



Vintage Days 2015

Boomtown North and South

Food Booth Rules and Application

Please read the rules thoroughly and complete the application carefully.

- All organizations applying must be registered as a recognized student organization and be in good standing with the university.
- All applications must be received by **4 p.m. on Friday, February 20, 2015** to be entered in the food booth lottery.
- All applications received by the deadline will be given equal consideration. Participants from previous years will **not** be given priority on reserving a food entrée or a booth location.
- A lottery similar to that used for the student organization booths in the Free Speech Area will be utilized for selecting booth and menu choices in both Boomtown North and South areas. The format of roll call, introductory and final roll call will also be replicated. **Late arrivals past the final roll call will not be included in the lottery.**
- Faculty/Staff advisors and student representatives must sign the application indicating they have read the food booth rules, and are aware of the lottery on Friday, March 6, the mandatory Health and Safety meeting on Wednesday, March 11, and the on-site meeting on Thursday, April 16. **If your group is not represented at these meetings in their entirety, your group will be dropped and cannot have a food booth. A representative may only represent one group.**
- If you are selected for a booth and assigned a booth space, you will have until Friday, March 13 to cancel your space and receive a full refund. No refunds will be issued after March 13, 2015.
- All organizations must serve only the food and beverage items listed on the signed Vintage Days contract.

Important Dates and Times

Friday, February 20	4 p.m. USU 306	Booth Applications Due
Friday, March 6	12:30 @ TBA	Booth Lottery (Mandatory)
Wednesday, March 11	1:30 p.m. @ TBA	Health/Safety Meeting (Mandatory)
Thursday, April 16	4 p.m. BT South (east of Music Bldg.)	On-Site Meeting & Set-Up (Mandatory)

(We will be checking your power supply and health regulations)

Booth Selection/ Lottery Process Meeting

All applications received by 4 p.m. on Friday, February 20 will be entered in the lottery and will be given equal consideration. The lottery will be held on Friday, March 6 at 12:30. The location is TBA.

Selection of menu choice must be confirmed at the time of the lottery. You will be expected to announce your choice as your organization is selected.

- Lottery selections are not transferable.
- As the lottery progresses and booth selections are made, organizations will be expected to select entrees not already selected. This may require organizations to have as many as four or five possible options prepared at the time of the lottery.
- After all spaces in Boomtown North and South have been taken, the remaining applicants will be placed on a waiting list in the order selected. The waiting list will be used if space becomes available.
- Organizations that wish to remain on the waiting list are required to attend the mandatory health and safety meeting to ensure awareness of all the requirements. Organizations that do not attend will be dropped from the waiting list.

Health and Safety Meeting

All organizations must attend the **mandatory** health and safety meeting at 1:30 p.m. on Wednesday, March 11, 2015. Location is TBA.

The safety of your members and our guests is very important. Representatives from the Department of Community & Environmental Health Services will review important health rules and regulations. In addition, Vintage Days coordinators will be providing valuable information and answering questions concerning booths. At least **two** representatives from each organization **must pass** a test given immediately after the presentation by the Department of Community & Environmental Health Services to participate in Vintage Days 2015.

If your organization does not have at least **two** representatives present at this meeting in its entirety, your organization will be prohibited from participating in Vintage Days 2015. If your organization is selected to have a booth at least one representative who passed the test must be in the booth at all times throughout the event.

The Health Department will be conducting inspections during Vintage Days based on the Health Department Food and Safety Training. Organizations that have violations and need re-inspections from the Health Department will incur a \$91 fee from the Health Department, which is the student organization's responsibility to pay. Please work towards using your training knowledge to pass inspections. Your organization must pass a checklist inspection conducted by the Boomtown Coordinators prior to opening for business each day.

On-Site Meeting and Set-Up

All participating organizations must attend the **mandatory** booth meeting at 4 p.m. on Thursday, April 16, 2015. This meeting will be on-site at Boomtown South (east of Music Building) food booth locations for Vintage Days 2015.

Following the meeting, organizations must place their booth structure, decorations, canopy, etc. on-site.

If your organization does not have a representative present at this meeting, your organization will be prohibited from participating in Vintage Days 2015.

Food Preparation and Food Sales

Due to fire and safety regulations, food may **not** be cooked, roasted, etc., over an open flame or gas barbecue that is under a covering such as a tent or canopy. All flame or gas barbecues must be kept outside the perimeter of all tents or canopies.

In order to have a diverse food selection, organizations will **not** be permitted to sell the same food item as another organization. Also, the number of booths with similar items will be limited.

Food Item List

The food item list below does not represent a complete list—only examples. Any food item with beef or chicken as a main ingredient will be categorized accordingly, regardless of other ingredients. The number of booths selling items in the same category will be limited to the number indicated. Food items must be selected from only one of the categories listed below.

Category	Examples	Estimated # Booths Boomtown South	Estimated # Booths Boomtown North
Beef	Steak, Tri-tip, Ribs, Hamburgers	5	2
Chicken	Teriyaki, Stir Fry, Kabob, Fried, BBQ	5	2
Other Meats	Pork, Seafood, Links, Meat on Pizzas	5	2
Non Meats	Salads, Kettle Corn, Nachos, Vegetarian	5	2
Desserts/Beverages	Ice Cream, Floats, Smoothies, Fruit, Shortcakes	5	2

Boomtown North and South Food Booth Applicants:

When deciding on your food choice, consider Vintage Days will contract with third party vendors to provide items at the food court in the center of the faire. These items may change and you will be notified if they do.

*Cinnamon Rolls
Funnel Cakes
Corn Dogs
Lemonade*

*Coffee
BBQ Beef Sandwich
Shaved Ice
Pepsi Products*

*Iced Tea
Kettle Corn
Bottled Water
Bulldog Bites Food Truck*

University Rules and Regulations

University regulations prohibit the selling of any food or food product made and packaged (canned, bottled, or wrapped) by a licensed producer in its original container or using a brand name in any way.

Only food items approved by Vintage Days may be sold. The selling of any other items, such as t-shirts, mugs, cups, hats, or tickets for a drawing/raffle, is **prohibited**.

Sales must be made from within your booth space. Only one member per organization will be permitted to solicit directly in front of your booth space. Having more than one individual or moving outside the area directly in front of your booth is **prohibited**.

No individual is permitted to enter any building (Music, Speech Arts, SSU) to obtain water or to wash bowls, utensils, or other items. Water sources will be provided by Vintage Days for organizations needing water.

Violations

Violations may result in forfeiture of the deposit and/or closure of the booth and/or prohibition from participating in future Vintage Days.

Violations include:

- a. Closing the booth early (before 6 p.m. on Friday and before 5 p.m. Saturday-Sunday)
- b. Running out of food
- c. Selling unauthorized items (i.e., additional food items or unauthorized food items, t-shirts, mugs, cups, hats, drawing/raffle tickets, etc.)
- d. Failure to participate for the entire weekend (Friday, 10 a.m. to 6 p.m., Saturday-Sunday, 10 a.m. to 5 p.m. each day)
- e. Leaving trash and/or supplies, equipment on site.
- f. Inappropriate behavior.
- g. Failure to place booth structure, decorations, canopy, etc. on site on Thursday, April 16 after the 4 p.m. meeting.

The Boomtown Coordinator will issue a warning notice for each violation and will have a representative from the organization sign the notice to acknowledge the violation.

For each violation, one-third of the organization's deposit will be forfeited. After three violations, the entire deposit will be forfeited. If there are more than three violations, the organization will be required to leave this year's Vintage Days and may be banned from participating in next year's Vintage Days.

Food Booth Fees and Deposits:

Fee	Deposit	Health Dept. Fee	Sink Rental	Total Due
\$174	\$99	\$47	\$120	\$440

Fees must be submitted with the application. **Fees must be paid by money order, cashier's check or student organization funds through Associated Students' Accounting. No cash, personal checks or student organization checks from checking accounts off campus will be accepted.** Make cashier's checks or money order payable to: Fresno State Vintage Days.

Deposit Refunds:

Organization Name: _____

Check (all checks will be payable to the student organization)

Mailing address: _____

ACH Electronic Deposit (cannot be used for ASI accounts)

Name of Bank: _____

Address: _____

Bank Account #: _____

Bank Routing #: _____

Booth Space/Size and Setup

Each booth space is 10 feet wide and 12 feet deep. All costs for the materials necessary to construct and operate the booth are the responsibility of the student organization. Tables and chairs from the USU or Student Involvement Office will not be available for student organization use during Vintage Days.

Check in / Check out

Register with Boomtown Carnival coordinators before setting up your booth. Only vehicles displaying the parking pass issued by Vintage Days will be allowed in the booth area from 5 p.m. to midnight on Thursday, April 16, from 6 a.m. to 9 a.m. on Friday, April 17, and from 7 a.m. to 9 a.m. on Saturday-Sunday, April 18-19, 2014. **Vehicles not removed will be cited and may be towed at the owner's expense.**

Organizations must set up on Thursday, April 16 after the 4 p.m. meeting. All booths must be closed at 6 p.m. on Friday, and 5 p.m. on Saturday and Sunday. All booths, booth structures, and other materials or trash must be cleared from their booth site by 7 p.m. Sunday, April 19.

Booth Decoration Contest and Best Food Booth

There will be no theme this year, however, we will be judging booths based on showing Fresno State pride. Booths should be decorated in accordance with the theme of "Vintage Days." Prizes will be given to the three best-decorated booths in either Boomtown North or South (food and game booths combined). Please make sure decorations are refreshed daily and are appropriate for people of all ages. Booths will be judged on originality, creativity, appearance, enthusiasm of club members, and use of theme. Judging will begin Friday morning and continue throughout the event. The total score will determine first, second, and third place winners. Prizes will also be given to the three Food Booths with the best food which will be tasted by designated judges.

Square Card Reader

If your organization chooses to use a Square Reader for credit cards, please indicate it on your application. This will allow us to indicate on our brochure that your booth is accepting cards. You can find more information about the Square Reader at <https://squareup.com/reader>.



Vintage Days 2015

Food Booth Application

Please read the rules thoroughly and complete the application carefully.

Name of Club/Organization: _____

Contact Person #1: _____ Phone: _____ Email: _____

Contact Person #2: _____ Phone: _____ Email: _____

University Advisor: _____ Phone: _____ Email: _____

Please indicate your food entrée, side dish and beverage preference.

The preferences you list below are not binding and cannot be confirmed until the day of the lottery. You will be expected to confirm your final selection at the time of the lottery.

Entrée/Combo Plate	Side Dishes	Beverages
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Will you need electricity?	Yes _____	No _____
Do you plan to use a propane tank?	Yes _____	No _____
Do you plan to use a deep fryer?	Yes _____	No _____
Do you plan to use a portable generator?	Yes _____	No _____
Do you plan to use a Square credit card reader?	Yes _____	No _____

	<u>Fee</u>	<u>Deposit</u>	<u>Health Dept. Fee</u>	<u>Sink Rental</u>	<u>Total Due</u>
Fees & Deposit:	\$174	\$99	\$47	\$120	\$440

Fees and deposit must be submitted with this application. Fees must be paid by money order, cashier's check or student organization funds through Associated Students. No cash, personal checks, or student organization checks from off campus accounts will be accepted. Make cashier's checks or money orders payable to: Fresno State Vintage Days.

I have read the food booth rules and regulations and understand that violations may result in forfeiture of the deposit, closure of the booth, and/or prohibition from participating in future Vintage Days. I am also aware of the booth lottery at 12:30 on Friday, March 6, the mandatory health and safety meeting on Wednesday, March 11, and the on-site meeting on Thursday, April 16. The Vintage Days coordinators reserve the right to limit the number of different menu items sold by all organizations. The Vintage Days coordinators and the university assume no liability for the theft or damage of any organization's belongings.

Signed (Student Representative): _____ Date: _____

Signed (University Advisor): _____ Date: _____