



2018 Rules & Regulations Ohio City Street Festival Sunday, September 23, 2018

Permits & Licenses:

License to Conduct a Temporary Food Service Operation – The City of Cleveland requires all food vendors to secure a license to conduct a temporary food service operation, or a temporary retail food establishment. For all food vendors, an application has been enclosed for your convenience. The fee is \$58.00, you need to fill out completely and include your Social Security or Tax ID. The form and check (made out to Division of Assessments and Licenses **MUST** accompany your Ohio City Street Festival application form and be turned into Amy M Pappas (216.225.0198) no later than **JULY 15, 2018**.

Temporary Permit for Hazardous Materials (FIRE) and Certificate of Qualification– These permits are necessary if you plan on using a propane tank, or open flame to prepare food (NOTE: you may not use either inside the tent). Although no permit is required for Sterno, it must be a non-flammable surface and the location will require a fire extinguisher. These form and the check (\$20, \$35) made out to: Division of Assessments and Licenses **MUST** accompany your Ohio City Street Festival application form and be turned into Amy M Pappas, 216.225.0198 no later than **JULY 15, 2018**. **You are responsible for barricading the grills from any pedestrian traffic.**

Transient Vendor's License – Vendors selling outside of their permanent place of business, or vendors with no permanent place of business need to obtain a transient vendors license from the State of Ohio Department of Taxation. Applications are available online at www.tax.ohio.gov. You need to secure this yourself. The fee is \$25.00.

Security

For those vendors who have a presence on West 25th, Market, Lorain, Market Avenue and/or Bridge Avenues, you will be required to have security officer(s) at each point of entry to your establishment, ensuring that all alcohol remains on your premises. There will be absolutely no alcohol permitted in the Festival footprint, aside from the designated Beer Garden located in Market Square Park. Any establishment that is planning on extending their patios for the day will need to pull the proper liquor permit and abide by the State of Ohio liquor control laws. Ohio City Inc. is not responsible for any consequences that are incurred due to not following proper protocol.

Use of Generators or Power

Power is not supplied for this festival. Battery power does not require a permit. **GENERATORS ARE NOT PERMITTED AT THE FESTIVAL – THIS INCLUDES REFRIGERATION VEHICLES.**

Cancellation Policy

Funds have been committed for the Ohio City Street Festival, and therefore it is not possible to refund your deposit, UNLESS the entire event is cancelled by Ohio City Inc. or for any other reason (other than weather –see below), in which case a refund will be affected.

Inclement Weather

The Ohio City Street Festival is an outdoor street festival, although some indoor venues will be open as well. There are no provisions for a vendor rain site. We recommend that all participating vendors make arrangements to be outdoors, even in the event of rain. Reimbursement of booth payment, due to inclement weather, is not available.

Exhibit & Booth Set Up

1. Tent sizes shall not exceed ten (10) feet deep and ten (10) feet wide. You may extend beyond the boundaries of this space for an additional fee. Prior permission is required.
2. Vendors selling food will be expected to secure a License to Conduct a Temporary Food Service, and abide by the health and guidelines listed below.
3. Vendors can begin their set-up after they have checked in and received their booth location and sign. Check in will begin at 9:30am the morning of the event.
4. All set-up MUST be completed by 11:30am.
5. You are responsible for clean-up of your vendor area.
6. Booth location changes will not be allowed on the day of the Festival.
7. We expect all vendors to remain open and have merchandise and/or food available until 7:00pm when the festival closes.
8. Disassembling of booths must start at 8:00pm on Sunday and be completed by 11:00pm, including removal of all trash and refuse. You will be charged a \$50.00 clean up fee if your space is not cleaned up and left as you found it.
9. After unloading, booth personnel must park in the designated vendor parking lots.
10. No sale or consumption of alcoholic beverages shall be permitted, unless in the enclosed Beer Garden area or inside the restaurants/bars with proper licenses.
11. All entertainment for the festival must cease at 8:00pm. If you would like to continue entertainment after 8:00pm, it must be inside your establishment – not outside on patios, etc.
12. Ohio City Inc. staff and volunteers shall not be held responsible for any loss or damage of property brought within Festival footprint.

Food Vendor Operations Guidelines

1. All uncovered food should be shielded from customers with a sneeze guard.
2. All perishable food must be placed directly in a refrigerated unit or on ice. All perishable food must be maintained above 140 F or below 45 F.
3. Those handling food **cannot** handle cash.
4. All long hair (where applicable) must be tied back and kept away from the food.
5. Hands must be washed before starting operation, after a smoke break, (taken outside of the booth), after visiting the restroom, and always before handling food.
6. You must have three (3), five (5) gallon buckets at your station. One for soapy wash water, one for clear rinse water and one with sanitizing solution. The buckets must be at least half filled at all times.
7. An adequately sized waste container and a roll of paper towels must be present.
8. All food and food containers, including bags of ice, must be stored at least six inches off the floor, or on shelving or pallets located within the booth. Except that unopened bags of ice may be outside the booth provided they are such shelving or pallets.
9. No home-prepared food is to be sold. Preparation of food in private dwellings of any description is prohibited.

10. Food must be prepared in approved food booths or in an approved kitchen. Examples of such kitchens are restaurants, school cafeterias and other facilities approved by the County Health Department.
11. Food booths are required for all sales of all foods except those that are pre-wrapped at an approved off-site kitchen or by a wholesale supplier prior to the event. These items must be sold in the original packaging.
12. Food booth must be located on a cleanable surface (paved surfaces are acceptable). Tents are to be of an approved, fire retardant material.
13. Food booth employees may not contact ready-to-eat foods with their bare hands, they must use approved utensils, deli tissue or single use gloves.
14. All operations must probe a thermometer.
15. No smoking is allowed in the booths.
16. No animals are allowed in the booths.
17. Ice used for refrigerating food and ice used in beverages must be kept in separate bins or containers. All ice bins or containers must be continuously drained into catch basins or appropriate containers.
18. Water and other liquid wastes, including waste from ice bins and beverage dispensing units, shall drain into catch containers and be poured into the sanitary sewer or waste water dumpsters. Do not pour waste liquid on the ground.
19. Vendors using open flame must equip their booths with fire extinguishers.
20. All food vendors will be required to show proof of liability insurance.
21. Food vendors who use propane gas will be required to obtain a city fire department permit (application is enclosed).
22. Each booth serving food must have a temporary food service license and license must be posted (application is enclosed).