

CAMBRIDGE ARTS | RIVER FESTIVAL

World of Food Vending Area Information and Regulations

About the Cambridge River Festival

*The 36th Cambridge River Festival will be held on **Saturday, June 6, 2015 from 12noon-6pm (Rain or Shine).***

The Cambridge River Festival is an annual celebration of arts, food, and culture, attended by over 175,000 people. The event features staged and roaming performances, family entertainment, interactive arts, food, and fine arts & crafts and is held from 12noon-6pm.

The World of Food is one of the most popular attractions at the festival. It features international cuisines, healthy choices, and festival favorites. We prefer vendors who sell just a few items, arranged to be served quickly and efficiently. If multiple vendors want to sell the same food items, we will work to minimize duplication or decline applications that offer the same foods once the established threshold is reached. Repeat vendors will be given priority consideration on a first- come, first-served basis.

The following documents are enclosed:

- ✓ **World of Food Vendor Application**
- ✓ **Cambridge Fire Department Public Event Application and Permit**
- ✓ **Images of Accepted Fire Safety Devices**
- ✓ **Inspectional Services' Temporary Food Service Application**
- ✓ **Health and Recycling Guidelines**
- ✓ **Festival Map, indicating World of Food Vending Area (Sidney Street)**

Please make sure to read all of the above documents carefully. By signing the below application and initially each page of this regulations document you will be bound to uphold the rules and regulations standards herein. Contact us immediately if you did not have access to any of these documents.

How to Apply:

- ___ Complete all parts of the application to the best of your knowledge and sign at the bottom.
- ___ Read, understand, and initial each page of these guidelines and return them with your application.
- ___ List **ALL** food and beverages being sold with pricing.
- ___ List **ALL** equipment and fuels to be used, including any vehicle that you will use to serve on site.
- ___ Enclose a clearly marked photo of your set-up.
- ___ Include a certified check or money order payable to Cambridge Arts Council.
We do not accept cash, personal or business checks.
- ___ Complete the Temporary Food Service Application.
- ___ Complete the Cambridge Fire Department's Public Event Application and Permit.
- ___ Read, understand, and sign the Cambridge Fire Department's Conditions of Approval and Regulations.
- ___ **Submit all of the above items** prior to the specified deadline and retain of copy of all for your records.

Application Deadlines

The deadline for applications is **Monday, May 18, 2015**. Applications will be accepted on a first-come, first-served basis. You will receive a response within approximately two weeks of submission. **Apply by March 31st for Early Bird Discounts!**

Applications received after **May 18th** will be considered only at the discretion of festival staff and only if space is still available. Apply early for your best chance of getting accepted. We will not cash your Certified Check or Money Order unless your application is accepted. If we decline your application, your application fee will be returned.

If your application is accepted you will be notified via e-mail or phone and a confirmation packet containing the following items will be mailed to you at the end of May, and will include the following: load-in instructions & schedule, site map, directions, and parking pass for **one** vehicle. It is the responsibility of the Vendor to notify the Vendor Coordinator if you have not received confirmation and load in/out instruction within one week of the festival.

Incomplete applications, **including those without payment, the Inspectional Services' Temporary Food Service form, or the Fire Department's Event Application and Permit**, will be returned. You may reapply, but the delay could jeopardize your opportunity to participate. Do not purchase food for the event until you receive our confirmation notice.

___ **Initial Here** to indicate that you have read, understand and agree to follow the above guidelines.

Cancellations and Refunds

All Vendor cancellation requests must be made in writing to the Vendor Coordinator. Additionally, a call or email would be appreciated.

Cancellation requests **received by April 15, 2015** will be refunded in full. Cancellation requests **received between April 15, 2015 and April 30, 2015** will be refunded the amount paid minus a 20% cancellation fee. **No refunds will be issued after May 1, 2015.** Refunds will not be given at any time to those who fail any Cambridge Fire Department or Health Inspection on site or to those in violation of the rules who are asked not to operate.

The Festival will go on rain or shine. We encourage vendors to plan for sun or rain protection as no refunds will be provided to vendors who choose not to participate due to weather conditions.

In the case of a public safety related cancellation of the event on June 6, 2015, and the vendor has made a good faith effort to participate, the vendor will be refunded 50% of their application fee, if a written request for the refund is received by the Cambridge Arts Council from the vendor within 60 days of the festival.

The Cambridge Arts Council will notify vendors of cancellation by 6:00am, if possible, on the morning of the event via e-mail blast and postings to our website. It is the vendor's responsibility to check these outlets for notification. Vendor waives any claim it might have for damages against the City of Cambridge, the Cambridge Arts Council, and any of their employees arising out of the cancellation of the Festival.

Site Information

Vendor sites are pre-assigned to you by your Vendor Coordinator. You will receive a map with your site location marked in your confirmation package so that you may plan accordingly. Sites are given on a first come, first serve basis and are assigned at the discretion of the Vendor Coordinator.

The site size listed on the application is the length of each site in feet. All sites are 10 feet deep, except for special considerations made for trucks and trailers. Please note that should your trailer, truck, or general set up exceed the size of your site you will not be permitted to set-up. Overhangs, hitches, and large signs are included in site sizes. We allow a limited number of trucks and trailers by prior arrangement. **ALL** vending vehicles **MUST** be listed on the application and accepted by the vendor coordinator. No "carnival-like" trucks, trailers, or booths will be allowed.

Site fees are listed on the application; the price includes all city fees. Site locations run along Sidney Street from Mass Ave to Pilgrim St.

Qualified non-profit organizations such as churches and community groups whose proceeds from food sales go directly to the organization may reserve a 12' site for a reduced fee. You must provide your Federal tax-exempt ID number and copy of your exemption letter to qualify.

Set-Up and Clean Up

Vendors **MUST** provide their own **tables, chairs, tents, booths, trash cans and bags**. Access to electricity is **not available**.

A cooking oil recycling dumpster will be provided for your convenience. All cooking oil and grease must be removed from the premises by the vendor or placed in the provided recycling dumpster; **no dumping is allowed!**

All other trash can be left in **strong** trash bags at the end of the festival for curbside pickup.

Ice will be sold by a commercial ice vendor at points during the day at about \$8 per 40 lb. bag.

Water will be available from a spigot for cleanup only.

Vehicles

All vending vehicles must be listed on the application and accepted by the vendor coordinator.

We provide **one offsite parking space** in a specified lot away from vendor sites per vendor. Vendors are not permitted to have non-vending vehicles on site during the festival. We require that you bring a least two crew members for set up (and recommend at least 3) – one to stay with your items and the other to move your vehicle. You must unload, and then move the vehicle to the provided off-site parking location (a map to the lot will be included with final confirmation) prior to setting up. Shuttle vans to and from the parking lot will be provided.

Generators and Fuel Tanks

Diesel-fuel generators may be used **only** if they are listed on the application and pass inspections by the Cambridge Fire Department on the day of the event. Gasoline generators will be permitted **only** if approved by the Cambridge Fire Department **BEFORE** the event. It is the vendor's responsibility to get generators pre-approved. The approval process is not affiliated with Cambridge Arts Council or River Festival and can be arranged by calling the Cambridge Fire Department at 617-349-4918. Generators should be reasonably quiet. We reserve the right to refuse the use of generators that are too loud.

Propane appliances and generators must be capable of running for the entire event on **ONE** tank. Extra fuel and/or fuel tanks are not permitted on site. Any extra fuel will be confiscated and are not returnable. No refueling of any kind is allowed on site. Fuel tanks and generators must be stabilized and secured in place on a level surface. Safety release valves & overpressure devices must match those included in this packet and be properly installed/set-up in order to pass the City of Cambridge Fire Inspection. No alterations or manipulations of equipment are allowed on site.

____ **Initial Here** to indicate that you have read, understand and agree to follow the above guidelines.

Rules and Regulations

- No load-ins will be allowed after 10:00am and all non-vending vehicles must be off site by 10:30am
- Vendors may sell **only** the items listed on their application.
- All fuels, cooking, and serving equipment **must** be listed on the application.
- Propane appliances and generators must be capable of running for the entire event on **ONE** tank. Extra fuel is **NOT** permitted! Refueling on site is not permitted. Any extra fuel will be confiscated and is not returnable.
- Vehicles to be used in the selling area must be listed on the application along with accurate length and width in feet.
- The sale of any item or use of any fuel, equipment, or vehicle not listed on this application will be considered a violation and will result in the closing of your sales booth with no refund.
- We do not allow vendors to play music during the event; we do not allow hawkers promoting booths.
- We do not allow large, carnival-type (flashing lights, etc.) trucks, trailers, booths, or signs.
- Cambridge Inspectional Services Health Code and Fire Department regulations apply to all food sales at this event.
For questions on these regulations, please call 617-349-6100 for Inspectional Services or 617-349-4900 for Fire.
- Cooking must stop by 5:30pm and Sales stopped by 6:00pm. **Sites must be cleared by 7:30pm.**
- Vendors are responsible for total cleanup of their site.
- Vendors must place all cooking oil and/grease in provided recycling container or carry it away with them, **NO DUMPING!**
- Vendors who are not cleared by 7:30 pm, are uncooperative, leave a mess, or violate the rules will not be welcome at future events and may be subject to fines.
- Vendors with repeat violations will not be allowed back on site for a minimum of one year.
- The site is not transferable.
- No Styrofoam! Only compostable, biodegradable or recyclable plates, utensils, cups, takeout containers etc allowed.

IMPORTANT:

- ❖ The Cambridge Arts Council provides **free lunch vouchers** to a limited number of festival staff and volunteers. You will be expected to **accept up to 5 (five) vouchers, at a total value of up to \$10 per voucher**, from festival staff and volunteers and in exchange provide the food and beverages requested by the bearer of each voucher. You will not be reimbursed for these vouchers; they are considered part of the fee for participation. Should you decline vouchers, you will be asked to present the 5 you have already honored so keep vouchers on hand until the end of the event.
- ❖ Each vendor **must** have a signed copy of the Fire Regulations and your Serve Safe Certificate with you to the event to show to the Inspectional Services and Fire officials during inspections.

Contact Information

Contact our Vendor Coordinator if you have questions, need special arrangements, want to add items or equipment to an application you already mailed, or want to discuss ideas and get advice. Please allow up to a full week for a response.

Cambridge Arts Council
Cambridge River Festival, Vendor Coordinator
344 Broadway, 2nd Floor
Cambridge MA 02139
Phone: 617-349-4387
Fax: 617-349-4669
TTY: 617-349-4621
Email: CRF_Vendors@cambridgema.gov
www.cambridgeartscouncil.org

FOR OFFICE USE ONLY	
Postmark Date:	_____
Date received:	_____
Accepted:	_____ Site#: _____

36th Cambridge River Festival ~ June 6, 2015
World of Food Vendor Application

World of Food Application Checklist

- ___ Completed and signed application form
- ___ List of items that will be sold and their pricing
- ___ Clearly marked photographs of exhibit/setup and examples of goods with description of goods to be sold
- ___ Certified check or money order for application fee; **WE DO NOT ACCEPT cash, personal checks, or business checks**

World of Food Application *(Please type or print clearly.)*

Name: _____ Business Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Evening Phone: _____

E-mail Address: _____ Website: _____

Check the type of site you are applying for:

\$25.00 discount can be taken from the below price for applications completed & submitted before MARCH 31, 2015.

Standard Site: ___ 12' (\$225) ___ 18' (\$300) ___ 24' (\$375)

Premium Site: ___ 12' (\$350) ___ 18' (\$425) ___ 24' (\$500)

Nonprofit Site: ___ 12' (\$125) Tax-exempt ID (also attached Tax Exempt Letter): _____

If your site will include a Truck and/or Trailer please check here: _____ List width/depth here: _____

*For trucks & trailers over 18' or special site requests call 617-349-4387.

*No trucks and/or trailers larger than the allotted site will be permitted. The size includes any overhangs or large signage.

*No "carnival-like" trucks, trailers, or booths will be allowed.

Indicate all equipment & fuels that you will use on site:

All fuels and equipment must be declared here or arranged in advance with the Vendor Coordinator. You will not be allowed to use any products other than those listed.

1) What kind of portable cooking appliances will you be using? _____

2) How many of each portable cooking appliances will you be using? _____

3) What kind of fuel will you use? (Please circle all that apply.)

Wood Charcoal Propane Natural Gas Other: _____

4) If you selected propane or gas, what tank safety device(s) will be used? ___ Over Pressure Device ___ Quick Disconnect

Note: Propane appliances must be capable of running for the entire event on ONE tank. Extra propane is NOT permitted!

5) Will you use a portable food warming appliance? _____ If yes, how many? _____

6) What kind of fuel will you use for the food warmer? (Please circle) Chafing Gel Propane Other: _____

7) Will you use a portable generator appliance? _____ If yes, how many? _____

8) What kind of fuel will you use for the generator? Diesel Gasoline Propane Other: _____

Note: Generator appliances must be capable of running for the entire event on ONE tank of fuel. Extra fuel is NOT permitted!

- *Fuel tanks must be stabilized and secured in place on a level surface.
- *Extra fuel and/or fuel tanks are not permitted on site. They will be confiscated and are not returnable. No refueling on site.
- *Safety release valves & overpressure devices must match those included in this packet and be properly installed/set-up in order to pass the City of Cambridge Fire Inspection.
- *No alterations or manipulations of equipment are allowed on site.

Please provide a short description of what you sell: (type of cuisine, culinary style etc).

List all items you will sell, along with a price, on the lines below, or on a separate sheet of paper:

Description	Price	Description	Price
<hr/>		<hr/>	

Have you participated in the Cambridge River Festival before? _____ If yes, for how many years? _____

I have read, understand, and agree to comply with all rules and requirements stated in this application and in the Cambridge River Festival World of Food Vending Area Information and Regulations, including the Cancellations and Refunds section and its severe weather provisions. I understand that any failure of mine to comply with the requirements or any failure to pass a City of Cambridge Health and Fire inspection will result in denial of participation and forfeiture of any fees paid. I have enclosed a **certified check** or **money order** for the application fee, payable to **Cambridge Arts Council**. I understand that this check will be returned to me if my application is not accepted. I understand that materials provided with the application will not be returned to me. I agree to accept up to ten (10) food vouchers provided to festival staff and volunteers, to provide food & beverages in exchange for each voucher presented, and understand that I will not be reimbursed for their value.

Signature: _____ Date: _____

Printed Name: _____

Mail Completed Application to: World of Food ~ Cambridge Arts Council ~ 344 Broadway, 2nd fl ~ Cambridge, MA 02139



**CITY OF CAMBRIDGE
INSPECTIONAL SERVICES DEPARTMENT
831 Massachusetts Avenue
Cambridge, MA 02139
617-349-6100**

**Ranjit Singanayagam
Commissioner**

Office Use Only

Amount Received: _____
Date Paid _____
Inspectional Approval _____
Sanitary Inspector _____

Must provide copy of ServSafe certificate & establishment license if not a Cambridge restaurant.

TEMPORARY FOOD SERVICE APPLICATION

Date: _____

Name of Event: _____

Date of Event: _____ Location: _____

Name of Contact Person: _____

Name of Licensed Establishment: _____

Address: _____

Phone #: _____ Fax #: _____

Email Address: _____

Name of Person in Charge (ServSafe certified): _____

Foods to be served: List all foodstuffs.

_____	_____
_____	_____
_____	_____
_____	_____

Where will food be purchased from: _____

Preparation of food at event: yes no

Cooking equipment to be used at event:

Check off equipment being used:

propane	<input type="checkbox"/>	fryolator	<input type="checkbox"/>	grill	<input type="checkbox"/>	wok	<input type="checkbox"/>
sternos	<input type="checkbox"/>	charcoal	<input type="checkbox"/>	propane generator	<input type="checkbox"/>		
diesel generator	<input type="checkbox"/>	other	<input type="checkbox"/>				

All equipment using propane must have a quick disconnect.

Preparation of foodstuffs off site yes no

If yes, where will it be prepared? _____

Food Protection

Describe measures to protect food and maintain temperature during storage & display:

Hot food: _____

Cold food: _____

All food vendors must provide the means to properly wash utensils, etc. Example: You may use 3 bus buckets with soap and water, rinse water and sanitizer. Provide sanitizer for all wiping cloths.

Garbage & rubbish: All vendors must provide their own trash barrels and trash bags. Trash can be disposed of at event. All grease must be removed at the end of the event. The area must be maintained in a clean manner.

Number of food handlers: _____

All food handlers must use hair restraints and gloves.

All vendors must provide means to wash your hands. Example: Provide a container with a spigot that is filled with water. Soap, paper towels and a container to catch the waste water must be available.

Per Allergy Awareness regulation all vendors must post a sign stating "Before placing your order, please inform your server if a person in your party has a food allergy". Must have knowledge of all ingredients.

Please sign and print below indicating that you have read the above information and understand; and that you answered all questions to the best of your ability.

Sign: _____

Print: _____

Inspector's notes:

Trans Fat Free Declaration

I _____
(your name)

representing _____
(name of establishment)

located at _____
(address of establishment)

certify that I have checked the menu items to be provided at _____
(name of event)

in the City of Cambridge on _____
(date of event)

According to my review, all menu items fall into one of the following 4 categories:

1. The ingredients list does not contain any of the following terms: partially hydrogenated, shortening or margarine.
2. If the ingredients list includes the terms partially hydrogenated, shortening or margarine the nutrition facts label lists either 0 grams or less than .05 grams of trans fat per serving.
3. For menu items and ingredients that did not come with nutrition facts label and no ingredients list, I have documentation on file from the vendor that the foods contain 0 grams or less than .05 grams of trans fat per serving. The documentation includes:
 - a. The manufacturer's name, address and phone number
 - b. Product name, serving size and ingredients
 - c. Trans fat content per serving in grams if product contains artificial trans fat.
4. It is an item served in its original sealed packaging with a label from the manufacturer (small bags of chips & cans of soda) and it is exempt from the trans fat regulation.

Therefore, based on this review, I certify that the foods and beverages provided for this event comply with the City's trans fat regulation.

Name

Signature

Job Title

Business/Company

Date

Address



City of Cambridge Special Event Recycling and Health Guidelines

- All Vendors are strongly encouraged to recycle as much as possible.
- Vendors must flatten cardboard boxes and keep them separate from trash.
- Vendors must bring their own trash and recycling barrel.
Trash and recycling receptacles provided by DPW are for the general public only. Vendors may not move these receptacles for their own use.
- Selling beverages in glass containers is not allowed.
All exceptions must be pre-approved by Cambridge River Festival staff and the Department of Public Works. Exceptions are only made for event sponsors. These sponsors must collect the glass bottles in their own receptacles and then transport them directly to the City Recycling Center after the event.
- It is recommended that Cooking Oil be recycled through available independent services. (All oils and grease **MUST** be removed from site regardless of recycling arrangements – no dumping is allowed!)

HEALTH REGULATIONS:

- Each application must be submitted with the proper information. If the restaurant is not located in the city of Cambridge, you must provide a copy of your restaurant license and a Servsafe certificate.
- No food shall be prepared in a person's home. It must be prepared in a licensed establishment. If the person preparing the food has a Servsafe certificate, but no establishment, they can get written permission from a restaurant owner along with a copy of the establishment's license to prepare the food at that location.
- The only exemption from 105 CMR 590.003A is if the temporary establishment is operated by a non-profit organization. Must provide proof of 501c3 status.





**CAMBRIDGE FIRE DEPARTMENT
OFFICE OF THE FIRE MARSHAL**

(617) 349-4918
FAX (617) 349-4979



**PUBLIC EVENT APPLICATION AND PERMIT
FOR THE USE OF PORTABLE COOKING GRILLS AND OTHER MISCELLANEOUS
COOKING EQUIPMENT, GENERATORS AND HEATERS**

(This application must be distributed by the event coordinator to the vendors along with the Public Event Checklist and then submitted by the event coordinator at least ten days prior to the event)
(Revised 10-1-11)

VENDOR NAME:

ADDRESS:

CITY:

STATE:

ZIP:

TELEPHONE:

FAX:

EMAIL ADDRESS:

NAME OF EVENT: Cambridge Arts River Festival

LOCATION OF EVENT: Vendors located on Sidney St. b/w Mass Ave & Pilgrim St.

DATE(S) OF EVENT [INCLUDE RAIN DATE(S)]: June 6, 2015 (No Severe Weather Date)

TIMES OF EVENT: Load In:7:30AM-10AM Event:12PM-6PM Load Out:6PM-7:30PM

EVENT CONTACT PERSON AND PHONE NUMBER: Julie Barry 617-349-4381

ESTIMATED NUMBER OF PEOPLE ATTENDING THE EVENT: 175,000 - 200,000

PLEASE READ CONDITIONS OF PERMIT ON PAGE 2 PRIOR TO SIGNING

FOR FIRE DEPARTMENT USE ONLY- PERMIT APPROVAL

PERMIT NUMBER:

EFFECTIVE FROM:

/ /

UNTIL:

/ /

SIGNATURE OF FIRE OFFICIAL

RESTRICTIONS

TITLE:

COMPLIANCE WITH THE RULES AND REGULATIONS OF THE CITY OF CAMBRIDGE, MGL 148 AND 527 CMR

DATE:

DETAIL REQUIRED: YES NO HOW MANY

CALL 911 TO REPORT A FIRE OR MEDICAL EMERGENCY

PUBLIC EVENT APPLICATION AND PERMIT

(PAGE 2)

CONDITIONS OF APPROVAL & REGULATIONS

- 1) All equipment associated with the event must be in excellent working condition and used in accordance with the manufacturer's recommendations and all federal, state and local laws and regulations. Visit www.cambridgefire.org and www.mass.gov/dfs for more information.
- 2) At no time will any cooking grill or other cooking equipment, generator or heater be left unattended when in use. There must be at least two people on site for each cooking area. The equipment shall at all times be under the personal supervision of the permit holder or another qualified person acting under his/her direction who shall remain at the location until the equipment is no longer being used.
- 3) Public access to the cooking area and any umbrella, canopy, awning, or tent used in the cooking areas is prohibited.
- 4) Wind blockers and shade umbrellas, canopies, awnings and tents for cooking stations shall be non-combustible.
- 5) No portable cooking, food warming, generator, or heater appliance shall be used on, at, or near any combustible material and must be on a flat level surface.
- 6) Drip pans used under cooking appliances shall be non-combustible.
- 7) At least one fire extinguisher with a minimum 40BC (5LB) rating shall be located at each natural gas and propane cooking station and food warming station. Each charcoal and/or wood cooking station shall have at least one pressurized 2½ gallon water extinguisher and/or a charged garden hose nearby. One garden hose may be sufficient for multiple cooking stations.
- 8) Only enough propane needed per cooking station is allowed. No on site storage of extra propane tanks is permitted. Extra propane tanks left outside or inside of vehicles and buildings in the City is prohibited.
- 9) Propane tanks must use Over Pressure Devices and/or Quick Disconnects and must be kept a safe distance from the cooking appliance and be secured from falling over. Plastic milk crates work well for 20 pound (4+/- gallon) tanks.
- 10) Refueling of generators is prohibited on site. No on site storage of extra fuel is permitted. Extra fuel left outside or inside of vehicles and buildings in the City is prohibited.
- 11) Heaters are prohibited from use inside tents. Indirect heating shall be used.
- 12) All heat producing equipment must be cooled before moving. Ashes must be completely extinguished and disposed of appropriately.
- 13) All cooking grease and oil must be disposed of appropriately.
- 14) Pyrotechnics, fireworks and non cooking open flame devices are prohibited.
- 15) Each cooking station will be continually inspected for compliance during the event. Any violations found must be corrected or the cooking station will not be allowed to operate.
- 16) The holder of this permit must abide by all rules and regulations of the Cambridge Fire Department which may be amended from time to time. Violation of any applicable law, regulation or any condition contained therein shall render this permit as void.
- 17) Permit will not be valid unless signed below by both the event coordinator and event vendor. A copy of this permit must be in the possession of the event coordinator and event vendor on the day(s) of the event.

SIGNATURE OF EVENT VENDOR

DATE

PLEASE PRINT NAME

SIGNATURE OF EVENT COORDINATOR

DATE

Julie Barry

PLEASE PRINT NAME

40BC (5LB) Portable Extinguisher



2 1/2 Gallon Water Extinguisher



New Over Pressure Device (OPD)



QUICK RELEASE VALVE



Typical old-style handwheel

(Each manufacturer has their own style.)

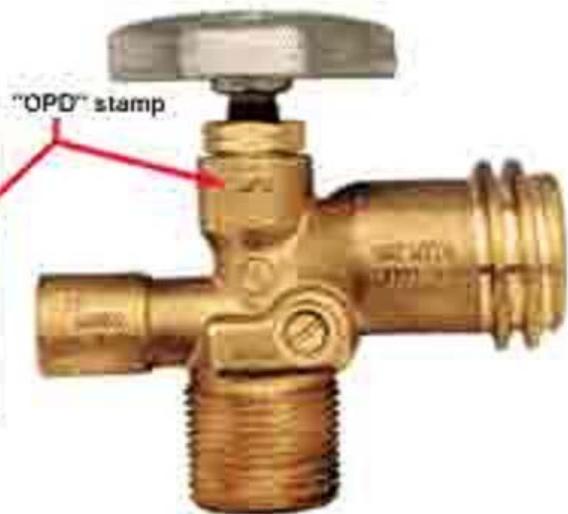


New OPD handwheel

(All manufacturers will use the same shape.)



OPD forged in brass



Tanks with this style wheel typically do not have OPDs, if this is the case, it must have a quick release valve. No tanks older than 12 years will be permitted. ALL tanks must have either a quick release valve or an OPD.

The OPD handwheel is permanently mounted, and is NOT replaceable.