)	Food Service Time(s)							
Event Coordinator Name and Phone		Food Service Date(s)	Food Service Time(s)							
TEMPORARY FOOD FACILITY (T	FF) INFORMATION	PERMIT TYPES (must check one, a								
Facility Type:	,	☐ TE06 - RC1 Low-risk food								
Food Booth If your food booth will be larger than	10'x10', indicate size:	☐ TE07 - RC2 Moderate-risk food, prepared for same-day service (1-12 days) ☐ TE08 - RC2 Moderate-risk food, prepared for same-day service (13+ days)								
☐ Beverage Booth(s) Total Number of Beverage Booths: _		TE09 - RC3 High-risk food, prepared in advance, cooked, cooled, and/or reheated (1-12 days) TE10 - RC3 High-risk food, prepared in advance, cooked, cooled, and/or reheated (13+ days)								
Food Cart Food Vehicle (Applies to vehicles not per	rmitted by County of Santa Clara DEH)	☐ TE14 - NO FOOD/BEVERAGE SALES – SA								
Truck Trailer	Tillited by County of Santa Glara DE11)	☐ TE01 - Annual Temporary Event Permit Holder (Santa Clara County) Permit Number (PT#):								
	ubmit a simple site plan depicting where food ine) will be distributed.									
Food Preparation Start Time: (Before Food Service Time)		BOOTH CONSTRUCTION INFORMA	ATION							
Name of Temporary Food Facility: (Booth name to show on permit)		Overhead Covering:	Other:							
Person in Charge Day of Event:		Floor: Asphalt Concrete Wood Tarp Other: (Grass or Dirt surfaces must be covered with approved tarps or plywood)								
Person in Charge's Cell Phone:		Walls:	Other:							
laws, and such inspection procedu in closure of the temporary food f	res necessary to ensure compliar facility. Any inspection time more	es to operate in accordance with all a nce. Additionally, the undersigned is a than twenty minutes may be asses	applicable state and local regulations, aware that non-compliance may result sed, in 15 minute increments, at the made. Re-inspections may be subject							
I have read and understand the Re	quirements for Temporary Food F	acilities in the County of Santa Clara	and hereby agree to adhere to them.							
			tatements made herein are complete, d is available to the public under the							
Applicant Signature	Print N	Name Date								
	***** OFFIC	E USE ONLY ****								
OW#:	FA#:	PR#:	BO#:							
☐PFR (Processed Food Registration)	□CFO	Certified Producers Certificate	☐ Other							



ATTACH ADDITIONAL SHEETS IF NECESSARY.

County of Santa Clara Department of Environmental Health 1555 Berger Drive, Suite 300, San Jose, CA 95112-2716 Phone 408-918-3400 • Fax 408-258-5891 • www.EHinfo.org

FOOD INFORMATION: A complete listing of <u>ALL</u> food/beverage products served, sold, sampled, or given away from your facility must be detailed below.

Business Name: Temporary Event Name:									ite of Morgan Hi ll					
Manu Ham/a	Item will be served AT the Event:					Preparation Methods AT the Event:								
Menu Item(s) Include all food, beverages, condiments and all extra ingredients served with each item.	* (1) Prepared in Advance	Prepared ONLY at event	* (2) Pre-packaged	tne E	Cold	Room Temperature	Cook to Order	* (3) Serve samples	Thaw	Cut / assemble / portion	Cook / bake / grill	BBQ / Deep fry	Reheat	List food equipment to be used at the event (e.g., cold-holding and hot-holding devices, rapid reheating methods, cooking equipment, sneeze guard protection) AND any additional preparation methods. - If any potentially hazardous foods will be held at room temperature, you must submit a written procedure for approval.
Example: Hamburger		Χ		Χ					Χ			Χ		BBQ to cook, chafing dish to hot-hold
Example: Cookies	Χ				 	X								Food storage containers
					<u> </u>	<u> </u>			-					
* (1) ADVANCE PREPARATION activities	at a	ppro	ved k	kitch	en	□N(o adv	ance	prep	arati	on			
If you do not have a permitted facility, you must obtain permission to use a kitchen or commissary facility which has been approved in advance by the local dept. of environmental health or obtain prepared foods from an approved source. Pre-event food preparation inspections may be required. Have copies of food invoices/receipts at your booth, available for review upon request, as any unapproved foods found will be removed from public distribution. Commercial Kitchen or Commissary Name Address and City The Applicant submitting this application has permission to use this facility for the specified date(s) and time(s). If this permission is rescinded, I will immediately notify County of Santa Clara, Department of Environmental Health (408-918-3400). Phone # Date(s)/Time(s) of Pre-Event use Authorized Kitchen Representative Date Date Date Date Date Date Date														
Facility is permitted outside SCC (ATTACH A COP					<u>ERMIT</u>	<u>`). </u>								
(a) Describe food items and how they will be prepared.														
(b) Describe cooling procedure for potentially hazardous foods (PHF). (Include how temperatures will be monitored and verified.) No PHFs														
					_	_								
* (2) Will you PRE-PACKAGE food/beverages before the event? No Yes - submit a copy of your valid Processed Food Registration.														
If you pre-package any foods or beverages, a Processed Food Registration is required. Visit the state's website for more info: www.cdph.ca.gov .														
* (3) SAMPLING Procedures: Samples prepared in advance? Yes No Samples pre-portioned and pre-packaged in advance? Yes No														
Include how and where samples will be	e pre	pared	l and	how	they	will b	e se	rved.						

AFFIDAVIT FOR A VETERAN'S EXEMPTION FOOD BUSINESS ENVIRONMENTAL HEALTH PERMIT FEE

This exemption is in accordance with Section 16102, Business and Professions Code, which allows every Soldier, Sailor or Marine of the United States, who has received an honorable discharge or a release from active duty under honorable conditions from such service, to hawk, peddle, and vend any goods, wares or merchandise owned by that honorably discharged veteran, (except spirituous, malt, vinous or other intoxicating liquor), without payment of any license, tax, or fee whatsoever, whether municipal, county or state.

This affidavit, together with listed documentation, is to be filed with the Department of Environmental Health in conjunction with the application for an Environmental Health Permit to Operate a food business.

BUSINESS NAME:		
BUSINESS LOCATION VEHICLE DESCRIPTIO		
MAILING ADDRESS:_		
PHONE NUMBER:		
BUSINESS OWNER (V	eteran):	
OWNER ADDRESS:		PHONE:
BUSINESS DESCRIPTI	ON: Describe the kinds of for	ood sold and the type of facility they are sold from:
		scribe the ownership of the products and how paid; franchises, on
SOURCE OF FOOD SU	PPLIES: (Name and location	n of suppliers)
PROOF OF OWNERSH	IP OF BUSINESS: Must be s	sole proprietorship—not a corporation. (Submit a copy of any two items)
☐ Business Lease	☐ Business License	☐ Board of Equalization
VERIFICATION OF OW	NER/VETERAN IDENTITY:	
Drivers Lic #	State Class	Expiration Date// Birthdate// Other
VETERAN'S SERVICE:	USA USN UL	JSMC USAF USCG USPHS
SERVICE DOCUMENTA Armed Services	ATION: Attach a copy of Hor	norable Discharge or other evidence of honorable release from the US
	NOT eligible for considerate atting liquor. Initial	tion for veterans exemption if I engage in the sale of spirituous, malt,
	my own knowledge, except a I believe them to be true.	is to the matters which are herein stated on my own information and belief,
I declare and certify und	er penalty of perjury, by the I	aw of the state of California, that the foregoing is true and correct.
Date:		Signature of Honorably Discharged Veteran
☐ APPROVED	☐ DISAPPROVED	SPECIALIST
Reason for denial (if app	blicable):	

CREDIT CARD AUTHORIZATION

ame as it appears on Credit Card
usiness Name
redit Card Billing Address
redit Card City, ST & Zip
ease fill out the following and return with your vendor application if you would like to se a credit card to pay for your vendor fees.
□ Visa □ Mastercard □ American Express
redit Card NumberExp
ecurity Code/ numbers on the back of the card
authorize the Morgan Hill Chamber of Commerce to charge my credit card for:
gnature:

DEH FEES DESCIPTION

PERMIT TYPES FOOD VENDOR CATEGORIES	FEE 1-12 DAYS PER EVENT	FEE 13+ DAYS PER EVENT		
Risk Category 1 (RC1) Low Risk	\$ 99.00	\$ 99.00		
Risk Category 2 (RC2) Moderate Risk	\$ 145.00	\$ 202.00		
Risk Category 3 (RC3) High Risk	\$ 186.00	\$ 241.00		
Sampling Only - No food/beverage sales Limited to small sample sizes	\$ 88.00	\$ 88.00		
Mobile Food Facilities - carts/vehicles permitted by Santa Clara Co.	No temp event fee required operating under annual permit	-		
Mobile Food Facilities - carts/vehicles NOT under permit by Santa Clara Co.	Fee will depend on menu - RC 1, 2 or 3	Fee will depend on menu - RC 1,2,3		
ATEP - for business owners of fixed food facilities that they own in Santa Clara Co.	\$ 504 Annual Fee			

Veteran *must submit Affidavit for a Veteran's Exemption form and \$ 0.00 all required documentation (see form)

\$ 0.00

Temporary Food Facility RC 1 includes (\$99):

- Prepackaged, non-potentially hazardous foods (non-PHFs), or
- Prepares only non-PHFs. Examples include prepackaged foods/beverages, kettle corn, candies.
- Reheating commercially manufactured ready to eat foods with no further processing. Examples include canned chili beans, hot dogs, nacho cheese

Temporary Food Facility RC 2 includes (\$145):

- Food that is for same day service to customers (hamburgers, raw sausages, crepes etc.).
- Food that is prepared/cooked onsite and served with hot or cold holding of potentially hazardous food (PHF)
 after preparation.
- Absolutely no cooling of potentially hazardous foods are allowed, either in advance or on site.
 All prepared food is to be discarded at end of day (includes hot foods, and any cold foods that have exceeded 41F).
- The business owner of a brick and mortar food facility with a valid permit, prepares in advance of the event (potato salad, pot pies, and tamales) at their approved facility; the facility must have a valid permit and inspected by the local enforcement agency (you are the owner of that fixed facility); must provide a copy of their permit with the application

Temporary Food Facility RC3 includes (\$186):

- Food that is prepared in advance of the event (potato salad, pot pies, and tamales) at an approved facility
- Extensive menus with the handling and preparation of raw ingredients or complex preparation which includes cooking, cooling and/or reheating.
- Food that is prepared in advance of the event (potato salad, pot pies, and tamales) at an approved facility permitted and inspected by the local enforcement agency (you are not the owner of that fixed facility but renting kitchen space, or with the owner's permission)
- Food that is prepared for multi-day use.
- All prepared food is to be discarded at end of day (includes hot foods, and any cold foods that have exceeded 41F).



Taste of Morgan Hill

Lodging Options

Check online for updated Lodging information www.morganhill.org



Courtyard by Marriott 18610 Madrone Parkway Morgan Hill, CA 95037 marriott.com (408) 782-6034



Comfort Inn 16225 Condit Road Morgan Hill, CA 95037 comfortinnmorganhill.com (408) 778-3400



Hampton Inn 16115 Condit Road Morgan Hill, CA 95037 marriott.com (408) 779-7666



Residence Inn by Marriott 18610 Madrone Parkway Morgan Hill, CA 95037 Marriott.com (408) 782-6034



Holiday Inn Express 17035 Condit Road Morgan Hill, CA 95037 hiemorganhill.com (408) 776-7676



La Quinta Inns & Suites 17043 Condit Road Morgan Hill, CA 95037 laquintamorganhill-sanjosesouth.com (669) 888-3700



CordeValle Golf Resort One CordeValle Dr. San Martin, CA 95046 cordevallegolf.com (888) 767-3966

RV Options



Thousand Trails 12895 Uvas Rd Morgan Hill, CA 95037 www.thousandtrails.com (800) 546-7222



Coyote Valley RV Resort 9750 Monterey Rd Morgan Hill, CA 95037 www.coyotevalleyresort.com (408) 463-8400



Maple Leaf RV Park 15200 Monterey Rd Morgan Hill, CA 95037 www.mapleleafrvpark.com (408) 776-1818