

# 2019 R2Hop2 FOOD VENDOR APPLICATION

## Fordham and Dominion Brewing's Annual 2019 Beer and Music Festival



Fordham & Dominion Brewing Co. in Dover has begun the countdown to the R2Hop2 beer and music festival which will be held on Saturday, April 27<sup>th</sup>. Our goal with this festival is to bring the community together for one day to enjoy great beer, incredible music, multiple food options and shop amongst talented local artisans. In 2018 we had over 800 attendees and are anticipating attendance to be over 1,000 this year. We hope you will join us as one of just a few handpicked food vendors. *This event will be held rain or shine.*

**Location:** Fordham & Dominion Brewing Company, 1284 McD Drive, Dover, DE 19901

**Date:** Saturday, April 27, 2019 from 12:30-6pm

**Fee:** \$250, Please make checks payable to Coastal Brewing Company.

### The REWARDS:

- Your name included in press releases, social media, signs and postcards that will be viewed by thousands of media contacts.
- Great sales and exposure to all of our attendees.
- Most importantly; you can enjoy delicious beer and handcrafted sodas while listening to some great bands!

### APPLICATION DEADLINE: March 11, 2019

- Last day to submit this application form and the Temporary Food Establishment (TFE) permit
- Last day to email your company logo for printed materials (high resolution jpeg, .eps or .tiff format) [events@fordhamanddominion.com](mailto:events@fordhamanddominion.com)
- Last day to provide a **Certificate of Liability Insurance** naming Coastal Brewing *dba* Fordham and Dominion Brewing Company as certificate holders and additional insured in the amount of \$1 million dollars for the date of April 27, 2019. The address for the brewery is 1284 McD Drive, Dover, DE 19901.

**Complete this entry form along with your TFE application, Certificate of Insurance and your company logo by March 11, 2019 and return to:**

Coastal Brewing Company  
Fordham & Dominion Brewing Company  
c/o R2Hop2 2019  
1284 McD Drive, Dover, DE 19901

**Email to:** LuAnne Shockley [events@fordhamanddominion.com](mailto:events@fordhamanddominion.com)

# 2019 R2Hop2 FOOD VENDOR APPLICATION

## Overview of Rules

- Each Food Vendor MUST possess a Temporary Food Establishment (TFE) health permit from the State of Delaware's Health and Social Services. The TFE application follows on page 4 or can be accessed online at <https://dhss.delaware.gov/dhss/dph/hsp/files/tfeapplic.pdf>. A copy of your TFE application *must be sent to us along with your application* for processing.
- All cooking spaces will be numbered and pre-assigned by brewery staff.
- Your space fee of \$250 entitles you to an assigned space (10ft). If you will be using a tent (recommended), it must be staked properly—there will be a tent inspector on site. Please respect the space of other vendors. You cannot enlarge your space outside your assigned area unless pre-approved by brewery staff. ***Please inform us if you have a food truck or trailer:*** \_\_\_\_\_
- All participants are asked to respect the rights of all other vendors. Please respect others spaces by not infringing on adjacent spaces with your equipment and supplies. The Head Cook will be responsible for the conduct of his/her staff and guests.
- The Brewery reserves the right to make additional rules and regulations as the situation warrants.
- Vendor agrees to hold Coastal Brewing Company and its affiliates harmless from liability for any injury, damage or loss related to the event.
- Each Food Vendor must bring a fire extinguisher (as required by the Fire Marshall).
- If your company decides to withdraw, he/she must notify [events@fordhamanddominion.com](mailto:events@fordhamanddominion.com) within seven days prior to the event. No refunds will be provided.
- The Event Coordinator will direct you to your site. Each vendor may check in on Saturday starting at 8:30am. Please be sure that you are set up and ready to cook by 12:15pm. Entry for set-up will NOT be permitted after 11:30am.
- Each Food Vendor is responsible for bringing their cooking and serving equipment, serving supplies, such as: plates, paper cups, napkins, utensils and ingredients. The Food Vendor shall provide all equipment and supplies including extension cords and containers to carry and hold water.
- \_\_\_\_ ***Check here should you need a 8' folding table. +\$20 per table x \_\_\_\_ (quantity) = \_\_\_\_ additional***
- \_\_\_\_ ***Check here if you require electrical power at your site.***
- Aprons and hats must be worn by all cooks. Bare hand contact with exposed, ready-to-eat food is prohibited. A barrier, such as tongs, wax tissue or food service gloves must be provided to your personnel. Special attention to cleanliness of the cooking area and personnel is required. For minimum requirements please visit <http://www.dhss.delaware.gov/dhss/dph/hsp/tfereqs.html>
- Each Food Vendor will be responsible for the removal of their cooking equipment and supplies, as well as, the cleanup of their site at the completion of the event. Liquid waste must be disposed of by an approved method.

I have read the above **Overview of Rules** for the 2019 R2Hop2 Event and agree to all. Please submit pages 2 & 3 with application.

Signature: **X** \_\_\_\_\_ Date: \_\_\_\_\_

QUESTIONS? Email us at: [events@fordhamanddominion.com](mailto:events@fordhamanddominion.com)

# 2019 R2Hop2 FOOD VENDOR APPLICATION

## VENDOR INFORMATION:

Restaurant Name: \_\_\_\_\_

Head Cook: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PLEASE DESCRIBE YOUR FOOD SERVICE MENU: \_\_\_\_\_

## FRIENDLY REMINDERS:

- ✓ Please bring an adequate amount of utensils, napkins and other service supplies.
- ✓ Please rent or bring your own cooking equipment.
- ✓ Bring your fire extinguisher (as required by the Fire Marshall).
- ✓ Waiver of Liability/Release on page 2 MUST BE SIGNED or application will not be processed. Please include your approved TFE Permit and Certificate of Liability Insurance with your submission.

**WAIVER/RELEASE:** In consideration of processing this application, I the undersigned, in my capacity as an individual or as a duly authorized representative of the company, organization I purport to represent, intending to be legally bound, hereby waive and release any and all rights and claims for loss, damage or injury I may have against the Coastal Brewing Company, agents authorized by them, as well as any individual or group responsible for the organization or management of the R2HOP2 Beer and Music Festival 2019, and I agree to indemnify and hold harmless all such persons and entities from any and all claims, suits or judgments, including the cost of defense of any claim arising out of or in connection with this event. Furthermore, I hereby grant permission to Coastal Brewing Company and the agents authorized by them to use any visual, audio, or other record of this event in whatever format for any purpose.

Signature **X** \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Your Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Pages 2&3 must be signed or application will not be processed.

**Please submit \$250 fee, approved TFE Permit and Certificate of Liability Insurance with your application.**

For more information, please email us at [events@fordhamanddominion.com](mailto:events@fordhamanddominion.com) or call (302) 678-4810 ext 200.



A temporary food establishment (TFE) prepares food for the public, for free or for a cost, and operates for no more than 14 consecutive days in conjunction with a single event. Submitting an application less than 10 business days before the event start date may result in permit denial.

**SUBMIT APPLICATION TO COUNTY IN WHICH TEMPORARY FOOD ESTABLISHMENT WILL OPERATE:**

New Castle County EHFS  
Division of Public Health  
Chopin Bldg., Suite 105  
258 Chapman Road  
Newark, DE 19702  
Phone: 302-283-7110  
Fax: 302-283-7111

Kent County EHFS  
Division of Public Health  
Thomas Collins Bldg., Suite 5  
540 S. DuPont Hwy.  
Dover, DE 19901  
Phone: 302-744-1220  
Fax: 302-739-1957

Sussex County EHFS  
Division of Public Health  
Georgetown State Svc. Center  
544 S. Bedford St.  
Georgetown, DE 19947  
Phone: 302-515-3302  
Fax: 302-515-3301

Name of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

TFE Business Name: \_\_\_\_\_

TFE Contact Person: \_\_\_\_\_

Prior to Event Phone: \_\_\_\_\_ During Event Cell Phone: \_\_\_\_\_

Methods to receive permit (print clearly, complete all fields):

Email: \_\_\_\_\_

Fax: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Code: \_\_\_\_\_

TFE source of water: \_\_\_\_\_ TFE source of ice: \_\_\_\_\_

TFE hand washing station: \_\_\_\_\_

TFE method of sanitizing: \_\_\_\_\_

Are you individually packaging any items on-site? ☐ Yes ☐ No

**By signing this Temporary Food Establishment application, I understand that the following (check all):**

- ☐ My TFE could be inspected at any time during the setup or event.
- ☐ Failure to comply with the minimum requirements for operating a temporary food establishment may result in suspension of my operating permit, at which time I must cease all food establishment operations immediately.

**X**

**Signature TFE Applicant**

**Title**

**Date**

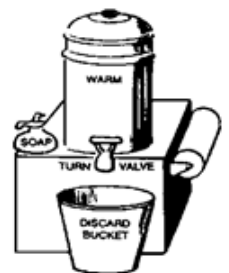
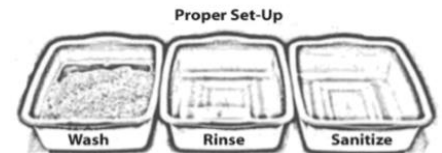
<b>FOR OFFICIAL USE ONLY</b>	Date Received: _____	Additional required documents received: <input type="checkbox"/> Out-of State Permit and Inspection Report <input type="checkbox"/> Servicing Area Agreement <input type="checkbox"/> Consumer Advisory <input type="checkbox"/> Juice Documents	Permit #: _____
	FM TFE DDA-sanctioned: <input type="checkbox"/> Yes <input type="checkbox"/> No		Reviewer: _____
	TFE Application Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No		Signature _____ Title _____
	Reason for Denial: _____		Date _____
	Applicant notified by: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Mail <input type="checkbox"/> Phone		

## MINIMUM REQUIREMENTS FOR OPERATING A TEMPORARY FOOD ESTABLISHMENT (TFE)

Initial each item and sign below to indicate that you have read and understand each requirement.

- **PERMIT** – This application must be submitted a minimum of 10 business days prior to the start of the event. The approved permit must be posted during the entire event for conspicuous public view.
- **DEMONSTRATION OF KNOWLEDGE** – The Person-In-Charge (PIC) must be able to answer questions about basic food safety knowledge to reduce the risk of foodborne illness.
- **APPROVED FOOD SOURCES**  
All food must be obtained from an approved source, including ice and water for food preparation, cooking, cooling, cold holding, and cleaning.
- All shell stock (clams, mussels, oysters) must have National Shellfish Sanitation Program (NSSP) tags on site.
  - Proof of purchase is required for crab meat, soft-shell crabs, and hard-shell crabs.
  - Food may not be stored at a private residence. Food should never be prepared in a private residence.
  - All food must be prepared on-site or at a permitted food establishment.
  - Food preparation locations not owned by applicant require a signed commissary agreement.
  - Out-of-state food prep locations require health department permit and most recent inspection report.
- **COOKING AND HOLDING**  
Food thermometers must be available to monitor cooking and holding temperatures.  
Hot holding units, like steam tables or insulated containers, must be available to keep food at 135 degrees F or above.  
Cold holding and storage equipment, such as refrigeration units or coolers with drained ice, must be available to keep food at 41 degrees F or below.
- Animal products served raw or undercooked (examples: sunny-side up eggs, raw oysters, sushi, rare tuna, cooked-to-order hamburgers or steaks, carpaccio, or raw eggs as an ingredient in mousse, Caesar salad dressing mayonnaise) require a consumer advisory to be posted which states the following: "Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness." A description or photo of how this advisory will be displayed must be submitted with this application.
  - Juice squeezed on-site requires approval of (1) description of food prep sink location, (2) commercial juicing equipment specification sheets, and (3) placard or table tent with the following statement: "WARNING: This product has not been pasteurized and, therefore, may contain harmful bacterial that can cause serious illness in children, the elderly, and persons with weakened immune systems."
- **PREVENTING CONTAMINATION**  
Food must be stored off the ground.  
Only single-service (disposable) containers may be given to consumers.  
A labeled three basin Wash-Rinse-Sanitize station must be ready for use on-site, with an approved sanitizer and applicable test kit (example: quaternary ammonium based with quat sanitizer test strips or bleach water with chlorine test strips).
- **EMPLOYEE HEALTH AND HYGIENIC PRACTICES**  
A handwashing station must be set up with an ample supply of warm water, soap, and paper towels.  
Persons with infections or illnesses must be restricted from handling food.  
Bare hand contact with ready-to-eat food is prohibited. Use a barrier like tongs, wax paper, or gloves.
- **WATER SUPPLY AND WASTE DISPOSAL**  
Drinking water must be obtained from an approved source utilizing food grade hoses.  
Liquid waste must be disposed by an approved method.  
Keep refuse in easily cleanable containers and promptly remove from preparation and service areas.
- **FACILITIES**  
A tent, tarp, or canopy large enough to cover food preparation, storage, and service areas must be provided.  
If graded to drain, a floor may be concrete, machine-laid asphalt, or dirt or gravel if it is covered with mats, removable platforms, duckboards, or other approved materials that are effectively treated to control dust and mud.  
Toilet facilities for employees must be conveniently located and easily accessible.
- **SPECIALIZED PROCESSES NOT PERMITTED DURING TEMPORARY FOOD ESTABLISHMENT OPERATION**  
Food at a temporary food establishment processed on-site with any of the following methods is not permissible: reduced oxygen packaging including sous vide and cook-chill methods, juicing for wholesale packaging, curing, smoking, or drying fish for preservation; curing or smoking meat or poultry for preservation; fermenting sausages; acidification, fermenting, or additives to render a product to be shelf-stable; and sprouting.

Wash, Rinse, and Sanitize



X

Signature TFE Applicant

Title

Date

Temporary Food Establishment Application

Revised 3/1/18

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### Temporary Food Establishment (TFE) Menu Review

Describe all food and drink on menu that will be served at TFE. Attach additional sheets as necessary.

Menu Items (Estimated number to be made)	Where will food be obtained or purchased?	Food prep conducted at TFE	Describe food preparation and locations.	What equipment is available to transport, hold, and prepare food?
<i>Example: Hamburger with toppings</i>	<i>Example: Regular Distributor, Inc. Produce Co.</i>	<input checked="" type="checkbox"/> Wash <input checked="" type="checkbox"/> Chop <input type="checkbox"/> Thaw <input checked="" type="checkbox"/> Cook <input type="checkbox"/> Cool <input type="checkbox"/> Reheat <input type="checkbox"/> None/Off-site	<i>Example: Lettuce and tomatoes washed and cut on-site, patties made in advance at restaurant (MD Permit attached) and cooked to order (advisory attached).</i>	<i>Example: Coolers, prep sink, cutting boards, knives, Bain Marie, freezer, grill, spatula, and gloves to assemble</i>
		<input type="checkbox"/> Wash <input type="checkbox"/> Chop <input type="checkbox"/> Thaw <input type="checkbox"/> Cook <input type="checkbox"/> Cool <input type="checkbox"/> Reheat <input type="checkbox"/> None/Off-site		
		<input type="checkbox"/> Wash <input type="checkbox"/> Chop <input type="checkbox"/> Thaw <input type="checkbox"/> Cook <input type="checkbox"/> Cool <input type="checkbox"/> Reheat <input type="checkbox"/> None/Off-site		
		<input type="checkbox"/> Wash <input type="checkbox"/> Chop <input type="checkbox"/> Thaw <input type="checkbox"/> Cook <input type="checkbox"/> Cool <input type="checkbox"/> Reheat <input type="checkbox"/> None/Off-site		
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		<input type="checkbox"/> Wash <input type="checkbox"/> Chop <input type="checkbox"/> Thaw <input type="checkbox"/> Cook <input type="checkbox"/> Cool <input type="checkbox"/> Reheat <input type="checkbox"/> None/Off-site		

### **Temporary Food Establishment (TFE) Floor Plan**

Sketch below the layout of your TFE and identify the location of the following:

- ☐ Cooking and holding equipment
- ☐ Handwashing and utensil washing facilities (if not using shared facilities)
- ☐ Trash disposal containers
- ☐ Work tables, food, and single-service storage
- ☐ Customer service area

If the layout of the TFE is event-specific and/or unknown, please sketch a typical layout to the best of your ability.



For questions about TFE applications, please contact the Health Program Coordinator  
at the EHFS office in the county where the event is being held.