Manav Mandir

Presents

Indiafest

Executive Committee

Chairperson
Nina Gadodia

Co-Chairs
Yasmin Majeed Rashmi Shah

Treasurers
Sanjay Shah Umesh Singh

Secretary
Shobhit Mehta

Culinary Demonstration Committee
Kalpana Patel

Discover India Committee
Rikeeta Mehta Usha Vardhan
Sonal Saraf

Performing Art Committee
Nivedita Gharia Neetu Vyas
Mona Gandhi

Raffle Committee
Kavita Das Reena Ghoshal

Setup Committee
Samir Patel Rupesh Patel
Mani Subramanian

Sponsorship Committee
Ravi Jeloka Sue Mitra
Prabha Subramanian

Stage Events Committee
Anu Jeloka Smita N Patel

Vendor Committee
Prashant Chopde Smita G Patel
Jayesh Shah

Youth Involvement
Ami Asar Ishaan Jathal
Shivani Patel

Advisory Chair
Pravin Patel Shirish Patel
Naren Shah

Board of Advisors
Dipty Desai Gopal Gadodia
Alli Majeed Mahesh Shah
Mahesh Soni

Dear Vendor,

Indiafest will be held on **March 10th & 11th 2018** at our new venue in **Wickham Park located at 2500 Parkway Dr., Melbourne 32935** which is just around the corner from our previous location.

Enclosed is your vendor agreement. Please fill out all requested information and return with the correct deposit and payment **no later than February 18, 2018**.

Kindly fill in the blank areas below your specific information, request and, check amount per your agreement.

1. Correct spelling of vendor name for booth sign to be made _____
2. Check for the correct amount of your rental request _____
3. Additional electric outlet/s _____. Include fee with rent check
4. Additional table/s _____. Include fee with rent check
5. Additional chair/s _____. Include fee with rent check
6. Separate check of $50 for deposit, #_____. To be refunded after a satisfactory inspection of your area.
7. Please include a **copy of your business license** with your signed agreement
8. **Complete and return the Health Form with your application, as required by Brevard County.**
9. Food vendor must send menu with prices. All requests are on a first come, first serve basis. If there are items provided by an earlier vendor, we will suggest alternate items to you.

Upon receipt of your agreement with payment, you will be sent 3 entrance wristbands per 10 x 10 booth, or 5 per 10 x 20 food booth. Each additional 10' foot booth will be provided with one extra wristband. Everyone attending the festival must have on a wristband. **If you forget to bring yours, or need additional bands, please purchase necessary amount at the gate.** Should you have questions please call any of the following committee members:

Smita @ 321-271-9220
Prashant @ 321-751-9046
Jayesh @ 321-431-0306

Please Note Our New Location

Wickham Park
2500 Parkway Drive
Melbourne, FL 32935

Sincerely,

Indiafest Vendor Committee

Manav Mandir

Presents

Indiafest

Vendor Agreement

This agreement dated, _____, is between Manav Mandir, a non-profit organization, DBA Indiafest and _____ **(Vendor).**

It is agreed that Indiafest will hold its annual event on Saturday - March 10, 2018 from 10.00am to 6.00pm and, Sunday - March 11, 2018 from 11.00am to 5.00pm at ***Wickham Park at 2500 Parkway Dr., Melbourne, FL 32935 (NEW VENUE).***

Booth Rental: Please select the booth size and number of booths required.

Non-Food Booths		# of Booths	Food Booths		# of Booths
10w' x 10'	$650		10w' x 10'	$750	
20w' x10'	$850		20w' x10'	$950	
30w' x 10'	$950		--	--	--

$50 discount if paid in full by February 11, 2018

Vendor application closes on February 18, 2018

- ***Food vendors must be licensed and bonded by the State of Florida***
- ***Per FDA, food vendors are required to carry a copy of their valid License for the entire duration of the festival***
- ***Food vendor must complete and return Health Form with application Vendors must have a portable fire extinguisher on site (Class K Silver)***
- ***All food handlers must wear hair net and gloves at all times***

Vendor agrees to pay a $50.00 deposit (separate check), refundable upon the return, and in good condition of items and equipment provided by Indiafest for vendor's use during the festival. Vendor agrees to comply with rules outlined in Exhibit A, as attached.

_____ Vendor Signature

_____ Print Vendor Name

_____ License #

_____ Cell Phone #

_____ Indiafest - Committee Signature

_____ Print Name - Committee Member

_____ Vendor email

_____ Vendor Address

_____

Acceptance of vendor application is on a first come, first serve basis, and subject to the committee's discretion.

Please mail your agreement with payment to:

Indiafest Brevard
P.O. Box 360349
Melbourne, FL 32936-0349

Phone: 321-271-9220
Fax: 321-454-3321

Indiafestbrevard.org

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Indiafest

Vendor Agreement - Exhibit A

The organizers are pleased to invite vendors' participation to **Indiafest** at Wickham Park - 2500 Parkway Dr., Melbourne FL 32935, on Saturday - March 10, 2018 and Sunday - March 11, 2018 subject to the terms described in this document. Interested vendors should apply and return the signed agreement, with the appropriate payment and deposit, ***no later than February 18, 2018***. Vendors are encouraged to apply early as a large participation is expected**. Confirmation will be on a first come, first serve basis and upon receipt of payment**. Late applications will be placed on a waiting list in the order received.

GENERAL:

1. Only Licensed and Insured food vendors may participate.
2. The festival is scheduled from 10:00am to 6:00pm on Saturday and, from 11:00am to 5:00pm on Sunday. Vendors must have their booths set up by 9:30am on Saturday, and by 10:30am on Sunday. No vehicles will be allowed to stay/park in the festival grounds after opening time.
3. **Vendor may not close their operation before the scheduled closing time of each day. The committee must approve any exception in advance.**
4. Cars, vans, or trucks will not be permitted around the booths during the festival.
5. Vendor must attend to the booth at all times during festival hours and will not expand their working space beyond the rented space. Some exception may be made to keep items behind the booths.
6. There will be a 24 hour security guard. However, Vendor is responsible for their goods. If vendor chooses to leave goods or equipment overnight they may do so at their own risk. **Indiafest will not be held responsible for any lost/damaged items left overnight.**
7. **Indiafest** will not be held responsible for any natural calamity such as, storms, rain, or any mechanical malfunction, including electrical failure. When possible, we will work with vendor to minimize the adverse impacts.
8. **Standard Non-food booths are 10' x 10'. Available also in 20' and 30' wide. Food booths are 10' wide x 20' deep and also available in 20' width. Refer to Vendor Agreement for rates**
9. For each 10 x 10 booth rented 3 complimentary entrance wristbands will be provided to vendor prior to set up. Food booths will get 5 entry wristbands. Each additional 10' booth will receive 1 more wristband. **Additional person/persons must purchase wristbands at the entrance.**
10. Vendor is responsible for decorating their booth and displaying merchandise in a professional manner. **Indiafest** will supply and install, booth's name as provided by the vendor.
11. Two tables and 4 chairs will be provided per 10 x 10 booth. Additional tables may be rented at a cost of $10 per table and $5 per chair.
12. Based on the criteria set, **Indiafest** reserves the first right to refuse participation to any vendor, without the need of explanation. **Vendors may not share booths with other vendors.**
13. **Deposit refunds will be mailed to vendor after Indiafest have inspected that booth area is cleaned up, borrowed items/equipment (including booth signs) are returned undamaged and in good working/usable condition at the completion of the festival..**
14. Vendor agrees to indemnify and hold harmless, **Indiafest**, its agents and employees, from and against all claims, damages and losses, and all expenses, including attorney's fees, in cases where it will be necessary to file action
    [1] Arising out of performance of the work herein which is one for bodily injury, illness, death, or for property damage including loss of use.
    [2] Caused in whole or in part by vendor's negligent acts, or failure to act, or that of his agents, employees, contractors or anyone employed by them for whose act the vendor may be liable.

Indiafest

Vendor's Agreement - Exhibit A [Continued]

FOOD VENDORS:

15. **Service:** At least 2 to3 Order Takers/Food Servers shall be employed per booth to insure the shortest waiting time for the customers.
16. **Menu:** All food served should be Indian, or Indian derived recipes. Vegetarian and non-vegetarian dishes should be separated, clearly labeled with individual serving ladles for each item.
17. Organizers reserve the right to approve/alter the menus provided by food vendors.
18. **Prices:** All items should be moderately priced and clearly marked with the highest price of any platter not to exceed $10.00. Serving size should be satisfactory in quantity.
19. **Displays:** Photographs of items are encouraged. Vendor must send their menu with a list of the main ingredients and prices to Indiafest 3 weeks prior to the festival. Indiafest will prepare the final menu for display at each booth. **This will be the only menu displayed.**
20. **Vendor cannot make any changes to items or prices on the menus during the festival.** If for unforeseen circumstance alteration is necessary, vendor must seek committee's approval to do so.
21. Vendor may not sell alcoholic/non-alcoholic drinks, sodas, water or items not approved by Indiafest.
22. **Open fire cooking is permitted outside the tent or canopy only. Vendors are required to have a portable fire extinguisher on site (*Class K Silver*), as required by Brevard County Inspector.**
23. One electrical outlet [15Amp - Typical Skillet usage] will be provided. Additional outlets may be rented at a cost of $25.00 each.
24. **Hygiene and Storage:** Cooking and serving personnel should wear clean white aprons. Food handlers must wear gloves, hair pulled back, and servers must wear a hair net. Food should be served using serving utensils. **Food servers cannot handle money transactions while serving food**. All State and County regulations must be observed. Only Licensed and Insured food vendor may participate.

Full payment is due upon signing of this contract. Please be reminded that a large participation is expected so vendors are encouraged to apply early. In the event of inclement weather, Indiafest reserves the right to cancel the event without reimbursement of fees.

_____	_____
Vendor Signature	Print Name
_____	_____
Vendor License Number	Cell Phone
_____	_____
Vendor Address	Email
_____	_____
	Date

FLORIDA DEPARTMENT OF HEALTH – BREVARD COUNTY
Environmental Health Services
2725 Judge Fran Jamieson Way, Suite A116
Viera, Florida 32940-6605
PHONE: 321/633-2100 FAX: 321/633-2163
www.BrevardEH.com

For Office Use Only
Payment Information

TEMPORARY FOOD SERVICE EVENT VENDOR/BOOTH NOTIFICATION FORM

NOTE: Temporary food service event sponsors or vendors shall notify the local county health department no less than three days prior to a scheduled event under the jurisdiction of the Florida Department of Health (DOH). A food vendor/booth without an existing DOH Sanitation Certificate must submit a fee of $50.00 if operating under any one of the following conditions: 1) Serving non-potentially hazardous food (Non-PHF) for 4 or more days; 2) Serving potentially hazardous food (PHF) for 4 or more days and currently licensed by another state agency (in Florida) for food service operation; 3) Serving PHF for any number of days and not currently licensed by another state agency (in Florida) for food service operation. No booth fees are required for booths operated exclusively by sponsor personnel or for vendors/booths with an existing DOH Sanitation Certificate. Checks should be payable to Brevard County Health Department. Payment with Visa and MasterCard are accepted via telephone at (321) 633-2100, option 4.

VENDOR/BOOTH INFORMATION	
Name of Event	Name of Booth
Person in Charge of Booth	Telephone Number of Person in Charge of Booth
Anticipated Date/Time of Setup	Hours of Operation
State Food Service Permitting/Licensing Agency (in Florida) ☐ Department of Agriculture and Consumer Services ☐ Department of Health ☐ Other _____	☐ Department of Business & Professional Regulation ☐ None/Out of State
State Food Service Permit/License Number (in Florida)	State Food Service Permit/License Expiration Date (in Florida)

Chapter 64E-11, *Florida Administrative Code* requires all food to come from approved sources.
No food storage, preparation, or utensil cleaning shall occur in private homes.

FOOD SERVICE INFORMATION	
Please answer each question. If not applicable, indicate a reason.	
Type of food being served (menu may be attached)	
Location of advanced food preparation	
Method of transporting food to the event	
Method of keeping food hot and/or cold at the event	
Method of preparing and cooking food at the event	
Describe the methods used to protect food from dust, insects, coughs, and sneezes	
Method of providing adequate hand washing	
Each booth must have adequate hand washing facilities and supplies to operate. At a minimum each booth must have a container with potable water equipped with an on/off spigot, liquid hand soap, paper towels and a catch basin for wastewater. Check with event sponsor for any provided facilities.	
Failure to comply with applicable food service requirements in accordance with Chapter 64E-11, *Florida Administrative Code* may result in enforcement action.	☐ I understand and agree

I certify that to the best of my knowledge and belief all of the information/statements contained herein and on any attachments are true, correct, complete, and made in good faith. I understand that these regulations include food intended for service to the public regardless of whether there is a charge for the food. I agree to assume responsibility for this event booth and certify that said business will be conducted in compliance with Chapter 64E-11, *Florida Administrative Code* and Section 381.0072, *Florida Statutes*.

_____
Name of Vendor/Booth Representative (print or type)

_____ _____
Signature of Vendor/Booth Representative Date

The Top Six Causes of Food Poisoning

From past experience the U.S. Centers for Disease Control and Prevention list these six circumstances as the ones most likely to lead to illnesses. Check through the list to make sure your event has covered these common causes of foodborne disease:

☐ ***Inadequate Cooling and Cold Holding***

More than half of all food poisonings are due to keeping foods out at room temperature for more than 2-4 hours.

☐ ***Preparing Food Too Far Ahead of Service***

Food prepared 12 or more hours before service increases the risk of temperature abuse.

☐ ***Poor Personal Hygiene and Infected Personnel***

Poor handwashing habits and foodhandlers working while ill are implicated in 1 out of every 4 food poisonings.

☐ ***Inadequate Reheating***

When leftovers are not reheated to above 165°F, illness often results.

☐ ***Inadequate Hot Holding***

Cooked foods not held at above 140°F until served can become highly contaminated.

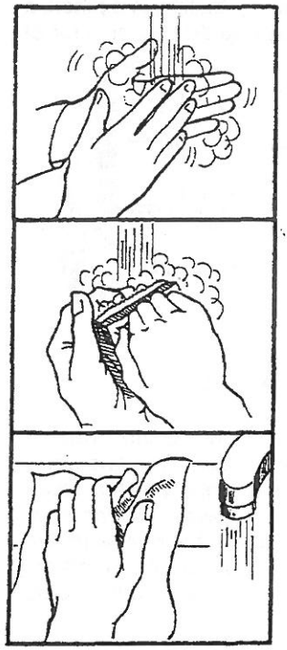
☐ ***Contaminated Raw Foods & Ingredients***

Serving raw shellfish or raw milk that is contaminated, or using contaminated raw eggs in sauces and dressings, has often led to outbreaks of foodborne disease. It is always safer to use pasteurized products.

Remember: When in doubt, *throw it out!*

Clean Hands For Clean Foods

Since the staff at temporary food service events may not be professional food workers, it is important that they be thoroughly instructed in the proper method of washing their hands. The following may serve as a guide:



☐ Use soap and water.

☐ Rub your hands vigorously as you wash them.

☐ Wash ALL surfaces, including:
-back of hands
-wrists
-between fingers
-under finger nails using a good brush.

☐ Rinse your hands well.

☐ Dry hands with a paper towel.

☐ Turn off the water using paper towel instead of your bare hands.

Wash your hands in this fashion before you begin work and frequently during the day, especially after performing any of these activities:

- Using the toilet
- Handling raw food.
- Coughing or sneezing.
- Touching hair, face or body.
- Smoking.
- Handling soiled items.
- Scraping tableware.
- Disposing of garbage.

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Milk, Food & Environmental Sanitarians
200 W Merle Hay Center
6200 Aurora Avenue
Des Moines, Iowa 50322
1-800-369-6337

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Florida Department of Health - Brevard County
Environmental Health Services
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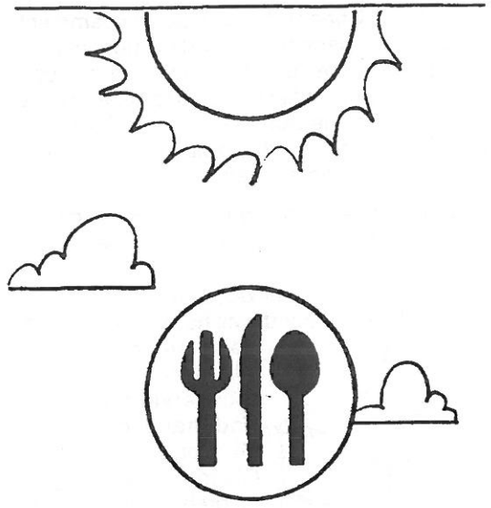
FOOD SAFETY AT TEMPORARY EVENTS



Are your hot foods hot?
Cold foods cold?
Equipment and utensils clean?

14 Steps to

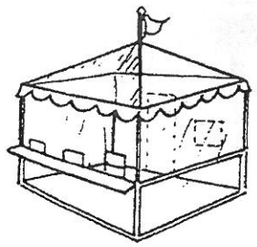
Safe and Sanitary Food Service Events

Church suppers, street fairs, civic celebrations and other similar events call for food service outlets to be set up out-of-doors or in locations where keeping foods safe and sanitary becomes a real challenge. This 14-step guide will help you keep your temporary event free of the risk of food poisoning.

1 Permits. Check with your local government agency about permits and code requirements. Be prepared to tell the department where you will hold the event, what you plan to serve, where the food will come from, how you will prepare and transport it, and the precautions you will take to prevent contamination.

In the event of a foodborne illness, it will help if you can show you ran your event "by the book."

2 Booth. Design your booth with food safety in mind. The ideal booth will have an overhead covering, be entirely enclosed except for the serving window and have only one door or flap for entry. Clear plastic or light colored screening on side walls will aid visibility. Only food workers may be permitted inside the food preparation area; animals must be excluded.

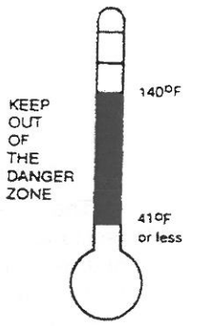


The more your food is exposed to outsiders, the greater the likelihood of contamination.

3 Menu. Keep your menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, potato salad, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Cook to order, so as to avoid the potential for bacterial contamination. Use only foods from approved sources, avoiding foods that have been prepared at home.

Complete control over your food, from source to service, is the key to safe, sanitary food service.

4 Cooking. Use a food thermometer to check on cooking and cold holding temperatures of potentially hazardous foods. Hamburgers and other ground beef should be cooked to 155° Fahrenheit or until juices run clear; poultry parts, to 165°; pork and other meats to 145°.

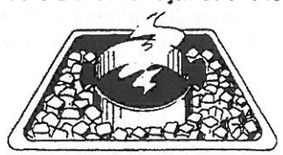


Most illnesses from temporary events can be traced back to lapses in temperature control.

5 Re-heating. Heat foods to above 165°F within 30 minutes. Do not attempt to heat foods in crock pots, steam tables or other hot holding devices, or over sterno.

Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.

6 Cooling and cold storage. Foods that require refrigeration must be cooled to 41°F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches deep and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly.

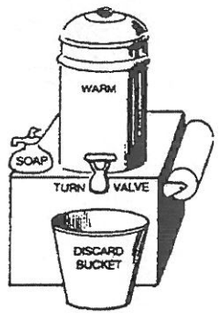


Allowing hazardous foods to remain unrefrigerated for too long has been the cause of many episodes of food poisoning.

7 Transportation. If food needs to be transported from one location to another, keep it well covered and provide adequate temperature controls. Use refrigerated trucks or insulated containers to keep hot foods hot (above 140°F) and cold foods cold (below 41°F).

Neglecting transportation can undo all the good of your other measures to prevent contamination.

8 Hand Washing. Provision must be made for an adequate hand washing facility. In a pinch, a large urn full of water, a soap dispenser, a roll of paper towels and a bucket to collect waste water may do the trick.



The use of disposable gloves can provide an additional barrier to contamination, but gloves are no substitute for hand washing. Frequent and thorough hand washing remains the first line of defense in preventing foodborne disease.

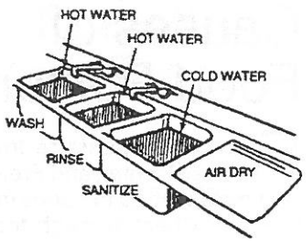
9 Health & Hygiene. Only healthy workers should prepare and serve food. Any who show symptoms of a disease – cramps, nausea, fever, vomiting, diarrhea, jaundice, etc. – or who have open sores or infected cuts on the hands should not be allowed in the food booth. Workers should wear clean outer garments and should not smoke in the booth.

Ill or unclean personnel are the frequent cause of foodborne diseases. Smoking, besides being unhealthful and aesthetically unappealing in food preparation, contributes to the contamination of workers' hands.

10 Food Handling. Avoid hand contact with raw, ready-to-serve foods and food contact surfaces. Use disposable gloves, tongs, napkins or other tools to handle food.

Touching food with bare hands transfers germs to the food.

11 Dish Washing. Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable ware. Wash equipment and utensils in a 4-step sanitizing process: washing in hot, soapy water; rinsing in hot water; chemical sanitizing; and air drying.

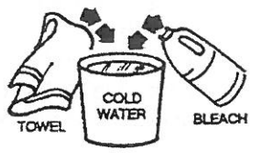


Clean utensils provide protection against the transfer of harmful germs.

12 Ice. Ice used to cool cans and bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice, never the hands.

Ice can become contaminated with bacteria and viruses and cause foodborne illness.

13 Wiping cloths. Rinse and store your wiping cloths in a bucket of sanitizer (for example, 1 capful of bleach in 2 gallons of water). Change the solution every 2 hours.



Well sanitized work surfaces prevent cross contamination and discourage flies.

14 Insect Control & Wastes. Keep foods covered to protect them from insects. Store pesticides away from food. When you apply them, follow the label directions, avoiding contamination of food, equipment or other food contact surfaces. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of waste water in a sewer or public toilet.

Flies and other insects are carriers of foodborne diseases. The chemicals used to kill them can be toxic to humans.