

KODIAK CRAB FESTIVAL

MAY 26-30, 2011

KODIAK, ALASKA



PRESENTED BY
KODIAK CHAMBER OF COMMERCE



Crab Festival Memo

Hello Crab Festival Vendors!

Enclosed will find your Crab Festival Vendor Packet. I wanted to point out a couple of very important items for you.

All vendors requiring electricity will need to provide enough **power cord to reach 50 feet** from your booth to the power box. **Special twist lock plugs** are the only way you can hook into Crab Fest power. Please see pages 6 & 7 in your Vendor Handbook for details.

The Fire Marshal is requiring that **ALL Crab Festival booths must have a fire extinguisher**. Different extinguishers are required based on what you will be doing in your booth. Please see page 10 in the handbook for details on specific extinguisher requirements.

There are a few stores in Kodiak carrying fire extinguishers: Sutliff's True Value Hardware, Spenard Builders Supply, and Scuba Do. There are limited numbers on island, but the stores can order extinguishers for you if you call in advance. The type K extinguishers required for vendors using deep fat fryers are available only through Scuba Do.

All cooking vendors are required to take a fire extinguisher/fire safety class which will be held twice **Wednesday, May 25th at 10am to 12pm and at 1pm to 3pm at Fisherman's Hall**. If you have a current certificate of fire extinguisher training from the Kodiak Fire Department, you will not be required to take the class. The class is open to all Crab Festival vendors, but cooking vendors are required to take it.

Please don't hesitate to call if you have any questions on the packet.

Best regards,

Lindsey Howell
Crab Festival Manager
907-486-5557

CONTENTS

PAGE

1. Welcome from Kodiak Crab Festival Manager
2. Vendor Guidelines
3. Accommodations, Ground Transportation & Rentals
4. General Festival Information
- 5-8 Festival Rules and Regulations
- 9-11 Fire Safety Regulations
12. Food Vendor Welcome Letter
13. Important Notice for All Food Vendors
14. Rules and Regulations for All Food Vendors
- 15-17 Are You Ready? Checklist for all Food Vendors
- 18-20 Serving Food at Your Event
21. Diagram/Alternative Handwashing Station Food Vendors



KODIAK CHAMBER of COMMERCE

Dedicated to Kodiak's Economic Future



Dear Potential Vendor:

Crown
Sponsors

Welcome to the 2011 Kodiak Crab Festival® - our 53rd! Starting May 26th and running through May 30th, the Kodiak Crab Festival® will be bringing loads of fun to the island. Carnival rides, delectable foods, survival suit races, music...the list goes on and on. The festival is a wonderful way to spend your Memorial Day weekend.



This year's theme is *It's Good Eats*, celebrating the main attraction of the festival, the mouth-watering Crab, as well as the diverse selection of tasty treats.



Since 1958 the Kodiak Crab Festival® has been the island's signature event. Friends, family and community members have joined together for five fun-filled days. With an atmosphere filled with laughter, smiles and fellowship, the Kodiak Crab Festival® provides an excellent opportunity for businesses and non-profit organizations to market their products and services. The festival draws approximately 15,000 attendees each year.



One change to the Crab Festival this year is the Monday festivities. Due to the ferry schedule, Golden Wheel, who manages the carnival portion of the festival, must leave the island on the Kennicott Monday morning. The Chamber made many efforts to get the schedule changed, working with the Alaska Marine Highway and our state officials, with no success. In place of the carnival, we will be holding a Community Fun Day in which local businesses and non-profit groups will offer games and entertainment for all ages with an Old Time Fair theme. We are sure this change will not affect our vendors and may even draw in a larger crowd as this is a new offering at the festival.



The Vendor Handbook will serve as a valuable resource for you including information regarding travel accommodations, general festival information and important booth rules and regulations. Also, you will find a list of rules and regulation for food vendors. For your convenience, booth and food vendor applications are included in this packet. Please read over the enclosed material carefully as it is part of your booth rental agreement. Any unanswered questions should be directed to the Kodiak Chamber of Commerce at 907.486.5557 or via email at chamber@kodiak.org.



As the 2011 Kodiak Crab Festival® manager I encourage you to participate in making this year's festival one that will be remembered for years to come.



I look forward to seeing you in May!

Lindsey Howell
Crab Festival Manager

KODIAK CRAB FESTIVAL® 2010

VENDOR GUIDELINES

The Kodiak Chamber of Commerce has worked extremely hard to ensure the Kodiak Crab Festival® is geared towards fun, safety and respect. Therefore, the sale of the following items will be prohibited at this year's Kodiak Crab Festival® 2011.

- **Suggestive Material**
- **Toy Cigarettes**
- **T-shirts or other clothing with sexually suggestive caricatures or profanity**
- **Materials of any sort that glamorize the possession and/or use of illegal drugs**
- **Drug paraphernalia**
- **Silly string**

We regret having to make a list, but it has become necessary given the problems that have developed from previous festivals. Use common sense when selling or displaying items, keeping in mind the premise of Kodiak Crab Festival® which is to be a family-oriented community event.

We appreciate your assistance. Please feel free to contact me with any questions or concerns. I may be reached at (907)486-5557

Sincerely,

Lindsey Howell
Kodiak Crab Festival Manager

KODIAK HOTEL ACCOMMODATIONS

Best Western Kodiak Inn
Tel: 907-486-5712
Toll-Free: 888-563-4254
Email: info@kodiakinn.com
Web: www.kodiakinn.com

Comfort Inn Kodiak
Tel: 907-487-2700
Email: comfortinnkodiak@gci.net
Web: www.choicehotels.com/
Comfortinn/ak025

Russian Heritage Inn
Tel: 907-486-5657
Email rhkodiak@alaska.com
Web: www.russianheritageinn.com

Shelikof Lodge
Tel: 907-486-4141
Email: shelikoflodge@gci.net
Web: www.shelikoflodgealaska.com

KODIAK BED & BREAKFASTS

A Kodiak Welcome Bed & Breakfast
Tel: 907-486-2908
Email: mrostad@hotmail.com

A Smiling Bear B&B
Tel: 907-481-6390
Email: darlene@asmilingbear.com
Web: www.asmilingbear.com

An Island Suite
Tel: 907-486-2205
Email: keegan@ptialaska.net
Web: www.ptialaska.net/~keegan/

On the Cape Bed & Breakfast
Tel: 907-486-4185
Email: otcinformation@comcast.net
Web: www.onthecape.net

TRANSPORTATION

Alaska Marine Highway
Tel: 907-465-3941
Toll free: 800-642-0066
Email: dot.ask.amhs@alaska.gov
Web: www.ferryalaska.com

Alaska Airlines
Tel: 907-243-2524
Toll free: 800-426-0333
Web: www.alaskaair.com

ERA Aviation
Kodiak Tel: 907-487-4363
Toll free: 800-266-8394
Web: www.flyera.com

Island Air Service
Tel: 907-487-4596
Email: islandair@alaska.com
Web Page: www.kodiakislandair.com

Rent-a-Heap
Tel: 907-487-4001
Fax: 907-487-2261
Email: carrent@ptialaska.net
Located at Kodiak State Airport

Avis Rent-A-Car
Tel: 907-487-2264
Email: kodiak@avisalaska.com
Web Page: www.avis.com

For additional accommodations, contact the Kodiak Island Convention & Visitor's Bureau at 1-800-478-4782
or visit www.kodiak.org

GENERAL INFORMATION

Festival Dates

The Festival is held over the Memorial Day weekend
May 26-30, 2011

Hours of Operation

Thursday May 26	12 noon - 8 p.m.*
Friday, May 27	10 a.m. - 8 p.m.*
Saturday, May 28	10 a.m. - 8 p.m.*
Sunday, May 29	10 a.m. - 8 p.m.*
Monday, May 30	10 a.m. - 5 p.m.

All booths and attractions must operate for a minimum of eight (8) hours each day in conjunction with the Festival's operating hours, with the exception of Monday, which is a seven (7) hour day

***Festival midway may stay open beyond 8 p.m. depending on attendance and weather**

Setup and Removal Schedule

The festival area is along Marine Way and in the Harbormaster parking lot. The parking lot will be cleared for set-up by 12:00 noon on Tuesday, May 24, 2011.

Booths need to be in place and operational by 12:00 noon on Thursday, May 26th 2011. Booths need to be removed by noon on Tuesday, May 31, 2011. Vendors will not be allowed to drive vehicles in the festival area during operating hours. Please refer to your vendor handbook for complete festival regulations.

REMEMBER: Booths are located on parking lot pavement; therefore, stakes or nails **CANNOT** be driven into the pavement.

Festival Headquarters

Kodiak Chamber of Commerce volunteers host an information booth throughout the festival. This booth sells various logo items such as pins, buttons, sweatshirts and posters. The Chamber booth also has a locator map of the various booths, a schedule of events and a message board. There is also a telephone and public address system at the Chamber booth. The telephone number will be available prior to the set-up of the vendor booths.

RULES AND REGULATIONS

Some guidelines are necessary for the benefit of vendors and patrons alike. The following rules and regulations have been developed over the years and the Chamber reviews and updates them each year. Your comments and suggestions are welcome and may be e-mailed to chamber@kodiak.org or mailed to:

Kodiak Crab Festival Manager
100 East Marine Way, Suite 300
Kodiak, Alaska 99615

NAME AND LOGO

No business or organization may use the name “Kodiak Crab Festival®” or its logo design without the express written permission of the Chamber Executive Director and Board of Directors.

LIABILITY INSURANCE

The Kodiak Chamber of Commerce insurance carrier requires all vendors to carry Comprehensive General Liability insurance for the duration of the Kodiak Crab Festival® at limits of \$2,000,000.00 Aggregate/\$1,000,000.00 Occurrence.

The policy must name the Kodiak Area Chamber of Commerce as an additional insured and a Certificate of Insurance must be provided to the Kodiak Area Chamber of Commerce prior to the start of the Kodiak Crab Festival. **Liability Insurance documentation must be returned with the Booth Application & Agreement. Contact your insurance carrier for more information.**

BOOTH SIZE AND COST

All vendors will be required to pay for ALL the space they use. This includes displays which extend beyond actual physical booth or trailer. Vendor displays that extend out in front of booths by more than 2 feet will be required to buy additional space. It also includes the use of corner spaces. The contract specifically states that booth cost is based on booth size and that there is an extra fee for use of corner spaces. Corner spaces allow you to operate out of the front and one side.

All booths and booth spaces are limited to 10 feet in depth. The fee structure is explained on the application form. The roof overhang on the front of all booths and vehicles used as booths will be limited to two (2) feet. This is a fire lane requirement. Trailers, motor homes, trucks and buses, etc. that are used as booths will be limited to ten (10) feet wide and a maximum of twenty-five (25) feet long. Overhangs in front and rear of vehicles (**includes trailer hitches and bumpers**) and booths will be included in measurements to determine the size of booth space required and the fee assessed. **Walking vendors will be allowed on festival grounds, but must pay the minimum vendor 10x10 booth fee.**

VENDORS USING CHARCOAL/GAS BARBECUE GRILLS

All vendors who will be utilizing a charcoal or gas barbecue grill must purchase an additional five (5) foot of frontage adjacent to their booth for the placement of their grill. **No grills will be allowed in the space in front of the booths. This rule will be strictly enforced.** If you use charcoal, you must have a metal container in which to dispose of your used charcoal. If grease or charcoal is dumped on the ground or in storm drains vendor will be charged for the actual charge for clean-up. All incurred additional charges **must be paid in full before vendor will be allowed to participate in any future Kodiak Crab Festivals®. All grills must be covered by an awning to protect it from contamination.**

VENDOR AREA CLEAN-UP

Your booth space must be kept clean at all times during the festival. Your booth must be removed and the space cleaned no later than 24 hours after the official closing of the festival on Monday, May 30, 2011 at 5 p.m. Additionally, WASTE COOKING OIL AND CHARCOAL CAN NOT BE DISPOSED OF IN STORM DRAINS: ANY REQUIRED CLEANING OF STORM DRAINS WILL BE CHARGED AT ACTUAL CLEANING COSTS AND WILL BE INVOICED DIRECTLY TO VENDOR. IF THE INVOICED AMOUNT IS NOT PAID IN FULL WITH 30 DAYS OF THE OFFICIAL CLOSE OF THE KODIAK CRAB FESTIVAL® VENDOR WILL BE BLOCKED FROM FUTURE PARTICIPATION IN THE KODIAK CRAB FESTIVAL®.

GARBAGE AND LITTER CONTROL

Each booth must have at least one 35 gallon trash can for each 10 feet of booth space. This trash can is to be placed outside the booth for customers to use. Booth personnel are responsible for emptying cans and keeping the area around their booth clean. Failure to comply will result additional clean-up charges. Vendors are requested **NOT to throw booth garbage into garbage cans designated for attendees: these garbage cans are the large green rolling cans and are intended for public use only, dumpsters are provided for booth garbage.** The placement of these dumpsters are designated on the vendor maps which will be provided to each vendor on opening day of the Kodiak Crab Festival®.

PARKING

Parking around the Crab Festival® Midway is very limited and all available parking is required for attendees (your customers). More parking is good for Festival attendance and attendance at the Festival is good for your business. The Chamber of Commerce, in cooperation with the Kodiak Police Department, provides one Vendor Parking Permit to each vendor. The Vendor Parking Permit allows the holder to park for a maximum of 15-minutes to load and unload supplies and equipment in the designated vendor parking area on Marine Way. The Vendor Parking Permit must be clearly displayed on the front dashboard of the vehicle parked in the vendor parking area. Kodiak Police Department patrols the vendor parking area and will cite and impound violators.

BOOTH LOCATION

The location or site selection for your booth will be at the discretion of the Executive Director and Crab Festival Manager. You may indicate a few preferences, if you wish, on the back of the application form or on a piece of paper attached to the form. The Executive Director will try to accommodate as many individuals needs as possible but there are limits and not everyone will get their first preference. An additional charge of \$150 will be accessed for corner spaces. Additional space over and above the normal booth space is charged at \$2.50 per square foot.

GAMES OF SKILL AND CHANCE

All such games are governed by and must be operated in accordance with Alaska State Statutes. You must have an Alaska State permit for Games of Skill and Chance. This applies to all profit and non-profit enterprises. For further information, contact State of Alaska Dept. of Revenue, Charitable Gaming Division, P.O. Box 110440, Juneau, Alaska 99811-0440 or call 907-465-2229.

ELECTRICAL

The City of Kodiak Building Official's Office will conduct an onsite inspection of booths, structures, trailers and rides, as well as the general midway area prior to the festival opening. Any deficiencies noted shall be corrected prior to the booth, structure, trailer or ride opening. The International Building Code, International Mechanical Code, National Electrical Code, and Alaska Fire and Life Safety Regulations as adopted by the Kodiak City Code 14.04.010 shall be the codes referenced.

For more information, or clarification, contact the C.O.K. Building Officials Department, 486-8070.

1. The Festival midway is a temporary location and, as such, electric power is limited. Concessionaires are encouraged to use propane or generators whenever possible.

2. All vendors should come prepared with enough power cord to reach at least fifty feet (50') from the power panels to your booth. (# 10 SO cord)

The Kodiak Chamber of Commerce is not prepared to provide for the commercial power needs of vendors and cannot be held responsible for lack of power. No electrical heaters are allowed.

3. To insure that the integrity of the electrical system is not in any way jeopardized, all Crab Festival® booths and vendors will be required to make upgrades to their equipment. Prior to the festival opening, an inspection will be made of those booths connected to the Crab Festival® electrical system. Those booths that are not properly utilizing the system will be disconnected.

4. All the Crab Festival electrical panels will only accept **NEMA-L530-P 125 Volt 30Amp twist lockplugs**. These plugs are readily available at **Sutliff's True Value Hardware**, located at 210 Shelikof Avenue or other electrical supply vendors.

5. All cords going to booths must be of number **10-gauge wire or heavier**. Common household extension cords that use number **12-gauge wire or smaller will not be allowed**.

6. A booth operator is required to supply a temporary power tap with 15 or 20 amp built in breaker to protect wiring in booth area.

7. Notify the Chamber if you are a first time vendor requiring 220V power.

8. Vendors using 220-volt power will need special connectors to hook up to the system. Plugs will need to be trailer service/mobile home type, rated for 120/208V 50amp, four wire single-phase power.

9. All cords running from 220-volt user booths must be number 8 four-conductor wire.

10. Any vendor caught tampering with the system or in any way attempting to open distribution panels will be disconnected and not allowed access to electricity for the balance of the festival.

It is our intent to have a safe and successful festival. Your cooperation in achieving this goal will truly be appreciated.

FIRE REGULATIONS FOR FESTIVAL BOOTHS

The Kodiak Fire Department will conduct a fire code inspection of all booths, structures, trailers and rides, as well as the general midway area prior to the festival opening. Any deficiencies noted shall be corrected prior to the booth, structure, trailer or ride opening. The International Fire Code and Alaska Fire and Life Safety Regulations as adopted by Kodiak City Code 14.24.010 shall be the code referenced. For more information or clarification, contact the Kodiak Fire Department at 486-8040.

FOOD BOOTHS

All concessions selling food to the public must be operated under Alaska State Statutes for itinerant restaurants. **All food booth representatives must visit the State of Alaska Environmental Health Officer in the Griffin Building at 316 Mission Road to explain techniques used in preparing and transporting food for public consumption.** Call DEC at 486-3350. **A copy of the regulations is included on page 14.** The State will shut down booths that do not comply with its regulations.

SOUND

The Kodiak Chamber of Commerce reserves the exclusive right to regulate all sound producing equipment in the best interest of Crab Festival® patrons. This includes, but is not limited, to headsets, microphones, stereos, vacuums and motors. All items must be contained within the leased space. The Lessee shall inform the Kodiak Chamber of Commerce at the time of contracting of the intent to use microphones, sound systems or other noise making equipment. Noise level is a determining factor of space location.

PETS AND OTHER ANIMALS

At no time are animals allowed in the festival or midway areas. The only exception are service animals.

BIKES, SKATE BOARDS, ETC.

Bicycles, skateboards, scooters, and inline and roller skates are prohibited in the festival and midway areas.

TRANSIENT VENDOR LICENSE AND SALES TAX COLLECTION IN KODIAK

Firms and individuals presently conducting recognized business under permit in the City of Kodiak do not require additional permits. Other vendors offering merchandise for sale do not have to obtain a **transient merchant license** (\$100) as long as business is conducted within the Crab Festival area and during the festival dates. **Sales tax** collection is not required for festival vendors during the official festival dates if the transaction is concluded (payment and delivery) at the event. If you take orders for delivery later, continue business beyond the festival dates or set up business outside of the festival area, a sales tax certificate is required. For more information, contact the City of Kodiak, P.O. Box 1397, Kodiak, Alaska 99615 or call 907-486-8636.

SECURITY

While the police do make routine visits to the Crab Festival area, vendors are responsible for their booths and inventory. The Kodiak Chamber of Commerce does not provide additional security. Please plan to secure your booths during the closed hours of the festival.

OFFICIAL MILITARY EXHIBITS

Such exhibits will be exempt from payment of booth fees and will not be required to obtain any local permits or licenses.

CANCELLATIONS

Any cancellations or changes **must be in writing** and received by our office no later than **May 1, 2011**. If a written cancellation request is received on or before this date, a refund will be made less a \$50 service fee. **After May 1, 2011, no refunds will be made.**

THESE POLICIES WILL BE STRICTLY ENFORCED

PLEASE CONTACT THE CHAMBER AT 486-5557 IF YOU HAVE ANY QUESTIONS.
THANK YOU FOR YOUR CAREFUL CONSIDERATION OF THESE MATTERS.

FIRE SAFETY REGULATIONS

The city of Kodiak requires that midway grounds or Carnivals and Fairs, including concession booths, shall adhere to the following regulations:

REGULATIONS FOR CARNIVALS AND FAIRS

These regulations are intended to govern the construction and use of temporary structures or the use of existing structures used for, or involved in, Carnivals and Fairs. These regulations will be enforced whether the Carnival or Fair is located within an existing structure or on open land. The excerpts contained within these regulations are consistent with the International Fire Code, International Building Code, International Mechanical Code, National Electrical Code, and Alaska Fire and Life Safety Regulations as adopted by the Kodiak City Code 14.04.010. For more information, or clarification contact: the City of Kodiak Building Officials Department, 486-8070., or the Kodiak Fire Department at 486-8040

GENERAL

1. A plan indicating the location of all concession stands and or rides will be submitted to the Kodiak City Fire Chief prior to the construction or set-up of stands or rides. The plan must indicate the required fire lanes and paths of exit from the midway area. Fire Lanes shall be wide enough to accommodate the largest piece of apparatus, as designated by the Kodiak City Fire Chief. The submission of the plan is the responsibility of the sponsoring agency of the Carnival or Fair.
2. Every booth, trailer, or structure shall be so constructed, arranged, equipped, maintained, and operated so as to avoid undue danger to the lives and safety of the occupants, and others, from fire, smoke, fumes, or resulting panic during the period of time reasonably necessary for escape from the booth or structure in case of fire or emergency.
3. All booths, structures, trailers, and rides, as well as the general midway area, shall be inspected by the Kodiak Fire Department prior to the festival opening. Any deficiencies noted shall be corrected prior to the booth, structure, trailer, or ride opening. Deficiencies noted in the General Midway Area shall be corrected prior to the Midway opening.
4. **Each booth is required to have a minimum of one (1) 2A-10BC rated fire extinguisher that has been tagged for annual service within the last 12 months. PLEASE NOTE: COOKING VENDORS ARE REQUIRED TO HAVE SPECIAL FIRE EXTINGUISHERS. PLEASE SEE THE SUBSECTION HERE TITLED "CONCESSION STANDS" FOR MORE INFORMATION.**

MIDWAY

1. Rides and concessions shall not be set in natural drainage areas.
2. Concessions shall be kept away from overhead electrical lines a minimum clearance of 10 foot.
3. Roadways (20' minimum) and walks shall be of sufficient width to allow access for public safety emergency vehicles.
4. Roadways and walks shall be free of debris, holes and other hazards. All cables in these areas shall be protected with metal sheath cable, conduit or planks.
5. No vehicle traffic shall be permitted from the time the midway opens until closing (including owner, operators, vendors and service vehicles). **This will be strictly enforced.**
6. An adequate and sufficient amount of fire-fighting equipment shall be provided for the entire midway.
7. No persons shall have to travel more than 75 feet to reach a hose or portable fire extinguishing device.

CONCESSION STANDS

1. Booths, trailers, and structures may be constructed of any material provided that the following requirements are met.
 - (a) Stands constructed of canvas materials shall have certification indicating that the canvas has been treated with a flame retardant or is listed as being flame retardant i.e. NFPA 701 or as approved by the Fire Chief. The use of non-treated polyethylene tarps and various colored tarps i.e. blue tarps during the hours of public use is prohibited.
 - (b) Stands constructed of plastic including roofing material shall not have any cooking, heating or lighting equipment within the structure.
2. Hinges, awnings and braces must be safety keyed; do not use nails for hinges or support pins.
3. Every effort shall be made to keep stakes and ropes from traffic areas, but where this is not possible, highly visible covers shall be provided.
4. Booths used for cooking food shall not be located near midway exits and shall have a minimum of 10 feet clearance on two sides from amusement rides or devices.
5. Storage shall be kept to a minimum and at no time shall block any exit from the booth or structure.
6. No accumulation of waste shall be permitted. Waste shall be disposed of at the end of the work day
7. **Each booth is required to have a minimum of one (1) 2A-10BC rated fire extinguisher that has been tagged for annual service within the last 12 months.**
8. **All cooking vendors shall have a minimum of two 3A-40BC rated fire extinguishers or two type "K" fire extinguishers. Cooking vendors using deep fat fryers are required to have at least one type "K" fire extinguisher making up the two fire extinguisher minimum.**
9. **Cooking vendors who have more than 3 cooking appliances (grills, deep fat fryers, char broilers, etc.) Shall have one additional 3A-40BC or type "K" fire extinguisher for every 2 additional appliances.**
10. **All cooking vendors will be required to attend a fire safety/fire extinguisher class sponsored by the Kodiak Fire Department. A two year certificate will be issued to those completing the class. Two classes will be offered on Wednesday May 25th at 10am to 12pm and at 1pm to 3pm at Fishermen's Hall.**
 - (a) **Each booth is required to have at least one person in the booth at all times who holds a Kodiak Fire Department fire extinguisher training certificate. Their certificate must be posted in the booth and in plain view for inspection purposes.**
 - (b) **The USCG Fire Department in Kodiak is also approved to sponsor the required fire safety/ fire extinguisher training.**

COOKING EQUIPMENT

1. Cooking equipment shall be installed as per the manufacturer instructions and shall be installed so as not to block any path of exit.
2. Propane fired equipment shall be installed as per manufacturer instructions. Only equipment designed for propane use shall be permitted.

3. Propane cylinders, regardless of size, shall be installed outside the booth or structure. No cylinder may be installed on the roof of the structure. All cylinders, regardless of size, shall be secured in an approved manner to prevent damage to the cylinder, piping or personnel. The above includes both full and empty cylinders.
4. A pressure regulator shall be provided at the cylinder or at the appliance itself. A shut-off valve shall also be provided inside the booth which is accessible to the occupants.
5. Appliances using charcoal shall be installed as per manufacturer instructions. A minimum of 18 inches shall be maintained between appliances and all combustible materials.
6. Appliances using white gas or kerosene shall be permitted provided that any filling of the appliance takes place outside of the booth.
7. Compressed gas cylinders must be secured.

ELECTRICAL

The City of Kodiak Building Official's Office will conduct an onsite inspection of booths, structures, trailers and rides, as well as the general midway area prior to the festival opening. Any deficiencies noted shall be corrected prior to the booth, structure, trailer or ride opening. The International Building Code, International Mechanical Code, National Electrical Code, and Alaska Fire and Life Safety Regulations as adopted by the Kodiak City Code 14.04.010 shall be the codes referenced. For more information, or clarification contact: the C.O.K. Building Officials Department, 486-8070.

1. All electrical equipment, appliances, power strips, and extension cords shall be labeled by a nationally recognized testing laboratory, i.e., UL, FM or NTRL.
2. EXTENSION CORDS. Extension cords and flexible cords shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with portable appliances.
3. Extension cords and re-locatable power taps shall be rated for heavy-duty use, a minimum 10 gauge, polarized, grounded type 3 prong plug. The use of non-grounded, multiple plugs, or any extension cord 16 gauge or less ("zip cord") is prohibited.
4. Re-locatable power taps shall not be plugged into another re-locatable power tap. All re-locatable power taps must have an internal circuit breaker.
5. Extension cords for refrigerators, freezers, or microwave ovens are to be a minimum of 10 gauge, polarized, grounded type, with a 3 prong plug that is intended for heavy duty use. These items shall be plugged directly into the nearest permanent outlet.

ELECTRICAL HEATERS

1. Only listed and labeled portable, electric space heaters shall be used in booths allowed by other sections of this manual.
2. Portable, electric space heaters shall be plugged directly into an approved receptacle.
3. Portable, electric space heaters shall not be plugged into extension cords.
4. Portable, electric space heaters shall not be operated within 3 feet of any combustible materials. Portable, electric space heaters shall be operated only in locations for which they are listed.



Welcome all 2011 Kodiak Crab Festival®, food vendors. As many of you know, people attending the Kodiak Crab Festival® highly anticipate the cuisine that will be served up each year at the festival.

Every year festival-goers enjoy strolling along the midway in search of the perfect snack or meal. If you are thinking of purchasing a booth to serve food, I strongly encourage you to do so!!

If you have any questions about a temporary food service application, contact the Department of Environmental Conservation, Mike Gardner at (907) 486-3350. The food vendor application is located in the front of the handbook, along with the booth application and vendor map.

All applications for temporary food service must be turned in to:

**State of Alaska Department of Environmental Conservation
316 Mission Road
Kodiak, AK 99615**

Applications must be turned into DEC by April 25, 2011

Any other questions affiliated with 2011 Kodiak Crab Festival® can be directed to at the Kodiak Chamber of Commerce (907) 486-5557.

We look forward to working with you.

ATTENTION ALL FOOD VENDORS

All applications for temporary food service **MUST** be turned into the following address by

April 25, 2011

If the application is submitted fewer than seven days before the event is to begin, the applicant shall pay an additional fee of \$90

The Department of Environmental Conservation (DEC)

Notice

At the time of application for a Temporary Food Service Establishment Permit, the applicant shall pay to the department a permit fee of \$90. A check or money order should be made payable to the State of Alaska and must be included when the application is returned to the department for review and consideration. The above fee requirement does not apply to a charitable organization that is exempt from taxation under U.S.C. 501(c)(3). If an organization meets the exempt status, a copy of the 501(c)(3) must be included with the application. Any application received, which does not comply with one of the above conditions will be returned to the applicant or will be disapproved.

**If you have questions about your temporary
food service application,
call the DEC office at (907)486-3350**



State of Alaska
Department of Environmental Conservation
Division of Environment Health
PO Box 515
316 Mission Road
Kodiak, Alaska 99615
Phone: (907) 486-3350

1. A completed food service application is to be submitted to the nearest office a minimum of thirty (30) days prior
2. No home canned food or food from an unapproved source or preparation area is permitted.
3. At all locations where food is prepared in any manner or form, adequate handwashing facilities are to be provided. This may consist of a minimum of an insulated thermos container with a **spigot** for warm water (100F - 120F), soap and individual paper towels.
4. Only single-service utensils (throw-away) are to be used unless complete facilities are available for proper dishwashing, including hot and cold running water and a three compartment sink with two sloping drainboards.
5.
 - A. Wastewater is to be disposed of in an approved manner.
 - B. A source of potable water to wash equipment must be available
6. A minimum of three wash basins with a means to heat water is required to wash, rinse and sanitize utensils and equipment
7. All perishable foods, either prepared or raw, are to be stored below 41 degrees F or above 135 degrees F in approved refrigeration or heating equipment. Thermometers are to be provided to test temperatures.
8. Ceiling of all food establishments must be tight, sound and prohibit entrance of elements. Tight and sound walls are required where necessary to prohibit entrance of dust or flying insects. All walls and/or ceilings are to be clean.
9. Floors must be constructed of tight wood, asphalt, or other cleanable material.
10. Food preparation areas, tables, benches, must be smooth and easily cleanable with no seams. Splash shields are necessary at rear of table.
11. All displayed food is to be protected from customer handling, coughing, sneezing, etc., By being individually wrapped or otherwise protected. There will be no large amounts of cooked food held improperly at any time. If found they will be discarded immediately.
12. All cooking and serving equipment is to be protected from dust and from customers. BBQ areas are to be roped off or otherwise segregated from the public and under cover/shelter.
13. Wet storage of soda and/or beer, water/ice moisture must contain at least 10 ppm of available chlorine and be clean (1/6 of a teaspoon per gallon of water).
14. Cleanable trash and garbage cans, with tight fitting lids, are to be provided.
15. Hair restraints for all food service workers are required.
16. The operator of a temporary food service operation at an event that lasts four or more days shall, within three calendar years before the event, attend a food handling training course. **The course will not be offered locally so operators may complete the training and take the test online at <http://dec.alaska.gov/eh/fss/training/training.html>. To go directly to the online test, go to <http://alaska.state.gov/foodworker/>.** Training certificate will be subject to verification that the training requirements have been met.
17. Food will be prepared with the least possible hand contact, by the proper use of (a) utensils, such as tongs, ladles, and scoops; or (b) single-use gloves or food-grade tissues; single-use gloves, if used, are used only one for one task, such as working with ready-to-eat food or with raw meat, poultry, or seafood; the gloves may not be used for any other purpose and must be discarded when damaged or soiled or if an interruption occurs during the task.



State of Alaska
Department of Environmental Conservation
Temporary Food Service

Are you Ready?

Use this guide as a checklist for plan review and pre-opening inspection

APPLICATION

A completed temporary food service application is to be submitted to the nearest DEC office a minimum of 30 days prior to the event.

FOOD & UTENSIL STORAGE & HANDLING

DRY STORAGE:

All food, equipment, utensils and single service items shall be stored above the floor on pallets or shelving and protected from contamination

COLD STORAGE:

Refrigeration units shall be provided to keep potentially hazardous foods at 41° F or below. An effectively insulated container with sufficient coolant may be approved by the Sanitarian for storage of less hazardous foods, or use at events of short duration.

HOT STORAGE:

Hot food storage units shall be used where necessary to keep potentially hazardous foods at 135°F or above.

THERMOMETERS:

Each refrigeration unit shall have a numerically scaled thermometer to accurately measure the air temperature of the unit.

A metal stem thermometer shall be provided where necessary to check the internal temperatures of both hot and cold food. Thermometers must be accurate to + 2°F, and have a minimum range of 40° - 165°F,

WET STORAGE:

Wet storage of canned or bottled non-potentially hazardous beverages is acceptable when the water contains at least 10 PPM of available chlorine and the water is changed frequently to keep the water clean.

FOOD DISPLAY:

All food shall be protected from customer handling, coughing, or sneezing by wrapping, sneeze guards or other effective barriers.

FOOD PREPARATION:

All cooking and serving areas shall be protected from contamination. BBQ areas shall be roped off or otherwise segregated from the public.

PERSONNEL

HANDWASHING

A minimum of a two-gallon insulated container with a spigot, and a basin, soap and dispensed paper towels shall be provided for hand-washing. The container shall be filled with hot water.

HEALTH:

Employees shall not have any open cuts or sores, or diseases transmittable by food.

HYGIENE:

Employees shall have clean outer garments and hair restraints.

CLEANING

DISHWASHING:

A minimum of three basins, large enough for complete immersion of utensils, and a means to heat water are required to wash, rinse and sanitize utensils or equipment that will be reused or used on a production basis.

BLEACH:

Household bleach or other approved sanitizer shall be provided for dishwashing sanitization and wiping cloths.

WIPING CLOTHS:

Wiping cloths shall be rinsed frequently in a clean 100 PPM chlorine solution.

WATER SUPPLY

WATER SUPPLY:

An adequate supply of potable water shall be on site and obtained from an approved source. Water storage at the booth shall be in approved storage containers.

□ **WASTEWATER DISPOSAL:**

Wastewater shall be disposed in an approved wastewater disposal system. An adequate number of covered containers, labeled "Wastewater" shall be provided in the booth.

PREMISES

□ **FLOORS:**

Unless otherwise approved, floors shall be constructed of tight wood, asphalt or other cleanable material. Floors shall be finished so cleanable.

□ **WALLS & CEILING:**

Walls and ceilings are to be of tight and sound construction to protect from the entrance of elements and where necessary, flying insects. Walls shall be finished so cleanable.

□ **LIGHTING:**

Adequate lighting by natural or artificial means is to be provided. Bulbs shall be nonbreakable or shielded

□ **COUNTERS/SHELVING:**

All food preparation surfaces shall be smooth, easily cleanable, durable and free of seams and difficult to clean areas. All other surfaces shall be finished so cleanable.

□ **GARBAGE:**

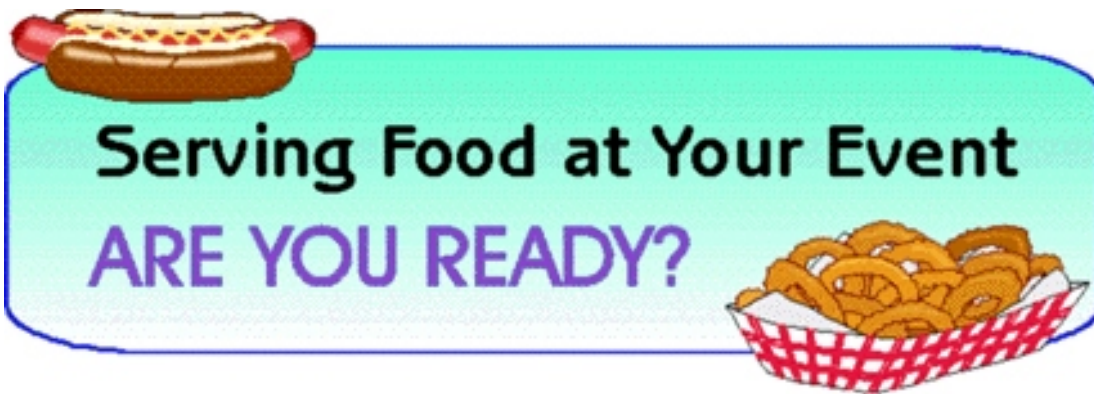
An adequate number of cleanable containers shall be provided inside and outside the booth.

□ **RESTROOMS:**

An adequate number approved toilets and handwashing facilities shall be provided at each event. These facilities shall be accessible for employee use.

□ **CLOTHING:**

Personal clothing and belongings shall be stored at a designated place in the booth, away from food preparation, food service and dishwashing areas.



Personal Hygiene

Wash your hands often.

Wash with soap and warm water before starting to work, and after using the toilet, smoking, eating, sneezing, coughing, touching face, between handling raw and cooked food or handling garbage.

Keep handwash station set up and accessible at all times.

Remove or cover jewelry.

Wear clean clothes and a hair restraint, such as a bandanna or cap. Keep long hair under the hair restraint.

Don't handle food if you have a cold, diarrhea, or open cuts or sores.

Don't wear a bandage on your hand. If necessary, cover it with a disposable plastic glove.

Don't lick your fingers or eat during food preparation.

Don't taste with the prep utensil.

Don't smoke in the booth.

Don't scratch or rub your scalp or face, or pick your nose.

Don't use a cloth towel for wiping hands.

Food Preparation and Service

POTENTIALLY HAZARDOUS FOODS are those foods that support the rapid growth of bacteria. They include, but are not limited to: meats, beans, soups, seafood, rice, stews, baked potatoes, sauces, gravies, hot dogs, pasta dishes, egg containing dishes, hams, spaghetti, chili, chowders, custards, cream filled pastries, BBQ, casseroles, many dairy products including whipped butter, pasta and potato salads, dressings, batters, sandwiches, etc.

Prepare all foods in the booth or a DEC-approved kitchen.

Use only food and ice from approved sources.

Avoid preparing foods too far in advance of service.

Prepare and serve food with the least possible hand contact. Use suitable utensils wherever possible.

Thaw under refrigeration, in cold running water (70 degrees F or less), as part of the cooking process, or in the microwave when cooking will follow immediately.

Wash all raw fruits and vegetables thoroughly before prep or service.

Cook food without interruption to the following minimum internal temperatures:

- o Poultry - 165 degrees F

- o Pork - 155 - 158 degrees F

- o Other potentially hazardous food - 145 degrees F

Reheat food rapidly to at least 165 degrees F.

Keep potentially hazardous food at 41 degrees F or below or 135 degrees F or above.

Use a metal stem thermometer, with a minimum range of 40 degrees - 165 degrees F, to measure temperatures of hot & cold foods. Don't guess.

Use prechilled ingredients to make salads, sandwiches and other cold foods.

Cool food rapidly to 45 degrees F or below by using shallow pans, with a maximum 4" sidewall, or an ice bath and mixing.

Cook and hold potentially hazardous food at 140 degrees F or above whenever possible. Avoid cooking and reheating. NOTE: Cooling in the booth is not allowed.

- Don't** use home canned or prepared foods.
- Don't** thaw potentially hazardous food at room temperature.
- Don't** hold potentially hazardous food at room temperature.
- Don't** save leftovers.
- Don't** use crockpots for cooking; use them only for hot holding.

Food Storage and Display

Provide refrigerators to keep potentially hazardous foods cold.
 Insulated containers with coolant such icepacks or dry ice may be approved for some food at one to three day events.
 Provide hot holding equipment to keep potentially hazardous foods hot.
 Provide effectively insulated containers to maintain temperatures of hot and cold food during transport.
 Store all food up off the floor on pallets or shelving.
 Store all foods in original or other approved containers.
 Cover food to protect it from contamination. Wrap or provide sneeze guards for displayed food.
 Provide individual packets or dispensed condiments.
 Rope off or otherwise segregate barbecue areas from customers.
 Sprinkle one or two capfuls of bleach over ice to provide a chlorine residual of 10 ppm when storing canned and bottled beverages in ice.

- Don't** store raw foods with or above cooked foods.
- Don't** store packaged foods in undrained ice.
- Don't** use sterno for hot holding of food.
- Don't** store containers of food & ice chests in the sun.

Equipment and Utensils

Store dispensing utensils in the food with the handle up, clean and dry or in a clean bleach water solution of 100 ppm (1/2 tsp/qt.).
 Store utensils covered, inverted or in cleanable containers to prevent contamination.
 Display single service utensils so handles are presented to the customers.
 Provide equipment capable of maintaining hot foods hot and cold foods cold.
 Use utensils and equipment in good repair that can be easily cleaned.
 Use only hard wood or approved plastic cutting boards.
 Store equipment, utensils and single service items well off the floor where they will remain clean.

- Don't** use enamelware or soft wood utensils.
- Don't** reuse cans or plastic bags for food storage.
- Don't** reuse single-service items.
- Don't** use single-service items that have fallen on the floor.
- Don't** use galvanized wire or racks for barbecuing.

Cleaning and Dishwashing

Use three basins to wash, rinse and sanitize all utensils:

- o Wash with hot water and detergent in the first basin.
- o Rinse in clean hot water in the second basin.
- o Sanitize using 50 ppm bleach per 5 gallons of water.

Use 1 oz. (2 Tbl.) bleach per 5 gals. of water.
 Leave utensils in the sanitizer at least one minute.
 Air dry.
 Scrape soiled utensils before washing.
 Change water often to keep it clean.
 Use large enough basins to completely immerse your utensils.
 Clean & sanitize cutting boards & other utensils used on a production basis every four hours.
 Wash, rinse and sanitize cutting boards between cutting up raw and cooked foods or different kinds of

raw meats.

Use wiping cloths with sanitizer to regularly wipe work surfaces.

Rinse wiping cloths frequently in 100 ppm bleach water (1/2 tsp./qt). Change frequently to keep clean.

Use chlorine test strips to check sanitizing concentrations of wiping cloth solution and during dishwashing.

Don't use a towel to dry utensils.

Don't use detergent in wiping cloth sanitizing solution.

Don't make your sanitizers too strong or too weak.

Water and Wastewater

Provide water from an approved source.

Use a covered container with a spout for pouring that has been used only for potable water storage. Sanitize containers prior to use by filling with 1 gal of water with 2 Tbls. of bleach. Slop to cover all surfaces.

Seal and let stand 5 minutes. Drain. Do not rinse.

Provide a covered container labeled "Wastewater".

Contact a Sanitarian or event coordinator for approved sources of water & proper disposal of waste water.

Don't reuse containers that had other products in them for potable water.

Don't empty wastewater on the ground. Use an approved disposal site.

General Sanitation

Keep cleaning supplies away from food and single service items.

Label all cleaning supplies, including spray bottles so they can be easily identified.

Provide garbage containers both inside and outside the booth. Cover containers or empty them frequently to preclude a nuisance. Keep them clean.

Keep the booth clean.

Keep floors clean & dry.

Don't store or use pesticides inside the booth.

Don't leave garbage in the booth overnight.

Don't store mops and other cleaning tools with food.

Premises

Provide floor, walls and ceilings that are of tight construction with finished surfaces.

Have only necessary items used for the food service operation in the booth.

Provide adequate gas or electric service to supply all required equipment.

Provide enough light in work areas.

Provide light bulbs that are shielded or break resistant.

Don't allow animals where food is prepared or served.

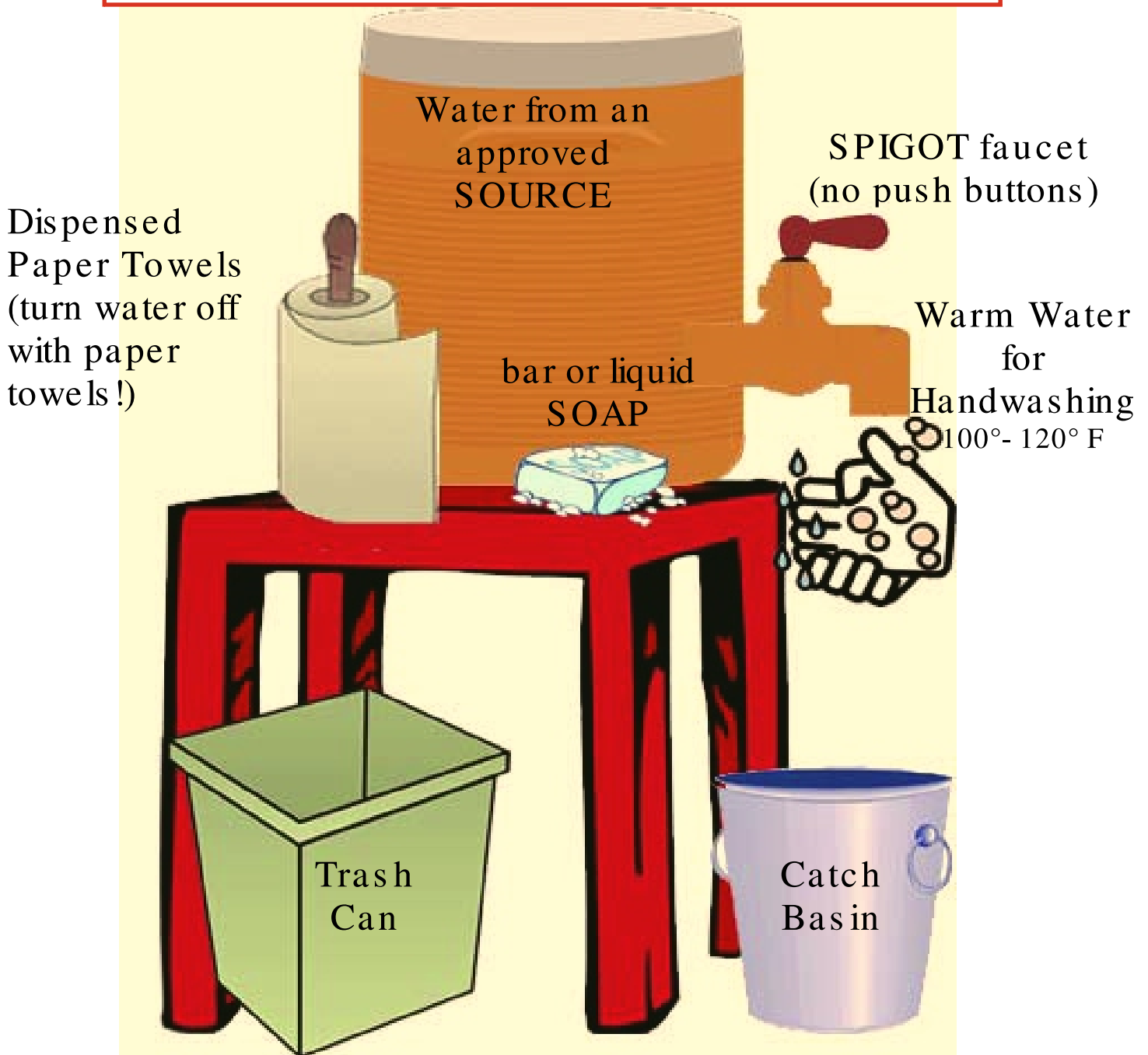
Don't allow unauthorized personnel in your booth.

HANDWASHING STATION

Use it **OFTEN!**

Use **CLEAN** water jugs:

1. **SANITIZE** with 2 tbsp unscented bleach in 1 gallon of water – **SLOSH** to cover all surfaces.
2. Let **STAND** 5 minutes and **DRAIN**. **DO NOT RINSE!**
3. **FILL** with approved drinking water





Crown:



Kodiak Island Borough



Barometer:



Pyramid:



Pillar:



Three Sisters:



THANKS FOR YOUR CONTINUED SUPPORT!