

UPPER GWYNEDD TOWNSHIP  
**BOARD OF COMMISSIONERS**

BOX 1, WEST POINT, MONTGOMERY COUNTY, PA 19486

PHONE 215-699-7777

FAX 215-699-8846

July 7, 2017

Re: 2017 Upper Gwynedd Township Carnival Food Expo

Dear Friend,

Planning is underway for Upper Gwynedd Township's 2017 Carnival. The Carnival will be held September 7-10, 2017. The Park and Recreation Advisory Board is looking forward to another successful year. Community pride and participation have made this a wonderful tradition.

An important element of the Carnival program is the Food Exposition, which will again be located in the pavilion. The enclosed **Reply Form and Special Event Fact Sheet** will reserve a space for you. Please be certain to identify your menu. I have included a list of *primary* food items that were sold last year. Each vendor has first choice to sell those items. Secondary food items like; soda, Gatorade, candy, fries, etc. are open to everyone to sell. These forms should be returned by **July 28<sup>th</sup>**. Any primary food item that is not included on a reply form by July 28<sup>th</sup> will be open to another vendor.

The Reply Form contains general information describing the services the Township will provide during the Carnival, and what items you will be required to have available in your designated area. In planning to participate in the Carnival program you are reminded that all vendors are expected to be open for business during the regular Carnival hours and pass a health inspection from Montgomery County prior to serving food on Thursday.

This year's Carnival will run from Thursday - Sunday, September 7-10, 2017 with the following times;

|                       |   |
|-----------------------|---|
| Thursday September 7: | 6:00 P.M. - 10:00 P.M. (Family Night)                                 |
| Friday September 8:   | 6:00 P.M. - 10:00 P.M. (Fireworks Night)                              |
| Saturday September 9: | 1:00 P.M. - 10:00 P.M. (Fireworks Night)<br>1:00 - 5:00 (Family time) |
| Sunday September 10:  | 1:00 P.M. - 6:00 P.M. (Family Time)                                   |

Please return the **Reply Form and Special Event Fact Sheet** by **July 28<sup>th</sup>** so we can finalize occupancy plans for the pavilion. **There will be a vendor meeting at the pavilion at 6pm on September 6th. Please make arrangements to have someone from your organization attend.**

If you have any questions, or wish to discuss any ideas you may have, please feel free to contact me at the Township Building at (215) 699-7777 or email at [AKaker@uppergwynedd.org](mailto:AKaker@uppergwynedd.org).

Sincerely,



Alex Kaker, CPRP  
Director of Parks and Recreation



**2017 UPPER GWYNEDD CARNIVAL - REPLY FORM - Food Vendor**

- Business/For-Profit Vendor (Please submit \$200 check for booth)
- Non-Profit Vendor (No payment required)

(Group/Business) \_\_\_\_\_ hereby commits to rent a food concession booth from Upper Gwynedd Township during the period September 7-10, 2017 Carnival Weekend. Enclosed is a check in the amount of \$200.00 (Businesses only), which represents the rental payment and guarantees a reservation of a sheltered area comprising approximately 10' x 10' for use in the sale of the following prepared foods;

***Please list all foods you plan on selling;***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I/We understand that the Township will provide tables and chairs, three (3) 110 electric duplex outlets and trash receptacles and collection. The Township will also provide sheltered seating and eating areas for customers.

I/We commit to have the food concession open during the hours that the Carnival is underway at Parkside Place:

|                       |   |
|-----------------------|---|
| Thursday September 7: | 6:00 P.M. - 10:00 P.M. (Family Night)   |
| Friday September 8:   | 6:00 P.M. - 10:00 P.M. (Fireworks Night)  |
| Saturday September 9: | 1:00 P.M. - 10:00 P.M. (Fireworks Night)<br>1:00 P.M. - 5:00 P.M. (Family time) |
| Sunday September 10:  | 1:00 P.M. - 6:00 P.M. (Family Time)   |

I/We understand that it is my responsibility, and I/we hereby agree, to provide the necessary accessories for the sale and distribution of prepared foods, including paper plates, cups, knives, forks, spoons, table covers, condiments and related accessories, which will facilitate proper sale and distribution of prepared foods in accordance with health and safety standards.

Businesses Only - I/We understand that the enclosed deposit is a non-refundable deposit for rental of space in the pavilion for the food concession. I/we further understand that, in the event that it is necessary to cancel participation, every effort will be made to notify the Township at least thirty (30) days prior to the scheduled dates for the Carnival. To the extent that the Township is able to reassign this space for another vendor, the deposit may be refunded.

Accepted:

\_\_\_\_\_  
(Print Name and Title of Authorized Representative/Business Name)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

## **2016 Primary Food List**

### **Upper Gwynedd Park and Recreation Advisory Board**

Sausage Sandwiches

### **Upper Gwynedd Fire Co**

Deep-Fried Balls

### **Sanctuary Church**

Lemonade

### **Nor-Gwyn Baseball & Softball, Inc.**

Soft Pretzels

Candy

Peanuts

### **North Penn Volunteer Fire Co**

**New Address for 2017 – Jessica Smith, 219 S. 4<sup>th</sup> St. North Wales, PA 19454**

Cheesesteaks

### **Dickey's Barbecue Pit**

Beef Brisket

Mac & Cheese

Pulled Pork

Smoked Chicken

### **Boston Style Pizza**

Pizza

Chicken Nuggets

Burgers

Hot Dogs

**TEMPORARY FOOD FACILITY FACT SHEET**

Name of Event: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_ Assigned space/booth #: \_\_\_\_\_

Event Sponsor: \_\_\_\_\_

Your name, business, or organization: \_\_\_\_\_

Your address: \_\_\_\_\_

\_\_\_\_\_ Zip Code: \_\_\_\_\_

Your telephone #: \_\_\_\_\_

Person to contact - Name: \_\_\_\_\_ Daytime Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**MENU** – List the Food/Drink Items that you will be serving:

| <b>Food/Drink Item</b> | <b>Serving Size</b> | <b>Total # of Servings</b> | <b>Delivered to Event Frozen, Cold or Hot</b> |
|------------------------|---------------------|----------------------------|---|
|                        |                     |                            |   |
|                        |                     |                            |   |
|                        |                     |                            |   |
|                        |                     |                            |   |
|                        |                     |                            |   |
|                        |                     |                            |   |
|                        |                     |                            |   |
|                        |                     |                            |   |
|                        |                     |                            |   |
|                        |                     |                            |   |

Indicate the method(s) of protecting the food/drink items from contamination at the event site: Note that overhead protection must be provided, usually in the form of a canopy, umbrella, tarp, or enclosure, for your entire food-service operation.

| Type of Protection Needed                                       | Equipment or Method |
|---|---------------------|
| Overhead  |                     |
| Food/Drink Items Off the Ground                                 |                     |
| Food Displayed, Wrapped, Covered or Protected by a Sneeze-Guard |                     |
| Food/Drink Items Not Accessible to Customers                    |                     |

What handwashing facilities are provided? \_\_\_\_\_

Indicate the number, size, and location of the refuse/trash containers you will be providing:

\_\_\_\_\_

Indicate the location for the preparation of the food/drink items:

| Preparation Location  | Food/Drink Items |
|---|------------------|
| <input type="checkbox"/> On Site – Raw ingredients mixed, assembled, or cooked at event site. |                  |
| <input type="checkbox"/> At Establishment/Home  |                  |
| <input type="checkbox"/> Purchased already commercially prepared requiring further handling.  |                  |
| <input type="checkbox"/> Prepackaged  |                  |

Indicate the method(s) for maintaining proper food/drink item temperatures during storage, transport, preparation, and display. Food/drink items that spoil easily must be held at temperatures below 41 degrees Fahrenheit (41°F), or above 135 degrees Fahrenheit (135°F) at all times.

Refrigeration equipment includes mechanical refrigerators, and insulated containers such as ice chests/coolers. Cold sources include electricity, dry ice, ice packs, and drained wet ice. Drained wet ice means that the container will continuously drain the water that accumulates from the melting ice to a water storage container.

Heating equipment includes grills, ovens, stoves, and units to keep hot food hot such as chafing dishes. Heat sources—fuel—include charcoal, gas (propane), sterno, and electricity.

| Food/Drink Items | Refrigeration/ Heating Equipment Type | Cold or Heat Source - Fuel | Equipment Size | # of Units |
|------------------|---------------------------------------|----------------------------|----------------|------------|
|                  |                                       |                            |                |            |
|                  |                                       |                            |                |            |
|                  |                                       |                            |                |            |
|                  |                                       |                            |                |            |
|                  |                                       |                            |                |            |
|                  |                                       |                            |                |            |

Indicate the method(s) of customer protection from the cooking/heating equipment through proper location of equipment, or through barriers:

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Indicate the use of any leftover food after the event:

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On a separate piece of paper sketch a diagram of your booth/setup showing the location of all equipment, and food/drink items.