



FOOD & BEVERAGE REGISTRATION

20th Annual Korean Festival

“A Celebration of Arts, Culture, and Food”

Saturday, August 3, 2024 11:00 am - 8:00 pm

at MOCA – FRANK F. FASI CIVIC GROUNDS at HONOLULU HALE

Registration Requirements:

To register, we strongly recommend completing this form digitally through the following link:

<https://cvent.me/qERbDN>. However, it may also be mailed to the address below:

Hawaii Korean Chamber of Commerce Foundation
c/o Pacific Rim Concepts LLC, 45-520 Kamooalii Street, Kaneohe, HI 96744

***** SUBMITTAL OF APPLICATION DOES NOT GUARANTEE ENTRY. ONCE APPROVED A CONFIRMATION EMAIL WILL BE SENT WITH AN INVOICE FOR APPLICATION FEES *****

RECEIPT OF APPLICATION AND PAYMENT OF FEES

Upon approval of application and payment of application fees (checks only, no credit cards), the Korean Festival Foundation will assign and confirm booth space for the Vendor and forward a copy of the fully executed contract to the Vendor.

REQUIRED ITEMS WITH DUE DATES

1	Due Date	Food & Snack Vendor Agreement & registration form
2	5/01/2024	Application Fees (Booth and Refundable Cleaning Deposit) made payable to “Hawaii Korean Chamber of Commerce Foundation”
3	7/02/2024	Information Food/Snack Requirements Mandatory Meeting @ 10 am. Location TBD.
4	7/03/2024	Menu listing of all items being sold, including prices in \$1.00 increments
5	7/03/2024	Sketch of Booth layout – (Note: Tent size provided is 10' x 10') Company Banner no larger than 3' x 8' in dimension for HKCC Foundation's approval
6	7/03/2024	List of electrical requirements. Provide a list of appliances below or include and attachment.
7	7/10/2024	Certificate of Insurance listing “Hawaii Korean Chamber of Commerce” and “City & County of Honolulu” as additional insured.
8	7/10/2024	Department of Health Food Permit Signed and completed Application for Temporary Food Establishment Permit



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Company Information	
Company Name:	
Contact Name:	
Address:	
Phone & Email:	
GE Tax ID:	
Menu:	
Application Fees (Checks ONLY. No Credit Cards)	
1	\$1000.00 Refundable Cleaning Deposit
2	Booth Fee <ul style="list-style-type: none"> • \$500.00, 10' x 10' Tent, includes lighting, two (8) ft tables & 2 chairs • \$1000.00, 10' x 20' Tent, includes lighting, two (8) ft tables & 2 chairs
3	Additional Furnishings Fee (if any) <ul style="list-style-type: none"> • \$500.00/Tent Package (10' x 10' tent, one table, two chairs) • \$15.00/Table • \$3.00/Chair
<p>Please note you will need to write two checks for your tent and the cleaning deposit - payable to the "Hawaii Korean Chamber of Commerce Foundation"</p>	

Insurance Requirements:

Liability insurance coverage, including products liability must be provided by all Vendors. Hawaii Korean Chamber of Commerce (HKCC); HKCC Foundation; State of Hawaii; Hawaii Tourism Authority (HTA); Hawaii Visitor and Convention Bureau (HVCB); Oahu Visitor's Bureau, City and County of Honolulu; Pacific Rim Concepts (PRC), and Charming Event Hawaii (CEH).; must be listed as added insured. General Liability – \$2,000,000 per occurrence; Property Damage – 100,000 per occurrence (**see sample Certificate of Insurance**)

Electrical and Other Needs:

Please list your electrical and/or other special needs you may need for your booth:

Payment Requirements:

- *All payments shall be made by checks ONLY. No credit cards.*
- *Money Orders NOT Accepted for Refundable Cleaning Deposit*
- *Returned Checks will be charged a \$20.00 Fee*
- *Cleaning Deposits to be refunded after booth area is inspected and approved as “clean” by Hawaii Korean Chamber of Commerce Committee Member – as outlined in Rules & Regulations*

EMAIL ALL REQUIRED ITEMS TO: expos@pacifirimconcepts.com

MAIL ALL APPLICATION FEES TO: **Hawaii Korean Chamber of Commerce Foundation**
c/o Pacific Rim Concepts LLC, 45-520 Kamooalii Street, Kaneohe, HI 96744



20th ANNUAL KOREAN FESTIVAL FOOD/SNACK VENDOR AGREEMENT

This Agreement is made on _____, 2024 between the Hawaii Korean Chamber of Commerce Foundation (“HKCC Foundation”), P.O. Box 2296, Honolulu, Hawaii 96804 and _____ (“Vendor”), located at _____ (address) for the 20th Korean Festival in Honolulu, Hawaii (“Festival”).

TERMS:

A. Vendor Submittal. Vendor forms & documents must be submitted to HKCC by **June 30, 2024.**

1. A valid State of Hawaii Taxpayer Identification Number issued to Vendor and, if selling food, a copy of a valid State of Hawaii Dept. of Health food establishment permit issued to Vendor and a copy of a valid State of Hawaii Dept. of Health Temporary Food Establishment Permit (with correct location of Festival).
2. The endorsed certificate of Vendor’s comprehensive general liability insurance policy for the coverage limit of \$2,000,000.00 for each occurrence including products and completed operations for the Festival, and naming HKCC Foundation, the City and County of Honolulu, The Korean American Foundation–Hawaii (KAF-HI); Pacific Rim Concepts LLC.; Charming Events Hawaii (CEH); and its subsidiaries and/or affiliates, officers, directors, agents and employees as additional insureds.
3. This Vendor Agreement must be signed by both HKCC Foundation and the Vendor.
4. A list of products Vendor wants to sell at the Festival, with suggested prices at \$1 increments.
5. Vendor’s refundable deposit of \$1,000.00 (“Refundable Cleaning Deposit”), payable to the order of the “**Hawaii Korean Chamber of Commerce Foundation**”.
6. Vendor’s booth fee of \$500.00 or \$1000.00 (“Booth Fee”), payable to the order of the “**Hawaii Korean Chamber of Commerce Foundation**”.
7. Vendor’s Additional Furnishings fee, if any, of \$500.00 for each additional 10’ x 10’ booth with one table and two chairs, and/or the cost charged only for each additional table (\$15/table) or chair (\$3/chair) (“Additional Furnishings Fee”).

B. Sales and Revenue Share.

1. **ONLY Festival script may be accepted as payment, gratuity, or tips.** Scripts are in \$1 denominations (no cents). If Vendor accepts a different form of payment, gratuity or tips, a verbal warning will be given for the first offense, and **20%** of the different form of payment will be forfeited and immediately paid to HKCC Foundation. If there is a second offense, Vendor will forfeit to HKCC Foundation the Refundable Cleaning Deposit, the Booth Fee, the Percentage Fee of all script and different forms of payment received, and the Additional Furnishings Fee. If there is a third offense, Vendor will cease operating, remove its property and vacate the Festival area, and forfeit all script and different form of payment collected by Vendor as well as the Refundable Cleaning Deposit, Booth Fee, Percentage Fee of script and all different forms of payment received, and the Additional Furnishing Fee.
2. Only food, products and services approved by HKCC Foundation may be sold at the Festival. No alcoholic beverages may be displayed, sold, or given away at the Festival unless approved and authorized by the HKCC Foundation. Vendors may not sell yogurt-based beverages at the Festival unless prior approval.



3. Only HKCC Foundation may provide booths, tables, and chairs for use by the Vendor.
4. Vendor will provide containers for script. Each vendor will secure and keep the collected script and the script containers during the Festival unless they are forfeited under paragraph B.1.
5. After the Festival, each Vendor will deliver the collected script to HKCC Foundation to determine Vendor's total gross sales. Only whole and dry script will be counted. Wet or partly torn script will not be credited toward Vendor's total gross sales.
6. In consideration for being a Vendor, Vendor must pay HKCC Foundation the Booth Fee, the Additional Furnishings Fee (if any), and **twenty percent (20%)** of the value of Vendor's total gross sales ("Percentage Fee"). The Booth Fee, the applicable Additional Furnishings Fee, and the Percentage Fee will be deducted from the value of Vendor's total gross sales, and the balance will be paid to Vendor, unless forfeited under paragraphs B.1, C.9, and F. The Refundable Cleaning Deposit will then be returned to Vendor, unless forfeited under paragraphs B.1, C.9 and F.
7. The vendor is solely responsible for reporting and paying all taxes relating to its sales at the Festival, obtaining all permits and approvals, and purchasing and maintaining the insurance under paragraph A.2.

C. Booth Operation.

1. HKCC Foundation will provide each Vendor a 10' x 10' Tent covering, two 30" by 96" tables, and two folding chairs, and if available, nearby areas for Vendor to use ("Vendor areas") and additional tents or furnishings as ordered.
2. Vendors must deliver products, equipment, and supplies to the Festival area as directed by HKCC Foundation Organizer.
3. Vendors must comply with all applicable Federal, State, and Local laws, rules, and regulations.
4. If Vendor sells food, vendor must display price signs as directed by HKCC Foundation at \$1 increments.
5. Vendors are responsible for transporting, and safely storing ingredients, products, equipment, utensils, and supplies, including ice, protective floor covering for grill, and frying area (cardboard)
6. Vendors must begin sales at 11AM and continue until 8PM and plan to finish no earlier than 7PM.
7. Vendors will transport, store, prepare, display, and sell products and collect script only.
8. Vendors must keep the booth in a clean, orderly, and safe manner always.
9. Vendors must clean and vacate the booth by 10 PM, August 3, 2024. If the booth area is not cleaned to HKCC Foundation's satisfaction, Vendor will forfeit their Refundable Cleaning Deposit, the Booth Fee, the applicable Additional Furnishings Fee, and the Percentage Fee. All trash generated must be bagged and discarded in the roll off trash bins provided by HKCC Foundation.



D. Food Preparation, Display, and Handling.

1. Vendors must prepare all food at Vendor's kitchen establishment, except as permitted by HKCC Foundation.
2. Vendors that are cooking at the Vendor area must comply with the regulations established by the City and County of Honolulu – MOCA site guidelines, the State of Hawaii Dept. of Health for Food Sanitation, and the Honolulu Fire Department regulations regarding open flame requirements.
3. Vendor will provide a portable, self-contained hand wash sink at the booth for hand washing only. Refer to the DOH sanitation guidelines, <https://health.hawaii.gov/san/files/2017/04/Special-Event-Food-Permit-Guidelines.pdf>

E. Cooking Equipment and Supplies.

1. Vendors must provide their own equipment and supplies not provided by HKCC under paragraph F, including but not limited to utensils, fuel, refrigerators, and trash receptacles.
2. Vendors must provide all fire-safety equipment, such as fire extinguishers, as required by the Honolulu Fire Department.
3. The vendor is solely responsible for properly transporting and storing ingredients, and products to the Festival, and preparing food sold at the Festival.
4. Vendor may not clean or wash any equipment at the Vendor or Festival area, except as specifically permitted and where designated by HKCC Foundation.

F. Items Loaned to Vendor by HKCC Foundation. The script containers, booths, tables, chairs, signs, sink, and all equipment and other items loaned to Vendor are the property of HKCC Foundation and must be returned to HKCC Foundation immediately after the Festival. Vendor must pay for the replacement cost of any item not returned regardless of cause, or not returned in the same condition as when loaned to Vendor. Vendor must also reimburse HKCC Foundation for all HKCC Foundation supplies and other goods used by Vendor. The replacement value of lost, stolen, destroyed, or damaged HKCC Foundation property will be deducted from Vendor's gross sales, in addition to any Refundable Cleaning Deposit, Booth Fee, applicable Additional Furnishings Fee, and Percentage Fee.

G. Vendor's Breach. Vendor will breach this Agreement if it does not:

1. Timely pay all sums owed to HKCC Foundation under this Agreement, or
2. Timely and satisfactorily comply with the terms of this Agreement, or
3. Offer for sale the products or services approved by HKCC Foundation or offer products or services for sale that are not approved by HKCC Foundation or allowed by Hawaii law.
4. Violate the City and County of Honolulu Frank F. Fasi Civic Grounds Site Agreement by disposing of any oil, ice, fire or charcoal embers, or all wastewater illegally on the property or City and County or State Properties.
5. If Vendor breaches this Agreement, HKCC Foundation in its sole discretion may terminate this Agreement and retain the Refundable Cleaning Deposit, the Booth Fee, the applicable Additional Furnishings Fee, and Percentage Fee as liquidated damages, and may seek injunctive and other relief and damages, and its costs and reasonable attorney's fees, as permitted by Hawaii law.



- H. Indemnification.** Vendor hereby indemnifies, and will defend and hold harmless HKCC Foundation, the City and County of Honolulu, KAF-HI; Pacific Rim Concepts LLC.; and Charming Events Hawaii (CEH); and all of its respective departments, employees, representatives, officers, directors, members, and volunteers against and from all claims by or on behalf of any person or entity, arising from any breach of Vendor in the performance of any agreement, or arising from any negligence or intentional tort of Vendor or any of its contractors, employees, licensees, or representatives.
- I. HKCC Representative.** _____ is a chairperson of the Korean Festival Vendors Subcommittee. Vendor must communicate to HKCC through _____ or his/her designate. This Agreement shall not be construed to create any partnership or joint venture between HKCC Foundation and Vendor. Selection of Vendor's booth location will be determined by the HKCC Foundation Korean Festival Promoter or Designee.

By – 20th Annual Korean Festival

By – VENDOR - _____

Its Vendor Committee Chairperson or
HKCC Representative

Print Name: _____
Its _____

Rev. 04/05/2024

PRODUCER
 Underwriters for Hawaii
 368 Bishop St., Suite 777
 Honolulu HI 96813
 Phone: 808-000-0000 Fax: 808-000-0000

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

YOUR COMPANY'S LEGAL NAME AND INFORMATION

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Insurance Company	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	DATE (MMDDYY)	DATE (MMDDYY)	LIMITS
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> INCLUDES LIQUOR LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	BPP777000 07	7/20/2023	7/30/2024	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per person) \$ PROPERTY DAMAGE (Ea accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				PRODUCTS - COMP/OP AGG \$1,000,000 OTHER THAN EA OCC \$ AUTO ONLY: AGG \$
A	X	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION \$0				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

SAMPLE

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 HAWAII KOREAN CHAMBER OF COMMERCE (HKCC); HKCC FOUNDATION; STATE OF HAWAII; HTA, HVCB; OAHU VISITOR'S BUREAU, CITY AND COUNTY OF HONOLULU; PACIFIC RIM CONCEPTS LLC., CHARMING EVENTS HAWAII ARE NAMED AS ADDITIONAL INSURED AS THEIR INTEREST MAY APPEAR WITH RESPECT TO THE LIABILITY POLICY PROVISIONS. EVENT: 20TH ANNUAL KOREAN FESTIVAL AUGUST 03, 2024 - FRANK F. FASI CIVIC GROUNDS AND MUNICIPAL PARK

CERTIFICATE HOLDER
 HAWAII KOREAN CHAMBER OF COMMERCE; HKCC FOUNDATION; STATE OF HAWAII; HTA; HVCB; OAHU VISITOR'S BUREAU; CITY AND COUNTY OF HONOLULU; PACIFIC RIM CONCEPTS LLC.; CHARMING EVENT HAWAII
 PO Box 2296
 Honolulu, Hawaii 96804

CANCELLATION

 AUTHORIZED REPRESENTATIVE

APPLICATION FOR SPECIAL EVENT FOOD ESTABLISHMENT PERMIT

(A) NAME OF EVENT 20TH ANNUAL KOREAN FESTIVAL		(B) EVENT LOCATION OR ADDRESS OF EVENT (ONLY ONE) HONOLULU HALE CIVIC GROUNDS	
(C) EVENT COORDINATOR NAME (IF APPLICABLE) Lee-Ann Choy		(D) EVENT COORDINATOR PH # AND EMAIL (IF APPLICABLE) (808) 864-9812 808KoreanFestival@gmail.com	
(E) NAME OF FOOD BOOTH		(F) FOOD BOOTH CONTACT PERSON	
(G) FOOD BOOTH CONTACT PERSON PHONE AND FAX # Phone: Fax:		(H) FOOD BOOTH CONTACT PERSON EMAIL	
(I) NAME OF PERSON(S) WITH FOOD SAFETY HANDLERS CERTIFICATION CARD, IF APPLICABLE (MUST BE PRESENT AT ALL TIMES OF OPERATION) <div style="text-align: center;">✓</div>			

DAY	(J) DATE/TIME OF EVENT	DAY	(J) DATE/TIME OF EVENT	DAY	(J) DATE/TIME OF EVENT
1.	08/03/2024 - 11am-8pm	11.		21.	
2.		12.		22.	
3.		13.		23.	
4.		14.		24.	
5.		15.		25.	
6.		16.		26.	
7.		17.		27.	
8.		18.		28.	
9.		19.		29.	
10.		20.		30.	
				31.	

THIS PERMIT CANNOT EXCEED THIRTY-ONE (31) DATES

(K) NAME OF SUPPORT KITCHEN	(L) STREET ADDRESS OF SUPPORT KITCHEN	(M) PHONE NUMBER	(N) PERMIT NO
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(O) DESCRIBE OPERATIONS AT SUPPORT KITCHEN (clean up, thawing, cutting, cooking, etc)

USE OF SUPPORT KITCHEN AUTHORIZED BY:

(P) SIGNATURE OF OWNER OR AGENT OF AUTHORITY	(Q) PRINT NAME OF OWNER OR AGENT OF AUTHORITY
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(R) LIST FOODS TO BE SERVED

CONTINUE COMPLETION OF APPLICATION ON PAGE 2

The Sanitation Branch, Department of Health reserves the right to deny your Special event food establishment permit or revoke the permit for failure to comply with the sanitary requirements of Hawaii Administrative Rules, Title 11, Department of Health, Chapter 50, Food Safety Code.

(S) DATE	(T) SIGNATURE OF APPLICANT	(U) PRINT NAME OF APPLICANT

FEE NON REFUNDABLE

SUBMIT APPLICATION AND FEE **TEN WORKING DAYS** PRIOR TO EVENT TO:

THERE WILL BE A SERVICE FEE OF \$25.00 FOR ANY CHECK DISHONORED BY THE BANK.

Payable to: STATE OF HAWAII
SANITATION BRANCH
99-945 HALAWA VALLEY STREET
AIEA, HI 96701

APPROVED:

DATE

SIGNATURE OF AGENT/DEPARTMENT OF HEALTH

seal of approval
 (Permit invalid without seal)

SECTION BELOW FOR OFFICIAL HEALTH DEPARTMENT USE ONLY

FEE AMOUNT	DATE PAID	METHOD OF PAYMENT	RECEIPT NO.	RECEIVED BY
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BENEVOLENT OR CHARITABLE ORGANIZATION - NO FEE

NON-POTENTIALLY HAZARDOUS, PREPACKAGED FOODS & HOMEMADE FOOD PRODUCTS BY DIRECT SALES ONLY. Permit & fee not required.

SITE FACILITIES

(Check all applicable boxes)

FOOD PROTECTION:

(V) OVERHEAD COVERAGE:

- Pop-up tent Existing building
 Other: _____

(W) PROTECTION FROM PUBLIC:

- Sneeze guards Only pre-packaged food
 Equipment covers Food handled at least 5 ft away
 Other: _____

(Y) TYPE OF HANDWASHING SINK:

- Gravity fed unit
 Self-contained portable sink
 Permanently plumbed sink
 Not applicable – prepackaged food only

(Z) EQUIPMENT USED FOR FOOD HANDLING AT FOOD BOOTH:

FOOD CONTACT SURFACES MUST BE CLEANED & SANITIZED OR REPLACED AT LEAST EVERY 4 HOURS

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Grill | <input type="checkbox"/> Wok |
| <input type="checkbox"/> Deep fryer | <input type="checkbox"/> Rice cooker |
| <input type="checkbox"/> Pans/tongs | <input type="checkbox"/> Blender |
| <input type="checkbox"/> Cutting board | <input type="checkbox"/> Other: _____ |

(X) FOOD HANDLING AT EVENT:

ALL FOOD PREP MUST BE COMPLETED AT THE APPROVED SUPPORT KITCHEN.

- Cooking Assembly Plating
 Other: _____

(AA) TEMPERATURE CONTROL AT EVENT:

KEEP HOT FOOD ≥135°F
 KEEP COLD FOOD ≤41°F

- Cooler with ice/gel ice pack Refrigerator
 Chafing dish with sterno Cambro
 Use time for control (procedures must be attached)
 Other: _____

(BB) SITE PLAN – BOOTH DIAGRAM, INCLUDING HANDWASHING SINK (if required)



APPLICATION FOR SPECIAL EVENT FOOD ESTABLISHMENT PERMIT INSTRUCTIONS TO FOOD VENDORS

BACKGROUND

Hawaii Administrative Rule Title 11, Chapter 50, section 3(a) states that no person may operate a food establishment without a valid permit. Any person who intends to operate a food establishment in conjunction with a special event may apply for a special event food establishment permit.

A special event is a planned activity where food is distributed to the public with or without charge at a public or privately owned property. This may include a sporting event, carnival, farmers market, religious organization function, fairs or other similar gatherings.

A Special Event Food Establishment permit is valid for one (1) food booth for a single location only. The Special Event Food Establishment permit must be available at the booth at all times.

APPLICATION PROCESS

- Submit a completed "Application for Special Event Food Establishment permit" with applicable fees ten (10) days prior to event start date. Incomplete application forms will not be processed. See backside of this page for instructions on how to complete the form.
- Applications and fees can be mailed or submitted in person to the Department of Health Sanitation Branch. Make checks payable to: STATE OF HAWAII.
- If approved, the "Special Event Food Establishment permit" may be picked-up, faxed, emailed or mailed (include a self-addressed stamped envelope with the application).
- Operating differently than indicated on the approved application may result in immediate closure of your food booth.

EXEMPTIONS

Vendors who distribute or sell prepackaged foods that are also non-potentially hazardous, or vendors who distribute or sell "homemade food products" or "hand-pounded poi" directly to the consumer, are not required to obtain a Special Event Food Establishment permit. "Homemade food products" means not potentially hazardous food produced or packaged by the vendor in their home kitchen. Some common examples of "homemade food products" are baked goods, chex mix, popcorn, but DOES NOT include cream filled pastries, baked goods with meat, pickled food items, homemade salsas, jerky or smoked meats/fish, low acid canned foods and garlic in oil.

FOOD ESTABLISHMENT TYPE	FEE
Any Food Establishment used only to prepare or serve food to the homeless without compensation, consideration, or donation by the person or persons being served	\$0
Special Event Food Establishment: 1-5 days	\$50
Special Event Food Establishment: 6-10 days	\$75
Special Event Food Establishment: 11-20 days	\$100
Special Event Food Establishment: 21-31 days	\$100 + \$5/day for each day over 20 days
Special Event Food Establishment: Value added farm products	\$25
Special Event Food Establishment (applicants such as youth groups, schools, hospitals, religious groups, community service organizations, athletic groups, and other charitable or benevolent organizations)	\$0

INSTRUCTIONS FOR SPECIAL EVENT FOOD ESTABLISHMENT PERMIT APPLICATION

Applications and the appropriate fee must be submitted at least ten (10) working days prior to event.

- A. NAME OF EVENT: Name of event participating in.
- B. EVENT LOCATION OR ADDRESS OF EVENT: Site where food is distributed. Each permit applies to **one (1) location**.
- C. EVENT COORDINATOR NAME: Name of person in charge of food booths at an event. Not all events will have a coordinator.
- D. EVENT COORDINATOR PHONE # AND EMAIL: Provide contact information for the event coordinator, if the event has someone in charge.
- E. NAME OF FOOD BOOTH: Name of the food operation. Each permit applies to **one (1) organization/establishment only**.
- F. NAME OF FOOD BOOTH CONTACT PERSON: Name of person(s) responsible for questions and pick up of application.
- G. FOOD BOOTH CONTACT PERSON PHONE NUMBER: Phone number of person(s) responsible for questions and permit pick-up. If fax number provided, permit can be faxed.
- H. FOOD BOOTH CONTACT PERSON EMAIL: Email of person responsible for food booth operations.
- I. NAME OF PERSON(S) WITH FOOD SAFETY HANDLERS CERTIFICATION CARD: One individual on site must have proof of passing a food safety class that has been approved by the Department of Health.
- J. DATE OF EVENT: List one date per line starting from the date of the first event. Maximum of 31 dates per permit.
- K. NAME OF SUPPORT KITCHEN: Name of permitted food establishment where food preparation, food storage, cooking, etc. will be done. ****The proposed support kitchen must still be approved by the Department of Health for the special food event.**
- L. STREET ADDRESS OF SUPPORT KITCHEN: Street address of permitted support kitchen where food preparation, food storage, etc. will be done.
- M. PHONE NUMBER: Phone number of permitted support kitchen owner or manager.
- N. PERMIT NO.*: Permit number of the permitted support kitchen where food preparation, food storage, etc. will be done.
*Permit number issued by the Hawaii Department of Health Sanitation Branch
- O. DESCRIBE OPERATIONS: Provide list of what will be done at support kitchen, i.e. marinating meat, cooking chili, etc.
- P. SIGNATURE OF AUTHORIZED PERSON: Signature of person giving permission to use the permitted support kitchen.
- Q. PRINT NAME OF AUTHORIZED PERSON: Print name of "(P) Signature of Authorized Person".
- R. LIST OF FOOD ITEMS: List ALL food items being sold or distributed at event. Change of menu items after permit issuance may result in immediate closure of food booth.
- S. DATE: Date application signed.
- T. SIGNATURE OF APPLICANT: Applicant and contact person need not be the same person.
- U. PRINT NAME OF APPLICANT: Print name of "(T) Signature of applicant".
- V. OVERHEAD COVERAGE: Check the appropriate box(es) for the type of overhead coverage will be provided for all areas of food handling, food storage, assembly, cooking, etc.
- W. PROTECTION FROM PUBLIC: Check the appropriate box(es) for how food will be protected from the public.
- X. FOOD HANDLING AT EVENT: Check the appropriate box(es) for how food will be handled at the food booth. All food preparation prior to cooking, such as chopping onions, cutting raw meats, etc, must be done at the support kitchen.
- Y. TYPE OF HANDWASHING SINK: Indicate the type of handwashing sink that will be provided at food booth. Gravity fed sinks are typically those consisting of a cooler with spout and bucket for wastewater. Self-contained portable sinks often have a foot pump. Soap + paper towels must be available. *A handwashing sink is not required if all food is prepackaged.*
- Z. EQUIPMENT USED FOR FOOD HANDLING AT FOOD BOOTH: Indicate the various types of equipment that will be used at the food booth. Food contact surfaces must be properly cleaned and sanitized OR replaced at least every four hours.
- AA. TEMPERATURE CONTROL AT EVENT: Check the appropriate box(es). If using "4 hour rule," you MUST provide written procedures.
- BB. SITE PLAN: Draw a schematic diagram of the food booth layout. Include location of handwashing sink (if handling food on site), equipment, table set up, etc.



HAWAII STATE
DEPARTMENT
OF HEALTH

www.health.hawaii.gov/san

SPECIAL EVENT FOOD ESTABLISHMENT GUIDELINES

EQUIPMENT

- Serve food with disposable dishware/utensils.
- Have extra sets of equipment & utensils. Switch them out every 4 hours.

NO WASHING DISHES
ON SITE!!



SAFE FOOD TEMPERATURES

- Cook to safe temperatures:



Beef, Pork, Seafood, Eggs 145°F

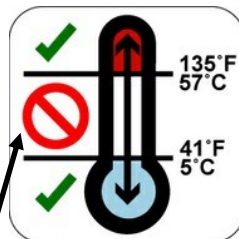
Ground Meat 155°F

Chicken/Poultry 165°F

- Hold at safe temperatures

COLD 41°F or below

HOT 135°F or above



- Use 4 hour rule properly

Don't hold food in "**danger zone**" longer than **4** hours. After 4 hours, throw it out!



Contact your local office:

Oahu: 586-8000
Hilo: 933-0917
Kona: 322-1507
Kauai: 241-3323
Maui: 984-8230

www.health.hawaii.gov/san

*** FAILURE TO IMPLEMENT THESE
GUIDELINES MAY RESULT IN DENIAL
OF YOUR APPLICATION OR CLOSURE
OF YOUR SPECIAL EVENT FOOD
ESTABLISHMENT.

FOOD SAFETY FACT SHEET

SPECIAL EVENT FOOD ESTABLISHMENTS



PLEASE READ THIS HANDOUT AND USE THESE GUIDELINES AT YOUR SPECIAL EVENT FOOD ESTABLISHMENT. DOH SANITATION

BRANCH MUST APPROVE ALL MENU ITEMS SERVED PRIOR TO OPERATION AND MUST APPROVE THE SET UP OF YOUR SITE. CHANGES TO THE APPLICATION (MENU ITEMS, DATES OF OPERATION) AFTER APPROVAL MAY RESULT IN IMMEDIATE CLOSURE OF YOUR FOOD BOOTH. CONTACT YOUR LOCAL OFFICE FOR DETAILS.

HEALTHY EMPLOYEES

Employees who have been ill with vomiting and/or diarrhea *cannot* work in a food booth for at least 24 hours after their symptoms end.

FOOD SOURCES

All food, beverages and ice must be obtained from approved sources. **Food cannot be prepared or stored at home.** Off-site preparation or storage must be done at a licensed food establishment.

PROTECT YOUR FOOD

- Overhead covering is required for all food storage, assembly, cooking & serving areas.
- Do not set up on loose dirt, mud, or pooled water.



- Use utensils, deli paper, gloves, spatula, tongs, etc. No bare hand contact allowed.

- No preparation of food on site. All food must be prepped at support kitchen.

No cutting raw animal meats on site.

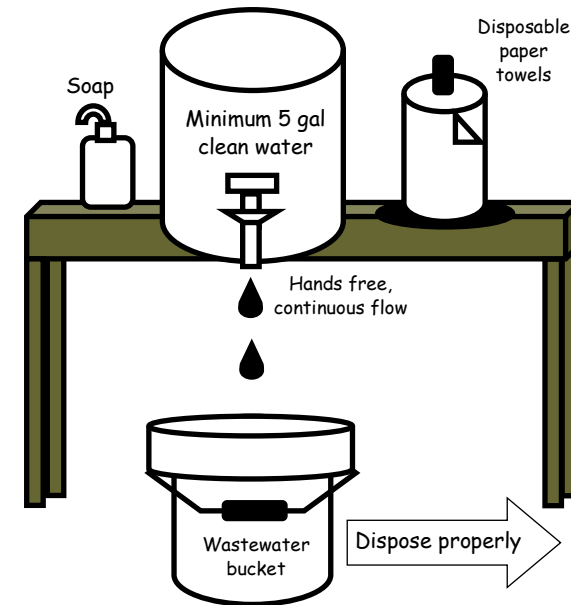
***Assembly & cut/slice for immediate service to customer is allowed.*

- Keep food covered.
- No cooling or thawing on site.
- Don't cross contaminate!
Keep raw animal food SEPARATE from cooked & ready-to-eat food.
- No children in diapers or animals in your food booth.



WASH YOUR HANDS!! DO NOT TOUCH FOOD!!

Handwashing stations must be conveniently located to booth & used for no other purpose.



When to wash your hands:

- When switching between handling raw food and ready-to-eat food.
- Before putting gloves on to handle food.
- After touching dirty equipment/utensils.
- After activity that contaminates hands.

HAND SANITIZERS, GLOVES & WET-WIPES ARE NOT SUBSTITUTES FOR WASHING HANDS.