

Office of the Broome County Executive
Barbara J. Fiala, County Executive



June 8, 2009

Greetings,

Broome County has a lot to celebrate, including its diversity. We are a community made up of thousands of people who came from far away countries looking for a better life. Their individual work ethics and cultural traditions are what make our community so special.

I am writing to invite you to help us celebrate our community's diversity by participating in the Broome County Ethnic Festival. It is scheduled for October 24th, 2009 at the Broome County Veterans Memorial Arena.

On Saturday, October 24TH, between 11am and 5pm, inside the Veterans Memorial Arena, we hope to provide a variety of groups presenting and selling food, offering musical performances, demonstration booths and educational exhibits.

We are making it easy and affordable for you, your group or your business to participate. The Broome County Ethnic Festival Committee has prepared registration and background materials and these are enclosed for you. If you have any questions, please contact the Broome County Executive's Office at 778-2109 and ask for Colleen Wagner.

Register now for the Broome County Ethnic Festival, October 24, 2009 at the Veterans Memorial Arena. It is an exciting and fun way to celebrate!

Sincerely,

A handwritten signature in cursive script that reads "Barbara J. Fiala".

Barbara J. Fiala
Broome County Executive

2009 Broome County Ethnic Festival

INFORMATION AND GUIDELINES

BC Ethnic Festival
11am - 5pm, Saturday, October 24, 2009
Broome County Veteran's Memorial Arena

BACKGROUND: Broome County decided to resurrect a local Ethnic Festival as part of the county's bicentennial celebration. The event was so successful, it was decided the county would try to turn this event once again into an annual tradition. We hope that the same organizations that participated last year will return again this year. We also hope to attract additional vendors and performers in order to make this year's festival bigger and better. Everything you need to know about this year's event should be included in this packet. If however, you have any questions, please do not hesitate to contact the County Executive's office at 778-2109.

BOOTHS & REGISTRATION FEES:

Included in your registration fees, participants will be provided with a 10 X 10 pipe & drape booth, one (1) 8-foot table, and 2 chairs. Electricity will be available, **BUT MUST BE REQUESTED**. A small fee is required for additional tables and chairs (see Registration Form). Registered participants must staff, stock, decorate, program and clean-up their own booths and bring their own extension cords. Only the Main Stage will be staffed and programmed by the Festival sub-Committee.

FOOD SALES:

A food services permit from the Broome County Health Department is required for food sales of any kind during the Festival. This applies to all Festival participants who plan to cook/prepare food on site or who plan to sell food cooked/prepared previously off site. Food seller participants who already have a current food service permit **MUST SUBMIT** a copy of it with their Festival Registration. Those without a current food services permit **MUST** secure one and submit a copy of it with their Festival Registration. This applies **ONLY** to Festival participants who plan to sell food. To apply for a food services permit, fill out the application form included in this Festival packet and submit with the appropriate fee **DIRECTLY** to the Broome County Health Department, Environmental Health Services, 225 Front Street, Binghamton, NY 13905, telephone 607- 778-2887. Please allow plenty of time to secure the permit. A copy **MUST** be submitted with Festival registration by the deadline noted below. Festival participants who plan to cook food on grills with open coals or flames will be assigned to outdoor spaces on the plaza of the Broome County Veterans Memorial Arena.

PRODUCT SALES:

Vendor permits for non-food items/products are not required for this event. However, if you already have a vendor permit; please include a copy of it with Festival Registration. Although no vendor permit is required to sell non-food items during the Festival, items to be sold **must** be listed as indicated on the Registration Form. No unlisted items may be sold during the Festival.

PARTICIPATION AGREEMENT:

ALL must sign a Participation Agreement and submit with the completed Registration Form, copies of required permit(s), and registration fees. **These must be received (not postmarked) at Broome County Executive Office, 44 Hawley Street, P.O. Box 1766, Binghamton, NY 13902 no later than:**

****For Performances: Friday, August 28, 2009****

****For Exhibitor or Vendor: Friday, September 11, 2009****

QUESTIONS? - Call Colleen Wagner in the County Executive's Office at 778-2109

Broome County Ethnic Festival PARTICIPATION AGREEMENT

All applications to participate are subject to approval by the Broome County Ethnic Festival Committee and subject to space availability. The Broome County Ethnic Festival Committee reserves the right to reject applications considered inappropriate, given the nature of the event, which is family oriented and takes place on Broome County property. Applicants who are accepted for participation in the 2008 Broome County Ethnic Festival agree to meet the following standards and requirements. Should these requirements not be met, the Ethnic Festival Committee reserves the right to rescind approval of the registration application at any time, up to and including the day of the event.

GENERAL RULES & REGULATIONS

1. Vendors/exhibitors/performers must comply with all city, county, state, and federal ordinances and laws.
2. No alcoholic beverages may be brought onto and/or sold on festival premises.
3. A general description of items to be sold **MUST** be submitted with the application.
4. All food vendors must obtain a permit from the Broome County Health Department and a copy of the permit must accompany the Festival application. The permit must be displayed by the vendor throughout the event.
5. Food vendors must indicate foods that will be sold. No additional foods or substitutions may be made other than what is listed on the application.
6. Vendors/exhibitors/performers understand that violation of or noncompliance with this agreement or any rule, regulation, law, ordinance, or decree may result in immediate expulsion of the participant and his/her exhibit from the event, without a refund of any applicable fees paid.
7. Vendors/exhibitors/performers are responsible for setting up, taking down and removing their own merchandise, displays and paraphernalia in and around their booths.
8. A professional attitude and consideration for co-exhibitors and attendees are expected at all times. Failure to cooperate may result in removal from the show without refund.

The undersigned further agrees and understands that the submission of this application constitutes a commitment to appear/perform at the festival and acknowledges that no refunds will be made for cancellation by the undersigned for any reason. The undersigned further agrees that neither Broome County, the Ethnic Festival Committee, the City of Binghamton nor any sponsors of the Festival will be held responsible or liable for any lost, stolen, or damaged articles or merchandise by the undersigned during the festival.

As a representative of _____, I/We agree to abide by the standards and requirements stated in this Participation Agreement. I/We also will ensure all members of our organization/group are aware of these rules and regulations as stated by the Broome County Ethnic Festival Committee.

Signature X _____ Date _____

2009 Broome County Ethnic Festival Registration Form

BC Ethnic Festival
11am - 5pm, OCTOBER 24, 2009
BC Veterans Memorial Arena

(PRINT OR TYPE, PLEASE)

Name of Group: _____

Contact Person: _____

Day phone: _____ Evening Phone: _____

E-mail: _____

Mailing address: _____

(Check one) Non-Profit _____ Business _____ Individual _____

Neighborhood Group/ Club _____ School Group _____ Other _____

If other, please explain _____

ETHNIC GROUP: PLEASE IDENTIFY BY COUNTRY OR REGION OF ORIGIN, ETHNIC, RACIAL, CULTURAL OR LANGUAGE GROUP OF YOUR CHOICE: _____

We want to participate as:

(CHECK ALL THAT APPLY. Please print or type. Applicable Fees on Page 2)

- (a) EXHIBITOR _____
- (b) COMMERCIAL VENDOR _____
- (c) NON-PROFIT VENDOR _____
- (d) PERFORMER _____
- OTHER (Please Be Specific) _____

DO YOU NEED AN ELECTRICAL CONNECTION AT YOUR BOOTH? No _____ Yes _____ (See Fee Pg. 2.)

(1) If **EXHIBITOR**, What will you exhibit or demonstrate? _____

(2) If **VENDOR**, Do you plan to sell food? No ___ Yes ___ if yes, please describe:

*****REQUIRED: Please attach a copy of a current Food Services Permit issued by the BC Health Dept. *****

Please list the ethnic/cultural product (s) you plan to sell? _____

(3) Will food be cooked on site? No _____ Yes _____ (If yes, an outdoor space will be assigned.)

(4) If **PERFORMER**, What Type Of Performance? _____

(Please Note: We cannot guarantee a specific time, and in order to accommodate all of the performers each performance will be limited to 15 minutes)

TECHNICAL REQUIREMENTS _____

How many Microphones? _____ Mic Stands? _____ Hand Held Mics? _____ Monitors? _____

Other? _____

How many performers will be on stage at once? _____

Will you be using a sign language interpreter? YES _____ NO _____

Will you need a dressing area? YES _____ NO _____ Male? ___ Female? ___

Performers Are *(Check All That Apply)*: Children _____ Teens _____ Adults _____

Please list any other needs? _____

Registration Fees

(Select the applicable Items and calculate Total; Checks ONLY Please)

	<u>Item</u>	<u>Total</u>
(1) Exhibitor, Business or Corporate	\$50.00	\$ _____
(2) Exhibitor, Non-Profit Organization	\$20.00	\$ _____
(3) Exhibitor, Neighborhood Group/Club	\$20.00	\$ _____
(4) Exhibitor, Individual	\$20.00	\$ _____
(5) Vendor, Commercial Business	\$50.00	\$ _____
(6) Vendor, Non-Profit Organization	\$25.00	\$ _____
(7) Extra Table	How many? _____ \$10.00 ea.	\$ _____
(8) Extra Chair	How many? _____ \$ 5.00 ea.	\$ _____
(9) Electrical Connection	\$ 5.00	\$ _____
Total		\$ _____

TOTAL AMOUNT ENCLOSED \$ _____

PLEASE MAKE CHECKS PAYABLE TO: "BC ETHNIC FESTIVAL", SUBMIT WITH COMPLETED REGISTRATION FORM, SIGNED PARTICIPATION AGREEMENT, COPY OR COPIES OF APPLICABLE PERMITS TO:

**Broome County Executive Office
ATTN: BC Ethnic Festival
44 Hawley Street, P.O. Box 1766
Binghamton, NY 13902**

Must be RECEIVED NO LATER THAN 5:00 pm, FRIDAY, September 11, 2009

Print Name: _____ Authorized Signature: _____

Title (if applicable) _____

Daytime Contact Number: _____ E-Mail Address: _____

GENERAL HEALTH DEPARTMENT INFORMATION

- THAWING:**
1. UNDER REFRIGERATION
 2. UNDER COLD RUNNING WATER
 3. DURING COOKING (UNDER 3 LBS.)
 4. IN A MICROWAVE OVEN

COOKING:	POULTRY & STUFFED MEATS	165 F
	PORK	150 F
	STEAK	PER REQUEST
	* RARE ROAST BEEF	130 F
	OTHER HAZARDOUS FOOD	140 F
	GROUNG MEAT (HAMBURGER)	158 F
	EGGS	145 F

*Only rare first time, then must be reheated to 165 F (well done)

HOT HOLDING: (WET AND DRY STEAM TABLE, CROCK POT) 140 F

COOLING: 120 -- 70 F 2 HRS
 70 -- 45 F 4 HRS
 USE SHALLOW PANS BELOW (4 INCHES DEEP) TO REDUCE VOLUME
 OR
 MEAT PRODUCTS (ROASTS) REDUCE TO 6 LB PIECES.
 RICE AND REFRIED BEANS STORE 2 INCHES DEEP.

REHEATING

LEFTOVERS: 165 F—RAPIDLY (STOVE, OVEN OR MICROWAVE)

USE A PROBE THERMOMETER!!!

Direct hand contact with any food, including ice that does not receive heat treatment prior to serving must be prevented. This can be accomplished with the use of suitable utensils, such as tongs or spoons, deli paper, napkins, or plastic disposable gloves. Examples of tasks in which hand contact must be prevented are sandwich making, slicing cold cuts and cheeses, tossing salads, and assembling fresh fruit or vegetable platters. One should always be aware that the same cross-contamination problems associated with contaminated bare hands (i.e., transfer of bacteria from raw food to ready-to-eat food) can occur with inappropriate plastic glove use; therefore, if gloves are used, care must be taken to ensure they are changed at appropriate times, such as after touching raw food or non-food items and before touching ready-to-eat food. Regardless of the other control measures that are followed, proper hand washing at appropriate times must continue to be practice. Hands must be washed before gloves are put on when changed.

In certain food preparation procedures, there may be a danger in using plastic gloves. For example, in cases where a food worker is in close proximity to a heat source (stove, grill or fat fryer), which can melt the plastic gloves, or when working near equipment such as slicers and choppers, the use of suitable utensils or other barriers to prevent hand contact with food should be practiced.

MOBILE UNITS- OUTDOOR OPERATIONS

PROBLEMS TO AVOID

1. PREPARATION

Foods are not to be prepared at home. They must be prepared in an approved, inspected kitchen facility or an approved mobile set-up under permit to the health department.

2. FOOD OUT OF TEMPERATURE

Hot 140 F or above

(using a probe thermometer)

Cold 45 F or below

Note: Harmful bacteria can grow rapidly at temperatures between 140 F and 45 F.

RE-HEATING If food is not brought in (140 or above), then re-heating device must be available for use to re-heat to 165 (2 hrs.)

Crock pots are *not* to be used for *re-heating*; only for holding food already hot (140 or above)

3. ICE AS FOOD

Ice must be stored in bags or in clean ice chests. There should be a scoop or tongs to dispense the ice and no items are to be stored in ice for consumption.

4. POWER

Any items requiring electricity must have a supply *at all times*.

5. HANDWASHING

Use a beverage carrier with a bottom pour spout and a 5 gallon bucket for the waste water. Soap and paper towels must be provided for hand washing and hand drying.

6. PLASTIC GLOVES

Plastic gloves must be used to eliminate hand contact with *prepared products. (not a substitute for hand washing). Change gloves when they break or when contaminated.

7. SNEEZEGUARDS

Foods must be wrapped or shielded when on display.

*prepared foods include breads, baked goods, raw fruits and vegetables, cold meats and any other food products that are ready-to-eat.

ALSO NOTE: STORE NOTHING DIRECTLY ON THE GROUND. MUST BE 6" OFF THE GROUND!