



On behalf of the 2011 Sacramento Aloha Festival Committee (SAFC), I welcome you to the Inaugural Sacramento Aloha Festival to be held on October 22, 2011 from 10:00 a.m. to 5:00 p.m. at the California Exposition and State Fairgrounds located at 1600 Exposition Blvd, Sacramento, CA 95815.

We are very excited! This is a **FREE** festival and we are anticipating a very large turnout. We will be featuring the following events:

Educational Exhibits, Workshops, Speakers and Presentations; Health Awareness Exhibits, Workshops, Speakers and Presentations; Cultural Village; Keiki Korner – Arts & Crafts and Educational Info; Merchandise; Vendors; Food and Beverages.

Native Hawaiian and Pacific Islander Entertainment  
Hula Competition: Keiki and Kupuna  
Miss Sacramento Aloha Festival 2011, Cheryna Hi`ilani Wright

Mahalo to those community vendors who are considering participating. Should you choose to participate in this event, please read and understand the “**Terms and Conditions of Participation**” before filling out and submitting your completed application and fees.

Booth space is limited, and is anticipated to be sold out quickly. Applications will be reviewed on a first-come, first-accepted basis and will be carefully examined for excessive duplications of items and to ensure a reasonable Polynesian connection. I urge you to please submit your application as early as possible to have the best chance of acceptance.

On behalf of the entire event staff, I thank you for your interest and consideration in this event. I look forward to working with you to ensure we have a successful festival.

Mahalo nui loa,

Jenn Voight  
Chair, Sacramento Aloha Festival 2011  
[sacalohafest@gmail.com](mailto:sacalohafest@gmail.com)  
(408) 823-2054



## **Terms and Conditions of Participation**

### **Date and Hours of Operation**

Sacramento Aloha Festival will be open to the general public on Saturday, October 22, 2011, from 10:00 a.m. to 5:00 p.m.

### **Set-up/Take Down/Clean-up**

Vendors will be allowed into the grounds for set-up on Friday (10/21) from 3 p.m. to 10 p.m. (to be confirmed) and on Saturday (10/22) starting at 7 a.m. and will have a designated parking area. Booths must be set up and ready to open at 9:30 a.m. and must remain open and operational until 5:00 p.m. on Saturday (10/22) and all vehicles must be removed from festival grounds before 9:30am. Vendors are solely responsible for the take-down/clean-up of their assigned space and items at the close of the event.

### **Vehicle Access and Parking**

Vehicles may be driven onto designated areas for unloading and loading purposes only. However, all vehicles must be moved by 9:30 am and cannot return until approved by security after the close of the event. This will not be before 5:30 p.m. and will be strictly enforced by the SAFC and Security personnel.

### **Fees/Deposits**

All booths will be charged a fee that must be paid in advance and in full at the time of application. Booth fees will be deposited immediately upon receipt. A separate cleaning deposit of \$50 will also be required. (This will be a separate check that will remain uncashed and may be returned to you after your booth and surrounding area has been checked for litter or damage of any kind.) Please see the application form for the fee schedule and deadlines. Incomplete applications will be returned.

### **Confirmation Policy**

Deposit of your booth fee does not constitute acceptance. No post-dated checks will be accepted. Booth applicants will be notified of their acceptance or rejection either by telephone and/or email. Applicants not accepted will receive a refund of their booth fees and a letter stating the reason for the return. You will be sent loading/unloading passes, parking passes for the day of, and booth assignments several days before the event.

### **Cancellation Policy**

No refunds will be given in case of inclement weather, acts of nature, forfeiture, failure to obtain required permits (see below for more information), or by restrictions of government agencies to amend or cancel the event, over which the SAFC has no control.

There will be no refunds if you cancel after July 31, 2011. All cancellations must be in writing and postmarked by July 31, 2011.

## **Terms and Conditions of Participation** (page 2)

### **Booth Information**

The booth fee covers a space 10x10 or 10x20. You must provide your own canopy (not to exceed 15 feet high), preferably white and in good condition. Electricity is limited and can be brought to booths on an as needed basis. Space assignments will be made at the sole discretion of the SAFC.

All sale items and stock storage must stay within your booth space. The SAFC reserves the right to monitor or prohibit the use of any electronic equipment, machinery, or other activity that it determines, in its sole discretion, is distracting from other booths or attendees.

Vendors must keep their booth space neat and tidy. We encourage the use of recyclable/biodegradable products. Trash and recycling receptacles will be provided throughout the event areas.

Additionally, you must provide your own tables, chairs, supplies and materials needed.

### **Business License/Seller's Permit**

ALL vendors must provide their valid Seller's permit number or Temporary Seller's permit number on their application. For more information contact the Board of Equalization at: <http://www.boe.ca.gov/info/reg.htm>.

### **Food and Food Handler Information**

Food Facility Operator Packets and Food Handler Permit information will be sent as an attachment.

### **Approved Items for Sale**

Only items listed on the application and approved may be sold at Sacramento Aloha Festival. Merchandise that creates excessive trash may not be sold (i.e. poppers, streamers, egg shells or sawdust, etc.). Food items will be reviewed in order to prevent duplication and ensure diversity.

Non-food items are not to be sold at food booths. Food items may not be sold nor sampled at merchandise booths unless pre-packaged and approved prior to the event.

Any discrepancies from the approved application may result in product removal per SAFC.

***The SAFC reserves the right to sell official licensed goods such as event t-shirts, hats, programs and any other promotional items. These may not be sold at any other merchandise booth. The SAFC reserves the right to sell beverages, alcoholic beverages, bottled water and ice.***

Any third-party sponsorship items and/or national corporation/franchise items displayed, distributed, promoted, or otherwise presented at the event without the express written consent of SAFC. Vendors found in violation of these rules are subject to immediate expulsion from the festival grounds with no refund of fees paid without prejudice to SAFC and its right to other claims or damages.

### **Security**

The California Exposition and State Fairgrounds will provide security for the day of event from 10:00 a.m. to 5:00 p.m. SAFC will provide one security guard overnight, but it is your responsibility to tightly enclose your booth to protect your specific items. Leaving any items overnight in your booth is done so at your own risk. Overnight sleeping in booths or parking lot is not permitted under any circumstances. You may, however make a reservation and bring an RV/trailer and stay overnight in the RV park. Spaces are limited and are on a first-come, first-serve basis and are solely handled by Cal Expo. For further details, visit: [http://www.calexpo.com/htm/rv\\_park.asp](http://www.calexpo.com/htm/rv_park.asp), call toll free: (877) 225-3976, or e-mail [rvpark@calexpo.com](mailto:rvpark@calexpo.com).

## **Terms and Conditions of Participation** (page 3)

### **Festival Liability**

Involvement in the Sacramento Aloha Festival is at your own risk. All vendors will agree to and sign the Hold Harmless Agreement that is made a part of this application.

### **Liability Insurance**

A Certificate of Insurance must be submitted with your application naming:

- Sacramento Aloha Festival
- Hui o Hawai'i, Sacramento Inc.
- State of California, California Exposition & State Fair

as additional insured with a minimum general liability limit of \$1 million.

You also have the choice to use Cal Expo's insurance at the rate of \$100.00 if you do not have your own insurance. (See attachment.)

### **Trademarks**

SAFC reserves the right to the use of its logos, name, marks, symbols, and other intellectual property. Any use of these without express written permission is a violation of the agreement with SAFC and will result in expulsion from the festival.

### **Publicity**

Publicity for the Sacramento Aloha Festival will be provided through all forms of TV, print media, etc. as determined by the SAFC. Flyers and posters will be available upon request.

### **Subletting**

Absolutely NO subleasing of booth space or surrounding areas. If anyone subleases any portion of his or her space without prior written permission from SAFC, they will not be allowed to operate the booth and will forfeit all fees paid.

### **Tattooing/Body Piercing**

Vendors providing permanent tattooing/body piercing must submit a letter of approval from the local health department and all required permits with the application. No genital/nipple piercing will be permitted on festival grounds.

### **General Medical Information**

First-aid will be available at the SAFC Information Booth.

Only service pets will be allowed in Cal Expo.

Smoking shall be confined to designated smoking areas.

### **For questions or concerns**

Contact Jenn Voight at [sacalohafest@gmail.com](mailto:sacalohafest@gmail.com) or (408) 823-2054.



**VENDOR APPLICATION**

**Please type or print neatly in blue or black ink.**

Organization/Business: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Website: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Day of Event Phone: \_\_\_\_\_

Business License/Seller's Permit # \_\_\_\_\_ # of staff in booth: \_\_\_\_\_

Please provide a list of ALL items that you wish to sell. Be as specific as possible as to the kinds of items. Enclose photos, if available. It is the intent of Sacramento Aloha Festival to have the greatest variety possible with little or no duplication. Quality of products will also be screened to maintain a high standard of goods. Add sheet if necessary.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

___ 10'x10' booth space(s) at \$250.00 per space	TOTAL \$ _____
___ 10'x20' booth space(s) at \$400.00 per space	TOTAL \$ _____
___ 10 amp power outlet per booth space(s) at \$25.00	TOTAL \$ _____
	GRAND TOTAL \$ _____

**I agree to enclose a separate cleaning deposit check along with a self-stamped envelope, which shall be returned by mail if my assigned space(s) is/are completely clean by 6:30 p.m. on Saturday, October 22, 2011.**

___ Booth space deposit at \$50.00 per 10'x10' booth space	TOTAL \$ _____
___ Booth space deposit at \$100.00 per 10'x20' booth space	TOTAL \$ _____
	GRAND TOTAL \$ _____

**\*Vendors will provide their own tents, tables and chairs for the event.**

*(continued on next page)*

Please make your checks payable to **Hui o Hawai`i, Sacramento with Sacramento Aloha Festival** in the memo section.

No post dated checks will be accepted. Application will not be considered until after check is cleared.

The SAFC reserves the right to approve or deny any booth application, and the right to limit the number of applicants for any one type of goods/service thereby protecting all vendors and maintaining diversity for the event.

I understand that any cancellation must be made in writing and postmarked by July 31, 2011. There are no refunds for cancellations after this date.

I and/or my organization/business agree to assume all risk and injuries arising out of or resulting from the use of the California Exposition facilities and/or properties located thereon. And further, to make no claim whatsoever for injuries against the Sacramento Aloha Festival Committee, the Hui o Hawai`i, Sacramento, Inc, City of Sacramento, State of California, its agents or employees, arising as or resulting from the use of any booth(s), buildings, grounds, real property or personal property located thereon.

I/we shall be personally responsible, on behalf of myself and/or my organization/business for any damages sustained to the grounds, buildings, or equipment because of the occupancy of said premises by myself and/or organization/business.

I/we agree to abide by and enforce the rules, regulations and policies of the Sacramento Aloha Festival as stated in the Terms and Condition and this Vendor Application.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Return this form and the Hold Harmless Agreement with payment to:

**Sacramento Aloha Festival**

**Attn: Jenn Voight**

**2395 Hanson Drive**

**Fairfield, CA 94533**



## HOLD HARMLESS AGREEMENT

In consideration for receiving permission to participate in the Sacramento Aloha Festival 2011, I and the members of my participating organization/business do hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE, the Sacramento Aloha Festival Committee, Hui o Hawai`i, Sacramento, Inc, California Exposition and Fairgrounds, their committees, officers, agents, servants, volunteers or employees (hereinafter referred to as RELEASEES) and the State of California from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss damage, or injury, including death, that may be sustained by me, my organization / business, or any of the property belonging to me or my organization/business, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, while participating in such activity, or while, in on, or upon the premises located at 1600 Exposition Blvd, Sacramento, CA 95815 where the activity is being conducted.

I and the members of my participating organization/business hereby AGREE AND INDEMNIFY AND HOLD HARMLESS the RELEASEES from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to our organization's participation in said activity, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES or otherwise.

We further understand that this Hold Harmless Agreement is intended to be as broad and inclusive as permitted by the laws of the State of California and that if any portion hereof is held invalid, we agree that the balance shall notwithstanding, continue in full legal force and effect.

IN SIGNING THIS RELEASE, WE ACKNOWLEDGE AND REPRESENT that we have read the foregoing Hold Harmless Agreement, understand it and sign it voluntarily as our own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; our authorized representative that has signed below is at least eighteen (18) years of age and fully competent; and executes this Release for full, adequate and complete consideration fully intending to be bound by same.

**This must be submitted with your application.**

Organization/Business: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **VENDOR SELF-CHECKLIST**

Before you return your application, please check-off that you have included the items listed below that apply to your organization/business.

- Vendor Application
- Hold Harmless Agreement
- A copy of Business License/Seller's Permit\*
- A copy of Certificate of Insurance
- Payment for full amount
- Separate check for cleaning deposit
- Self-addressed stamped envelope for cleaning deposit refund

*\*The Business License/Seller's Permit must be displayed in your booth on the day of the event. Food vendors must also have their Self-Inspection Checklist (to be provided in Food Operator's Packet) displayed.*





## PROGRAM ADVERTISING OPPORTUNITIES

The Inaugural Sacramento Aloha Festival Program will include event information, such as the entertainment/workshop/presentation schedules, map, entertainer and special guest biographies, hula competition entries and judges, special recognitions, and various advertisements. The Program will be available for sale at the Sacramento Aloha Festival Information Booth at Cal Expo on the day of the event for \$3 and all proceeds will go towards Hui o Hawai'i, Sacramento.

<u>Item</u>	<u>Description</u>	<u>Value</u>
_____ Full Page	8" W x 10" H – Black and white	\$250
_____ Half Page	8" W x 5" H – Black and white	\$150
_____ Quarter Page	4" W x 5" H – Black and white	\$100
_____ Business Card Horizontal	4" W x 2.5" H – Black and white	\$50
_____ Raffle Donation*		
	<i>Please write description above</i>	<i>Value</i>
_____ Monetary Donation Only*		<i>Value</i>

*\*Raffle and monetary donations will include a listing in the Sacramento Aloha Festival Program*

ORGANIZATION/BUSINESS: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS/CITY/STATE/ZIP: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

<b>FORMAT</b>	<ul style="list-style-type: none"> <li>• Black and white print only</li> <li>• Camera-ready artwork must be a high-resolution JPG or PDF file</li> <li>• E-mail files to <a href="mailto:sacalohafest@gmail.com">sacalohafest@gmail.com</a> by October 1, 2011</li> </ul>
<b>PAYMENT</b>	Check/Money Order Payable to: Hui o Hawai'i, Sacramento
<b>MAIL</b>	Sacramento Aloha Festival c/o Jenn Voight 2395 Hanson Drive, Fairfield, CA 94533
<b>QUESTIONS</b>	<ul style="list-style-type: none"> <li>• E-mail: <a href="mailto:sacalohafest@gmail.com">sacalohafest@gmail.com</a></li> <li>• Call: (408) 823-2054</li> </ul>

**Aloha Festival  
California Exposition & State Fair  
October 22, 2011  
HAAS & WILKERSON  
INSURANCE REQUEST FORM**

Insurance requirements for:

List products sold or service provided:

\_\_\_\_\_  
Contracted Name of Exhibitor

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Booth #

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Fax Number

Haas & Wilkerson Insurance will provide General Liability coverage for licensees in the California Exposition & State Fair under a master insurance policy. Coverage for concessionaires and exhibitors includes public liability and property damage liability with a \$1,000,000 each occurrence limit and \$3,000,000 aggregate & products liability limit. Product liability is also provided. **LIQUOR LIABILITY IS SPECIFICALLY EXCLUDED.** General Liability coverage provided conforms with the requirements of the contractual agreement with California Expositions & State Fair. *This insurance is excess over any other valid and collectible insurance.*

Should you choose to participate in this voluntary insurance program please complete this form and mail it prior to **October 1, 2011** with the appropriate premium:

California Expositions & State Fair  
PO Box 15649  
Sacramento, CA 95852  
Attn: Shauna Allison

**LICENSEES INSURANCE PROGRAM:**

General Liability coverage will be provided for the period of Sacramento Aloha Festival only, October 21-23, 2011, to include set-up and tear-down.

**PREMIUM COMPUTATION:**

**\$88.00 first booth, location or stand**

\$ 88.00

**Cal Expo Administrative Fee**

\$ 18.00

**Total Due**

\$ 100.00

**We do not accept credit cards-please send check or money order only!**

**Please make checks payable to Cal Expo**

**NOT ACCEPTABLE FOR ENDORSEMENT ON THIS POLICY:** Permanent Tattoos, **Henna Tattoos**, Body Piercing & Massages; Concerts/Promoters/Performers; Playground Equipment; Wheelchair/Stroller Rentals, **Medical/Dental Services/Screening/Testing**; Climbing Walls; Sales of Tobacco Products, **Herbal Supplements**, Autos or Auto Parts; Rodeo Events; Motorsports Events; Ice/Roller Skating; Child Care; Gun Shows; Haunted Houses; Mazes; Inflatable Amusements (includes Moonwalks, Bounces & Pillows); & Amusement Rides/Devices (includes Gyroscopes & Spaceballs) **Weight Loss/Stop Smoking Patches/Pills.**

Please issue coverage in accordance with this program.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# California Seller's Permit Application

for Individuals/Partnerships/Corporations/Organizations  
(Regular or Temporary)



*SELLER'S PERMIT APPLICATION • SELLER'S PERMIT APPLICATION • SELLER'S PERMIT APPLICATION • SELLER'S PERMIT APPLICATION*

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**BOARD MEMBERS  
(NAMES UPDATED 2011)**

*SELLER'S PERMIT APPLICATION • SELLER'S PERMIT APPLICATION • SELLER'S PERMIT APPLICATION • SELLER'S PERMIT APPLICATION*

**Betty T. Yee  
First District**

*• SELLER'S PERMIT APPLICATION • SELLER'S PERMIT APPLICATION • SELLER'S PERMIT APPLICATION • SELLER'S PERMIT*

**San Francisco**

**Sen. George Runner (RET.)**

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**Second District**

**Lancaster**

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**Michelle Steel**

**Third District**

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**Rolling Hills Estates**

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**Jerome E. Horton**

**Fourth District**

**Los Angeles**

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**John Chiang**

**State Controller**

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**INTERIM**

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**EXECUTIVE DIRECTOR**

**Kristine Cazadd**

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## Frequently Asked Questions

### *Who must have a permit?*

You are generally required to obtain a California seller's permit if you sell or lease merchandise, vehicles, or other tangible personal property in California. A seller's permit allows you to sell items at the wholesale or retail level. If your sales are ongoing, you should apply for a "Regular" permit. If your sales are of a temporary nature (90 days or less), apply for a "Temporary" permit. You cannot legally sell taxable items in California until you have been issued a seller's permit.

### *Do I need more than one permit?*

Each location where sales of taxable items are made requires, and must display, a seller's permit. If you have more than one selling location, attach a list that includes the address for each location, and we will issue the permits needed. If your application is for a temporary permit, one permit will be enough, but you need to display a copy of that permit at each temporary location.

### *Is there a charge for a permit?*

No. However, we may require a security deposit. Deposits are used to cover any unpaid taxes that may be owed at the time a business closes.

### *Is information about my account subject to public disclosure?*

State laws that protect your privacy generally cover your records. Some records are subject to public disclosure, such as the information on your seller's permit, names of owners or partners, your business address, and your permit status. See the disclosure information on the back page.

### *Why do you need a copy of my driver license?*

When it is required, it is used to ensure the accuracy of the information provided and to protect against fraudulent use of your identification.

### *Why am I being asked if I sell tires, covered electronic devices, or tobacco products at retail?*

Effective January 1, 2001, California retailers of new tires began collecting a tire fee (currently \$1.75) for each new tire sold to consumers. Beginning January 1, 2005, retailers must collect a recycling fee on the retail sale or lease of certain new or refurbished video display devices that have a screen size of more than four inches measured diagonally. Video display devices subject to the fee are called "covered electronic devices" (CEDs). They include televisions, computer

monitors, or any other product that contains a cathode ray tube, including "bare" cathode ray tubes, computer monitors, and laptop computers that use a liquid crystal display. For more information on the Electronic Recycling Fee Program or CEDs, visit: [www.boe.ca.gov/sptaxprog/ewaste.htm](http://www.boe.ca.gov/sptaxprog/ewaste.htm). Effective June 30, 2004, if you sell cigarettes and/or tobacco products, you must obtain a license (separate from a seller's permit) for each location you intend to sell these products. Depending on your response to each question and the type of business, the BOE will send you information about these license and fee programs.

### *What are my rights and responsibilities as a seller?*

When you obtain a seller's permit, you acquire certain rights and responsibilities.

- **You may buy property for resale without paying tax to your supplier.** By providing the vendor a completed resale certificate, you are not required to pay sales tax on property you are buying for resale. You cannot use a resale certificate to buy property for your own use (even if you plan to sell it after its use).
- **You must keep records** to substantiate your sales, purchases, and return deductions and keep them for four years.
- **You must file returns** according to the BOE's instructions for the filing basis that we determine from your application. You must file a return even if you have no tax to report.
- **You must pay the sales tax due** on your retail sales in California. You may be reimbursed by collecting the amount of tax from your customers.
- **You must notify the BOE of any business changes.** A permit is issued only to the owner and address listed on the permit. If you change ownership, address, add another location, sell or close your business, add or drop a partner, you must notify the BOE by calling or in writing. Your notification will help us close your account and return any security on deposit. If you do not, you could be held liable for continuing business taxes. Note: Notify us immediately if you drop or add a partner in order to protect former partners from tax liabilities incurred by the business after the partnership changes.

**TAXPAYER INFORMATION****SECTION****800-400-7115**

TDD/TTY 800-735-2929

**FIELD OFFICES**

CALL FOR ADDRESSES

<b>City</b>	<b>Area Code</b>	<b>Number</b>
Bakersfield	661	395-2880
Culver City	310	342-1000
El Centro	760	352-3431
Fresno	559	440-5330
Irvine	949	440-3473
Norwalk	562	466-1694
Oakland	510	622-4100
Rancho Mirage	760	770-4828
Redding	530	224-4729
Riverside	951	680-6400
Sacramento	916	227-6700
Salinas	831	443-3003
San Diego	619	525-4526
San Francisco	415	356-6600
San Jose	408	277-1231
San Marcos	760	510-5850
Santa Rosa	707	576-2100
Suisun City	707	428-2041
Van Nuys	818	904-2300
Ventura	805	677-2700
West Covina	626	480-7200

**Business Located  
Out-of-State**  
916-227-6600



## How Do I Apply for My Seller's Permit?

### Step 1: Complete Your Application

Complete the application on page 5. If your business is an ongoing operation, check permit type "Regular." If your business will operate at the location(s) for 90 days or less, check "Temporary." Please provide **all** the information requested on the application. If you do not, this will delay the issuance of your permit. Refer to the "Tips" on page 4. If you need assistance, please call your local BOE office or the Taxpayer Information Section at 800-400-7115.

*Note:* If your business is located outside California, you also need to complete form BOE-403-B, *Registration Information for Out-of-State Account*. Visit our website at [www.boe.ca.gov](http://www.boe.ca.gov), call the Out-of-State Office at 916-227-6600, or the Taxpayer Information Section at 800-400-7115, to request a copy by mail or by fax (select the automated fax-back option).

For information regarding whether or not your out-of-state corporation qualifies to transact business in the State of California, you may visit the Secretary of State's website at [www.ss.ca.gov](http://www.ss.ca.gov). For information regarding the minimum franchise tax for corporations, please visit the California Taxes Information Center's website at [www.taxes.ca.gov](http://www.taxes.ca.gov).

### Step 2: Send Your Application for Processing

Send or take your application to the **district office** nearest your place of business. If you plan to apply in person, contact the local office to find out when they are open. Note: A permit is required before you begin making sales. Advise the BOE if you have an urgent need for a permit.

### Step 3: After Your Application Is Approved

If your application is complete, you should receive your permit in about two weeks. Based on the information in your application, the BOE will provide you with regulations, forms, and other publications that may help you with your business. Or, you may choose to view and download information from our website at [www.boe.ca.gov](http://www.boe.ca.gov). You will also be informed as to when to file tax returns: monthly, quarterly, fiscal or calendar yearly. Electronic filing is the BOE's method for filing your sales and use tax return and making payment. Visit our website for details.

Post your permit at your place of business in a location easily seen by your customers.

## Tips for Filling Out Your Application

### Item 1: Permit Type

Check whether you are applying for a **regular** or **temporary** permit. You may apply for a temporary permit if you intend to make sales for a period of 90 days or less. Otherwise, you must apply for a regular permit.

### Items 2–8: Business Identification Information

Check your type of ownership and provide all of the information requested. Partnerships should provide a copy of their written partnership agreement, if one exists. If it is filed with us at the time you apply for a permit and it specifies that all business assets are held in the name of the partnership, we will attempt to collect any delinquent tax liability from the partnership's assets before we attempt to collect from the partners' personal assets. The "Registered Domestic Partnership" ownership box should only be checked if both persons are registered as domestic partners with the Office of the Secretary of State.

### Items 9–35: Ownership Information

Indicate whether those listed are owners, partners, etc., and enter their driver license or California Identification Card number and, except in the case of corporate officers, their social security number. Also, provide a reference for each person, who does not live with that person. This information will be kept in strict confidence. If mailing your application, you must provide a photocopy of your driver license or California Identification Card.

### Items 36–49, 66: Type of Business, Selling Locations, and Landlord Information

Check whether the business is a retailer, wholesaler, etc., and whether the business is full time or part time. Describe the types of items you will sell. Avoid using broad descriptions, such as "general merchandise." Instead, list specific examples such as sports equipment or garden supplies. Indicate the number of selling locations, the address, telephone number, email address, and website of the business, as well as the landlord's name, address, and telephone number. If there are multiple selling locations, additional addresses can be listed

on the reverse side (Item 66). Correspondence will be sent to the business address unless a different mailing address is specified (Item 42).

### Items 50–51: Projected Monthly Sales

Indicate your projected monthly gross and taxable sales. If unsure, provide an estimate. Your projection helps to determine how often you will need to file a return. If your actual sales vary, we may adjust your filing frequency.

### Items 52–55: Related Program Information

Provide your Alcoholic Beverage Control license number, if applicable. Indicate if you will be selling new tires, covered electronic devices, or tobacco products. We will contact you to determine if you need to register for any of these other programs.

### Items 56–65: Related Party Information

Identify the person maintaining your records, your bank, and if you accept credit cards, your merchant card account. Also, identify major California-based suppliers and the products that you purchase from them.

### Items 67–74: Ownership and Organizational Changes

If you are purchasing a business, or changing from one type of business organization to another, provide the previous owner's name and seller's permit number. If you are purchasing a business, you should request a tax clearance in advance to assure that you won't have to pay any taxes owed by the previous owner.

### Items 75–82: Temporary Permit Event Information

Applicants for a temporary permit must complete each item in this section.

### Certification

Each owner, co-owner, partner, or corporate officer must sign the application.

APPLICATION FOR SELLER'S PERMIT

<b>1. PERMIT TYPE: (check one)</b> <input type="checkbox"/> Regular <input type="checkbox"/> Temporary		<b>FOR BOE USE ONLY</b>			
<b>2. TYPE OF OWNERSHIP (check one)</b> * Must provide partnership agreement <input type="checkbox"/> Sole Owner <input type="checkbox"/> Married Co-ownership <input type="checkbox"/> Corporation <input type="checkbox"/> Limited Liability Company (LLC) <input type="checkbox"/> General Partnership <input type="checkbox"/> Unincorporated Business Trust <input type="checkbox"/> Limited Partnership (LP)* <input type="checkbox"/> Limited Liability Partnership (LLP)* <small>(Registered to practice law, accounting or architecture)</small> <input type="checkbox"/> Registered Domestic Partnership <input type="checkbox"/> Other (describe) _____		<b>TAX</b>	<b>IND</b>	<b>OFFICE</b>	<b>PERMIT NUMBER</b>
		<b>S</b>			
		NAICS CODE	BUS CODE	A.C.C.	REPORTING BASIS   TAX AREA CODE
		PROCESSED BY	PERMIT ISSUE DATE		RETURN TYPE <input type="checkbox"/> (1) 401-A <input type="checkbox"/> (2) 401-EZ
			___ / ___ / ___		VERIFICATION <input type="checkbox"/> DL <input type="checkbox"/> PA <input type="checkbox"/> Other
3. NAME OF SOLE OWNER, CORPORATION, LLC, PARTNERSHIP, OR TRUST			4. STATE OF INCORPORATION OR ORGANIZATION		
5. BUSINESS TRADE NAME/"DOING BUSINESS AS" [DBA] (if any)			6. DATE YOU WILL BEGIN BUSINESS ACTIVITIES (month, day, and year)		
7. CORPORATE, LLC, LLP OR LP NUMBER FROM CALIFORNIA SECRETARY OF STATE			8. FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN)		
<b>CHECK ONE</b> <input type="checkbox"/> Owner/Co-Owners <input type="checkbox"/> Partners <input type="checkbox"/> Registered Domestic Partners <input type="checkbox"/> Corp. Officers <input type="checkbox"/> LLC Officers/Managers/ Members <input type="checkbox"/> Trustees/Beneficiaries Use additional sheets to include information for more than three individuals.					
9. FULL NAME (first, middle, last)				10. TITLE	
11. SOCIAL SECURITY NUMBER (corporate officers excluded)			12. DRIVER LICENSE NUMBER (attach copy)		
13. HOME ADDRESS (street, city, state, zip code)				14. HOME TELEPHONE NUMBER (       )	
15. NAME OF A PERSONAL REFERENCE NOT LIVING WITH YOU		16. ADDRESS (street, city, state, zip code)		17. REFERENCE TELEPHONE NUMBER (       )	
18. FULL NAME OF ADDITIONAL PARTNER, OFFICER, OR MEMBER (first, middle, last)				19. TITLE	
20. SOCIAL SECURITY NUMBER (corporate officers excluded)			21. DRIVER LICENSE NUMBER (attach copy)		
22. HOME ADDRESS (street, city, state, zip code)				23. HOME TELEPHONE NUMBER (       )	
24. NAME OF A PERSONAL REFERENCE NOT LIVING WITH YOU		25. ADDRESS (street, city, state, zip code)		26. REFERENCE TELEPHONE NUMBER (       )	
27. FULL NAME OF ADDITIONAL PARTNER, OFFICER, OR MEMBER (first, middle, last)				28. TITLE	
29. SOCIAL SECURITY NUMBER (corporate officers excluded)			30. DRIVER LICENSE NUMBER (attach copy)		
31. HOME ADDRESS (street, city, state, zip code)				32. HOME TELEPHONE NUMBER (       )	
33. NAME OF A PERSONAL REFERENCE NOT LIVING WITH YOU		34. ADDRESS (street, city, state, zip code)		35. REFERENCE TELEPHONE NUMBER (       )	
36. TYPE OF BUSINESS (check one that best describes your business) <input type="checkbox"/> Retail <input type="checkbox"/> Wholesale <input type="checkbox"/> Mfg. <input type="checkbox"/> Repair <input type="checkbox"/> Service <input type="checkbox"/> Construction Contractor <input type="checkbox"/> Leasing				37. NUMBER OF SELLING LOCATIONS <small>(If 2 or more, see Item No. 66)</small>	
38. WHAT ITEMS WILL YOU SELL?				39. CHECK ONE <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
40. BUSINESS ADDRESS (street, city, state, zip code) [do not list P.O. Box or mailing service]				41. BUSINESS TELEPHONE NUMBER (       )	
42. MAILING ADDRESS (street, city, state, zip code) [if different from business address]				43. BUSINESS FAX NUMBER (       )	
44. BUSINESS EMAIL ADDRESS		45. BUSINESS WEBSITE ADDRESS <b>WWW.</b>		46. DO YOU MAKE INTERNET SALES? <input type="checkbox"/> Yes <input type="checkbox"/> No	
47. NAME OF BUSINESS LANDLORD		48. LANDLORD ADDRESS (street, city, state, zip code)		49. LANDLORD TELEPHONE NUMBER (       )	
50. PROJECTED MONTHLY GROSS SALES <b>\$</b>		51. PROJECTED MONTHLY TAXABLE SALES <b>\$</b>		52. ALCOHOLIC BEVERAGE CONTROL LICENSE NUMBER (if applicable) _____ - _____	
53. SELLING NEW TIRES AT RETAIL? <input type="checkbox"/> Yes <input type="checkbox"/> No		54. SELLING COVERED ELECTRONIC DEVICES? <input type="checkbox"/> Yes <input type="checkbox"/> No		55. SELLING TOBACCO AT RETAIL? <input type="checkbox"/> Yes <input type="checkbox"/> No	

(continued on reverse)

tear at perforation

56. NAME OF PERSON MAINTAINING YOUR RECORDS	57. ADDRESS (street, city, state, zip code)	58. TELEPHONE NUMBER (     )
59. NAME OF BANK OR OTHER FINANCIAL INSTITUTION (note whether business or personal)		60. BANK BRANCH LOCATION
61. NAME OF MERCHANT CREDIT CARD PROCESSOR (if you accept credit cards)		62. MERCHANT CARD ACCOUNT NUMBER
63. NAMES OF MAJOR CALIFORNIA-BASED SUPPLIERS	64. ADDRESSES (street, city, state, zip code)	65. PRODUCTS PURCHASED

**ADDITIONAL SELLING LOCATIONS (List All Other Selling Locations)**

66. PHYSICAL LOCATION OR STREET ADDRESS (attach separate list, if required)

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**OWNERSHIP AND ORGANIZATIONAL CHANGES (Do Not Complete for Temporary Permits)**

67. ARE YOU BUYING AN EXISTING BUSINESS?  
 Yes  No If yes, complete items 70 through 74.

68. ARE YOU CHANGING FROM ONE TYPE OF BUSINESS ORGANIZATION TO ANOTHER (FOR EXAMPLE, FROM A SOLE OWNER TO A CORPORATION OR FROM A PARTNERSHIP TO A LIMITED LIABILITY COMPANY, ETC.)?  
 Yes  No If yes, complete items 70 and 71.

69. OTHER OWNERSHIP CHANGES (please describe):

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70. FORMER OWNER'S NAME	71. SELLER'S PERMIT NUMBER
72. PURCHASE PRICE \$	73. VALUE OF FIXTURES & EQUIPMENT \$
74. IF AN ESCROW COMPANY IS REQUESTING A TAX CLEARANCE ON YOUR BEHALF, PLEASE LIST THEIR NAME, ADDRESS, TELEPHONE NUMBER, AND THE ESCROW NUMBER	

**TEMPORARY PERMIT EVENT INFORMATION**

75. PERIOD OF SALES FROM: ___/___/___ THROUGH: ___/___/___	76. ESTIMATED EVENT SALES \$	77. SPACE RENTAL COST (if any) \$	78. ADMISSION CHARGED? <input type="checkbox"/> Yes <input type="checkbox"/> No
79. ORGANIZER OR PROMOTER OF EVENT (if any)		80. ADDRESS (street, city, state, zip code)	81. TELEPHONE NUMBER (     )
82. ADDRESS OF EVENT (If more than one, use line 66, above. Attach separate list, if required.)			

**CERTIFICATION**

**All Corporate Officers, LLC Managing Members, Partners, or Owners must sign below.**

I am duly authorized to sign the application and certify that the statements made are correct to the best of my knowledge and belief.  
 I also represent and acknowledge that the applicant will be engaged in or conduct business as a seller of tangible personal property.

NAME (typed or printed)	SIGNATURE	DATE
NAME (typed or printed)	SIGNATURE	DATE
NAME (typed or printed)	SIGNATURE	DATE

**FOR BOE USE ONLY**

<b>SECURITY REVIEW</b> <input type="checkbox"/> BOE-598 (\$ _____) or <input type="checkbox"/> BOE-1009 REQUIRED BY _____ APPROVED BY _____	<b>FORMS</b> <input type="checkbox"/> BOE-8 <input type="checkbox"/> BOE-400-Y <input type="checkbox"/> BOE-162 <input type="checkbox"/> BOE-519 <input type="checkbox"/> BOE-467 <input type="checkbox"/> BOE-1241-D  <b>REGULATIONS</b> <input type="checkbox"/> REG. 1668 <input type="checkbox"/> REG. 1698 <input type="checkbox"/> REG. 1700 <input type="checkbox"/> _____	<b>PUBLICATIONS</b> <input type="checkbox"/> PUB 73 <input type="checkbox"/> PUB DE 44 _____ _____  <b>RETURNS</b> _____ _____
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## Where Can I Get Help?

No doubt you will have questions about how the Sales and Use Tax Law applies to your business operations. For assistance, you may take advantage of the resources listed below.

### INTERNET

[www.boe.ca.gov](http://www.boe.ca.gov)

You can log onto our website for additional information. For example, you can find out what the tax rate is in a particular county, or you can download numerous publications — such as laws, regulations, pamphlets, and policy manuals — that will help you understand how the law applies to your business. You can also verify sellers' permit numbers online, read about upcoming Taxpayers' Bill of Rights hearings, and obtain information on BOE field office addresses and telephone numbers.

Another good resource — especially for starting businesses — is the California Tax Information Center at [www.taxes.ca.gov](http://www.taxes.ca.gov).

### CLASSES

You may enroll in a basic sales and use tax class offered by some local BOE offices. You should call ahead to find out when your local office conducts classes for beginning sellers.

### WRITTEN TAX ADVICE

It is best to get tax advice from the BOE in writing. You may be relieved of tax, penalty, or interest charges if we determine you did not correctly report tax because you reasonably relied on our written advice regarding a transaction.

For this relief to apply, your request for advice must be in writing, identify the taxpayer to whom the advice applies, and fully describe the facts and circumstances of the transaction.

Send your request for written advice to:  
State Board of Equalization; Audit and Information Section, MIC:44; PO Box 942879, Sacramento, CA 94279-0044.

### TAXPAYER INFORMATION SECTION

800-400-7115

TDD/TTY 800-735-2929

Customer service representatives are available from 8 a.m. through 5 p.m., Monday-Friday, excluding state holidays.

**Faxback Service.** To order fax copies of selected forms and notices, call 800-400-7115 and choose the faxback option. You can call at any time for this service.

**Translator Services.** We can provide bilingual services for persons who need assistance in a language other than English.

### TAXPAYERS' RIGHTS ADVOCATE OFFICE

If you would like to know more about your rights as a taxpayer or if you are unable to resolve an issue with the BOE, please contact the Taxpayers' Rights Advocate office for help at 916-324-2798 (or toll-free, 888-324-2798). Their fax number is 916-323-3319.

If you prefer, you can write to: State Board of Equalization; Taxpayers' Rights Advocate, MIC:70; PO Box 942879; Sacramento, CA 94279-0070.

To obtain a copy of publication 70, *The California Taxpayers' Bill of Rights*, you may visit our website or call our Taxpayer Information Section.

### FIELD OFFICES

See page 3.

## Privacy Notice

### Information Provided to the Board of Equalization (BOE)

We ask you for information so that the BOE can administer the state's tax and fee laws. The BOE will use the information to determine whether you are paying the correct amount of tax and to collect any amounts you owe. You must provide all information requested, including your social security number (used for identification purposes [see Title 42 U.S. Code sec.405(c)(2)(C)(i)]). A list of authorized agencies, among others, who the BOE may disclose information to, and a complete list of the California Revenue and Taxation Codes is available on our website at [www.boe.ca.gov/pdf/boe324gen.pdf](http://www.boe.ca.gov/pdf/boe324gen.pdf), then scroll to the second page.

#### What happens if I don't provide the information?

If your application is incomplete, the BOE may not issue your permit, certificate, or license. If you do not file complete returns, you may have to pay penalties and interest. Penalties may also apply if you do not provide other information the BOE requests or that is required by law, or if you provide fraudulent information. In some cases, you may be subject to criminal prosecution.

In addition, if you do not provide the requested information to support your exemptions, credits, exclusions, or adjustments, they may not be allowed. You may owe more tax or fees or receive a smaller refund.

#### Can anyone else see my information?

Your records are covered by state laws that protect your privacy. However, the BOE may share information regarding your account with specific state, local, and federal government agencies. The BOE may also share specific information with companies authorized to represent local governments.

Under some circumstances, the BOE may release the information printed on your permit, certificate, or license, such as account start and closeout dates, and names of business owners or partners, to the public. When you sell a business, the BOE may give the buyer or other involved parties information regarding your outstanding tax liability.

With your written permission, the BOE can release information regarding your account to anyone you designate.

#### Can I review my records?

Yes. Requests should be made in writing to your closest BOE office. A complete listing of BOE locations can be found at [www.boe.ca.gov](http://www.boe.ca.gov). Additional information regarding your records can be found in publication 58-A, *How to Inspect and Correct Your Records*. For a copy of this publication, go to [www.boe.ca.gov](http://www.boe.ca.gov) or call the Taxpayer Information Section at 800-400-7115, Monday through Friday (8:00 a.m. to 5:00 p.m. Pacific time, excluding state holidays). If you need more information, you may contact the BOE's Disclosure Officer at 916-445-2918 or by writing:

Disclosure Officer, MIC:82  
State Board of Equalization  
PO Box 942879  
Sacramento, CA 94279-0082

#### Who is responsible for maintaining my records?

The officials listed below are responsible for maintaining your records.

**Sales and Use Tax**  
Board of Equalization  
Deputy Director, SUTD, MIC:43  
PO Box 942879  
Sacramento, CA 94279-0043  
800-400-7115

**Property Taxes, Excise Taxes, Fuel Taxes, and Environmental Fees**  
Board of Equalization  
Deputy Director, PSTD, MIC:63  
PO Box 942879  
Sacramento, CA 94279-0063  
800-400-7115

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XXXXXXXXXX

# Temporary Food Facility (TFF) Operator's Packet

XXXXXXXXXX

COMMUNITY EVENT ORGANIZER MUST DISTRIBUTE ONE PACKET TO EACH TFF (FOOD BOOTH) OPERATOR FOR COMPLETION. ORGANIZER MUST SUBMIT REQUIRED PAPERWORK AT LEAST TWO WEEKS PRIOR TO THE EVENT TO AVOID LATE FEES.

## TFF Operator Checklist:

- Complete Temporary Food Facility Information Sheet, and return it to your Event Organizer at least three weeks prior to the event.
- Complete TFF Menu Sheet, and return it to your Event Organizer at least three weeks prior to the event.
- Read and comply with the attached Temporary Food Facility Operating Requirements.
- Complete the attached Self-Inspection Checklist prior to selling food, and maintain it in your booth during your event.

**Note:** For TFF operators who participate in several community events a year, annual permits (Multi-Event permit) are available. For more information, please call (916) 875-8440 to request an application packet.

# TEMPORARY FOOD FACILITY (TFF) INFORMATION SHEET

Name of Event \_\_\_\_\_

Location of Event \_\_\_\_\_ Date(s) of Event \_\_\_\_\_

Name of Food Booth (TFF) \_\_\_\_\_

TFF Person in Charge (PIC) \_\_\_\_\_ Phone \_\_\_\_\_ 2<sup>nd</sup> Phone \_\_\_\_\_

Contact Phone for day of event \_\_\_\_\_

Event Organizer \_\_\_\_\_ Phone \_\_\_\_\_

Approximate number of meals to be served \_\_\_\_\_ Number of workers \_\_\_\_\_

If event is longer than one day:

- Where will utensils be washed? (example: restaurant, church, on-site) \_\_\_\_\_
- Where will the extra food be stored at the end of the day? \_\_\_\_\_

## **IMPORTANT NOTES**

1. Contact your local fire jurisdiction regarding applicable fire code requirements for use of cooking equipment. A list of phone numbers has been provided on page 17 of this packet.
2. Complete the "TFF Self-Inspection Checklist" before beginning to operate and keep it available for inspector review. (See pages 4-5 of packet)

### **Complete the following questions:**

- |   |
|---|
| 1. What is the final cooking temperature for chicken?   |
| 2. Do you need to set up a hand-wash station in your booth?   |
| 3. What do you need to bring to set up a hand-wash station?   |
| 4. Do you need to set up a warewash station? What do you need to bring to set up a ware-wash station? |
| 5. At what temperature should cold foods be kept?   |
| 6. At what temperature should hot foods be kept?  |
| 7. Is it ok to make food at home prior to the event for serving from your food booth?                 |

Initial

\_\_\_\_\_ I have received a copy of the "Temporary Food Facility Operating Requirements" including the Self-Inspection Checklist, and agree to follow these requirements.

\_\_\_\_\_ I have included a site plan that indicates the proposed layout of equipment, food preparation tables, food storage, warewashing, and handwashing in my TFF.

\_\_\_\_\_ I have attached a completed TFF menu sheet.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title/Position \_\_\_\_\_

## TFF MENU SHEET

List all food and beverage items (e.g., tacos, tortillas, shredded chicken, salsa, lemonade, etc.).	If food is prepared off site, give the location name, address, & phone number of place (foods may not be stored or prepared at home).	How will food be prepared (e.g., BBQ, deep-fry, grill, etc.)?	What type of insulated container will be used to transport potentially hazardous foods to keep them above 135°F or below 41°F?	Type of food holding units in booth (e.g., ice chest, freezer, chafing dishes, crock pot, etc.). <b>Note: Use of BBQ grill to hold food is strictly prohibited.</b>	How will the food be handled and dispensed? (tongs, ladle, etc.)
1.					
2.					
3.					
4.					
5.					

**OFFICIAL USE ONLY**

**COUNTY OF SACRAMENTO**  
**ENVIRONMENTAL MANAGEMENT DEPARTMENT**  
**ENVIRONMENTAL HEALTH DIVISION**  
 10590 Armstrong Ave, Ste B, Mather, CA 95655 PHONE (916) 875-8440 FAX: (916) 875-8513

**TEMPORARY FOOD FACILITY (TFF) SELF-INSPECTION CHECKLIST**  
**(TO BE COMPLETED WHEN SETTING UP ON THE DAY OF THE EVENT)**

CHECK LIST REQUIREMENTS		COMPLIES		REMARKS
		YES	NO	
<b>1.</b>	<b>WALLS/CEILING</b>			
	Constructed of wood, canvas, plastic or similar material.			
<b>2.</b>	<b>FLOOR MATERIALS</b>			
	Floors smooth and cleanable (No rice hull, shavings, sawdust, grass, or gravel allowed.)			
<b>3.</b>	<b>BUSINESS IDENTIFIER (SIGNS)</b>			
	A. To be posted on or adjacent to booth.			
	B. To include name of facility, city, state and zip code.			
<b>4.</b>	<b>FLY CONTROL (FOOD PREPARATION FACILITY ONLY)</b>			
	A. All doors and openings fly proof – closable or screened.			
	B. If pass out window used, maximum 216 square inch opening and closable with tight fitting closure.			
<b>5.</b>	<b>FOOD STORAGE</b>			
	All foods stored at least 6 inches off floor.			
<b>6.</b>	<b>FOOD PROTECTION</b>			
	A. Displayed foods covered or protected with a sneeze guard, condiments in approved containers.			
	B. Equipment in good repair – free of corrosion, cracks, chips, etc.			
	C. Food storage/dispensing methods approved.			
<b>7.</b>	<b>FOOD CONTACT SURFACES</b>			
	A. Non-toxic, smooth, easily cleanable, non-absorbent.			
	B. Sanitizer bucket for wiping cloths available			
<b>8.</b>	<b>HANDWASHING/WAREWASHING FACILITIES</b>			
	A. Handwashing <u>within the facility</u> : minimum 5-gallon insulated water container with <i>hands free</i> valve, waste water catch basin, pump soap/paper towels.			
	B. Warewashing <u>within the facility</u> – minimum three 5 gallon containers for cleaning.			
	(1) Wash with clean, soapy warm water.			
	(2) Rinse with warm water			
	(3) Sanitize at proper concentration.			
	(4) Provide sanitizer test strips.			
	(5) For TFF events lasting longer than 3 days, additional requirements may be required. Contact EHD regarding these requirements.			
<b>9.</b>	<b>EMPLOYEE HYGIENE</b>			
	A. Employees in good health.			
	B. Clean hands and clothing. Hair restrained			
	C. Smoking prohibited in facility.			

	CHECK LIST REQUIREMENTS	COMPLIES		REMARKS
		YES	NO	
<b>10.</b>	<b>FOOD TEMPERATURE CONTROL</b>			
	A. Hot foods held at 135° F or above.			
	B. Cold foods held at 41° F or below.			
	C. Adequate amount of equipment provided to hold 'hot' and 'cold' foods.			
	D. Thermometer provided for perishable food refrigerators.			
	E. Metal probe thermometer for checking temperature of foods.			
<b>11.</b>	<b>ICE AND ICE CONTAINERS</b>			
	A. Ice kept clean and free of contamination.			
	B. Water proof container used; kept covered.			
	C. Ice used for refrigeration not used for consumption.			
<b>12.</b>	<b>FOODS PREPARED AT OTHER FACILITIES</b>			
	A. Facility approved by EHD.			
	B. No foods may be prepared or brought from home.			
<b>13.</b>	<b>TRANSPORTATION OF PREPARED FOODS</b>			
	A. Containers dustproof, protected from potential contaminants.			
	B. Containers keep hot foods 135° F or above.			
	C. Containers keep cold foods 41° F or below.			
<b>14.</b>	<b>LIQUID WASTE</b>			
	Waste water from sinks & other equipment drained to sewer, or other method approved by EHD.			
<b>15.</b>	<b>TYPE WATER SUPPLY</b>			
	A. Potable water supply.			
<b>16.</b>	<b>TOILET AND HANDWASHING FACILITIES</b>			
	A. Provided with warm-(where available) & cold running water, pump soap, paper towels & toilet paper.			
	B. Facilities located within 200 feet (one toilet per 15 employees.).			
<b>17.</b>	<b>REFUSE STORAGE AND REMOVAL</b>			
	A. Garbage cans or refuse bins provided.			
	B. Adequate refuse removal.			
<b>18.</b>	<b>MISCELLANEOUS</b>			
	No live animals permitted in or within 20 feet of TFF.			
<b>19.</b>	<b>OPEN AIR BARBECUE</b>			
	A. Adjacent to approved TFF.			
	C. Separated from public access by rope or other approved methods to prevent contamination and injury to the public			
	D. Protected from dust and debris			
	E. Barbecue not used as hot holding unit for cooked foods.			
	F. No other foods prepared outdoors, except food barbecued on BBQ. (i.e. No flat grill or pots on barbecue)			

Inspection conducted by: \_\_\_\_\_ Date: \_\_\_\_\_

## → IMPORTANT ←

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<b>Inspection</b>	Be ready for <b>inspection</b> by the scheduled set up time: _____
<b>Ice*</b>	If you are using ice for cold holding, have coolers filled with enough <b>ice</b> to keep cold foods at 41° or below.
<b>Thermometer*</b>	Have <b>probe thermometer</b> (0-220°F) readily available
<b>Hot holding*</b>	Have <b>hot holding units</b> set up – hold hot food at or above 135°F
<b>Handwash* station</b>	Have <b>handwash station</b> ready <ul style="list-style-type: none"><li>• An insulated 5-gallon container of warm water with spigot that allows hands to be free for washing</li><li>• Pump soap</li><li>• Paper towels</li><li>• Waste water bucket</li></ul>
<b>Warewash* station</b>	Have <b>warewash station</b> set up with warm water and soap in one bucket, warm water for rinse in second bucket and warm water and bleach in the third bucket
<b>Wastewater</b>	Dump the <b>wastewater</b> at _____
<b>Screening*</b>	<b>Screening</b> around food tents is required if conducting food preparation. Screening may be required on <u>all</u> booths if environmental conditions pose risk of contamination (dust, flies, etc.)
<b>Reinspection</b>	All <b>reinspections</b> will be charged a fee and may be collected by the organizer the same day

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\*Subject to reinspection and/or closure if not available at time of inspection



# **TEMPORARY FOOD FACILITY (TFF) OPERATING REQUIREMENTS**

**Please Note:** These requirements have been established to be consistent with state and local health code requirements and are intended to assist you in providing safe and wholesome food to the public and preventing foodborne illnesses.

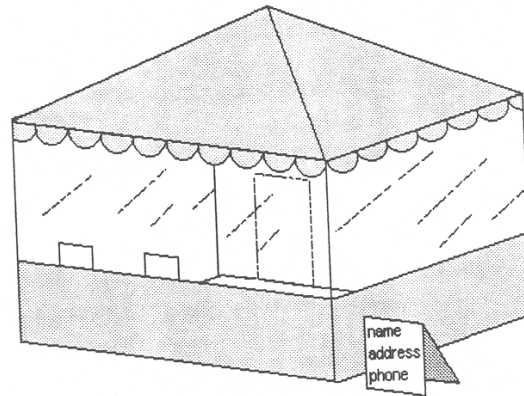
All food vendors, TFF operators, employees, and volunteers **MUST** comply with the following requirements during preparation and during all hours of operation. All TFF's are subject to inspection by the Environmental Management Department (EMD). Failure to comply with these operating requirements may result in TFF closure until violations are corrected.

## **1. BOOTH/TENT REQUIREMENTS**

**Booth Must be Fully Enclosed** – If the TFF is handling any open foods (non-prepackaged foods), a fully-enclosed booth with an overhead canopy and screened sides is required. All open food items must be handled inside the fully enclosed booth. If operating after dusk, lighting is required.

**Exception #1:** *If the TFF is selling only prepackaged food items or whole produce, a fully-enclosed booth is not required, but an overhead canopy is required. (Examples: bottled water/sodas, prepackaged cookies, candies etc.)*

**Exception #2:** *A food compartment can be used instead of a fully-enclosed booth if the facility does only limited food preparation. (Examples: Hot dogs, popcorn, churros, espresso drinks, snowcones, wrapped tamales, etc.)*



**Food Booth Structure** - The TFF booth shall be designed to protect the food and beverages from contamination. The booth must be entirely enclosed with four complete sides, a top, and a cleanable floor. Construction materials such as plywood, canvas, plastic, and fine-mesh fly screening (at least 16 mesh/sq. inch) may be used. Rental booths constructed, as noted below, may be used when approved by EMD.

- A floor is required for a booth operating on grass or dirt. The floor must be plywood, tarp or other materials approved by EMD. (Pavement is acceptable).
- Ceiling shall be smooth, durable, and readily cleanable. Screening shall only be acceptable as a ceiling material above cooking equipment when necessary for ventilation purposes.
- Doors and food service openings shall be equipped with tight-fitting closures to minimize the entrance of insects.
- The use of more than two pieces of ancillary equipment (coolers, refrigerators, etc.) may require a separate enclosure and/or permit.

**PLEASE NOTE: TFFs may be SUBJECT TO CLOSURE if the food is not protected and/or if environmental conditions pose a threat to food (example: dust, flies, etc.). If screening cannot be provided, the TFF may be subject to closure until such protection can be provided.**

**IF THE TFF HANDLES OPEN FOOD WITHOUT A FULLY-ENCLOSED BOOTH, THE TFF MAY BE SUBJECT TO CLOSURE**

**Location of Equipment**

**Equipment allowed outside fully-enclosed booth:**

- Open flame BBQ grill
- Deep fryer
- Covered pot on top of open flame burner

**Equipment allowed outside fully-enclosed booth under overhead protection:**

- Flat grill
- Wok

***No hot holding of foods is allowed on equipment outside the enclosed booth.***

**Additional Requirements:**

- Food operations that have adjoining BBQ facilities and cooking equipment set up outside the enclosed booth should have a pass-through window to allow for foods to be brought inside the booth.
- One ice chest for each kind of meat/food item approved to cook outside, is allowed outside booth next to the cooking equipment. All other ice chests with food items must be stored inside the booth.
- All approved equipment outside of the booth must be sectioned off from the public by using ropes or other approved methods (e.g. caution tape) to prevent contamination of the food and injury to the public.

## **Handwashing Station**

A handwashing station is required if any non-prepackaged foods will be handled (including samples).

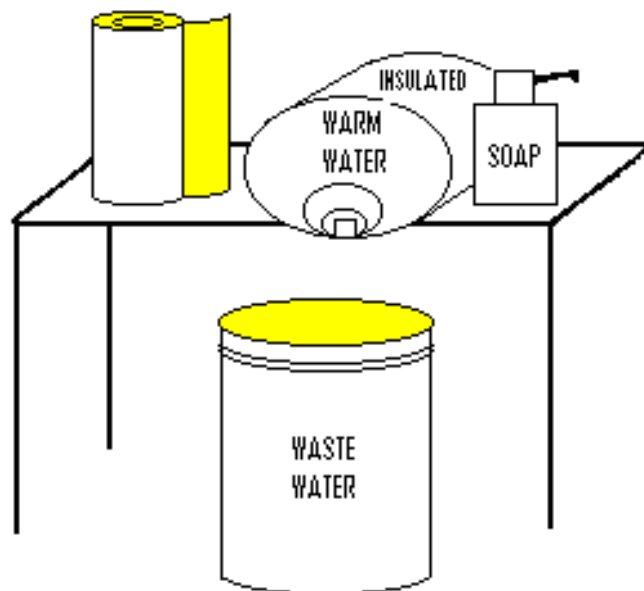
### **Where to set up:**

The hand wash station should be placed inside the booth in an unobstructed area that is easy to access and use at all times.

### **How to set up:**

- 5 gallon insulated container of warm water (100-108°F)
- Soap in a pump dispenser
- Paper towels
- Catch basin for waste water
- Garbage bag or bin for waste paper towels

Community events lasting for more than 3 days require a handwashing sink with warm water in each TFF. Contact EMD with any questions regarding these requirements at (916) 875-8440.



**IF THE TFF IS HANDLING OPEN FOOD AND LACKS A HANDWASHING STATION, THE TFF IS SUBJECT TO CLOSURE**

### Warewashing/Utensil Washing Station

A warewashing station is required if any open food is prepared and/or served using multi-service utensils (examples: knives, scoops, chafing dishes, tongs, ladles, cutting boards etc).

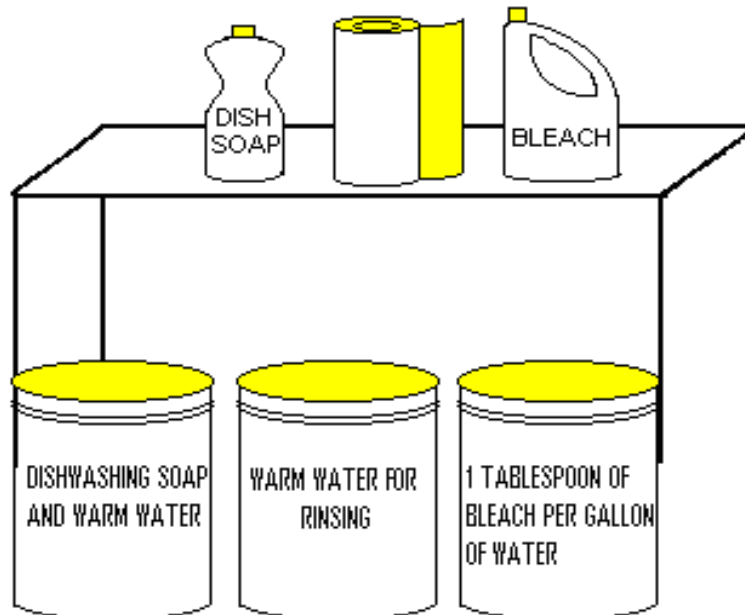
#### **Where to set up:**

The warewash station must be set up under overhead protection so that it is protected from physical contamination.

#### **How to set up:**

Provide three 5 gallon buckets:

- 1<sup>st</sup> bucket: Fill with soap and water
- 2<sup>nd</sup> bucket: Fill with clean water
- 3<sup>rd</sup> bucket: Fill with sanitizer solution (100 ppm chlorine)  
***How to make sanitizer solution: Add 1 tablespoon of bleach per gallon of water. (Quaternary ammonia at 200 ppm is also acceptable)***
- Provide Test Strips: Test strips to measure sanitizer (chlorine or quaternary ammonia) concentration must be available. (A list of places where strips can be purchased is attached at the end of the packet).



**IF THE TFF IS HANDLING OPEN FOOD AND USING MULTISERVICE UTENSILS AND IS LACKING A WAREWASHING STATION, THE TFF MAY BE SUBJECT TO CLOSURE.**

**Identification of TFF:**

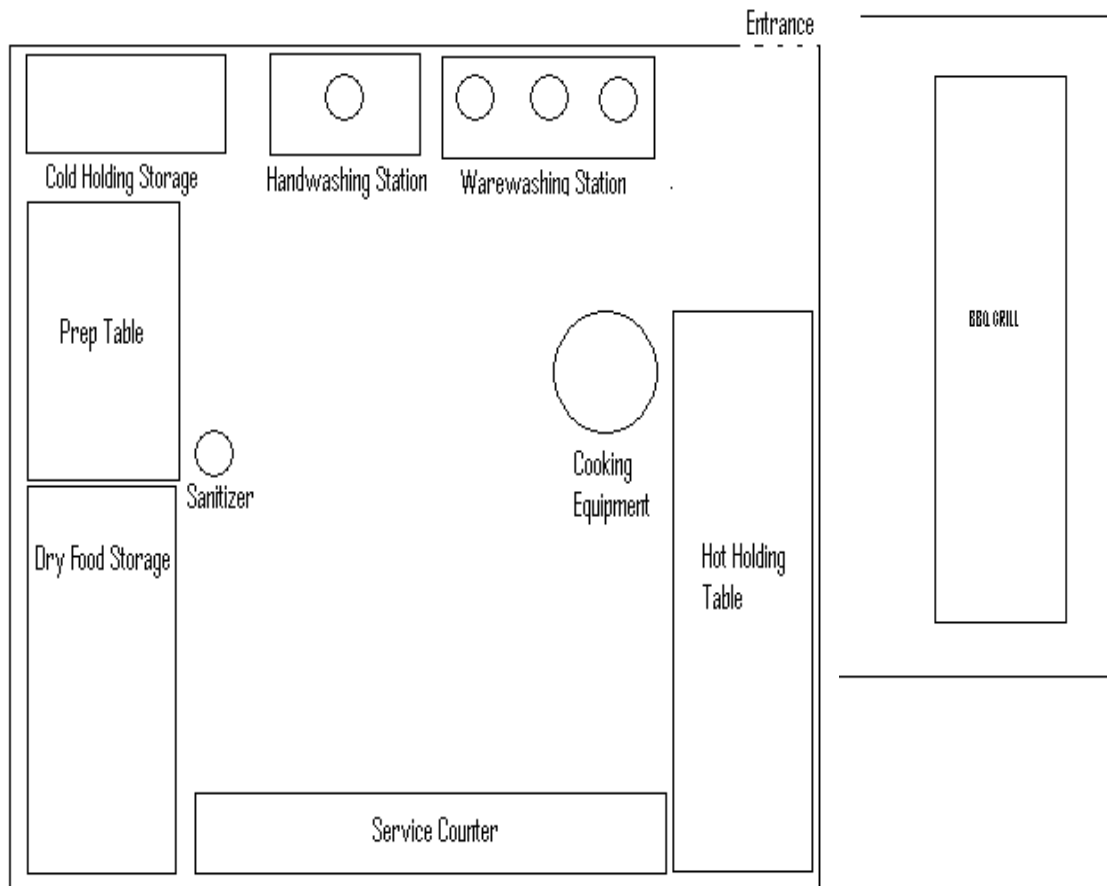
The TFF shall have a sign containing the following information:

- **business name of the TFF – 3” min letter height**
- **city, state, ZIP code – 1” min letter height**
- **name of the operator – 1” min letter height**

The information shall be legible and clearly visible to patrons and shall be of a color contrasting with the surface on which it is posted.

**Site Plan**

Example of site map for TFF booth that handles open food.



## 2. APPROVED FOOD SOURCE

- All the food items shall be obtained from approved sources and be kept free from adulteration and spoilage.
- **Food prepared or stored at home is prohibited from use.**
- All water shall come from an approved source and must be potable (drinkable).
- Ice used for refrigeration of food shall not be used for consumption.

### **IF THE TFF HAS FOOD FROM AN UNAPPROVED SOURCE, THE TFF IS SUBJECT TO CLOSURE**

## 3. FOOD TEMPERATURES

Adequate temperature control shall be provided for all potentially hazardous foods. Potentially hazardous foods (including, but not limited to, meat, dairy products, cooked vegetables, batter with eggs for food items such as funnel cakes etc.) must be kept either:

- **below 41°F**  
or
- **above 135°F**

Sufficient cold and hot holding equipment must be provided to keep the food items cold (at or below 41°F) or hot (at or above 135°F).

### **Holding of hot foods:**

- Hot PHFs must be maintained at 135°F or above.

#### **Examples of approved hot holding equipment:**

Steam table, chafing dishes with sternos, cambro etc. **NOTE:** *The above-mentioned equipment may not be used to reheat food items. Reheating must be done on a stove, grill, or microwave so food can reach 165°F.*

- All food hot held during the day must be discarded at the end of the operating day.

### **Holding of cold foods:**

- All Potentially Hazardous Foods (PHF) shall be maintained at 41°F or below.
- **Examples of approved cold holding equipment:**  
Refrigerator, freezer, or ice chests with a sufficient amount of ice to surround the food.
- PHFs maintained at a temperature of 41°F or below may be used the next day whereas food items held between 41°F- 45°F must be discarded at the end of the operating day.

### **Final cooking temperatures:**

The following foods must reach the indicated internal final cooking temperature for a minimum of 15 seconds:

- Poultry or stuffed meats: 165°F
- Ground Beef: 155°F
- Eggs: 145°F
- Beef or Pork: 145°F

### **Reheating of PHFs:**

Reheat all food items rapidly to 165°F on an open flame burner, stove, oven or microwave.

### **Cooling:**

Cooling hot foods is not allowed in TFFs unless approved by EMD before the event. For more information contact EMD.

### **Probe Thermometer:**

Provide a metal probe thermometer that reads 0°F- 220°F to check holding and final cooking temperatures.



**IF THE TFF LACKS SUFFICIENT EQUIPMENT FOR PROPER TEMPERATURE CONTROL, IT MAY BE SUBJECT TO CLOSURE.**

## **4. FOOD HANDLING**

### **Where to prepare food**

- All food handling and preparation shall take place within a fully-enclosed food booth unless a different preparation site has been approved by EMD (examples: restaurant, delicatessen, church, or school kitchen).
- Mobile food facilities (food carts) must prepare food in a food compartment or be in a fully-enclosed TFF.
- Food preparation surfaces must be smooth, easily cleanable, and non-absorbent.

### **Food Preparation**

**Keep all food items covered and conduct open food handling/preparation inside the TFF.** Safe food handling techniques must be used at all times. Whenever practical, food handlers shall use tongs, serving utensils, disposable plastic gloves, or single use tissue paper when handling food.

To prevent cross contamination of foods, employees/workers should be assigned different tasks such as: handling money, preparing ready to eat foods, or preparing raw meats.

### **Utensil/Equipment Washing:**

- All utensils must be washed, rinsed, and sanitized using the three bucket system.
- All food contact surfaces (cutting boards, tongs, knives, etc.) must be washed, rinsed, and sanitized at least once every 4 hours.

### **Wiping towels:**

- Wiping towels used to clean food spills shall not be used for any other purpose.
- Wiping towels used for cleaning food spills must be held in sanitizing solution (100ppm chlorine or 200 ppm quaternary ammonium solution). NOTE: the sanitizer solution for utensil washing may not be used for storing wiping towels.

### **Food transportation:**

PHFs must be protected from temperature abuse and contamination. Keep all food items covered and maintain proper food holding temperatures. Use insulated or warming containers to keep hot food items at or above 135°F. Use ice chests or refrigerated trucks to maintain cold food items at or below 41°F.

### **Food storage:**

All food, beverage, utensils and equipment shall be stored, displayed and served so it is protected from contamination and shall be stored at least 6 inches off the floor. Unopened (factory-sealed) containers of non-potentially hazardous food may be stored outside or adjacent to the TFF.

When the TFF is not operating, food shall be stored using one of the following methods:

- Within a fully-enclosed TFF
- Within a permitted food facility or other facility approved by EHD.
- In lockable food storage compartments or containers meeting both of the following conditions:
  - The food is adequately protected at all times from contamination, exposure to the elements, entrance of rodents and other vermin, and temperature abuse.
  - The storage compartments or containers are approved to be used for food storage.

Bottled and canned beverages **shall not** be placed in ice water within a customer self-service area. These beverages can be placed in ice and handed out by a TFF employee.

### **Condiments:**

Condiment containers shall be pump style, squeeze containers, or have self-closing covers or lids for food protection. Single service packets are recommended.

### **Insect Control:**

Food should be protected from flies and insects as they carry and transmit bacteria that may cause a foodborne illness.



### **Sampling:**

The following requirements apply to the sampling of unpackaged foods from a TFF:

**NOTE:** Any sampling operations that involve onsite portioning or handling of unpackaged or opened foods requires handwash and warewash facilities as described earlier and may also be required to be fully-enclosed. Contact EMD for more information.

### **Customer Self-Service Sampling Operation Requirements:**

- Sneeze guards are required to shield uncovered self-service sampling displays. The direct line between the customer's mouth and the food must be intercepted. **NOTE:** Sneeze guards are not required for sampling operations that sample food items which are dispensed from a shaker, or similarly enclosed device which prevents direct hand contact with the food.
- PHF samples must be kept at approved hot and cold holding temperatures throughout the duration of the sampling period. (hot foods at 135°F or above, cold foods at 45° F or below).
- Food displayed for customer self-service shall be individually portioned into single service wrappers or utensils. Use of communal service bowls is not approved (example: open bowl of pretzels or chips).
- There shall be constant supervision by a TFF employee of all food displayed for customer self-service. **NOTE:** TFF operators are responsible for preventing and discouraging "double-dipping" by consumers.

### **Employee-Distributed Sampling Operation Requirements:**

As an alternative to customer self-service sampling, samples may be distributed individually by a TFF employee.

- Samples must be individually portioned for distribution using single service wrappers or utensils. (example: toothpicks).
- Samples must be given to each customer individually by a TFF employee.
- PHF samples may be kept at ambient temperatures for the purposes of serving ONLY. The time that food may be held at ambient temperatures must not exceed 4 hours.

## **5. PERSONAL HYGIENE REQUIREMENTS**

### **Worker Health/Hygiene:**

**No sick employees may work in a TFF.** All employees/workers who prepare and/or serve food must be in good health. Any person with symptoms of: abdominal cramps, nausea, fever, vomiting, diarrhea, jaundice, sneezing, coughing, or a person who has open sores or infected cuts on their hands, is not allowed to work in the TFF.

All employees/workers shall wear clean outer garments and must restrain hair.

Smoking is not allowed in the TFF or any other cooking areas.

### **Handwashing**

Poor personal hygiene is the leading cause of foodborne illness outbreaks at Community Events. Lack of proper handwashing can contaminate food.

**All workers shall wash their hands prior to starting food preparation activities, after touching the face, handling money, using the restroom, smoking, removing garbage, and/or whenever switching between handling different types of food items, or at other times as necessary to prevent cross contamination.**

### **Restrooms**

At least one toilet and hand washing facility for every 15 employees shall be provided within 200 feet of each TFF.

## 6. Person in Charge

***A person in charge (PIC) must always be present at all times.*** This person is responsible for all operations of the TFF and ensures all employees/workers are following correct food safety procedures.

## 7. Waste Disposal

**Liquid waste** - Liquid waste must be disposed of into an approved sewage system or holding tank and **must not be discharged onto the ground or a storm drain.** Any observed mixing of potable water and wastewater shall result in the immediate closure of the TFF.

**Solid Waste** - Garbage and refuse must be stored in leak-proof and fly-proof containers and serviced as needed. Plastic garbage bags are recommended in each TFF. All wastes at the end of the event or as necessary shall be disposed of in a proper manner (example: garbage dumpster or receptacles).

## 8. Animals

No Live animals, birds, or fowl are permitted in or within 20 feet of a TFF.

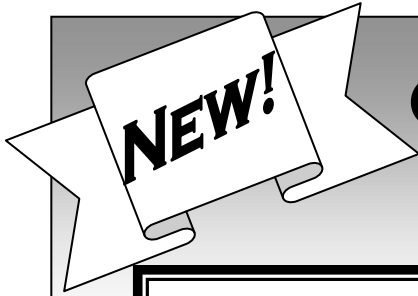
**Local Fire Departments Phone Numbers**

- Sacramento City Fire Department: (916) 433-1300
- Sacramento Metro Fire Department: (916) 566-4400
  - (Rio Linda, Fair Oaks, Florin, Fruitridge, Rancho Cordova, Citrus Heights, Carmichael, & Sloughhouse.)
- Cosumnes Fire Department: (916) 405-7100
  - (Cosumnes Area, Elk Grove & Galt)
- City of Folsom Fire Department: (916) 984-2280
- City of West Sacramento: (916) 375-6474

**Locations to obtain Sanitizer Test Strips**

Auto-Chlor System www.autochlorssystem.com	3000 Academy Wy, Suite 100 Sacramento, CA 95815	(916) 920-0125
Bailys	Lodi, New Jersey	(201) 343-8004
Smart & Final (Ask for at register)	1101 Richards Blvd Sacramento, CA 95814	(916) 441-1618
Catering Food Supply	8531 Thys Ct Sacramento, CA 95831	(916) 387-6498
CMA	9269 Survey Rd Elk Grove, CA 95624	(916) 685-5435
Cresco-Resco www.restaurantequipment.com	951 Richards Blvd Sacramento, CA 95814	(916) 446-3300 (800) 845-6677
Dong Vinh Inc. Restaurant Equipment and Supplies	6500 Florin-Perkins Rd Sacramento, CA 95828	(916) 391-8181
Delta TRAK www.deltatrak.com	P.O Box 398 Pleasanton, Ca 94566	(925) 249-2250 (800) 962-6770
Eco-Lab	Rancho Cordova, CA	(916) 315-8808 / (800) 352-5326 (651) 293-1963
PBI Market Equipment Inc.	2667 Gundy Ave Sugar Hill, Ca 90755	(562) 424-0993
Same Day Distributing www.same-day.com	5962 Buckingham Dr Huntington Beach, CA 92649	(800) 735-2261
Sierra Chemical	788 Northport Dr West Sacramento, CA 95691	(916) 371-5943 (714) 379-2060
Smart and Final (Ask for at register)	1730 Watt Ave Sacramento, CA 95825	(916) 484-7402

\* This list is provided for your convenience and does not represent an endorsement by the Sacramento County Environmental Management Department



# CALIFORNIA FOOD HANDLER CARD LAW



**Senate Bill 602 requires Food Handler Cards for employees who prepare, store or serve food. To comply, you can do one of the following:**

❖ ***Take an online course***

- National Registry of Food Safety Professionals. Go to [www.NRFSP.com](http://www.NRFSP.com)
- National Restaurant Association. Go to [www.FoodHandlerUSA.com](http://www.FoodHandlerUSA.com)
- Prometric. Go to [www.prometric.com/foodsafety](http://www.prometric.com/foodsafety)

❖ ***Obtain a Food Safety Manager certificate.***

*For more information visit*

***[www.emd.saccounty.net](http://www.emd.saccounty.net)***

*or call (916) 875-8440*

Sacramento County Environmental Management Department

10590 Armstrong Avenue, Mather, CA 95655

July 2011

# Food Handler Cards Requirements SB 602 and SB 303

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## Who is Affected?

- Food Handlers
  - As defined in section 113790 of CalCode:  
“Food Handler “ means an individual who is involved in the preparation, storage, or service of food in a food facility, other than an individual holding a valid food safety certificate issued pursuant to Section 113947.3 or an individual involved in the preparations, storage, or service of food in a temporary food facility.

## What are they required to do?

- Food handlers hired prior to June 1, 2011, must obtain a food handler card on or before July 1, 2011.
- Food handlers hired after June 1, 2011, have 30 days to obtain a food handlers card.

## How are Food Handler Cards obtained?

- Taking a course, and
- Passing a test with a score of at least 70%

## Who are approved providers? Where can a food handler get the training?

- SB 602
  - Currently, the following organizations are approved:
    - National Registry of Food Safety Professionals (online training at [www.nrsfp.com](http://www.nrsfp.com) or [www.hrtsonline.net](http://www.hrtsonline.net))
    - National Restaurant Association (online training at [www.FoodHandlerUSA.com](http://www.FoodHandlerUSA.com))
    - Prometric (online training at [www.Prometric.com/foodsafety](http://www.Prometric.com/foodsafety) )
- SB 303 (Note: These organizations are not officially approved yet. This legislation is currently pending.)
  - Organizations meeting the ANSI ASTM 2659 standard

## What are Facilities required to do?

- Facilities must maintain records showing that each food handler they employ has a valid food handler’s card (for example, copies of each employee’s card).
- These records must be made available at the time of inspection.

## Who is responsible for getting a Food Handler Card?

- The employee is responsible for taking the food handler course and test. The food handler card belongs to the employee and may be used at any food facility, as long as it is valid.
- Food facilities are not required to pay for or offer the food handlers card course to their employees.

# Food Handler Cards Requirements SB 602 and SB 303

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## Who is Exempt?

- Employees of the following:
  - Certified farmers' markets
  - Commissaries
  - Grocery stores, including convenience stores (except separately owned food facilities inside the store, for example, AFC Sushi)
  - Licensed health care facilities
  - Mobile support units
  - School cafeterias
  - Restricted food service facilities
  - Pharmacies
  - Facilities providing in-house food safety training, if that training is approved for use in another state that has adopted FDA Model Food Code Requirements (Florida only)
  - Facilities subject to a collective bargaining agreement with their employees
  - Food facilities subject to local food handler program requirement prior to January 1, 2009 (Riverside, San Bernardino and San Diego counties)
  - Temporary food facilities
  - Volunteers

## Implementation

- From July 2, 2011 until January 1, 2012, we will be educating operators about the requirement only.
  - Food Industry training to be held in the fall (October 24, 2011)
  - Education during routine inspections (postcard)
  - Document that information was provided to the operator on the inspection report
- Before January 1, 2012, we will:
  - Educate operators about SB 303
  - Determine level of enforcement (e.g. minor violation)

## What do we tell our Operators?

- They currently have the following 4 options for training:
  - Obtain food handler cards from the National Registry of Food Safety Professionals ([www.nrfsp.com](http://www.nrfsp.com), course: [www.hrtsonline.net](http://www.hrtsonline.net))
  - Obtain food handler cards online from ServSafe ([www.FoodHandlerUSA.com](http://www.FoodHandlerUSA.com))
  - Obtain food handler cards online from Prometric ([www.Prometric.com/foodsafety](http://www.Prometric.com/foodsafety) )
  - Get employees food safety manager certified