



# 2018 Food/Beverage Information

We invite you to join thousands of visitors for the 3<sup>rd</sup> Annual Summer Salute Festival in downtown Hopkinstonville, Kentucky on August 24 & 25, 2018.

Please see additional event details below.

## Section 1 Event Logistics

- **Event Date and Time** – August 24, 2018 – August 25, 2018

|                           |                         |
|---------------------------|-------------------------|
| Friday, August 24, 2018   | 10:00 a.m. - 10:00 p.m. |
| Saturday, August 25, 2018 | 10:00 a.m. - 10:00 p.m. |

- **Location** – All festival activities will be located at:

Downtown Hopkinstonville, Kentucky  
9<sup>th</sup> Street & Bethel Street  
Hopkinstonville, KY 42240  
270-887-4290

<https://www.google.com/maps/place/Hopkinstonville,+KY+42240/@36.8659615,87.4920455,17z/data=!3m1!4b1!4m5!3m4!1s0x886534432a268575:0x65823f1f18f1951c!8m2!3d36.8659615!4d-87.4898568>

**ALL vendor locations will be located on 9<sup>th</sup> Street from Justice Way to South Main Street, the main traffic flow for the festival.**

- **Set-Up** – **Thursday, August, 23<sup>rd</sup>, 2018 you may setup anytime between 5:00 p.m. and 8:00 p.m.** The festival begins at 10:00 a.m. on Friday, August 24 at which time all setup must be complete. Festival staff will be onsite to guide you to your assigned space. **No vendors will be allowed to set up prior to this time. Do not permanently mark your space, insert anything into the pavement or leave your space in any condition except as it was when assigned to you.**
- **Security** – Night-watchmen will be provided by the festival on Thursday and Friday 10:00 pm-6:00 am. However, each vendor is responsible for the safety, sanitation, and security of their space, products, merchandise, and equipment throughout the festival.
- **Teardown** – **Teardown begins on Saturday at 10:00 p.m. and must be completed by 12:00 a.m. (midnight), with all vehicles and trailers out of the area.**

**Section 2**  
**Registration Fees (Non-Refundable)**

- **Food/Beverage Space**                    **\$195-first space / \$150-additional space**  
The registration fee is \$195.00 for the first space and \$150.00 for each additional space. Registration fees are payable in advance and non-refundable. Fee includes items listed in Section 3. All Health Department regulations must be followed.

Payments Accepted are: Cashier's Check, Money Order and/or Credit Card ONLY

Please make payable to:

City of Hopkinsville  
Division of Parks and Recreation  
2600 Thomas Street  
Hopkinsville, Kentucky 42240

**Please make note that all registration fees must be postmarked by July 2, 2018.**

**Section 3**  
**Items Provided by Summer Salute Festival**

- 12' deep x 20' wide space
- Electricity (**Access to electricity is limited and will be reserved on a first come basis. Please mark on registration form, if required**)
- Access to potable water, free of charge (**Please mark on registration form, if required**)

**Section 4**  
**Additional Information**

- **Vendors are expected to be present and staff their operations during festival hours.**
- Vendors are solely responsible for providing all tents, tables, chairs, utensils, paper products, equipment, electrical/extension cords, plugs, water hoses, connectors, and any other products to be used during the festival. **Vendors are also responsible for proper removal and disposal of all festival materials including 'grey' water, cooking grease and/or cooking oil.** Dumpsters will be provided nearby for refuse disposal.
- Hopkinsville Parks and Recreation will make every effort to provide a designated convenient parking for trailers and store items needed. **Please check-in and park in designated areas.**
- All vendors are expected to comply with KY Revised Statutes regarding Charitable Gaming (238.500) and Counterfeiting Intellectual Property (365.241)

- Please attach a copy of your menu and pricing along with registration form.
- Attached are Christian County Health Department temporary food service set-up requirements. All Health Department regulations must be followed. Health Department officials will be on site to issue Temporary Food Service, food/beverage vendors must be ready and on-site.

**Please note: 1) all purchased vendor food must be from an approved source. 2) All food preparation, including cooking, must be done on-site. 3) You may not begin to cook until your permit has been issued.**

- **Temporary Food Service Permit Fee**

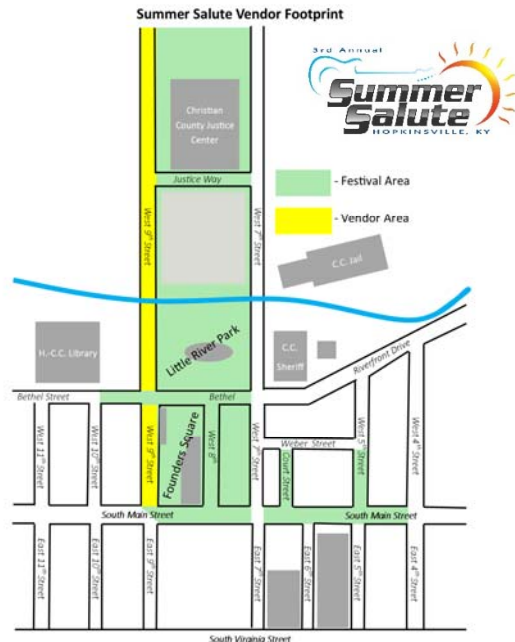
1-3 Day Permit                      \$50.00  
 Permit Fee(s) are the responsibility of the vendor.

- **Permitting Questions** – please contact:

Christian County Health Department  
 1700 Canton Street  
 Hopkinsville, Kentucky 42240  
 270-887-4160 ext. 150  
<http://www.christiancountyhd.com/>

### Section 5 Contact Information

Hopkinsville Parks and Recreation  
 270-887-4290 (office)  
 270-887-4393 (fax)  
[drundall@hopkinsvilleky.us](mailto:drundall@hopkinsvilleky.us)  
<http://hoptownrec.com>  
<http://hoptownsummersalute.com/>



## Temporary Food Service Set-up Guidelines

**A.** Set up a **wash, rinse, and sanitizing** container system to properly clean your equipment and utensils. The containers should be at least 2 ½ gallons and labeled.



**Wash**

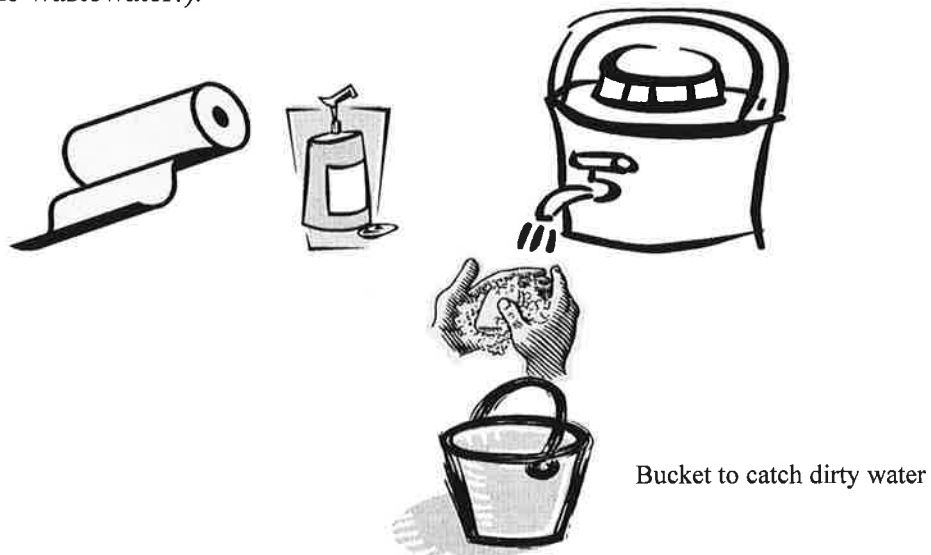


**Rinse**



**Sanitize**

**B.** Designate an area to wash your hands (away from food, paper, and utensils). **Always** provide **soap** and **disposable hand towels**. Water coolers with a spigot are to be used as a hand sink (remember to use a bucket to catch the wastewater!).



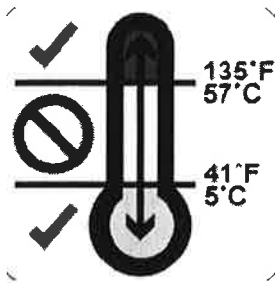
### ITEMS NEEDED:

1. Food Permit must be posted in a prominent location, which is visible to the public.
2. Three buckets for your wash, rinse, and sanitize ware-washing system.
3. Cooler with a spigot for hand washing and a bucket to catch dirty water.
4. Bucket for sanitizer solution to store wiping cloths
5. Waste tank large enough to support your operation
6. Metal stem thermometer to check cold foods (41° F or less) and hot foods (135° F or more). Do not forget to frequently calibrate the thermometers.
7. Bleach or quaternary ammonia for ware washing and wiping cloth buckets.
8. Test Strips for the appropriate sanitizer used at your facility. Bleach solutions for ware washing should read between 50-100ppm. Quaternary ammonia solutions should read between 200-400ppm.
9. Soap and disposable hand towels for your hand washing station.
10. Thermometer in each refrigerated unit and cooler.
11. Hair restraint for each food handler.
12. Gloves or utensil to use as a barrier with ready-to-eat food

## POINTS TO REMEMBER:

1. Ware washing, hand washing and sanitation bucket for wiping cloths must be set up **BEFORE** you begin to operate.
2. No bare hand contact with ready-to-eat food is permitted
3. Food and single service items must be stored 6" off the floor/ground.
4. No drinking or eating in food prep area.
5. Label food and toxic items (such as spray bottles and ware wash buckets).
6. Do not save leftover potentially hazardous food at the end of the day.
7. All food must be prepared on site or at a permitted kitchen
8. Cook to the crowd
9. Provide screening of food when necessary.
10. Store wiping cloths in a bucket with sanitizer to prevent cross contamination
11. Keep foods out of the danger zone

### The Danger zone



### Wiping Cloths



If cloths are used for wiping counters and cutting boards the cloths must be placed in sanitizing solution of 100-200 ppm when not in use to prevent the growth of microorganisms. Do not use sponges as they may harbor bacteria.

### PROHIBITED FOODS:

- Foods prepared from a home kitchen cannot be sold
- Wild Game or any meat not inspected by USDA or other official Governmental Regulatory Agency.
- Pastries filled with cream or synthetic cream, custards, and similar products.
- Other food items or ingredients, which may constitute a high risk in a temporary setting.

### WORKER REQUIREMENTS:

- Workers shall wear clean clothing and aprons.
- Workers shall wear hair restraints.
- Children and infants shall be restricted from food preparation and service areas.
- Persons who are ill or exhibiting symptoms of illness shall not prepare or serve food.
- It is the responsibility of the permit holder to ensure food workers are free from illness.
- Food workers shall routinely wash their hands and have easy access to acceptable hand wash stations equipped with soap, water, and sanitary towels.



# 2018 Food/Beverage Registration Form

PAYMENT \_\_\_\_\_

SPACE NO. \_\_\_\_\_

## REGISTRATION INFORMATION

[Please print]

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

Contact Name: \_\_\_\_\_

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

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

E-mail Address: \_\_\_\_\_

## REGISTRATION FEE (NON-REFUNDABLE)

[Please put number of spaces]

| #                        | Food/Beverage    | Fee      | Total    |
|--------------------------|------------------|----------|----------|
| 1                        | First Space      | \$195.00 |          |
|                          | Additional Space | \$150.00 |          |
| Number of 12'x20' spaces |                  |          |          |
| <b>TOTAL PAYMENT</b>     |                  |          | \$ _____ |

## METHOD OF PAYMENT

[Please select payment]

 Cash Cashier's Check/Money Order [payable to City of Hopkinsville]

Number: \_\_\_\_\_

 Credit Card:  Visa  MasterCard

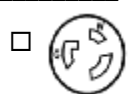
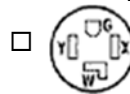
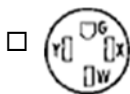
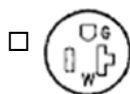
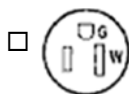
Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CVC: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_

## ADDITIONAL INFORMATION

➤ Water Source Required?  YES  NO➤ Grilling on-site?  YES  NO➤ Electricity Required?  YES  NOOutlet Type:  
(Check one)

(Available outlets)

\_\_\_\_\_ Amp \_\_\_\_\_ Volt  
(Fill in blank)

➤ Specific description of your set-up (e.g. 20' trailer, 10'x10' tent). Please give exact sizes of trailers, tents, etc.:

\_\_\_\_\_

➤ **Food/Beverage Vendors are required to attach a copy of menu items and pricing along with registration form.**

Please return completed, signed form and payment by July 2, 2018 to: Hopkinsville Parks and Recreation, 2600 Thomas Street, Hopkinsville, Kentucky 42240 or fax at 270-887-4293. Questions? Contact Parks and Recreation at 270-887-4290 or [drundall@hopkinsvilleky.us](mailto:drundall@hopkinsvilleky.us).

## DISCLAIMER

The City of Hopkinsville, Division of Parks and Recreation reserves the right to close registration prior to July 2, 2018, if required number of vendor spaces are filled prior to the above deadline.

## WAIVER AND RELEASE

The undersigned agrees to defend and hold harmless the City of Hopkinsville, Division of Parks and Recreation, and all other festival sponsors and agents from all injury, loss, costs, claims, or damages to any person or property arising from, related to, or in any way connected with participation in the Summer Salute Festival. I grant permission for you to publish any and all photos taken during these activities. Event organizers are granted permission to have medical personnel treat me, if needed, during my participation in the event.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_