



2024 Kendall County Fair

Vendor Contract August 30-September 1, 2024

Kendall County Fairgrounds | P.O. BOX 954, Boerne, TX 78006

Business Name/DBA: _____

Contact Person: _____

Mailing Address: _____

Email Address: _____

Phone Number: _____ Cell Phone: _____

Type of Business/Product: _____

VENDOR BOOTHS

(Please submit Texas Sales Tax Certificate, Deposit, Booth Fee, and pictures of booth set-up, products, or site where products can be reviewed)

Quantity	Size	Location	Price
_____	10x10	___ Inside	\$110.00
		___ Outside	\$150.00
_____	10x20	___ Inside	\$160.00
		___ Outside	\$200.00
			TOTAL: _____

FOOD BOOTHS & TRUCKS

(Booth fees include temporary food permit and fire permit) Please submit Texas Sales Tax Certificate, Health and Fire applications with documentation, and copy of menu with pricing.) Booth Fee is due with contract to hold booth. All booth fees must be paid by August 5th, 2024.

_____ 10x10 Food Booth	\$365.00	\$300 booth fee +\$25 Food Permit+ \$40 Fire Permit
+ _____ 10x20 Food Booth	\$515.00	\$450 booth fee +\$25 Food Permit+ \$40 Fire Permit
_____ Food Truck	\$565.00	\$500 booth fee +\$25 Food Permit+ \$40 Fire Permit
Food Truck Length: 20ft _____ 30ft _____ 40ft Other _____		
		TOTAL: _____

ELECTRICITY *(Please select one)*

_____ 20 AMP 120v Service	\$ 50.00	
_____ 30AMP Service	\$100.00	
_____ 50 AMP Service	\$150.00	
_____ I do not need any electrical service.		
		TOTAL: _____

TOTAL ENCLOSED: \$ _____

I, as the vendor agree not to hold the Kendall County Fair Association, Inc. and any association director and /or officers responsible for any lost, damaged or stolen articles before, during and after the sale and further agree not to hold them responsible for any accidents should they occur. I agree not to sale any type of firearms, ammunition, martial arts weapons, pornography, hazardous materials, drugs or related items or animals (pets) of any kind. The Kendall County Fair Association reserves the right to close any vendor booth and evict the vendor for Non-Compliance with NO REFUND of payment. I hereby agree to the set of terms, regulations and conditions set forth in this application/agreement. ASSUMPTION OF RISK: VENDORS UNDERSTAND AND CONFIRM ALL THE FOLLOWING: (1.) that an inherent risk of (SAR-Cov-2) COVID-19 and any current COVID-19 VARIANT(s) and other diseases and viruses exists in any public place where people are present; (2.) that COVID-19 and any COVID-19 VARIANT is an extremely contagious disease that can lead to severe illness and death and the Vendor's participation in public fairs/ craft shows could result in a vendor contracting COVID-19 or any COVID-19 VARIANT suffering respiratory failure and /or death, and transmitting COVID-19 or any COVID-19 VARIANT to family or household members and others who may suffer such effects; and (3.) that, according to the Center of Diseases Control and Prevention, older persons, persons who are immunocompromised, and persons with underlying medical conditions are especially vulnerable. By participating in any public garage sale/ craft show, vendors knowingly, voluntarily, and irrevocably, absolutely and unconditionally assume all risks now or hereafter related to, or arising from the Kendall County Fair Association, Inc. Hosted Kendall County Fair (including all risks for personal injury, illness, disease and viruses (including secondary transmission, COVID-19 and any COVID-19 VARIANT exposure to COVID-19 and COVID-19 VARIANT), death and /or property damage. WAIVER AND RELEASE: VENDORS UNDERSTAND AND CONFIRM THE FOLLOWING: Vendors does hereby knowingly, voluntarily, irrevocably, absolutely and unconditionally release and forever discharge, Kendall County Fair Association, Inc. (Kendall County Fair) and their respective directors, officers, volunteers and the successors and assigns of all the foregoing (jointly and severally, he "Releases Persons") from, and covenants not to sue any "Released Persons" for any and all liabilities, claims, demands, costs, losses, obligations, causes of action, damages, deficiencies, expenses (including, without limitations, costs of investigation and defense and reasonable attorneys' fees and expenses), fines, penalties, judgments, awards and assessments of any kind (weather arising from tort, contract or otherwise), which vendors may now hereafter suffer or experience in connection with or as a result of (i)exposure to, or transmission of, COVID-19 at the Kendall County Fair. *The Kendall County Fair Association will charge a \$30.00 NSF fee for all returned checks. By signing this, I agree to accept all the rules and policies & procedures of this event. I understand that if my area is not left clean or has damages, I will be charged a minimum of \$250.*

Vendor Signature _____

Date _____



2024 Kendall County Fair

Kendall County Fairgrounds

P.O.BOX 954, Boerne, TX 78006

830-822-3392 | vendor@kcfa.org | www.kcfa.org

Vendor Rules & General Information

1. Vendor set-up times are Wednesday and Thursday between 1:00pm- 5:00pm and Friday morning 7:30am
2. Vendors must stay open the entire time *Inside Halls* is open to shoppers.
3. Friday: 5:00pm – 10:00pm
Saturday: 10:30am – 10:00pm
Sunday: 11:00am – 10:00pm
4. **Vendors cannot sell water, sodas, or alcohol. Vendors are only allowed to sell items that have been preapproved by the KCFA.**
5. Vendors must park in designated parking as required by the organization to protect all of our guests. . Vehicles must be moved by 4pm to designated vendor parking.
6. **All cancellations must be made by July 31, 2024, for a full refund. No refunds will be given after July 31, 2024. Cancellations must be made in writing. No Exceptions**
7. Leave your area clean and free of trash or you will be charged a minimum of \$250.
8. Booths with high backs will be placed along the walls or asked to remove portions of their backdrops to allow for airflow. We try to create a circulation pattern that keeps everyone comfortable during our Texas summers. Vendors are not allowed to move the Port-o-Cools at any time. Our Vendor Director may be consulted if there is an issue.
9. Each vendor who is using electricity needs to provide their own 100' #12 extension cord. *(no homemade cords, cords must be in good working order- no fraying, splices, or exposed wires).* Cords need to be in good working order. KCFA reserves the right to remove any cords deemed unsafe or undersized.
10. Vendors are to stay out of electrical panels and off KCFA ladders.
11. Vendors will be provided with access to: (1) 120v Duplex outlet (20 Amps.) for a \$50 fee; 30 AMP service for a \$100 fee; or 50 AMP service for a \$150 fee.
12. No garage sale items allowed. No type of firearms, ammunition, martial arts weapons, pornography, hazardous materials, drugs or related items or animals (pets) of any kind.
13. All food booths/Food Trailers will be inspected by the Kendall County Fire Marshall and Kendall County Health Inspector. Each vendor is responsible for completing all required paperwork and sending in all required documents by July 15th, 2024. If a booth does not pass inspection for any reason or if is not ready when inspectors come will not be able to open and will not receive a refund. NO EXCEPTIONS
14. Booth assignments will be given on a first come basis. We will try to accommodate returning vendors, but spaces are not guaranteed or assigned until the contract and full fee is received by us. Vendor packets with space assignments will be available at check in.
15. Clean up and breakdown will be Monday morning. All booths must be off grounds by 4pm on Monday.

QUESTIONS?

Kendall McCreless - Director of Vendors

PH: 830.822.3392 Email applications to vendor@kcfa.org or

Mail applications to: Kendall McCreless % KCFA, PO Box 954, Boerne, TX 78006



KENDALL COUNTY AND CITY OF BOERNE TEMPORARY FOOD ESTABLISHMENT PERMIT & COMPLIANCE REQUIREMENTS



PERMIT REQUIRED: Each temporary food establishment shall have a valid permit issued by the County Health Officer. \$25.00 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. The **single event permit** is valid for one individual food booth or unit at one specific event, and is valid for 4 consecutive days from the initial effective date.

FOOD PREPARATION: Food shall be obtained from approved sources and be in sound condition. Food shall be prepared only in permitted or licensed establishments. **Food prepared in a private home is not allowed.** The Texas Food Establishment Rules (TFER) requires that meat and poultry products be cooked to the following minimum internal temperatures: **Poultry-165°F, Ground Meats-155°F, Pork-145°F, and other Meats- 145°F.** Potentially hazardous foods (i.e., foods which consist in whole or in part of milk or milk products, eggs, cut tomatoes, meat, seafood) shall be held at 41°F or lower, or at 135°F or above. Equipment adequate to cook and maintain foods at the required temperatures shall be provided. An accurate food temperature thermometer (metal stem) shall be used to monitor the proper internal cooking and holding temperatures of potentially hazardous foods. Packaged foods shall not be stored in direct contact with water or undrained ice.

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 using three suitably sized basins as follows: wash with warm soapy water, rinse in clean water and sanitize with 50 ppm chlorine or 200 ppm quaternary ammonia. Single-service articles must be provided for use by the consumers.

PERSONAL HYGIENE: Personnel shall maintain a high degree of personal cleanliness and conform to good hygienic practices. They shall be free of infections which may transmit foodborne illness. Hands shall be washed as often as needed during food preparation. Handwash facilities shall include an insulated container with a spigot that can be turned on to allow potable, clean, warm water to flow; a wastewater container; soap; disposable towels and a waste receptacle. An approved hand sanitizer must be used after handwashing. Single-use gloves may be used in addition to handwashing. The use of tobacco or eating food in preparation and serving areas is prohibited.

WATER: A sufficient supply of flowing water from an approved source shall be provided to prepare food and to clean hands, equipment and utensils. A closed water container with a spigot may be used.

TOILET FACILITIES & WASTE DISPOSAL: Conveniently located toilet facilities shall be provided. All sewage and wastewater shall be disposed of through a sewage system according to 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 regulatory authority. Ceilings over food preparation areas shall be constructed of wood, canvas or other materials to protect against the weather. Pests (flies, roaches or rodents) shall be controlled. Doors, walls, screening and other measures may be required when necessary to restrict the entrance of flying insects.

ADVISORY: Section 229.170 of the 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 assessment of penalties as provided by the Texas Health and Safety Code, Chapter 437.

PREVENTING FOODBORNE ILLNESS IS A RESPONSIBILITY SHARED BY ALL INDIVIDUALS INVOLVED IN FOOD PRODUCTION, DISTRIBUTION AND PREPARATION. IF YOU HAVE QUESTIONS OR NEED FURTHER ASSISTANCE, CONTACT KENDALL COUNTY AND CITY OF BOERNE, 830-249-9343, ext. 214 or www.co.kendall.tx.us.

PRINT NAME: _____ PHONE: _____

SIGNATURE: _____ DATE: _____



**TEXAS DEPARTMENT OF STATE HEALTH SERVICES
FOOD ESTABLISHMENTS GROUP
MOBILE FOOD ESTABLISHMENT CHECKLIST**

This checklist provides a list of requirements necessary for the approval of a Mobile Food Establishment in those areas of the State permitted by the Texas Department of State Health Services. Critical items are printed at the top of the checklist. Mobile food establishment equipment and criteria may vary depending on the type of operation. Refer to the Texas Food Establishment Rules (TFER) for complete information regarding the requirements. The TFER can be found on our website at <http://www.dshs.state.tx.us/foodestablishments> or call the Food Establishments Group at (512) 834-6753 for further information.

- 1.) Liquid waste retention tank is provided and capacity is at least 15% larger than the potable water storage tank.*
- 2.) Potable water from an approved source.*
- 3.) Hot and cold running water under pressure is provided to sinks.*
- 4.) Handwash sink is provided, and is conveniently located and accessible.*
- 5.) Soap, paper towels, detergent and sanitizing chemicals are provided.*
- 6.) Three-compartment sink is provided.*
- 7.) Equipment for hot and cold holding, adequate to maintain potentially hazardous food at required temperatures.*
- 8.) Food products are obtained from approved sources.*
- 9.) A servicing area shall be provided for cleaning, supplying, loading of water and discharge of sewage.*
- 10.) A Certified Food Manager shall be employed if potentially hazardous food will be prepared.*
- 11.) Single service articles are provided and used.
- 12.) A central preparation facility must be licensed and be operated according the requirements of TFER.
- 13.) Potable water inlet is equipped with a hose connection of a size or type that prevents its use for any other purpose.
- 14.) Potable water distribution pipes or tubing are constructed and installed in accordance with public health and plumbing standards.
- 15.) Liquid waste servicing connection is of a different size than the water connection.
- 16.) Effective control measures are used for insects, rodents and environmental contaminants. Installed screening is at least 16 mesh to the inch.
- 17.) Mobile food establishment is constructed of corrosion-resistant, durable materials.
- 18.) Mobile food establishment has easily cleanable, non-absorbent floors, walls and ceilings.
- 19.) Counters and tables are designed for durability and are easily cleanable.
- 20.) Equipment is installed so that it is easily cleanable and is in clean, sound condition.
- 21.) Facilities are provided for solid waste storage that are easily cleanable and covered.

*Requirement must be met to be permitted.



KENDALL COUNTY FIRE MARSHAL'S OFFICE

1175 N. Main Boerne, TX 78006
(830) 249-3721

Mobile Food Vendor Registration Application

To arrange a Mobile Food Vehicle Inspection, this application must be completed and e-mailed to the Kendall County Fire Marshal's Office (fire.marshall@co.kendall.tx.us). You will be contacted by the Assistant Fire Marshal to schedule the appointment.

Date: _____

Trade Name (DBA): _____

Business mailing address: _____ City: _____ St: _____ Zip: _____

Business owner's name: _____ Telephone number _____

E-mail Address: _____ Alternate Phone number _____

Approved Kitchen Address: _____

Mobile Food Vehicle Information: _____ Truck _____ Trailer

Make _____ Model _____

VIN _____ License Plate Number _____ State _____

Color _____ Business Name / Logo on Vehicle _____ Yes _____ No

Business Name / Logo: _____

Propane Cylinders on Board? _____ Yes _____ No Number of Cylinders? _____ @ _____ lbs. / each

Do you have a current permit to operate from the Kendall County Health Inspector? _____ Yes _____ No



KENDALL COUNTY FIRE MARSHAL'S OFFICE

1175 N. Main Boerne, TX 78006
(830) 249-3721

Mobile Food Vendor Fire Safety Guide

This guide serves as a planning tool for compliance with the Kendall County Fire Code. The owner / operator must comply with all local and state laws regulating the operation of a mobile food business.

Registration

The Kendall County Fire Marshal's Office is involved in the registration process by requiring a fire inspection for all mobile food vehicles that engage in business within the unincorporated areas of Kendall County. The fire inspection is based on the current Kendall County Fire Code (IFC 2015).

Inspection Process

To schedule an inspection, a **Mobile Food Vendor Registration Application** must be completed in its entirety and emailed to the Deputy Fire Marshal (fire.marshall@co.kendall.tx.us) or faxed to 830-249-9736. The Deputy Fire Marshal or Kendall County Health Department will contact the applicant to schedule an appointment. The Mobile Food Vendor Registration fee is \$125.00 annually and \$40.00 for temporary, payable to: *Kendall County Fire Marshal*. Once the vendor's vehicle has successfully passed the fire inspection, a Certificate of Compliance will be issued. The Certificate of Compliance shall be kept on the vehicle at all times and shall be available for inspection by the Fire Marshal. It is a violation of this code to operate without the required inspection. Violators face civil penalty in an amount not to exceed \$200.00 per violation for each day on which the violation exists. If the vehicle fails the inspection, a Certificate of Compliance will not be issued and the vendor shall schedule a re-inspection. A \$30 re-inspection fee will be assessed. Operating without obtaining a Certificate of Compliance results in a doubling of the application fee.

Liquid Propane Gas Cylinders (LPG)

The maximum allowed quantity of LPG containers stored on the vehicle shall not exceed 100 lbs. total aggregate LP-gas capacity. All LPG cylinders shall be properly secured during transport and must be isolated from passenger areas of the vehicles. LPG cylinders shall be kept away from open flames, generators and other sources of ignition. LPG cylinders shall be stored in an upright position and be secured to prevent falling due to contact or vibration. Cylinders shall incorporate protection against physical damage when not in use by means of a ventilated cap or protective collar. All piping, tubing (must be UL listed or FM approved and marked for 350 psi use), pressure regulators and valves shall be kept gas tight to prevent leakage. These systems shall be on an inspection / maintenance program to ensure leakage does not occur. Propane detectors are required to be installed and carbon monoxide (CO) detectors are highly recommended. "No Smoking" signs shall be affixed next to or directly above stored LPG cylinders and visible to the public. These signs shall be posted with a minimum 2" red letter with a white background.

Fire Extinguishing Systems

Currently installed Type 1 hood systems installed at or above all commercial cooking appliances and domestic cooking appliances used for commercial purposes that produce grease laden vapors shall be equipped with an automatic fire extinguishing system. The fire extinguishing system shall have a current service / inspection tag from a licensed fire extinguisher company. An automatic fire extinguishing system is strongly recommended for 2021. In 2022, all mobile food vehicles that are used for commercial cooking and produces grease laden vapors shall be required to have an automatic fire extinguishing system installed.

Fire Extinguishers

All vendors are required to have at least one fire extinguisher with a minimum rating of 2A:10BC with a current inspection / service tag from a licensed fire extinguisher company. The fire extinguisher shall be mounted in a conspicuous and unobstructed location within 30 feet of commercial type cooking equipment. Cooking equipment producing grease laden vapors from vegetable or animal oils and fat shall be protected by Class K rated fire extinguisher. Solid fuel (wood burning) equipment are required to have a 2.5-gallon Class K fire extinguisher

Generators and Extension cords

Portable generators shall be located no less than 25 feet from combustibles or public areas. Refueling shall not be conducted when the event is open and operating. Extension cords shall not be a substitute for permanent wiring. Extension cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor covering, nor shall such cords be subject to environmental damage or physical impact. Temporary use of extension cords shall be used only with portable appliances. Vehicle mounted generators must have exhaust piping intact, without holes, cracks or other defects that may introduce exhaust gases inside the vehicle.

Vehicle Placement

Placement of the vehicle shall not interfere with a fire lane, fire break, fire hydrant or exit access of any structure. Vehicle shall be located to allow for adequate emergency vehicle access.

General Fire Safety

- Never throw water on a grease fire. Water will cause grease to spread and make the fire larger.
- Store flammable liquids in approved containers with proper labeling in a well ventilated area no less than 10 feet from ignition sources / open flame.
- Keep combustibles like paper products, boxes, and food away from heat and cooking sources. Properly dispose of soiled rags, trash, and cardboard. Do not allow accumulation of combustible material that would cause a hazard to public safety, health and welfare.
- Use chemical solutions properly in well ventilated areas, and never mix chemicals unless directions call for mixing.
- Prepare an emergency plan. Train employees to safely exit the vehicle and lead customers to a point of safety away from the vehicle.
- Be prepared to power down. Train employees how to shut down propane and electrical power in the event of an emergency.

Remember to Operate SAFELY!!!!

See Checklist next page.



Inspection Checklist

The following is an inspection checklist that has been derived from the Kendall County Fire Code to assist you in preparation for your inspection.

Chapter 6 – Building Service and Systems, Commercial Kitchen Hoods 609

- Where installed, the Type 1 hood and duct system is equipped with automatic fire extinguishing system.
- The Type 1 hood system is current on 6 month inspection by licensed contractor.

Chapter 9 – Fire Protection Systems, Portable Extinguishers 904, 906

- Vendor has at least one 2A:10BC extinguisher mounted and in a conspicuous and unobstructed location.
- The fire extinguisher is fully charged (Gauge shows full)
- The extinguisher has had an annual inspection conducted by licensed contractor. (tag in place)
- The extinguisher is located within 30 feet of cooking equipment.
- A Class K fire extinguisher is present where required.
- Class K fire extinguisher is fully charged and tagged by a licensed contractor.

Chapter 10 – Means of Egress, Maintenance of Means of Egress 1031

- Means of egress (aisle way) is to be free of obstruction that would prevent its use.

Chapter 53 – Compressed Gases, General Requirements 5303, Use and Handling 5305

- Portable compressed gas containers, cylinders and tanks shall be marked in accordance with CGA-C7.
- Compressed gas cylinders shall be secured to prevent falling caused by accidental contact or vibration.
- Compressed gas cylinders shall be protected from physical damage by means of protective caps or collars.
- Piping, tubing (UL listed or FM approved and 350 psi working pressure), pressure regulators, and valves shall be kept gas tight to prevent leakage.
- Valve handles or operators for required shut-off valves shall not be removed or altered.

Chapter 61 – Liquefied Petroleum Gases, Installation of Equipment 6103, Safety Precautions 6107

- The cargo space of the vehicle shall be isolated from the driver's compartment, the engine and the engine's exhaust system. NFPA 58 Chapter 9
- "No Smoking" signs complying with Section 310 shall be posted where required by the fire code official.
- Propane detector to be installed no higher than 3 feet from the floor.

It is recommended but not required to equip the food vehicle with a carbon monoxide detector.
(2015 NFPA 1192)