

University of California, Davis  
**TEMPORARY FOOD FACILITY APPLICATION**  
**THIRD PARTY VENDOR**

Use this application for sale of pre-packaged or prepared food or beverages. Use Non-Food Operator Application for sale of non-food items.

OFFICE USE ONLY	OFFICE USE ONLY
<p style="text-align: center;">Date Received _____ Received By _____</p> <p>EVENT NAME _____</p> <p>EVENT DATE _____ EVENT SPONSOR _____</p> <p>RETURN APPLICATION TO _____</p> <p>APPLICATION DEADLINE: MUST BE POSTMARKED BY _____</p>	<p><i>Operator Fee</i> _____</p> <p><i>Liability Insurance</i> _____ (proof enclosed)</p> <p><i>Auto Insurance</i> _____ (proof enclosed)</p>

<b>1)</b> <i>Business/Operator Name:</i>	<b>2)</b> <i>Tax ID Number (Employer ID or SS#):</i>
<b>3)</b> <i>Business License or Resale Number and Type:</i>	<b>4)</b> <i>Business Owner's Name/Contact:</i>
<b>5)</b> <i>Business Address:</i> Mailing Address: _____ City: _____ State: _____ Zip: _____	
<b>6)</b> <i>Telephone Contact:</i> Business Phone: ( ) _____ Cell Phone: ( ) _____ Fax #: ( ) _____ Best Time to Call: _____	
<b>7)</b> <i>Is this a non-profit organization?</i> (if yes, please include copies of your federal and state non-profit, tax exemption status papers with this application) Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>8)</b> <i>Who will be on site during event:</i>	
<b>9)</b> <i>Address of on site contact:</i> Mailing Address: _____ City: _____ State: _____ Zip: _____	
<b>10)</b> Telephone: ( ) _____	Best time to call: _____



13) List all menu items and their prices, including beverages. Include major ingredients such as canned foods, eggs, dairy products, meat and pasta. You do not need to include flour, salt, baking soda, etc. Briefly describe the manner of food preparation and service. Only items listed and approved will be allowed for sale at the event.

Ex: Food item: Tri-Tip sandwich, dinner

Ingredients: Beef Tri-Tip, sandwich roll, seasoning; green salad and Italian dressing

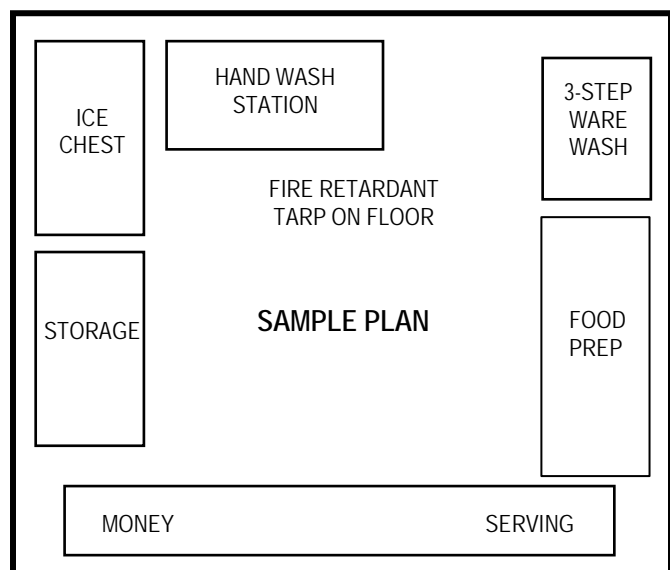
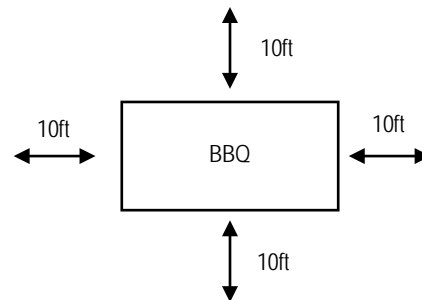
Prep & Service: Cut tri-tip out of sealed bag from ice chest; place on grill; add seasoning; remove to hot-holding in chafing dish; place pre-packaged lettuce mix in ice bath; place salad on dinner plate and add dressing.

A.	Food Item:  Ingredients:  Prep & Service:
B.	Food Item:  Ingredients:  Prep & Service:
C.	Food Item:  Ingredients:  Prep & Service:
D.	Food Item:  Ingredients:  Prep & Service:
E.	Food Item:  Ingredients:  Prep & Service:

## BOOTH SET-UP

- ❑ Enclosed **tent** (minimum 8'x8', maximum 10'x10') with **four sides**, front and back must zip open, with **flame resistant CPAI-84 certified tarp** completely covering floor area. You can buy, borrow or rent tent.
- ❑ **Skirting for Front Sales Table** - Must cover front of table from top to ground and pole to pole.
- ❑ **Hand washing Station on top of table:**  
Must include potable water in 5 gallon container with hands free faucet/spigot; liquid hand soap in a pump dispenser; paper towels; and a catch basin to collect waste water. Hand washing station must be **inside** tent.
- ❑ **Sale/Service Area Table** (check with Event Sponsor for how many 8' tables & chairs will be provided).
- ❑ **Food preparation table(s).**
- ❑ **Utensil/Ware washing Station on table:**  
3 large containers/tubs (Wash- Rinse-Sanitize); liquid bleach; dishwashing soap, testing strips and an area for air-drying utensils. If the utensil ware washing is outside, overhead protection must be provided.
- ❑ **Hot and Cold Electrical Equipment plus one 100 ft 12 or 14 gauge electrical cord (not two 50' cords) and surge protected power strip**
- ❑ **BBQ / Propane Stove / Open Flame Equipment** (including sterno's, chafing dish, etc.). Propane tanks must be secured against tipping with milk crates or similar item & located away from traffic areas
- ❑ **Ice Chests**
- ❑ **Pallets/Boxes/Shelves** for storing equipment & food at least 6" off ground prior to usage.
- ❑ **Fire Extinguisher** (if required, it will be provided by Fire Prevention.)
- ❑ Trash Can (provided by event sponsors)
- ❑ Thermometer (provided by event sponsor)
- ❑ **Oil/Grease Disposal Container plus Secondary Drip Pan**
- ❑ Plastic Disposable Gloves (recommend non-latex)
- ❑ Decorations must be within footprint of tent, structurally sound and fire proofed.

### HAND WASH STATION



## BOOTH INFORMATION AND DIAGRAM

**Complete the Following:** Note that booths may not exceed 200 square feet.

Dimensions: Width (sides) \_\_\_\_\_ Length (front) \_\_\_\_\_ Height \_\_\_\_\_

**Indicate location of the following:**

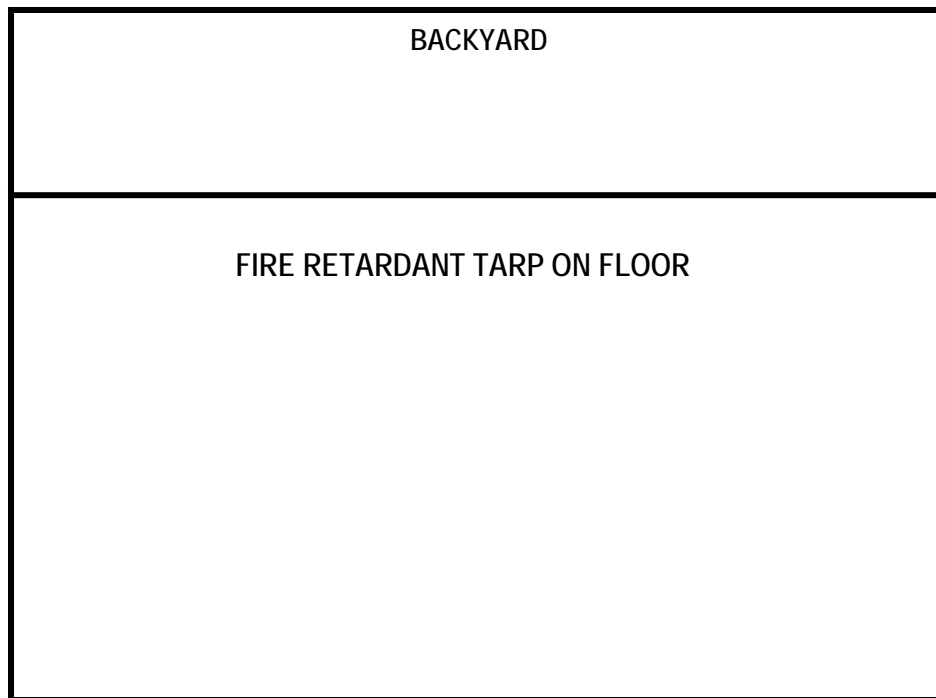
Storage	On Site <input type="checkbox"/>	Off Site <input type="checkbox"/>
Preparation	On Site <input type="checkbox"/>	Off Site <input type="checkbox"/>
Hot Holding	On Site <input type="checkbox"/>	Off Site <input type="checkbox"/>
Cold Holding	On Site <input type="checkbox"/>	Off Site <input type="checkbox"/>

**Draw a detailed plan of the proposed vendor booth below:** Include booth dimensions, location of food equipment, serving areas, cooking areas, hand washing station and utensil washing station. Include all items required in checklist and diagram on previous page. Hand washing / utensil washing stations, fire extinguishers, trash can, ash can and BBQs/grills/fryers must be located behind tent.

**Remember:** All booths must be enclosed by a safety barrier (caution tape) located at least 10 feet from the rear of all booths. The UCD Fire Department will determine if all open flame cooking must be performed outside the booth enclosure. If any cooking is performed outside the booth enclosure, it must occur 10 feet from the rear of the booth and the safety barrier must be located 10 feet beyond the outside cooking equipment.

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TEMPORARY FOOD BOOTHS THAT HANDLE UNPACKAGED, OPEN FOODS SHALL PROTECT FOOD BY A FULLY ENCLOSED TENT WITH 16 MESH PER SQUARE INCH SCREENS



# ELECTRICAL NEEDS

Operators are responsible for providing all equipment, including:

- 100 foot long 12- or 14-gauge extension cords (shorter cords may not be strung together)
- Surge protected power strips

All equipment and extension cords must be in good working condition, UL Listed and meet campus electrical requirements (see attached “Electrical Safety Requirements for Temporary Facilities”).

List below EACH item of equipment that requires electricity, propane and/or charcoal. For electrical equipment, you must provide amps OR both volts and watts required for each item. **Power is limited and items not identified below will not be permitted.**

Equipment	Volts	Watts	Amps	Propane	Other (specify)
Ex. Small Refrigerator	115v	42w	-	-	-
Burner	-	-	-	5 gal	-
Steam Table	-	-	1.12amp	-	-
Generator	-	-	-	-	Canola Oil
<b>Total</b>					