



Saturday, September 25, 2010 from Noon to 8 p.m.

June 2010

Saludos! We have begun the count down to our annual Hispanic League street festival, "Fiesta." We are looking forward to another great day of sharing the Hispanic culture through great music, food and entertainment. This year's festival will take place on Saturday, September 25 from 12pm to 8pm on 4th Street in downtown Winston-Salem.

As always our visitors look forward to the delicious and flavorful Latin American cuisine that is available at Fiesta. So we look forward to your participation in this year's festival.

Please find included in this package the following items to get you ready:

1. Fiesta 2010 Food Vendor Contract/Guidelines
2. Electrical Request Form (20 AMP outlet cost: \$50)
3. Forsyth County Department of Health – Temporary Food Service Permit Application
(*\$75.00 processing fee included in booth price*)

Please note that this year, in order to ensure superior quality of satisfaction, there will be dedicated electrical service for food vendors. This electrical service will be limited to six (6) 20 AMP outlets at a cost of \$50 per outlet. Additionally, all food vendors will be assigned a 10'x20' booth in order to provide enough work space.

Also, please take note of some key dates to ensure timely processing of your packet:

1. Month Prior to Event – Mandatory Food Information meeting/Dept of Health Question and Answer Forum
2. Completed Fiesta Food Vendor application mailed by August 2, 2010
3. Completed Temporary Food Service Permit Application mailed by August 2, 2010

If you have any questions please call Carlos Iruela at 336-399-6167 or email – carlosiruela@aol.com.

Thanks in advance and we are look forward to another successful and enjoyable Fiesta!

Thank you,

Amy Barnhart
Executive Director





El sábado, 25 de septiembre del 2010 desde mediodía hasta las 8 de la noche

Junio del 2010

¡Saludos! Hemos iniciado la cuenta final de nuestro festival de la Liga Hispana, "Fiesta". Esperamos con mucha ilusión otro gran día para compartir la cultura hispana con música, comida y entretenimiento. El festival de este año se llevará a cabo el sábado 25 de septiembre de 12pm a 8pm.

Como siempre nuestros visitantes esperan con mucha ilusión la deliciosa y sabrosa comida que estará disponible en la Fiesta. Esperamos, pues, con mucha ilusión su participación en el festival de este año.

Esta es la información acerca del paquete de la inscripción:

1. Contrato y Reglamento del Vendedor de Comidas para la Fiesta 2010
2. Formulario para la Solicitud de Electricidad (tomacorriente de 20 AMP, costo: \$50)
3. Forsyth County Department of Health – Temporary Food Service Permit Application – (*\$75.00 procesamiento de pago incluido en el precio del puesto*)

Por favor tome nota que este año, para asegurar una máxima satisfacción, habrá un personalizado servicio eléctrico para los vendedores de comidas. Este servicio eléctrico estará limitado a seis (6) tomacorrientes de 20 AMP a un costo de \$50 por tomacorriente. Adicionalmente, a todos los vendedores de comidas les será asignado un puesto de 10' x 20' con el fin de proveerles suficiente espacio de trabajo.

También, por favor tome nota de las siguientes fechas para asegurarle un oportuno procesamiento de su paquete:

1. El mes anterior al Evento - Reunión sobre información de Comidas (Obligatorio) /Department of Health Question and Answer Forum
2. Aplicación Completa. Para Vendedores de Comidas del FIESTA, enviada por correo al 2 de Agosto, 2010
3. Aplicación ompleta Permiso Temporal Vendedores de Comida enviada por correo al 2 de Agosto, 2010

Si tiene alguna pregunta por favor llame a Carlos Iruela al: 336-399-6167 o mande un correo electrónico a carlosiruela@aol.com.

Gracias por anticipado y esperamos con mucho ilusión otro exitoso y entretenido Fiesta!

Amy Barnhart
Directora Ejecutiva





Saturday, September 25, 2010 from Noon to 8 p.m.
El sábado el 25 de septiembre del 2010 desde mediodía hasta las 8 de la noche

FIESTA 2010 FOOD VENDOR CONTRACT / CONTRATO VENDEDORES DE COMIDA

Name / Nombre: _____

Address / Dirección: _____

City / Ciudad: _____ State / Estado: _____ Zip Code / Código Postal: _____

Phone (day) / Teléfono (diurno): (____) _____ Phone (night) / Teléfono (nocturno): (____) _____

Email Address / Dirección Electrónica: _____

Indicate previous years you've participated in FIESTA / Indique los años que ha participado en FIESTA:

19____, 19____, 19____, 19____, 19____, 19____, 19____, 19____, 20____, 20____, 20____, 20____, 20____, 20____,
 20____, 20____, 20____

Food Description / Descripción de la Comida

Country Represented/ País representado: _____

Cost of Booths 10x 20 (two tables and one chair included) / Precio de Puestos 10x20 (con dos mesas y una silla incluida)	\$375.00
Electricity (1 circuit 20 AMP) / Electricidad (1 circuito de 20 AMP)	\$50.00
Cost of each additional table / Costo adicional por cada mesa	\$15.00
Cost of each additional chair / Costo adicional por cada silla	\$5.00

Number of Booths needed / Número de puestos necesarios	#	X	\$375.00	=	\$
Number of additional tables / Número adicional de mesas	#	X	\$15.00	=	\$
Number of additional chairs / Número adicional de sillas	#	X	\$5.00	=	\$
Indicate if Electricity is needed / Indicar si necesita usar Electricidad			\$50.00	→	\$
Discount of \$50 for vendors bringing their own booth / Un descuento de \$50 para vendedores que traigan su propio puesto					
TOTAL COST					\$



Vendor booths at the event will be sold on a first come first served basis; in order to reserve a vendor booth for the event, a non-refundable deposit of \$200 should be mailed with this signed contract and completed request for electricity if applicable. Deposit will be applied to total vendor fee. Said vendor fee shall be paid in full and submitted to the Hispanic League with the completed Health Department Vendor Application by: Monday, August 2, 2010. *Los puestos de ventas del evento serán vendidos por orden de llegada; con el fin de reservar un puesto de ventas para el evento, un depósito no reembolsable de \$200 deberá ser enviado por correo con éste contrato firmado y el pedido de electricidad llenado, si es aplicable. El depósito será aplicado al total de la tarifa del vendedor. La mencionada tarifa de vendedor será pagada en su total y mandado a la Liga Hispana con la Solicitud de Vendedores del Departamento del Salud antes del Lunes 2 de Agosto del 2010.*

**Hispanic League Fiesta
Attn: Food Vendors
P.O. BOX 30651
Winston-Salem, NC 27130**

I have read and agree to abide by all information and guidelines in the FIESTA 2010 Food Vendor Contract as outlined found below.

He leído y me comprometo a cumplir con toda la información y reglamento del Contrato De Vendedores de Comidas FIESTA 2010 de acuerdo a lo estipulado mas abajo.

Signature / Firma: _____ Date / Fecha: _____

INFORMATION AND GUIDELINES / INFORMACION Y PAUTAS

Thank you for participating in FIESTA 2010. / Gracias por su participación en FIESTA 2010.

As a food vendor you will be assigned a 20 x 10 booth (unless otherwise indicated) with 2 tables and a chair included and will be provided with electricity if so indicated. Additional tables and chairs are available at a cost. Vendors are encouraged to decorate their booth to make it presentable. Ice will be sold at FIESTA but you may want to bring a supply.

En su calidad de vendedor de comida, a usted le será asignado un puesto de 20 x 10 (a menos que se convenga otra cosa) con dos mesas y una silla incluidas y se le proveerá de electricidad si así lo indica. Mesas y sillas adicionales están disponibles a un costo. A los vendedores se les recomienda decorar su puesto para lucirlo presentable. El hielo estará en venta en el evento (FIESTA) pero podrán traer su propio suministro.

The FIESTA 2010 Festival will take place on Saturday, September 25, 2010 from 12:00 pm to 8:00 pm in downtown Winston-Salem; there will be no refunds for inclement weather unless FIESTA 2010 is officially cancelled.

El Festival FIESTA 2000 tendrá lugar el Sábado 25 de Septiembre del 2010 de 12 pm a 8 pm en el centro de Winston-Salem; no habrá reembolso por mal tiempo a menos que Fiesta 2010 sea oficialmente cancelado.

In order to maintain the Latin American theme of FIESTA and meet visitors' expectations, non-Latino food vendors will be placed on a waiting list upon receipt of their application and contacted if additional space is available in the order in which their applications were received.

Con el fin de mantener la temática latinoamericana del Festival, y satisfacer la expectativa de los visitantes, los vendedores de comidas que no sean latinas, serán colocados en lista de espera al recibir su aplicación, y serán contactados si hubiera espacio disponible en el orden en el cual fueron recibidas las aplicaciones.

As a Food Vendor, I agree to comply with the following terms and clauses in this agreement:

En mi calidad de vendedor de comida, yo acepto cumplir con los siguientes términos y cláusulas de éste acuerdo:

1. Vendors must set up their assigned booth and remove all vehicles from the FIESTA 2010 site **by 10:00 am** on Saturday, **September 25, 2010**.
Los vendedores deberán instalar sus puestos asignados y remover todos los vehículos del sitio antes de las 10:00 am del sábado 25 de setiembre del 2010.
2. Vendors cannot sell nor distribute free of charge at FIESTA 2010, any of the following items: **Soft Drinks, Water and Alcoholic Beverages. Non-compliance will result in the closing of the booth and no refunds.**
Los vendedores no podrán vender ni distribuir gratis durante el festival ninguno de los siguientes artículos: Refrescos, Agua y Bebidas Alcohólicas. El no cumplimiento resultará en el cierre del puesto sin reembolso.
3. Vendors will leave assigned booth area (including chairs and tables) **clean and undamaged** and must dispose of garbage properly and not leave garbage on the street.
Los vendedores deberán dejar el área del puesto asignado (incluidas sillas y mesas) limpias y sin daño alguno, y deberán disponer de la basura apropiadamente sin dejar desperdicios en la calle.
4. Hispanic League Food Committee members reserve the right to inspect all food booths to insure compliance with the Food Vendor Contract and **Vendors must comply with North Carolina's Health Department Food Regulations. Non-compliance will result in the closing of the booth and no refund.**
Los miembros del Comité de Comidas de la Liga Hispana se reservan el derecho de inspeccionar todos los puestos de comida para asegurar la conformidad con el Contrato de Vendedores de Comida, y los vendedores deberán cumplir con las Regulaciones sobre Alimentos del Departamento de Salud de Carolina del Norte. El no cumplimiento resultará en el cierre del puesto sin derecho a reembolso.
5. The Hispanic League, and its FIESTA 2010 organizers and sponsors assume no responsibility for theft, loss or damage to any of the vendors' property.
La Liga Hispana, así como los organizadores y patrocinadores de FIESTA 2010 no asumen responsabilidad por robo, pérdida o daño de cualquier propiedad de los vendedores.
6. Water will be provided. Vendors must provide their own container to transport water to their booth.
El agua será proveída. Los vendedores deberán proveer su propio recipiente para transportar el agua a sus Puestos.
7. **You must take all your cooking oil, used and unused home with you. Coals can be left on the street curb carefully after the event.**
Usted deberá llevar a casa todo su aceite de cocinar, usado o sin usar. Podrá dejar cuidadosamente el Carbón en el borde de la acera.

For more information, please call **Carlos Iruela** at **(336) 399-6167** or the **Hispanic League** at **(336) 770-1228**.

Para mas información, favor llamar a Carlos Iruela al (336) 399-6167, o a la Liga Hispana al (336) 770-1228.

FOOD VENDORS ARE REQUIRED TO ATTEND A MEETING WITH THE HEALTH DEPARTMENT THAT WILL BE SCHEDULED IN THE MONTH PRIOR TO THE EVENT. YOU WILL NOT BE ALLOWED TO SELL FOOD IF YOU DO NOT ATTEND THIS MEETING.

SE LES REQUERIRA A LOS VENDEDORES DE COMIDA ASITIR A UNA REUNION CON EL DEPARTAMENTO DE SALUD QUE SERA PROGRAMADA EN EL MES PREVIO AL EVENTO. NO SE LE PERMITIRA VENDER COMIDA SI NO ASISTE A ESTA REUNION.



**Saturday, September 25, 2010 from Noon to 8 p.m.
El sábado el 25 de septiembre del 2010 desde mediodía hasta las 8 de la noche**

Electrical Request Form for FIESTA 2010/ Solicitud de Electricidad para FIESTA 2010

This form must be filled out and mailed with your Vendor Contract by Monday, August 2, 2010
Esta solicitud debe ser llenada y enviada junto con el Contrato de Vendedor de Comidas a mas tardar el lunes 2 de agosto del 2010.

Name of Vendor/ *Nombre del Vendedor*: _____
 Address / *Dirección*: _____
 Phone (daytime) / *Teléfono (diurno)*: (____) _____
 Phone (night) / *Teléfono (nocturno)*: (____) _____

Power available is limited to 110 volts for one 20 AMPS circuit
La electricidad disponible etás limitada a 110 voltios para un circuito de 20 AMPS

Cost: \$50 per 20 AMP outlet / Costo: \$50 por cada tomacorriente de 20 AMPS
Please list all items in your booth that will require power.
Por favor indique todos los artículos de su puesto que requieren electricidad.

<u>Appliances / Aparatos Eléctricos</u>	<u>Wattage / Voltaje</u>
(deep fry / ollas de aceite, grill / asadores, Lights / luces, microwave / microondas, etc.)	
_____	_____
_____	_____
_____	_____

(Wattage is usually found on small metal plate attached to appliance)
El voltaje se encuentra especificado en una placa metálica en el aparato eléctrico)

The use of gas appliances is greatly appreciated / Agradecemos el uso de aparatos a gas

- The following limitation will be adhered to / Se aplicarán las siguientes limitaciones:**
- 1. No 209 or 240 volt power available. / No habrá voltios de 209 o 240.**
 - 2. Maximum 20 amps, 110 volt power. / 110 voltios y 20 amperios será lo máximo.**
 - 3. Power will be hooked up on a first-come-first-served basis. / La electricidad se conectará en orden de llegada de los vendedores**
 - 4. One extension cord with one plug provided. You will need to bring a multi-plug receptor if additional plugs are needed. / Se proveerá una extensión eléctrica con un solo enchufe. Si es necesario, deberán traer sus propios enchufes múltiples.**

Signature / Firma: _____ **Date / Fecha:** _____

Office use only: Supply# _____ Booth # _____ Amps _____ Run _____



TEMPORARY FOOD SERVICE PERMIT APPLICATION FOR VENDORS

(Each Food Booth Operator must provide the following information)

15A NCAC 18A .2600 defines a temporary food establishment as those who sell food or drink for a period of 15 days or less, in connection with a fair, carnival, circus, public exhibition or other similar gathering. By providing the information below, you will assist in identifying and preventing potential public health problems that might occur during your event. **Temporary Food Permit Application For Vendors** must be submitted by your coordinator **at least 30 days prior** to the event. **(Vendors make sure to fill out and return pages 4-6 to the coordinator(s) of your event, the coordinator is then responsible for submitting information to the health dept. for review. Applications must be submitted by coordinator of your event to be reviewed.** For more information call 336-703-3225.

(Be sure to consult with Fire Marshal and other entities about other requirements for your food booth.)

Event Information

Please Print

1. Event: _____

2. Location of event: _____

3. Dates/time of operation: Begin date: _____ Begin time: _____
End date: _____ End time: _____

4. Your organization/business name: _____

5. Applicant's name: _____

6. Applicant's address: _____
Address City State Zip

7. Applicant's telephone: _____
8 AM -5 PM Night/Other

8. Applicant's E-mail Address: _____

9. All food and beverage must be prepared on-site. Local groups may be allowed to prepare foods in advance of the event in an approved kitchen (not a domestic kitchen). If you are representing a local group and would like to prepare foods in advance, please provide the name and address of the facility that you propose to use and include the dates and times that the kitchen will be used. **Be sure to list all food items, including those that require advance prep, on the menu page (page 5).**

Facility name: _____

Address: _____

Date and time of advance preparation: _____

10. Indicate the distance and time for transporting food or beverages to the food service site.

Distance: _____ Time: _____

11. How will the food temperatures be maintained during transportation? _____

12. Describe equipment to be used at the event for:

a.) Cold holding _____

b.) Hot holding: _____

c.) Cooking: _____

d.) Reheating: _____

Menu Page

MENU* (*MENU ITEMS ARE SUBJECT TO APPROVAL AND MAY BE RESTRICTED)

PLEASE LIST ALL FOOD TO BE SERVED. INCLUDE HOW YOU PLAN TO KEEP POTENTIALLY HAZARDOUS FOOD HOT (140 °F or greater) OR COLD (45°F or less). The Health Department is to be notified of menu changes at least 48 hours in advance of the event. Food items not listed may result in a delay of issuance or denial of a permit. It is strongly recommended that only prewashed produce be purchased and used in a temporary food establishment. Please use one row for each food item and include all beverages.

FOOD	FOOD SUPPLIER OR SOURCE	THAW HOW? WHERE?	CUT/WASH ASSEMBLE WHERE?	COOK HOW? WHERE	COLD/HOT HOLDING HOW? WHERE?	REHEATING HOW?
Hamburgers	Frozen patties from Sam's Club	No thawing	No advance prep	Cooked on grill at the event.	Hold in a crock pot with beef broth.	No reheating needed.
Prepackaged condiments	Sam's Club	Not applicable	N/A	N/A	N/A	N/A

***ATTACH ADDITIONAL SHEETS IF NECESSARY**

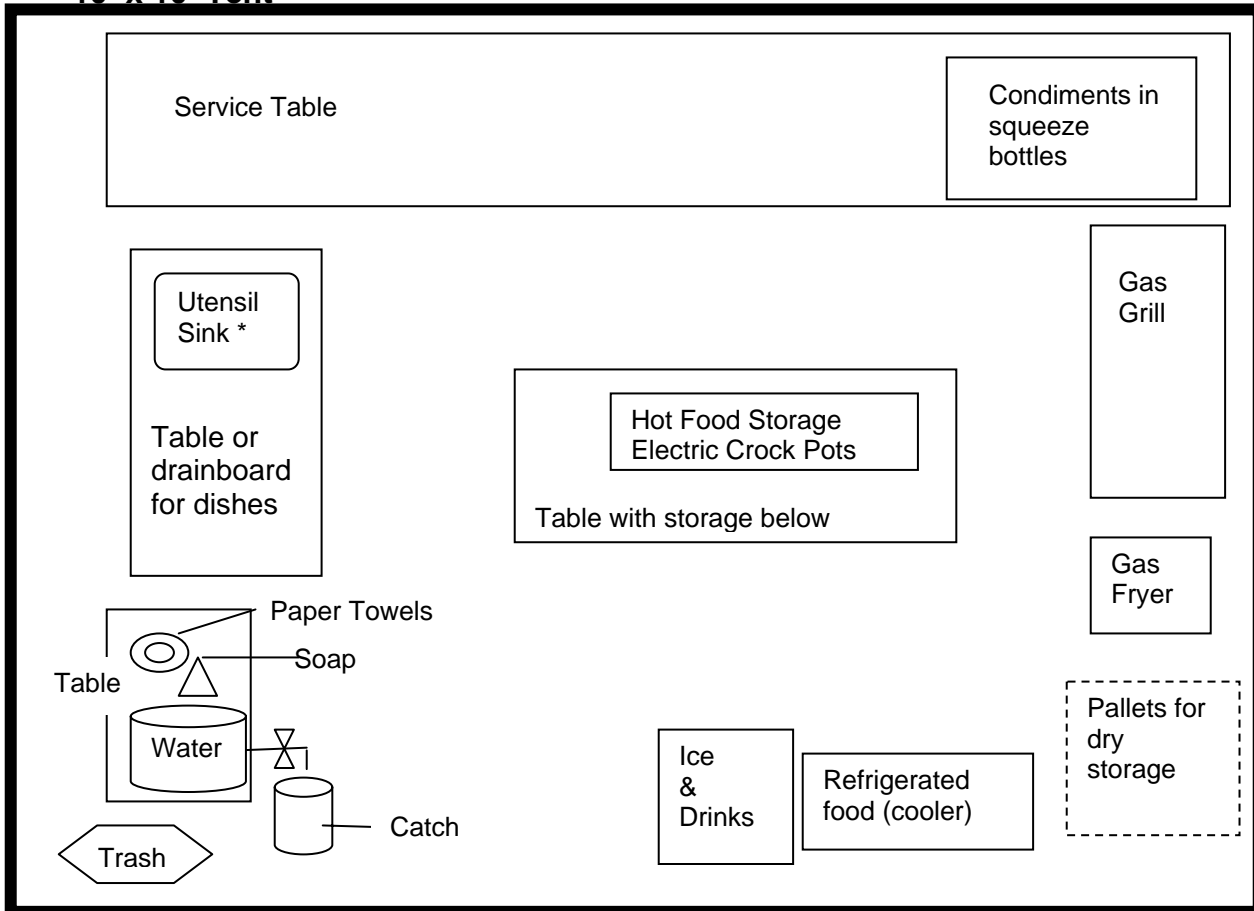
13. What is the source for ice that will be used?: _____
14. Will the booth be connected to water, sewer, electricity? (Check all that apply)
15. The food booth will be in a tent, trailer, building, other (describe) _____

All food preparation is to take place in an area that is clean and protected by an overhead covering. Cooking and serving equipment is to be positioned so that the food is not exposed to the public otherwise shields or sneezeguards must be provided.

EXAMPLE LAYOUT

FRONT (Customer Service Area)

10' x 10' Tent



*Water heater is under sink

NOTE: The diagram above is an **EXAMPLE** only. Please use the back of this page to draw the layout of your booth. Please indicate **ALL** equipment that you will be using including what will be used to store cold foods and hot foods. For cooking equipment, indicate if gas, electricity or charcoal will be used.

Temporary Food Establishments (Checklist for Vendors)

1. The organizer/ sponsor must provide water and electrical hookups for food vendors. Wastewater & grease must be disposed of properly. A food grade hose and backflow protection is required for water connections under pressure. **No disposing of grease and wastewater into storm drains or on ground.** Grease receptacles should be provided at central sites. Contact the organizer/ sponsor for the locations of these sites. Be sure to check with all other inspection entities (such as Fire Marshals) to ensure compliance with all necessary rules and regulations.
2. All foods must be obtained from approved sources. **Any foods requiring preparation prior to the event must be prepared in a kitchen that has been approved by the Forsyth County Division of Environmental Health. DO NOT PREP FOOD BEFORE RECEIVING A PERMIT; any food pre-prepped will be discarded.** Foods such as cream filled pastries and pies, salads such as potato, chicken, ham and crab cannot be served in a temporary food establishment.
3. Have your temporary food establishment thoroughly cleaned and sanitized prior to visit by a representative of the Health Dept. **The following checklist must be completed in order to receive a permit:**
 - Submit **Temporary Food Service Permit Application for Vendors** at least **30 days** prior to the event. (Check with coordinator to make sure your application has been sent)
 - Sanitizer made with regular bleach (not scented bleach) mixed with water to make a 50 ppm solution or other approved sanitizer (quaternary ammonium, iodine).
 - Test strips must be provided.(chlorine strips for bleach, etc, depends on sanitizer used)
 - A metal stem food thermometer (for taking food temperatures) is needed. The scale of the thermometer should indicate the range of 0-220°F. Also refrigerators/ freezers used must have accurate thermometers.
 - Water under pressure and a means of heating water is required (hot water heater, etc.) Hot water temperature should be around 130°F. Food grade hoses and proper backflow protection are needed on water connections.
 - A one compartment utensil sink with drainboard/counter space for air drying utensils and proper sewer hookup is required or must be provided by organizer/ sponsor, etc.
 - A separate hand washing sink with antibacterial soap/ paper towels and proper sewer hookup is needed. (cooler with dispensing valve filled with warm water and catch basin/ bucket **may** be used at **certain events** for hand washing).
 - Hair restraints for all participants in food booth. (baseball hat, hairnet, etc.)
 - Approved & adequate supply of ice. Consumption ice (for drinks) should be kept in separate cooler/ bin from raw foods, etc. Ice scoops are required when dispensing ice to customers, etc.
 - Food stored off the ground. Foods must be kept protected from insects, dust, etc.
 - All food handling and cooking must be done in a protected area (approved overhead coverage is required).
 - Open displays of food must be protected from contamination by sneeze guards, or other barriers. (grilles, fryers, hot holding areas, ice bins, etc. are examples of such areas)
 - Dispensers for condiments (squeeze bottles, pre-packed, etc.)
 - Equipment and utensils cleaned and sanitized before use at temporary event

This checklist is for your information and not required to be returned to Health Department

Temporary Food Establishments Vendor Information

Food Protection

1. All foods must be obtained from approved sources. Hamburgers, hot dogs, sausages, etc., must be obtained from an approved/permitted commercial source, in its final form, ready to be cooked.
2. Once food is received by a vendor, the food must be kept protected from any type of contamination. These foods must be maintained hot (above 140°F) or cold (below 45°F) at all times. This includes during transportation to the site, and before and/or after cooking. Participants must have refrigeration and heating equipment capable of maintaining these temperature requirements. Pre-cooked foods that have been cooled, which require re-heating, must be heated rapidly to 165°F and then maintained at 140°F.
3. All food handling/cooking should be covered overhead with at least a tent like roof (check with Fire Marshal about overhead coverage approval, etc.). At no time is any item of food to be placed on the ground.
4. Foods that require preparation prior to an event, must be done in a kitchen approved by the Forsyth County Environmental Health Department. **Please call (336) 703-3225 for approval info.**

Personal Hygiene

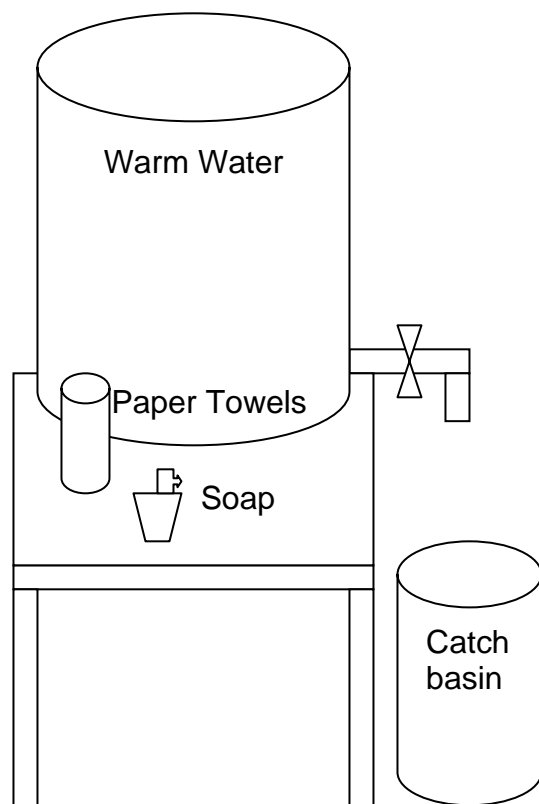
1. Participants must wear clean clothing, hair restraints. (jewelry should be kept to a minimum)
2. No person who has a contagious or infectious disease, wound or boil will be allowed to work in a food booth.
3. Persons involved in food sales, handling money and customer contact duties should not be involved in food preparation unless they first wash their hands.
4. Proper hand washing must be completed after smoking, eating, visiting toilet facilities, sneezing, etc., before returning to food preparation.
5. No smoking or tobacco use will be allowed inside food booths.

Clean Up

1. All utensils, warmers, griddles, etc., must be cleaned routinely and maintained in a sanitary manner.
2. Participants will need to bring sufficient numbers of clean & sanitized cooking utensils so that soiled utensils can be replaced as needed during the day.
3. **NO DUMPING** of liquid waste or grease into storm drains or on ground. Wastewater must be disposed of in a sanitary sewer or other approved means. The organizer/ sponsor should provide dumpsters & grease receptacles for the disposal or recycling of these products.
4. General cleaning must be maintained in all booths. This includes the premises (grounds) surrounding your establishment. All garbage and refuse shall be removed at least daily and disposed of in a sanitary manner.
5. Utensils and food prep surfaces must be washed, rinsed, and sanitized. (Sanitizing solutions that can be used: Chlorine 50ppm, Quaternary Ammonium 200 ppm or Iodine 12.5 ppm, contact time should be at least 2 minutes)

Temporary Handwash Station

In order to provide for handwashing at a temporary food establishment that is operating for less than a period of 48 hours a temporary hand wash station may be set up following the diagram below if a standard sink is not available.



1. Fill a container that has a spout or dispensing valve with warm water that is at a comfortable temperature for washing your hands. An insulated container will help to maintain the water temperature. **The dispensing valve should be able to remain open during the handwashing procedure.**
2. Provide a pump dispenser of antimicrobial soap. Hand sanitizers can not be substituted for soap but can be used in addition to soap.
3. Provide single use paper towels for drying hands.
4. Provide a bucket or other receptacle for collecting the water as hands are washed. This waste water is to be disposed of in a public sewer or septic system. Do **NOT** pour this water into a storm drain or side ditch.