Cross Cultural Center
Student Food booth Application
Due: February 20th, 2016

In addition to the following requirements, Event Sponsors may apply additional requirements.

Requirements to Sponsor a Major Food Event
- Your group must be a Registered Student Organization in good standing with CSI with no holds.
- Your group must select TWO (2) students who will be responsible for ALL aspects of the application, approval process, food preparation and sale for your group.
- Your TWO (2) Food Booth Coordinators must meet all deadlines and complete all required steps or your Food Booth Event will not be approved.
- Your group must provide your own tent/canopy that meets EH&S and Fire requirements. You may borrow, rent, purchase or use your own.
  - Minimum of 8’x 8’, maximum of 10’x 10’.
  - Tent must be fire retardant and equipped with a ceiling, 4 sides (can be screened), and front and back sides that zip open. You must also have a CPAI-84 certified fire-retardant tarp for entire floor area.
- Groups sponsoring Major Food Booth Sales at Cross Cultural Center Culture Days events (APCN, LRCD, BFD) will be required to use a specified University Kitchen unless permitted by EH&S to prepare their food at another university approved location or to prepare completely on site.
- For all other events: groups may only sell/serve foods that can be prepared completely on the event site.
- Foods you can sell/serve: only 1 main dish (meat or veggie; only one type of meat/fish) and a maximum of 2 side dishes for 3 food items in total.
- **Equipment:** You must provide all your own equipment including tent, floor tarp, 4 buckets, appliances/containers for heating, cooling, storing, etc., utensils and paper goods, prescribed extension cords and power strip, dish and hand soap, bleach, tape, foil and anything else needed.
- **Electricity:** You may use no more than 3 electrical appliances.
- **Grills:** Only propane grills are allowed. No charcoal grills are permitted.

What EH&S and Fire will be Reviewing and Approving on your Application:
- Foods you will be serving, all ingredients, where you are purchasing the foods/ingredients, where and how food will be prepared, and where and how food will be stored and transported.
- How foods will be prepared and maintained with hot- and cold-holding at event site, and a detailed drawing of your booth area set-up and the flow of food preparation from raw to service.
- If electrical needs are safe, and meet UCD Fire regulations. See additional UCD Fire Prevention Food Booth and Vendor Regulations for more information

Requirements On Site at the Event:
- Your group must arrive and be set up by the event deadlines.
- Your group must accurately and thoroughly complete a pre-inspection using the **PRE-INSPECTION CHECK-LIST** included in this packet. The CCC must review and sign off on the pre-inspection.
- **EH&S and Fire will then conduct on-site inspections.** If EH&S or Fire determine that information provided on your Inspection Check-List is not accurate or true, your Food Booth will be shut down and you will not be permitted to sell or serve at that event.
- **You must provide your own change fund.** The event will not make change for you.
- You must comply with event sustainability requirements, including recycling and composting.
- **You must clean up your booth site** including discarding, used water, trash, recycling, etc. in specified locations.
- EH&S and UCD Fire will determine whether you will need a metal-stemmed probe thermometer, fire extinguisher, etc. If so, these will be provided for you. You will be charged for these items if they are not returned by the end of the event.
- If approved, EH&S will provide documentation approving sales. This must be visible
- If approved, UCD Fire will provide documentation (Food Booth Regulations Agreement) approving sales.
Food Booth and Vendor Regulations

March 2000
Revised September 2015

Introduction

Vendors invited to participate in events sponsored by various organizations on the UC Davis campus are expected to abide by all applicable fire and life safety regulations concerning the vendor's specific service as either cited or referenced in Title 19 of the California Code of Regulations and the 2013 California Fire Code. Listed below are certain minimum fire and life safety requirements, which are common to most events involving food or craft booths. Please take the time to understand these requirements as well as other applicable requirements to make your area of service as safe as possible. Should you have any questions, please contact the UC Davis Fire Prevention Unit at (530) 752-1493.

Prior to the beginning of each event, all vendor booths will be inspected by a UC Davis Fire Marshal. Once all applicable fire and life safety requirements, including but not limited to those listed below, are met, an inspection compliance “tag” will be issued to the vendor. The tag must be attached to the booth and displayed in a conspicuous location throughout the event. However, if the inspector determines that the vendor does not comply with minimum fire and life safety requirements, an event coordinator will be notified and the vendor will be asked to correct the problems or discontinue operation.

This standard will apply to individual tents, temporary structures or membrane structures more than 200 square feet in area and canopies more than 400 square feet in area used as outdoor carnival and fair booths.

Note: The event coordinator is responsible for compliance of all regulations.

A signed copy of the Food Booth and Vendor Regulations Agreement Form shall be posted in the structure and signed by the vendor. By signing this form the vendor agrees to comply with these regulations. The signed copy will be available on request for review by the UC Davis Campus Fire Marshal.

Definitions

Tent: A structure, enclosure or shelter, with or without sidewalls or drops, constructed of fabric or pliable material supported in any manner except by air or the contents that it protects.

Food Booth: A food service establishment that operates at a fixed location in conjunction with a single event or celebration.

Vendor Booth: All booths except food service booths.
Food Booth Construction and Location

1. All fabrics or membranes covering food booths larger than 10x10 feet must bear a conspicuous and durable label indicating that the material is flame resistant. Label and wording must be consistent with the requirements of Title 19 of the California Code of Regulations, Subchapter 2, Sections 332, 334, and 335.
2. Decorative materials must be inherently fire resistive, or must be treated with a fire-retardant paint or spray.
3. Flooring material used within a food booth and under cooking equipment must be non-combustible or fire-retardant treated. All tarps must have the CPAI-84 certification label attached. Untreated plastic tarps will not be accepted.
4. Each food booth must have at least one exit way, minimum 3 feet wide by 6'8" in height (booth frame shall not intersect exit path).
5. Food booths with cooking appliances must have a minimum clearance of 10 feet on at least two sides with clearance of at least 10 feet from any vendor booth.

Note: For covering, decorative or flooring material listed above, a flame test may be required for non-certified flame retardant or treated materials. A field flame test will require a sample of material measuring 2 inches by 12 inches. EXCEPTION: 3/8" Plywood or similar material.

Heating Equipment

- All interior heating equipment must be of an approved type and must be a minimum of 18 inches from booth back/side drop materials.
- Heating equipment shall not be located within 18 inches of exits or combustible materials.
- Outdoor cooking that produces sparks or grease laden vapors shall not be performed within 10 feet of a tent.
- Electrical heating equipment shall comply with the California Electrical Code and be UL listed.

Propane

1. The use of PROPAOG as a source of fuel for heating is regulated by the National Fire Codes (Standard #58) and the California Fire Code (Chapters 53 and 61)
2. LP-gas equipment such as tanks, piping, hoses, fitting, valves, tubing and other related components shall be approved and in accordance with California Fire Code Chapter 61 and the California Mechanical Code
3. Containers shall be located outside. Safety release valves shall be pointed away from the tent, canopy or membrane structure. Containers may NOT be located in approved fire lanes. If containers are located in the fire lane, they will be relocated or the piece of equipment will not be used.
4. Portable LP-gas containers with a maximum capacity of 20 gallons or less shall have a minimum separation between the container and structures of not less than 10 feet.
5. Portable LP-gas containers, piping, valves and fittings which are located outside and are being used to fuel equipment inside a tent, canopy or membrane structure shall be adequately protected to prevent tampering, damage by vehicles or other hazards and shall be located in
an approved location. Containers shall be secured in an upright position and must be located at least 5 feet apart from each other.

6. Rubber hoses or metal flexible hoses connecting the tank with the appliance must be approved for propane. The letters “LPG” and the symbol “U/L” on the hose are sufficient evidence of acceptability. “Slip-end” connectors are not allowed; rubber hoses must be fitted with factory-made metal fittings.

7. Cooking appliances must have an on-off valve placed far enough away to be shut off in case of a fire.

8. Shut-off valves must be provided at each fuel source.

9. No storage of extra propane tanks will be allowed in the booth.

10. Tanks not in use must be turned OFF.

11. Unused fuel cylinders shall be stored in a secured position. Unused and empty cylinders must be located 50 feet away from all combustibles.

12. Maximum outside storage is 10 gallons.

Note: Specialized cooking equipment, used outside of the booth may have larger tanks, when approved by the UC Davis Fire Marshal.

Vendor Booth Construction and Location

1. Each vendor booth shall have at least one exit, minimum 3 feet wide by 6'8" in height (booth frame shall not intersect exit path).

2. Vendor booths shall have a minimum clearance of 20 feet on at least one side with clearance of at least 10 feet from any cooking booth.

3. A 10-foot wide separation shall be provided for every 20-lineal foot of vendor booths.

Electrical Power

1. Generators will be placed in locations approved by the UC Davis Fire Marshal for festival use.

2. Generators will be located a minimum of 20 feet from tents or canopies and will be isolated from contact with the public by approved means.

3. Refueling of generators is prohibited during event hours. No extra fuel shall be stored during event hours.

4. During approved refueling times, no smoking or open flames are allowed within 25 feet of the generator.

5. Each generator must be provided with a fire extinguisher with a minimum 40B:C rating. The extinguisher shall be located near the generator and accessible at all times.

6. Extension cords will be of grounded type, approved for exterior use and one continuous cord not exceeding 100 feet.

7. Extension cords will not be frayed or worn and will not be laid in any areas with pedestrian traffic unless they are covered by an approved means determined by the UC Davis Fire Marshal.
Frying/Flambé/Open Flame Cooking

1. Cooking with charcoal is prohibited.
2. Frying is defined as any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.
3. Frying is prohibited inside booths and must be located 10 feet from both sides and 3 feet from open flame cooking devices.
4. Frying must not be accessible by the general public.
5. Frying equipment must be equipped with a temperature regulating device or other method of regulating temperatures approved by the University Fire Marshal.
6. Each booth must be equipped with a **Class K Type fire extinguisher**.

Fire Extinguishers

1. Each cooking booth must be equipped with a fire extinguisher with a minimum rating of **2A:10B:C**. (5 LB dry chemical extinguisher)
2. For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of **2A:10B:C** must not exceed 75 feet.
3. Booths that will be frying will require a **Class K Type fire extinguisher**.
4. Fire extinguishers must be visible and accessible.
5. Fire extinguishers must be serviced annually and be tagged accordingly.
6. Each generator must be provided with a fire extinguisher with a minimum **40B:C** rating. The extinguisher shall be located near the generator and accessible at all times.

Fire Access

1. **Fire Hydrants** – Fire Hydrants must not be obstructed 10 feet on either side at any time for any reason.
2. **Streets** – Parking is limited, therefore, do not leave your vehicle parked where it will block the street in such a manner as to prevent other vehicles from passing.

Fire Safety Tips

1. Know where the nearest fire extinguisher is located and how to use it.
2. **DO NOT** leave cooking operations unattended.
3. **DO NOT** wear loose fitting clothing while cooking.
4. Remove trash accumulation regularly.
5. Keep combustibles away from heat sources.
6. In case of emergency, **DIAL 9-1-1** or (530) 752-1234 from a cell phone.
Food Booth and Vendor

Regulations Agreement

August 2015

A copy of these requirements and regulations shall be posted in the structure and signed by the vendor. By signing this form the vendor agrees to comply with these regulations. The signed copy will be available on request for review by the UC Davis Fire Marshal’s Office.

For questions, please call James Patterson at the UC Davis Fire Prevention (530) 752-3839.

__________________________________________________________________________
Food Booth Operator’s signature                                      Date of Event

__________________________________________________________________________
Booth Name

__________________________________________________________________________
UC Davis Fire Marshal                                                  Date of Inspection
RESPONSIBILITIES CHECKLIST FOR YOUR FOOD BOOTH COORDINATORS
(must be the same two student coordinators through all stages of the approval process and food event)

☐ Complete and submit the Major Food Event Application by February 20th, 2016.
☐ Complete online Food Handling Training and include training certification for both student coordinators with the submission of your Major Food booth Application
☐ Read, all application attachments (Pre-Inspection Checklist and Fire Prevention Regulations).
☐ Must attend food booth Orientation for designated culture day: LRCD (3/30/2016), APCN (4/6/2016), BFD (4/11/2016). Time for orientation will be assigned within upon acceptance.
☐ Submit and obtain Application to Raise Funds from CSI by the specified deadlines.
☐ Pay $30 deposit with your food booth application which you will receive on the day of your culture day food booth
☐ Coordinate and supervise all aspects of food purchase, storage, preparation, booth set-up, sales, take-down and clean up.
☐ Complete the Food Event Pre-Inspection Form at the event prior to required on-site inspections by Fire and EH&S.
☐ At least one student coordinator must be present during on-site inspections by CCC, EH&S and Fire.
☐ Complete any additional steps required by Event Sponsor.
☐ All food handlers present on the day of the event, must complete online food handling training, and provide certifications at the time of inspection

INDEMNIFICATION AND HOLD HARMLESS
Please read this section thoroughly before signing.

Student Group agrees to indemnify and hold the Regents of the University of California harmless from any and all claims, actions, suits, procedures, costs, expenses, damages and liability, including attorney’s fees brought as a result of their involvement in this activity and to reimburse them for any such expenses incurred.

We have read and understand the information provided to us. We are aware that participation in this event is contingent upon:

1. Our group providing accurate and complete information requested at the time we submit this application;
2. Approval of application by the event organizers (if we are not the sponsors), UC Davis Fire Department, and UC Davis Office of Environmental Health and Safety (EH&S);
3. Our group adhering to all requirements provided;
4. Successfully completing UC Davis Fire Department and UC Davis Office of Environmental Health and Safety (EH&S) inspections at the event.

We realize that failure to achieve satisfactory on-site Fire Department and/or EH&S inspections and/or failure to comply with the stated requirements are grounds for being excluded from participation in this and possibly future events on the UC Davis campus. We agree that fees already paid will not be refunded should our booth not satisfy the conditions stated in the Food Event Application and Information Attachments. We are also aware that if we have any questions regarding the requirements, we can contact EH&S at (530) 752-3572 and the Fire Department at (530) 752-3839 for assistance.

Legible Signature of Student Group Food Booth Coordinator:
__________________________________________________________
Date

Legible Signature of Student Group Food Booth Coordinator:
__________________________________________________________
Date
2016 Major Food Booth Event (Sale or Giveaway)
STUDENT GROUP APPLICATION

The original plus 3 completed copies of this application must be submitted for approval.

(for CCC, your group, EH&S and Fire)

Your group must designate TWO (2) student Coordinators for your food event who are responsible for all stages of the approval process, food purchase/preparation, set-up, sale/service and clean up.

Name of Student Group:______________________________________________ Date: ________________

Program(s) at which RSO is applying to sell (Circle all that Apply):

*Asian Pacific Night Market – April 22nd  *La Raza Cultural Days, April 30th  *Black Family Day – May 21st

Two Student Coordinators Responsible for all aspects of Major Food Event:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone #</th>
<th>ucdavis.edu Email</th>
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</thead>
<tbody>
<tr>
<td>A.</td>
<td></td>
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<tr>
<td>B.</td>
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</table>

Registered Student Organization Mailbox: _____________________
For Office Use Only

**APPROVAL STATUS:**

1. **Approved:**
   - EH&S: ___________  Date: ___________
   - Fire: ___________  Date: ___________
   - Cross Cultural Center: ___________  Date: ___________
   - Event Sponsor (if needed): ___________  Date: ___________

2. **Approval Pending:**
   - EH&S: ___________  Date: ___________
   - Fire: ___________  Date: ___________
   - Cross Cultural Center: ___________  Date: ___________
   - Event Sponsor (if needed): ___________  Date: ___________

**APPROVAL REQUIREMENTS/COMMENTS**

EH&S: Thermometer Required University Kitchen Required 4-sided Tent Canopy

Comments:

Fire: Fire Extinguisher Required? Yes No If yes, which kind? K ABC

Comments:

Cross Cultural Center: ____________________________________________________________

Event Sponsor: _______________________________________________________________

**APPROVAL DENIED**

EH&S: ___________  Date: ___________

Fire: ___________  Date: ___________

Cross Cultural Center: ___________  Date: ___________

Event Sponsor (if needed): __________ Date: __________

Reason:
**MENU, PURCHASE, STORAGE, PREPARATION OF FOODS**

- Menu may not exceed 3 food items and may only include one main dish and one meat item.
- All foods must be prepared by your group (Not commercial items purchased and just reheated or cooled)
- All foods must be stored and prepared in a university approved Kitchen or purchased from University approved food facilities. Read Attachment A or phone Office of Environmental Health & Safety at (530) 752-3572 for more information.

<table>
<thead>
<tr>
<th>List Food Item (no more than 3 food items: one meat or veggie main dish only)</th>
<th>Ingredients (List all)</th>
<th>Where purchasing ingredients</th>
<th>Where storing ingredients prior to preparation</th>
<th>How items will be prepared in advance</th>
<th>Where you will prepare food in advance of event</th>
<th>Where storing/refrigerating (not at home)</th>
<th>Method of transporting food to event site</th>
<th>Prep &amp; Storage that will be done on site</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st item:</td>
<td>1st item:</td>
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<td>2nd item:</td>
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</table>

- Fry
- Marinate
- Portion / Cut
- Assemble
- Bake
- Boil
- Steam
- Refrigerate
- Freeze
- Other

- Fry
- Heat
- Grill
- Blend
- Assemble
- Portion / cut
- Keep cold

- Fry
- Heat
- Grill
- Blend
- Assemble
- Portion / cut
- Keep cold

- Fry
- Heat
- Grill
- Blend
- Assemble
- Portion / cut
- Keep cold
## Menu and Preparation (continued)

<table>
<thead>
<tr>
<th>Food Items</th>
<th>Name of Business</th>
<th>Type of Business</th>
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<tbody>
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</tbody>
</table>

Indicate the name and type of business where raw ingredients/pre-made food items will be purchased (local retailer, wholesaler, restaurant, etc.):

**Skip this next item if you are preparing all of your food at a University Kitchen or on-site at event.**

If you are preparing food at a location other than on campus location approved by EH&S, please provide the name, address and county of any other facilities where each preparation activity will occur:

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Address</th>
<th>County &amp; Permit #</th>
<th>Preparation Activity</th>
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<tbody>
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</tbody>
</table>

**Indicate how each food item will be served:**

<table>
<thead>
<tr>
<th>Food Item</th>
<th>Will it be served hot? (yes or no)</th>
<th>How will you keep it hot on site?</th>
<th>Will it be served cold? (yes or no)</th>
<th>How will you keep it cold on site? (ie. Ice chest)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex. Steamed Rice</td>
<td>Yes</td>
<td>Rice cooker</td>
<td>No</td>
<td>Ice Chests</td>
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<tr>
<td>Ex. Root Beer Floats</td>
<td>No</td>
<td>N/A</td>
<td>Yes</td>
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</tr>
</tbody>
</table>

1.  
2.  
3.  

- Each group is responsible for providing all needed equipment and extension cords that are UL listed and meet campus electrical requirements (“Electrical Safety Requirements for Temporary Facilities” attached).
- Each booth is limited to three (3) electrical appliances.
- List all electrical equipment you will use and provide the requested information (amps), which can usually be found etched into the bottom of the appliance or into a metal plate secured to the device.
- List any gas/propane burning equipment.
- **Applications cannot be processed and approved without amps information.**

**Example:**

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>AMPS</th>
<th>PROPANE</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Crock Pot</td>
<td>.45amp</td>
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<tr>
<td>2. Grill</td>
<td>-------</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>3. Rice Cooker</td>
<td>1.12amp</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>EQUIPMENT</th>
<th>AMPS</th>
<th>PROPANE</th>
<th>OTHER</th>
</tr>
</thead>
</table>

**TOTAL AMPS ____________**
EXAMPLE FOOD BOOTH SET-UP

Remember: Your group must provide all your own supplies and equipment. What you must provide (check these off as you include them on your site plan on the next page and make sure you have them on site for inspection):

- 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 & Utensil Washing Station
- Purified Water in 5 gallon container with spout (can buy at grocery store); liquid hand soap; paper towels;
- 4 Buckets Total
  - 1 Bucket to catch used hand washing water.
  - 3 Buckets (to wash, rinse & sanitize); liquid bleach; dishwashing soap. Hand washing & utensil washing stations must be behind tent
- Sale/Service Area Table (check with Event Sponsor for how many 8’ tables & chairs will be provided).
- Preparation Area Table.
- 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 sternos, 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 Dept.)
- 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.
- Permit to sell from UC Davis Fire Marshall after approval is received

Misc : Foil for chafing dishes, utensils for eating, duct tape, staples, hammer, pot holders, extra tables if needed.

EXAMPLE FOOD SITE PLAN

FRONT OF TENT

TO CAUTION TAPE

CAUTION TAPE

Must be 10’ between BBQ/Propane Grill/Fryers and your caution tape

TO CAUTION TAPE

Must be 10’ between tent and BBQ/Propane Grill/Fryers

Location for personal belongings must be away from cooking and prep areas.

BBQ/GRILL/FYERS

4 BUCKETS TOTAL

HANDWASH STATION

USED WATER

SAMPLE PLAN

TARP ON FLOOR

STORAGE

ICE CHEST

PREP AREA

3 FT. X 9 FT.
SALES/SERVICE TABLE

--- Banner/Cover 10’ from pole to pole ---

--- End of Illustration ---
CREATE YOUR FOOD BOOTH PLAN BELOW

List all equipment you will use/provide (use list on previous page as a guide):

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**Draw your site plan and indicate flow of food preparation from raw to service:**

- Include all items required for your food event that are listed on the previous page.
- Follow sample diagram.
- Hand washing/utensil washing, fire extinguishers, trash can, BBQs/grills/fryers must be located *behind* your tent.

**Please Note:** Any additional materials for decorations must be included on your site plan.