



# Vintage Days 2020

## April 17-19, 2020

### Boomtown North and South

### Food Booth Rules and Regulations

Please read the rules thoroughly and complete the application carefully.

- All organizations applying must be registered as a recognized student organization and be in good standing with the University. To confirm your organization's recognition status, visit <https://goo.gl/T2JNhX> or click [HERE](#)
- All applications must be received by **5 p.m. on Tuesday, February 25, 2020** to be entered in the food booth lottery.
- All applications received by the deadline will be given equal consideration. Participants from previous years will **not** be given priority on reserving a food entree or a booth location.
- A lottery will be utilized for selecting booth location (north or south) and menu choices. Lottery will be done in the following format: roll call, introduction and overview, and final roll call. **Late arrivals past the final roll call will not be included in the lottery.**
- The Student Representative for the organization must read the Food Booth Application Form and indicate they have read the food booth rules, and are aware of the lottery on Friday, February 28, 2020, the mandatory Health and Safety meeting on Thursday, April 2nd at 3pm and the on-site meeting on Thursday April 16 at 6pm. **If your group is not represented at these meetings in their entirety, your group will be dropped and cannot have a food booth. A representative may only represent one group.**
- If you are selected for a booth and assigned a booth space, you will have until Monday, March 9, 2020 to cancel your space.
- All organizations serving food **must have a food booth that complies with the California Fire Marshal & Fresno County Environmental Health requirements** for outdoor tents. Vintage Days will be offering a limited number of tents that follow these regulations for rent during the weekend of Vintage Days 2020.
- All organizations must serve only the food and beverage items listed on the signed Vintage Days contract.

#### **Important Dates and Deadlines**



**Vintage Days 2020**  
**April 17-19, 2020**  
**Boomtown North and South**  
**Food Booth Rules and Regulations**

<b>DATE</b>	<b>TIME/LOCATION</b>	<b>DEADLINE/MEETING</b>
Tuesday, February 25	5 p.m.	Booth Applications Due (Google Form)
Friday, February 28	11 a.m. - 1 p.m. USU 312-314	Booth Lottery (Mandatory)
Friday, March 13	By 5 p.m.	Food Booth Fees Due
Thursday, April 2	3 p.m. - 5 p.m. Industrial Tech Building Room 101	Health and Safety Meeting (Mandatory) Note: Payments are due before this date.
Thursday, April 16	6 p.m. Boomtown South (east of Music Bld)	On-Site Meeting & Set-Up (Mandatory) Note: We will be checking your power supply and health regulations.

**Tent Fee**

All Clubs and Organizations will be provided with a tent by Vintage Days. Use of your own tent must be approved by Vintage Days Coordinator.

Tent rentals will be set up by Vintage Days, but organizations are required to provide flooring for the tents that complies with the Fresno Health Department requirements. In addition, your organization will not be allowed to post or attach any materials on the tent (i.e. taping, stapling, etc posters or signs on the tent). All organizations are responsible for cleaning their tent before the conclusion of Vintage Days. **Any organization that fails to clean their tent by 6pm on Sunday, will receive a \$33 deduction from their initial deposit.**



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#### **Booth Selection/Lottery Meeting - Friday, February 28, 2020**

All applications received by 5 p.m. on Tuesday, February 25 will be entered in the Booth Lottery and will be given equal consideration. The lottery will be held on Friday, February 28 at 11am in USU, Rooms 312-314.

Selection of menu choice must be confirmed at the time of the lottery. You will be expected to announce your choice as your organization is selected.

- Lottery selections are not transferable
- As the lottery progresses and booth selections are made, organizations will be expected to select entrees not already selected. This may require organizations to have as many as four or five possible options prepared at the time of the lottery.
- After all spaces in Boomtown North and South have been taken, the remaining applicants will be placed on a waiting list in the order selected. The waiting list will be used if space becomes available.
- Organizations that wish to remain on the waiting list are required to attend the mandatory health and safety meeting to ensure awareness of all the requirements. Organizations that do not attend will be dropped from the waiting list.

#### **Health and Safety Meeting - Thursday, April 2, 2020**

All organizations must attend the **mandatory** Health and Safety meeting at the Industrial Tech Building 101 at 3 p.m on Thursday, April 2, 2020.

The safety of your members and our guests is very important. Representatives from the Department of Community & Environment Health Service will review important health rules and regulations. In addition, Vintage Days coordinators will be providing valuable information and answering questions concerning booths. At least two representatives from each organization **must pass** a test given immediately after the presentation by the Department of Community & Environmental Health Services to participate in Vintage Days 2020.

If your organization does not have at least **two** representatives present at this meeting in its entirety, your organization will be prohibited from participating in Vintage Days 2020. If your organization is selected to have a booth at least one representative who passed the test must be in the booth at all times throughout the event.



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The Health Department will be conducting inspections during Vintage Days based on the Health Department Food and Safety Training. Organizations that have violations and need reinspections from the Health Department will incur a \$91 fee from the Health Department, which is the student organization's responsibility to pay. Please work towards using your training knowledge to pass inspections. Your organization must pass a checklist inspection conducted by the Boomtown Coordinators prior to opening for business each day.

#### **On-Site Meeting and Set-Up - Thursday April 16, 2019**

All participating organizations must attend the **mandatory** on-site meeting and set up at Boomtown South (east of Music Bld) on Thursday, April 16 at 6 p.m.

If your organization does not have a representative present at this meeting, your organization will be prohibited from participating in Vintage Days 2020.

#### **Food Preparation and Food Sales**

Due to fire and safety regulations, food may not be cooked, roasted, etc., over an open flame or gas barbecue that is under a covering such as a tent or canopy. All flame or gas barbecues must be kept outside the perimeter of all tents or canopies.

In order to have a diverse food selection, organizations will not be permitted to sell the same food item as another organization. Also, the number of booths with similar items will be limited.

#### **Food Item List**

The food item list below does not represent a complete list - only examples. Any food item with beef or chicken as a main ingredient will be categorized accordingly, regardless of other ingredients. The number of booths selling items in the same category will be limited to the number indicated. Due to a high volume organizations requesting tri-tip booths, the category will be limited to three total booths (2 in Boomtown N. and 1 in Boomtown S.) Food items must be selected from only one of the categories listed below.



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Category	Examples	Estimated # Booths Boomtown South	Estimated # Booths Boomtown North
Beef	Steak, Tri-tip (3), Hamburgers	5	2
Chicken	Teriyaki, Stir Fry, Kebab, Fried, BBQ	5	2
Other Meats	Pork, Seafood, Links, Meat on Pizzas	5	2
Non Meats	Salads, Kettle Corn, Nachos, Vegetarian	5	2
Desserts/Beverages	Ice Cream, Floats, Smoothies, Fruit, Shortcakes	5	2

#### **Third Party Vendors**

When deciding on your food choice, consider Vintage Days will contract with third-party vendors to provide items throughout the event. These items may change and you will be notified if they do.

*Cinnamon Rolls*

*Funnel Cakes*

*Corn Dogs*

*Lemonade*

*Coffee*

*BBQ Beef Sandwich*

*Shaved Ice*

*Pepsi Products*

*Iced Tea*

*Kettle Corn*

*Bottled Water*

#### **University Rules and Regulations**

University regulations prohibit the selling of any food or food product made and packaged (canned, bottled, or wrapped) by a licensed producer in its original container or using a brand name in any way.

Only food items approved by Vintage Days may be sold. The selling of any other items, such as t-shirts, mugs, cups, hats, or tickets for a drawing/raffle, is **prohibited**.



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Sales must be made from within your booth space. Only one member per organization will be permitted to solicit directly in front of your booth space. Having more than one individual or moving outside the area directly in front of your booth is **prohibited**.

No individual is permitted to enter any building (Music, Speech Arts, SSU) to obtain water or to wash bowls, utensils, or other items. Water sources will be provided by Vintage Days for organizations needing water.

#### **Violations**

Violations may result in forfeiture of the deposit and/or closure of the booth and/or prohibition from participating in future Vintage Days.

Violations include:

- a. Closing the booth early (before 6 p.m. on Friday-Saturday, and before 5 p.m. on Sunday)
- b. Running out of food
- c. Selling unauthorized items (i.e., additional food items or unauthorized food items, t-shirts, mugs, cups, hats, drawing/raffle tickets, etc.)
- d. Failure to participate for the entire weekend (Friday-Saturday: 10 a.m. to 6 p.m. each day, Sunday: 10 a.m. to 5 p.m.)
- e. Leaving trash and/or supplies, equipment on site.
- f. Inappropriate behavior
- g. Failure to place booth structure, decorations, canopy, etc. on site on Thursday, April 16 2020 meeting.

The Boomtown Coordinator will issue a warning notice for each violation and will have a representative from the organization sign the notice to acknowledge the violation.

For each violation, one-third of the organization's deposit will be forfeited. After three violations, the entire deposit will be forfeited. If there are more than three violations, the organization will be required to leave this year's Vintage Days and may be banned from participating in next year's Vintage Days.



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#### **Food Booth Fees and Deposits**

Fees	Deposit	Total Due
\$217	\$99	\$316

Fees include:

Health Dept. Fee	3 Compartment Sink Fee	Tent Fee	Administrative Fee
\$47	\$120	\$150	\$170

Highlighted fees are now being covered by Fresno State ASI and will not need to be paid by Student Organizations. The total fees that student organizations now must pay is \$217 in addition to the Deposit of \$99 for a total of \$316.

Fees must be submitted by March 13, 2020. Fees may be paid by money order, cashier's check or student organization funds through Associated Students' Accounting. Make cashier's checks or money order payable to: California State University, Fresno. Put Vintage Days in the memo line.

#### **Deposit Refunds:**

Organization Name: \_\_\_\_\_  
(all refund checks will be payable to the student organization)

Mailing Address:

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

#### **Booth Space/ Size and Setup**

Each booth space is 10 feet wide and 20 feet deep. All costs for the materials necessary to construct and operate the booth are the responsibility of the student organization. Tables and chairs from the USU or Student Involvement Office will not be available for student organization use during Vintage Days.



# **Vintage Days 2020**

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### **Boomtown North and South**

### **Food Booth Rules and Regulations**

#### **Check in/ Check out**

Register with Boomtown Carnival coordinators before setting up your booth. Each student organization will provide one parking pass. Only vehicles displaying the parking pass issued by Vintage Days will be allowed in the booth area from 6 p.m. to midnight on Thursday, April 16, from 6 a.m. to 9 a.m. on Friday-Saturday, April 17-19, and from 7 a.m. to 9 a.m. on Sunday, April 19, 2019. Vehicles not removed will be cited and may be towed at the owner's expense.

Organizations must set up after the On-Site and Set Up Meeting on Thursday, April 16 at 6 p.m. All booths must be closed at 6 p.m. on Friday-Saturday, and 5 p.m. on Sunday. All booths, booth structures, and other materials or trash must be cleared from their booth site by 7 p.m. Sunday, April 19.

#### **Best Food Booth Contest**

Prizes will be given to the top three food booths in either Boomtown North or South: 1st place- \$150, 2nd place- \$100, and 3rd place- \$75. Booths will be judged on the food quality, taste, food presentation, and team enthusiasm. Judging will start Friday morning and continue throughout the event. The total score will determine first, second, and third place winners. Winners will be announced at the Vintage Days Closing Ceremony on Sunday, April 19th.