

Moxie Festival – Saturday, July 14, 2012
Contract Reservation for Food Vendor Space

Applications due May 1, 2012

Organization Name _____
Contact Person _____
Mailing Address _____
Town /State/Zip _____
Telephone _____
Cell _____
E-Mail: _____

List all food & drink items to be sold:

NOTE: Only food items approved by the Moxie Committee may be sold. Adjustments will be made in order to create a balance throughout our event. List items you can offer here.

Non-Profit Status: YES NO

Bringing Quiet Generator for Power: YES NO IF NO, Specify below

List items Requiring Power: _____

Type of Power Required: 110V _____ or 220V _____ Wattage (each Unit) _____ Plug Style _____

Please reserve the following number of spaces: _____ Number of spaces 10'x10' / _____ Electrical Sites Needed
of spaces YES or NO

Please acknowledge the following and/or enclose with application:

_____ Per Space Fee: \$50 Lisbon Business / \$75 Out Of Town Non-Profit / \$125 Out Of Town For-Profits (No Out Of State Checks)

_____ \$ 25 Electrical Fee Per Space, Which Is Extra For Providing Power If Feasible.

_____ Completed Food Vendor Form For Health Officer.

_____ Copy Of State Of Maine Food Vendor License To Be Displayed At Booth Moxie Day From The Dept Of Agriculture Or Health Engineering – With Out It The Health Officer Will Ask That You Leave, Unless Your Are Not Required To Have It.

_____ Photo Of Booth Display & Acknowledge Your Permission For Us To Use It To Promote The Festival.

_____ Copy Of State Of Maine Seller's Certificate Or Maine Tax ID Number if you have it. Call 207-624-9693 For Information.

_____ Proof Of Insurance - If You Have It.

_____ Fire Extinguisher Compliance – Without It The Fire Chief Will Ask That You Leave.

_____ Acknowledgement That You Have Read And Will Comply With “Lisbon’s Regulations Concerning Temporary Establishments Or Mobile Units Preparing Food.” Health Officer Inspections Will Occur That Morning.

I agree to hold harmless the Town of Lisbon for any damage or loss associated with my food booth. I waive all liability that the Town of Lisbon may have arising out of my participation at the Moxie Festival. I understand that I will be responsible for set-up and removal of my food booth in an area designated by the Moxie Committee and that food area sales will be open from 9:00 a.m. to 4:00 p.m. The Moxie Committee will provide power, to the extent feasible. **Bring you own extension cord(s), table, and chairs.** Maximum table size permitted is 10 feet for 10'x10' spot. Overhead canopy is allowed. All materials must be kept within your allotted space. Vendor locations are assigned by the Vendor Committee. I understand before set up, this contract is to be paid in full by May 1. Requests should be in no later than May 1. Applications received after that will be processed until spaces are filled. I understand if application is rejected, I will be refunded the amount I paid. Your signature indicates that you have read and will comply with the vendor contract, Health Officer’s regulations, and policies outlined in the vendor instruction sheet.

Date: _____ Signature: _____ Printed Name _____

Send application and payment (checks payable to Town of Lisbon) by mail to: Town Of Lisbon-Moxie Committee, Attn: Twila Lycette, Town Clerk, 300 Lisbon Street, Lisbon, ME 04250



MOXIE FESTIVAL

SITE ASSIGNED
MAIN ST / MTM
LOT _____

FOOD VENDOR FORM FOR HEALTH OFFICER

Owner: _____ Home Phone: _____

Owner's Home Address: _____

Residence(s) for last five years: _____

Name of Business: _____ Business Phone: _____

List Applicant / Partners / Corporate Officers:

Name: _____ Birth date: _____

Name: _____ Birth date: _____

Name: _____ Birth date: _____

Does the applicant have a valid State of Maine Food Vending License? _____ If so, when does it expire? _____ From what Department (Health Engineering or Agriculture)?

Does the applicant have a valid Victualer's License in any other town? _____ If so, what towns? _____ and when do they expire? _____

Has applicant's business license ever been revoked: _____ If so, why? _____

Has any applicant / partner / corporate officer ever been convicted of a felony? _____ If so, describe specific circumstances _____

I, _____ (owner's name), _____ (title) is authorized to sign on behalf of said business, and further declare that the forgoing information is accurate and true to the best of my knowledge and belief, and that the applicant does hereby acknowledge a public records check may be conducted. **Note: Inspections will occur on the morning of the event.**

Signature: _____ Date: _____

TOWN OF LISBON

REGULATIONS CONCERNING TEMPORARY ESTABLISHMENTS OR MOBILE UNITS PREPARING FOOD

1. Hoses used for potable water will be marked to ensure that these hoses are not used for waste lines. Leaking hoses will be immediately replaced or repaired.
2. Facilities using ice coolers, bins, or sinks will ensure that these are provided with holding tanks or containers approved by the department to ensure that wastewater is kept from dripping or running on the grounds. This is to control flies, rodents, and insects. All sewage including liquid waste, shall be disposed of according to law.
3. All food must be properly protected from insects, dust, and customer contamination. Food items should be individually wrapped.
4. Food serving personnel should use plastic gloves, napkins, tongs, or other instruments when handling foods. Eating and smoking are prohibited while working in the food service area.
5. Utensils ie: spoons, forks, knives, etc. should be stored with handles up to prevent contamination or working ends.
6. Personnel should wear hair restraints.
7. Personnel with colds, sore throats, fever, or open sores shall not be permitted to work as food handlers.
8. The sale of home canned products is prohibited.
9. Animals are not permitted in the food preparation and serving areas.
10. Packaged food shall not be stored in contact with water or undrained ice.
11. All temporary food concessions must have either a handsink with hot and cold water under pressure or have moist towelettes. Washing of hands may not be done with buckets of water. Hand wiping is to be done with paper towels, not with cloth towels.
12. There must be a sink available with running hot and cold water for the washing of equipment and utensils, or facilities approved by the health officer.
13. Facilities for keeping potentially hazardous foods at proper temperature must be provided: Cold foods: 45 degrees F or less; Hot foods: 140 degrees F or higher. Foods not meeting these requirements may be disposed of by the health officer. All coolers must have thermometers.
14. Only single service containers and eating and drinking utensils shall be provided to the customers of mobile eating places. Such containers and utensils shall be dispensed directly by the proprietor.
15. All food must be kept off the ground. This includes boxes of breads, bags of onions, potatoes, etc. Soda canisters may be placed on the ground.
16. Operators will provide insect and rodent proof containers with covers to collect litter and food waste. Grounds must remain clean. A rendering company may be contacted to provide barrels for disposal of fat waste.
17. Eating places handling only prewrapped or prepackaged foods which do not require further preparation need not comply with provisions requiring hot and cold running water for washing equipment.

Any concession found to be operating in such a manner as to place the public health at risk will be closed.



MOXIE FESTIVAL

VENDOR INSTRUCTION SHEET



1. Vendors must be completely set up between 8:00-9:00 AM (NO EXCEPTIONS) in their own designated spot. Vendors need to be out of the street by 9:00 AM to make way for the parade, which starts at 10:00 AM.
2. Vendors must NOT leave vehicles in the festival area after set up. Use designated parking areas on Canal Street or any nearby side streets. Typically, the Worumbo Mill parking area is available if the festival gets permission. Look for an attendant or a sign indicating we have permission, otherwise that's prohibited.
3. Numbers will be assigned to 10' spaces. See designated numbers located on the buildings, windows, outside walls, or the ground.
4. A "vendor space" will consist of only a 10' long space. You cannot swap or change spots on Moxie Day. Vendor spots will be designated by the Moxie Vendor Committee.
5. Vendor fees for Lisbon businesses (non-profit/profit) \$50, non-profit out of town \$75, for profit out of town \$125. Priority will be given first to Lisbon businesses, then non-profits out of town, and then for profits out of town.
6. An additional \$25 fee will be charged for Electricity. Electrical sites will be given first to vendors who need power.
7. Vendors must stay until 4:00 PM and may then start tearing down and packing up. Only food vendors who run out of food may be allowed to tear down early. This is done so that all vendors enjoy the same experience without disruption.
8. Vendors are responsible for tables, chairs, extension cords, and canopy and all materials must stay within their allotted space.
9. Food Vendors will be responsible for reading and complying with the Health Officer's rules (see attached). Food Vendors must fill out the Moxie Festival application and the Food Vendor form for the Health Officer. Food Vendors must submit a copy of their current State of Maine license, excluding some non-profits. For-profit Food Vendors shall have a State of Maine Food Vending License posted on site in public view that day. Health Officer inspections will be made that morning so those without that state license, who needs one, will be asked to leave.
10. Food Vendors shall have on site a Fire Extinguisher. Fire Chief inspections will be made that morning so those without a fire extinguisher will be asked to leave.
11. Vendors must provide a photocopy of their State of Maine Transient Seller's Certificate or ID Number, along with proof of insurance, if you have it.
12. Please submit a Photo of your Booth Display with your application.
13. Main Street Businesses must fill out an application (contract) by May 1 if they chose to use the vendor space in front of their business. A Main Street Business may give the space to a non-profit organization at no cost to the non-profit organization, however, they must submit an application (contract) by May 1, just as the Main Street business is required to do if it chooses to take the space for its own use during the Moxie Festival. Applications received after May 1 will not be guaranteed those sites, but rather another site somewhere within the festival area.
14. Completed applications with attachments and fees must be submitted by May 1 to the Vendor Committee. Applications may be submitted earlier, but payment must be received by May 1. *Payments for spaces received after May 1 will be considered until spaces are filled.*
15. Applicants approved will be sent confirmation packets as soon as possible after May 1. Applicants denied will be given back the amount they paid as soon as possible after May 1.