

California Bridal & Wedding Expo
Ontario Convention Center
June 2, 2024
Email: admin@showreadyexpo.com

SHOW READY EXPO
9150 Hyssop
Rancho Cucamonga, CA 91730
Phone: (909) 468-0444 Fax: (909) 992-3700

Company Name: _____ Booth # _____

Contact Name: _____

Address/City/ State/ Zip: _____

Phone # _____ Fax # _____

Email: _____

- **This form must be completed and enclosed with all order forms and on file with Show Ready prior to any service(s) being performed regardless if another form of payment is being used. Thank you for your co-operation.**
- Cancellation Policy: Items canceled will be charged at 50% of original price after Show Ready move-in begins and 100% of original price after installation.
- In order to receive **ADVANCED PRICING** full payment *must* be included with order form! If paying by check; make payment in U.S. funds drawn on a U.S. bank. If paying by credit card; please fill out the enclosed authorization form.
- Customer is responsible for loss or damage to equipment.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.
- ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE CLOSE OF SHOW.
- THERE WILL BE NO CREDITS ISSUED UPON COMPLETION OF SHOW.

Amount Enclosed \$ _____ Amount to be charged to Credit Card \$ _____

If paying by Check; please fill out the following information:

Check Number: _____ Drivers License Number: _____

Address _____

City _____ State _____ Zip Code _____

If paying by Credit Card, please provide the following information:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Please Check: _____ AMERICAN EXPRESS _____ MASTERCARD _____ VISA

Expiration Date: _____ CVV _____ Name as it Appears on Card _____

Authorized By: _____ Cardholder's Signature: _____

Cardholders **Billing** Address _____ City _____ State _____ Zip Code _____

California Bridal & Wedding Expo

Ontario Convention Center

June 2, 2024

Company Name _____

Booth# _____

SHOW READY EXPO

9150 Hyssop

Rancho Cucamonga, CA 91730

Phone: (909) 468-0444 Fax: (909) 992-3700

* To qualify for **Advanced Pricing**; payment **must** be included with order by **Deadline Date: May 24, 2024** Before 4:00 pm

FURNITURE & ACCESSORIES ORDER FORM

DISPLAY TABLES & TABLE DRAPING: 30" High

		<u>ADVANCE</u>	<u>FLOOR</u>
<input type="checkbox"/>	4' x 24" Table (Undraped)	\$40.00	\$60.00
<input type="checkbox"/>	6' x 24" Table (Undraped)	\$50.00	\$70.00
<input type="checkbox"/>	8' x 24" Table (Undraped)	\$60.00	\$80.00
<input type="checkbox"/>	4' x 24" Table (Draped)	\$80.00	\$100.00
<input type="checkbox"/>	6' x 24" Table (Draped)	\$90.00	\$110.00
<input type="checkbox"/>	8' x 24" Table (Draped)	\$100.00	\$120.00

* Price includes top covered with white plastic and 3 sides draped
4th Side Draped Each \$30.00 \$40.00

Please circle skirt color:

Black Blue Burgundy Gold Grey Purple Red White

CARPET

		<u>ADVANCE</u>	<u>FLOOR</u>
<input type="checkbox"/>	9' x 10' Carpet	\$160.00	\$195.00
<input type="checkbox"/>	9' x 20' Carpet	\$215.00	\$250.00
<input type="checkbox"/>	9' x 30' Carpet	\$260.00	\$295.00

* Price includes installation, front edge taping and pickup at close of show. If carpet is ordered in multiples of two or more, the carpets are not guaranteed to be a color match.

Please circle carpet color:

Black Blue Burgundy Grey Red

CHAIRS & MISCELLANEOUS ACCESSORIES

DISPLAY COUNTERS & COUNTER DRAPING: 42" High

		<u>ADVANCED</u>	<u>FLOOR</u>
<input type="checkbox"/>	4' x 24" Counter (Undraped)	\$70.00	\$ 90.00
<input type="checkbox"/>	6' x 24" Counter (Undraped)	\$80.00	\$ 100.00
<input type="checkbox"/>	8' x 24" Counter (Undraped)	\$90.00	\$ 110.00
<input type="checkbox"/>	4' x 24" Counter (Draped)	\$105.00	\$ 125.00
<input type="checkbox"/>	6' x 24" Counter (Draped)	\$115.00	\$ 135.00
<input type="checkbox"/>	8' x 24" Counter (Draped)	\$125.00	\$145.00

* Price includes top covered with white plastic and 3 sides draped
4th Side Draped Each \$35.00 \$45.00

Please circle skirt color:

Black Blue Burgundy Gold Grey Red White

		<u>ADVANCED</u>	<u>FLOOR</u>
<input type="checkbox"/>	Padded Side Chair	\$ 40.00	\$ 55.00
<input type="checkbox"/>	Folding Chair	\$ 20.00	\$ 30.00
<input type="checkbox"/>	Padded Counter Stool	\$ 60.00	\$ 75.00
<input type="checkbox"/>	Crossbar	\$ 30.00	\$ 40.00
<input type="checkbox"/>	Upright & Base	\$ 20.00	\$ 25.00
<input type="checkbox"/>	8 ft. Backwall Drape (Per foot)	\$ 6.50	\$ 12.00
<input type="checkbox"/>	Easel	\$ 40.00	\$ 55.00
<input type="checkbox"/>	Wastebasket	\$ 20.00	\$ 30.00

* **Cancellation Policy:** Items canceled will be charged at 50% of original price after Show Ready move-in begins and 100% of original price after installation.

California Bridal & Wedding Expo
Ontario Convention Center
Company Name _____
Booth # _____
Email: admin@showreadyexpo.com
Deadline Date: May 24, 2024



DISCOUNTED BOOTH PACKAGES

PACKAGE 1 \$250.00

- (1) 10 x 10 Carpet
- (1) 8ft Table (Draped)
- (2) Folding Chairs

Please indicate skirt color:

Black Blue Burgundy Gold Grey Purple Red White

***NO SUBSTITUTIONS**

Check here for Package 1

PACKAGE 2 \$450.00

- (1) 10 x 20 Carpet
- (2) 8ft Table (Draped)
- (4) Folding Chairs

Please indicate skirt/carpet color:

Black Blue Burgundy Gold Grey Purple Red White

***NO SUBSTITUTIONS**

Check here for Package 2



ELECTRICAL SERVICE ORDER

ASM GLOBAL - ONTARIO CONVENTION CENTER
 2000 E. Convention Center Way, Ontario, CA 91764
 Tel:(909) 937-3069 | Fax:(909) 937-3850
 Email: servicedesk@ontariocc.org | ontariocc.org

Exhibitor No/Booth: _____
 Notes: _____

Company Name:		Booth No.	Show Name: (Required)	
Exhibitor Name:			Show Dates:	
Billing Address for Credit Card:		City, State:	Zip Code for Credit Card:	
Name on Credit Card:		Company Contact:	Phone:	
Email me credit card link to pay: <input type="checkbox"/> Email: _____				
Payment Type: VISA M/C AMEX CHECK		Amount:	Check Number:	
Credit Card #:		Expiration Date:	Signature (Required):	Print Name:

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred. The Ontario Convention Center accepts payments on a US Bank or a credit card (VISA, M/C, AMEX). **Make your checks payable to ASM Global-Ontario Convention Center/ ATT:Electrical Department.** Please mail your order with the payment to the address listed above or you may scan and email this form with your credit card payment. Installation hardwires are due 72 hours prior to show opening. Cancellations are accepted up to 72 hours prior to move-in. No refunds. **Checks accepted 2 weeks in advance only. Prices are subject to change.**

NOTE: POWER SHUTS DOWN NIGHTLY - BATTERY PACKS NOT ALLOWED

BASIC

120 Volts Outlets *One plug-in is a 500 Watt minimum to a 20 AMP maximum billable based upon draw of power.

WATTS	Standard	QTY.	Total	Configuration	Standard	QTY.	Total
500	\$106.00	<input type="text"/>	= <input type="text"/>	Surge Protector rental	\$41.00	<input type="text"/>	= <input type="text"/>
1000	\$153.00	<input type="text"/>	= <input type="text"/>	Extension Cord rental	\$31.00	<input type="text"/>	= <input type="text"/>
2000	\$177.00	<input type="text"/>	= <input type="text"/>	20A & 30A, 5-pin hubble, twist-lock connector rental (deposit required)		<input type="text"/>	= <input type="text"/>

(One Plug Outlet)

If you exceed the amount of power ordered, there will be a labor charge to re-set breakers. A separate outlet must be ordered for each location. **The discount rate applies only if this form is post-marked 21 Days prior to move-in date. The standard rate applies if this order is received within 21 days of the move-in date otherwise the standard rate will automatically be charged. Booths sharing electrical power is prohibited.**

EXTENSIVE

120 Volt Service | 208/480 Volt Service: *208/ 480/ and 4/0 - Cable Rental will have a labor fee requirement (see page 2)

AMPS	120 Volt.		208 Volt		208 Volt		480 Volt		4/0 - Cable Rental with camlocks		TOTAL
	Disc. Rate / Standard	QTY.	1 Phase	QTY.	3 Phase	QTY.	3 Phase	QTY.	Standard Rate + Labor	QTY.	
20	\$175/ \$214		\$232/ \$284		\$315/ \$387		\$555/ \$688		\$350		\$
30			\$289/ \$355		\$403/ \$496		\$776/ \$863		Service Desk will add any and all rental fee's plus any labor charges.		\$
60			\$457/ \$565		\$713/ \$885		\$1,461/ \$1,821			\$	
100			\$684/ \$850		\$1,109/ \$1,380		\$2,021/ \$2,519			\$	
200			\$1,291/ \$1,593		\$2,110/ \$2,632					\$	
300			\$1,874/ \$2,336		\$3,112/ \$3,884					\$	
400			\$2,554/ \$3,187		\$4,216/ \$5,264				\$		

If 24 hour electrical service is required add 25% to electric total (Overnight power will automatically be billed)
 Add 25% for horsepower requirements. See HP to AMPS Conversion Table on back of contract.....
 If hard-wiring is required then labor must be added (contact OCC) _____ hours @ \$_____/hr.....
 Mon. - Fri. (8-5) at \$75.00/hr. and Sat., Sun & holidays at \$150.00/hour (one hour minimum)
 Equipment deposit (required for all equipment on loan at \$150).....

POWER PLACED IN BACK OF BOOTH

Sub Total	\$
Add 25%	\$
Add 25%	\$
Labor Fee	\$
Deposit	\$
GRAND TOTAL	\$

NOTE: CONFIRMATION OF PAYMENT CREATES SERVICE REQUEST!

Payment-in-full is required with your order. Electrical service will not be provided nor this form processed until payment is received. Payments not received 21 days prior to the move-in date will be billed at the standard rate. The discount rate applies to processed orders that are 22 or more days from move-in. Federal Tax I.D. #23-2511871.

For other requirements, contact the OCC-Service Desk at (909) 937-3069 or via E-mail at servicedesk@ontariocc.org

Customer Acceptance of Terms and Conditions

	Required Signature	Date
Logged: _____	Processed Date: _____	Processed by: _____

GENERAL TERMS AND CONDITIONS

- Exhibit booths will be audited at the show site and any additional service used will be added to the final bill at the floor price. Cancellations will be accepted until 72 hours prior to move-in.
- Rates include bringing service to the rear of standard booth or to the nearest floorport inside an island booth.
- Straight time labor for an electrician is \$75.00 per hour. There is a one (1) hour minimum charge.



IT SERVICES

ASM GLOBAL - ONTARIO CONVENTION CENTER
 2000 E. Convention Center Way, Ontario, CA 91764
 Tel:(909) 937-3069 | Fax:(909) 937-3850
 Email: servicedesk@ontariocc.org | ontariocc.org

Exhibitor No/Booth: _____
 Notes: _____

Company Name:		Booth/Room #:	Event Name:
Billing Address:		Event Dates:	
City, State/Country, Zip:	Phone:	Email:	
Contact Name to Bill:	Email me Credit Card link to pay: <input type="checkbox"/>		
Credit Card #:	Print Name:		
Credit Card Type (Circle One): VISA M/C AMEX	Exp. Date	Signature	

For your convenience we will use this authorization to charge your credit card for any additional amounts incurred. The Ontario Convention Center accepts payments on a US Bank or a credit card (AMEX, VISA and MC). Please **Make your check payable to SMG**. Please mail your order with payment to the address listed above or you may fax this form with your signature and your credit card will be processed for payment. Installations are due 72 hours prior to show opening. Cancellations accepted until 72 hours prior to move-in. **Pre Order-Discount rate applies to orders with payments received 21 days prior to show move-in date. All others are automatically billed at the standard rate. Checks will not be accepted 2 weeks prior to move-in.** Prices are subject to change.

BASIC TELEPHONE SERVICE (Includes 1 Phone 1 Cable)	<u>Pre Order</u>	<u>Standard</u>		<u>Qty</u>	<u>Total</u>
VoIP(Internet Phone) Dial '9'	\$200.00	\$250.00			\$
Analog Phone line/POTS/Credit Card Line	\$120.00	\$150.00			\$
Polycom Phone set - includes cable connection	\$250.00	\$300.00			\$

INTERNET NETWORK SERVICE	<u>Pre Order</u>	<u>Standard</u>		<u>Qty</u>	<u>Total</u>
Events Shared Connection (Sharing building's network) No Router Allowed					
Shared Up to 5 Mbps	Emails and web browsing	\$920.00	\$1,150.00		\$
Shared Up to 10 Mbps	Fast web browsing	\$1,120.00	\$1,400.00		\$
Shared Up to 25 Mbps	Reliable media streaming	\$2,400.00	\$3,000.00		\$

*Shared Network Service includes 1 Ethernet cable connection and 1 Wifi SSID

Events Dedicated Connection (Custom Network for Routers and Servers...etc)					
Dedicated 3 Mbps Wired	1 Public IP address	\$3,196.00	\$3,995.00		\$
Dedicated 10 Mbps Wired	1 Public IP address	\$7,600.00	\$9,500.00		\$
Dedicated 25 Mbps Wired	1 Public IP address	\$15,196.00	\$18,995.00		\$

*Dedicated Network Service includes 1 Ethernet cable connection

*Additional 25% increase on Dedicated Services request on the day of event.

Individual WiFi - (Per Device & Per Day)		<u>Pre Order</u>	<u>Standard</u>	<u># of Days</u>	<u>Qty</u>	<u>Total</u>
Basic	Up to 512K -1 Mbps Wireless	Emails, internet browsing	\$19.95	\$29.95		\$
Standard	Up to 1.5 - 3 Mbps Wireless	Streaming music and video	\$29.95	\$39.95		\$
Premier	Up to 5 - 8 Mbps Wireless	Fast large file downloads	\$74.95	\$89.95		\$

Additional Network Services					
Custom Network Services - Per Hour		\$300.00	\$350.00		\$
Additional IP's		\$125.00	\$150.00		\$
Additional Network Drops with hardline connection		\$150.00	\$200.00		\$
Patch Cable - Up to 50ft - Cate5e		\$25.00	\$35.00		\$
Switch Rental - up to 24 ports		\$120.00	\$150.00		\$
Labor / Floor Work - Per Hour & Per Person		\$250.00	\$300.00		\$

*Overtime rate of an additional 25% may apply after business hours 8am to 5pm Monday through Friday.

Grand Total \$

*Additional network services, such as wireless buyouts, bulk bandwidth orders, specific routing instructions, VPN's, labor, and engineering support can be special ordered through the Event Services Department.

Payment in full is required with your order. Payments not received 21 days prior to show will be collected at the standard rate.

Services will not be provided until payment is received. Federal Tax I.D. #23-2511871

Customer Acceptance of Terms and Conditions: _____

Date: _____

Please review our Terms and Conditions to find additional information concerning your orders.

For additional information, please contact the Event Services Department.

Exhibitor No: _____ Floor Plan? Yes _____ No _____ Payment Rec'd.: _____



FOOD & BEVERAGE SAMPLE AUTHORIZATION FORM

Must be visibly displayed in booth



EVENT NAME: _____
DATE: _____ BOOTH# _____

Premier Food Services has the exclusive food and beverage distribution rights within the Ontario Convention Center. Sponsoring organizations and their exhibitors may distribute SAMPLE food or non-alcoholic beverage products with written authorization ONLY.

GENERAL CONDITIONS:

- All food samples are limited to 1 oz. (All sampling sizes will be strictly enforced)
- All non-alcoholic beverage samples are limited to 2 oz. (All sampling sizes will be strictly enforced)
- Exhibitors may exhibit only merchandise which they normally serve or produce in the ordinary course of their business and may only distribute such quantities that are reasonable in regards to the purpose of promoting the merchandise. Food service exhibitors may distribute food samples in their authorized space only and must not be in competition with products or services offered by the Food and Beverage Department.
- Use of cooking equipment must have prior approval of the Ontario Convention Center.
- Show management is responsible for securing a San Bernardino County Health Permit and providing the Food & Beverage Management with a copy TWO weeks prior to the event date.
- Standard fees for storage, handling, delivery, etc. will be charged where applicable.
- The applicant named below acknowledges they have sole responsibility for use, service, and disposition of such items in compliance with all applicable laws. State law prohibits the sampling and distribution of alcoholic beverages. Accordingly, the applicant agrees to indemnify and forever hold harmless Premier Food Services, the Ontario Convention Center, the City of Ontario and its agents from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use of distribution or other dispensed food and beverage items.
- The Ontario Convention Center and Premier Food Services reserves the right to terminate the service of any food or beverages if your event is in violation of Federal, State, County or City laws relating to the service of alcoholic beverages.
- **San Bernardino County Health Department Regulation: Every vendor or demonstrator sampling food products that are open or require cooking, warming, cutting or preparation is required to have a hand washing sink in their service location.**
- **Premier Food Services reserves the right to determine the necessity of Hand Washing Sinks at each location.**

Company Name _____ Phone _____ Fax _____

Address _____ Email address _____

City _____ State _____ Zip Code _____

On Site Contact _____

Signature _____ Date _____

Product(s) you wish to sample _____

Proposed method of dispensing _____ Quantity Distributed _____

Do food samples require open food, cooking, warming, cutting or preparation? YES NO
A sink is required if you answered YES to the question above.

SERVICES REQUIRED: Please notify Premier Food Services at (909) 937-3061 regarding any special services or requests related to your sample distribution.

HAND WASHING SINK RENTAL: Rental is the sole responsibility of each Vendor/Exhibitor. San Bernardino County Health Department Regulations will be strictly enforced. **For rental assistance, please contact the Catering Manager Shanna Krajcir at 909.937.3061 or skrajcir@ontarioocc.org**

NOTE: All samples MUST receive prior approval and confirmation from the Show Manager, Premier Food Services and the Ontario Convention Center. Exhibitors who do not comply will be asked to remove the items from the facility.

Please return form via FAX 909.937.3861 or EMAIL skrajcir@ontarioocc.org

RETURN TO OUR CATERING OFFICE AT LEAST TWO WEEKS PRIOR TO THE START OF THE SHOW

APPROVED _____ DATE _____



Temporary Food Facility Vendor Checklist



A Temporary Food Facility (TFF) Vendor can only operate at community events approved by San Bernardino County Department of Public Health, Environmental Health Services (EHS). It is the responsibility of each TFF Vendor at the event to comply with food safety and sanitary requirements enforced by EHS.

Vendors at an event are required to obtain a valid health permit and have it readily available at their booth throughout the event. Health permits are non-transferable.

The following self-inspection checklist can assist with meeting requirements.

FOOD SAFETY, STORAGE AND TRANSPORTATION
<input type="checkbox"/> All prepackaged foods are properly packaged and labeled at an approved facility (excluding cottage food permit). No home preparation or storage of food and beverage is allowed.
<input type="checkbox"/> Food is protected from contamination and in approved containers capable of maintaining required holding temperatures during transportation.
<input type="checkbox"/> All food, utensils and equipment are stored, displayed and served so they are protected from contamination. Food will be stored off the floor on appropriate shelving, boxes or pallets.
<input type="checkbox"/> All potentially hazardous foods are kept at 41°F or below or 135°F or above. Hot holding foods held above 45°F and/or leftover foods are discarded at the end of the day.
<input type="checkbox"/> Have a calibrated and accurate metal probe thermometer measuring from 0°F to 220°F available to check food temperatures.
HANDWASHING STATIONS
<input type="checkbox"/> Handwashing stations are located inside all food and beverage preparation booths.
<input type="checkbox"/> A minimal handwashing set-up is allowed inside the food preparation booth if the event is three days or less. This set-up requires a minimum of five gallons of preheated water, a hands-free spigot that provides continuous flow of warm water and a separate waste receptacle.
<input type="checkbox"/> If the event exceeds three consecutive days, a pressurized handwashing sink with hot and cold running water and a minimum of five gallon water supply is required.
<input type="checkbox"/> All handwashing stations have a pump soap dispenser and single-use paper towels. Hand sanitizers do not replace handwashing.
FOOD BOOTHS
<input type="checkbox"/> All food preparation, as well as non-prepackaged food, is within an approved enclosure or compartment. The ceiling, walls and floors of the enclosure are constructed of acceptable materials such as, but not limited to, the following: <ul style="list-style-type: none"> • Ceiling constructed of canvas or tarps • Walls constructed of canvas, tarps, plywood, fine-mesh window screening • Floors constructed of tarps, plywood, concrete, asphalt. The floor must be smooth and cleanable • Grass or dirt floors are covered with appropriate smooth and cleanable materials
<input type="checkbox"/> The food service opening is no larger than 13.5 inches by 16 inches with the ability of being closed.
<input type="checkbox"/> Each booth has signage indicating the name, city and telephone number of the booth operator or permittee. The facility name is required to be at least 3 inches tall and the city and telephone number must be at least 1 inch tall.



EQUIPMENT AND UTENSILS
<input type="checkbox"/> All food-related and utensils-related equipment must be installed, used and stored in such a manner that prevents food contamination.
<input type="checkbox"/> Acceptable cold holding units include, but are not limited to: mechanical refrigeration, freezers or ice chests.
<input type="checkbox"/> Acceptable hot holding units include, but are not limited to: steam tables, crockpots, chafing dishes or hot holding cabinets. All units have been pre-heated prior to placing the food in the unit.
<input type="checkbox"/> All cooking equipment, other than approved barbeques, will remain inside the approved enclosed booth, unless specifically exempted by EHS.
<input type="checkbox"/> Open-air barbeques are protected from dust and other contamination by way of an approved lid or overhead protection.
<input type="checkbox"/> Food preparation surfaces are cleanable and made of approved materials.
<input type="checkbox"/> Single-use utensils are provided for customer use. Food preparation surfaces are easily cleanable and of approved materials.
<input type="checkbox"/> All condiments are dispensed from a squeeze bottle, pump dispenser, individual packets or condiment containers with self-closing lids.
WAREWASHING SINK AND WASTEWATER
<input type="checkbox"/> A three-compartment warewashing sink with dual drainboards is present for all food/beverage preparation booths. Overhead protection is required for all warewashing sinks.
<input type="checkbox"/> All shared three-compartment warewashing sinks provided by the event organizer are maintained by cleaning, refilling and checking sanitizer levels throughout the event. No more than four vendors can share a warewashing sink.
<input type="checkbox"/> All warewashing sinks are supplied with a minimum of 25 gallons of pressurized warm water (minimum of 100°F), unless food preparation is limited, then 15 gallons is required. Wastewater is contained at all times.
<input type="checkbox"/> An approved sanitizer is used at the event for sanitizing utensils and food contact surfaces. Approved sanitizers include chlorine (bleach), quaternary ammonia (quat) or iodine. Sanitizer test strips are available, used to monitor sanitizer levels and will correspond to sanitizer in use at the event.
<input type="checkbox"/> All multiple-use wet wiping towels are stored in an approved sanitizing solution between uses.
<input type="checkbox"/> All wastewater from warewashing sinks and hand washing stations are disposed of through a public sewer system or other manner approved by EHS.
ELECTRICITY DETAILS (IF PROVIDED)
<input type="checkbox"/> Adequate electricity is available for refrigeration units or other equipment (for maintaining potentially hazardous foods at the proper temperature). If the event extends into the evening hours or will last more than one day, ensure electricity is available to light the food preparation area inside the booth. Sources of electricity can include public utilities and/or generators.
ADDITIONAL INFORMATION
<input type="checkbox"/> No food or beverages prepared at home (excluding food under cottage food permit) are allowed.
<input type="checkbox"/> If food preparation is in a permitted facility, provide verification of the permit.
<input type="checkbox"/> Potable (drinking) water is available during the event for food processing and warewashing.
<input type="checkbox"/> Garbage/trash is frequently picked up and disposed of properly.
<input type="checkbox"/> Animals and smoking are prohibited within 20 feet of food booths, storage areas and/or by the barbeque.

For more information on TFF operating requirements email at TFF@dph.sbcounty.gov, contact EHS at 1-800-442-2283 or visit the EHS website at ehs.sbcounty.gov. You can find the California Retail Food Code (Cal Code) on the Program & Services webpage under the Food Facilities section.



TEMPORARY FOOD FACILITY VENDOR HEALTH PERMIT APPLICATION

THIS SECTION TO BE COMPLETED BY APPLICANT • HEALTH PERMITS ARE NOT TRANSFERABLE

PERMIT CATEGORY (SELECT ONLY ONE)

Food Events: Annual Temporary Food Facility (TFF) - Vendor
 One-Time Temporary Food Facility (TFF) - Vendor

APPLICANT INFORMATION

Facility Name:	Phone Number:		
Owner Name:	Email:		
Owner Address:	City:	State:	Zip:

DETAILS OF TEMPORARY EVENT ONLY

Name of Event:	Date(s) of Event:	
Site Address:	City:	Total Number of Event Days:
Set Up Time: From _____ To _____	Open to Public: From _____ To _____	
Name of Event Organizer:	Event Organizer Cell Phone Number:	

INVOICE INFORMATION

Mail To:	Attention To:		
Address:	City:	State:	Zip:

MAKE CHECKS PAYABLE TO: SAN BERNARDINO COUNTY

Submit this application and all subsequent fees at least two weeks prior to the event. A late fee will be assessed if the application is not completed a full 48 hours prior to the day of operation (Example: Fees are due on Wednesday for a Saturday event). Failure to complete the application and pay all fees will result in the assessment of a delinquent fee or closure.

Health permits are non-transferable and must be posted in a visible place within the TFF food booth. A TFF may only operate at community events approved by San Bernardino County Department of Public Health, Environmental Health Services (EHS).

Indemnification: The Contractor agrees to indemnify, defend (with counsel reasonably approved by County) and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnitees. The Contractor's indemnification obligation applies to the County's "active" as well as "passive" negligence but does not apply to the County's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.

For Office Use Only

Fee:	FA Number:	Record ID:	Program Identifier:
Late Fee: <input type="checkbox"/> Y <input type="checkbox"/> N	PE Number:	SR Number:	Date:
Designated Employee:		Received By:	
Check One: <input type="checkbox"/> New <input type="checkbox"/> Transfer <input type="checkbox"/> Reactivate		Changes (Please specify):	

TFF VENDOR	
SPECIFIC TYPE OF TFF VENDOR PERMIT (SELECT ONLY ONE)	
<input type="checkbox"/> TFF - Prepackaged Single Event up to 6 Months	<input type="checkbox"/> Prepackaged Annual TFF Permit
<input type="checkbox"/> TFF - Food Preparation Single Event up to 6 Months	<input type="checkbox"/> Food Preparation Annual TFF Permit
CERTIFICATIONS	
Food Manager Certification: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A (Prepackaged Facilities)	
Food Worker Training Certificates: <input type="checkbox"/> Yes <input type="checkbox"/> No (Required for each employee of Annual TFFs)	
TYPE OF FOOD SERVICE	
<input type="checkbox"/> Prepackaged Foods or Beverages Only <input type="checkbox"/> Food Preparation in Fully Enclosed Booth	
<input type="checkbox"/> Food Preparation in Fully Enclosed Booth Food Compartment (i.e. Snow Cone, Popcorn, Cotton Candy, or Shaved Ice Machine)	
<input type="checkbox"/> Other (Please describe): _____	
List the types of food/beverages that will be sold or given away at the event.	
Provide specific details on where the food is prepared and coming from.	
TFF VENDOR RESPONSIBILITIES	
IT IS THE RESPONSIBILITY OF EACH TFF VENDOR AT THE EVENT TO COMPLY WITH FOOD SAFETY AND SANITARY REQUIREMENTS ENFORCED BY EHS.	
CERTIFICATION STATEMENTS	
Please read and certify the statements on the following regulations by initialing below each section that you will abide by these regulations:	
<ul style="list-style-type: none"> • Food Safety, Storage and Transportation, • Handwashing Stations, • Food Booths, • Equipment and Utensils, • Warewashing Sinks and Wastewater, • Electricity Details, and • Additional Information. 	
FOOD SAFETY, STORAGE AND TRANSPORTATION	
<ul style="list-style-type: none"> • No home preparation or storage of food and beverage is allowed. All prepackaged foods must be properly packaged and labeled at an approved facility (excluding Cottage Food Permit). • During transportation, food must be protected from contamination and in approved containers capable of maintaining required holding temperatures. • Ensure all food, utensils and equipment are stored, displayed and served so they are protected from contamination. Food must be stored off the floor, on appropriate shelving, boxes or pallets. • All potentially hazardous foods must be kept at 41°F or below, or 135°F or above. Hot holding foods, food held at 45°F and/or leftovers, must be discarded at the end of the day. • A calibrated and accurate metal probe thermometer measuring from 0°F to 220°F must be available to check food temperatures. 	
_____ Initials	

TFF VENDOR

HANDWASHING STATIONS

- Handwashing stations must be located inside all food and beverage preparation booths.
- If the event exceeds three consecutive days, a pressurized handwashing sink with hot and cold running water and a minimum of five gallon water supply is required.
- A minimal handwashing setup is allowed inside the food preparation booth only if the event is three days or less. This setup requires a minimum of five gallons of preheated water, a hands-free spigot that provides continuous flow of warm water, and a separate waste receptacle.
- All handwashing stations will be supplied with a pump soap dispenser and single use paper towels. Hand sanitizers do not replace handwashing.

_____ Initials

FOOD BOOTHS

- All food preparation, as well as nonprepackaged food, will be done within an approved enclosure or compartment. The ceiling, walls and floors of the enclosure must be constructed of acceptable materials such as, but not limited to the following:
 - Ceiling constructed of canvas or tarps.
 - Walls constructed of canvas, tarps, plywood, fine-mesh window screening.
 - Floors constructed of tarps, plywood, concrete, asphalt. The floor must be smooth and cleanable.
- Grass or dirt floors must be covered with appropriate smooth and cleanable materials.
- The food service opening can be no larger than 13.5" or 16" with the ability of being closed.
- Each booth must have signage indicating the name, city and telephone number of the booth operator or permittee. The facility name must be a minimum of 3 inches, and the city and telephone number must be a minimum of 1 inch in letter height.

_____ Initials

EQUIPMENT AND UTENSILS

- All food-related and utensil-related equipment must be approved by EHS. All equipment will be installed, used and stored in such a manner that prevents food contamination.
- Cold holding units include, but are not limited to: mechanical refrigeration, freezers or ice chests. Accurate thermometers are required inside the units to monitor temperatures.
- Hot holding units include, but are not limited to: steam tables, crockpots, chafing dishes or hot holding cabinets. All units must be pre-heated prior to placing the food in the unit.
- All cooking equipment, other than approved barbeques, must remain inside the approved enclosed booth, unless specifically exempted by EHS.
- Open-air barbeques must be protected from dust and other contamination by way of an approved lid or overhead protection.
- Food preparation surfaces must be cleanable and made of approved materials.
- Single-use utensils must be provided for customer use. Food preparation surfaces must be easily cleanable and of approved materials.
- All condiments must be dispensed from a squeeze bottle, pump dispenser, individual packets or condiment containers with self-closing lids.

_____ Initials

WAREWASHING SINK AND WASTEWATER

- A three-compartment warewashing sink with dual drainboards with overhead protection required for all food/beverage preparation booths.
- Any shared three-compartment warewashing sinks that are provided by the Event Organizer must be maintained by cleaning, refilling and checking sanitizer levels throughout the event. No more than four vendors can utilize a shared warewashing sink.
- All warewashing sinks will be supplied with a minimum of 25 gallons of pressurized warm water (minimum of 100°F), unless food preparation is limited, then 15 gallons is required. Wastewater must be contained at all times.
- An approved sanitizer must be used at the event for sanitizing utensils and food contact surfaces. Approved sanitizers include chlorine (bleach), quaternary ammonia (Quat) or iodine. Sanitizer test strips must be available, used to monitor sanitizer levels, and must correspond to sanitizer in use at the event.
- All wastewater from warewashing sinks and hand washing stations must be disposed of in an approved manner through a public sewer system or other manner approved by EHS.

_____ Initials

TFF VENDOR	
ELECTRICITY DETAILS (IF PROVIDED)	
<p>Adequate electricity must be available for refrigeration units or other equipment (for maintaining potentially hazardous foods at the proper temperature). If the event extends into the evening hour or will last more than one day, ensure electricity will be available to light the food preparation area inside the booth. Sources of electricity may include public utilities and/or generators.</p>	
<p>_____ Initials</p>	
ADDITIONAL INFORMATION	
<ul style="list-style-type: none"> No food or beverages prepared at home are allowed (excluding food under Cottage Food Permit). If food preparation is in a permitted facility, the permit must be provided. Potable (drinking) water must be available during the event for food processing and warewashing. Garbage/trash must be frequently picked up and disposed of properly. Animals and smoking are prohibited within 20 feet of food booths, storage areas and/or nearby the barbeque. 	
<p>_____ Initials</p>	
DECLARATION AND SIGNATURE	
<p>MAKE CHECKS PAYABLE TO: SAN BERNARDINO COUNTY</p> <p>I declare under the penalty of law, that to the best of my knowledge and belief, the statements made herein are correct and true. I have knowledge of, and commit to meet state law and relevant local regulations pertaining to the TFF Vendor Health Permit. I acknowledge the receipt of the TFF Vendor Checklist and the rules and regulations set forth by San Bernardino County. As the TFF Vendor, I must ensure that my food booth is in compliance with the TFF operating requirements mentioned in this application and set forth in the TFF Vendor Packet. I hereby consent to all necessary inspections related to the issuance of a health permit and the operation of the business. Furthermore, I understand that failure to meet all requirements specific to the TFF Vendor Health Permit, supplemental attachments and those set forth by San Bernardino County may result in permit suspension and/or closure of the TFF booth.</p>	
<p>Indemnification: The Contractor agrees to indemnify, defend (with counsel reasonably approved by County) and hold harmless the County and its authorized officers, employees, agents and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this contract from any cause whatsoever, including the acts, errors or omissions of any person and for any costs or expenses incurred by the County on account of any claim except where such indemnification is prohibited by law. This indemnification provision shall apply regardless of the existence or degree of fault of indemnities. The Contractor's indemnification obligation applies to the County's "active" as well as "passive" negligence but does not apply to the County's "sole negligence" or "willful misconduct" within the meaning of Civil Code Section 2782.</p>	
<input type="checkbox"/> Electronic Signature Only: By checking this box I confirm I am submitting this application electronically and that the information on this form is true and correct. I also acknowledge that I have read, understand and accept any terms and conditions of this form.	<p>Date:</p>
<p>Signature of TFF Vendor:</p>	
<p>Print Name:</p>	<p>Title:</p>