Sacramento Hmong New Year, Inc.
PO BOX 310, Elk Grove, CA 95759
(916)-476-5018 | info@sacramentohmongnewyear.com
SacramentoHmongNewYear.com

SACRAMENTO HMONG NEW YEAR, INC. VENDORS AGREEMENT

Rules and Regulations

The following rules and regulations are set forth by Sacramento Hmong New Year, Inc. (SHNY). These rules are applicable to all vendors, business owners and participants who rent or occupy spaces at the Sacramento Hmong New Year Event at Cal Expo. All vendors are to respect and follow police officers, security officers, and any SHNY officials. Rules and regulations are to ensure that this festival will be safe, secure, and enjoyable for all vendors and attendees.

Please read and initial at the end of each section, indicating you have fully read, understood and accepted each section of the rules and regulations.

Section I. Vendor Responsibilities and Obligations

- **Any vendor selling items that can be eaten, chewed, or drank, including frozen meats, dry grains, candies, or produce:**
    - I understand I must completely read , fill out, turn in my Temporary Food Facility Form (TFF) and comply with the rules and regulations set on the County's TFF form.
    - I understand that I must comply and pass all County inspections.
    - I understand that there is a free training provided by the county and Sacramento Hmong New Year, Inc., a pre-inspection the day before the event and Sacramento Hmong New Year, Inc., recommends us to take advantage of booth days to insure passing inspection on the day off.
    - I understand that if I do not pass inspection by the County, I will have to pay a re-inspection fee upfront on the 2nd inspection and subsequent inspections.
    - I understand that if I do not pass inspection or pay for the re-inspection fee, I will be shut down for the day or the entire event without any refund due my lack of responsibility.
    - I understand that I must have a fire proof tent and/or fire retardant tent on the top and on the sides as described and in accordance with the Fire Marshall's regulations set forth by the State of California.

- I understand that I must be stationed at my assigned booth and may not extend beyond my booth. If I choose to relocate to another open booth, I must get authorization from Sacramento Hmong New Year, Inc.
- I understand that I am responsible and must obtain any necessary insurance to cover myself, my staff, customers, properties, and any issues that may occur in or around my Vendor space at the Event. Sacramento Hmong New Year, Inc. will require proof of insurance prior to any Vendors being able to operate during the Sacramento Hmong New Year Festival.
- I understand that I am responsible for obtaining any licenses or permits required by the County in order to conduct normal business.
- I understand that I will not hold Sacramento Hmong New Year, Inc. or Cal Expo responsible for any damages that may occur to me, my staff, customers, properties and any issues that may occur in or around my Vendor space at the Event regardless of fault.
- I understand by signing and initialing this agreement, I waive my rights to sue Sacramento Hmong New Year, Inc., coordinators of Sacramento Hmong New Year, Inc., and Cal Expo for any incident that may occur during the Event.

_____Initial here indicating I have fully read, understood, and accepted the Vendor Responsibilities and Obligations.

Section II. Payments

- Preferable payment is Money Order or Cashier Check.
- Please make payment to: **Sacramento Hmong New Year, Inc.**
- Mail application and payment to: **PO Box 310, Elk Grove, CA 95759**
- **No personal check.** They may be returned and you may lose your reservation. Returning vendors who have already made a deposit must pay the remaining balance by **09/15/2026**. Any vendors with a balance after **09/15/2026** will risk the loss of their reservation and will be subject to relocation.
- Vendors who made their payment in full by or before **09/15/2026** will secure their reservation.
- **All vendors are aware there is no refund on any deposit regardless of sickness, death, natural disasters, failing inspections, or any other unexpected event that may occur. The event is held rain or shine. There are no refunds due to inclement weather.**
- There are no single day rentals. All space is rented for the duration of the Event.

_____Initial here indicating I have fully read, understood, and accepted the Payments provision.

Section III. Vendor Entry and Badges

- VENDOR is allowed to enter the premises of the event fairground with a valid parking pass issued by Sacramento Hmong New Year, Inc.
- VENDOR vehicles without a valid parking pass will not be allowed to enter the event.
- VENDOR vehicles are not allowed to enter the vending area after 8:00 am.
- VENDOR must move all vehicles from the vending area to the parking area by 8:00am.
- VENDOR shall at all times display their parking pass on the dashboard of their vehicle. Any vehicle not displaying their parking pass will be cited and towed at owners' expense.
- No sleeping overnight at the Event.
- If you lose or misplace your vendor entrance/parking tickets, or are stolen, it can be purchased at the regular admission price. You will not be reimbursed.
- It is the vendor's responsibility to let their staff know that they must wear their badges at all times, especially when going in and out of the event.

_____Initial here indicating I have fully read, understood, and accepted the Vendor Entry and Badges provision.

Section IV. Electricity/Power/Tents

- Sacramento Hmong New Year, Inc., will provide electricity to the Audio and Food section only.
- Merchants, Section-B, Non-profit/Small Business and some of Audio, SHNY will not supply power. It is the responsibility of those vendors to bring their own source of power.
- Sacramento Hmong New Year, Inc., will not provide tents for any vendors. Any cooking tents, tents in general, tables or chairs are the vendor's sole responsibility.
- All vendors' tents must be fireproof and fire retardant on the top and on the sides as described and in accordance with the Fire Marshall's regulations set forth by the State of California.
- There will be no generator allowed.

_____Initial here indicating I have fully read, understood, and accepted the Vendor Entry and Badges provision.

Section V. Audio and Video

- Refer to Sacramento County Code, Title 6 Health and Sanitation, Chapter 6.68 Noise Control web link below for more information.
  https://codelibrary.amlegal.com/codes/sacramentoca/latest/overview
- **Noise amplification equipment is not allowed unless approved by SHNY in advance.**
- **Speakers are required to set back a minimum of 6 ft behind the front of the line marked. Vendors who violate this policy will be warned. After 3 incidents, if the vendor disregards this warning, SHNY has the right to turn over the vendor to the Event security/police to close down the vendor's booth. There will be no refund.**

- Sacramento Hmong New Year, Inc., will provide power to the Audio/Video and Food Section with the exception of booth A46 - A74 which is listed on the Audio application.

_____Initial here indicating I have fully read, understood, and accepted the Audio and Video provision.

Section VI. Non-Profit, Small Business & Students/Schools

- No loud noises or music allowed.
- No money transactions or sales are allowed.
- No selling any food or beverage of any kind.
- If you do not have a 501(c)3, you are considered not a non-profit.
- **Non Profit** organizations with an attached copy of their 501(c)3 will receive up to a maximum of two (2) booths where the first booth fee is waived. Non-profit will only be allowed to set up before the event from Tuesday through Wednesday. After Wednesday, if set up is still required, they will wait until general admission opens and bring their items through general admission.
- **Non Profit** will not have free entries or parking passes. Non Profit is aware that in receiving their free booth, they will be responsible for purchasing their own admission and parking. Notwithstanding, if a non-profit purchases their booth, they will receive admission passes and parking in accordance to the non-profit application.
- **Students/Schools** that want to participate as a vendor during the Event are limited to 5 schools. Students should fill out the application process and submit a proposal why their school should be selected to participate at the Sacramento Hmong New Year. For example, what can their School do to benefit the community, show how they plan on explaining their program to the community, etc. The proposal should be submitted before November 15th to the Chair Vendor. If selected, the Chair Vendor will contact the Student.
- **Students/Schools are not permitted to engage in the transaction of goods and services without a written consent from Sacramento Hmong New Year, Inc.**
- **Small Business** should only be for marketing and or promoting their business only.

_____Initial here indicates I have fully read, understood, and accepted the Non-profit, Small Business & Students/Schools provision.

Section VII. Food

- Vendors shall not sell or make available for purchases any items which are not a food or beverage item. **No can/glass drinks are allowed to be sold during the Event or be allowed on the premises.**
- **Coca-Cola products should be sold only during the Event.** Selling non Coca-Cola products will be subject to removal.

See the following link to all Coca-Cola related products.
https://www.coca-colacompany.com/brands

- **All grilling or cooking will be in the back of the tent and at least 15 feet from the structure. No exceptions.**
- **All food vendors must have a Class K fire extinguisher.**
- **All vendors' tents must be fireproof and fire retardant on the top and on the sides** as described and in accordance with the Fire Marshall's regulations set forth by the State of California.
- Knives or other sharp objects must be securely locked and stored away from passerby when not in use. Any vendor who brings such objects to the Event will be solely and totally responsible for this tool in the case it is used as a weapon against someone.
- Vendors are liable for the entire product they sell. Vendors are encouraged to report any problem that occurs during the Event to the Sacramento Hmong New Year, Inc. security staff.
- Vendors who sell sugarcane must chop them into small pieces and sell it in a bag only. Uncut sugarcanes should be secured and stored beyond reach of passersby.

_____Initial here indicating I have fully read, understood, and accepted the Food provision.

Section VIII. Schedule

- **Mandatory Orientation & Training** *(Applies to only Food & Merchant Vendors)*
  - Date: 10/30/2026
  - Time: 9:00 AM - 11:00 AM
  - Location: 11080 White Rock Rd. STE 200, Rancho Cordova, CA 95670
    - (916)-875-8440 (Environmental Health)
    - (916)-875-8550 (Environmental Compliance)
- **Set-Up**
  - Monday 11/23/2026 to Wednesday 11/25/2026
  - Thursday 11/26/2026 (CLOSED FOR THANKSGIVING)
  - Friday 11/27/2026 before 7:30 AM
- **Clean-Up**
  - Monday 11/30/2026 (LAST DAY TO CLEAN UP)

Section IX. Restrictions and Miscellaneous

- **No selling of any plastic or wooden gun. Any vendors found selling or displaying such items will be confiscated and Vendors will not be reimbursed for such loss or items confiscated.**
- Vendors who bring knives or other sharp objects must keep them away from bystanders. Any harm that comes with their object being used as a weapon will be the vendor's fault due to their negligence.

- No gambling, selling or consuming of alcohol, tobacco, illegal drugs, contrabands, or other illegal products at the event.
- No personal heaters allowed on the premises.
- No staking allowed.
- Vendors who damage the properties will be fined and/or removed from the Event.
- Cleaning fee is **$500; no money deposit required but VENDOR must properly clean their area. A cleaning fee would be assessed for vendors who do not clean their space.**
- Sacramento Hmong New Year, Inc., does not guarantee vendor sales. Attendance is projected and based on previous year attendance. It is an estimate only.
- Sacramento Hmong New Year, Inc., reserves the right to make any changes without notification. We also reserve the right to refuse services to anyone without any cause. It is the Vendors responsibility to check for any updates and changes that Sacramento Hmong New Year, Inc., may have done.
- Display must be within your designated boundaries assigned to you. The vendor is responsible for fines if the display is beyond the limits assigned to the vendor.
- **The person applying for the Booth must be the same person signing the Vendor Agreement. The person must submit a copy of their current State or Driver's ID.**

_____Initial here indicating I have fully read, understood, and accepted the Restrictions and Miscellaneous provision.

I _____ **(Print Vendor Full Name)** have read and fully understand the entire terms and conditions of this agreement contract (VENDOR AGREEMENT). I agree to abide by and follow the SHNY Vendor Agreement. If I violate any of the above terms and conditions, Sacramento Hmong New Year, Inc., has the right to terminate me from the Event without further obligation or refunds and seek punitive damages caused by Vendor's actions.

X _____

Vendor's Signature

Printed Name:
Title:

Date: _____

Sacramento Hmong New Year, Inc.
PO BOX 310, Elk Grove, CA 95759
(916)-476-5018 | vendors@sacramentohmongnewyear.com
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Merchant, Audio & Herbals Application 2026-2027	**Booth # B-P:**	**Booth # OS:**

Business Name:					
Owner's Name:			State ID/ DL:		
Address:					
Primary: ( )	Secondary: ( )		Email:		
Select all that applies:	☐Photos	☐Merchandise	☐Churros/Snack	☐Toys	☐Produce

☐Cashier's Check	☐Money Order	☐Cash	***TTF is required for Low Risk Applicants selling drinks/snacks.**

Cashier's Check #:		**Money Order #:**	

Select booth: (Power/electricity is limited to some spaces)		**Quantity:**	**Total Booth Fee:**
☐Corner	**$790.00**		**$**
☐Regular	**$655.00**		
Low Risk Fee *(TTF)	**$116.00**		

SHNY USE ONLY		
Verified By:	Date:	Notes:
☐Partial payment	☐Full payment	
☐Pending badge	☐Badge Collected	
☐Pending P-Pass	☐P-Pass Collected	

Parking & Entrance Passes for Vendors:	***If more than 1 booth, multiply your quantity for all badges and booth sizes.***
☐ For 1 Booth: 1 Parking Pass and 2 Photo ID Badges per day	
☐ For 1 Booth the size of **10x20**	

Vehicle Information:				
Year	Make	Model	Color	License Plate No.

Name of individuals working in your booth:	
1.	5.
2.	6.
3.	7.
4.	8.

Note: If you have any questions regarding the vendor's application for our events, please call/text Za Yee Cheng at (916)-960-8100 for the fastest response from our coordinators.

By signing this agreement, I understand and agree to the terms and conditions in good faith and in accordance with Sacramento Hmong New Year, Inc. (SHNY). This contract is hereby entered into between Sacramento Hmong New Year, Inc. (SHNY) and hereinafter, said "vendor", in the city of Sacramento and the State of California. In witness whereof, the parties hereto have executed this agreement the day and year signed below.

***All balance due on 9/15/2026. If full payment is not received by the due date, you will not receive your badge and parking pass.**

Vendor's Signature	Vendor's Print Name	Date
X	X	
SHNY Representative's Signature	SHNY Representative Print Name	Date
X	X	

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Temporary Food Facility
(TFF)
Operator's Packet

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COMMUNITY EVENT ORGANIZER MUST DISTRIBUTE ONE PACKET TO EACH TFF (FOOD BOOTH) OPERATOR FOR COMPLETION. ORGANIZER MUST SUBMIT REQUIRED PAPERWORK AT LEAST TWO WEEKS PRIOR TO THE EVENT TO AVOID LATE FEES.

TFF Operator Checklist:

- ☑ **Complete Temporary Food Facility Information Sheet, and return it to your Event Organizer at least two weeks prior to the event.**
- ☑ **Complete TFF Menu Sheet, and return it to your Event Organizer at least two weeks prior to the event.**
- ☑ **Read and comply with the attached Temporary Food Facility Operating Requirements.**
- ☑ **Complete the attached Self-Inspection Checklist prior to selling food, and maintain it in your booth during your event.**

Note: For TFF operators who participate in several community events a year, annual permits (Multi-Event permit) are available. For more information, please call (916) 875-8440 to request an application packet.

TEMPORARY FOOD FACILITY (TFF) INFORMATION SHEET

Name of Event _____

Location of Event _____ Date(s) of Event _____

Name of Food Booth (TFF) _____

TFF Person in Charge (PIC) _____ Phone _____ 2nd Phone _____

Contact Phone for day of event _____

Event Organizer _____ Phone _____

Approximate number of meals to be served _____ Number of workers _____

If event is longer than one day:

- Where will utensils be washed? (example: restaurant, church, on-site) _____
- Where will the extra food be stored at the end of the day? _____

IMPORTANT NOTES

1. Contact your local fire jurisdiction regarding applicable fire code requirements for use of cooking equipment. A list of phone numbers has been provided on page 17 of this packet.
2. Complete the "TFF Self-Inspection Checklist" before beginning to operate and keep it available for inspector review. (See pages 4-5 of packet)

Complete the following questions:
1. What is the final cooking temperature for chicken?
2. Do you need to set up a hand-wash station in your booth?
3. What do you need to bring to set up a hand-wash station?
4. Do you need to set up a warewash station? What do you need to bring to set up a ware-wash station?
5. At what temperature should cold foods be kept?
6. At what temperature should hot foods be kept?
7. Is it ok to make food at home prior to the event for serving from your food booth?
8. Do you have a Cottage Food registration or permit? _____

Initial

_____ I have received a copy of the "Temporary Food Facility Operating Requirements" including the Self-Inspection Checklist, and agree to follow these requirements.

_____ I have included a site plan that indicates the proposed layout of equipment, food preparation tables, food storage, warewashing, and handwashing in my TFF.

_____ I have attached a completed TFF menu sheet.

_____ I have read and understand the No Bare Hand Contact with Ready-to-Eat Foods policy.

Signature _____ Date _____

Title/Position _____

TFF MENU SHEET

List all food and beverage items (e.g., tacos, tortillas, shredded chicken, salsa, lemonade, etc.). Note: Food items will be reviewed and must be approved prior to event.	If food is prepared off site, give the location name, address, & phone number of food prep site. Foods may not be stored or prepared at home, except approved cottage food products from registered or permitted CFO's.	How will food be prepared (e.g., BBQ, deep-fry, grill, etc.)?	What type of insulated container will be used to transport potentially hazardous foods to keep them above 135°F or below 41°F?	Type of food holding units in booth (e.g., ice chest, freezer, chafing dishes, crock pot, etc.). **Note: Use of BBQ grill to hold food is strictly prohibited.**	How will the food be handled and dispensed? (tongs, ladle, etc.)
1.					
2.					
3.					
4.					
5.					

OFFICIAL USE ONLY

DOC TYPE: CORRESPONDENCE

COUNTY OF SACRAMENTO
ENVIRONMENTAL MANAGEMENT DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION
10590 Armstrong Ave, Ste B, Mather, CA 95655 PHONE (916) 875-8440 FAX: (916) 875-8513

TEMPORARY FOOD FACILITY (TFF) SELF-INSPECTION CHECKLIST

(TO BE COMPLETED WHEN SETTING UP ON THE DAY OF THE EVENT)

	CHECK LIST REQUIREMENTS			COMPLIES YES	COMPLIES NO	REMARKS
1.	**WALLS/CEILING**					
	Constructed of wood, canvas, plastic or similar material.					
2.	**FLOOR MATERIALS**					
	Floors smooth and cleanable (No rice hull, shavings, sawdust, grass, or gravel allowed.)					
3.	**BUSINESS IDENTIFIER (SIGNS)**					
	A.	To be posted on or adjacent to booth.				
	B.	To include name of facility, city, state and zip code.				
4.	**FLY CONTROL (FOOD PREPARATION FACILITY ONLY)**					
	A.	All doors and openings fly proof – closable or screened.				
	B.	If pass out window used, maximum 216 square inch opening and closable with tight fitting closure.				
5.	**FOOD STORAGE**					
	All foods stored at least 6 inches off floor.					
6.	**FOOD PROTECTION**					
	A.	Displayed foods covered or protected with a sneeze guard, condiments in approved containers.				
	B.	Equipment in good repair – free of corrosion, cracks, chips, etc.				
	C.	Food storage/dispensing methods approved-i.e.- food compartments or enclosed booth.				
7.	**FOOD CONTACT SURFACES**					
	A.	Non-toxic, smooth, easily cleanable, non-absorbent.				
	B.	Sanitizer bucket for wiping cloths available				
8.	**HANDWASHING/WAREWASHING FACILITIES**					
	A.	Handwashing <u>within the facility</u>: minimum 5-gallon insulated water container with *hands free* valve, waste water catch basin, pump soap/paper towels.				
	B.	Warewashing <u>within the facility</u> – minimum three 5 gallon containers for cleaning.				
		(1)	Wash with clean, soapy warm water.			
		(2)	Rinse with warm water			
		(3)	Sanitize at proper concentration.			
		(4)	Provide sanitizer test strips.			
		(5)	For TFF events lasting longer than 3 days, additional requirements may be required. Contact EHD regarding these requirements.			
9.	**EMPLOYEE HYGIENE**					
	A.	Employees in good health.				
	B.	Clean hands and clothing. Hair restrained				
	C.	Smoking prohibited in facility.				

			COMPLIES		
	CHECK LIST REQUIREMENTS		YES	NO	REMARKS
10.	**FOOD TEMPERATURE CONTROL**				
	A.	Hot foods held at 135° F or above.			
	B.	Cold foods held at 41° F or below.			
	C.	Adequate amount of equipment provided to hold 'hot' and 'cold' foods.			
	D.	Thermometer provided for perishable food refrigerators.			
	E.	Metal probe thermometer for checking temperature of foods.			
11.	**ICE AND ICE CONTAINERS**				
	A.	Ice kept clean and free of contamination.			
	B.	Water proof container used; kept covered.			
	C.	Ice used for refrigeration not used for consumption.			
12.	**FOODS PREPARED AT OTHER FACILITIES**				
	A.	Facility approved by EHD.			
	B.	No foods may be prepared or brought from home unless CFO.			
13.	**TRANSPORTATION OF PREPARED FOODS**				
	A.	Containers dustproof, protected from potential contaminants.			
	B.	Containers keep hot foods 135° F or above.			
	C.	Containers keep cold foods 41° F or below.			
14.	**LIQUID WASTE**				
	Waste water from sinks & other equipment drained to sewer, or other method approved by EHD.				
15.	**TYPE WATER SUPPLY**				
	A.	Potable water supply.			
16.	**TOILET AND HANDWASHING FACILITIES**				
	A.	Provided with warm-(where available) & cold running water, pump soap, paper towels & toilet paper.			
	B.	Facilities located within 200 feet (one toilet per 15 employees.).			
17.	**REFUSE STORAGE AND REMOVAL**				
	A.	Garbage cans or refuse bins provided.			
	B.	Adequate refuse removal.			
18.	**MISCELLANEOUS**				
	No live animals permitted in or within 20 feet of TFF.				
19.	**OPEN AIR BARBECUE**				
	A.	Adjacent to approved TFF.			
	C.	Separated from public access by rope or other approved methods to prevent contamination and injury to the public			
	D.	Protected from dust and debris			
	E.	Barbecue not used as hot holding unit for cooked foods.			
	F.	No other foods prepared outdoors, except food barbecued on BBQ. (i.e. No flat grill or pots on barbecue)			

Inspection conducted by: _____Date:_____

➔ IMPORTANT ➔

Inspection	Be ready for **inspection** by the scheduled set up time: _____
Ice*	If you are using ice for cold holding, have coolers filled with enough **ice** to keep cold foods at 41° or below.
Thermometer*	Have **probe thermometer** (0-220°F) readily available
Hot holding*	Have **hot holding units** set up – hold hot food at or above 135°F
Handwash* station	Have **handwash station** ready • An insulated 5-gallon container of warm water with spigot that allows hands to be free for washing • Pump soap • Paper towels • Waste water bucket
Warewash* station	Have **warewash station** set up with warm water and soap in one bucket, warm water for rinse in second bucket and warm water and bleach in the third bucket
Wastewater	Dump the **wastewater** at _____
Screening/Food Compartments*	**Screening** for TFF booth is required if conducting food preparation. Food compartments may be allowed in lieu of screening for dispensing, portioning and assembling of food. Food inside TFF booth must be protected at all times.
Reinspection	All **reinspections** will be charged a fee and may be collected by the organizer the same day.

*Subject to reinspection and/or closure if not available at time of inspection

TEMPORARY FOOD FACILITY (TFF) OPERATING REQUIREMENTS

Please Note: These requirements have been established to be consistent with state and local health code requirements and are intended to assist you in providing safe and wholesome food to the public and preventing foodborne illnesses.

All food vendors, TFF operators, employees, and volunteers MUST comply with the following requirements during preparation and during all hours of operation. All TFF's are subject to inspection by the Environmental Management Department (EMD). Failure to comply with these operating requirements may result in TFF closure until violations are corrected.

1. BOOTH/TENT REQUIREMENTS

Per California Retail Food Code (CRFC):

(a) The TFF booth shall be equipped with overhead protection for all food preparation, food storage, and warewash areas. Overhead protection shall be made of wood, canvas, or other materials that protect the facility from precipitation, dust, bird and insect droppings, and other contaminants.

(b) TFF booths that handle nonprepackaged food shall also protect food from contamination in one of the following ways:

(1) Enclosure of the food booth with 16 mesh per square inch screens.

(2) Limiting display and handling of nonprepackaged food in food compartments (see below for Food Compartment definition).

(3) Other alternative means of protection must be approved by EMD.

Food Compartments in lieu of a fully-enclosed booth are allowed for limited food preparation activities which include holding, portioning and dispensing of foods. No slicing or chopping of food allowed unless booth is fully enclosed.

CRFC defines Food Compartment as:

Food Compartment means an enclosed space including, but not limited to, an air pot, blender, bulk dispensing system, covered chafing dish, and covered ice bin, with all of the following characteristics:

(a) The space is defined by a physical barrier from the outside environment that completely encloses all food, food-contact surfaces, and the handling of nonprepackaged food.

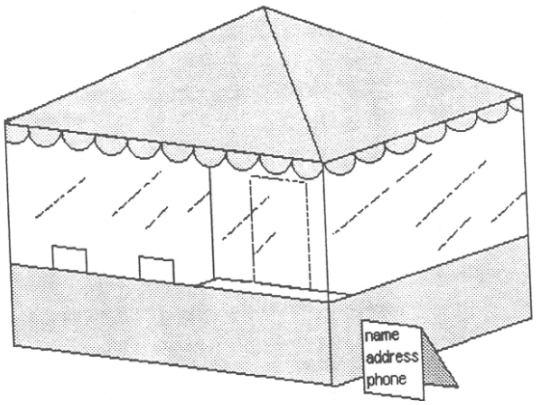
(b) All access openings are equipped with tight-fitting closures, or one or more alternative barriers that effectively protect the food from contamination, facilitate safe food handling, while minimizing exposure to the environment.

(c) It is constructed from materials that are nontoxic, smooth, easily cleanable, and durable and is constructed to facilitate the cleaning of the interior and exterior of the compartment.

Food Booth Structure - The TFF booth shall be designed to protect the food and beverages from contamination. The booth must be entirely enclosed with four complete sides, a top, and a cleanable floor or in food compartments as noted in (b) (2) and (3) above. Construction materials such as plywood, canvas, plastic, and fine-mesh fly screening (at least 16 mesh/sq. inch) may be used. Rental booths constructed, as noted below, may be used when approved by EMD.

- A floor is required for a booth operating on grass or dirt. The floor must be plywood, tarp or other materials approved by EMD. (Pavement is acceptable).
- Ceiling shall be smooth, durable, and readily cleanable. Screening shall only be acceptable as a ceiling material above cooking equipment when necessary for ventilation purposes.
- Doors and food service openings shall be equipped with tight-fitting closures to minimize the entrance of insects.

- The use of more than two pieces of ancillary equipment (coolers, refrigerators, etc.) may require a separate enclosure and/or permit.
- Food compartments must meet definition on page 6 to limit the exposure of food to contamination.



FOOD PROTECTION: Open food must be protected from contamination (examples: dust, flies) with adequate barriers such as fully-enclosed booth or food compartments, or TFF may be subject to closure.

<u>Location of Equipment</u>

Equipment allowed outside fully-enclosed booth:

- Open flame BBQ grill
- Deep fryer
- Covered pot on top of open flame burner

Equipment allowed outside fully-enclosed booth under overhead protection:

- Flat grill
- Wok

No hot holding of foods is allowed on equipment outside the enclosed booth.

Additional Requirements:

- Food operations that have adjoining BBQ facilities and cooking equipment set up outside the enclosed booth should have a pass-through window to allow for foods to be brought inside the booth.
- One ice chest for each kind of meat/food item approved to cook outside is allowed outside booth next to the cooking equipment. All other ice chests with food items must be stored inside the booth.
- All approved equipment outside of the booth must be sectioned off from the public by using ropes or other approved methods (e.g. caution tape) to prevent contamination of the food and injury to the public.

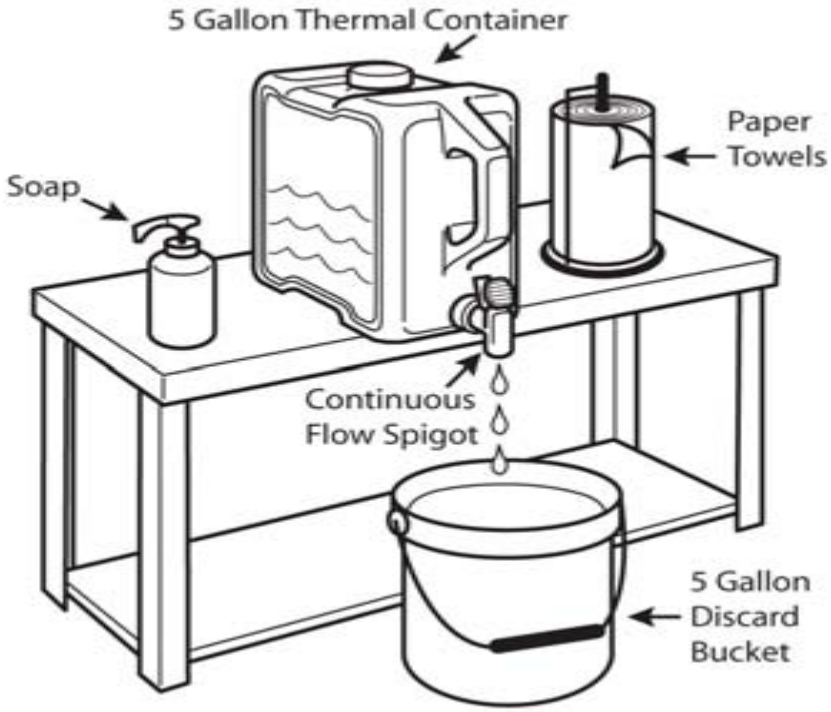
Handwashing Station

A handwashing station is required if any non-prepackaged foods will be handled (including samples).

Where to set up:
The hand wash station should be placed inside the booth in an unobstructed area that is easy to access and use at all times.

How to set up:
- 5 gallon insulated container of warm water (100-108°F)
- Soap in a pump dispenser
- Paper towels
- Catch basin for waste water
- Garbage bag or bin for waste paper towels

Community events lasting for more than 3 days require a handwashing sink with warm water in each TFF. Contact EMD with any questions regarding these requirements at (916) 875-8440.



IF THE TFF IS HANDLING OPEN FOOD AND LACKS A HANDWASHING STATION, THE TFF IS SUBJECT TO CLOSURE

Warewashing/Utensil Washing Station

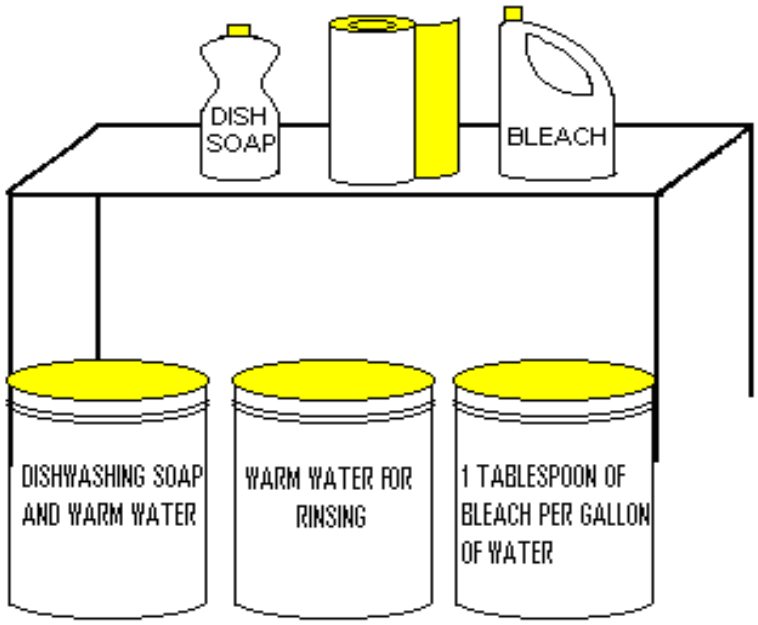
A warewashing station is required If any open food is prepared and/or served using multi-service utensils (examples: knives, scoops, chafing dishes, tongs, ladles, cutting boards etc).

Where to set up:
The warewash station must be set up under overhead protection so that it is protected from physical contamination.

How to set up:

Provide three 5 gallon buckets:

- 1st bucket: Fill with soap and water
- 2nd bucket: Fill with clean water
- 3rd bucket: Fill with sanitizer solution (100 ppm chlorine)
  How to make sanitizer solution: Add 1 tablespoon of bleach per gallon of water. (Quaternary ammonia at 200 ppm is also acceptable)
- Provide Test Strips: Test strips to measure sanitizer (chlorine or quaternary ammonia) concentration must be available. (A list of places where strips can be purchased is attached at the end of the packet).



IF THE TFF IS HANDLING OPEN FOOD AND USING MULTISERVICE UTENSILS AND IS LACKING A WAREWASHING STATION, THE TFF MAY BE SUBJECT TO CLOSURE

Identification of TFF:

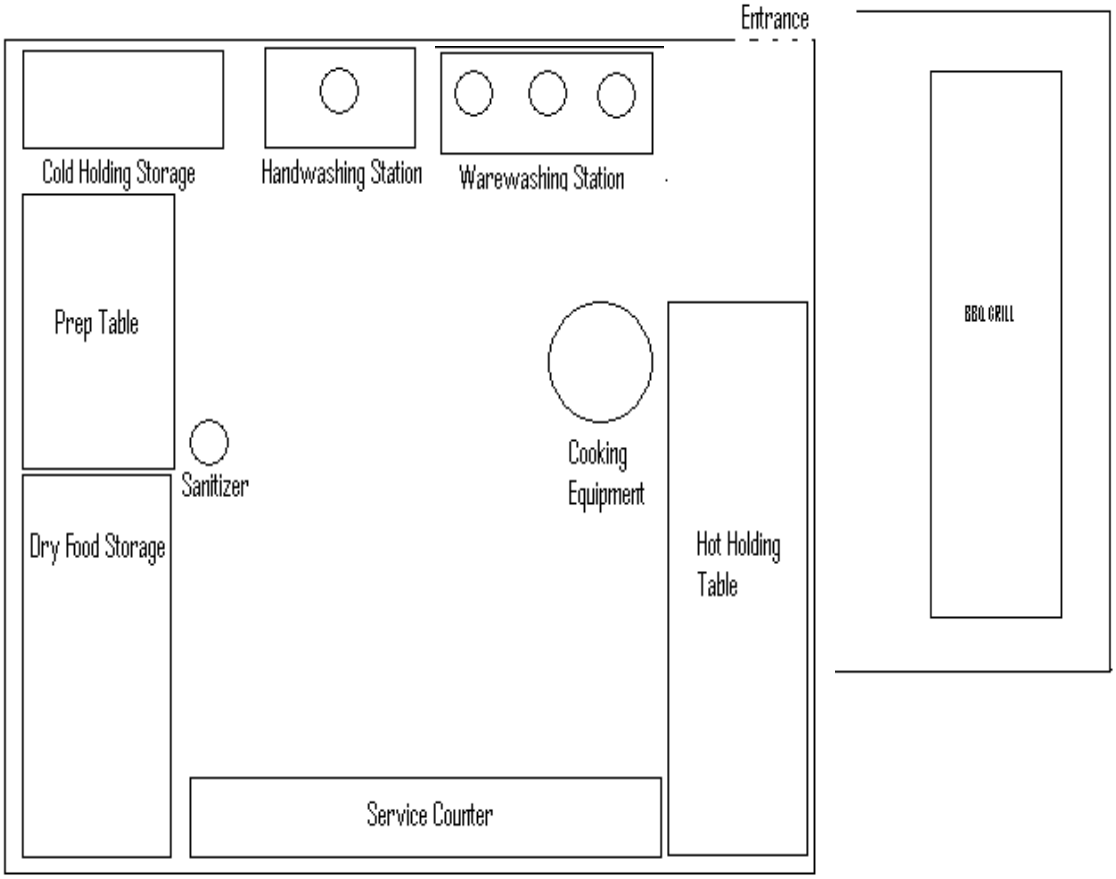
The TFF shall have a sign containing the following information:

- **business name of the TFF – 3" min letter height**
- **city, state, ZIP code – 1" min letter height**
- **name of the operator – 1" min letter height**

The information shall be legible and clearly visible to patrons and shall be of a color contrasting with the surface on which it is posted.

Site Plan

Example of site map for TFF booth that handles open food.



1. APPROVED FOOD SOURCE

- All the food items shall be obtained from approved sources and be kept free from adulteration and spoilage.
- **Food prepared or stored at home is prohibited from use, except approved cottage food products.**
- All water shall come from an approved source and must be potable (drinkable).
- Ice used for refrigeration of food shall not be used for consumption.

IF THE TFF HAS FOOD FROM AN UNAPPROVED SOURCE, THE TFF IS SUBJECT TO CLOSURE

2. FOOD TEMPERATURES

Adequate temperature control shall be provided for all potentially hazardous foods. Potentially Hazardous Foods (PHFs) (including, but not limited to, meat, dairy products, cooked vegetables, batter with eggs for food items such as funnel cakes etc.) must be kept either:

- **At or below 45°F***
  or
- **above 135°F**

* PHFs maintained at a temperature of 41°F or below may be used the next day whereas food items held between 41°F- 45°F must be discarded at the end of the operating day.

Sufficient cold and hot holding equipment must be provided to keep the food items cold (at or below 45**°**F) or hot (at or above 135**°**F).

Holding of hot foods:

- Hot PHFs must be maintained at 135°F or above.

  Examples of approved hot holding equipment:

  Steam table, chafing dishes with sternos, cambro etc. ***NOTE:*** *The above-mentioned equipment may not be used to reheat food items. Reheating must be done on a stove, grill, or microwave so food can reach 165°F.*
- All food hot held during the day must be discarded at the end of the operating day.

Holding of cold foods:

- All Potentially Hazardous Foods (PHFs) shall be maintained at 45°F or below.
- **Examples of approved cold holding equipment:**
  Refrigerator, freezer, or ice chests with a sufficient amount of ice to surround the food.
- PHFs maintained at a temperature of 41°F or below may be used the next day whereas food items held between 41°F- 45°F must be discarded at the end of the operating day.

Final cooking temperatures:

The following foods must reach the indicated internal final cooking temperature for a minimum of 15 seconds:

- Poultry or stuffed meats: 165°F
- Ground Beef: 155°F
- Eggs: 145°F
- Beef or Pork: 145°F

Reheating of PHFs:

Reheat all food items rapidly to 165˚F on an open flame burner, stove, oven or microwave and not on the steam table.

Cooling:

Cooling hot foods is not allowed in TFF's unless approved by EMD before the event. For more information contact EMD.

Probe Thermometer:

Provide a metal probe thermometer that reads 0°F- 220°F to check holding and final cooking temperatures.

IF THE TFF LACKS SUFFICIENT EQUIPMENT FOR PROPER TEMPERATURE CONTROL, IT MAY BE SUBJECT TO CLOSURE.

3. FOOD HANDLING

Where to prepare food

- All food preparation shall take place within a fully-enclosed food booth unless a different preparation site has been approved by EMD (examples: restaurant, delicatessen, church, or school kitchen).
- Mobile food facilities (food carts) must prepare food in a food compartment or be in a fully-enclosed TFF.
- Food preparation surfaces must be smooth, easily cleanable, and non-absorbent.

Food Preparation

Keep all food items covered and conduct open food handling/preparation inside the TFF. Safe food handling techniques must be used at all times. Whenever practical, food handlers shall use tongs, serving utensils, disposable plastic gloves, or single use tissue paper when handling food.
To prevent cross contamination of foods, employees/workers should be assigned different tasks such as: handling money, preparing ready to eat foods, or preparing raw meats.

Utensil/Equipment Washing:

- All utensils must be washed, rinsed, and sanitized using the three bucket system.
- All food contact surfaces (cutting boards, tongs, knives, etc.) must be washed, rinsed, and sanitized at least once every 4 hours.

Wiping towels:

- Wiping towels used to clean food spills shall not be used for any other purpose.
- Wiping towels used for cleaning food spills must be held in sanitizing solution (100ppm chlorine or 200 ppm quaternary ammonium solution). NOTE: the sanitizer solution for utensil washing may not be used for storing wiping towels.

Food transportation:

PHFs must be protected from temperature abuse and contamination. Keep all food items covered and maintain proper food holding temperatures. Use insulated or warming containers to keep hot food items at or above 135˚F. Use ice chests or refrigerated trucks to maintain cold food items at or below 41˚F.

Food storage:

All food, beverage, utensils and equipment shall be stored, displayed and served so it is protected from contamination and shall be stored at least 6 inches off the floor. Unopened (factory-sealed) containers of non-potentially hazardous food may be stored outside or adjacent to the TFF.

When the TFF is not operating, food shall be stored using one of the following methods:

- Within a fully-enclosed TFF
- Within a permitted food facility or other facility approved by EHD.
- In lockable food storage compartments or containers meeting both of the following conditions:
  - The food is adequately protected at all times from contamination, exposure to the elements, entrance of rodents and other vermin, and temperature abuse.
  - The storage compartments or containers are approved to be used for food storage.

Bottled and canned beverages **shall not** be placed in ice water within a customer self-service area. These beverages can be placed in ice and handed out by a TFF employee.

Condiments:

Condiment containers shall be pump style, squeeze containers, or have self-closing covers or lids for food protection. Single service packets are recommended.

Insect Control:

Food should be protected from flies and insects as they carry and transmit bacteria that may cause a foodborne illness.

Sampling:

The following requirements apply to the sampling of unpackaged foods from a TFF:
NOTE*: Any sampling operations that involve onsite portioning or handling of unpackaged or opened foods requires handwash and warewash facilities as described earlier and may also be required to be fully-enclosed. Contact EMD for more information.*

Customer Self-Service Sampling Operation Requirements:

- Sneeze guards are required to shield uncovered self-service sampling displays. The direct line between the customer's mouth and the food must be intercepted. ***NOTE:*** *Sneeze guards are not required for sampling operations that sample food items which are dispensed from a shaker, or similarly enclosed device which prevents direct hand contact with the food.*
- PHF samples must be kept at approved hot and cold holding temperatures throughout the duration of the sampling period. (hot foods at 135˚F or above, cold foods at 45˚ F or below).
- Food displayed for customer self-service shall be individually portioned into single service wrappers or utensils. Use of communal service bowls is not approved (example: open bowl of pretzels or chips).
- There shall be constant supervision by a TFF employee of all food displayed for customer self-service. ***NOTE:*** *TFF operators are responsible for preventing and discouraging "double-dipping" by consumers.*

Employee-Distributed Sampling Operation Requirements:

As an alternative to customer self-service sampling, samples may be distributed individually by a TFF employee.

- Samples must be individually portioned for distribution using single service wrappers or utensils. (example: toothpicks).
- Samples must be given to each customer individually by a TFF employee.
- PHF samples may be kept at ambient temperatures for the purposes of serving ONLY. The time that food may be held at ambient temperatures must not exceed 4 hours.

4. PERSONAL HYGIENE REQUIREMENTS

Worker Health/Hygiene:

No sick employees may work in a TFF. All employees/workers who prepare and/or serve food must be in good health. Any person with symptoms of: abdominal cramps, nausea, fever, vomiting, diarrhea, jaundice, sneezing, coughing, or a person who has open sores or infected cuts on their hands, is not allowed to work in the TFF.

All employees/workers shall wear clean outer garments and must restrain hair.

Smoking is not allowed in the TFF or at cooking areas.

Handwashing

Poor personal hygiene is the leading cause of foodborne illness outbreaks at Community Events. Lack of proper handwashing can contaminate food.

All workers shall wash their hands prior to starting food preparation activities, after touching the face, handling money, using the restroom, smoking, removing garbage, and/or whenever switching between handling different types of food items, or at other times as necessary to prevent cross contamination.

Restrooms

At least one toilet and hand washing facility for every 15 employees shall be provided within 200 feet of each TFF.

5. Person in Charge

A person in charge (PIC) must always be present at all times. This person is responsible for all operations of the TFF and ensures all employees/workers are following correct food safety procedures.

6. Waste Disposal

Liquid waste - Liquid waste must be disposed of into an approved sewage system or holding tank and **must not be discharged onto the ground or a storm drain.** Any observed mixing of potable water and wastewater shall result in the immediate closure of the TFF.

Solid Waste - Garbage and refuse must be stored in leak-proof and fly-proof containers and serviced as needed. Plastic garbage bags are recommended in each TFF. All wastes at the end of the event or as necessary shall be disposed of in a proper manner (example: garbage dumpster or receptacles).

7. Animals

No Live animals, birds, or fowl are permitted in or within 20 feet of a TFF.

Local Fire Departments Phone Numbers

- Sacramento City Fire Department: (916) 433-1300
- Sacramento Metro Fire Department: (916) 566-4400
  - (Rio Linda, Fair Oaks, Florin, Fruitridge, Rancho Cordova, Citrus Heights, Carmichael, & Sloughhouse.)
- Cosumnes Fire Department: (916) 405-7100
  - (Cosumnes Area, Elk Grove & Galt)
- City of Folsom Fire Department: (916) 984-2280
- City of West Sacramento: (916) 375-6474

LOCATIONS TO OBTAIN SANITIZER/pH TEST STRIPS

Auto-Chlor System
3000 Academy Way, Suite 100
Sacramento, CA 95815
www.autochlorsystem.com
(916) 920-0125

Baileys
PO Box 191
Lodi, NJ 07644
(201) 343-8004

Cash & Carry
1101 Richards Blvd
Sacramento, CA 95814
(916) 441-1618

Catering Food Supply
8531 Thys Ct
Sacramento, CA 95831
(916) 917-5216

CMA
9269 Survey Rd
Elk Grove, CA 95624
(916) 685-5435

Eco-Lab
370 Wabasha St
St Paul, MN 55102
www.ecolab.com
(800) 352-5326 or (651) 293-1963

Restaurant Depot
1275 Vine St
Sacramento, CA 95811
www.restaurantdepot.com
(916) 492-2305

Same Day Distributing
5962 Buckingham Dr
Huntington Beach, CA 92649
www.same-day.com
(800) 735-2261

Sierra Chemical
788 Northport Dr
West Sacramento, CA 95691
www.sierrachemicalcompany.com
(916) 371-5943

Smart Foodservice Warehouse
6985 65th St
Sacramento, CA 95823
916-504-4234

GENERAL:

Fire and life safety requirements shall be applicable to any exhibit space, booth, trailer or tent within the fairgrounds. This list is not meant to cover all possible situations and the Promoter or Fair is responsible for adhering to all applicable regulations.

1. Plans identifying the configuration of exhibit spaces shall be submitted to the SFM for review and approval 30 working days prior to the event. Plans shall indicate the location and size of all exit doors and aisles, and shall show exhibits both inside and outside of any building. Where seating is provided, the plan shall indicate the number of rows and seats between aisles. Final approval is subject to field inspections.
2. SFM may enter any portion of any exhibit space/ booth at any time for the purpose of inspecting the premises for fire and life safety.
3. No display or exhibit shall be installed or operated that will interfere or block in any way with access to any exit or with the visibility of any exit sign. No display shall block access to fire-fighting equipment, such as fire extinguisher stations, fire alarm pull stations, fire hose cabinets and fire hydrants or access by fire suppression vehicles or equipment.
4. The location of all hydrants, fire extinguishers, water barrels, etc. shall be clearly marked in all areas.
5. The exhibition of vehicles powered by internal combustion gasoline engines inside buildings shall require the following:
    a. Fuel tank shall be no more than 1/4 filled and the gas cap shall be taped in place to deter removal.
    b. The battery or batteries shall be disconnected and the battery terminals taped with electrical tape.
    c. Vehicles shall be inspected by SFM.
6. No open flame is allowed in any Fair Building.
7. Bark dust or like material shall be kept moist at all times.
8. All carpet edges shall be securely taped in place. Carpeting shall only be used on the floor.
9. "NO SMOKING" signs shall be posted. Outside Smoking areas shall be provided with appropriate non-combustible containers for ashes.
10. A housekeeping program shall be maintained and adequate non-combustible trash receptacles shall be provided in all areas and all trash will be removed on a regular basis.

BOOTH CONSTRUCTION/LOCATION:

1. Booths shall be located a minimum of 20 feet from any permanent structure. If conditions warrant, distance may be reduced as approved by the SFM.
2. All fabric or pliable canopy covers, side/back drops and decorative material must be:
    a. Inherently fire resistive and labeled as such; or
    b. Treated by a SFM licensed applicator. If the booth is owner occupied, it may be treated by the owner with a SFM approved fire retardant chemical (*empty can and dated sales receipt may serve as proof).*
3. Exit openings shall be a minimum of 3 feet wide and 6 feet, 8 inches in height.

FIRE SAFETY TIPS:

1. Know where the fire extinguisher is located and how to use it.
2. Do not leave food cooking unattended.
3. Do not wear loose-fitting clothing when cooking.
4. Keep combustibles away from heat sources.
5. In case of emergency, dial 9-1-1.

ELECTRICAL:

1. Electrical extension cords shall be of the heavy-duty three-wire (grounded), hard-usage type. No two-wire extension wiring shall be allowed. All extension wiring shall be protected from physical damage and shall be limited to 20 feet in length. This shall be temporary use.
2. Electrical equipment and installation shall be inspected and approved by a qualified person or concern acceptable to the SFM.

LIVESTOCK/BARN AREAS:

1. Heat production appliances, such as space heaters, electric skillets, toasters, coffee makers, hot plates and any other appliances which may be used for cooking purposes, shall **not** be permitted in the barn or livestock areas. Electrical devices in good repair and properly maintained and used in direct connection with the care of animals may be exempt from the above.
2. Smoking shall not be permitted within the barn, stable, or livestock areas, or in exhibits using sawdust, hay or like materials on the floor.
3. The storage of flammable or combustible liquids or machines containing such shall not be permitted inside any livestock areas.
4. Fire hoses, fire extinguishers or other fire equipment shall only be used in case of an emergency. These devices shall not be blocked or obstructed at any time.
5. The roads around the barns shall be kept clear so that fire apparatus may be able to pass through at any time. Minimum width of these roads shall be 20 feet.
6. No vehicles shall be parked in any barn or livestock areas.

RV PARKING: Fire and life safety requirements shall apply to the use or parking of recreational vehicles on undeveloped sites on the fairgrounds.

1. Plans identifying the configuration of the site shall be submitted to SFM for review and approval at least 30 days prior to site development.
2. The site shall maintain an all-weather surface with adequate roads having 20 feet minimum width for fire department apparatus.
3. A minimum of 30 feet of clearance shall be provided between the site and any adjoining fair structure or surrounding property.
4. All combustible growth shall be cleared from the site and from the property surrounding the site for a distance of at least 30 feet.
5. Painted lines, fences, posts, ropes, etc. shall be used to designate roadways from vehicle parking areas.

FOOD SERVICES AREAS: Fire and life safety requirements shall be applicable for all food services areas, including temporary concession stands inside or outside of buildings and food concession trailers.

1. The use, storage and handling of any flammable or combustible liquid shall be subject to approval by SFM. Location of use and storage of any flammable or combustible liquid shall be noted on the plans prior to approval (see General Item #1)
2. The use and storage of portable containers of Liquefied Petroleum Gas (LPG) inside buildings or tents is subject to approval by SFM. Location of use and storage of any portable container of LPG shall be noted on the plans prior to approval (see General Item #1). All cylinders must be secured to prevent tipping or falling over.
3. Commercial cooking may be allowed only in approved locations with approved equipment. SFM Approval is required prior to use.
4. Cooking booths must be separated from non-cooking booths by 10 feet.
5. A California licensed company shall service all Automatic Fire Extinguishing Systems (Hood System) every six months. The company performing the service shall either be licensed by the SFM and posses an Automatic Systems License, or posses a C-16 license issued by the California State Contractor's Licensing Board.

Fire Extinguishers:

1. Each booth shall be provided with a minimum 2A10BC rated portable fire extinguisher.
2. Each booth with deep fat fryer shall have a Class K portable fire extinguisher.
3. All portable fire extinguishers must be serviced by a SFM licensed company annually, with a service tag attached.

Deep fat or flambé type cooking operations may require additional and/or larger units, as per the SFM. Fire extinguishers shall conform to the following:

a. The fire extinguisher must be mounted or secured so that it will not fall over.
b. It must be visible and accessible and away from cooking area.

Deep Fat Fry/flambé Cooking: Deep fat Frying or flambé cooking operations shall be located in a separate enclosure where only cooking operations are performed. Such enclosures shall conform to booth construction requirements as previously outlined, but the top of the enclosure shall be OPEN or, when required by the Health Department, shall be provided with METAL SCREENING with a minimum height of 7 feet.

Wood Barbecue Cooking:

1. Wood barbecue cooking is prohibited inside of booths.
2. Wood barbecue cooking shall be performed only in areas away from public access.
3. Distances from wood barbecues to permanent structures or festival booths shall be as approved by the SFM.
4. Fuel wood shall not be stored inside of booths.
5. Coals shall be disposed of only in metal containers that have been designated for such use and approved by the SFM. Dumping coals in trash containers is prohibited!

Charcoal Barbecue Cooking:

1. Charcoal barbecue cooking is prohibited inside of booths or tents.
2. Only commercially sold charcoal fuel may be used.
3. Charcoal cooking shall be performed only in areas away from public access and shall be located a minimum of 15 feet from any booth with a minimum of 20 feet from any permanent structure.

THIS FORM MUST BE COMPLETED AND POSTED IN EACH BOOTH, BARN, EXHIBIT HALLS PRIOR TO EVENT

BOOTH CONSTRUCTION/LOCATION:

[ ] Minimum of 20 feet from any permanent structure.
[ ] All fabric or pliable canopy covers, side/back drops and decorative material must be inherently fire resistive or treated.
[ ] Exit openings shall be a minimum of 3 feet wide and 6 feet 8 inches in height.

ELECTRICAL:

[ ] Electrical extension cords shall be of the heavy-duty three-wire (grounded), hard-usage type.
[ ] Electrical equipment and installation shall be inspected and approved by a qualified person.

LIVESTOCK/BARN AREAS:

[ ] No space heaters, electric skillets, toasters, coffee makers, hot plates and any other appliances.
[ ] No storage of flammable or combustible liquids or machines.
[ ] Fire hoses, fire extinguishers or other fire equipment shall not be blocked or obstructed at any time.
[ ] The roads around the barns shall be kept clear so that fire apparatus may be able to pass through at any time. Minimum width of these roads shall be 20 feet.
[ ] No parking of any vehicles in any barn or livestock areas.

RV PARKING:

[ ] The site shall maintain an all-weather surface with adequate roads having 20 feet minimum width for fire department apparatus.
[ ] A minimum of 30 feet of clearance shall be provided between the site and any adjoining fair structure or surrounding property.
[ ] All combustible growth shall be cleared from the site and from the property surrounding the site for a distance of at least 30 feet.

FOOD SERVICES AREAS:

[ ] No use or storage of portable containers of Liquefied Petroleum Gas (LPG) inside buildings or tents.
[ ] All cylinders must be secured to prevent tipping or falling over.
[ ] Cooking booths must be separated from non-cooking booths by 10 feet.
[ ] All Automatic Fire Extinguishing Systems (Hood System) have been serviced within the last six months.

Fire Extinguishers:

[ ] Each booth shall be provided with a minimum 2A10BC rated portable fire extinguisher.
[ ] Each booth with deep fat fryer shall have a Class K portable fire extinguisher.
[ ] All portable fire extinguishers have been serviced by a SFM licensed company annually with a service tag attached.
[ ] The fire extinguisher must be mounted or secured so that it will not fall over.
[ ] All fire extinguishers must be visible and accessible.

Deep Fat Fry/flambé Cooking:

[ ] Deep fat Frying or flambé cooking operations shall be located in a separate enclosure where only cooking operations are performed.

Wood Barbecue Cooking:

[ ] No wood barbecue cooking inside of booths.
[ ] Only wood barbecue cooking shall be performed in areas away from public access.
[ ] No fuel wood shall be stored inside of booths.
[ ] Metal containers shall be provided for hot coal and ashes.

Charcoal Barbecue Cooking:

[ ] No charcoal barbecue cooking inside of booths or tents.
[ ] Only commercially sold charcoal fuel may be used.
[ ] Charcoal cooking shall be performed only in areas away from public access
[ ] Charcoal cooking shall be located a minimum of 15 feet from any booth
[ ] Charcoal cooking is at least 20 feet from any permanent structure.

EXHIBIT HALLS

[ ] No open flame.

Exiting

[ ] Illuminated exit sign.
[ ] No blocking or obstruction of exit.
[ ] Doors shall not be locked or chained.
[ ] Aisle width shall be maintained according to approved site plan.

Fire equipment

[ ] No blocking of fire hydrants.
[ ] No blocking of fire extinguishers.
[ ] No blocking of standpipe and fire hose cabinets.
[ ] No blocking of fire sprinkler systems.
[ ] No blocking of manual fire alarm pull stations.
[ ] No blocking of fire alarm audible/visual devices such as horns or strobes.
[ ] No blocking of first aide equipment.

Vehicle Static Display

[ ] Battery terminals disconnected.
[ ] Fuel tank shall be no more than 1/4 filled.
[ ] Locked or taped gas cap.

Decorative Materials

[ ] Shall be inherently flame resistive or treated.

I have reviewed and verified this check list that all applicable items listed above are in compliance.

Signature

Host Vendor Exhibitor

Title (circle one) Date

State of California

OFFICE OF THE STATE FIRE MARSHAL

FIRE & LIFE SAFETY DIVISION

Special Events and/or DAA Fairs

Sacramento Headquarters
2251 Harvard, Suite 130, Sacramento, CA 95814
(916) 568-2957

Monrovia Regional Office
602 E. Huntington Drive, Suite A
Monrovia, CA 91016
(626) 305-1908
(626) 305-5173 Fax

Web Site: http://osfm.fire.ca.gov

FIRE CODE REQUIREMENTS FOR SPECIAL EVENTS AND PUBLIC ASSEMBLIES:

What is a Fire Code Assembly Permit and why do I need one (Indoor and Outdoor Events)?

The 2019 CFC (Section 105) requires a permit for the use of all Group A occupancies-places of assembly. As defined by the California Building Code (CBC), Chapter 3: Group A Occupancies include the use of a building or structure, or a portion thereof, for the gathering together of 50 or more persons for purposes such as civic, social or religious functions, recreation, education or instruction, food or drink consumption, or awaiting transportation (Indoor special event permits are only required when it a change of use from the normal occupancy use).

Requirements:

Special Events and Public Assemblies shall comply with California Fire Code Chapters 10 (Places of Assembly) and Chapter 31 (Membrane Structures, Tents, and Canopies) - Failure to comply will result in a $250.00 per occurrence.

ON-SITE FESTIVAL PERSONNEL NEED TO MANAGE PEDESTRIAN TRAFFIC FLOW AND VENDOR SETUP POINTS TO PROVIDE ADEQUATE ACCESS FOR EMERGENCY VEHICLES.

1. Site is subject to field inspection and approval prior to the event.

2. The applicant or on-site coordinator is responsible for notifying all food vendors and vendors participating in the event of all the requirements prior to the event.

3. Occupancy must be managed at the site.

4. Aisles must be established before the event and maintained throughout the event. Aisles shall be maintained at a minimum of 60 inches and if seating is used, there shall be no more than 13 seats in a contiguous row. The aisles shall be managed and maintained in a clear fashion.

5. Open flame or other devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal, or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent while in open to the public unless approved by the fire marshal. The cooking appliance shall be on the outer edge of the tent preferably on the sides or rear of the tent away from the general public. When possible have cooking equipment away from the tent.

6. Fire Extinguishers:
    a. One portable fire extinguisher with a minimum of 2A:10BC rating is required.
    b. When cooking with grease or oil a Class K rated fire extinguisher is required.
    c. All fire extinguishers shall be clear of obstructions and accessible for use.
    d. All fire extinguishers shall be charged, have current inspection tag or sales receipt if new, out of the original box, free of defects and damages.
    e. The venue shall clearly identify fire extinguisher locations throughout the venue site.

7. All compressed gas cylinders shall be secured to prevent from falling or being knocked over,this includes the empty LP gas cylinders.

8. The fire lane and fire access shall be always maintained such that a fire engine or ambulance can navigate the event area.

9. Parking for the event must be managed such that all vehicles are parked off the pavement on all roads used to access the venues. No parking is authorized on the pavement of any road that does not have adequate shoulders for vehicles to get completely off the pavement.

10. No exposed wiring is authorized on the ground in public walkways, unless taped and secured.

11. Tents and tent structures:
    - Regardless of tent size, heating of tents and tent structures shall be prohibited unless written permission is obtained by the Fire Marshal.
    - Tents and membrane structures having an area more than 400 square feet shall not be erected, operated of maintained for any purpose without first obtaining a permit from the fire marshal.
    - Gasoline, natural gas, charcoal, propane, or other cooking devices or any unapproved open flames shall not be permitted inside of the tent or within 20 feet of a tent being used for the public. A separate tent or canopy over the cooking area is acceptable with the approval of the Fire Marshal.
    - Tents shall be labeled and certified as flame resistant.
    - Tents shall not be located within 20 feet of lot lines, buildings, other tents, parked vehicles or internal combustion engines unless approved by the Fire Marshal before the event.
    - All tents shall be anchored to withstand the elements of weather and prevent against collapsing.
    - Combustible materials such as hay, straw, and shavings shall not be in any tent and combustible trash removed daily.
    - Combustible waste (trash) the floor surface inside the tent and grounds outside within 30-foot perimeter shall be kept free of combustible waste and other combustibles that could create a fire hazard. Such waste shall be stored in approved containers until removed from the premises at least once daily or as needed.
    - No smoking allowed in tents.
    - Smoking shall be permitted only in designated areas. Other areas shall have approved “No Smoking” sings conspicuously posted and maintained.

- Generators
    - A min. 2A:10BC fire extinguisher and all exhaust of the generator shall be a minimum of 10' away from any openings hard, enclosed structure, and any combustible materials.
    - The generator shall be isolated from the public by physical guard, fence or enclosure installed not less than 3 feet (914 mm) away from the internal combustion power source

- Fire Department connections and yard pipes shall have a minimum of a 10-foot clearance on both sides.

****ALL ACTS AND SHOWS WITH FIRE OR PYROTECHNICS NEED TO BE APPROVED AND A SEPARATE PERMIT ISSUED BY THE FIRE PREVENTION DIVISION PRIOR TO ANY EVENT****

MANDATORY FOOD SAFETY TRAINING ACKNOWLEDGMENT

SACRAMENTO HMONG NEW YEAR (SHNY)

All food vendors participating in the Sacramento Hmong New Year (SHNY) event are required to attend the required orientation and training session.

Date: October 30, 2026
Time: 9:00 AM – 11:00 AM
Location: 11080 White Rock Rd., Suite 200, Rancho Cordova, CA 95670

Attendance at the orientation and training is required for all food vendors. Vendors are responsible for understanding and complying with all applicable health department rules, regulations, food safety requirements, event policies, and inspection standards.

Any food vendor who fails to attend the required training does so at their own risk. If the vendor fails a health department inspection at the Sacramento Hmong New Year event, SHNY and its representatives will not be responsible or liable for any losses, expenses, damages, lost sales, lost inventory, or other costs incurred by the vendor.

The vendor acknowledges and agrees that if the vendor fails a health department inspection or is unable to operate due to failure to meet applicable health department requirements, **SHNY will not refund the vendor's rental space cost or any other fees paid to SHNY.**

By signing below, the vendor acknowledges that attendance at the training is required and agrees to the terms of this acknowledgment.

Vendor Business Name: _____

Vendor Name: _____

Vendor Signature: _____

Date: _____

SHNY Representative: _____

Signature: _____

Date: _____