



*World of Montgomery Festival*

WHEATON, MD  
SUNDAY, OCTOBER 16, 2011  
12:00 – 5:00 PM

Dear Restaurant Owner/Manager:

We are pleased to invite you to participate in the **2011 World of Montgomery Festival** in downtown Wheaton on **Sunday, October 16 from 12:00 to 5:00 pm**. This free, outdoor festival celebrates, explores and shares the diverse cultural heritages which play an active role in the lives of Montgomery County residents and communities. The event will take place at the Wheaton Triangle (2424 Reddie Drive, Wheaton, MD 20902), located across the street from the Wheaton Metro station.

We are seeking a selection of food vendors throughout the County to offer visitors the opportunity to sample a taste of the culinary diversity for which the County is known. Participating in the festival is a great way to market your restaurant to the more than 5,000 visitors that are expected to attend the event. Your restaurant will receive county-wide exposure and visibility at this event and we encourage you to take advantage of this unique opportunity.

Enclosed you will find all the information you need to participate as a food vendor at the event. **If you have further questions or need assistance, please contact me at 240-777-8106.**

Sincerely,

Sidney Cooper  
Marketing Manager  
Downtown Wheaton



## FOOD VENDOR INFORMATION

- Food vendors will be located along Grandview Avenue between Reddie Drive and Ennalls Avenue in downtown Wheaton. Each booth includes a 10' x 10' tent and 2 tables (no table skirts). A simple sign with your business name will be provided; any additional signage is your responsibility.
- **On event day you are allowed access to Grandview Avenue with a vehicle between 8am-11am.** All vehicles must be moved from the event area by 11:00 am. Delivery of items to the booth must be made on foot if arriving after am.
- You will need to decide on your menu. We strongly suggest that you include beverages. **You may sell each item for any price you determine.** You will be responsible for creating your own menu board listing the items and prices to display at your booth.
- **You will need to pass a health inspection on the day of the event. You should be set up for the inspection by 11:00 a.m.** Please review all Health Department guidelines and recommendations included in this packet. The Health Department requires that each restaurant use a hand washing set up. We recommend the following:
  - Bring a supply of disposable plastic gloves;
  - Use a large coffee urn filled with water or a 2 ½ gallon jug with a spigot, including a large bucket underneath to catch waste along with some soap;
  - Use a bowl with bleach to disinfect your utensils and clean water to rinse;
  - Use a cooler in your booth to hold cold food;
  - Use a sneeze guard if your food will be on the table where you will be greeting patrons.

**You will not be able to sell any food until you pass the health department inspection.**

- Your booth must be clear of trash before you leave. Please bring your own trash containers and bags for your booth. Please take all trash to the large trash dumpsters located in the event area. Do not place trash in the trash bins on the street. These will be used for visitors to dispose of their used plates and cups.
- If you have questions regarding health department requirements, menu selection or booth set-up, please call Sidney Cooper at 240-777-8106 or email [sidney.cooper@montgomerycountymd.gov](mailto:sidney.cooper@montgomerycountymd.gov).



## World of Montgomery Festival

### FOOD VENDOR BOOTH APPLICATION

**Food Vendor Fee \$125** (des not include \$65 fee for event day food license)

Business/Restaurant Name		
Business Address, City, State, ZIP		
Name of Business Owner/Manager		
Name of event day contact		
Phone Number of event day contact	Day:	Evening:

Please indicate whether you need electricity and what electrical appliance you will be using and the specifications (volts/watts). **TWO ELECTRICAL APPLIANCES ARE ALLOWED PER BOOTH. YOU MUST SUPPLY YOUR OWN EXTENSION CORDS.**

#### Do You Require Electricity for your Booth?

- Yes: Appliance type \_\_\_\_\_ Volts/Watts \_\_\_\_\_  
 No

If you plan to grill over an open flame, you must have a fire extinguisher and will need to grill outside of the tent and comply with the Fire Marshall's requirements. An additional \$75 open flame permit fee required

**Are You Grilling Over an Open Flame?**  Yes  No

**Please follow the instructions on the sheet marked FOOD VENDOR INFORMATION & APPLICATION INSTRUCTIONS.**

**Mail everything in the self-addressed envelope or bring it to:**

Sidney Cooper  
2424 Reddie Drive, Wheaton, Maryland 20902  
(240) 777-8106

**Return all forms and payments by Friday, September 30, 2011.**



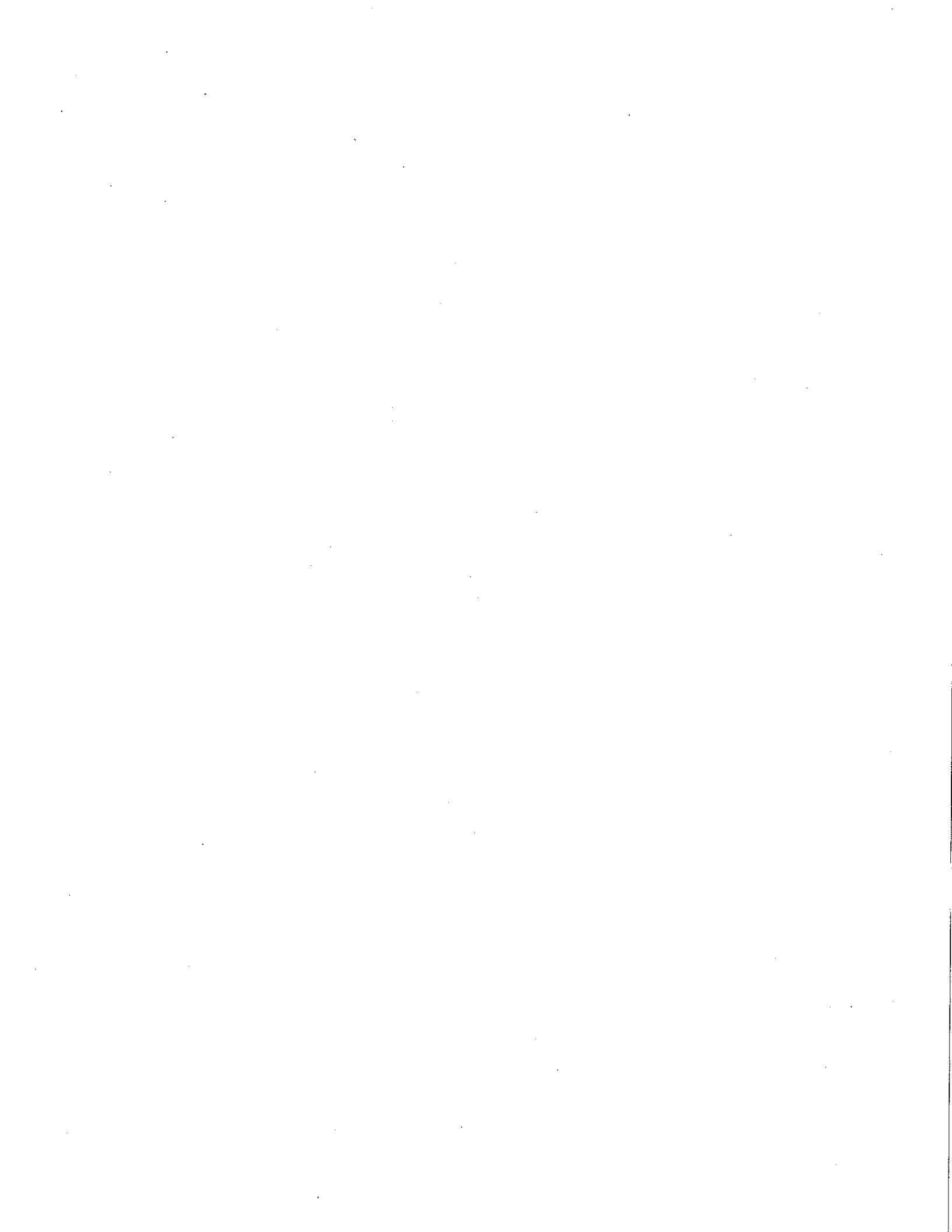
## APPLICATION INSTRUCTIONS

- Step 1** Fill out the Food Vendor Booth Registration form and include a check for \$125. Each additional tent will cost an additional \$125. *Checks should be payable to "Wheaton Urban District."*
- Step 2** Fill out a Montgomery County Health Department Temporary Food Service License application (enclosed) and include a check for \$65. *Checks should be payable to "Montgomery County Maryland."*
- Step 3** Mail everything to:
- Sidney Cooper  
Wheaton Urban District  
2424 Reddie Drive, Wheaton, MD 20902

If you do not want to mail your application and checks, you may bring them in person to the address above.

If you need help completing your paperwork or have questions, please call Sidney Cooper at 240-777-8106 or email [Sidney.cooper@montgomerycountymd.gov](mailto:Sidney.cooper@montgomerycountymd.gov).

**ALL FORMS AND PAYMENTS MUST BE RECEIVED NO LATER THAN  
FRIDAY, SEPTEMBER 30, 2011.**





**Montgomery County Department of Health and Human Services  
Licensure and Regulatory Services**  
255 Rockville Pike, Suite 100; Rockville, Maryland 20850  
Phone: 240-777-3986 Fax: 240-777-3088

**TEMPORARY FOOD SERVICE LICENSE APPLICATION**

Type of License: For Profit  Non-Profit  TODAY'S DATE: \_\_\_\_\_

Name of Event: World of Montgomery Festival

Location of Event: Wheaton Triangle

Address of Above Location: 2424 Reedie Drive Wheaton, MD 20902  
(include street number (if appropriate), street name, city, state, and zip code)

Date(s) of Event: Sunday October 16, 2011 Hours of Operation: 12pm - 5pm

Name of Event Coordinator: Sidney Cooper Telephone No. of Coordinator (with area code): 246-777-8106

Corporation / Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Daytime Telephone No. (with area code): \_\_\_\_\_  
(\*The contact person will be contacted by this office to discuss the application)

Fax No. (with area code): \_\_\_\_\_ Federal Tax Identification No.: \_\_\_\_\_

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

Address of Contact Person: \_\_\_\_\_  
(include street number, suite number, street name, city, state, and zip code)

On-Site Preparation:  Outside Tent:  Indoor Booth:  Mobile Truck/Trailer - Tag No. & State \_\_\_\_\_

Off-Site Preparation (Facility Name and Address): \_\_\_\_\_

Water Supply: WSSC Waste Water Disposal: \_\_\_\_\_  
(If well water is used, allow 30 days for water supply testing by DPS – Well & Septic Office. Call 240-777-6300)

I hereby certify that the above information is accurate and complete:

Signature of Owner or Agent: \_\_\_\_\_

Printed Name and Title of Above Signatory: \_\_\_\_\_

Fee: \$ 65.00 (See page 2 for fee schedule)

**Payment Method:** Cash is not accepted. Checks or money orders must be made payable to "Montgomery County, Maryland". Fax credit card payments to 240-777-4531 (confidential fax line).

Check  Money Order  Visa  Mastercard  Organization: \_\_\_\_\_

Credit Cardholder's Name: \_\_\_\_\_ Credit Card No.: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

I agree to pay the indicated total amount according to card issuer agreement:

Cardholder's Signature: \_\_\_\_\_

Submit completed application and fee to DHHS/Licensure & Regulatory Services.  
**NOTE: LICENSES ARE NOT TRANSFERABLE FROM LOCATION TO LOCATION OR PERSON TO PERSON.**

**OFFICE USE ONLY**

Receipt No: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_

Date Expires: \_\_\_\_\_

Check/Money Order No: \_\_\_\_\_

Record No: \_\_\_\_\_

License Approved     License Denied    Signature: \_\_\_\_\_

License Delivered     License Mailed     License Faxed    Date: \_\_\_\_\_

**FEE SCHEDULE**

(All licenses are issued for a maximum of 14 consecutive days at the same event and location)

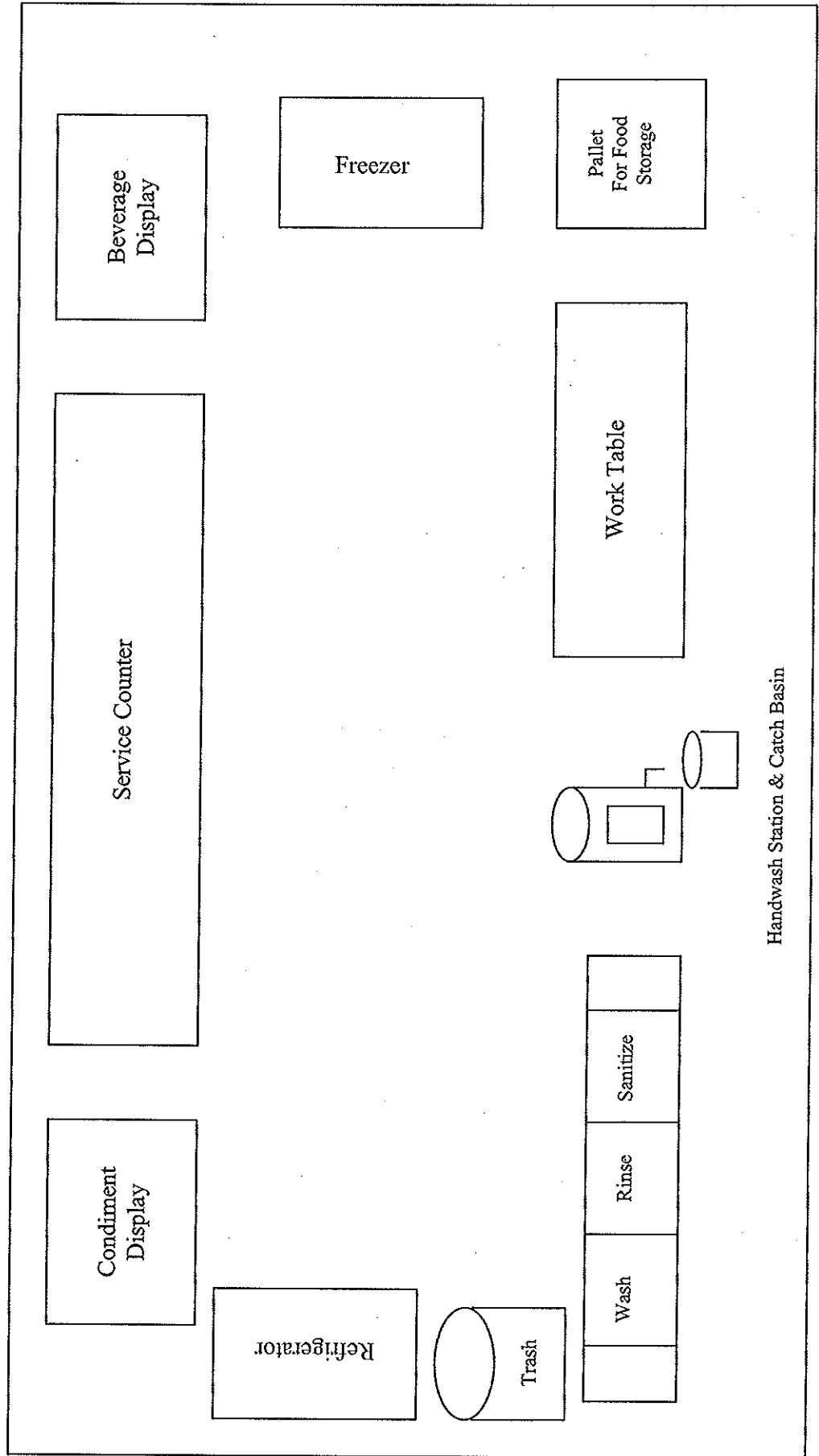
<u>For Profit Organizations:</u>	<u>Type of License</u>	<u>Fee</u>
• Potentially hazardous or opened foods (including samples). First license at the event: .....		\$65.00
• Potentially hazardous foods. Additional license at the same event: .....		\$65.00
• Commercially prepackaged non-potentially hazardous foods: .....		\$40.00
• Non-potentially hazardous foods. Additional license at the same event: .....		\$35.00
 <b><u>Non-Profit Charitable Organizations (Submit a copy of the organization's 501-C letter):</u></b>		
• Potentially hazardous foods: .....		\$30.00
• Non potentially hazardous foods: .....		\$15.00
 <b>Late Fee - For <u>all</u> applications received less than 2 business days prior to an event:</b>		
(Applications will not be processed until all fees have been received) .....		\$30.00

S: Public Health/License/Applications  
KAM: 10/08



All applicants must attach a drawing of how the tent, booth, or mobile truck will be set up for the event. Please include the location of all food equipment, hand washing stations, utensil washing stations, and trash receptacles.

Example Diagram of a Temporary Food Booth  
Open Flame Cooking Equipment Should be Placed Outside of the Tent or Building  
(not to scale)



Please Submit Answers to the Following Questions Concerning the Preparation and Serving of Food at the Event:

1. What potentially hazardous foods will be cooked then cooled prior to the event and how will the food be cooled?
2. What non-potentially hazardous foods and beverages will be sold or served at the event?
3. Where will the food be purchased? (List all suppliers for every food item or ingredient, including ice):
4. How will the food be transported to the event? (List equipment used, including hot and cold holding units):
5. How will bare hand contact of ready-to-eat food be prevented?
6. How will the food be protected from contamination when on display? (Include the equipment that will be used):
7. How will food temperatures be monitored during the event?
8. How will equipment temperatures (such as hot and cold holding units) be monitored during the event?
9. What equipment will be used to hold cold food items (if appropriate)?
10. What equipment will be used to hold hot food items (if appropriate)?
11. How will employees wash their hands (include the equipment and supplies that will be provided)?
12. How will utensils be washed (include the equipment and supplies that will be provided)?
13. How will clean equipment (such as utensils) be transported to and stored at the event?

14. What is the source of potable water and, if not provided by the event coordinator, how will it be transported to the event?
15. How will waste water be disposed of?
16. What type of condiments will be provided (ketchup, mustard, sugar, or cream, etc.) and how will they be dispensed?
17. How will eating utensils be provided to the customer? (i.e., will they be handed to the customer or placed in a container with handles facing the customer for self-service):