



SCSF Food Vendor Application  
Town of Fort Mill  
**15<sup>th</sup> Annual South Carolina Strawberry Festival**  
**Saturday, May 4, 2024 @ 10 AM-10 PM**

Thank you for your interest in being a food vendor at our milestone  
15<sup>th</sup> Annual South Carolina Strawberry Festival!  
Below is information about this year’s event. Please read all the details!

**FESTIVAL LOCATION** Walter Elisha Park 345 N. White Street Fort Mill, SC 29715

**CONTACTS**  
**SC Strawberry Festival Food Coordinator**  
Wendy Wilken 803-917-8928  
[dgriffin@fortmillsc.gov](mailto:dgriffin@fortmillsc.gov)

**SC Strawberry Festival Director**  
Jacona Hester 803-487-5413  
[jhester@fortmillsc.gov](mailto:jhester@fortmillsc.gov)

**VENDOR SET UP TIME**

| <b>DATE</b>          | <b>SET UP TIME</b>              | <b>EVENT TIMES</b>                  |
|----------------------|---------------------------------|-------------------------------------|
| <b>Friday, May 3</b> | <b>4 PM-8 PM (Load-in only)</b> | <b>No event; only vendor set-up</b> |

**Note:** All Food Vendors must set up on Friday. Saturday morning is for stocking. Festival Opens Saturday.

**Saturday, May 4 5 AM-7 AM (stocking hours only) 10 AM-10 PM FESTIVAL DAY**  
**Note:** All vehicles must be off festival grounds and parked in designated parking area by 8:30 AM on Saturday, May 4.

**COST**

|   |          |                     |
|---|----------|---------------------|
| <b><u>Food Vendor</u></b>               | \$300.00 | (1) 10’ x 10’ Space |
| Food Vendor Additional Space            | \$150.00 | Per extra 10’       |
| <b><u>Non-Profit-Food Vendor</u></b>    | \$150.00 | (1) 10’ x 10’ Space |
| Non-Profit-Food Vendor Additional Space | \$75.00  | Per extra 10’       |

**VENDOR PLACEMENT**

Festival Committee has sole discretion of placement.

**APPLICATION DEADLINE**

**Friday, February 16, 2024**

**Submit:**

1. Completed Application
2. Picture of Set-up/Unit
3. Menu List with Prices (individual items cannot exceed \$14)
4. Strawberry Menu Item-you must have!

**IMPORTANT REMINDERS:**

- All items must be included in application, or your application will be denied.
- Food Vendors must be stocked and able to serve thousands of festivalgoers from 10 AM-10 PM.
- Our attendance in 2023 was approximately 30,000, and attendance could be more or less this year. If you are not adequately stocked to serve thousands of patrons for the majority of the day, you will not be allowed to participate in the festival again.
- **DO NOT SEND PAYMENT** with application!

**Mail to:**

Town of Fort Mill  
Attn: SC Strawberry Festival Food  
PO Box 159, Fort Mill, SC 29716

**Or Email to:**

[dgriffin@fortmillsc.gov](mailto:dgriffin@fortmillsc.gov)

**APPROVAL**

**Friday, March 1, 2024**

- Vendors will be contacted via email by this date if you are Approved or put on the Wait List. If you are put on the Wait List, you will be notified by April 15 if a space becomes available.
- **Once approved, payment, SCDOR Form & Certificate of Liability Insurance (COI) (minimum \$1,000,000 General Liability Insurance) are due by Friday, March 22, 2024.** If these items are not received by this date, your space will be forfeited, and we will move to our Wait List.
- There is **no refund** if you cancel or the festival is cancelled for any reasons.

**Payment:**

Upon approval, make checks payable to: TOWN OF FORT MILL

**SCDOR:** Vendors are responsible for registering with the **South Carolina Department of Revenue (SCDOR)**. Retailers (anyone selling tangible goods) must complete a SCDOR-111. Non-profits selling tangible goods must register with the SCDOR for a tax exemption certificate. Web addresses to all forms can be found below:

**South Carolina Department of Revenue  
Sales Tax**

P.O. Box 125

Columbia, SC 29214-0111

**Phone:** 803-898-5000

**Email:** [Salestax@dor.sc.gov](mailto:Salestax@dor.sc.gov)

**SCDOR-111:** <https://dor.sc.gov/>

**FORM 110:** <https://dor.sc.gov/tax/sales-and-use>

**Insurance:** In the **Certificate Holder Section** of the **COI**, The Town of Fort Mill & SC Strawberry Festival **must both** be listed as **additional insured**. You must have your **insurance company** email your COI to us directly at [dgriffin@fortmillsc.gov](mailto:dgriffin@fortmillsc.gov). The COI must **not** come directly from you.

**Mail to:** Town of Fort Mill  
Attn: SC Strawberry Festival Food  
PO Box 159, Fort Mill, SC 29716

## **FOOD VENDOR RULES & REGULATIONS**

### **FOOD VENDOR REQUIREMENTS**

- **Strawberries:** Springs Farms is the **official** strawberry source for the SC Strawberry Festival. **Vendors MUST offer at least one unique strawberry food item.** Please contact Ron Edwards to purchase your fresh strawberries. He can deliver to your booth or you can arrange pick-up prior to the festival. Here is his contact information.
  - [ron@springsfarm.com](mailto:ron@springsfarm.com)
  - 803-371-6044
  
- **Ice:** Ice is NOT available. Please be prepared to provide your own ice at the festival.
  
- **Menu:** Only menu items included with your application and approved will be allowed to be sold. Individual food items cannot exceed \$14.00. Menu items must be posted at point of sale and visible from a distance. Selling non-approved items is grounds for immediate dismissal without a refund. It's best to have a limited shorter menu to turn over lines quickly. The festival committee reserves the right to ask vendors to remove any unapproved items.
  
- **Beverages:** The only beverages food vendors are allowed to sell is water and that water must be purchased from the festival organizers. Food Vendors will purchase water from the festival organizers on Friday, May 3, during load-in. You must purchase all the water that you plan to sell at this time. You will purchase the water for \$3 per bottle. You can sell the water for any amount over this up to \$4.50. You will be given more details regarding this later.

All other beverages are not allowed to be sold by Food Vendors. Only approved non-profit groups are allowed to sell beverages. There are several drink trailers and tents in the park that will sell water along with other beverages. Any exceptions to this rule must be approved by the festival committee.

- **Tents:** A solid color 10'x 10' tent is required. White or Red canopies are preferred. Please be aware that portions of the event site are on grass or asphalt pavement and may not be completely level. Per Town of Fort Mill Fire Marshal, all tents must be weighted down.
  
- **Inventory:** Vendors must be prepared to serve continuously during the festival from 10 AM-9:45 PM on Saturday, May 4. Food Vendors should have adequate stock to meet festival attendance or be able to restock.

- **Booths:** Booth Sharing is NOT allowed.
- **Staffing:** Food Vendors must always be staffed during festival hours, 10 AM-10 PM on Saturday, May 4.
- **Business Transactions:** Business transactions may only be conducted inside or directly in front of your space.
- **Tables, chairs, items:** Please provide your own tables, chairs, and any other item necessary to make your area comfortable.

### **BUSINESS LICENSE**

A Temporary Town of Fort Mill Business License is included in your Vendor Application Fee. You will not be given a hard copy and you DO NOT need to contact the Town of Fort Mill regarding this.

### **VENDOR CONDUCT**

All vendors are expected to conduct themselves in a professional and courteous manner when interacting with festival goers, fellow vendors, Town Staff, and the festival committee. Aggressive and inappropriate conduct and/or any physical contact with the above persons will result in immediate removal from the festival grounds by the Fort Mill Police Department.

### **CASH HANDLING**

- All Vendors must bring their own change.
- All Vendors are responsible for handling their own currency and securing their cash box.
- Upon request, the Fort Mill Police Department may be available to escort you to your vehicle.
- Food Vendor Inspections will **ONLY** take place on Saturday, May 4 between 7 AM-10 AM.
- Vendors are required to follow the MOBILE & TEMPORARY COOKING OPERATION SAFETY REQUIREMENTS contained in this packet.
- Food Vendors are required to follow the SC Department of Health & Environmental Control (SCDHEC) Food Safety Standards contained in this packet. Any vendor who fails to comply with SCDHEC standards will be dismissed from the festival without a refund.
- Food Vendors will not be allowed to open for business until inspection has been passed.
- For more information about SCDHEC requirements, please call 803-909-7379 or visit [www.scdhec.gov](http://www.scdhec.gov)

## **POWER GENERATORS/OTHER POWER SOURCES**

- You must supply your own generator or other power source.
- Battery powered is preferred.
- All vendors operating a generator MUST use a quiet generator (30' parameter < 80 dB) which must be capable of running up to 5 hours without refueling.
- Any noncompliant loud generators WILL be turned off.
- Refueling is not allowed during festival hours without the supervision of the Fort Mill Fire Department. We will give you a number that you must call before refueling.
- You must add stakes and caution tape around generators/other power sources.
- If using a generator/other power source, please refer to the attached MOBILE & TEMPORARY COOKING OPERATION SAFETY REQUIREMENTS contained in this packet.

## **OTHER RULES & REGULATIONS**

- No ON-DAY vendor acceptance
- NO Pets (Except Service Animals)
- NO Bicycles
- NO Motorized Vehicles, including private golf carts
- NO Outside Food and Beverages
- NO Weapons
- The South Carolina Strawberry Festival is designed mainly for entertainment purposes for both the residents of Fort Mill and visitors. Political organizations, parties, groups and candidates are not allowed to participate in any of the festival's week of events as a sponsor or vendor. In addition, we do not allow soliciting of any kind during the week of events.
- The Town reserves the right to restrict future participation to any vendor that doesn't follow the rules and regulations for the festival.

## **FOOD VENDOR SET-UP & DEPARTURE INFORMATION**

### **ARRIVAL**

**1. Check-in:** Friday, May 3 between 4 PM-8 PM

(ALL Food Trucks & Tent Food Vendors) This is load-in only.

**2. Vendor Packet:** You will receive a vendor packet at check-in that includes parking instructions, (1) parking pass, (1) trash bag, vendor # placard and ID. The Command Center number will be on your ID. You will call the Command Center for Emergencies Only. You will also be given a number to call for any other issues. You must place your vendor # placard on the right front tent pole or right front window/side of your unit. Fire Marshals will place you upon arrival in your space.

### **SET-UP REQUIREMENTS**

- Food Vendor Inspections will take place on Saturday, May 4, at 7 AM-10 AM.
- Tents, generators, power sources, and general set-up will be inspected. Vendors will not be allowed to participate in festival unless inspection is passed. Vendors will be dismissed from the festival at any time for safety violations.
- All Food Vendors must set up on Friday, May 3, between 4 PM-8 PM. Saturday morning, May 4, is for stocking and vehicles will be allowed into the park between 5 AM-7 AM. All vehicles must be removed from festival grounds by 8:30 AM. Festival opens Saturday at 10 AM.  
**Reminder:** Food Vendors must stay open for business until 9:45 PM on Saturday. Promptly close at this time so we can get patrons out of the park in a safe and timely manner.
- **TENTS:** A solid color 10'x 10' tent is required. White or Red canopies are preferred. Please be aware that portions of the event site are on grass or asphalt pavement and may not be completely level. Per Town of Fort Mill Fire Marshal, all tents must be weighted down. Tent weights must be used.
- **TABLES/CHAIRS:** Please provide your own tables, chairs, and any other items necessary to make your area comfortable. All items must fit inside your tent.
- **POWER:** The festival does not provide power.
- **LIGHTING:** Battery powered lighting is preferred.
- **GENERATORS/OTHER POWER SOURCES:**
  - You must supply your own generator or other power source.
  - You must add stakes and caution tape around generators/power sources.
  - BE PREPARED for inspection of generator/power source guidelines.

### **TRASH**

Do NOT dispose of any food, liquids, or waste products on festival grounds or in drains. Do NOT use the trash cans on site. Food Vendors must take their trash with them.

## **DEPARTURE**

- 1. Pack:** Pack your site in boxes and containers. Clean your area.
- 2. Vehicles/Food Trucks:** Breakdown begins at 10 PM. Once the Fort Mill Police Department has deemed the area safe for pedestrians, the festival grounds will open for vehicles.  
**Note:** If you try to leave earlier than requested, you will not be allowed to participate in the festival again.
- 3. Load:** Load your vehicle. Please do not pack while loading.
- 4. Departure:** Take all your trash with you and leave your space clean.

## **SURVEILLANCE**

The Fort Mill Police Department shift officers will provide some security at the festival site during the overnight hours between 8 PM on Friday and 5 AM on Saturday. But Vendors are responsible for ensuring the safety and security of their goods and valuables.

## **PARKING**

During check-in, you will receive your Vendor Packet which will contain one parking pass per vendor space. If you need more than one parking pass, please contact Deana Griffin, Vendor Coordinator, for consideration.

## **MAPS**

Maps will be emailed to all Vendors the week before the festival.

## **MOST IMPORTANT...**

Have fun! If you have any questions, please do not hesitate to contact us.

### **SC STRAWBERRY FESTIVAL DIRECTOR**

Jacona Hester            803-487-5413            [jhester@fortmillsc.gov](mailto:jhester@fortmillsc.gov)

### **SC STRAWBERRY FESTIVAL FOOD COORDINATOR**

Wendy Wilken            803-917-8928            [dgriffin@fortmillsc.gov](mailto:dgriffin@fortmillsc.gov)

### **FORT MILL FIRE MARSHAL**

Eric Werner            803-981-3051            [ewerner@fortmillsc.gov](mailto:ewerner@fortmillsc.gov)

### **FORT MILL DEPUTY FIRE MARSHAL**

Simril Kelly            803-833-2209            [skelly@fortmillsc.gov](mailto:skelly@fortmillsc.gov)

### **TO PURCHASE STRAWBERRIES**

Ron Edwards            803-371-6044            [ron@springsfarm.com](mailto:ron@springsfarm.com)





SCSF Food Vendor Application  
**Town of Fort Mill**  
**15<sup>th</sup> Annual South Carolina Strawberry Festival**  
**Saturday, May 4, 2024 @ 10 AM-10 PM**  
**Food Vendor Application Deadline:**  
**Friday, February 16, 2024**  
**Please print legibly!**

| Vendor Applicant Information                                    |       |        |  |      |  |
|---|-------|--------|--|------|--|
| Vendor Name:  |       |        |  |      |  |
| Contact Name:   |       |        |  |      |  |
| Street Address:   |       |        |  |      |  |
| City:   |       | State: |  | Zip: |  |
| Cell Phone:   | ( ) - | Email: |  |      |  |
| Tax Exemption ID # (Non-Profits):                               |       |        |  |      |  |
| SC Retail License # (For Profits):                              |       |        |  |      |  |
| Website (If Applicable):  |       |        |  |      |  |
| Are you a returning vendor? Please list years of participation. |       |        |  |      |  |

| Vendor Space Information            |  |                |              |       |
|-------------------------------------|--|----------------|--------------|-------|
| Vendor Details                      | Complete in full!  |                |              |       |
| Vendor Type                         | Are you a trailer, truck, or tent vendor? List type here:<br>_____   |                |              |       |
| Window                              | If you are a trailer or truck, what side is your serving window on?<br>(passenger/drivers' side) _____                   |                |              |       |
| Length                              | If you are a trailer or truck, what is the total length of your<br>trailer/truck from tongue to tail?<br>_____           |                |              |       |
| Generator/<br>other<br>Power Source | List your specific type of power source here:<br>_____   |                |              |       |
| Space Request                       | Description  | Fee /<br>Space | #            | Total |
| Food Vendor                         | 1-10' x 10' space  | \$300.00       |              | \$    |
| Food Vendor<br>Additional<br>Space  | For additional footage, each additional 10 x 10 space cost<br>(ex. If your vehicle is 15 ft. your fee would be \$450.00) | \$150.00       |              | \$    |
| Non-Profits                         | 1-10' x 10' space  | \$150.00       |              |       |
| Non-Profits<br>Additional<br>Space  | For additional footage, each additional 10 x 10 space cost<br>(ex. If your tent is 15 ft. your fee would be \$225.00)    | \$75.00        |              |       |
| Generator/<br>other<br>Power Source | There is a \$30 fee for generators or any other power source that you<br>supply.   | \$30.00        |              | \$    |
|                                     |  |                | <b>TOTAL</b> | \$    |

## Submit With Application

1. Completed Application
2. Picture of Set-up/Unit
3. Menu List with Prices (individual items cannot exceed \$14)
4. Strawberry Menu Item-you must have!

### IMPORTANT REMINDERS:

- All items must be included in application, or your application will be denied.
- Food Vendors must be stocked and able to serve thousands of festivalgoers from 10 AM-10 PM. Our attendance in 2023 was approximately 30,000, and attendance could be more or less this year. If you are not adequately stocked to serve thousands of patrons for the majority of the day, you will not be allowed to participate in the festival again.
- **DO NOT SEND PAYMENT with application!**

List products and/or services you want to sell/display at the festival. If you are a non-profit, please list what items/information you wish to sell/display at the festival.

## Acknowledgement

I understand the Town of Fort Mill and the SC Strawberry Festival Committee (hereafter “festival organizers”) reserve the right to reject any application. I also understand that I am responsible for reading and adhering to the vendor rules and regulations as established by the festival organizers, as well as any applicable local, state, and federal laws and regulations. I hereby release all sponsors, promoters, and festival organizers from any and all claims of sickness, injury or damages resulting from my participation in this event. I further understand that there will be **no refunds in the event of cancellation due to any reasons**. By signing below, I agree to consider this application a commitment to abide by the rules and regulations set forth by the festival organizers. I understand that only items included in this application and approved by the festival organizers may be sold and/or given away during the SC Strawberry Festival. I also consent to the Town of Fort Mill utilizing my photograph, image, and/or sound in promotional materials, including print, broadcast, and online media.

I have read and will adhere to the SC Strawberry Festival Vendor Rules & Regulations. \_\_\_\_\_ (Initial here)

Signature:

Date:

Submission of application does not guarantee acceptance. All Vendors will be contacted via email by Friday, March 1, 2024, if you are Approved or put on the Wait List.

### TO APPLY:

**EMAIL:** [dgriffin@fortmillsc.gov](mailto:dgriffin@fortmillsc.gov)  
Vendor Coordinator, Deana Griffin

### **OR MAIL TO:**

Town of Fort Mill  
Attn: SC Strawberry Festival-Vendors  
PO Box 159, Fort Mill, SC 29716



## TOWN OF FORT MILL FIRE MARSHAL'S OFFICE

### **MOBILE & TEMPORARY COOKING OPERATION SAFETY REQUIREMENTS**

Below are the approved safety requirements for the operation of Mobile & Temporary Cooking Operations within the Town of Fort Mill. If you have any questions, comments, or issues with the below safety requirements, contact the Fort Mill Fire Marshal's Office at (803) 547-5511.

#### **GENERAL:**

- Cooking equipment is required to be attended at all times.
- Cooking hood/ventilation systems, if present, are required to be cleaned and free of grease.
- Cooking vehicle is required to be parked at least ten (10) feet from buildings, and five (5) feet from other vehicles or combustibles.
- Cooking vehicle is to be parked as to not block fire hydrants, fire lanes, fire department connections, exits, or any items as noted by the Fire Marshal, or their designee.

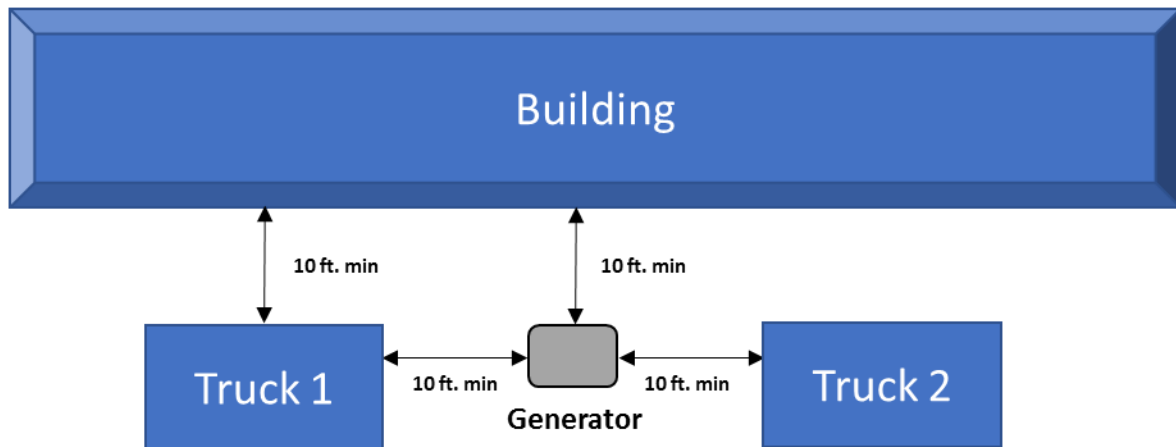
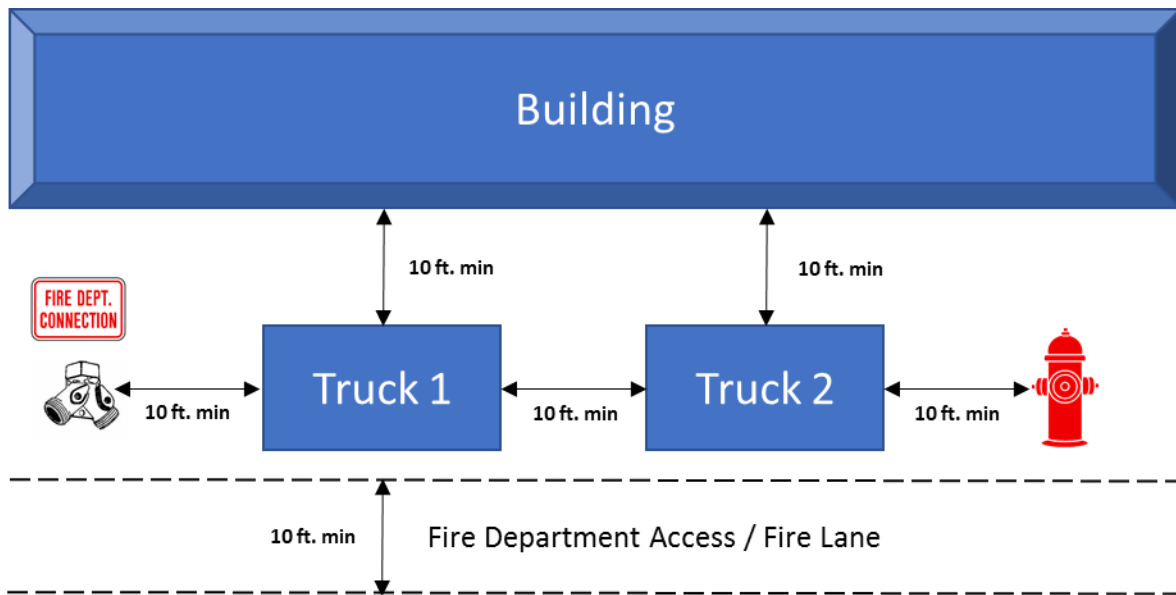
#### **TRAINING:**

- Employees shall have the proper training for the use of the cooking equipment in use.
  - Employees shall be trained in how to shut-off fuel sources (e.g. propane, generators).
  - Employees shall be trained in how to notify emergency services for emergencies (e.g. Fire Department, Police Department, Emergency Medical Services, 911).
  - Employees shall be trained in how to perform a leak test and when one is needed.
  - Employees shall be trained in the proper use of a portable fire extinguisher and (if present) hood suppression systems.

#### **FIRE PROTECTION:**

- **PORTABLE FIRE EXTINGUISHERS:**
  - Portable fire extinguishers shall be charged, not obstructed, in operating condition, and shall have a 3<sup>rd</sup> party inspection tag with the inspection conducted no more than a year from event inspection.
  - Portable fire extinguishers shall be located near cooking appliance, solid fuel storage, and any portable energy source (e.g. generator).
- **HOOD SUPPRESSION SYSTEMS:**
  - Hood suppression systems shall be charged and in operating condition.
- **FUEL AND POWER SOURCES:**
  - Propane system shall be inspected prior to use. Cylinders are required to be requalified or replaced every five (5) to twelve (12) years, per the US Department of Transportation, Pipeline and Hazardous Materials Safety Administration.
  - Propane tanks shall be secured in an upright position.
  - Propane tanks shall be within their hydrostatic test date.
  - Propane system shall be in good condition (i.e. no leaks, rust).
  - Propane system shall be leak tested.
  - Main shut-off shall be marked, in plain view and easily accessible.
- **ELECTRICAL:**
  - Electrical cords shall be compatible with the anticipated load (minimum 12awg is required), and be UL rated for outdoor and wet location, they shall be in good condition, be secured and protected to prevent any trip hazards, and not be placed in the public's traffic paths, and shall be provided by the vendors.
  - Any electrical cords placed in a walking area or path shall be provided with a cord cover protector that covers the electrical cord the entire width of the walking area or path.
  - Electrical system and other equipment shall be in good working condition.
  - Extension cords shall be in good condition.

- GENERATORS:
  - Generators shall be placed at least 10 feet from buildings, structures, vehicles, and combustibles.
  - Generators shall be placed at least 20 feet from tents.
  - Generator exhaust shall be directed away from cooking vehicle, vehicles, buildings, structures, exits and openings.
  - Generators shall be protected from contact by the public.
  - Fuel supplies shall be properly stored.
  - When refueling, generators shall be shut down, engine cooled and then refueled.
- SOLID FUEL
  - Combustible solid fuel shall be stored properly and away from combustibles or heat producing appliances. Ashes, cinders, and other fire debris shall be removed at the end of the day and stored in a proper container away from vehicle, buildings and combustibles.



\*Generators shall be protected by the public



**Food Service at Special Events**  
SC Department of Health & Environmental Control  
Division of Food Protection, Columbia, SC

A food service unit as a special event shall comply with all provisions of Regulation 61-25, Retail Food Establishments, which are applicable to its operation. The health authority may augment such requirements when needed to ensure the service of safe food; may prohibit the sale of certain potentially hazardous food; and may modify specific requirements for physical facilities when in the opinion of the health authority no health hazard will result.

Due to the nature, location, and variety of conditions surrounding the operation of a food service unit at a community celebration, festival, special promotion, or similar event, it is frequently impractical to provide certain physical facilities required for permanent establishments. To ensure adequate protection of food served by food service units which are unable to completely meet the requirements of Regulation 61-25, it may be necessary for the health authority to restrict food sold or the method by which served, and/or modify requirements for procedures and facilities.

***Excerpts from South Carolina Department of Health and Environmental Control's Regulation 61-25 Retail Food Establishments***

Food preparation and service may be permitted for a period of time not to exceed three consecutive days at community celebrations, festivals, special promotions, or similar events. Food preparation and service units shall comply with all applicable sections of Regulation 61-25 except as outlined in chapter XII. The health authority may augment such requirements when needed to ensure the service of safe food, may prohibit the sale of certain potentially hazardous food, and may modify specific requirements for physical facilities when in the opinion of the health authority no health hazard will result. Establishments engaged only in the dispensing of non-potentially hazardous beverages or non-potentially hazardous prepackaged food are exempt from this regulation.

**A. Food Supplies**

- All food shall be from sources approved or considered satisfactory by the health authority.
- All food shall be properly labeled; free from spoilage, adulteration, and other contamination, and shall be safe for human consumption.

**B. Food Protection**

All food items must be protected from contamination during storage, cooking, display, and service.

**C. Food Storage, Display, Service, and Transportation**

- Potentially hazardous food shall be held at 45°F (7.2°C) or below, or 130°F (54°C) or above at all times.
- Food not subject to further washing or cooking before serving shall be stored in a way that protects it against cross-contamination from food requiring further preparation.
- Packaged food, except for pressurized containers, shall not be stored in contact with water or undrained ice.
- Unless the identity is unmistakable, bulk food such as cooking oil, syrup, salt, sugar, or flour shall be stored in a container identifying the food by common name.

**D. Food Preparation**

1. General

All food must arrive ready to be served or ready to be cooked, and when cooked, must require minimal preparation to be served, unless the food service activity is conducted in an approved, enclosed facility.

2. Raw fruits and raw vegetables

Raw fruits and raw vegetables shall be thoroughly washed with potable water before being cooked or served.

3. Cooking Potentially Hazardous Food

Potentially hazardous food requiring cooking shall be cooked to heat all parts of the food to a temperature of at least 145°F (63°C), except that:

- a. Poultry, poultry stuffings, stuffed meats, stuffed pasta, and stuffings containing meat shall be cooked to heat all parts of the food to at least 165°F (74°C) with no interruption of the cooking process.
  - b. Ground beef and any food containing ground beef shall be cooked to heat all parts of the food to at least 155°F (68°C).
  - c. Pork and any food containing pork, game animals, and comminuted fish and meat shall be cooked to heat all parts of the food to at least 155°F (68°C).
  - d. Roast beef shall be cooked to a surface temperature of at least 155°F (68°C).
  - e. Beef steak shall be cooked to a surface temperature of 155°F (68°C) unless otherwise ordered by the immediate consumer.
  - f. Raw animal products cooked in a microwave oven shall be rotated during cooking to compensate for uneven heat distribution.
4. Whole eggs, and egg products  
Shell eggs that are broken and prepared shall be cooked to 145°F (63°C) unless otherwise ordered by the immediate consumer.

## **E. Food Dispensing**

1. Ice
  - Ice shall be obtained from an approved source in closed single service bags or approved covered containers and shall be protected from contamination. Styrofoam containers are prohibited.
  - Ice for consumer use shall be dispensed with scoops, tongs, or other ice-dispensing utensils, or through automatic self-service ice dispensing equipment. Ice-dispensing utensils shall be stored on a clean surface, in the ice with the handle extended out of the ice, or by other approved methods. Between uses, ice transfer receptacles shall be stored in a way that protects them from contamination.
2. Dispensing utensils
  - Utensils and single-service articles shall be clean, protected during storage, and in sufficient quantities to conduct the activity.
  - To avoid unnecessary manual contact with food, dispensing utensils with handles shall be used by employees or provided to consumers who serve themselves.
3. Re-service  
Once served to a consumer, portions of leftover food shall not be served again, except that packaged food, other than potentially hazardous food, that is still packaged and is still in sound condition, may be re-served.
4. Display equipment  
Adequate hot or cold food facilities shall be provided to maintain potentially hazardous food on display at 45°F (7.2°C) or below or 130°F (54°C) or above.

## **F. Personnel**

1. Employee health  
Persons with boils, infected wounds, respiratory infections accompanied by fever, or other communicable disease shall not handle food or be employed in an area where food is prepared. Persons coughing or sneezing without fever shall be restricted from food preparation activities.
2. Personal cleanliness
  - Employees shall thoroughly wash their hands and the exposed portions of their arms with soap and warm water in an approved handwashing facility before starting work, during work as often as is necessary to keep them clean, and after coughing, sneezing, handling soiled utensils or equipment, smoking, eating, drinking, or using the toilet.
  - Disposable gloves and hand sanitizers may be used in addition to proper handwashing. Disposable gloves must be discarded after any possible contamination.
  - Employees shall maintain a high degree of personal cleanliness.
3. Clothing  
The clothing of all employees shall be clean.

#### 4. Employee practices

- Employees shall use tobacco only in approved designated areas.
- Employees shall conform to good hygienic practices during all working periods in the food service unit.
- Employees shall not eat or drink in food preparation, or service areas; except that an employee may drink from a covered beverage container, provided the container is handled in a manner that prevents contamination.

### **G. Equipment and utensils**

#### 1. General

Multi-use equipment and utensils shall be constructed and repaired with safe materials, including finishing materials; shall be corrosion resistant and nonabsorbent; and shall be smooth, easily cleanable, and durable under conditions of normal use. Single-service and single-use articles shall be made from clean, sanitary, safe materials. Equipment, utensils, single-service and single-use articles shall not impart odor, color, taste, or contribute to the contamination of food.

#### 2. Single-service and single-use articles

- Single-service and single-use articles shall be handled, and dispensed in a manner that prevents contamination of surfaces which may come in contact with food or with the mouth of the user.
- Unless single-service knives, forks, and spoons are prewrapped or prepackaged, holders shall be provided to protect these items from contamination and present the handle of the utensil to the employee or consumer.
- Reuse of single-service and single-use articles is prohibited.

### **H. Design and Fabrication**

#### 1. General

All equipment and utensils, including plastic ware, shall be designed and fabricated for durability under conditions of normal use and shall be resistant to denting, buckling, pitting, chipping, and crazing. Plastic, rubber, and rubber-like utensils used for heating or cooking food shall be designed specifically for that purpose. All equipment and utensils shall be maintained in good repair.

#### 2. Thermometers

Indicating thermometers required for immersion into food shall be of metal stem-type construction, numerically scaled, accurate to  $\pm 3^{\circ}\text{F}$  ( $\pm 1.7^{\circ}\text{C}$ ), capable of measuring from  $45^{\circ}\text{F}$  ( $7.2^{\circ}\text{C}$ ) to  $165^{\circ}\text{F}$  ( $74^{\circ}\text{C}$ ), shall be provided and used if the menu includes potentially hazardous food.

### **I. Equipment Installation**

Equipment shall be installed in a manner that allows it to be maintained in a sanitary condition.

### **J. Equipment and Utensil Handling and Storage**

Cleaned and sanitized equipment and utensils shall be handled in a way that protects them from contamination. Spoons, knives, and forks shall be touched only by their handles.

### **K. Water Supply**

- The water supply shall be adequate, safe and from a source approved by the health authority.
- Water supply hoses shall be clearly identified, kept clean, and used for no other purpose.

### **L. Hot Water**

Hot water requirements are waived from special events.

### **M. Sewage**

- Liquid waste which is not directly discharged into an approved sewage system shall be kept in a closed container and discharged into an approved sewage disposal system.
- Used cooking oil shall be disposed of in an approved manner.

**N. Toilet and Service Sink Facilities**

Toilet and service sink facilities are not required in a food service unit at a special event.

**O. Lavatory Facilities**

Adequate methods must be taken to ensure clean hands. When a handwashing lavatory is not available, a container of water with a spigot, soap and disposable towels shall be provided. Use of disposable food-handling gloves, moist-type single service towels, and hand sanitizers is encouraged in addition to handwashing.

**P. Garbage and Refuse**

- Garbage and refuse shall be kept in durable, easily cleanable, insect proof, and rodent-proof containers that do not leak and do not absorb liquids. Plastic bags and wet-strength paper bags may be used to line these containers.
- There shall be sufficient number of containers to hold all the garbage and refuse that accumulates.

**Q. Insect and Rodent Control**

The presence of rodents, flies, cockroaches, and other insects on the premises shall be effectively controlled. The premises shall be kept in such condition as to prevent the harborage or feeding of insects or rodents.

**R. Construction and Maintenance of Physical Facilities**

Floors, walls, ceilings, screening or other structural requirements to control insects and blowing contamination may be waived or modified only when adequate measures for food protection are provided.

**S. Ventilation**

Mechanical ventilation of cooking equipment is not required.

**T. Poisonous or Toxic Materials**

**1. Materials permitted**

Only those poisonous or toxic materials that are required for operation and maintenance shall be allowed in a food service unit.

**2. Labeling**

Containers of poisonous or toxic materials shall be prominently and distinctly marked or labeled for easy identification of contents.

**3. Storage**

Poisonous or toxic materials shall be stored so that they shall not contaminate food, equipment, utensils, linens, single-service, and single-use articles.

**4. Use**

Poisonous and toxic materials shall not be used in a way that contaminates food, equipment, utensils, linens, single-service and single-use articles, or in a way that constitutes a hazard to employees or other persons, or in a way other than in full compliance with the manufacturer's labeling.

**5. Containers**

A container previously used to store poisonous or toxic materials may not be used to store, transport, or dispense food.

**U. Premises**

Food service units and all parts of property used in connection with their operations shall be kept free of litter and equipment that is non-functional.

The preceding excerpts from Regulation 61-25 must be met prior to the issuance of a temporary permit by the health department for food service at a community celebration, festival, special promotion, or similar event. The enforcement provisions shall be based on Regulation 61-25 as set forth in Chapter XIV, Compliance Procedures.