

# FOOD/ DRINK VENDOR EXHIBITOR Items Required For Festival participation



(Not all Apply to Exhibitors)



Fire Extinguishers  
Class K and Class C



Tarp for cooking Grease/ Oil (Tents)



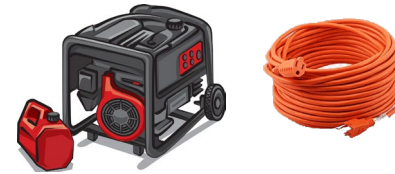
Grease & Oil Container



Tent Weights



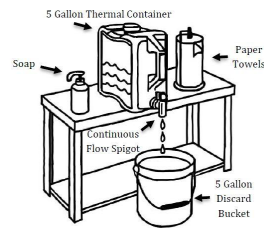
Generator & Cords



Barricades for Generator



Wash Station



Cones



Cord Covers





## TENT & CANOPY POLICY

The City of Kissimmee requires that every tent and canopy, used at Lakefront Park be attached to an approved weight. All tents and canopies must be sufficiently and safely secured to the ground from the moment the tent or canopy is erected at the start of the event to the moment immediately before it is taken down at the end of the event. Tents and canopies are considered sufficiently secured with at least 24 pounds per leg.

Some notes regarding weights:

- Weights should be secured in a manner that does not create its own safety hazard.
- Weights should not cause a tripping hazard
- Weights should be tethered with lines that are clearly visible
- Weights should have soft edges to avoid causing cuts and scrapes
- Weights should be securely attached

Weights should be on the ground (NOT above people's heads). If tents or canopies are NOT adequately secured, the City of Kissimmee will require them to take tents/canopies down and sell without them. If tents/canopies need to be taken down in the middle of the event, vendors are expected to direct customers to a safe place so they will not be injured. If vendor does not comply fines and penalties will occur.

Examples of sufficient and safe weights include:

- Filling an empty paint can with cement and tying this to each corner of the tent with a rope or bungee. It is **NOT sufficient** to place the can on the feet of the tent.
- Filing containers with sand/cement that can be anchored or secured with a rope or bungee; these include canvas bags or plastic buckets/containers that have a handle through which a rope or bungee can be secured.
- PVC pipe capped and filled with cement must be hung on the inside of canopy poles and secured to the top braces of canopy in a way that it does not collide with customers or create a hazard.

Examples of NOT sufficient or safe weights:

- Gallon water jugs. These are not heavy enough for large gusts of wind.
- Tying tents, canopies or umbrellas to tables, coolers or vehicles. Sandbags that cannot be set upright and securely tied to the tent or canopy should not be used.

## Temporary Food Service Events

A temporary food service event is an event (carnival, fair, or other celebration) of 30 days or less in duration where food is prepared, served, or sold to the general public and is advertised and recognized in the community. A temporary food service establishment or vendor is a participant at a temporary food service event.

We developed this guideline for temporary events from Chapters 61C-1 and 61C-4, Florida Administrative Code, and Chapter 509, Florida Statutes.

## Licensing

A public food service establishment or other food vendor must obtain a license from the division for each temporary food service event in which it participates (unless exempted). Annual temporary event licenses are also available which allow participation in an unlimited number of temporary events. The division will inspect temporary events and license vendors onsite after completion of a satisfactory inspection. If minimum sanitation standards are not met, the food service operation will be discontinued until corrections are completed and verified by the division.

Sponsors of a temporary food service event must notify the division of the following items no less than three business days prior to the scheduled event.

- 1) Type of food service proposed,
- 2) Time and location of the event,
- 3) Complete list of food service vendor owners and operators participating, and
- 4) Current license number of each public food service establishment participating.

**Notification:** Event sponsors may complete notification requirements by telephone at 850.487.1395, emailing the division at [ahr.info@myfloridalicense.com](mailto:ahr.info@myfloridalicense.com), in person at the appropriate district office or in writing. A public food service establishment or food service vendor may not use this notification process to circumvent the license requirement.

The division keeps record of all notifications received for proposed temporary food service events and provides appropriate educational materials to the event sponsor.

**Group License:** The division may issue a group license to a vendor with multiple units serving a single non-time/temperature control for safety food (e.g., churros). All grouped units must serve the same food. Foods requiring additional preparation or handling are not eligible for group licensing. All qualifying units must be inspected in a single location.

## Licensing Exemptions

Any food service establishments (fixed or mobile) operating under a current license from the division may operate one (1) free unit at a single temporary food service event of 1-30 days for each existing license. Food service establishments (fixed or mobile) permitted by the Department of Agriculture and Consumer Services (FDACS) or Florida Department of Health (DOH) may operate one free unit under their regular permit at temporary food service events of 1-3 days. For events of 4-30 days, fixed establishments must purchase a temporary food service event license.

Mobile food dispensing vehicles operating under a current permit from FDACS and DOH may operate under their regular permit at 4-30 day temporary food service events as long as the operation meets the requirements of their regular permit.

Temporary events operated on church or school property or any eating place operated by a nonprofit civic, fraternal or religious organization are exempt from licensing and inspection by the Division of Hotels and Restaurants.

Temporary events lasting 1 to 3 days, including food contests and cook-offs, which are hosted by a church or a religious, nonprofit fraternal, or nonprofit civic organization are exempt. Upon request by the division, the event host must provide the division documentation of its status as a church or a religious, nonprofit fraternal or nonprofit civic organization.

Vendors serving only popcorn, packaged foods or beverages that require no additional preparation are also exempt.

## Fees

Temporary public food service establishments and vendors are required to pay the following license fees at the time of licensing:

1-3 day event	\$91
4-30 day event	\$105
Annual	\$456

The division does not accept cash payments for fees at temporary events. The division accepts cashier's checks, money orders or other certified payments.

## Fire Safety

Fire Safety Code requires a portable fire extinguisher. Check with the local fire authority for specific requirements pertaining to the size, type or tagging of required fire extinguishers or other fire related requirements.

## Personnel

Food service workers transmit most foodborne disease causing germs to foods. That is why it is so important for

employees to maintain high standards of personal health and cleanliness. All personnel must wash hands prior to beginning or returning to work after any break in food preparation activities, when putting on or changing gloves, or any time their hands become soiled.

Employees may not touch ready-to-eat (RTE) food with their bare hands unless there is a written Alternative Operating Procedure (AOP) available that has been approved by the division. Without an approved AOP, employees must use suitable utensils (e.g., deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment) when handling RTE food.

Smoking is prohibited in warewashing, food preparation and food storage areas.

Personnel must wear clean outer garments, effective hair restraints and no jewelry on hands or arms (except plain wedding bands). If worn, artificial and painted fingernails must be covered by intact gloves.

All personnel must be free of open sores and skin infections, respiratory infections, vomiting, diarrhea, jaundice and other communicable diseases.

## Facilities

The specific requirements for the temporary event physical facility where food is prepared or handled are based on the length of the event, the type of food that is prepared or served, and the extent of food preparation conducted at the temporary facility. Minimum requirements may include:

- 1) Overhead protection if food is prepared or portioned or warewashing is done onsite.
- 2) Flooring may be concrete, machine-laid asphalt or dirt/gravel if it is covered with mats, removable platforms, duckboards, or other suitable approved materials that effectively control dust and mud and are graded to drain.
- 3) Walls and ceilings must be constructed of a material that protects the interior from the weather, windblown dust and debris, or other forms of cross contamination.
- 4) When time/temperature control for safety food is prepared at events of 4-30 days in length, the physical structure where the food preparation occurs must be protected against flying insects and other vermin by:
  - a) 16 mesh to 1 inch screens;
  - b) Properly designed and installed air curtains; or
  - c) Other effective means.
- 5) A three-compartment sink is required within the temporary food service for washing, rinsing and sanitizing utensils and equipment. If this activity is

conducted at an approved, remotely located commissary or food service establishment, an adequate supply of spare preparation and serving utensils must be maintained on the premises in case the original utensils become soiled.

- 6) A handwashing facility is required. This facility may be a clean, portable container equipped with an on/off valve. Soap and single-service paper towels must be available for handwashing and hand drying.

## Water

All food service operations that prepare or portion food on the premises must provide an adequate supply of potable water from an approved source for purposes of cleaning and employee handwashing. Municipal connections, holding tanks or portable containers are accepted means to provide an adequate supply.

Potable water must be stored, conveyed and transported in food-grade hoses/containers.

## Solid and Liquid Waste

Operators must remove all garbage and rubbish from the premises often enough to prevent nuisance conditions and dispose solid waste properly in tight-fitting, covered containers.

Operators must dispose liquid waste in a public or other approved sewerage system.

## Required Items

- Sanitizer (properly diluted, unscented bleach may be used)
- Probe thermometer
- Chemical test strips (for measuring sanitizer concentration)
- Three-compartment sink to wash, rinse and sanitize equipment and utensils or access to such facilities at an approved commissary or food service establishment
- Hair restraints
- Adequate supply of back-up utensils
- Adequate supply of potable water
- Soap and single-use paper towels
- Adequate equipment and facilities to maintain food at the proper temperatures
- Adequate protection from flying insects, vermin, dust, dirt and weather
- Adequate protection for displayed, prepared, and stored food
- Consumer advisory if serving raw or undercooked animal foods

- If required by local fire authority, properly tagged and sized portable fire extinguisher

## To Prevent Foodborne Illness

- Do not work with food, food equipment, utensils or single-service items if you are ill.
- Obtain foods from an approved source. Home prepared food or under the Cottage Food Law is not allowed.
- Wash hands thoroughly before handling food, single-service items and clean equipment and utensils.
- Maintain hot foods at temperatures of 135° Fahrenheit or above.
- Maintain cold foods at temperatures of 41° Fahrenheit or below.
- Cook intact meats (beef, pork, lamb, goat, etc.), seafood and eggs broken for immediate service to a minimum temperature of 145° Fahrenheit for at least 15 seconds.
- Cook mechanically tenderized/injected meats, comminuted meats (ground beef, gyros, and sausages) and eggs pooled or broken for later use to a minimum temperature of 155° Fahrenheit for at least 17 seconds.
- Cook chicken and other poultry to a minimum temperature of 165° Fahrenheit.
- Reheat cooked foods to a minimum temperature of 165° Fahrenheit within two hours for hot holding.
- Cool cooked/heated foods from 135° Fahrenheit to 70° Fahrenheit within 2 hours and from 135° Fahrenheit to 41° Fahrenheit within a total of 6 hours.
- Check food temperatures frequently with a probe type thermometer.
- Heat foods quickly and cool foods rapidly.
- Keep raw and cooked foods separated.
- Thaw foods properly: completely submerged under cold running water, as part of the cooking process, or under refrigeration.
- Use single-service articles whenever possible.
- Keep foods covered and protected from dust, dirt, insects, vermin and human cross contamination.
- Protect all food, including displayed food, from customer contamination (touching, coughing, sneezing, etc.).
- Minimize handling of foods before, during and after preparation.
- Do not store food directly in contact with ice used for beverages.
- Do not use swollen, leaking or damaged canned goods.
- Store all food products and equipment at least six inches off the ground.

**When in doubt, throw it out!**



# Guide To Temporary Food Service Events

*For Florida's  
Public Food Service  
Establishments*



**Division of  
Hotels and Restaurants**



[www.MyFloridaLicense.com/DBPR/hotels-restaurants/](http://www.MyFloridaLicense.com/DBPR/hotels-restaurants/)





## KISSIMMEE FIRE DEPARTMENT REQUESTS FOR SPECIAL EVENTS

Events open to the public on City or public property with an expected attendance of 100 or more that is outside the normal operation of the building or business is considered a “special event” by the City of Kissimmee.

### EMERGENCY ACCESS:

1. Fire lanes shall be maintained to allow emergency vehicle access in width of a minimum of twenty feet. (NFPA1:18.2.3.5.1.1)
2. Fire Hydrants and the fire department connections shall always remain unobstructed. Clearance must be 7’6” to the front and sides of the hydrants and 4 feet to the rear. (LDC:14-10-5-E-4)

### FOOD VENDORS:

1. All cooking appliances whether gas or electric shall be rated for outdoor use, for commercial use, have a UL listing, and the vendor is responsible for ensuring that all cooking appliances are operated in accordance with all the manufacturer’s instructions. (NFPA1:50.1.1)
2. A minimum of a 10-foot clearance is required between cooking tents and other tents. (NFPA1:25.2.3.1)
3. Food vendors that produce grease laden vapors when cooking must provide a class K fire extinguisher in addition to a 2A-10BC fire extinguisher. The fire extinguishers must have a current tag issued by a State of Florida licensed fire extinguisher contractor. The fire extinguishers shall be hung between 4 inches and 5 feet off the ground. (NFPA1:50.4.11.)
4. LP gas cylinders and gasoline containers shall be kept in an upright position and secured against tip over. (NFPA1:50.7.2.2.1)
5. Generators and other internal combustion power sources shall be located a minimum of 10 feet away from temporary structures and tents. (NFPA1:25.1.12.1)
6. The generator shall be protected from public contact by fencing, enclosure, or other approved means. (See item #4 under Vendors - Canopy or Tents section for examples) Traffic cones are not an approved means of barricading. (NFPA1:25.1.12.1)
7. For each generator, a portable fire extinguisher with a rating of not less than 2A-10BC shall be provided. Fire extinguishers must have current tag issued by a State of Florida licensed contractor. The fire extinguishers shall be hung between 4 inches and 5 feet off the ground. (NFPA1:25.1.12.3)
8. Vendors cooking with flammable gas and/or solid fuel BBQ grills and/or using deep fat fryers shall arrange these items away from their tent/canopy utilizing the 10-foot space behind their tent/canopy. (NFPA1:10.14.8)
9. Generators shall be topped off prior to start of operation. Refueling of the generator during an event is prohibited. (NFPA1:25.1.12.2)
10. No smoking signs are required near the generator, flammable gas and/or solid fuel BBQ grills LP gas cylinders and gasoline containers. (NFPA1:25.2.4.2)

### CANOPIES AND TENTS:

1. For tents over 900 square feet, a building permit is required and needs to be obtained two weeks prior to the event. The permit will require a set of plans showing the following (NFPA1:1.12.8):
  - A. A site plan - showing location of the tent within the event area (NFPA1:10.14.3.4.3).

- B. A drawing of the tent showing the following: dimensions of tent, all life safety equipment shown, (fire extinguishers, exit signs, emergency lights, exit doors, no smoking signs), tables and chairs, the air conditioning system, generators, food service equipment, changing rooms, storage areas, and a copy of the flame spread certificate is required. (NFPA1:10.14.3.4.3)
- C. Call the building department directly for more information on their requirements at 407-518-2379.
- 2. A minimum of a 3-foot clearance is required between each non-food vendor's tents or structures. (NFPA1:25.2.3.5)
- 3. A minimum of a 10-foot clearance is required between each food vendor's tents or structures. (NFPA1:25.2.3.3)
- 4. Cooking appliances (gas, electric or wood burning) are to be positioned outside the tent and must be barricaded from public access by fencing, enclosure, or other approved means. Traffic cones are not approved means of a barricade. Provided below are examples that are acceptable.



- 5. Vendors cooking with flammable gas and/or solid fuel BBQ grills and/or using deep fat fryers shall arrange these items away from their tent/canopy utilizing the 10-foot space behind their tent/canopy. (NFPA1:10.14.8)
- 6. Any cooking appliance using cooking oil is required to have a Class K fire extinguisher. In addition, a portable 2A-10BC fire extinguisher is required. All fire extinguishers must have current tag issued by the State of Florida licensed contractor. The fire extinguishers must be hung between 4 inches and 5 feet off the ground. (NFPA1:50.4.11)
- 7. A minimum of one portable fire extinguisher with a rating of 2A-10BC must be provided at the generator. Fire extinguishers must have current tag issued by a State of Florida licensed contractor. The fire extinguishers must be hung between 4 inches and 5 feet off the ground. (NFPA1:50.7.1.4.2)
- 8. Generators and other internal combustion power sources shall be located a minimum of 10 feet away from temporary structures or tents. (NFPA1:25.1.12.1)
- 9. The generator shall be protected from public contact by fencing, enclosure, or other approved means. (See item #4 for examples) Traffic cones are not an approved means of barricading. (NFPA1:25.1.12.1)
- 10. Generators shall be topped off prior to start of operation. Refueling during an event is prohibited. (NFPA1:25.1.12.2)
- 11. LP gas cylinders and gasoline containers shall be kept in an upright position and secured against tip over. (NFPA1:50.7.2.2.1)
- 12. No smoking signs are required near the generator, flammable gas and/or solid fuel BBQ grills LP gas cylinder and gasoline containers. (NFPA101:11.11.4.2.2)

**FOOD TRUCKS AND TRAILERS:**

- 1. Food trucks are required to have current inspection reports and current service tags for all fire extinguishers, hood suppression systems and professional cleaning of hood. Note: The professional cleaning of the hood is required every 3-6 months or more often if needed for grease and debris build up. (NFPA96:11.1-4)
- 2. A minimum of a 10-foot clearance is required between each food truck. More distance may be required if there is outside cooking. (NFPA1:50.7.1.5)
- 3. A Class 2A-10BC fire extinguisher is required for all food trucks. (NFPA1:50.7.1.4)
- 4. A Class K fire extinguisher is required for any food truck using cooking oil. (NFPA1:50.4.11.)

5. All fire extinguishers must have current inspection tag issued by a State of Florida licensed contractor. The fire extinguishers must be securely hung and readily accessible within the truck. (NFPA1:13.6.3.1.3.8 & NFPA1:13.6.4)
6. Generators are to be stored securely on the food truck or if portable, a minimum of 10 feet away from the food truck and barricaded. (See #4 under Canopies and tents for examples of approved barricades) Traffic cones are not a permitted means of barricading. (NFPA1:25.1.12.1)
7. Generators shall be topped off prior to start of operation. Refueling during an event is prohibited. (NFPA1:25.1.12.2)
8. The vendor will be responsible for ensuring all LP gas tanks and piping are in good repair and there are no leaks. (NFPA1:50.7.2)
9. LP gas cylinders and gasoline containers shall be kept in an upright position and secured against tip over. (NFPA1:50.7.2.2.1)
10. If cooking with flammable gas and/or solid fuel BBQ grills outside of the food truck, a barricade is required around these cooking appliances. The barricade may be by fencing, enclosures, or other approved means. Traffic cones are not approved means of a barricade. (See #4 under Canopies and tents for approved barricades)
11. No smoking signs are required near the generator, flammable gas and/or solid fuel BBQ grills, LP gas cylinder and gasoline containers. (NFPA1:25.2.4.2)
12. All food truck workers are required to have annual food truck training by a certified company of the State of Florida. The certificate will need to be provided to inspector at time of inspection. (NFPA1:50.7.1.9)
13. Wheel chocks are required for all food trucks/trailers. (NFPA1:50.7.1.3)

#### **SPECIAL CONSIDERATIONS:**

1. Motorized parade floats and towing apparatus shall have a minimum 2A-10BC rated portable fire extinguisher readily accessible to the operator. Fire extinguisher must have current tag issued by a State of Florida licensed contractor. (NFPA1:10.16.2)
2. Open flame devices or pyrotechnics cannot be used unless approved by the City of Kissimmee Fire Department. Highly flammable decorations are prohibited near open flame devices. (NFPA1:1.12.8)
3. Stages, bounce houses, and special amusement equipment must have at least a 2A-10BC type fire extinguisher. Fire extinguisher must have current tag issued by a State of Florida licensed contractor. (NFPA1:13.6.4)
4. All electrical appliances and cables shall be listed, protected from damage, and not constitute a tripping hazard. (NFPA1:11.1)
5. Generators and other internal combustion power sources shall be separated from temporary structures and tents by a minimum of 10 foot. The generator shall be protected from public contact by fencing, enclosure, or other approved means. (See item #4 under Vendors, Canopy or Tents section for examples) Traffic cones are not approved means. (NFPA1:25.1.12.1)
6. Generators shall be topped off prior to start of operation. Refueling of the generator during an event is prohibited. (NFPA1:25.1.12.2)

#### **FIRE AND EMS STANBY SERVICES:**

1. Fire Inspection services at a rate of \$30/hour (minimum of 4 hours) may be required for any event with the elements above to ensure compliance. Inspectors will be required at all events, the number of inspectors required will be determined by the AHJ.
2. For certain large events, EMS standby services may be required at the rate of \$30 per EMT/Paramedic. If an EMS bike team is recommended, it will consist of a minimum of 2 people.
3. Additional fire personnel (Fire Branch Director/Supervisor) may be required for large events as well. This will be at the rate of \$30 per hour.
4. All Fire/EMS services will be charged a minimum of 4 hours.

Class C* Assembly 50-299	*May require Fire Watch/Fire Inspector Staffing
Class B Assembly 300-1000	Occupant Loads 50-600: 1 Fire Inspector Over 600: 2 Fire Inspectors
Class A Assembly over 1000	Over 1000: 3 Fire Inspectors

\*This document may not be all-inclusive. This document serves as a guideline and does not reflect all circumstances.

\*All specifications are subject to AHJ approval.

\*For questions or concerns, contact the Kissimmee Fire Department Fire Prevention at 407-518-2202.

\*References: Florida Fire Prevention Code 7<sup>th</sup> Edition



# 9TH ANNUAL FORD KISSIMMEE CUBAN SANDWICH FESTIVAL

## CAREFULLY READ, SIGN, AND RETURN

**VENDOR PAYMENT POLICY:** All vending fees are **NON-REFUNDABLE**. Your payment of the entry fee constitutes your right to participate at the festival. Should any entry fees not clear our account, or are contested or not be paid in full, you have no right to participate at the event and will be subject to all legal, court, and/or collection fees. All sales are final, there are **NO REFUNDS**.

**VENDOR TENTS:** Vendor Tent Spaces are 10'x10' if you wish to have a 10x20 or larger vendor space there will be an additional charge for special permit. If your setup a larger space than paid for you will be subject to pay for the extra space. Please specify when reserving your Food Vendor space and request additional info in order to determine which option works for you. **No Tent Staking:** You are not allowed to stake the tents into the ground.

**Kissimmee Tent Policy:** The City of Kissimmee requires that every tent and canopy, used at Lakefront Park be attached to an approved weight. All tents and canopies must be sufficiently and safely secured to the ground from the moment the tent or canopy is erected at the start of the event to the moment immediately before it is taken down at the end of the event. Tents and canopies are considered sufficiently secured with at least 24 pounds per leg.

### Some notes regarding weights:

- ☒ Weights should be secured in a manner that does not create its own safety hazard.
- ☒ Weights should not cause a tripping hazard.
- ☒ Weights should be tethered with lines that are clearly visible.
- ☒ Weights should have soft edges to avoid causing cuts and scrapes.
- ☒ Weights should be securely attached.

Weights should be on the ground (NOT above people's heads). If tents or canopies are NOT adequately secured, the City of Kissimmee will require them to take tents/canopies down and sell without them. If tents/canopies need to be taken down in the middle of the event, vendors are expected to direct customers to a safe place so they will not be injured. If vendor does not comply fines and penalties will occur.

### Examples of sufficient and safe weights include:

- Filling an empty paint can with cement and tying this to each corner of the tent with a rope or bungee. It is NOT sufficient to place the can on the feet of the tent.
- Filing containers with sand/cement that can be anchored or secured with a rope or bungee; these include canvas bags or plastic buckets/containers that have a handle through which a rope or bungee can be secured.
- PVC pipe capped and filled with cement must be hung on the inside of canopy poles and secured to the top braces of canopy in a way that it does not collide with customers or create a hazard.

Examples of NOT sufficient or safe weights:

- Gallon water jugs. These are not heavy enough for large gusts of wind.
- Tying tents, canopies or umbrellas to tables, coolers or vehicles. Sandbags that cannot be set upright and securely tied to the tent or canopy should not be used.

**\*Food Vendors are not allowed to sell: Cuban Sandwiches (Unless they are competing in the Cuban Sandwich Contest), coffee, water, lemonade, Pina Coladas, or any alcoholic beverages.**

## 9TH ANNUAL FORD KISSIMMEE CUBAN SANDWICH FESTIVAL

No Subcontracting: Only 1 “pre-approved” vendor is permitted in your vendor space. Multiple companies/vendors sharing a single vendor space is NOT permitted. Vendors need to bring their own: Tent, Table, Chairs & Table Cover, Generators, these Items are available to rent upon request.

**FOOD VENDOR COOKING WITH OIL/GREASE/OPEN FIRE:** Food Vendors cooking with Grease/Oil are required to cover the ground with either a tarp or plywood, **NO OIL/GREASE DUMPING IS PERMITTED!** If your Vendor Area is left uncleaned with cooking oil/grease, you will be charged a \$100 cleaning fee. **THERE WILL BE A GREASE TRAP ON LOCATION. ALL OPEN FIRE WHILE COOKING: YOU CANNOT HAVE AN OPEN FLAME UNDER YOUR TENT. PLEASE NOTE YOU MUST HAVE THE CORRECT MINIMUM DISTANCE BETWEEN YOUR TENT AND ANYTHING FLAMMABLE SUCH AS PROPANE TANKS, GAS TANKS, AND OIL/GREASE.**

**GARBAGE DISPOSAL:** You are responsible for cleaning your area at the end of the event. There will be a garbage disposal area at the festival. If your area is left dirty, the City could issue you a FINE. All garbage should be bagged and placed on the designated garbage collection area. If your Vendor Area is left uncleaned with trash, you will be charged a \$200 cleaning fee.

**FOOD VENDOR FIRE EXTINGUISHERS:** All Food Vendors are required to have a Class 2A-10BC Fire Extinguisher and Food Vendors cooking with Grease/Oil are required to have both a Class 2A-10BC Fire Extinguisher and a Class K Fire Extinguisher (Grease/Oil). If you did not bring one or the other you will be able to rent them. (See Page 1 Rental Items). Must have a current tag issued by the state of Florida.

**GENERATORS:** All Vendors must make sure that generators and cords do not obstruct the walkways located around the Tent area and the Generator’s exhaust must face outward away from the tent when running. Absolutely NO petroleum gas Tanks Near tents or Generators.

### **REQUIRED FOR ALL GENERATORS. IF YOU BRING A GENERATOR**

**\_\_\_ YOU MUST BRING A BARRICADE TO PLACE AROUND IT FOR SAFETY**

**\_\_\_ IT MUST BE POSITIONED 10 FEET AWAY FROM YOUR SET UP, AN EVENT TEAM MEMBER WILL POINT YOU TO WHERE YOUR GENERATOR WILL BE PLACED, PLEASE NOTE THAT YOU MUST HAVE OUTDOOR EXTENSION CORD THE LENGTH THAT IS REQUIRED. RECOMMEND: 30 PLUS FEET.**

**\_\_\_ YOU MUST HAVE 1: 2A-10BC FIRE EXTINGUISHER. THE FIRE EXTINGUISHERS MUST HAVE A CURRENT TAG ISSUED BY A STATE OF FLORIDA LICENSED FIRE EXTINGUISHER CONTRACTOR.**

**\_\_\_ YOU MUST PUT UP A SIGN THAT SAYS “NO SMOKING ALLOWED IN THIS AREA”**

**If you do not have weights, please notify us asap -there will be a limited amount of weights for rent.**

**CORDS AND CABLES:** All Vendors using extension cords and Cables must not obstruct the walk ways in front or behind the tent area. When using extension cords, they must be unraveled and not wrapped when in use, this can be a potential fire hazard.

\*Food Vendors are not allowed to sell: Cuban Sandwiches (Unless they are competing in the Cuban Sandwich Contest), coffee, water, lemonade, Pina Coladas, or any alcoholic beverages.

# 9TH ANNUAL FORD KISSIMMEE CUBAN SANDWICH FESTIVAL

**FOOD VENDOR HAND-WASHING STATION:** This is actually the same as the 3 compartment sink. Use either an igloo water container or purchase a 2 1/2 gallon purified water container with a shut off valve (at any supermarket). Place the water source on a table and place the plastic bin just below it to catch the water. Make sure to have hand sanitizer, hand soap and a roll of paper towels next to this.

**STATE LAWS:** You are responsible for paying all appropriate sales tax with respect to the sale of goods and for procuring all permits and documentation as may be required by local and state government to operate within the state of Florida.

**INDEMNIFICATION AND INSURANCE:** You are solely responsible for any injuries, accidents, or losses which may be sustained as a result of your vending operations at Festival. Event promoters, producers, sponsors, vendors or guests shall have no responsibility for any accident or injury caused by your activities. You must maintain your own liability insurance and have proof of insurance available during the Festival for inspection purposes. By participating in **The Cuban Sandwich Festival**, you are agreeing to indemnify and hold harmless **Kissimmee Lakefront Park, The Cuban Sandwich Festival, and Hispanic Resource Foundation Inc.**, from any damages, lawsuits, or claims arising out of any injuries or accidents occurring by your activities.

**Please send a copy of your Health and insurance certificate with your application to (813) 489-2422. or Mail to: HR FCC, Inc., 14391 Spring Hill Dr Suite 417; Spring Hill, Fl. 34609**

**All insurance certificates indicating coverage, and naming the following additionally insured:**

1. **The Cuban Sandwich Festival**
2. **Hispanic Resource Foundation Inc.**

**FOOD VENDOR LICENSE AND PERMITS:** Temporary public food service establishments and vendors are required to Pay the following license fees at the time of licensing. If you do not have a permit to sell food and need a temporary license, they will be available at the event: 1-3 day event \$91/ 4-30 day Event \$105/ Annual \$456. **This division does not accept cash payments for fees at temporary events only accepts cashier's checks, money orders or other certified payments.**

**FOOD VENDOR INSPECTION AND VIOLATION:** Please note that if the Health Department inspects your vending spot and it is found to be in violation of these rules you may be asked to shut down or they may impose a fee. If you are found to be in violation and asked to shut down, Event promoters will not be held responsible. Health Department Inspections: **The Health Department will be present at the event and will inspect Food Vendors for compliance.**

**Please email or send a copy of your Business License and/or permit to:  
Latin Times Media, Inc., 14391 Spring Hill Dr Suite 417; Spring Hill, Fl. 34609**

**ITEMS PROHIBITED AT FESTIVAL:** No person shall bring in to the Festival or possess, set off, or otherwise cause to explode, discharge, or any firecrackers, torpedoes, rockets, cannons, or other fireworks or explosives of or containing flammable material or any substance, compound, mixture, or article which, in conjunction with any other substance or compound, may explode, discharge, or burn No glass bottles, Beer, Wine or Alcohol Absolutely NO Firearms.

**VENDOR SETUP AND BREAKDOWN:** **The Cuban Sandwich Festival** All Vendors must begin setup at appointed times on both days of the Cuban Sandwich Festival. You will be emailed your setup

**\*Food Vendors are not allowed to sell: Cuban Sandwiches (Unless they are competing in the Cuban Sandwich Contest), coffee, water, lemonade, Pina Coladas, or any alcoholic beverages.**

# 9TH ANNUAL FORD KISSIMMEE CUBAN SANDWICH FESTIVAL

instructions and Vendor Setup Times; All Vendors are not allowed to leave until after the event is over. If you arrive later than your appointed Vendor setup time, you will have to wait for accommodation or you may not be able to participate and forfeit your space in which **NO refund** will be issued. **PLEASE BE ON TIME**. You must begin Breakdown immediately after the end time of event and if your breakdown takes longer than allotted time you will be subject to fees or fines.

**ICE:** If you need ice, please email us with an estimate as to how many lbs. you will need for each day. **ICE Vendor is not guaranteed at each event, please check in advance.**

Your vendor space number will be posted online in the next few days at the Vendor Set-Up Area **If you require setup assistance, please notify us upon arrival at the festival. ----**

## QUESTIONS? OUR VENDING OFFICE NUMBERS ARE:

(813) 407-6866 – Jolie Gonzalez-Padilla ([Jolie@HRFCC.org](mailto:Jolie@HRFCC.org))

(813) 407-7191 – Victor Padilla ([VPadilla@Latin-Times.com](mailto:VPadilla@Latin-Times.com)) (813) 489-2422 - FAX

e-mail us at [Jolie@ILOVECubanSandwiches.com](mailto:Jolie@ILOVECubanSandwiches.com)

**Mailing Address: HRFCC, Inc. 14391 Spring Hill Dr Suite 417; Spring Hill, Fl. 34609**

## ACCEPT AND ACKNOWLEDGE THE TERMS, RULES, AND REGULATIONS OF THIS AGREEMENT

By Signing this agreement, I acknowledge all the Terms, Rules, and Regulations of this Agreement and The Cuban Sandwich Festival by initialing each subject and signing this agreement. I acknowledge that any violation of this agreement will cause forfeiture of my Vendor Space and participation in the Cuban Sandwich Festival. By signing this agreement, I also Acknowledge that there are NO REFUNDS on any Payments issued to **HRFCC, Inc., and or the Hispanic Resource Foundation Inc.**, for Participation. I have read all the Terms, Rules, and Regulations of this Agreement and I am initialing each Subject Term to confirm.

**THIS PAGE MUST BE SIGNED, INITIALED, AND RETURNED TO PARTICIPATE.**

**If this Page is not returned before the event, you will forfeit your Vendor space and Participation.**

**Please make sure to fill out all information correctly, signature and initials are required on this Form.**

**Please Fax, email, or mail (See above Info to email, Fax, or Mail) this Page back to us**

\_\_\_\_\_ VENDOR PAYMENT POLICY

\_\_\_\_\_ VENDOR TENTS

\_\_\_\_\_ FOOD VENDOR HANDWASHING STATION

\_\_\_\_\_ FOOD VENDOR COOKING WITH  
GREASE/OIL/FIRE

\_\_\_\_\_ GARBAGE DISPOSAL

\_\_\_\_\_ FOOD VENDOR FIRE EXTINGUISHERS

\_\_\_\_\_ GENERATORS

\_\_\_\_\_ CORDS AND CABLES

\_\_\_\_\_ GENERAL PROVISIONS (NO REFUND POLICY)

\_\_\_\_\_ INDEMNIFICATION AND INSURANCE

\_\_\_\_\_ FOOD VENDOR LICENSE AND PERMITS

\_\_\_\_\_ ICE

\_\_\_\_\_ FOOD VENDOR INSPECTION/VIOLATION

\_\_\_\_\_ ITEMS PROHIBITED AT FESTIVAL

\_\_\_\_\_ VENDOR SETUP AND BREAKDOWN

\_\_\_\_\_ STATE LAWS

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# 9TH ANNUAL FORD KISSIMMEE CUBAN SANDWICH FESTIVAL

SIGNATURE \_\_\_\_\_ PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**\*Food Vendors are not allowed to sell: Cuban Sandwiches (Unless they are competing in the Cuban Sandwich Contest), coffee, water, lemonade, Pina Coladas, or any alcoholic beverages.**