



March 2009

Dear Potential Special Event Vendor,

On behalf of the California Dragon Boat Association (CDBA), I'd like to thank you for your interest in serving as one of our vendors at the 2009 Kaiser Permanente San Francisco International Dragon Boat Festival.

This will be our 14th championship, and we have teams from the East and West Coast and Canada participating in this event. Our goal is to provide a wide variety of foods, concessions, arts and crafts to those in attendance and to have at least 15 vendors participating. We will ensure that there will be no more than one vendor selling a particular style of cuisine (e.g. Chinese, Hawaiian, Italian, Cajun/Soul/Jambalaya, Hot Dogs/Hamburgers, etc.) or arts/crafts (e.g. hats, candles, soaps, Hawaiian gifts, etc.)

Forms and Booth Policies, Procedures and Requirements have changed. Please review ALL of the forms *carefully* paying close attention to deadlines and details. Return the completed application forms along with the \$25 non-refundable application fee to the CDBA office.

Completed application forms must be *received* in this office no later than 5:00pm, July 1, 2009. Applications received prior to July 1, 2009 will receive an early bird registration fee. Illegible or incomplete application packages will be returned.

If you have any questions, please e-mail our vendor coordinator at vendorcoordinator@cdba.org. We look forward to working with you.

Cordially,

Jeanie Lee
CDBA President

Enclosures:

Summary of Details

For Food/Concession Vendors:

- SFDPH Special Event Food Concessionaire Application for the City and County of San Francisco
- SFDPH Temporary Food Facility Operating Requirements
- SFDPH Temporary Event Booth Pre-Inspection/Self-Inspection Form
- SFFD Information Bulletin for Food Vendors
- SFFD Vendor Acknowledgement Receipt Form
- SFFD Fire Permit Application
- SFFD Supplemental Application for Special Events
- NCIDB Championship Vendor Application Form
- Additional Information Rules & Regulations

For Arts/Crafts Vendors:

- NCIDB Championship Vendor Application Form
- Additional Information Rules & Regulations



Kaiser Permanente San Francisco International Dragon Boat Festival – Summary of Details:

Event Name:	<ul style="list-style-type: none"> ▪ 14th Annual Kaiser Permanente San Francisco International Dragon Boat Festival
What:	<ul style="list-style-type: none"> ▪ This is a benefit for the Self-Help for the Elderly ▪ Hosted by the CDBA
When:	<ul style="list-style-type: none"> ▪ September 26-27, 2009
Hours:	<ul style="list-style-type: none"> ▪ Setup: 7:00 – 9:00am on Saturday and Sunday ▪ Event Time: Between 8:00am – 6:00pm on Saturday and 8:00am – 5:00pm Sunday
Where:	<ul style="list-style-type: none"> ▪ Treasure Island, San Francisco, CA ▪ Off the Bay Bridge
Expected Attendance:	<ul style="list-style-type: none"> ▪ Nearly 100 teams with 1,400 paddlers participating ▪ Expected non-participating traffic to be 3,000 – 5,000 per day
Booth Fees (covers permits costs):	<ul style="list-style-type: none"> ▪ Food/Concession Vendors: <ul style="list-style-type: none"> ○ \$300 for low hazard food facility (e.g. you're serving packaged/pre-made, pre-packed goods, or canned sodas) – includes registration & health permit costs ○ \$600 for high hazard food facility (e.g. you're serving food that's prepared/cooked at the site) – includes registration & fire/health permit costs ▪ Arts/Crafts Vendors: \$250 ▪ 10'x10' Tent Rentals: \$150 ▪ Refundable Cleaning Deposit: \$150
Registration Deadline:	<ul style="list-style-type: none"> ▪ July 1, 2009
Payment Information:	<ul style="list-style-type: none"> ▪ CASHIERS CHECK OR MONEY ORDER MADE PAYABLE TO "CDBA." PLEASE INCLUDE A SEPARATE CHECK FOR DEPOSITS, ALSO MADE PAYABLE TO CDBA. ▪ Sent in by August 1, 2009 to: CDBA, c/o CDBA Vendor Coordinator, 268 Bush Street #888, San Francisco, CA 94104
Vendor Coordinator:	<ul style="list-style-type: none"> ▪ vendorcoordinator@cdba.org



2009 KAISER PERMANENTE SAN FRANCISCO INTERNATIONAL DRAGON BOAT FESTIVAL - VENDOR APPLICATION

INSTRUCTIONS:

1. **Please complete this application and submit to Festival Vendor Coordinator. Please Print Clearly, Completely & Sign**
 - After July 1, 2009 a \$100 late filing fee will be charged. **CASHIERS CHECK OR MONEY ORDER WILL ONLY ACCEPTED. Incomplete applications will be delayed in processing.**
2. **Once your application is accepted, payments must be sent by August 1 to secure your spot:**
 - Please make Cashier's Checks or Money Orders payable to CDBA
 - Deposits can be made using personal checks made payable to CDBA. If there is no damage, your personal check will be returned back to you after the festival.
 - With your payments and application form, please include:
 1. A separate personal check for deposits. The deposit payment will not be cashed and will be returned to you unless the CBDA finds damages or your booth area needs cleaning.
 2. A stamped, self-addressed business size envelope with your application.
3. **Food vendors:**
 - Prior to the festival, you must complete and submit all applicable SF Fire Dept (SFFD) & SF Dept of Public Health (SFDPH) Vendor Applications along with applicable permits fees.
 - Attach full menu and proofs of insurance (CDBA requires a certificate of \$1million dollar general liability insurance with CDBA and Kaiser Permanente named as additional parties insured)
4. **Mail payments to CDBA, c/o Vendor Coordinator, 268 Bush Street #888 San Francisco, CA 94104**

Business/Organization _____

Applicant's Name _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ Fax: (____) _____ Email: _____

Calif. State Franchise Tax Resale # _____ (MUST INCLUDE)

Describe merchandise or information to be sold or distributed.



BOOTH SPACE FEES- 2 DAYS - Please place a check next to booth choices

You may wish to bring LPG cooking equipment and your own electric generators. Refer to Rules & Regulations for more information.

MERCHANDISE BOOTHS	RATE			FOOD & BEVERAGE BOOTHS	RATE	
General Merchandise – 10 ft. x 10 ft. Tent not included.	\$250	<input type="checkbox"/>		Non-Packaged Food Booth – Will be serving food that’s cooked/prepared on site. Tent not included.	\$600	<input type="checkbox"/>
				SF Public Health High Risk Food Permit	\$106	<input type="checkbox"/>
				SF Fire Dept - Fire Permit - Open Flame Cooking (Propane/ Charcoal)	\$90	<input type="checkbox"/>
				SF Fire Dept - Fire Permit - Sterno	\$90	<input type="checkbox"/>
				SF Fire Dept - Fire Permit - Electric Generator (using 10G of gas or higher)	\$90	<input type="checkbox"/>
				Pre-Packaged Food Booth – Will be serving food/beverages that are pre-made, pre-packaged, or already canned. Tent not included.	\$300	<input type="checkbox"/>
				SF Public Health Pre-Packaged Food Permit	\$55	<input type="checkbox"/>
10x’10’ Canopy Tent	\$150	<input type="checkbox"/>		10x’10’ Canopy Tent	\$150	<input type="checkbox"/>
Refundable Cleaning Deposit	\$150	<input type="checkbox"/>		Refundable Cleaning Deposit	\$150	<input type="checkbox"/>
MERCHANDISE BOOTH GRAND TOTAL:				FOOD & BEVERATE BOOTH GRAND TOTAL:		

California Dragon Boat Association (CDBA) assumes no responsibility for any loss, damage, injury or claim arising out of the participant’s acts or omissions at the Kaiser Permanente International Dragon Boat Festival. Further participant (indemnitor) shall defend and indemnify California Dragon Boat Association and the Kaiser Permanente International Dragon Boat Festival (indemnitees) for the negligence, fault, misconduct and liabilities caused by the participant (indemnitor) should said negligence, fault and/or misconduct lead to the filing of a claim or legal action.

Participants Signature _____



INFORMATION, RULES & REGULATIONS

BOOTH SPACE - Booth space is 10 ft. X 10 ft for Pre-Packaged Food & Merchandise vendors and 10 ft. x 20 ft. for Non-Packaged Food vendors. Only one booth space is provided for each registered booth space. Canopies, 1 table and 2 chairs are provided to merchandise vendors. 1 table and 2 chairs will be provided to food vendors. All merchandise must stay within the allocated space and no projections are allowed. Please contact us if you need a larger booth space.

SET UP/ BREAKDOWN/ EVENT HOURS - The Festival will run from 10:00 a.m. until 5:00 p.m. on Saturday and 10:00 a.m. until 4:00 p.m. on Sunday, September 26-27, 2009. The Championship Race will run from 8:00 a.m. until 6:00 p.m. on Saturday and Sunday. Booths must be staffed and operational from 10am - 5pm on Saturday and 10am - 4pm on Sunday.

Vehicles are allowed in the staging area from 7:00- 9:30 a.m. and after 6:00 p.m. on Saturday and Sunday. You may not begin assembling your booth and display until after your vehicle is removed from the staging area. We ask for your cooperation during these congested hours. No vehicles are allowed in the staging area during event hours. If you wish to remove your merchandise from the staging area before ending times, you will have to walk or hand-truck your merchandise off.

Vendors are encouraged to take down their booths Saturday night. CDBA will provide security from closing Saturday night until 8:00 a.m. Sunday morning. The staging area will also be well lit. Most vendors choose to leave their canopies set up over-night and some also secure their merchandise within their booths as well. It's your choice. The California Dragon Boat Association (CDBA) assumes no liability for any lost, stolen or damaged property.

ELECTRICAL – CDBA will be renting power generators. Use of the generator can be provided for a nominal fee.

SALES INFORMATION - The CDBA reserves the right to determine those businesses, organizations or activities most suitable for the NCIDB Championship. The official NCIDB Championship T-Shirt is produced by the CDBA. No other NCIDB T-Shirts will be allowed for sale.

HEALTH AND FIRE PERMITS - **All food vendors are responsible for appropriate health and fire permits and applications.** Food vendors must provide the NCIDB with a complete list of all food to be sold.

All questions about this packet should be referred to:

- San Francisco Department Of Health:
[Ajamu Stewart](#), Special Events Coordinator
Environmental Health Section,
1390 Market St., San Francisco, CA 94102.
Voice: (415) 252-3860
Fax: (415) 252-3854
Web: <http://www.dph.sf.ca.us/eh/food/specialevents/Index.htm>
- San Francisco Fire Department:
Voice: (415) 558-3348 or (415)558-3300.
E-mail: Fire.Permits@sfgov.org



INSURANCE – Food vendors are required to provide proof of insurance. Upon registration we will need a certificate of \$1million dollar general liability insurance. CDBA and Kaiser Permanente must be named as additional parties insured.

BOOTH DECOR - The CDBA asks that all vendors use tables, sandwich boards, easels, etc. to display all goods for sale. No item will be displayed on the ground or on carpeting. Signage and decorations of booths is encouraged as long as it is in good taste and doesn't interfere with neighboring vendors. The CDBA reserves the right to remove any decor deemed inappropriate for the event.

SPACE ASSIGNMENTS - Booth space assignment and notification will made by the vendor selection committee according to the date upon receipt of the Booth Space Application, proofs of SF FIRE (SFFD) & SF PUBLIC HEALTH (SFDPH) permit registrations/permits, and insurance. We strongly urge you to reserve your space ASAP. **BOOTH SPACE FEES ARE NON-REFUNDABLE**. For additional information regarding booth applications contact the Vendor Coordinator at vendorcoordinator@cdba.org. Booth confirmations and space assignments will be mailed prior to the event. **Application forms are accepted before JULY 1, 2009.**

PAYMENTS - **Upon being selected as a vendor, payment must be sent by AUGUST 1, 2009 to secure your spot.** Only cashiers checks or money orders are accepted from vendors waiting to reserve space up to the date of the festival. Personal checks can be submitted for the clean-up & cleaning deposit.

CLEAN UP & CLEANING DEPOSIT - The clean up of the booth area is the responsibility of the vendor. Area must be cleaned immediately upon closing. All vendors must pay a cleaning deposit that is refundable at the end of the event if the booth space is cleaned. A block captain must check the booth space and refund the deposit prior to a vendor leaving the event area. Please provide the deposit in a separate check along with your vendor registration payment. The check will be returned to you provided there are no damages and the booth space is clean. Next day refunds will not be possible.

Each vendor to receive a copy!



READ

**INFORMATION BULLETIN
BUREAU OF FIRE PREVENTION**

Bulletin No. 95-06-01 ♦ June 21, 1995

TO: Event Sponsors and Food Vendors

SUBJECT: Fire Safety Guidelines for Cooking at Outdoor Food and Street Fairs

The San Francisco Fire Department has established fire safety requirements pertaining to the use of portable cooking appliances at outdoor food and street fairs. The use of portable cooking appliances utilizing propane, mesquite wood or charcoal briquettes as fuel, and the installation of tents or temporary membrane structures shall comply with the following fire safety requirements:

- ✓ Tents, canopies, and food booths shall be made of fire resistive or flame retardant material. Proof of fire resistive or flame retardant state shall be available for inspection on site.
- ✓ Vendors cooking with flammable gases and/or BBQ grill shall be provided with a vendor space of not less than 200 sq. ft. to accommodate a 10' x 10' food booth and 10' x 10' cooking area located at rear of the food booth.
- ✓ Propane fueled appliances (cooking and heating) shall be equipped with two shutoff valves; one located on the storage cylinder and one located on the appliance.
- ✓ A pressure regulator shall be installed on the LP-GAS supply hose between the storage cylinder and the appliance. The regulator shall be installed as close as possible to the storage cylinder.
- ✓ Propane and compressed natural gas cylinders shall be stored outside of tents and food booths. Cylinders, in use or stored, shall be secured from falling or being knocked over and located a minimum of five (5) feet from cooking and heating appliances, and located in areas not accessible to the public.
- ✓ Food booths layout arrangement on site shall allow adequate spacing to comply with the above-mentioned requirements.
- ✓ Only U. S. Department of Transportation (DOT) approved portable LP-Gas cylinders shall be used.
- ✓ The maximum cylinder size shall not exceed ten (10) gallons unless written approval is given by the Fire Marshal.
- ✓ The maximum amount of propane and the maximum number of storage cylinders allowed on-site shall be based on the size of the food booth and the adjoining cooking areas. A maximum of twenty (20) gallons of propane and four (4) cylinders are allowed per location if a vendor's space with a 10' x 10' food booth and a 10' x 10' cooking area located at the rear of the booth is provided. A maximum of forty (40) gallons of propane and six (6) cylinders are allowed per location if a vendor's space if a 10' x 20' food booth with a 10' x 20' cooking area located at the rear of the booth is provided.
- ✓ Commercial barbecue units (barbecue unit with cooking surface greater than 805 sq. in.) shall be located a minimum of ten (10) feet from tents, five (5) feet from cooking booths and combustible materials and shall be constantly attended while in use.

- ✓ Grill and/or cooking appliances with perforated or grid design cooking surfaces which allow the food to come in direct contact with the flame shall not be located inside food booths with canvas or combustible side walls.
- ✓ A metal container with a lid shall be provided to deposit burning, glowing or smoldering charcoal briquettes or wood chips at the end of the cooking day.
- ✓ Deep fryers with an oil capacity of eight (8) quarts or less can be located inside food booths with canvas top and sides. Deep fryers with an oil capacity of eight (8) or more quarts shall be located in a food booth with wire meshed or net sides or outside food booths.
- ✓ One 2A-10BC fire extinguisher with a State Fire Marshal service tag affixed shall be provided for each cooking area. In addition, a water hose, or a water spray can (pump or pressurized) shall be provided for each barbecue area and a 2A:40BC fire extinguisher for each deep fryer with an oil capacity of eight (8) quarts or more.
- ✓ Cooking and heating appliances, hoses, and connectors shall be approved for use with LP-Gas. Handles, knobs, and control valves shall be in good working condition. Faulty cooking appliances, hose, and connectors shall be removed from service immediately.
- ✓ A leak test shall be performed on all LP-Gas connections prior to using the cooking appliance and after changing of cylinders. Each vendor, cooking with LP-Gas, shall provide and maintain a soap bottle or soapy solution on-site to perform leak tests.
- ✓ Cooking appliances shall be shutdown immediately whenever there is a smell of LP-Gas and an investigation shall be performed to determine the source of the leak. If the origin of the leak cannot be determined, call "911" and request Fire Department assistance.
- ✓ Cooking within a tent is prohibited unless approved in writing by the Fire Marshal.
- ✓ A tent permit is required for the erection of any tent with a floor area of 200 sq. ft. or greater.
- ✓ Portable generators shall be kept a minimum of five (5) feet from tents and food booths and located in an areas not accessible the public.
- ✓ Portable generators shall be not fueled while engine is still running or hot, and the maximum amount of additional fuel stored shall not exceed five (5) gallons.
- ✓ All Fire department emergency access lanes shall be maintained at all times during street fairs.

The foregoing requirements shall be applicable to the City and County of San Francisco. Failure to comply with these requirements may result in not being able to cook at a food or street fair.

Your cooperation is needed to ensure that the highest level of fire safety is maintained. If you have any questions, please contact the Permit Section of the Bureau of Fire Prevention at (415) 558-3300.

Queen Christopher Steverson

Fire Marshal
Bureau of Prevention

Each Vendor

SAN FRANCISCO FIRE DEPARTMENT



DIVISION OF
FIRE PREVENTION
& INVESTIGATION

BUSINESS NAME

MAILING

CITY STATE

EVENT INFORMATION

NAME OF EVENT:

DATE

LOCATION

VENDOR ACKNOWLEDGMENT RECEIPT FORM

Please complete and return to the Bureau of Fire Prevention, 698 - Second Street, Room 109, San Francisco, CA 94107. A signed copy of this form must be on file with the Bureau of Fire Prevention prior to cooking with propane, charcoal briquettes or wood chips at any food or street fair in the City and County of San Francisco.

I, _____, the owner/agent/responsible party acknowledge receipt of the San Francisco Fire Department Fire Safety Information package on cooking at outdoor food and street fairs. Furthermore, I agree to bring to the attention of staff/employees and conduct periodic reviews of the guidelines contained in San Francisco Fire Department Information Bulletin No. 95-06-01, "Fire Safety Guidelines for Cooking at Food and Street Fairs" to maintain staff/employee awareness.

PRINT NAME

SIGNATURE REQUIRED

DATE

TELEPHONE NUMBER

amipro:ltrend,.sam

Phone (415) 558-3303 Fax (415) 558-3323

698 Second Street, Room 109, San Francisco, CA 94107

San Francisco Fire Department

Bureau of Fire Prevention
698 - 2nd Street, Room 109

_____ of _____

San Francisco, CA 94107
Phone: (415) 558-3300
Fax: (415) 558-3323

PERMIT APPLICATION

(Hours- 8:00am-12:00 and 1:00-4:30pm)

- Permit Approval (OK)
- Pending Inspection (PI)
- Hold for _____
- Battalion Chief inspection
- Permit Section Inspection
- WDO Required
- Parent permit

⇒ Sponsor + Each vendor ←

PERMIT TYPE: P- _____ DESCRIPTION: _____

OTHER INFORMATION: Please provide the applicable information: square footage for parking lots and garages; maximum occupant load for public assemblies; no. of gallons stored, no. and size of stationary tank for flammable or combustible liquid storage; dates and times for special public assemblies; no. of cylinders or tanks and size for LPG storage and use.

List Activity ⇒ _____

SFFD Notations: _____
(# of tanks, etc)

SFFD Permit Stipulations: _____

Tax Collector's License Required: yes / no. Permit expires in _____ days.

PERMIT ADDRESS: _____

APPLICANT'S BUSINESS NAME (dba): _____ TELEPHONE: _____

APPLICANT'S BUSINESS OWNER: _____ BUSINESS ID: _____

APPLICANT'S AGENT/CONTACT: _____ TELEPHONE: _____

APPLICANT'S MAILING ADDRESS: _____ FAX: _____

CITY: _____ STATE: _____ ZIP CODE: _____

All fees are non-refundable upon submission to this office. All returned checks are subject to an additional ten (\$10.00) dollar surcharge. Inspections that require more that two hours inspections time shall be subject to an additional fee of \$80.00 for each hour (SFFC Section 106.2).

This application is valid for 120 days and is not a permit to operate (SFFC 105.8.1). The chief is authorized to cancel a permit application when the applicant fails to make corrections, or fails to provide additional information within 120 days of application (SFFC Section 105.3.2).

Only original permit applications are accepted. It is the applicant's responsibility to contact the SFFD for inspection purposes. All Fire Department permit applications shall be submitted a minimum of five (5) working days (Monday through Friday) prior to the commencing date of the regulated event or activity.

I CERTIFY THAT I HAVE READ THE ABOVE STATEMENT OF CONDITIONS AND THAT ALL INFORMATION SUBMITTED IS CORRECT. I AGREE TO COMPLY WITH ALL CITY AND STATE LAWS RELATING TO FIRE PREVENTION, AND HEREBY AUTHORIZE REPRESENTATIVES OF THIS CITY TO ENTER UPON THE ABOVE-MENTIONED PERMIT ADDRESS FOR INSPECTION PURPOSES.

Signature of Applicant or Agent Date

Print name of Applicant or Agent (circle one) 5-2-2005



OCCUPATIONAL & ENVIRONMENTAL HEALTH

Special Event Food Concessionaire Application

This application is to be completed by each food vendor. The sponsor shall collect all the applications and submit them as a packet at least two weeks prior to the event.

Name of Event: _____ Location: _____
Date(s): _____

Time food concession will be ready for inspection: _____

Applicant/Company Name: _____
Address: _____
Phone: (____) _____ Fax (____) _____
Number of 10' x 10' booths: _____
Number of mobile carts: _____
On-site representative: _____

Name of facility for off-site preparation

Address _____
Phone: (____) _____ Fax: (____) _____
Travel time from offsite preparation to event location: _____

Handwashing facilities (✓): plumbed sink _____
Warm H2O gravity flow station _____

Utensil sanitizing method (✓) 3 compartment sink _____
Other method approved by SFEHS _____

Temperature Control Methods: Hot (+140°F) _____
Cold (- 41°F) _____

<u>Food Item</u>	<u>Off-site Prep.</u> (Y/N)	<u>Cooking Procedures</u>	<u>Holding Temp. Methods</u>
<i>ie: raw chicken</i>	<i>N</i>	<i>Grill to internal temp = 165°F</i>	<i>Sterno chafing dishes</i>

I have read and understood the “Temporary Food Facilities Operating Requirements” attached to this form.

Applicant signature: _____ Date _____

Printed name _____



Food Vendor Checklist

Use this checklist to ensure that your temporary food facility is prepared for inspection on the day of your event. Failure to properly prepare for an event can result in unnecessary difficulty in complying with Health Department requirements and often results in poor food handling.

- _____ Provide a hand wash station with liquid soap and single service paper towels. A potable sink or gravity feed water dispenser may be used. In either case, at least 5 gallons of water must be provided. Provide a container for waste water
- _____ Provide a utensil washing/sanitizing station with one bucket containing water and detergent for washing and a bucket containing 100 PPM Chlorine bleach for sanitizing
- _____ Provide sponges or cleaning clothes. Sanitize sponges and cleaning clothes as needed
- _____ Provide clean outer garments for all employees
- _____ Provide ice chest or refrigerators for cold food storage. Make sure adequate ice is provided. Refrigerators must maintain a temperature of 41 degrees Fahrenheit or less. A dial thermometer must be provided in each refrigerator
- _____ Provide smooth easily cleanable cutting boards. Boards must be washed and sanitized after each use
- _____ Provide adequate serving utensils.
- _____ Provide sterno to keep foods above 140 degrees Fahrenheit. If a steam table is provided, make sure it maintains a temperature greater than 140 degrees Fahrenheit
- _____ Provide platforms for elevating all foods at least 6 inches off the ground
- _____ Provide plastic bags for garbage disposal. Recycle whenever possible.

Food Sponsor /Organizer checklist

- _____ provide a list of food vendors/booths
- _____ a site plan as to the location of each booth, restrooms, and all shared utensil washing, handwashing and janitorial facilities.
- _____ reproduce the attached handouts and distribute to each participating vendor.
- _____ ensure each vendor is storing and preparing all food in an approved booth/area at the event or in a Health Department Permitted Food Facility.

Search

Do you have a question?
Dial 311 within area code 415

Frequently Asked Questions

Disaster Preparedness | Learn more

- About DPH
- Our Services
- Our Programs
- Healthy Living
- Records, Permits & Licensing
- Knowledge Sharing & Collaboration
- Diseases & Conditions
- Tools

Environmental Health

Improving Environments, Protecting Health

Fox Plaza
1390 Market Street, Suite 210
San Francisco, California 94102
415-252-3800

ENVIRONMENTAL HEALTH HOME

Food Handling Requirements

- Agricultural Inspection Services
- Air Quality
- Asthma Prevention Services
- Body Arts Regulation Including Tattoos, Body Piercing, Permanent Cosmetics ▶
- Childrens Environmental Health Promotion ▶
- Food & Restaurants ▶
- Green Business Programs
- Hazardous Materials ▶
- Hazardous Waste Management Program ▶
- Health Code Enforcement
- Healthy Homes & Neighborhoods
- Hotel & Emergency Shelters Program
- Lead Prevention
- Massage Licensing Program ▶
- Medical Cannabis Dispensary Program
- Noise Prevention
- Pest Control (Vector Control)
- Program on Health, Equity & Sustainability (PHES)
- SF Menu Labeling
- Solid Waste Management
- Tobacco Sales & Use
- Water Quality▶
- Weights & Measures

Approved Source

All food that is sold, given away, or dispensed from a Temporary food facility shall be from an approved source. (e.g., licensed wholesale or retail food facilities.) No food prepared or stored in a private home may be used, stored, served, offered for sale, sold or given away.

Raw oysters must be obtained from certified oyster beds. Shipping tags must be maintained on site for up to ninety days of harvest.

Mushroom species picked in the wild may not be offered for human consumption unless each mushroom is inspected and found to be safe by a mushroom identification expert approved by the Health Department.

[hazardous food information](#) (pdf)

Food Handlers

Must be in good health.

Wear clean outer garments (i.e. aprons) and restrain hair.

Must wash their hands with soap and warm water prior to the start of food preparation activities, after using the toilet, after smoking, eating and whenever necessary to prevent contamination of food.

Must not eat in food-related areas.

Shall not commit any act that may result in the contamination or adulteration of food, food contact surfaces, or utensils.

Temperature Control Methods

Cold Foods must be held at 45 degrees Fahrenheit or below for up to 12 hours in a 24-hour period. At the end of the operating day, these foods shall be placed in refrigeration units that maintain the food at or below 41 degrees Fahrenheit or the food shall be destroyed in a manner approved by SFEHM.

Hot Foods must be held at 140 degrees Fahrenheit or above. At the end of each operating day, these foods shall be destroyed in a manner that is approved by SFEHM or may be donated to a local Food Bank or other non-profit charitable organization in accordance to Article 19 of the California Uniform Retail Food Facilities Law. Foods may not be reserved in the food booth.

Plus

Ice Restrictions - Ice used for refrigeration purposes may not be used for consumption in food or beverages.

Conditions of Transport - During transportation to and from the food facility/booth and during the operation of the facility, all food, contact surfaces, and utensils shall be protected from contamination.

Smoking - Smoking is prohibited in food booths.

Display of Unpackaged Goods - Unpackaged foods may not be displayed or stored at the service counters.

- Deadlines
- Definitions/Examples
- Food Handling Requirements**
- Facilities Requirements
- Other Permits That May Be Required
- Contact

Search

Do you have a question?
Dial **311** within area code 415

Frequently Asked Questions

Disaster Preparedness | Learn more

- About DPH
- Our Services
- Our Programs
- Healthy Living
- Records, Permits & Licensing
- Knowledge Sharing & Collaboration
- Diseases & Conditions
- Tools

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ENVIRONMENTAL HEALTH HOME

Examples of Special Events

- Agricultural Inspection Services
- Air Quality
- Asthma Prevention Services
- Body Arts Regulation Including Tattoos, Body Piercing, Permanent Cosmetics ▶
- Childrens Environmental Health Promotion ▶
- Food & Restaurants ▶
- Green Business Programs
- Hazardous Materials ▶
- Hazardous Waste Management Program ▶
- Health Code Enforcement
- Healthy Homes & Neighborhoods
- Hotel & Emergency Shelters Program
- Lead Prevention
- Massage Licensing Program ▶
- Medical Cannabis Dispensary Program
- Noise Prevention
- Pest Control (Vector Control)
- Program on Health, Equity & Sustainability (PHES)
- SF Menu Labeling
- Solid Waste Management
- Tobacco Sales & Use
- Water Quality▶
- Weights & Measures

- street fairs and festivals
- musical and artistic presentations
- small sport events
- annual national days and ethnic celebrations
- trade shows and/or product introductions at which food is sold or given away to the public.

- it does not include:**
- flea-markets
 - swap-meets
 - sporting events
 - grand openings
 - anniversary celebration or similar functions

Definitions:

Booth - each booth is based on a 10'x10' area. Hence a 20'x10' booth equals two booths. All food preparation must be done inside the booth. Cart- one cart equals one booth.

Food - any raw or processed substance, ice, beverage, including water, or ingredient to be used as food, drink, confection, or condiment for human consumption.

High Hazard Booth - An operation that handles, sells or distributes potentially hazardous foods or foods in a method that has a potential high hazard of contamination. (e.g. meat, dairy, seafood, cooked starches, etc.) or (e.g. cooking, slicing, mixing, etc.)

Low hazard foods booth - An operation that handles, sells or distributes only non-potentially hazardous foods in a method that does not create a high hazard of contamination. (e.g. packaged candy bars, packaged cookies, canned sodas, etc.)

Sponsor - person or organization coordinating applications and controlling the event.

Vendor- person or organization distributing food.

- Deadlines**
- Definitions/Examples**
- Food Handling Requirements**
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Do you have a question?
Dial 311 within area code 415

Frequently Asked Questions

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- Tools

Environmental Health
Improving Environments, Protecting Health

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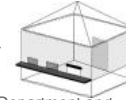
ENVIRONMENTAL HEALTH HOME

- Agricultural Inspection Services
- Air Quality
- Asthma Prevention Services
- Body Arts Regulation Including Tattoos, Body Piercing, Permanent Cosmetics ▶
- Childrens Environmental Health Promotion ▶
- Food & Restaurants ▶
- Green Business Programs
- Hazardous Materials ▶
- Hazardous Waste Management Program ▶
- Health Code Enforcement
- Healthy Homes & Neighborhoods
- Hotel & Emergency Shelters Program
- Lead Prevention
- Massage Licensing Program ▶
- Medical Cannabis Dispensary Program
- Noise Prevention
- Pest Control (Vector Control)
- Program on Health, Equity & Sustainability (PHES)
- SF Menu Labeling
- Solid Waste Management
- Tobacco Sales & Use
- Water Quality▶
- Weights & Measures

Structure Requirements for Special Events

Food Booths

Booths where cooking, portioning, or preparing of food occurs must be fully enclosed with walls, ceiling, and cleanable floors. Asphalt and concrete are acceptable floor surfaces for street fairs. Booths operating on grass or dirt must have plywood, tarp or similar material for floor surfaces. Walls may be constructed of plywood, canvas or fish-mesh fly screening. Construction materials must be fire resistive or flame retardant. Proof of fire resistive or flame retardant state must be available for inspection on site. Rental booths constructed as noted above may be used when approved by the Health Department and usually come with a state issued decal indicating fire safety. Food service windows should have openings no greater than eighteen (18) inches high and twenty four (24) inches wide and have tight fitting closures. For food operations with adjoining BBQ facilities, a pass-thru window or door is recommended. All food booths shall have 4 sides, a ceiling and a floor as follows:



- Floor - surface within a food booth shall be durable and readily cleanable. Lawn, dirt and sawdust are not approved.
- Walls and ceilings- shall be smooth, durable and readily cleanable. Screening that is at least 16 mesh shall be acceptable wall material. Food service openings shall be constructed with tight-fitting closures to minimize the entrance of insects. Prepackaged food vendor shall have cleanable floors and overhead protection.
- Signage - The name, address, and the telephone number of the owner, operator, permittee, or business shall be legible and clearly visible to patrons. The name shall be letters at least 3 inches high and shall have strokes at least 3/8 inches wide, and shall be of a color contrasting with the food booth. Letters and numbers for the address and telephone numbers may not be less than 1 inch in height.

Non-profit charitable booths are exempt.

Hand Washing Facilities

- The hand wash station must be set up before food preparation begins
- Hand washing facilities, separate from utensil washing sinks shall be provided inside each booth.
- Each hand washing facility shall be equipped with hot and cold running water, handwashing cleanser and single use sanitary towels. You are allowed to have a 5-gallon warm water container with a turn valve dispenser, a waste water collector, hand washing cleanser and single-use towels. (See appendix A)
- Prepackaged non-potentially hazardous food booths may share a facility (up to four booths) if the facilities are central adjacent to the sharing facilities.
- Food handlers must be able to wash their hands as often as needed and should always wash their hands after smoking, using the toilet or returning from breaks.
- Provide a five (5) gallon water container with a dispensing valve to leave hands free for washing, a waste-water container, liquid soap dispenser and single service paper towels for hand washing in or near the food booth. Be sure that the hand wash station is in an accessible area, free of clutter. See the diagram below of an approved hand wash station.



Utensil Washing Facilities

- A stainless steel utensil washing sink with at least three compartments with two integrally installed stainless steel drainboards shall be provided at each booth.
- The sink compartments and drainboards shall be large enough to accommodate the largest utensil or piece of equipment to be cleaned in the sink.
- The sink shall be provided with hot and cold running water from a mixing valve. SFEHM will allow two 5-gallon containers: one container with soap and water, one with sanitizer and water.



Water Supply and Liquid Waste

- potable water supply shall come from an approved source and protected by back flow or back siphonage device.
- Each food booth shall be provided with at least 20 gallons of potable water per day for utensil washing and hand washing. Liquid waste shall be disposed into an approved sewage system or a holding tank but NOT into the ground

Toilets

- At least one toilet facility for each 15 employees shall be provided within 200 feet of each food booth.
- Each toilet facility shall be equipped with hot and cold running water, hand washing cleanser and single-use sanitary towels in a permanently installed dispensers.
- Booths that handle only prepackaged foods may provide cold water with germicidal soap in lieu of hot and cold running water at the hand washing facilities.

Garbage and Refuse

- Garbage and refuse shall be stored in leakproof containers to minimize odors and insect attractants.
- We recommend the use of plastic bags in each booth.
- Wastes must be disposed in a manner approved by the this Department.

Barbecues

- Open-air barbecue facilities is permissible outside of the food booth.
- All other cooking equipment unless required by the San Francisco Fire Department (SFFD) must be inside the booth. Perimeter fencing shall be provided around cooking areas to prevent public entry.
- Disposal of coals and ashes must meet SFFD regulations.

Food-Contact Surfaces and Equipment Standards

- All food contact surfaces shall be smooth, nonabsorbent and easily cleanable.
- Food related and utensil related equipment used for service shall be approved by this Department
- Tongs, disposable plastic gloves or single-use disposable tissue shall be used whenever practical.
- Food condiments shall be protected from contamination and, where available for customer self-service, be pre-packaged or available only from approved dispensing devices.
- All foods, utensils and related items shall be displayed, stored and served as to protect from contamination these items must be stored at least 6 inches above the floor. During hours of in operation all food shall be stored in an approved facility.
- An accurate easily readable metal probe thermometer suitable for measuring temperature of food shall be readily available.
- Adequate shatterproof lighting shall be provided.

Employee Personal-Effects Storage

- An area separate from food preparation, utensil washing, and food storage areas shall be provided for the storage of employee clothing or other personal effects.
- Adequate janitorial facilities shall be provided for the cleaning of the food booth, restrooms, and all shared utensil washing and hand washing facilities.
- Janitorial facilities shall be provided with hot and cold running water from a mixing valve. This Department may allow janitorial facilities other than those required by this section when it deems that the alternate facilities are adequate.
- Live animals, birds, and fowl may not be kept or allowed within 20 feet of any area where food is stored or held for sale.