

Seagoville Chamber of Commerce
107 Hall Rd
Seagoville, TX 75159
(972) 287-5184

August 1, 2011

On Thursday September 29th, Friday September 30th, and Saturday October 1st the Seagoville Chamber of Commerce will be hosting its 20th Annual Seagofest event. For those of you who have attended the event in the past, we would like to say thank you for helping us grow our event and make it more successful each year. We would like to invite you back this year as more items have been added to the agenda to make it a fun filled weekend. If you will be new to Seagofest , let us tell you about the annual event. The event is located at C.O. Bruce "Central" Park located at 1899 U.S. Highway 175 in beautiful Seagoville, Texas. It brings a crowd of over 17,000 people to the park in one weekend. We have a parade that kicks off the whole event. We expect a larger crowd than ever this year for the parade. As the population of Seagoville grows, the parade does as well. The parade will start Thursday afternoon September 29th at 5:00 p.m. in downtown Seagoville, and will end in the park around 6:00 pm, bringing with it a very large crowd to enjoy your good food and crafts. Also in the park, we will have the carnival set up for all three days and live entertainment with a variety of music from Gospel to Rock and Country. There will be a Car Show on Saturday along with a Beauty Pageant, Pet Parade and 5K Run. More information about the agenda can be received from the Chamber office in due time. Enclosed in this letter you will find the information you need to get started. The application needs to be completely filled out and returned to the Chamber office with payment no later than September 21, 2011. All the pricing and booth details are enclosed. If you have any question or need further information please contact the Chamber office at 972-287-5184. We look forward to seeing those who we have worked with in the past and we also look forward to meeting new vendors. We wish you much success at Seagofest this year.

Thank you,

Phil Greenawalt

Phil Greenawalt

Attention all vendors: Please list **specifically** under booth description your electricity needs. We will only accommodate your requests by what you need prior to assigning your spot. Food vendors especially need to list **ALL** items that will be plugged in. If it is not listed on your original applications, you will not be allowed use it. This is very important for our layout of the event and to accommodate every vendor's electrical needs.

2011 Seagofest Vendor Contract
Please Return by September 21, 2011
(Mail back to the chamber office: 107 Hall Rd Seagoville, TX 75159)

Business or Organization Name: _____

Contact Person: _____

Mailing Address: _____

Phone Numbers: _____

Arrival Date and Approximate Time: _____

Vendors may arrive on Wednesday September 28th between the hours of 10 am and 2 pm. for early setup.
Set up on Thursday September 29th will begin at 10 am.

Brief Description of Booth Activity: _____

Check appropriate category and enclose full payment. You will not be able to set up at the festival if full payment is not received prior to event start date.

Make checks payable to Seagoville Chamber of Commerce.

____ Info Handouts
NO SALES ALLOWED
\$50 Thur/Fri/Sat

____ Arts & Crafts
NO FOOD SALES
\$100 Thur/Fri/Sat

____ Food Concession
ONLY FOOD SALES
\$200 Thur/Fri/Sat

Non-Profit Organizations:

(Must provide proof with application of legal non-profit status.)

____ Info Handouts
NO SALES ALLOWED
\$25 Thur/Fri/Sat

____ Arts & Crafts
NO FOOD SALES
\$50 Thur/Fri/Sat

____ Food Concession
ONLY FOOD SALES
\$100 Thur/Fri/Sat

All food vendors are required to purchase a food permit (profit groups \$100 and non-profit groups \$25) from the City of Seagoville no later than September 21, 2011. Food permit information can be obtained at the City of Seagoville. (972-287-2050). Food vendors need to read all documents enclosed to ensure proper setup to pass all guidelines (Attached) for food permit inspection. Food vendors must also enclose a menu of items to be approved. If it is not an approved item prior to event then you will not be able to sell it. Menu could be altered.

I do hereby release and discharge the Seagoville Chamber of Commerce and The City of Seagoville and its officers, agents, servants and employees from any and all claims from injuries, damages or loss which I may incur to me because of my participation in Seagofest events.

Signature: _____ Date: _____

Questions: Ritha Edwards 972-287-5184

Seagoville Chamber of Commerce
20th Annual Seagofest
September 29th, 30th & October 1st

All vendors are required to pay full price, which includes all three days of the event. You *are not* required to attend or setup all three days.

Arts and Crafts Vendors and Informational Booths please note:

We have increased the size of the craft booths this year from 10X10 to 12X12, However this year you will be responsible for your own cover.

Food Vendors please note:

To insure proper inspection prior to the event, a food permit must be purchased three weeks in advance from the City of Seagoville in order to receive permission from the Chamber to setup for the event. The City of Seagoville can be reached at 972-287-2050. The fee for this permit is \$100 for profit groups and \$25 for non-profit groups. This is an additional cost to the fee that you mail with your contract to the Chamber of Commerce. The fee for the permit needs to be paid directly to the City of Seagoville office, and not the Chamber. All food vendors that will be using propane will also be responsible for obtaining a permit from the Fire department for an additional fee of \$15, which will also be paid to the City at the time you obtain your food permit.

Please carefully read the following guidelines, which have been provided by the County of Dallas, to ensure you are set up correctly. There have been changes this year. You will have an initial inspection on Thursday, September 29th before the event starts and there will be several random inspections through out the whole weekend to keep everyone up to code. If you are not ready for inspection on Thursday you will not be able to participate. Please allow yourself time to get set up for the health inspection. We will do our best to help you prepare. Someone from Code Enforcement with the City of Seagoville and a Chamber representative will be available through out the event to assist you in any way possible.

Please call Ritha Edwards at 972-287-5184 with questions or concerns.

Again we look forward to working with each one of you on an individual and personal level to help make this a successful event for both of us. The current guidelines are as follows:

1. Only approved foods will be permitted. Pre-packaged foods prepared for individual service may be approved. Minimum handling of food is required. If hot and cold running water is available, more extensive food preparation may be allowed.

HOME PREPERATION OR STORAGE OF FOOD IS NOT ALLOWED.

2. All temporary food establishments are required to have approved flooring, which includes concrete, asphalt or tight fitting plywood.
3. All the stands must have suitable covering over food preparation, cooking and serving areas. Such cover must meet Fire Code requirements. A skirt is recommended to protect food and utensils. No cover will be provided for food vendors without trailers.
4. Suitable hair restraints such as hairnets or caps are required in food prep and serving areas.
5. Food handling personal must wash their hands as frequently as necessary to keep them clean, even though disposable gloves may be used. No water will be provided by Chamber. Disposable paper towels must also be on site.
6. Eating, drinking and the use of tobacco products in all forms are prohibited in food prep and serving areas.
7. All foods, food containers, utensils, napkins, straws and single serving articles must be stored well above the floor and well protected from splash, dust, insects, weather or other contamination.
8. All condiments including, onions, relish, sauces, peppers, catsup, mustard etc., available for customer self service must be available in single serve packets or be dispensed from sanitary automatic dispensers.
9. All meat, dairy and perishable food products must be stored at 41 degrees or colder and at 140 degrees or hotter. This is to prevent the incubation of food-borne bacteria. Mechanical refrigeration is required. Canned heat (steno type) is not allowed at outside events. Must have bayonet thermometers to check food temperatures.
10. Open unprotected display of food is not allowed.
11. All establishments that handle or prepare unpackaged foods are required to have convenient hand washing and utensil washing facilities. The number, type and size of sinks will be determined by the type of operation to be conducted. Disposal able gloves are recommended and may be utilized.
12. When self service ice dispensers are not provided, ice scoops are required. Ice used for human consumption must be stored separately from the ice used to refrigerate any other items. Ice storage units must have open drainage to prevent submergence of chilled drink cartons, cans or bottles from contact with melted ice wated.
13. All waste water from sinks, steam tables, snow cone machines, etc. must be drained or disposed of into the sanitary sewer system or in a manner that is consistent with liquid waste disposal code requirements.
14. Animals are prohibited within 50 feet of a temporary food establishment.

FAILURE TO MEET PROVISIONS OF THESE REGULATIONS COULD RESULT IN THE CLOSURE OF YOUR ESTABLISHMENT AND REVOING OF YOUR PERMIT.

***FOR ADDITIONAL INFORMATION PLEASE CALL MR. JENKINS,
DALLAS COUNTY, EVRIONMENTAL HEALTH DIVISION
@ (214) 819-2115 BETWEEN THE HOURS OF
8:00 A.M. AND 4:30 P.M. MONDAY THROUGH FRIDAY.***