CAMBRIDGE RIVER ARTS FESTIVAL

World of Food Vending Area Information and Regulations

About the Cambridge River Festival

37th Cambridge Arts River Festival will be held on Saturday, June 4, 2016 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 2016 Cambridge Arts River Festival will be sited on the East Cambridge waterfront. Festival activities will take place along Cambridge Parkway between Edwin H. Land Boulevard and the Lechmere Canal.

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

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.
- <u>Complete the Temporary Food Service Application.</u>
- _____ 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 16, 2016**. 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 31**st for Early Bird Discounts!

Applications received after **May 16th** will be considered at the discretion of festival staff and <u>only</u> 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, 2016 will be refunded in full. Cancellation requests **received** between April 15, 2016 and April 30, 2016 will be refunded the amount paid minus a 20% cancellation fee. No refunds will be issued after May I, 2016. 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 4, 2016, 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 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 Cambridge Parkway between Edwin H. Land Boulevard and the Lechmere Canal.

<u>Qualified non-profit organizations</u> such as churches and community groups whose proceeds from food sales go directly to the organization may reserve a I2' 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 <u>require</u> 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

<u>Diesel-fuel</u> 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. <u>Gasoline</u> generators will be permitted <u>only</u> 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.

Rules and Regulations

- No load-ins will be allowed after IO:00am and all non-vending vehicles must be off site by IO: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

CAMBRIDGE **RIVER** ARTS **FESTIVAL**

FOR OFFICE USE ONLY	
Postmark Date:	
Date received:	

Accepted: _____ Site#: ____

World of Food Vendor Application 37th Cambridge Arts River Festival ~ June 4, 2016

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 Phon	ne:
E-mail Address:	Website:	
Check the type of site you are app	lying for:	
\$25.00 discount can be taken fr	om the below price for applic	cations completed & submitted before MARCH 31, 2016
Standard Site: 12'	(\$225) 18' (\$300)	24' (\$375)
Premium Site: 12'	(\$350) 18' (\$425)	24' (\$500)
Nonprofit Site: 12'	(\$I25) Tax-exempt ID (als	so attached Tax Exempt Letter):
If your site will include a Truc	k and/or Trailer please check he	ere: List width/depth here:
*For trucks & trailers over 18' or spec *No trucks and/or trailers larger that *No "carnival-like" trucks, trailers, o	n the allotted site will be permitte	387. ed. The size includes any overhangs or large signage.
Indicate all equipment & fuels tha All fuels and equipment must be decl other than those listed.	-	<u>ce</u> with the Vendor Coordinator. You will not be allowed to use any products
I) What kind of portable cooking app	liances will you be using?	
2) How many of each portable cookir	ng appliances will you be using?	·
3) What kind of fuel will you use? (P Wood Charcoal		Other:
		used?Over Pressure DeviceQuick Disconnect e event on ONE tank. Extra propane is NOT permitted!
5) Will you use a portable food warm	ing appliance? If ye	s, how many?

6) What kind of fuel will you use for the	e food warmer? (Ple	ease circle) Chafing Gel Pro	opane Other:	
7) Will you use a portable generator ap	pliance?	If yes, how many?		
8) What kind of fuel will you use for the Note: Generator appliances must be	-		Other:	
*Fuel tanks must be stabilized and sect *Extra fuel and/or fuel tanks are not pe *Safety release valves & overpressure order to pass the City of Cambridge Fi *No alterations or manipulations of equ	rmitted on site. Th devices must matcl re Inspection.	ey will be confiscated and are not n those included in this packet and		
Please provide a short description o	f what you sell: (ty	ype of cuisine, culinary style etc	:)	
List all items you will sell, along with	a price, on the lir	nes below, or on a separate shee	et of paper:	
Description	Price	Description	Price	
Have you participated in the Cambri	dge River Festival	before? If yes, for how m	any years?	
World of Food Vending Area Informatio understand that any failure of mine to o result in denial of participation and for payable to Cambridge Arts Council . I materials provided with the application	n and Regulations, comply with the req feiture of any fees p understand that th will not be returned	including the Cancellations and R uirements or any failure to pass a paid. I have enclosed a certified c is check will be returned to me if n d to me. I agree to accept up to ter	application and in the Cambridge River Festival lefunds section and its severe weather provision City of Cambridge Health and Fire inspection we sheck or money order for the application fee, my application is not accepted. I understand th n (10) food vouchers provided to festival staff a rstand that I will not be reimbursed for their val	/ill nat nd
Signature:		Date:		
Printed Name:				

Mail Completed Application to: Cambridge Arts Council Att: Cambridge Arts River Festival Vendor Coordinator 344 Broadway, 2nd Floor Cambridge, MA 02139



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

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 fryolator grill wok			
sternos charcoal propane generator			
diesel generator other			
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 h	ave checked the menu	items to be provided at	
			(name of event)
	A		
in the City of 0	Cambridge on		
		(date of event)	
A a a a a b i a a b a		es fell inte ener of the fellowing 4	
According to I	my review, all menu iten	ns fall into one of the following 4	categories:
1.	The ingredients list doe	s not contain any of the following	terms: partially hydrogentated, shortening or

- 2. If the ingredients list includes the terms partially hydrogented, 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 reguation.

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

margarine.

Signature

Job Title

Business/Company

Date

Address



City of Cambridge Special Event Recycling & Health Guidelines

RECYCLING:

- All Vendors are strongly encouraged to recycle as must as possible.
- <u>Vendors must flatten cardboard boxes and keep them separate from trash.</u>
- <u>Vendors must bring their own trash and recycling barrel.</u> Trash and recycling receptacles provided by DPW are for the general public only. Vendors may not move these receptacles for their own use.
- <u>Selling beverages in glass containers is not allowed.</u> 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.
- <u>It is recommended that Cooking Oil be recycled through available independent services.</u> (All oils and grease **MUST** be removed from site regardless of recycling arrangements no dumpling 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 IO5 CMR 590.003A is if the temporary establishment is operated by a non- profit organization. Must provide proof of 50Ic3 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 <u>Event Checklist and then submitted by the event coordinator at least ten days prior to the event</u>) (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 Cambridge Parkway			
DATE(S) OF EVENT [INCLUDE RAIN DATE(S)]: June 4, 2016 (No Severe Weather Date)			
TIMES OF EVENT: Load In:7:30AM-10AM Eve	ent: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 - 20	0,000	
PLEASE READ CONDITIONS OF PER	RMIT ON PAGE 2 PRIOR	TO SIGNING	
FOR FIRE DEPARTMENT USE ONLY- PERMIT APPROVAL			
PERMIT NUMBER: EFFECTIV	E FROM: / /	UNTIL: / /	
SIGNATURE OF FIRE OFFICIAL RESTRICTIONS			
TITLE:	COMPLIANCE WITH THE REGULATIONS OF THE C		
DATE:	MGL 148 AND 527 CMR		
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 <u>www.cambridgefire.org</u> and <u>www.mass.gov/dfs</u> 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

Julie Barry

PLEASE PRINT NAME

DATE



New Over Pressure Device (OPD)





QUICK RELEASE VALVE



Typical old-style handwheel (Each manufacturer has

(Each manufacturer has their own style.)



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.

New OPD handwheel (All manufacturers will use the same shape.)



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

OPD forged in brass

