



# Hopkins Raspberry Festival Food Vendor Information Packet

March, 2010

Dear Prospective Food Vendor,

The Hopkins Raspberry Festival cordially invites you to become a vendor at the 76<sup>th</sup> Annual Hopkins Raspberry Festival. The festival takes place July 10 – July 18, 2010. There are three separate events for you to consider:

## Marketplace Crafts Fair – Saturday, July 17

The Marketplace Crafts Fair takes place from 9 a.m. – 4 p.m. on Hopkins Downtown Mainstreet. The entire community of Hopkins turns out for the fair to enjoy food, music, and dozens of vendors displaying their crafts, artwork, and business opportunities. The craft fair runs a span of six city blocks.

## Marketplace Crafts Fair, Family Days - Saturday, July 17

The Family Days event takes place from 4 p.m. – 10 p.m. in Hopkins Downtown Central Park. The Family Days event is geared for children of all ages and includes: food, music, inflatable rides, and kids sports challenges. This event is in its second year and concludes with a low-ground fireworks show.

## Grande Day Parade – Saturday, July 17

The Grande Day Parade event takes place from 11 a.m. – 4 p.m. on Hopkins Downtown Mainstreet. The Grande Day Parade has over 120 entries including: royalty floats, Zuhrah helicopters, dance groups, and marching bands. The grande day parade runs a span of twelve city blocks and starts at 1 p.m. The parade is preceded by a 5K race. Vendors are encouraged to setup early as the parade is the staple event of the festival.

Enclosed are the following forms for your review:

- Food Vendor Application Form. The completed form and payment should be returned to Charlie Melcher, Food Concession Coordinator at the address listed on the application.
- Temporary Food Service Guidelines. This form is for information only.
- Temporary Food License. The completed form and payment should be returned to the city of Hopkins at the address listed on the application.
- Temporary Food Service Information Form. The completed form should be returned to the city of Hopkins at the address listed on the form.

**Please note:** the food license and information form are required even if you have a state license. The fee covers administrative costs incurred by the city of Hopkins.

You must supply your own source of power for the events and meet all state electrical connection and emergency shut-off requirements. A city inspector will be on hand at all events to ensure that electrical codes are being met.

Thank you for your interest in becoming a food vendor for the 76<sup>th</sup> Annual Hopkins Raspberry Festival! If you have any questions, feel free to contact me at 651.895.5145 or email me. My email address is [kandcmelcher@frontiernet.net](mailto:kandcmelcher@frontiernet.net)

Sincerely,

Charlie Melcher

Concessions Coordinator

Hopkins Raspberry Festival



# Hopkins Raspberry Festival Food Vendor Application Form

| EVENT  | EVENT DATE        | EVENT SET UP                             | COST  |
|--|-------------------|--|-------|
| Marketplace Craft Fair – Mainstreet                | Saturday, July 17 | 7 a.m. – Setup<br>9 a.m. – Event Starts  | \$225 |
| Marketplace Craft Fair, Family Days – Central Park | Saturday, July 17 | 3 p.m. – Setup<br>4 p.m. – Event Starts  | \$150 |
| Grande Day Parade – Mainstreet                     | Sunday, July 18   | 11 a.m. – Setup<br>1 p.m. – Event Starts | \$225 |

Vendor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Event Contact Name: \_\_\_\_\_

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

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

Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

List size of tent, trailer, or vending space needed: \_\_\_\_\_

Will you be using a generator? Yes \_\_\_\_\_ No \_\_\_\_\_

**NOTE: You must supply your own source of power for the events and meet all state electrical connection and emergency shut-off requirements.**

Please list the types of foods you will be selling: \_\_\_\_\_

Please list the events you would like to participate in:

| EVENT | DATE | COST |
|-------|------|------|
|       |      |      |
|       |      |      |
|       |      |      |

Total Amount Enclosed: \_\_\_\_\_

Please make checks payable to: **Hopkins Lions Club** and send to the following address:

Hopkins Lions Club  
Attn: Charlie Melcher  
4860 W. 144<sup>th</sup> Street  
Apple Valley, MN 55124

Applications will be processed in the following order:

March 1 – April 30. Hopkins Businesses

April 30 – June 1. All Other Interested Food Vendors

The Hopkins Raspberry Festival will no longer reserve a location based on past years registration. Your payment is due with the application form. Locations will be designated by the Concessions Coordinator at the registration deadline June 1, 2010. There will be no refunds due to inclement weather. Events happen rain or shine

For Office Use Only:

Date Received: \_\_\_\_\_ Check #: \_\_\_\_\_ Amount: \_\_\_\_\_ City of Hopkins Permit #: \_\_\_\_\_

# CITY OF HOPKINS TEMPORARY FOOD & BEVERAGE SERVICE GUIDELINES

- Practice good personal hygiene, wear clean garments and effective hair restraints/caps and conduct yourself as a professional food service worker.
- Provide a hand wash station and wash hands thoroughly with soap, warm water and a fingernail brush prior to and frequently during handling food and food utensils.
- Minimize direct hand contact with food by using scoops, utensils or plastic gloves.
- Refrain from eating, drinking, and smoking while on food/beverage service duty.
- Keep cold foods at 40F or colder and hot foods at 150F or hotter using approved equipment. Frequently check food temperatures with an accurate thermometer.
- Protect food from contamination by covering and storing food and utensils off the ground. Consider foods/containers/utensils that fall on the ground contaminated and do not use.
- Provide a canopy/tent to protect the food handling/service area.
- Frequently wipe down work station/equipment with a sanitized wiping cloth.
- Label detergents/sanitizers/other chemicals and store away from food/beverages/equipment.
- Deposit and store garbage and trash in covered containers away from food/beverages/food equipment. Use insect sprays away from all food areas.
- Dispose of all liquid wastes from food/beverage service into the sanitary sewer. Do not dump liquid wastes onto the ground or in the storm sewer.
- Direct the customers to service counters and away from all food/beverage-handling areas.

\* \* \* \* \*

**Do not engage in food preparation or food service activities if you have a communicable disease, gastro-intestinal illness, sore throat or discharging wound**

CITY OF HOPKINS ENVIRONMENTAL HEALTH SERVICES

CITY OF HOPKINS



Please Mail Form To:  
City of Hopkins  
Attn: Terry Obermaier  
1010 1st Street South  
Hopkins, MN 55343

TEMPORARY FOOD  
ESTABLISHMENT LICENSE

Please complete the following information.

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

Applicant's Name: \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone No. \_\_\_\_\_

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

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

You must attach a copy of a state or county license or permit

CITY USE ONLY

|                       |     |    |           |     |    |
|-----------------------|-----|----|-----------|-----|----|
| Date received:        |     |    | Fee Paid? | Yes | No |
| Information Complete? | Yes | No | License # |     |    |

Temporary Food Establishment License

600.19. Temporary Food Establishments. Subdivision 1. Licensing Requirements. Temporary food establishments must provide the following information prior to receiving a license:

- (1) Name of the establishment;
- (2) Name and address of the owner or operator;
- (3) Location where the food establishment will be placed;
- (4) Proposed dates of operation;
- (5) A copy of a State or County permit.

Subd. 2. Operating Requirements. Temporary food establishments shall provide their own electrical power and dispose of all waste products in an approved waste receptacle. No oil or grease may be disposed of in city storm sewers. Temporary food establishments shall also comply with the health requirements set out in Section 600.

Enclose a copy of State or  
County License



FEE - \$50.00

**CITY OF HOPKINS  
TEMPORARY FOOD SERVICE INFORMATION FORM**

|  |  |
|--|--|
| Event _____<br>Location _____<br>Date/s and Time _____ | Please Mail Form To:<br>City of Hopkins<br>Attn: Terry Obermaier<br>1010 1st Street South<br>Hopkins, MN 55343 |
|--|--|

|  |
|--|
| Person in Charge _____<br>Address _____<br>Telephone Number (home) _____ (work) _____<br>Licensed Commissary _____ |
|--|

|   |
|---|
| List all planned food and beverages: _____<br>_____<br>_____<br><br>When and where will food be prepared/stored prior to <u>and</u> during the event?<br>_____<br>_____<br>_____<br><br>Equipment to be used at the event for cooking/hot holding foods above 150 degrees F.<br>_____<br>_____<br><br>Refrigeration equipment to be used at the event to keep food cold, below 40 degrees F.<br>_____<br>_____<br>_____<br><br>(OVER) |
|---|

Method of transporting food (food storage containers, hot holding units, insulated containers, Other) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Facilities for hand washing \_\_\_\_\_  
\_\_\_\_\_

Facilities for utensil washing \_\_\_\_\_  
\_\_\_\_\_

Sanitizer to be used \_\_\_\_\_

Source of potable water for food stand or vehicle \_\_\_\_\_  
\_\_\_\_\_

Method of discharging waste water \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

For office use only

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Approved                                                      
                    Yes                      No

\_\_\_\_\_  
Signature of Health Inspector