



## 54th Annual Boerne Berges Fest June 18 - 20, 2020

Herff Park ~ Kendall County Fair Grounds  
1307 River Road Boerne, Texas 78006

[www.BergesFest.com](http://www.BergesFest.com)

**Payment:** You will be confirmed of the booth space you selected on your application.

**Payment of half your fee will reserve your booth space, PAYMENT IN FULL IS DUE BY MAY 15<sup>th</sup>** or your deposit will be forfeited, and your spot given away.

Reservation fee is non-refundable, unless event is cancelled by the Boerne Berges Fest Association.



# Vendor Booth Rules

## Operating hours

Friday	Saturday
2 p.m. – 11 p.m.	11 a.m. - 11 p.m.

- All Vendors are requested to be open during these times; however, you may open earlier and stay longer, or close earlier depending on attendance
- **NO SET UP WILL BE PERMITTED TO START AFTER 2 PM ON FRIDAY UNTIL 10 AM ON SATURDAY**
- Check in will be Friday morning from 8 am-12 pm, food vendors need to be ready for the city health inspection at 12 pm

## **ANYONE IN VIOLATION OF THE RULES AND REQUIREMENTS WILL BE ASKED TO LEAVE THE FESTIVAL WITHOUT REFUND OF ENTRY FEE.**

- *Boerne Berges Fest Association (BFF) will not be liable for loss or damage to Vendor's booth, equipment, or other property, nor will the Association be liable for injury to any Vendor, participant, or third party.*
- *Regardless of how such loss, damage, or injury is occasioned and by whom, said Association shall be indemnified and saved harmless from any and all claims, suits, or judgments brought by anyone as a result of such loss, damage or injury.*
- *Vendor retains responsibility and assumes all risk of loss and/or damage onsite or in connection with transportation, display, storage, and sale of merchandise at Berges Fest.*
- *BFF and the Kendall County Fair assume no liability for vendor merchandise or equipment that is lost or damaged due to circumstances beyond their reasonable control.*
- *BFF assumes no liability for products sold by Vendors.*

- *BFF and its representatives are in no way responsible for any action of vendors or their helpers.*
- *Vendors agree to indemnify and hold harmless the BFF and the Kendall County Fair from any and all liability.*

## **Food Vendors**

1. Hot water must be supplied by the vendors for their use in clean up. Cold water will be provided. Each booth must have Three (3) washing containers, such as plastic dishpans, for washing hands and keeping utensils clean. **PLEASE READ AND FOLLOW THE ATTACHED REQUIREMENTS REQUIRED BY THE CITY OF BOERNE AND THE KENDALL COUNTY HEALTH INSPECTOR.**
2. All state and local health permits must be obtained from the proper authorities. A health official will be on the premises throughout the festival.
3. The vendor for each booth will supply one 5-pound ABC fire extinguisher for each booth rented. Fire department officials will be on the premises throughout the festival.
4. Two (2) 110-volt electrical outlets will be provided for each booth. Refrigerators will be allowed in the food booths. Maximum electrical consumption for each booth will be 20 amps
5. Any Vendor using and/or selling a product that requires ice **must purchase the ice from the Boerne Berges Fest Association.**
6. **Electrical cords are available for rental if needed. \$50 per day.** \$100 deposit required. Deposit will be returned when cord is returned.
7. **No sodas or water can be sold.**

## **Craft Vendors**

1. There will be LIMITED use of the electrical outlets that are in place.
  - Vendors may be asked to disconnect or turn off some items if breakers are being tripped.
  - Vendors are encouraged to use Compact Florescent Light Bulbs or other low wattage type lighting. Not to exceed 150 watts max for all.

- Extension cords must not exceed 100 feet and should not cause a trip hazard. Electrical cords are available for rental if needed. \$50 per day. \$100 deposit required. Deposit will be returned when cord is returned.
2. No tents will be provided for use during the festival. Vendors are required to provide a canopy or appropriate covering. Vendors must supply own tables, chairs, packing materials, backdrops, equipment, electrical extension cords, tablecloths, floor covering, etc. Tables are available for rent at \$10 per day, if arrangements are made ahead of time.
  3. At their discretion Boerne Berges Fest Directors can ask for items to stop being sold. Example of items prohibited from being sold:
    - Laser pointers or any item with laser pointers built in
    - "Poppers", Stink bombs, Silly string, or any item that will be left on the ground
  4. **No sodas or water can be sold.**

## **All Vendors**

1. All waste materials will be disposed of properly. There will be no dumping of any grease, water, ashes, etc. on the grounds. You will be responsible during the Fest to maintain the area surrounding your booth. Failure to do so may result in the closing of your booth.
2. Each vendor must take reasonable care of Boerne Berges Fest (BBF) and other property.
4. Payment in full must be received by the BBF either in cash or via PayPal before a reservation can be issued. Upon a successful payment, a confirmation letter will be sent with additional information. Payments are non-refundable after acceptance of space unless event canceled by the BBF. No rain checks will be issued.
5. Vehicle traffic will be allowed in the area of the booths only for loading and unloading of equipment and supplies. One vehicle pass per booth will be issued at check in allowing for temporary parking. Vendors will be asked to move vehicles one time only before being towed at the owner's expense. Unauthorized vehicles, trucks, and trailers will be towed at the owner's expense. Vehicles or trailers of any type or style allowed around the booth locations only with the approval of the Boerne Berges Fest Association.
6. Each vendor must have a **SALES TAX ID NUMBER OR EXEMPTION CERTIFICATE** and any Health Department permits that might be required by law and must be displayed in plain view throughout the festival.
7. In the event of rain, no hay or other material can be placed on the ground in or around booths.

8. No sound equipment such as PA systems, CD or radio players allowed.
9. Security will be provided overnight on Friday and Saturday nights by the BBF Association. However, the association assumes no risk of loss of vendor's property. Vendors are advised to properly secure their property.
10. Festival workers are all volunteers. Any disrespect shown to festival workers will cause you to be removed from the festival.



## Food Vendors Only

### Kendall County and City of Boerne Temporary Food Establishment Permit and Compliance Requirements

**PERMIT REQUIRED:** Each temporary food establishment shall have a valid permit issued by the County Health Officer. \$20.00 non-refundable fee per food booth/unit must be paid at least two days prior to the event. Nonprofit organizations are exempt from payment of the permit fee if they possess a (501-C) exemption from the IRS.

**Food Preparation:** Food shall be obtained from approved source and be in satisfactory condition. Food shall be prepared only in permitted or licensed establishments. Potentially hazardous foods shall be kept at 41 degrees Fahrenheit or lower, or at 135 degrees Fahrenheit or above. Equipment adequate to cook and maintain foods at the required temperatures shall be provided on premises. A properly scaled, metal stem-type thermometer shall be used to monitor the proper internal cooking and holding temperatures or potentially hazardous foods. Packaged food shall not be stored in direct contact with water or undrained ice if the food is subject to the entry of water. No pets or children are allowed behind food booths or preparation area.

**Equipment:** Food, utensils, and single service articles shall be protected from contamination during storage, preparation display and service. Utensils, including ice scoops, shall be provided to minimize handling of foods. Food contact surfaces shall be easily cleanable and washed, rinsed and sanitized as necessary. Three suitably sized basins shall be provided for cleaning equipment and utensils (wash with detergent, rinse and sanitize). Equipment must be cleaned before preparing food.

**Personal Hygiene:** Personnel shall maintain a high degree of personal cleanliness and conform to good hygienic practices. All personnel shall be free of infections, which may transmit food borne illness. Personnel shall wash their hands as often as needed during food preparation. A hand wash sink or container of water with a spigot, a catch basin, soap and paper towels shall be provided for hand washing. Hair restraints such as hats, hair coverings or nets and clothing that cover body hair are required for all personnel. **No sleeveless shirts are allowed.**

**Water:** A sufficient supply of water from an approved source shall be provided to prepare food and to clean hands, equipment, and utensils.

**Toilet Facilities and Waste Disposal:** Conveniently located toilet facilities shall be provided. All sewage and wastewater shall be disposed of through a sewage system according to applicable law. Adequate, covered containers for refuse and garbage shall be provided.

**Booth Construction:** Subflooring shall be graded to drain, and dust shall be controlled. Floors shall be constructed of concrete, asphalt, dirt, or gravel if covered with mats, removable platforms, or other suitable materials approved by the County Health Officer. Ceilings over food preparation areas shall be constructed of wood, canvas, or other materials to protect against weather. Pest (flies, roaches, or rodents) shall be controlled. Doors, walls, screening and other measures shall be required when necessary to restrict the entrance of flying insects.

**Advisory: Section 229.170 of Texas Food Establishment Rules provides that “The regulatory authority may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishment, may prohibit the sale of some or all potentially hazardous foods, and when no health hazard will result, may waive or modify requirements of these rules.” Failure to comply with these requirements may result in the immediate suspension of the permit and the assessment of penalties as provided by Texas Health and Safety Code, Chapter 437.**

PREVENTING FOOD BORNE ILLNESS IS A RESPONSIBILITY SHARED BY ALL INDIVIDUALS INVOLVED IN FOOD PRODUCTION, DISTRIBUTION, AND PREPARATION. IF YOU HAVE QUESTIONS, PLEASE CONTACT KENDALL COUNTY HEALTH OFFICER AT (830) 249-9343 EXT.214.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

# Health Permit Check List

***BFF is committed to the safety of our guests. Any food vendor found to be not in compliance with BFF or Kendall County health department rules will be asked to close and leave the event.***

- Hair nets / hats
- No sleeveless shirts or tank tops
- No one under 16
- No pets in food booth or preparation area
- Gloves for food preparation and handling
- Hand cleaning station with running water, catch basin, Soap, and paper towels
- Approved water for food preparations, utensil and equipment cleaning
- Utensil cleaning station 3 basins (soap, rinse, bleach)
- Food shall be obtained from approved source and be in satisfactory condition.
  - No precooked or packaged food from residents
  - Food Storage
    - Cold - 41 degrees or below
    - Hot - 135 degrees or above
    - No food in contact with water or undrained ice
    - Equipment adequate to cook / maintain food at the required temperatures
    - Clean work area
    - Food preparation area flooring (dirt, grass covered by suitable covering – tarp or wood decking)
    - Food preparation area shall have a roof (tent or canopy) to protect against weather
- Food, Utensils, and single service articles shall be protected from contamination.
- Utensils to minimize handling of food shall be used
- Pest (Fly's, rodents, roaches) shall be controlled
- Fire Extinguisher (5lbs ABC type)

***Food Handler Training certificates for EACH person in the booth MUST be provided to BFF by May 31<sup>st</sup> and kept at the booth at all times. This is required to obtain Health Permit.***





## **Parking**

*Once the Festival has opened, there will be limited access by vendors. Access MAY be granted by the Concessions and/or Parking & Security Director on an as needed, case by case basis.*

**PLEASE LIMIT UNNECESSARY TRAFFIC IN ORDER TO ENSURE THE SAFETY OF OUR GUESTS.**

**BARRICADES ARE TO BE MOVED ONLY WITH PRIOR APPROVAL AND PUT BACK IN PLACE IMMEDIATELY.**

- Vehicle traffic will be allowed in the area of the booths only for loading and unloading of equipment and supplies.
- One vehicle pass per booth will be issued at check-in allowing for temporary parking.
- Vehicles or trailers of any type or style allowed around the booth locations only with the approval of the Boerne Berges Fest Association.
- Vendors will be asked to move vehicles one time only before being towed at the owner's expense.
- BFF may have a vehicle towed at any time if it is deemed to be a safety hazard or is in any unauthorized location.
- Unauthorized vehicles, trucks, and trailers will be towed **at the owner's expense**.