



Portage County Cultural Festival 2011

Food vendor mission: "To expose the citizens of Portage County to the diverse cultures within our county by recruiting individuals from these cultures to provide samplings of their food with the support of our committee." Thank you for partnering with us in this effort. We look forward to seeing you soon!

As you make plans for the event, here are a few helpful hints for set-up, preparation and operation:

FOOD SAFETY



Food preparation must be done in a commercial kitchen.

Persons cannot handle both money and food. A separate person is needed for each job.

Food must be kept at the appropriate safe temperature during sales. Electric food warmers with temperature controls and hot boxes are permitted. You may rent Nesco Roasters at Ready Rental. Reserve yours early to assure availability. (No open flames are allowed!)

Hair restraints must be worn at all times in the kitchen and while serving food in your booth. Decorative fabric headscarves will be available for \$1.00 or wear your own hair restraints. Hairnets and paper food

vendor hats will also be available at no charge.

Gloves (provided) must be worn if you are serving food.

You will be able to begin setting up your booth at 7:00 A.M. on Saturday, May 7 with the festival starting at 10:00 a.m. All vendors **MUST** be ready by 9:30 a.m. for the Food Safety Inspectors, whose approval is needed before food can be sold. Food that fails to meet the required temperature must be reheated/cooled in the SPASH kitchen.



SPASH KITCHEN

The school kitchen will be available for food preparation on Friday, May 6. Food vendors who signed up for kitchen use on Friday can arrive as early as 2:30 p.m. but no later than 4:00 p.m. (*Please use east parking lot.*)



The kitchen will close promptly at 6:30 p.m., so please plan accordingly. School cooks will be there to assist with stoves and ovens. Refrigerator space will be available. Don't forget, **you must bring your own pots, pans and utensils for cooking, heating and serving. School equipment cannot be used.**

The school kitchens will be available Saturday for warming food, but NOT for thawing and major cooking. Food should be thawed and ready to warm; there aren't enough ovens for everyone to thaw and warm their food in time for the 9:30 a.m. inspection. There will also be refrigerator and freezer space. We ask that all food being refrigerated be bagged or boxed and clearly labeled.

Also we cannot store raw meat; all food must be cooked before being refrigerated. The floors in the refrigerator and freezer must be clear; large coolers cannot be left on the floor. **Bring your own equipment and utensils since the school's cannot be used.**



The SPASH kitchen staff will be in the kitchen all day to offer assistance with the equipment; however, they are **not** contracted to wash pots, pans and dishes. **This is your responsibility.** We encourage you to clean pots and pans during the day.

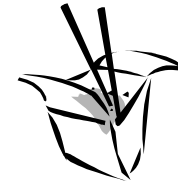
GENERAL:

- All food items must be related to your culture.
- No beverage may be sold without prior clearance with the Beverage Committee. (Mitch Fisher (715) 345-5687 or mfisher@wisp.k12.wisp.us),
- For those planning on charcoal grilling, gas grilling, or deep-frying; tents will be set up outside the Field House. Equipment for grilling and deep-frying will **NOT** be provided. You will need enough people to staff both the booth and the grill.
- The Festival is open from 10:00 a.m.-5:00 p.m. All food and exhibit booths must remain open until 5:00 p.m. **DO NOT dismantle** your booth even if you are sold out. Make arrangements so that you can interact with guests by answering questions about the country you are representing, teach a phrase or provide other learning experience and stamp passports. ALL FOOD VENDORS WILL HAVE STAMPS.
- Advertising should only indicate your cultural community or organization. We discourage business cards, pamphlets or other business related items.
- DO NOT use your own extension cords. Extension cords will be provided. You must let us know beforehand if you will need power; we will not be able to add power Saturday morning.
- Ample seating for your customers will be provided and it will be kept clean by volunteers. You will also be given supplies for hand washing and to keep your area clean. There is access to restrooms.



CUSTOMER RELATED

- Many festival goers enjoy taste testing small samples from many different countries. Younger children cannot eat an entire meal, but would like to taste different items. **We suggest you provide less costly, small "sample" portions.** (While you may realize a profit, we hope that your primary goal is to share a "delicious" part of your culture with Portage County.)



- Some festival goers have requested "take home" purchases. If you plan to extend this option to your customers, you will need to provide "carry out" packaging and appropriate food handling instructions.

SIGNAGE

Signage to identify your cultural community will be provided. However, at the request of festival attendees, menu and prices should be displayed clearly on a large tag board. You will be free to decorate your table as you choose. If possible, wear costumes to add to the authenticity of the Festival.

→ DON'T FORGET!

Food Safety Training
Attend either session

Tuesday, April 26, 2011, 6 – 8 p.m.
Thursday, April 28, 2011, 6 – 8 p.m.

Ruth Gilfry Building
817 Whiting Avenue
Stevens Point, WI 54481

FYI: According to Wisconsin Administrative Code HFS 196.03, food vendors are exempt from the **\$105.00** licensing fee if they fall under these non-profit categories and sell fewer than 4 times in a 12-month period: churches; religious, fraternal, youth or patriotic organizations; service clubs and civic organizations which occasionally prepare, serve or sell meals to the general public. If you need assistance in obtaining a license, contact the Portage County Health Department at 345-5350.

- **CHECK-IN:** A committee of volunteers will provide technical assistance during the set-up and throughout the day. You must check in at the food vendor check-in table at the southwest entrance of the Field house or North Tent before locating your tables to pick up booth guidelines.
- **CLEAN UP:** Vendors are expected to clean up their tables and area at the conclusion of the event. Booths left in a mess will be assessed a \$75 clean up fee.