

2022 FOOD VENDOR'S GUIDE

Washington
STATE FAIR

PUYALLUP

SPRING FAIR[®]



Includes Rules & Regulations

GENERAL INFORMATION

Mailing Address:
 Washington State Fair
 110 9th Avenue SW
 Puyallup, WA 98371-6811

Shipping Address:
 Washington State Fair
 1404 5th Street SW
 Puyallup, WA 98371-6811

Phone Numbers:
 Switchboard - (253) 845-1771
 24-Hour Hotline - (253) 841-5045
 Fax - (253) 841-5390

Website: www.thefair.com **E-mail:** info@thefair.com

April 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
	Setup (Food/Outside) 8a - 4p					NO SETUP ALLOWED
	Pass Office 8:30a - 4:30p					
10	11	12	13	14	15	16
NO SETUP ALLOWED	Setup (Outside) 8a - 4:30p <i>Use Service or Gold Gates</i>	Setup (ALL Buildings & Outside) 8a - 4:30p <i>Use Service/Blue/Gold Gates</i>	Setup (ALL Areas) 8a - 7p <i>Use Service/Blue/Gold Gates</i>	Service Gate 6a - 11p Setup (ALL Areas) 8a - 1p ALL VEHICLES OFF GROUNDS BY 1PM	Service Gate 6a - 11p Re-stocking 8a - 10a ALL VEHICLES OFF GROUNDS BY 9AM	Service Gate 6a - 11p Re-stocking 8a - 10a ALL VEHICLES OFF GROUNDS BY 9AM
	Pass Office 8:30a - 4:30p		Pass Office 10:30a - 7p	Pass Office 8:30a - 4:30p		Pass Office 8:30a - noon
				OPEN TO PUBLIC 2p - 10p	OPEN TO PUBLIC 10a - 10p	
17	18	19	20	21	22	23
CLOSED	CLOSED	CLOSED	CLOSED	OPEN TO PUBLIC 2D - 10D	OPEN TO PUBLIC 10a - 10p	
			Pass Office 8:30a - 4:30p			Pass Office 8:30a - noon
24	25	26	27	28	29	30
OPEN TO PUBLIC 10a - 8p	Load Out 8a - 4:30p (Buildings & Outdoor) Use Service Gate ALL BUILDINGS MUST BE CLEARED BY 4P	Load Out 8a - 4:30p (Outdoor) Use Service Gate ALL OUTDOOR & FOOD BOOTHS MUST BE CLEARED BY 4P				
Pass Office 8:30a - noon						
Load Out After Grounds are cleared - approx. 9pm (Enter thru Purple Gate, Exit thru Service Gate)						

Tickets and Passes

Each vendor will receive credential(s) per booth space. Passes can be picked up in the Pass Office on the 1st floor of the Administration Building. All vendor passes allotted are specifically for the use of **employees and/or staff only**.

Services

TENT & CANOPY

CORT Party Rental

2523 Pacific Highway East

Fife WA 98424

Telephone: (253) 922-9898 / Fax (253) 922-8270

First Aid/Fire/Security 9-911

Lost & Found (Administration, 1st Floor)..... (253) 841-5057

Lost Children (Administration, 1st Floor)..... (253) 841-5095

Operations (Electrical, Plumbing, Garbage, etc.)..... (253) 841-5042

Trailer Space (253) 841-5057

Make RV reservations in advance. Based on availability Via phone or e-mail using a credit card only

Full Hookups, Orange Lot \$40.00 per night with a seven days advance registration

Partial Hookups with Sani-Can, Lot L \$40.00 per night with advance registration

\$48.00 per night with on-site registration

Vendor Services Office (Fair Week, **SE ShowPlex**):..... (253) 841-5049

Vehicles – Pre-Fair Unloading Procedures

The Washington State Spring Fair (Fair) is continually striving to make setup safer and more efficient for everyone that must enter the facility to unload merchandise/animals. We are asking for your full cooperation in this safety program. If you do not need to drive onto the Fairgrounds (grounds), please park in a Fair parking lot and hand truck or walk in. When you have to drive in and unload, do so as quickly as possible and exit the grounds. Procedures are outlined below:

Service Gate . Enter to receive pass to unload on grounds. You will be allowed one hour to unload and exit the grounds. Exit only at the Service Gate.

Fair Time..... ALL vehicles must be removed from the grounds by specified times (above schedule).

Vendor Services Office during Spring Fair

Contact Vendor Services staff at (253) 841-5049, located in the Mattress Firm ShowPlex Office in the South-East corner (near Food Court).

Move In/Setup

Vendors may setup on Tuesday, April 12 and Wednesday, April 13. If you need to setup earlier than April 12, you must get approval from the Vendor Services Office (235) 841-5049. Booths need to be completely setup by 1:00 pm on opening day. **PLEASE NOTE THAT BUILDINGS WILL BE OPEN TO VENDORS FROM 8:00 AM to 10:00 AM FOR RESTOCKING PURPOSES ONLY. VEHICLES MUST BE REMOVED FROM THE FACILITY BEFORE 9:00 AM** each day of the Fair.

All indoor vendors must have all items removed no later than 4:00 pm on Monday, April 25, 2022. All outdoor exhibits and food concession booths must be removed by 4:00 pm on Tuesday, April 26, 2022. Failure to vacate will result in a \$500.00 per day fee.

Telephone Service

Cost - **\$495.00** per line before March 30, 2022, and **\$575.00 per line after March 30th**, (tax included). Call (253) 845-1771 regarding service.

Most standard business telephone service is provided through the Fair Administration Office (Administration Office). All broadcast/DSL data lines **must** have permission and verification of location from the Administration Office before the order is given to Century Link. There is a premise wire charge of \$285.00 if ordered in advance, or a \$475.00 charge will be applied for install if not scheduled at least two weeks before the opening of the Fair.

To ensure telephone service, you must fill out a telephone order form and return it before March 30. Service is restricted to the Spring Fair.

To call a number on the Fairgrounds from a fair phone, Dial the Last Four Digits

To call a local number or long distance..... Dial 9 + 1 and Area Code & Number

Facilities for the Disabled

Restrooms - There are several restrooms on the grounds for disabled Fair guests. These restrooms have posted handicap symbols.

Parking -

Gold Parking Lot (off of 9th Avenue SW & Meridian Street S)

Blue Parking Lot (off of Meridian Street S & 10th Avenue SE)

Americans with Disabilities Act

In compliance with the Americans with Disabilities Act, it is the policy of the Washington State Fair that if a disabled individual requires an attendant to accompany him/her in order to facilitate his/her needs, the attendant is to be allowed free admission to the Fairgrounds.

Wheelchair, Electric Carts and Stroller Rentals are Available at the BLUE GATE ONLY.

Service dogs and miniature horses are welcome at Washington State Fair provided they are on a leash or lead at all times. A member of your party must remain with the animal. Currently, the ADA provides no definition of therapy, comfort or emotional support service animals and as such are not considered service animals and are not permitted at Washington State Fair.

Pets: Pets are NOT allowed on the grounds. The only exceptions are working service animals and dog show entries on a leash (*Companion animals and pets are not allowed*). All contestants with animals must have proper credentials. Animals on the grounds for commercial or sports and wildlife displays must be approved by the Fair Management and cleared by the Fair Veterinarian. Animal owners are responsible for cleaning up after their animals and properly disposing of feces.

Washington State Spring Fair Addendum A 2022 RESTAURANT RULES AND STANDARDS

1. **Grade of Food** — Only the best grade of food and a reasonably generous amount thereof may be served, and restaurants must at all times be open to inspection. If food unfit for sale is found during inspection, it must be immediately destroyed; no appeal from this decision will be allowed under any circumstances. Food Vendors are allowed to purchase supplies from any health department approved facilities, within the requirements as listed below. Failure to comply with the Restaurant Rules and Standards will result in a \$1,000.00 fine for the first occurrence and \$2,500.00 for each additional occurrence.

Meat All meat must be USDA inspected, beef, veal, and lamb must be Prime or Choice; pork must be US No.1; and poultry Grade A. Any meat transported to the fairgrounds must be in health department approved (refrigerated) containers at temperatures of less than 40°F.

Hamburger Total pre-cooked weight of product sold to the customer shall not be less than six (6) patties per pound (6/1) of meat. All hamburger is required to be cooked to 165° internal temperature. Maximum fat content shall be no more than twenty percent (80/20). No cooked hamburger patties shall be carried over from one day to another; any surplus remaining at the time of closing each evening shall be destroyed. No soy fillers allowed. Exceptions must be approved by the Fair at least 30 days in advance of the fair.

Frankfurters/Corn Dogs/Wieners — Only all meat frankfurters running not more than eight (8) wieners to a pound (8/1) may be served. No cooked frankfurters/corn dogs/wieners shall be carried over from one day to another; any surplus remaining at the time of closing each evening shall be destroyed. No soy fillers allowed.

Beverage All Food Vendors are required to purchase soft drink fountain, soft drink bottle, water products, other carbonated or non-carbonated beverages and cups for resale through the **Coca-Cola** distributor servicing the fair. **You are NOT allowed to purchase Coke products from stores or suppliers off of the fairgrounds.**

Trans-Fat Free - All cooking oil used for deep-fat frying is required to be trans-fat free.

2. **Purchase of Supplies** — Food Vendors are required to purchase their meat, bread, dairy, ice, beverages, ingredients, paper goods, and sundry items from any supplier approved by the Tacoma-Pierce County Health Department.

3. **Preparation of Food** — Standards established by the Tacoma-Pierce County Health Department and in compliance with applicable laws, rules, regulations, and ordinances shall apply to all food preparation at the Washington State Fair. Sulfites are prohibited by law during food preparation in restaurants. If you serve any items produced in other states you must have a list visible to the public what these items are: i.e. guacamole, dried fruits, real lemon juice. The Health Department has a list of items.

4. **Free Food** — The distribution of free food to any Fair employee or the exchange of food for services and/or tickets is prohibited..

5. **Fair Sanitation Class** — Each Food Booth Operator and Food Demonstrator (Owner **or** manager) are required to annually attend the Washington State Spring Fair Food Sanitation Class. Other employees are welcome and encouraged to attend. Topics covered include personal hygiene, food-borne illness prevention, proper food storage and handling techniques. This class includes up to the minute food safety information on important issues as e.coli, HIV, hepatitis A, and emphasis on proper food handling. Roll will be taken. Any Food Booth Operator or Demonstrator (Owner **or** managers) that fail to attend the Food Sanitation Class will be required to make arrangements to make-up this class with the WWFA Registered Food Sanitarian before being allowed to open for business. A \$250.00 per person charge will be assessed for any additional class.

Food Sanitation Class Wednesday, April 13, 2022, 6:30 p.m. TBA

**ATTENDANCE IS MANDATORY!!! YOU WILL NOT BE ALLOWED TO OPEN IF YOU DO NOT ATTEND
A \$250.00 FINE WILL BE ASSESSED FOR NOT ATTENDING THE SANITATION CLASS**

5. **Service** — Restaurant proprietors will be contacted about reports of poor service and complaints from the public will receive prompt attention.

6. **Move in and Set-up** --- Food booths will not be allowed to move into or set-up in assigned locations until **Monday, April 4th**. There will not be any work allowed on fairgrounds on Friday, Saturday or Sunday prior to Spring Fair.
7. **Delivery of Goods** — Deliveries must be made in the morning between 6:00 am and 9:00 am. The trucks off the grounds by 9:00 am. **Be sure you have someone at your food stand to receive your merchandise.** The trucks cannot return after 9:00 am. Deliveries will be dropped/shipped at the food stand.
8. **Cups – Coca-Cola** — Order cups and lids from Coca-Cola. You may choose from those sizes offered by the bottling company for your stand. **BEVERAGE CUP LIDS ARE TO BE AVAILABLE UPON REQUEST.** Compostable cups are preferred and available from suppliers.
9. **Cups – House Coffee** — There will be two sizes of cups for coffee; 8 oz. and 10 oz. You may choose either or both sizes.
10. **Ice Storage** — Use food plastic liners for ice storage that is used in beverages. Do not use galvanized tubs. It is recommended to contact an Ice Supplier to rent ice storage units.
11. **Water** — Customers will not be charged for cups of water from the tap. You do not need to provide ice.
12. **Concession Area** — Food vendors are responsible for keeping their area neat in appearance, clean, debris picked up, floors and grounds clean and use all precautionary measures to insure safety for employees and customers. Food vendors are also responsible for keeping their area wiped down with bleach water and free of excessive food droppings. **Concessionaire is responsible for completely cleaning (garbage, grease, etc.) area at the close of Fair.**
13. **Food Stands** —
 - Food vendors must contact the Planning Department, City of Puyallup, before remodeling or building any part of food stands on the fairgrounds. Some permits take 60 days to obtain. Concession shall meet the Tacoma-Pierce County Health Department requirements and obtain proper permits and plan reviews.
 - Concessionaire will be responsible for moving booth on/off location while participating at the fairgrounds.
 - Storage areas are to be within the designated space and concealed so as to blend with the booth. (Storage of product and produce, equipment, ice machines, pop canisters, etc.) Do not encroach on walk-ways or to adjoining space.
 - Food and beverage product sold shall be well represented with demonstration and preparation in view of public to stimulate interest.
 - Concession that is trailer mounted or a roll-off style shall be skirted to the ground.
 - Concessionaire is responsible for properly securing their permanent or stored locations (doors, windows, tables, chairs, signage, etc.) against thievery and/or adverse weather.
 - Concessionaire is responsible for keeping food lines and condiment tables from blocking pedestrian traffic flow.
 - Concessionaire is required to contact the Vendor Services Department prior to entering the grounds to work on booths.
14. **Americans with Disabilities Act** - All concessionaires must comply with the state and federal regulations concerning ADA. (American Disability Act)



People with disabilities represent a significant portion of the population and are equally reflective in the number of guests attending the Western Washington Fair. Ensuring equal participation by all guests is important to you, your company and the Fair.

The Americans with Disabilities Act (ADA) mandates equal treatment of persons with disabilities. The Western Washington Fair holds all its licensees responsible for meeting the requirements of this mandate. ADA became effective for recreational, leisure, and entertainment providers in January, 1992.

The ADA defines an “individual with a disability” as a person who has a physical or mental impairment that substantially limits one or more major life activities, who has a record of such impairment, or who is regarded as having such an impairment.

Every provider (*concessionaire and/or commercial exhibitor*) is responsible for accommodating both physically and mentally impaired persons by methods that are “readily achievable”. The following are examples of ways to achieve

compliance with some basic ADA requirements. For more detailed information contact the appropriate federal agency.

- **If counter height does not meet ADA requirement (36 inches maximum) an effort must be made to serve the customer in a reasonable manner. An effective solution would be to service the customer by meeting them outside the concession stand.**
- For visually impaired customers, ask your employees to verbalize the menu or even offer the menu in Braille.
- For concession operations that offer a dining area, maintain wide aisles and counter space for those in wheelchairs. If you use a ramp to access seating area it must meet ADA requirements.
- Counter table height and aisle width (for bulk exhibits) should be accessible to wheelchairs.
- Acknowledge reasonable requests. For example, if a customer is unable to access a booth, service the customer by offering a clipboard for orders and sign-up.

It is the policy of the Western Washington Fair that if a disabled individual requires an attendant to accompany them in order to facilitate their needs, the attendant is to be allowed free admission to the fairgrounds.

15. Evaluations of Food Stands — There will be an evaluation of all food stands. This is a program to guarantee the public the best quality of product and service.

16. Grease — It is mandatory for every food concessionaire who uses grease to have a 55 gallon barrel from Baker Commodities. It is the responsibility of the concessionaire to instruct all their employees about the proper disposal of grease. **Absolutely no grease is to be dumped in the drains.** No grease/oil can be left in the booth after Fair. **Grease traps are required at a point before connection to the sewer and must be cleaned before the Fair begins and immediately after Fair. The City of Puyallup shall inspect each grease trap on Thursday following Washington State Spring Fair. Restaurants and food concessions providing commissary services for multiple locations may be required to clean grease traps on a daily basis. The Dept. of Ecology/City of Puyallup will continue to monitor the Fair.** There will be a **\$500.00** (five hundred) fine assessed by the Fair if grease/food product are found in a drain. The concessionaire will be liable for any fine levied by the city, county or the Department of Ecology. If your grease barrel fills up and you need another, call Operations for assistance (253) 841-5042.

17. Storm Drains —

Storm drains are the drains located in various areas of the fairgrounds that discharge rainwater directly to Meeker Ditch, Clarks Creek, then into the Puyallup River. The water entering these storm drains is not treated to remove any contaminants. Everything that is placed into these drains goes straight into Meeker Ditch, Clarks Creek, then into the Puyallup River. It shall be unlawful for any person to throw, drain, run, or to permit, cause, allow to seep, or otherwise discharge any organic or inorganic matter into any storm drain located on the Washington State Fair property. These guidelines are stated in the Water Pollution Control Act more commonly known as the Clean Water Act, has been established and is regulated by the Washington State Department of Ecology. Anyone found in violation of this rule is subject to a \$500.00 fine by the Washington State Fair.

Department of Ecology's authority has established guidelines in the area of water pollution. Chapter 90.48.080 Revised Code of Washington (RCW), Water Pollution Control states: *"Discharge of polluting matter in waters prohibited. It shall be unlawful for any person to throw, drain, run, or otherwise discharge into any of the waters of this state, or to cause, permit, or suffer to be thrown, run, drained, allowed to seep, or otherwise discharged into such waters any organic or inorganic matter that shall cause or tend to cause pollution of such waters according to the determination of the Department of Ecology, as provided for in this chapter."* **ABSOLUTELY NOTHING IS TO BE ALLOWED TO GO INTO STORM DRAINS** except naturally occurring rainwater. Anyone found in violation of this rule is subject to \$10,000.00 fine by the Department of Ecology.

18. Floor mats — In order to help prevent slipping, burns and related accidents, floor mats are required for food vendors working with hot grease. Floor mats are not to be washed/rinsed off on the pavement due to the safety hazard and drain problem. Fair Operations has provided a wash rack area located west of the Restroom near the "Rainier Rush roller coaster" ride, but will not be responsible for the transportation or cleaning of floor mats. It is the concessionaire's responsibility to hire someone to transport and clean their mats in the designated area.

19. Employee Dress — It is **mandatory** to have all employees wear uniforms.

20. **Smoking Policy** — All employees must confine their smoking to designated smoking areas outside of the restaurant during rest periods. Under no circumstances are employees allowed to smoke within 25 ft of the food booth. All employees must wash hands after smoking and before handing food.
21. **Restaurant Contracts** — Contracts must be returned by due date with down payments according to Deposit Schedule. There will be a \$50.00 (fifty dollar) fine for issuing replacement contracts.
22. **Menu with Retail Prices** — Food concessionaires will submit Addendum B - (Menu) with a listing of the retail prices to the concessions office no later than **April 4, 2022**. No price changes will be allowed after that date. The prices listed and submitted, will remain in effect for the duration of the Fair. Failure to do so will result in a \$50.00 (fifty dollar) fine.
23. The Washington State Consumer Protection Act prohibits unfair methods of competition. One purpose of the Act is to protect the public and promote free competition in the marketplace for the benefit of the consumer. **Price fixing is specifically prohibited by R.C.W. 19.86.020 and has been defined as an agreement between two or more persons formed for the purpose and with the effect of raising, depressing, or fixing the price of a commodity.** Accordingly, any concessionaire found to be in violation of the Act will be in breach of the Restaurant Contract and shall have all rights and privileges revoked thereunder.
24. **Percentage Payments** — Vendors will pay a percentage of the gross sales (less sales tax). Sales for each and every day must be reported and payments for the first week no later than **Monday 18th, 2022** and **Monday, April 25th, 2022**. Payments must be by check (**No Cash**) or you can pay through the portal no transaction fee will be charged .
25. **Closure of Booth during Operating Hours** – In the event of booth closure during operating hours of the fair due to lack of food/ingredients, labor issues, or other event (exceptions: fire, flood, or structural damage not caused by the vendor), the vendor will be required to pay to the fair the percentage on lost sales. Lost sales will be calculated by dividing gross sales (less sales tax) by the number of hours the booth has been opened and operating to establish the rate of sales per hour. This rate per hour will be multiplied by the number of hours the booth is closed. The percentage rate charged by the fair will be calculated based on this amount and is payable to the fair.
26. **Cardboard** — Concessionaires will breakdown and flatten all cardboard and tie or tape in bundles. Operations crew will pick it up. If you need assistance call Operations at **(253) 841-5042**.
27. **Keys** — Please make sure the Administration Office has a current key to your food stand at the end of Fair. There are occasions during non-Fair time when a plumber or electrician may need access to the area.
28. **Signage** — The only signs permitted on restaurant booths will be those approved by the Fair Association. Such signs may include the name of the operator but does not include his/her home address. The plan of the sign with reference to wording and size must be approved by the Vendor Services Manager. Location of the signs must also be approved by the Vendor Services Manager.
- **Price Signs** — Vendors will advertise retail selling prices.

"Sales tax included" or "Plus Sales Tax" or "Sales tax not included"

 State on menu board in ¾" letters: Must be clearly visible and readable by the customer at each sales point
 - **Microwave Ovens** — A sign must be posted in your stand and must be visible to the customers of microwave is in use.
 - **Ingredient Disclosure** – You must use products listed on your menu or signage, (ie. Butter if advertised, not margarine). In addition it is advisable to warn customers concerning the use of MSG.
29. **Move-Out/Dismantling** – In that the fairground facilities are rented for other events throughout the year, it is imperative that mobile and temporary food stands be removed from the fairgrounds or to designated storage areas before 4:00 pm **Tuesday, April 26, 2022!** Any unit not moved before this date may be subject to a \$500.00 per day fine, added to the final settlement.

FOOD CONCESSION INSURANCE

General Liability Insurance for \$1,000,000 per occurrence, \$3,000,000 aggregate and product liability limit is included in this agreement through Haas-Wilkerson Insurance. The following products and/or services will be required to provide a certificate of insurance with the same limits naming the Washington State Fair as additionally insured: permanent tattoos, henna tattoos, body piercing & massages; wheelchair/stroller rentals; medical/dental services/screenings/testing; climbing walls; herbal supplements, weight loss/stop smoking patches/pills, auto or auto parts, inflatable amusements; amusement rides/devices.

The Haas and Wilkerson liability coverage does not provide coverage for vehicles of any type or for premises medical payments other specific exclusions included but are not limited to nuclear energy, motor sports, rodeos, non-owned and hired autos, helicopters, pollution and asbestos, participant liability, liquor liability, fireworks liability and worker's compensation.

FOOD CONCESSION REQUIREMENTS

1. Vendors are encouraged to accept Credit/Debit cards for any transaction, however Vendors are required to accept Credit/Debit Card for all sales over \$10.00. "Cash Only" sales are allowed to those sales transactions that are \$10.00 or less.
2. Concession stand may be themed to the food or beverage product sold.
3. Point of sale photographs recommended, placed to be easily visible by the customer.
4. Electrical demand meters.

REGISTER SPECIFICATION & PROCEDURES

Concessionaires will be **REQUIRED** to use cash registers that meet the following specifications:

1. Registers must have a non-re-setable grand total.
2. Registers must have a non-re-setable "Z" counter and "Z" reading.
3. Registers must have the ability to take daily "X" readings, that will not alter the running "Z" totals.
4. Registers must have detail/journal tape and receipt tape at all times. Receipt tape must be given to customer if requested.
5. Registers must be programmed with **Sub-Total, Cash Tendered, Change** that must be used on each transaction.
6. Error correction and refund/void keys should be listed on both the keyboard and the financial report.
7. Registers **MUST** print the date and time on the detail tape.
8. Registers **MUST** have high amount lock out. (Any amount over \$99.99 cannot be entered.)
9. All registers must have two way displays and must be placed in plain view of the customers at all times.
10. All registers must have working battery backup with memory protection.
11. A copy of the register manual must be sent to the Fair Administration Office.

RECOMMENDED BUT NOT REQUIRED:

- | | |
|-------------------------------------|--------------------------------|
| 1. Preset key/plu | 4. Waterproof keyboard layouts |
| 2. Department keys | 5. Surge protectors |
| 3. Compulsory closed door mechanism | 6. Cashier Identification |

**ALL SALES including Credit/Debit cards MUST BE ENTERED
INTO THE CASH REGISTER AT THE TIME OF TRANSACTION
NOT AT THE END OF DAY OR PERIODICALLY.**

Concessionaires are **NOT** permitted to work from an open cash drawer. Each individual sale must be transacted using the cash register. A written warning will be given on the first offense; the second offense will be a \$100.00 (one hundred dollar) fine. Each additional offense will result in a \$250.00 (two hundred-fifty dollar) fine per occurrence.

REGISTER READING — All cash registers must be in place and ready for inspection no later than the Wednesday before opening day of the fair at 8:00am. Do not wait until the evening or day before Fair. There must be time allotted for the register readers to record the serial numbers and check out the equipment. There will be a \$250.00 (Two hundred-fifty dollar) fee to anyone who does not have cash registers in place on time or adds register(s) without first having the register read before use.

There is no set schedule for cash register readers and all vendors should have someone available in booth who is responsible to assist (have keys) register reader upon arrival. Readers do not have time to track down someone.

Final readings will be taken beginning at 8:00 PM on the closing night of Fair after most stands have closed. Please make an appointment with the reader for the Monday immediately following closing day if you will not be available on Sunday night.

REGISTER RENTAL/REPAIR — All cash registers must be in GOOD working order. Concessionaires will be responsible to select and contract whatever company they wish for cash register rentals, and repairs, and for providing the necessary gate and parking passes. **Before using a replacement register it must be authorized by the register reader.** Any register leaving the fairgrounds to have maintenance work, must be checked out by the register reader. Tampering or adjustments of non-resettable "Z" counter, "Z" reading, "X" reading or any other function of cash registers is strictly prohibited. Any such occurrence will result in a \$500.00 fine.

The Fair is recommending that each vendor offer receipts to their customers. We further recommend (not required) signage at each point of sale to the effect of:

***“Please accept our receipt for your purchase,
If you are not offered a receipt your purchase is on us,
Thank you for your patronage”.***

ALL PERCENTAGE REPORTS, PERCENTAGE PAYMENTS, AND COUPONS ARE REQUIRED TO BE SUBMITTED TO THE FAIR PASS OFFICE BY 9:30 AM THE TUESDAY FOLLOWING SPRING FAIR.

The Fair will NOT accept over-rings or voids. Food Vendors will NOT be required to document over-rings and voids. Each vendor will be allowed one-percent (1%) of the total gross sales of the combined cash register readings for over-rings and voids.

FOOD OPERATOR'S RESPONSIBILITY

The Western Washington Fair Board of Directors has requested the Health Department's participation to assist you the food vendors and the Fair Association. Any advice or assistance they can provide will help you have satisfied customers and eliminate problems. As you know, any incident relating to food could be detrimental to your sales. Your cooperation is appreciated.

Rules for Temporary Food Service Workers

1. All food preparation must be done in the booth or in an approved facility. If food is prepared off the fairgrounds, it must be handled and transported in accordance with 246-215 WAC. Vendors doing off-grounds food handling must provide information as required in Addendum A of the food contract.
2. All food to be sold or given away must be approved by the Health Department and the Fair. All food products must be obtained through a Fair Approved Supplier. The Fair reserves the right to inspect the food facility's storage to assure compliance. No product leftover from previous events or operations is allowed. **No home-prepared foods are allowed to be sold or given away.**
3. Accurate thermometers must be used to monitor the cooking, hot holding, re-heating and refrigerator temperatures. All parts of potentially hazardous foods requiring cooking shall be cooked (*with no interruption in the cooking process*) to the minimum internal temperature for at least 15 seconds.

Cooking - All potentially hazardous foods requiring cooking shall be cooked thoroughly to at least the following minimum temperatures: 165^oF - poultry, hamburger, casseroles, stuffed meats; 150^oF - pork; 145^oF - all other potentially hazardous foods. Customer requests for rare or raw meat or eggs must be denied.

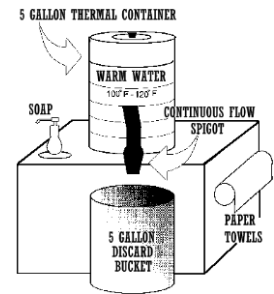
Re-heating - All potentially hazardous foods that have been cooked and then refrigerated shall be rapidly reheated (*within 60 minutes*) to 165^oF internal temperature for minimum 15 seconds. This shall be done before being served or placed in a hot food storage facility. **Foods shall be re-heated one time only.** Additional product cannot be added to foods that have been re-heated.

Holding - Room temperature storage of potentially hazardous food is **not** allowed. Potentially hazardous food must be stored at temperatures above 140^oF (*hot holding*) or below 41^oF (*under refrigeration*) at all times, except when

undergoing necessary preparation. Whenever possible, **we recommend cooking food to order rather than trying to keep it hot.** Food that is mishandled or held at improper temperatures shall be destroyed immediately.

Thawing - Foods are to be thawed in refrigerated units at temperatures not to exceed 41°F, under cold running water, in the microwave oven or by other methods approved by the Health Department. Frozen foods larger than three pounds need to be properly thawed before cooking.

4. Pasteurized eggs must be used in the preparation of omelets, scrambled eggs and French Toast.
5. **Hands are to be cleaned frequently with warm water and soap and dried on paper towels. A thermos of warm water with a continuous flow spigot will be an acceptable method used to obtain running water.**
6. Minimize handling of ready to eat foods; for example, use tongs, spatulas, gloves or napkins. Ice scoops are required for drink ice.
7. Display food; such as rolls, cookies and so forth, need to be protected from contamination by using sneeze guards, etc.
8. Chemicals, such as liquid bleach, must be labeled and need to be stored in a separate area away from food preparation and display.
9. Food workers with a contagious disease such as a cold, diarrhea, vomiting, or infected skin wounds are not allowed to work in the food booth.



Personal Hygiene Checklist	
<input type="checkbox"/> I'm not sick - no severe colds, diarrhea, etc. <input type="checkbox"/> Bathed before coming to work <input type="checkbox"/> Handwashing after going to the restroom. <input type="checkbox"/> No open cuts or burns - All wounds should be dressed antiseptically. Waterproof protector (ie. disposable gloves) should be placed over bandage. <input type="checkbox"/> Hands are washed - This is first line of defense. <ul style="list-style-type: none"> • Before starting work • During work as often as needed to keep clean • After touching anything that may be a source of contamination (telephones, raw meats, etc) eating, drinking, smoking, sneezing, coughing, scratching any part of your body, and after handling trash or garbage. 	<input type="checkbox"/> Fingernails are clean and trimmed. <input type="checkbox"/> Minimal jewelry <ul style="list-style-type: none"> • Can collect soil and be difficult to clean • Can fall off and get lost in food • Can cause injury by getting caught in equipment. <input type="checkbox"/> Clean Uniform <input type="checkbox"/> Clean Apron <i>(not to be worn outside the food service area)</i> <input type="checkbox"/> Hair restraint <input type="checkbox"/> No smoking or eating inside food booth. <i>(drinking from an approved sealed container is allowed)</i>
<p>IF YOU AGREE WITH EACH STATEMENT... YOU ARE READY TO WORK!</p>	

10. Smoking, eating or drinking are not allowed in the booth while working. All non-working, unauthorized persons are to be kept out of the booth.
11. In accordance with the **“WWFA ZERO TOLERANCE POLICY”**, any violation of the following RED ITEMS(s) will result in an immediate correction of that violation. A follow-up inspection by the health department or fair sanitarian will be completed the same day *(re-inspection fee of \$150.00 applies)*. If the same violation occurs again at any future/follow up inspection, the food service will be required to stop giving samples/selling/preparing the product in question. The affected operation shall remain shut-down until the next morning and after the operator has completed an approved written action plan, stating corrections made and has been successfully re-inspected by the health department *(re-inspection fee of \$150.00 applies)*.
 4. Proper hand washing techniques/soap/paper towels/facilities/adequate water temperature/good repair etc., being used or in place for permanent and temporary (demonstrator/sampler) facilities
 5. Elimination of hand-to-ready-to-eat food contact by using tongs, spoons, disposable gloves, scoops, etc., must be implemented to prevent cross contamination.
 16. Proper cooling procedures must be used to prevent bacterial growth in potentially hazardous food (PHF). EXAMPLES: Thick sticky food such as chili, clam chowder, cooker beans, cooked rice, gravy and taco meat, must be reduced to 2 inch food layers placed into shallow metal pans and placed in the walk-in refrigerator, uncovered, on a metal shelf, with good air circulation to cool rapidly. Solid food such a roast beef must be reduced to 4-inch slices/chunks. Ribs and chicken pieces need to be placed in shallow layers of two inches.
 17. Proper hot holding of PHF at 140°F or higher in unit(s) capable of maintaining 140°F or higher must be ensured.
 18. Proper cooking temperatures must be achieved for all raw animal products.
 19. Proper storage of PHF must be used to keep it out of the danger zone, 41°F or below and 140°F or higher. No storing of PHF at room temperature 46°F to 139°F.
 20. Proper re-heating methods must be used to reheat PHF previously cooked and cooled on site to 165°F or above within 30 minutes. First time re-heating of commercially precooked PHF to 140°F within 30 minutes.
 21. Proper refrigerated storage of PHF to maintain it at 41°F or below.

12. Liquid waste shall not be dumped into streets, storm drains or onto the ground. Use containers to collect the dirty water and discard in a sanitary manner (i.e. public restrooms, plumbed mop sink). Anyone found in violation of this rule is subject to a \$500.00 fine.
13. Equipment containing flammable materials, such as deep fat fryers and BBQ grills, must be on stable surfaces and shielded by roping off access at least 4 feet from the public.
14. All persons working in the booth must have a valid FWC posted. We require all persons to obtain a FWC.
15. Vehicles used to transport food onto the fairgrounds may be inspected at the discretion of the Fair.
16. **Demonstration Booths: All booths giving food samples are required to submit temporary food booth applications to the Tacoma - Pierce County Health Department, for approval, at least fourteen days prior to the event. Applications can be obtained at the Fair Administration office.** All sanitation requirements will need to be met.
17. Each Food Booth Operator that serves potentially hazardous foods (*such as hamburgers,...* etc.) shall be required to submit a HACCP plan to the Fair for each potential hazardous food menu item.
18. Equipment used to prepare, store, or hold foods shall be of commercial grade as required by the Health Department.

WHEN A FOOD WORKER IS INJURED...In the event of an injury that draws blood, the following procedure is to be followed:

- a. Cease operation in that section of the production line.
- b. Provide necessary first aid
- c. Notify the Safety Office at **9-911**
- d. Using disposable gloves, wash, rinse, sanitize, and air dry those surfaces that have been contaminated with blood.
- e. Discard any substances that can not be sanitized. All contaminated food products and single service items must be discarded. Use a closable plastic bag or container for disposal. Call operations at 5042 for proper disposal. All food vendors should be aware of the (OSHA) rules and proper procedures. Please make sure all your employees have the information and follow the correct High Risk Cleaning and Decontamination procedures.

PURPOSE: To reduce occupational exposure to bloodborne pathogens **where significant blood or other infectious material** is present in order to avoid "splashing, spraying, or splattering".

WHEN REQUIRED: Immediately or as soon as feasible when surfaces are overly contaminated. After any spill of blood or other potentially infectious materials. At the end of the work shift if the surface may have become contaminated since the last cleaning.

DIRECTIONS:

1. Put on disposable gloves and other appropriate protective equipment.
2. Clean spill up. Follow Mess Kit or Clean-up Kit instructions. Contaminated broken glassware shall not be picked up by hand. Use brush and dust pan, tongs or forceps.
3. Place spill materials into plastic bag. Any brush, dust pan, tongs or forceps used must be discarded or properly decontaminated before reuse.
4. Decontaminate the contaminated area with an appropriate hospital grade disinfectant. Let sit for 10 minutes, then wipe with absorbent towel. Place soiled towel into bag.
5. Any contaminated protective coverings used to cover equipment, tables, counters, etc. shall be removed and replaced. Place contaminated coverings into bag.
6. Secure the opening of the plastic bag with a tie.
7. Remove the disposable gloves and place the gloves and sealed plastic bag into a second plastic bag. Secure with a tie.
8. Dispose of plastic bags with soil in accordance with local, state or federal regulations.
9. Wash hands and any other skin with soap and water, antiseptic hand cleanser or antiseptic towelette.

RODENT CONTROL:

The Fair has adopted a policy where inspections will be made of the food stand after the Fall Fair, interim events and Spring Fair. Grease left in containers of grease traps, sacks of food product, boxes of crackers, grains, etc. and in general food

items that rodents would be able to access are the main offenders. Even though you are storing a food trailer on the fairgrounds it too should follow the guidelines for rodent control.

If something is found that should be corrected you will be contacted to remove the items and clean up the facility to the standard that is acceptable for rodent control. All food concessionaires are aware of sanitation procedures but it is necessary to be alert and educate employees. All the precautions the food vendors and the Fair take ultimately contribute to your success.

Concessionaires are not allowed to store food products other than the duration of the Fair.

Central Pierce Fire & Rescue
Fire Prevention Division
902 7th Street NW
Puyallup, WA 98371
253.538.6402 office 253.538.6486 fax

FIRE AND LIFE SAFETY REQUIREMENTS

REQUIREMENTS FOR EVENTS AND TEMPORARY STANDS AT FAIRS AND SHOWS

PURPOSE:

To publicize the requirements and provide a standard method of inspection of temporary stands at fairs, shows, carnivals and other occupancies which are not permanent in nature or whose use is temporary or seasonal.

RESPONSIBILITIES:

It is the responsibility of the Fire Marshal or his/her designated authority to ascertain if the requirements of this policy are being complied with, and to enforce these and any other laws and codes of the City of Puyallup, pertaining to **fire and life safety**, as may be necessary.

PROCEDURES:

Temporary stands inside the Western Washington Fair are covered by a master business license, issued to the Fair. Temporary stands, located anywhere in the City, outside the property of the Western Washington Fair, must apply for and receive a temporary business license. After the license has been applied for, the application will be forwarded to the Bureau of Fire Prevention for any permits required.

Applications shall be accompanied by site plans, information related to required permits, or any other information deemed necessary to ascertain all stands are in compliance with the International Fire Code. Any license, either Master or Individual, do not cover permits required by the International Fire Code.

An inspection shall be conducted to determine if the occupancy or operation meets code requirements. The inspection shall ascertain if the requirements of Appendix A, B, and C have been met in addition to any other laws or codes which may apply to the particular application request.

When code requirements have been met, the Deputy Fire Marshal may issue the required permit, which shall be posted at the occupancy or operation.

If you have questions concerning these requirements please contact the Fire Prevention Division at:

(253) 538.6402
Fax Number: (253) 538.6486
902 7th ST NW, PUYALLUP, WA 98371

It may be necessary for the applicant to complete a PERMIT APPLICATION FORM in addition to the TEMPORARY BUSINESS LICENSE APPLICATION. Please read Appendix A for "**Permits Are Required**". If a temporary business license is required, a separate application can be obtained at <http://www.cityofpuyallup.org/business/business-licenses/temporary-stands> through the City of Puyallup.

APPENDIX A

TEMPORARY USE OCCUPANCIES OR OPERATIONS

FIRE AND LIFE SAFETY REQUIREMENTS (Not including electrical)

Any temporary use occupancy, business or operation that fails to comply with the International Fire Code requirements listed here will be **SUBJECT TO IMMEDIATE CLOSURE** until compliance is made. If the particular International Fire Code requirement is not listed here, a reasonable time may be given to comply, unless violation is an immediate life threatening situation as determined by the Fire Marshal or his/her designee.

In order to protect life and property, prevent fires and comply with local fire codes, the following is imposed:

"PERMITS ARE REQUIRED" for the following activities

1. TO OPERATE A PLACE OF ASSEMBLY:

An assembly is the gathering together of persons for such purposes as civic, social or religious functions, recreation, food or drink consumption or awaiting transportation.

2. TO OPERATE A CARNIVAL OR FAIR

3. TO OPERATE EXHIBITS AND TRADE SHOWS

4. TO ERECT AND/ OR OPERATE A TENT OR CANOPY:

Tents with a square footage over 200 square feet and canopies with a square footage over 400

5. TO USE OPEN FLAME DEVICES:

Use of open flame devices, i.e., torches, candles, glass blowing, forges, stoves, barbecues and all cooking operations, etc; will require approval of the Fire Marshal or his/her designee.

6. TO USE FLAMMABLE PAINTS:

Flammable paints shall not be applied or stored without approval of the Fire Marshal or his/her designee.

ADDITIONAL REQUIREMENTS

(Fire Marshal Approval is required for all activities listed)

COMMERCIAL FOOD PREPARATION:

The commercial preparation of food, either in temporary or permanent locations, shall be conducted in accordance with the International Mechanical Code (IMC) and the International Fire Code (IFC). Ventilating hood and duct systems will be IMC Type I or Type II, depending on the food products being prepared. **IFC Section 609 and Section 2404.**

Demonstration of commercial cooking is limited to using one electrical heat source in a 10 foot by 10 foot area. The heat source cannot exceed 400 degrees Fahrenheit. Solid or gel type fuel (Sterno) shall be limited based on the recommended manufacturer's design for the warming fixture. If the manufacturer's paperwork is not available, then the Fire Marshal shall make the determination on the amount of (Sterno) fuel that can be used.

APPENDIX A

Continued

FLAMMABLE LIQUIDS:

Gasoline or liquefied petroleum gas portable containers will **not** be allowed inside any structure, tent, canopy or temporary membrane structure. Storage areas shall be approved by the Fire Marshal. Outside use and storage shall be a minimum of 20 feet from a building and approved by the Fire Marshal. **IFC Section 102 and IFC Section 3801**

NATURAL GAS USE:

Natural gas is allowed to be used for fuel for heating and cooking. Approval from the local gas purveyor and Fire Marshal is required. A flex gas (CSST) line shall be used to connect to the meter. This line is limited to 4 feet in length. Flex gas (CSST) line is not allowed along the ground or suspended in air. Gas piping shall be supported at a maximum of every 6 feet. It shall be protected in traffic areas from displacement. Gas piping shall be tested on site and approved by the building division. A flex gas (CSST) line may be used as a final connection from the appliance to the gas piping. The length of this flex line shall not exceed 6 feet. Each supply of gas shall have its own shut-off. The gas meter may be used for the shut off if a permanently attached handle is available for use. Each appliance shall have a shut-off located in an accessible location.

ELECTRICAL HEATERS:

Portable electrical heaters are not permitted in a building unless approved by the Fire Marshal and the owner of said building or his/her representative.

IFC SECTION 305.1

SMOKING PROHIBITED:

The Fire Prevention Bureau's Office shall enforce a no smoking policy in those areas specifically posted by the Fire Marshal or his/her designee.

IFC SECTION 310

BARBECUES:

Barbecues, portable or pit require approval of the Fire Marshal or his/her designee.

INDOOR LOCATION:

Barbecue pits used for commercial cooking operations in buildings shall be constructed as commercial food heat-processing equipment in accordance with the International Mechanical Code.

Used barbecue coal ash shall be put into an approved container, labeled "**HOT BARBECUE COALS ONLY**" and stored in an approved location.

OUTDOOR LOCATIONS:

Barbecue pits or equipment in outdoor locations shall be constructed of concrete or approved non-combustible materials.

Barbecues shall not be located within 10 feet of combustible walls or roofs or other combustible material.

At least one, 2-A 20 BC fire extinguisher shall be available within 20 feet of the barbecue. Extinguisher shall not be inside another temporary stand.

APPENDIX A

Continued

Used barbecue coal ash shall be put into an approved container, labeled "**HOT BARBECUE COALS ONLY**" and stored in an approved location.

Barbecues shall not be installed or placed inside unless the structure is approved by the Fire Marshal and a permit has been issued allowing this.

FIRE LANES AND HYDRANTS:

Fire lanes shall be maintained to a minimum unobstructed width of 20 feet. Overhangs or other like material shall not obstruct the vertical clearance of a fire lane less than a minimum of 13 feet 6 inches.

Fifteen (15) feet of fire lane on all sides of a hydrant located on an access road shall be maintained clear and free of any obstructions including the parking of vehicles. A minimum of 3 feet of clearance shall be maintained around the circumference of all hydrants.

IFC SECTION 502 AND IFC SECTION 508

OBSTRUCTION OF FIRE SAFETY SYSTEMS:

Exit doors, aisles, exit ways, exit lights, stairways, hose cabinets, fire extinguishers, fire hydrants or any other fire suppression appliances shall not be concealed or obstructed by any decorative material, displays, fixtures, structures or demonstration equipment.

IFC SECTION 509.2 and IFC SECTION 1003.6

DUMPSTERS:

Commercial dumpsters and containers with an individual capacity of 1.5 cubic yards or greater shall not be stored or placed within five feet of combustible walls, openings or combustible roof eave lines without specific approval of the Fire Marshal or his/her designee.

IFC SECTION 304.

TENTS, CANOPIES AND TEMPORARY MEMBRANE STRUCTURES:

Tents, canopies and temporary membrane structures shall comply with **IFC Section 24** and Appendix C of these requirements. (Note: Temporary, site-constructed, wood structures, shall comply with standards listed in Appendix C).

NOTE: OPEN FLAME DEVICES, ELECTRIC STOVES, HOT PLATES AND ANY OTHER FORM OF EQUIPMENT USED FOR THE PREPARATION OF FOOD OR ANY OTHER REASON SHALL NOT BE USED AND ARE NOT PERMITTED WITHIN THE CONFINES OF A TENT, CANOPY OR TEMPORARY MEMBRANE STRUCTURE UNLESS THE TENT CONFORMS TO THE DEFINITION OF A "COOK TENT". See definition.

(Exception: This requirement *may* be waived if "firewatch" personnel are on scene, all required setbacks are available and the tent, canopy or temporary membrane structure is *not* open to the public. This exception shall be approved on a case by case basis by the Fire Marshal. **A PERMIT IS REQUIRED**

APPENDIX A

Continued

COMPRESSED GAS CYLINDERS:

Compressed gas cylinders, in service or in storage, shall be adequately secured (chained) to prevent falling or being knocked over. Ropes, cords, rubber and other combustible material will not be approved for this purpose. Compressed gas cylinder or tank protective caps or collars shall have the caps or devices in place except when the containers, cylinders or tanks are in use or are being serviced or filled.

IFC SECTION 3003.

FIRE EXTINGUISHER REQUIRED:

An approved, minimum 2A-10 BC rated fire extinguisher, or larger, shall be available at each temporary stand. Extinguishers shall serve for only one stand. The Fire Marshal may waive this requirement if the temporary stand is less than 200 square feet and no heating, cooking, electrical or other possible ignition source is located under the temporary stand.

An approved **40BC rated fire extinguisher** shall be provided to protect all cooking and food processing. An approved **K-Type fire extinguisher** shall be required for deep fat frying utilizing vegetable oil.

IFC SECTION 906

COMBUSTIBLE WASTE:

Combustible waste matter shall not be allowed to accumulate in or near any stand.

IFC SECTION 304.

EQUIPMENT CONFINED:

All equipment, mechanical or otherwise, shall be installed, maintained and secured within the confines of the stand, i.e., refrigerators, freezers, cookers, etc.

LIQUID AND GAS FUELED VEHICLES AND EQUIPMENT:

Display of liquid and gas fueled vehicles and equipment inside an assembly occupancy shall be in accordance with **IFC 314** and shall meet the following requirements:

- (a) Batteries shall be disconnected with the ends taped in an approved manner.
- (b) Vehicles or equipment shall not be fueled or defueled within any building.
- (c) Fuel tanks shall not be more than 1/4 full nor exceed 5 gals, whichever is less, and fuel systems shall be inspected for leaks.
- (d) Fuel tanks shall be locked or sealed to prevent escape of vapors.
- (e) The location of vehicles or equipment shall not obstruct or block exits.

FAILURE TO COMPLY WITH ANY OF THE ABOVE REQUIREMENTS OR ANY OTHER REQUIREMENTS OF THE PUYALLUP MUNICIPAL CODE CONSTITUTES CAUSE FOR APPROPRIATE LEGAL ACTION.