



Dear Vendors and Artisans,

Welcome back to the 2017 Pinewood Farmers' Market (PFM)! The PFM is entering their eighth season thanks to vendors, artisans, business leaders, and our loyal market attendees! Although we have had our fair share of challenges due to limited space in Munds Park to conduct the PFM each year our loyal market attendees, business leaders (Munds Park RV Resort and Dennis R.) and our fearless vendors and artisans make the market happen year-after-year. So, a big thank you to market attendees, vendors, artisans, and business leaders for your continued support and loyalty.

As you know, the PFM is important to so many people, including me. I began the market eight years ago to honor my late mother Irene A. Wapniarek (a proud yet humble Polish woman) who passed away a little over eight years ago. My mother loved people and especially enjoyed community events and serving people. I thought that a community market was a great way to honor and remember her, and in turn, serve the Munds Park community. Fast forward eight years to present day and the market not only has been a vehicle to serve the community, remember and honor my mother, but it has given me personally more than I have ever imagined giving to the market or to the community. One of the many wonderful gifts the market has given me is the friendships I have developed with the vendors, artisans, business leaders, and market attendees as a result of the market. I've met so many wonderfully amazing, talented, and positive individuals. Yet another gift is the fact that the market is a vehicle to help so many people financially, which is a blessing and honor. The market also helps local businesses and start-up businesses flourish, which is wonderful to see a start-up go from a 10 x 10 booth to a full-fledge restaurant or successful bakery.

However, the thing I am most proud of is that the market has been used as a vehicle to introduce people to Christ, which is what my mother also would be most happy about. My mother was a devout Catholic and never missed a Sunday service in her lifetime. She faithfully prayed the rosary and was touched by the Holy Spirit. During the first five years that the market existed so many of the PFM vendors, artisans, and market attendees returned to the Lord or were introduced to God just by the mere fact that the market was hosted by a church. Like Christ, Pastor Rex Sample welcomed everyone with open arms, without judgment, and with an abundance of love. (Side note: The world could use a little bit more love rather than hate and divide, especially nowadays). Before the market became a reality, many of the vendors and artisans did not even know Munds Park existed (it was just an exit off I-17 that was passed on the way to Flagstaff) let alone that there was a church in the community. If nothing else, the market is and has been used as a vehicle to God, which is both a blessing and a grace. So, thank you!

The market also is important to our vendors and artisans who depend on the market to earn an honest income to support themselves and their families. Whether you are a recently retired vendor or artisan who supplements their income using the market as a viable way to earn extra money or a vendor or artisan who solely depends on the market to earn all of their income through farmers markets throughout Arizona the market is critically important to YOU.

In turn, PFM vendors and artisans also give back to the Munds Park community in important ways as well. PFM vendors and artisans patronize many of the local businesses in the community that otherwise they would not if the market had not existed. Vendors and artisans are so invested in Munds Park that some vendors and

artisans, for example, have purchased homes in Munds Park as a result of the market. Vendors and artisans buy gas and ice at the local gas stations, take out ads in the Pinewood Newspaper, lodge at the local motel, lease private cabins in Munds Park, lease park models and RV spaces at Munds Park RV Resort, and eat at local businesses.

The market oftentimes is a start to so many successful businesses. Polish Goodies in Phoenix, Arizona and Sugar Jam Bakery & Café in Scottsdale, Arizona are just two of the businesses who got their start at farmers markets. In fact, both Polish Goodies and Sugar Jam Bakery & Café are just two of the many restaurants that began at the Pinewood Farmers' Market in Munds Park, Arizona and now own two very successful Valley restaurants. Thanks to the market attendees' loyal patronage, Polish Goodies and Sugar Jam Bakery & Café are living their "restaurant dream." Both have won New Times award for their delectable treats and ethnic food dishes. Chaco Flaco is yet another start up business that began their successful business venture out of a 10 x 10 booth. You can purchase Chaco Flaco products in area Costco stores now and very soon they will be Sam's Clubs all over the southwest region. Congratulations to all these companies and their continued success.

Yet another important aspect of the market is the positive effect on local businesses and not-for-profits such as the Munds Park Business Alliance, wildlife sanctuaries, and animal shelters. For example, the PFM donated \$1,000 to the Munds Park Beautification Project, supported Fallen Feathers Bird Rescue, Heritage Park Zoo, and conducted fundraisers for the Flagstaff Cancer Center, and 2nd Chance Pet Animal Shelter. The market also acts as a vehicle to sell and showcase cars, houses, all-terrain vehicles, and so many other products, which are all owned by local businesses such as Munds Park RV Resort, Provident Partners Realty, Pinewood Realty (Sam), Motel in the Pines, Chevron Station, Flagstaff Farmers Market on 4th Street, Northland Motorsports, Terry Marxen Chevrolet Cadillac, Weather King Sheds, Grand Canyon Whitewater packages, Sam's Club, Village Baker, Inspector's Auto, as well as supports local Camp Verde small farmers.

Moreover, the market is vitally important to market attendees as evidenced by both the young and the old who depend on the market for their Saturday routine or who come to pick up one or two tomatoes or a loaf of bread from the market so they do not have to travel 44 miles round trip to Flagstaff (and spend gas money doing so) after enduring a long, arduous journey from the valley to Munds Park and subsequent to an exhaustive five day work week in the valley. The market, in essence, provides convenience as well as family fun!

In addition, the market is important to young people who dream about owning their own business. Over the past seven years some of our PFM vendors and artisans have been mentoring a few young people in the community who expressed interest in becoming an entrepreneur. Several of our vendors and artisans over the past seven years have taken young budding entrepreneurs in Munds Park under their wing to help them someday achieve their own dreams. The PFM is host to vendors who range in age from about 10-years-old to 99-years-old. The young learn from the old.

Finally, the market brings the community together for good ol' fashion **FREE**, clean, healthy, family fun. So many of the market attendees, for instance, walk, bike, or atv to the Saturday market with their children and their pets and create memories that will last a lifetime, serving as a get-together to meet old friends and make new friends.

The market, in essence, is an integral part of ANY community.

As your market coordinators, an enormous **THANK YOU** to all the hard working vendors and artisans who day-in-and-day-out work so diligently to make the drive from all parts of Arizona to serve the Munds Park community (RAIN OR SHINE)! Our talented vendors and artisans come from all over, including but not limited to: San Diego, Tucson, Tuba City, Lake Havasu, Kingman, Flagstaff, Williams, Scottsdale, Phoenix, Mesa, Glendale, Anthem, and all over Arizona. We appreciate you and thank you!

Now, for some of the latest PFM news. We are honored and humbled to welcome the Flagstaff Farmers Market (FFM) grocery store on 4th Street in Flagstaff, Arizona to the PFM. The FFM has agreed to become the primary produce vendor at the PFM. What does this mean for people in Munds Park, Arizona? A whole lot! Not only does the FFM work with Camp Verde farmers such as Hauser & Hauser Corn and Farmer Dave, but they also work with other farms across the state of Arizona to bring Munds Park market attendees both organic and non-organic fruits and vegetables. As a market attendee, you no longer have to drive 44 miles round trip for that one avocado you forgot to purchase in the valley or while in Flagstaff or drive to Camp Verde for the infamous Hauser & Hauser Corn. If you want those delicious New Mexico Hatch Roasted Chiles in August, then just go to the PFM and purchase them at the FFM booth and save yourself 44 miles of driving. Instead, spend that driving time with quality, relaxing time with your family at your cabin in the cool pines. If you want organic free range eggs, purchase your eggs at the PFM. If you do not want to even waste your time grocery shopping after an exhaustive five day work week, simply order your groceries at the FFM booth the week before and have them delivered to the PFM where you can pick them up each week. The PFM has you covered in just about every area such as delicious food, free range meat, fruits and vegetables, specialty food items, one-of-a-kind artisan products, and weekly entertainment.

As usual, the 2017 PFM entertainment shall be varied, including but not limited to, not-for-profit educational bird shows, educational reptile shows, pet adoptions, and lots of great music from local musicians and artists. Last but not least remember to swing by the “Goat Lady” booth where the newborn goats eagerly await to be cuddled.

Thank you again to everyone who makes the PFM happen year-after-year. Both Lisa and I are merely the facilitators of the market, but the vendors, artisans, business leaders, and market attendees are the foundation and back bone of the PFM. So, a very heartfelt thank you for supporting us in this endeavor that has given us so much more than ever imagined. We just hope that we have given you as much as you have given us and the market has blessed you richly.

In a nutshell, it’s going to be a great 2017 PFM. See you at the market!

To download a 2017 PFM Application, Indemnity Agreement, and Rules & Regulations, please go to <http://www.pinewoodfarmersmarket.wordpress.com>

YOUR PFM Coordinators

Lisa & Maryellen

Teamtitus7@gmail.com

Market Cell: (602) 819-6396



2017 Pinewood Farmers' Market™ Vendor Application

Applicant Name _____

Business Name _____

Mailing Address _____

City _____

Phone Cell (_____) _____ Home (_____) _____

E-mail Address _____

Vehicle License Plate #: _____ Make/Model Of
Vehicle: _____ Vehicle Color: _____

Names of Employees or Family Members Who May Sell

MARKET INFORMATION: Market Times: Every Saturday from 9:00 a.m. to 2:00 p.m.

Location: 17680 S. Munds Ranch Road, Munds Park, Arizona, 86017 (I-17, Exit 322) (Green building; adjacent to Chevron Station parking lot)

Begins: Memorial Day: Saturday, May 27, 2017 through Labor Day - Saturday, September 02, 2017: 15 MARKETS

Circle Saturday(s) Expect to Attend:

Date

May	27				
June	03	10	17	24	
July	01	08	15	22	29
August	05	12	19	26	
September	02				

Health Department Permit Number: Please attach a copy of permit. Anyone selling any prepared food must have a health department permit and display it at their booth. **For questions, please call Coconino County Health Department Marlene at (928) 679-8761.** Coconino County Health Department application attached for all food vendors, mobile food trucks, and food samplers. Please complete application and then send to Coconino County Health Department and copy PFM.

State Sales Tax Number: All value added vendors must have **State Sales Tax Number** displayed at their individual booth/table. The state shall collect sales tax and distribute to County. Munds Park is not incorporated; no transaction sales tax.

All applicants must submit signed **Indemnity Agreement & Rules and Regulations pages, a completed& signed application, a one-time application fee (\$60), and provide a copy of Insurance Certificate, if business is insured.**

Registration and Pinewood Market Fees: Make check payable to Pinewood Farmers' Market

10 X 10, 10 x 20, & 10 x 30 Booth Fees: \$60.00 non-refundable application fee (one-time fee for the entire season, includes 15 markets)

Standard Vendors/Artisans Fees Per Market:

10 x 10 Booth: \$30 flat fee or 10% gross vendor sales, whichever is higher, per market.

10 x 20 Booth: \$60 flat fee or 10% gross vendor sales, whichever is higher, per market.

10 x 30 Booth: \$90 flat fee or 10% gross vendor sales, whichever is higher, per market.

Mobile Food Trucks: \$40 flat fee or 10% gross vendor sales, whichever is higher, per market.

Make check payable to Pinewood Farmers' Market.

Products you plan to sell (brief description):

I have read the Pinewood Farmers' Market™ Rules and Regulations and agree to adhere to said Rules and Regulations.

Signature _____ Date: _____

Print Name _____ Date: _____

Please return application to the following address:

Maryellen Titus: Market Cell Phone: 602-819-6396

Attention: Maryellen Titus

C/O Pinewood Farmers' Market

20701 N. Scottsdale Road, Ste 107-614

Scottsdale, Arizona 85255

Or, you may fax OR scan & email your application to:

Attention: Maryellen Titus/FAX: (480) 419-6402 OR SCAN & Email: teamtitus7@gmail.com or mtitus@ingeniumdesignaz.com

Thank you for your cooperation! I look forward to working with you!

If you have any questions, please contact me at 602-819-6396.

Best regards,

Maryellen & Lisa



2017 INDEMNITY AGREEMENT

This Agreement is entered into this _____ day of _____, 2017

Between

Name (s) _____

Address _____

(hereinafter, SELLER)

and the Pinewood Farmers' Market™.

Each SELLER hereby agrees to hold harmless and indemnify Pinewood Farmers' Market™ and the owner of 17680 S. Munds Ranch Road, Munds Park, Arizona 86017 against any and all expenses (including attorneys' fees), witness fees, damages, judgments, fines and amounts paid in settlement and any other amounts that Pinewood Farmers' Market™ and/or the owner of 17680 S. Munds Ranch Road, Munds Park, Arizona 86017 becomes legally obligated to pay because of any claim or claims made against or by it in connection with any threatened, pending or completed action, suit or proceeding, whether civil, criminal, arbitrational, administrative or investigative (including an action by or in the right of the SELLER) to which Pinewood Farmers' Market™ and/or the owner of 17680 S. Munds Ranch Road, Munds Park, Arizona 86017 is, was or at any time becomes a party, or is threatened to be made a party, by reason of the fact that (i) Pinewood Farmers' Market™ is, was or at any time becomes a community market where vendors sell goods to buyers, or, (ii) that such market is located on property owned by the owner of owner of 17680 S. Munds Ranch Road, Munds Park, Arizona 86017.

No indemnity pursuant to this section shall be paid by SELLER on account of conduct attributable to Pinewood Farmers' Market™ and/or that was knowingly fraudulent or deliberately dishonest or that constituted willful misconduct.

For valuable consideration, including the right to sell produce or other products at the Pinewood Farmers' Market™, SELLER does hereby agree to indemnify and hold the Pinewood Farmers' Market™ and the harmless from any loss, damage, expense, judgment or liability of any nature including attorney's fees arising out of any claim made against Pinewood Farmers' Market™ and/or by any person or entity which claim arises out of or results from Buyer's purchase of SELLER's product for consumption at the Pinewood Farmers' Market™.

Each SELLER does hereby agree to participate in the Pinewood Farmers' Market™ at his/her own risk.

DATED this _____ day of _____, 2017.

SELLER _____

SELLER _____

Pinewood Farmers' Market™
20701 N. Scottsdale Road
Ste 107-614
Scottsdale, Arizona 85255

Market Cell: (602) 819-6396; E-mail: mtitus@ingeniumdesignaz.com; teamtitus7@gmail.com

2017 Pinewood Farmers' Market™

Rules and Regulations

2017 Important Reminders to ensure respectful vending:

No leaving early; no exceptions. See rules below.

Bring tarp for "floor" in the event that your booth is on grass. There will be no artificial turf so it's imperative that each vendor/artisan bring a tarp to act as a floor in the event your booth is on grass at vending location.

Break down entire booth before bringing in vehicle to load at end of market day.

Completely unpack your vehicle before setting up display and booth. Or, you may be assigned a set up time.

I. **Pinewood Farmers' Market™ Mission**

Provide a community farmers' market that serves local residents and supports local products. Pinewood Farmers' Market™ (PFM) will be held every Saturday beginning from May 27 (Memorial Day Weekend) to Saturday, September 02 (Labor Day Weekend) of each year from 9:00 a.m. to 2:00 p.m. at 17680 S. Munds Ranch Road, Munds Park, Arizona 86017 (Green building, which is adjacent to Chevron Gas Station). If you need gas, please go to Chevron Station and patronage this local business.

II. **Pinewood Farmers' Market™ Guidelines**

- A. The PFM will determine market location, dates, and hours.
- B. Membership and vending fees are set by PFM. See application.
- C. Pinewood Farmers' Market™ shall assign all booth/table space for all vendors, artisans, mobile food trucks, businesses the morning of each event.
- D. No vehicles shall be parked within market boundaries during market hours i.e. 9:00 a.m. to 2:00 p.m.; vendor/artisan parking shall be designated by PFM.
- E. Pinewood Farmers' Market™ reserves the right to randomly audit vendor sales and PFM and/or its Manager have the right to suspend or revoke a vendor's ability to sell at any point.

III. **Pinewood Farmers' Market™ Vendor Guidelines**

- A. The following SHALL be received and approved of prior to vending:
 1. Completed and signed vendor application;
 2. Signed copy of Indemnity Agreement;
 3. Proof (submit) of all relevant licenses and health department certifications; and,
 4. Signed copy of the PFM Rules and Regulations.
- B. **Vendors will not allowed to set up booth if they do not provide all insurance, licensing, tax ID numbers, and signed documents.**

IV. **Weather**

- A. Rain, shine, sleet, or hail the PFM opens.
- B. The ONLY time the PFM may close is due to severe Northern Arizona winds, which makes it unsafe for both market attendees and vendors.

- C. **Please note:** Just because it is raining in the Valley or in Flagstaff does not necessarily mean it is raining in Munds Park. For example, oftentimes Flagstaff experiences severe rain and thunder storms and Munds Park does not. Northern Arizona weather changes quickly and weather can vary from Munds Park to Camp Verde to Flagstaff. Munds Park is located in a canyon and therefore sheltered from a lot of severe weather.
- D. Chance of rain prediction: Do not rely on weather prediction unless it's a 60% or more chance of rain. You can call me at 602-819-6396 to inquire about weather that morning and I will inform you about current state of weather pattern in Munds Park. Flagstaff weather is NOT Munds Park weather.

V. **Pinewood Farmers' Market™ Vendor Selection**

- A. All vendor applications will be reviewed and accepted by PFM.
- B. Appeals to vendor selection decisions should be addressed to the market manager in writing i.e. Maryellen Titus.
- C. Some of the criteria for acceptance are based on the following guidelines:
 - 1. **If you sell prepared foods, you SHALL display a Health Department License and State Sales Tax Number. If you do not have these displayed, you will NOT be permitted to sell.**
 - 2. Local artisans are persons who craft with their own hands the products they offer for sale at the market.
 - 3. Decisions on which non-food products will be allowed into the market are based on history with the market. Artisans are not allowed to vend out of their vehicles. Their placement will be determined by the PFM Market Manager i.e. Maryellen Titus or Lisa Koch.
 - 4. Due to conflicts with other events, certain dates will be unavailable for any artisan vending.
 - 5. **If you sell any handmade product, you MUST have a sales tax license and display it at your booth.**
- D. Community organizations offering services and information will be admitted based on space availability and compatibility with the mission of the market.
 - 1. Community vendors are not permitted to sell any products, unless it is for fundraising purposes and approved by the PFM manager.

VI. **Pinewood Farmers' Market™ Booth Guidelines**

- A. Necessary documents i.e. health permits, proof of insurance, state sales tax license, etc., will be available and displayed at all times and copies will be on file with the PFM Manager i.e. Maryellen Titus. The abovementioned documents must be submitted with the application and no selling shall be permitted without displaying State Sales Tax License and Health Department Certificate.
- B. All scales must bear a current seal from the Department of Weights and Measures.
- C. Vendors shall sell only at designated booth space and maintain their booth space in clean, sanitary, and safe condition.
- D. Signs will be accurate and truthful.
- E. Music played must not be disruptive to neighboring booths or overall market.

- F. Pre-market sales, post-market sales, and early breakdown are only allowed with permission of the PFM Manager.
- G. Vendors and PFM management are expected to maintain high standards of honesty and respect towards others; dishonesty is grounds for removal from the market.

VII. Pinewood Farmers' Market™ Safety

- A. **All vendors must check in with PFM Manager prior to set up.**
- B. **Vendor set-up hours:** 6:00 a.m. to 8:30 a.m. No vehicles will be allowed in market boundaries after 8:30 a.m. due to insurance reasons related to safety of market vendors and market attendees.
- C. **Vendor tear-down hours:** 2:00 p.m. to 4:00 p.m. Vendors shall not begin to tear-down tent and/or product prior to 2:00 p.m. All vendors must operate from 9:00 a.m. to 2:00 p.m. No vendors shall leave early. NO exceptions. If you must leave early, please do not participate in the market that Saturday.
- D. **Vendor tear-down procedure:** First, prior to bringing in your vehicle, please pack up your stations/booth. Secondly, after your product is packed, then bring in your vehicle and pack your car. **DO NOT** bring in your vehicle and then pack your booth because this causes delays and traffic jams. Individual booth product packing begins at 2:00 p.m. Vendor vehicles shall not enter the market until 2:00 p.m. due to insurance policy related to the safety of other vendors and market attendees. NO exceptions.
- E. The PFM Manager may allow vehicles to park at booths only at the time of “unloading” and “setting” up booth(s). Set-up hours: 6:00 a.m. to 8:30 a.m. If you arrive after 8:30 a.m. you will not be allowed to have your vehicle in the market boundaries to unload; therefore, you will be asked to unload by hand (carrying product to your booth) due to insurance requirements and to protect market vendors and attendees from any preventable motor vehicular accidents. Tear-down hours: 2:00 p.m. to 4:00 p.m.
- F. Late arrival participation will be contingent upon PFM Manager only! If permitted in the PFM, vendors will park outside designated market boundaries and carry products to booth designated booth space. Continuous tardiness is grounds for removal from the market.
- G. All vendor vehicles must be removed from the market boundaries prior to 8:30 a.m., which is half-hour to market start at 9:00 a.m.
- H. No animals shall be allowed at vendor booths.
- I. **ALL CANOPYS must be secured with weights.** If a canopy is set up in an unsafe manner, it will be removed. The County and PFM have established minimum canopy weight requirements of 10 pounds per leg, which must be hung from the canopy structure (not placed on ground over leg). Failure to follow these guidelines will result in removal of canopy. Tying off canopy to another vendor's canopy is not acceptable. **CANOPYS may not have stakes or other anchors** placed in the ground. The County will be conducting canopy inspections.

VIII. Insurance

- A. Pinewood Farmers' Market™ provides general liability coverage for the market.
- B. Vendors and non-profit groups must provide product liability insurance with a copy to PFM and list PFM as an additional insured or a signed waiver releasing Pinewood Farmers' Market™ and property owners from any and all liability and legal responsibility.

IX. Pinewood Farmers' Market™ Violations

- A. Any vendor violating the above stated rules and regulations of the Pinewood Farmers' Market™ of the regulations of Coconino County Health Department or other local, state, or federal agencies may be suspended and/or expelled from the Pinewood Farmers' Market™.
- B. **NO leaving early from market. No exceptions. 1st time: Warning; 2nd time: Expelled from market.**
- C. **NO sharing booth spaces. Each vendor/artisan shall have only one vendor/artisan per booth space.**
- D. The PFM Manager i.e. Maryellen Titus or Lisa Koch has discretion to make any on-site decisions regarding violations.
- E. Any serious violation will be reported to the proper authorities.
- F. Vendor has the right to appeal the violation to the PFM Manager. Vendors shall submit any conflicts, suspected conflicts, and/or concerns regarding the overall market or individual vendors in writing to the PFM Manager i.e. Maryellen Titus or Lisa Koch.

Agreed to the _____ day of _____, 2017.

Signature _____

Name _____
Printed

Approved: <input type="checkbox"/> Not Approved: <input type="checkbox"/> Approved by: _____ Date: _____ Receipt#: _____ EH- ____ - ____



Marie Peoples, PhD Chief Health Officer
Environmental Services

2625 N. King Street
 Flagstaff, Arizona 86004
 TEL 928.679-8760
 FAX 928 679-8771

Application for a Temporary Food Service Permit

Applications must be received by Environmental Health a **minimum of TEN (10) days prior to the event. Payment must be attached with the application in order to process. When faxing in application credit card information is required or application will not be processed.** Late applications will be assessed a penalty fee (see below).

Single Event Fees:

- () For profit vendors \$90.00
- () Non-profit food and samplers \$75.00
- () Temporary Group (Mass) Event Coordinator Fee \$90.00

6 Month Fees:

- () For profit food service vendors \$140.00
- () Non-profit food service vendors \$115.00
- () For profit food samplers and vendors that sell non-phf's (lemonade, etc.) \$80.00
- () Temporary Group (Mass) Event Coordinator Fee \$150.00

Penalty Fees

- () *Penalty fee* for application received less than 10 days before the event \$50.00
- () *Penalty fee* for application received at the event \$50.00

PLEASE PRINT CLEARLY:

Applicant's Name & Business Name: _____

Address: _____ City: _____ State: ____ Zip: _____

Phone numbers (*we will call you*, please provide phone(s) numbers where you can be reached):

Phone# _____ Cell: _____ Other: _____

Email: _____

Event Review: Please list *ALL* events that you plan to attend in the next six months in Coconino County. If additional space is needed please use the back of this sheet or an additional sheet of paper.

Event	Location	Date(s)	Set-up Time	Event Organizer	Phone Number

Menu Review: Please list *ALL* menu items, including ingredients used, drinks and condiments.

If additional space is needed please use the back of this sheet or an additional sheet of paper.

Food Item	Off-site prep Yes or No	On-site prep Yes or No	Preparation procedures <i>(i.e. wash, cut, refig, grill, serve...be specific & incl. prep of non-phf's)</i>

PLAN REVIEW: ITEMS MARKED IN BOLD MUST BE ANSWERED BY ALL APPLICANTS. THESE ITEMS ARE REQUIRED OF ALL VENDORS. LEAVING THESE ITEMS BLANK WILL RESULT IN DENIAL OF YOUR APPLICATION

1. Obtained all necessary permits from the local building and planning and zoning authority
Yes No

2. Construction of booth: Mobile Unit Tent (tents only allowed for certain foods, refer to Temp F.S. Requirements)

3. Hand washing facilities: Plumbed sink OR Gravity Flow , Dispensed soap/paper towels

4. Number of Certified Food Handlers: _____ *REQUIRED FOR ALL VENDORS EXCEPT SAMPLERS. MUST ATTACH COPIES OF CERTIFICATION

5. Location of any "Advanced Preparation Site(s): _____

6. Cold-Holding Equipment: *(Coolers are not allowed for storage of PHF's or raw meats)* _____

7. Hot-Holding/Cooking Equipment: _____

8. Where will produce be washed? _____ Will meats/foods be thawed? Yes No

9. How long will food be in transport to the event? _____

10. How will food be kept hot/cold during transport? _____

11. A calibrated, metal stem probe thermometer(s) is available (range 0 – 220 F). Yes No

12. Type of chemical to be used as a sanitizer: *Chlorine/Bleach* *Quaternary Ammonium* *Iodine*

13. Dishwashing Facilities: 3-bin sink 3 portable tubs

14. Where will water for the operation come from? _____

15. Waste water disposal: Sewer , Septic , RV dump station

16. Covered Garbage Cans: Yes No

17. Where will food be stored during the evening hours when the booth is unoccupied?

I hereby consent to inspection by the Health Authority and acknowledge that issuance and retention of this permit is contingent upon satisfactory compliance with the **Temporary Food Service Requirements**. I also understand that the permit fee is non-refundable.

Applicant's Signature: _____ Date: _____

Payment method: Check _____ Cash _____ Credit Card# _____ Exp. _____

Official Use Only			
Reviewed by: _____	Date: _____		
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Mail Permit	<input type="checkbox"/> Fax Permit

2625 N. King St.
Flagstaff, Arizona 86004
TEL 928.679-8750
FAX 928.679-8771

Temporary Food Service Requirements

1. All temporary food vendors must meet the Coconino County Food Code requirements pertaining to cooking, storage, transportation, cleaning, hand washing, etc. The operational requirements below give rules and instructions on preparing and selling food outdoors. ***Before filling out the application PLEASE take the time to carefully read through the outline of requirements listed below.*** The Health Authority *strongly encourages* the applicant to be *very specific* and *communicative* during the application and plan review process to prevent any inconvenience for anyone at the event! If the applicant does not meet all requirements, a license to operate will not be issued until compliance is achieved; facilities operating without a license will be ordered to cease operations until all requirements have been met.

2. “The regulatory authority shall apply this Code to promote it’s underlying purpose of safeguarding public health and ensuring that food is safe, unadulterated, and honestly presented when offered to the consumer.” 8-101.10 A “If necessary to protect against public health hazards or nuisances, the regulatory authority *may impose specific requirements in addition to* the requirements contained in this code that are authorized by law.” 8-102.10 A.

3. The inspector will not provide a license holder an opportunity to correct violations after inspection if the inspector determines that the violations are: committed intentionally, not correctable within a reasonable period of time, there is evidence of a pattern of noncompliance, or a risk to any person; the public health, safety, or welfare; or the environment. 8-405.11 C 1-4 4. To operate a temporary food booth in Coconino County, each food vendor must submit an application at least 10 days prior to the event. **Applications received after the 10 days will be charged penalty fees.** A license to operate is valid for 6 months. Please list all events you plan to attend in the next 6 months. If another event(s) comes available to you during that time that you did not anticipate, a new application will need to be sent to our office with the new event information. A separate fee is **NOT** required in this instance.

5. **Who needs to apply for a license?** Anyone (including licensed facilities) who *vends* or *samples* the following: non-potentially hazardous foods such as fountain drinks, hot drinks, snow cones, caramel apples, popcorn, cotton candy, kettle corn, etc.; prepared potentially hazardous foods such as hot dogs, hamburgers, bbq, pizza, etc. If you have a question about whether you need a license, please contact our office at 928.679-8750.

Operational Requirements for Temporary Food Service

Important information! Please **THOROUGHLY** read the info listed below.

1. **TENTS:** TENTS MUST BE “PRE-APPROVED” AND ARE LIMITED TO VERY SPECIFIC MENUS AND MENU PROCEDURES. Certain types of food are NOT allowed to be prepared in a teardown-booth or tent. You may be required to change your menu or get a mobile unit. When allowed:

- a. Tents must be completely enclosed on **all 4 sides** with 16 mesh screening, tarps or a combination of the two. There are tent manufacturers that make screens with pass through windows. Tents must be enclosed because of insects, rodents, and inclement weather.
- b. Tent floors must be on smooth, washable, non-absorbent surfaces (no dirt).
- c. Food preparation in a tent is very limited! Washing, cutting, and other types of preparation *CANNOT* be done in a tent. You will be required to either prepare food in (local) commissary or purchase the food commercially processed (bring receipts with you so we can verify when & where food was purchased). Keep this in mind when filling out the menu section of the application. Be specific on how food items are purchased and then prepared.

Tents are allowed for the following types of food service **ONLY**:

- a. Cooking of pre-formed hamburgers/hot dogs.
- b. Grilling/bbq'ing meats that have been prepared in an enclosed mobile unit or commissary.
- c. Cooking/reheating of commercially processed foods.
- d. Deep frying of commercially processed foods, such as fish & chips, corn dogs, etc.
- e. Preparation of non-potentially hazardous foods such as kettle corn, lemonade/orange drinks, cotton candy; etc.

2. **Commercially manufactured mobile units** are *preferred* for outdoor food preparation. Mobile units allow for more complicated menus. Mobile units must be equipped with the following:

- a. Plumbed 3 bin sink with potable hot and cold running water and large enough to accommodate the largest piece of equipment used in the operation. There must be drain boards on either side of the 3 bin sink to store dirty and clean equipment.
- b. Plumbed hand wash sink with potable hot and cold running water, dispensed soap and paper towels.
- c. Food preparation sink (menu dependent).
- d. Commercial refrigeration capable of keeping food at 41°F or less and/or freezers that maintain 0°F or less.
- e. A waste water storage tank at least 15 % greater than the fresh water tank.
- f. The mobile unit must be enclosed to prevent the entrance of insects and rodents. Service windows must be screened or capable of being closed during times of slow business.

3. **Keeping food COLD and HOT!** Commercial **refrigerators** are REQUIRED when potentially hazardous foods will be served at Multi-Day events and raw meats **MUST** be stored in refrigerators, *no exceptions*. **Coolers** will only be approved under the following circumstances:

- a. To store potentially hazardous foods for ONE day events,
- b. To store potentially hazardous foods at a Multi-Day event IF the food is stored overnight in an approved commissary (a signed commissary agreement must be signed and submitted with the application),
- c. Or for non-potentially hazardous foods like soda, condiments, raw vegetables, etc. You must disclose on the application HOW foods will be kept cold and/or hot during transportation, and where food will be stored when the booth is not operational. *We will follow up and ask for verification.*

4. **Cooking/Hot & Cold holding equipment** must be NSF/ANSI sanitation underwritten. Home-style equipment is not acceptable or allowed.

5. Produce must be rinsed and scrubbed before preparation and service, and must be washed in a plumbed food preparation sink. Produce cannot be rinsed in buckets or tubs. If you don't have access to a plumbed sink, produce can be purchased pre-washed, shredded, diced, and sliced.
6. Ambient air thermometers are required to be calibrated and to be present in all refrigeration equipment. **Metal Stem Probe Thermometers** are required to be calibrated and used to check internal food temperatures. Metal stem probe thermometers must have a range between 0°F – 220°F.
7. **Bare hand food contact is not allowed.** Please use single-use non-latex gloves, tongs, spatulas, tissue paper, etc. when handling ready-to-eat food. Food handlers must understand and demonstrate when gloves need to be changed, i.e. before starting work, after handling raw meats, after handling dirty equipment/utensils, etc.
8. **Protecting Food from Contamination.** All food and single service articles must be stored at least 6 inches off the ground AND must be stored covered to protect against inclement weather and insects/rodents.
9. **Hand Washing Stations** (plumbed or gravity flow) must be available in each food booth. Dispensed soap and paper towels must be available.
10. **Dishwashing** (plumbed or 3 tubs) must be available in each food booth except certain samplers. If tubs will be used to wash dishes, please provide covers for each tub to keep the water clean. Dishwashing procedure is:

WASH – RINSE – SANITIZE – AIR DRY

11. **Sanitizers** must be available for the 3 bin sink AND in buckets with wiping cloths for sanitizing surfaces. Be sure to have separate buckets for food and non-food contact surfaces. Test strips specific to the type of chemical that will be used as a sanitizer must be available to measure the concentration of the chemical in solution. Test strips can be purchased through a food service purveyor, chemical company, food service supply store, etc. There are three approved chemicals that can be used as sanitizers on food contact surfaces. They are: Chlorine/bleach, Quaternary ammonium, and Iodine.
13. **Water containers** must be sanitized and air dried *BEFORE* the container is filled with potable water. This includes containers used for hand washing, water for food preparation, dishwashing, etc.
14. **Certified Food Handlers** must be at the booth during all hours of operation. Coconino County offers a food handler home study course as well as online for \$18.00. The online Food Handlers Course is available on the County web site:

<http://www.coconino.az.gov>

YOU MUST SUBMIT PROOF OF FOOD HANDLER CERTIFICATION WITH YOUR APPLICATION OR THE LICENSE WILL NOT BE ISSUED.

15. **“Samplers”** include operations that give away small portions of nuts, dips, olives, jerky, etc. Depending upon the nature of your sampling operation, **SOME** of the requirements **MAY** be waived. However, **ALL** samplers must at a minimum have a tent and a hand washing station set up.

Samplers *do not* include outfits that sample chicken, cooked vegetables, etc.