

OFFICE OF THE BOARD OF SELECTMEN

CLARISSA ROWE, CHAIR
JOHN W. HURD, VICE CHAIR
KEVIN GREELEY
DIANE MAHON
ANNIE LACOURT



730 MASSACHUSETTS AVENUE
TELEPHONE
781-316-3020
781-316-3029 FAX

TOWN OF ARLINGTON MASSACHUSETTS 02476-4908

TOWN DAY September 20, 2008 Booth and Display Information

Here is the application for TOWN DAY 2008, which will be held on Saturday, September 20, 2008 (rain date, September 27th). Because of the limited space and the large number of interested participants, space availability to applicants will be decided by the committee. Applicants requesting a particular booth space should so indicate on the application. While every effort will be made to accommodate the request of the applicant, no guarantees from the Town Day Committee are made.

Deadline for special requests for booth space location is July 10, 2008!

Deadline for booth space applications is July 17, 2008.

ABSOLUTELY NO APPLICATIONS FOR BOOTH SPACE WILL BE ACCEPTED BEYOND THE DEADLINE OF JULY 17, 2008!

INFORMATION FOR ALL BOOTHS & DISPLAYS:

TIME:	7:15 – 8:15 a.m.	Check In and Drop Off Display
	8:15 a.m.	Closing of Massachusetts Avenue - All vehicles off
Avenue	8:15 – 10:00 a.m.	Display Set Up
	10:00 a.m.-3:00 p.m.	Stage Events
	3:00 p.m.	Display Areas Close
	3:00 – 3:45 p.m.	Break Down
	4:00 p.m.	Street Cleaning
	5:00 p.m.	Opening of Mass. Ave. to General Traffic

THE POLICE WILL STRICTLY ENFORCE TIMES OF OPENING AND CLOSING.

ALL TRANSACTIONS WILL CLOSE AT 3:00 P.M. SHARP!

MASSACHUSETTS AVENUE WILL BE CLOSED TO ALL TRAFFIC FROM 8:15 A.M.

TO 4:00 P.M. It will be open to display participants only for the purpose of dismantling and moving displays from 3:15 to 4:00 p.m. The Avenue will be open to general traffic at 5:00 p.m.

- BOOTH SPACE:** Each booth space is 10 feet long and will accommodate a ten-foot table. Booths should not project more than ten feet from the curb into the street.
- TENT SPACE:** Each tent space is 10 feet long. The space will accommodate a 10-foot rental tent (you are responsible for set up of table and tent).
- PERMITS:** No one may participate in booth displays unless they have submitted an application form with the required fee and have received a confirmation letter prior to Town Day. Every participant must submit an application form to the Town Day Committee with complete information and registration fee. **DEADLINE IS JULY 17, 2008.**
The Town Day Committee will send a confirmation letter approximately 2 weeks before Town Day.
- ELECTRICITY:** Participants must supply heavy-duty extension cords if electricity is required. One outlet and one electrical device per display, 3-4-amp capacity, (slide projector level) are available on a limited basis for an additional fee. Cotton candy machines and other high power appliances cannot be accommodated by Town power and will not be allowed. Applicant requests will be handled on a first-come, first served basis and at the discretion of the Committee. Special requests may not be given consideration due to electrical outlets being located in one particular area.
INDIVIDUAL GENERATORS ARE NOT PERMITTED!
- EXHIBITORS:** Town residents, Town businesses, or any Arlington based organization in existence for at least one year, may apply for booth space. All booths must be attended by the applicant. **The Town Day Committee will make decisions on any exceptions, (i.e. waiving vehicle restriction).**
- ACTIVITIES:** Booths will be restricted to such activities as craft exhibits, bake sales, educational displays, club membership information, games, food vendors and/or other such "fair type" activities. Excluded will be activities such as, political campaigning, speech making, and/or any other subject or activity not suitable for viewing by people of all ages, as determined by the Town Day Committee and the Board of Selectmen.
- FOOD:** All food items must be specified. Fill out the enclosed Board of Health **food permit form** and return with a check for **\$25.00** (made out to the Town of Arlington) to the Board of Health.
***Please note: Food vendors will be located on either end of Mass. Ave.**
- GRILLS/LPG:** For open flames and propane grills you must apply for a **fire permit** at Fire Prevention, located at 112 Mystic St., the Community Safety Building. All grills and open flames heater/cooks must have a fully charged 10-pound dry chemical fire extinguisher within easy reach. This **permit** must be clearly visible on display at the booth. The permit fee is **\$15.00** (made out to the Town of Arlington).
- HELIUM TANKS:** Tanks must be **secured** in an upright position to prevent tipping or falling.
- RAFFLES:** All non-profit organizations must have a permit to conduct raffles. This **\$50.00 permit** is valid for one year. Applications for permits should be picked up at least one month before Town Day at the Town Clerk's Office. Completed applications should be brought to Community Safety Building for the Police Chief's signature, **AS SOON AS POSSIBLE.** Return applications for approval to the Town Clerk's Office no later than 1 week before Town Day.
ONLY NON-PROFIT ORGANIZATIONS MAY CONDUCT RAFFLES.
- NOT PERMITTED:** No frisbees, water guns, all guns, dangerous toys, air horns, fireworks, snap cracks, spray glue objects, shaving cream, silly string or other items determined by the Police Department to be objectionable may be sold or distributed. Police Officers have the authority to order the removal of any such objectionable items and to retrieve an applicant's booth permit if necessary.
- SIGNS:** Each participant must have a large, easily readable sign stating their name, organization, or business. All non-profit applicants offering items for sale must identify the recipient of all proceeds. (Example...."Proceeds to....Club") etc.
- CLEAN UP:** **All participants are required to clean up their booth area promptly at 3:00 PM. Participants will be held responsible for any litter, damage, etc. found in their assigned area.**

ARLINGTON TOWN DAY
SEPTEMBER 20, 2008
APPLICATION FOR BOOTH SPACE
Non-Food Vendor

Name of Organization: _____

Contact Person: _____ E-mail address required _____

Telephone: (Day) _____ Telephone: (Night) _____

Address: _____

Town: _____ State: _____ Zip: _____

	BOOTH COST	TOTAL
Non-Profit Organization	\$50.00	_____
Business Display	\$150.00	_____
Crafts	\$60.00	_____
Town Committee	\$25.00	_____
Electrical	\$50.00	_____
	TOTAL Booth Cost	_____

Please check if applicable: **Raffle (Go to the Clerk's Office for permit)**
 Helium

All items for sale or display must be specified. If booth is intended for soliciting membership in an organization provide description or purpose of the organization. (Final approval is required by the Town Day Committee)

There will be an additional fee of \$50.00 for use of an electrical outlet (3-5 amps only), subject to availability. **ONLY ONE OUTLET PER BOOTH.** This fee will be donated to the Arlington Mass Emergency Management Agency/Community Safety volunteers in return for their time and effort to provide electricity.

Purpose of Booth/Special Location Request (be specific).

Note: The Town Day Committee will designate electrical booth requests.

REQUESTS FOR SPECIAL LOCATIONS MUST BE RECEIVED BY JULY 10, 2008.

NO APPLICATIONS WILL BE ACCEPTED AFTER JULY 17, 2008.

ALL APPLICATIONS MUST BE FILLED OUT COMPLETELY AND ACCOMPANIED BY:

CHECK MADE PAYABLE TO: TOWN OF ARLINGTON-TOWN DAY COMMITTEE:

MAILING ADDRESS: BOARD OF SELECTMEN – TOWN DAY 2008
730 MASSACHUSETTS AVENUE
ARLINGTON, MA 02476

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: _____ **Date:** _____

ARLINGTON TOWN DAY
 SEPTEMBER 20, 2008
 APPLICATION FOR BOOTH SPACE
Food Vendor

Name of Organization: _____

Contact Person: _____ E-mail address required: _____

Telephone: (Day) _____ Telephone: (Night) _____

Address: _____

Town: _____ State: _____ Zip: _____

	BOOTH COST	TOTAL
Food Vendor	\$250.00	_____
Non-Profit Organization with food	\$50.00	_____
Electricity	\$50.00	_____
	TOTAL Booth Cost	_____

GRILLS/LPG: For open flames and propane grills apply for a **fire permit** at Fire Prevention, located at 112 Mystic St., the permit fee is **\$15.00** payable at Fire Prevention.

Please check if applicable: **Cooking** **Raffle (Go to the Clerk's Office for permit)**
 Electricity **Helium**

All items for sale or display must be specified, including specific food items. If booth is intended for soliciting membership in an organization provide description or purpose of the organization.
 (Final approval is required by the Town Day Committee)

There will be an additional fee of \$50.00 for use of an electrical outlet (3-5 amps only), subject to availability.
ONLY ONE OUTLET PER BOOTH. This fee will be donated to the Arlington Mass Emergency Management Agency/Community Safety volunteers in return for their time and effort to provide electricity.

Please list all food to be sold. Only those food items listed will be allowed. _____

How will food be cooked and/or be kept warm? _____

Special Location Request (Food Vendors will be located at either end of Mass. Ave) _____

REQUESTS FOR SPECIAL LOCATIONS MUST BE RECEIVED BY JULY 10, 2008.

NO APPLICATIONS WILL BE ACCEPTED AFTER JULY 17, 2008.

ALL APPLICATIONS MUST BE FILLED OUT COMPLETELY AND ACCOMPANIED BY:

CHECK MADE PAYABLE TO: TOWN OF ARLINGTON-TOWN DAY COMMITTEE:

MAILING ADDRESS: BOARD OF SELECTMEN – TOWN DAY 2008
 730 MASSACHUSETTS AVENUE
 ARLINGTON, MA 02476

I HAVE READ AND UNDERSTAND ALL RULES AND REGULATIONS:

Signature: _____ **Date:** _____

ADDITIONAL INFORMATION:

1. ALL FEES ARE NON-REFUNDABLE.
2. THIS IS AN APPLICATION, NOT A CONTRACT. DEPOSIT OF CHECK DOES NOT GUARANTEE CONTRACT.
3. WHILE EVERY EFFORT IS MADE TO ACCOMMODATE THE REQUEST OF THE APPLICANT FOR A PARTICULAR BOOTH SPACE, NO GUARANTEES FROM THE TOWN DAY COMMITTEE ARE MADE. THE TOWN DAY COMMITTEE WILL DECIDE SPACE AVAILABILITY OF APPLICANT
4. SPECIAL REQUESTS MUST BE MADE ON THE APPLICATION BEFORE THE DEADLINE DATE OF JULY 10, 2008.
5. ALL APPLICATIONS MUST BE RECEIVED BY JULY 17, 2008.
6. BOOTH NUMBERS WILL BE GIVEN OUT THE MORNING OF TOWN DAY AT CHECK IN AREAS AT 7:15 A.M.-LOCATED ON EITHER END OF MASS. AVE.

NOTICE:

**ALL APPLICATIONS WILL BE AVAILABLE AT
THE BEGINNING OF JUNE ON THE
TOWN WEBSITE:**

www.arlingtonma.gov



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE BOARD OF HEALTH**

Town of Arlington

27 Maple Street
Arlington, Massachusetts 02476

Christine M. Connolly, MPH, CHO
Director of Health and Human Services

Tel: 781 316-3170
Fax: 781 316-3175

MEMO

TO: Town Day Temporary Food Vendors

FROM: Natasha Thorne, Health Compliance Officer

RE: Town Day 2008

Date: June 1, 2008

Dear Vendors:

To obtain a permit to operate a temporary food establishment at Town Day, you must complete and submit the temporary food permit application to the Board of Health.

- Any operation that publicly distributes/sells food or beverages (including baked goods and or coffee must obtain a Temporary Food Permit.
- Food Vendors should be set up and ready for an inspection from the Board of Health 30minutes **BEFORE** the opening. **Refer** to the document "Temporary Food Establishment Guidelines".
- Temporary Food Permits will be issued on the day of the event only **AFTER** a Health Compliance Officer has conducted an inspection of your booth.
- Any vendor serving food or beverages without a Temporary Food Permit will be asked to remove the product from the event.
- **Applications must be submitted to this office by Thursday July 17, 2008 by 7:00PM.**
- **Applications submitted after Thursday July 17, 2008 WILL NOT be accepted.**
- Questions can be directed to this office at 781-316-3170.



DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE BOARD OF HEALTH

Town of Arlington
27 Maple Street
Arlington, Massachusetts 02476

Christine M. Connolly, MPH, CHO
Director of Health and Human Services

Tel: 781 316-3170
Fax: 781 316-3175

APPLICATION FOR A PERMIT TO OPERATE A
TEMPORARY FOOD ESTABLISHMENT

Establishment/Food Vendor:

Name _____ Phone # _____

Address _____

Person in Charge _____ Phone # _____

Event: TOWN DAY SATURDAY SEPTEMBER 20, 2008

Foods:

List all food/beverages to be served (non listed items will not be permitted) _____

Method of keeping food covered during display _____

Potentially hazardous foods – Food thermometers required

Method of keeping cold food below 41° F _____

Method of keeping hot food above 140° F _____

Place of preparation (must be a permitted kitchen) _____

Non-Arlington establishments must submit a copy of their Food Permit.

Method of hand washing/hand sanitizing _____

-
- All food must be covered at all times during display.
 - All food contact services must be sanitized and kept clean at all times.
 - All food must be protected from sunlight to prevent temperature elevation.
 - All food must be stored at least 6 inches off the ground.
 - Non-Arlington establishments must submit a copy of their Permit to Operate a Food Establishment.
 - Submit Permit Fee \$25.00 made out to Town of Arlington with this application

Signature

Date



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE BOARD OF HEALTH**

Town of Arlington

27 Maple Street
Arlington, Massachusetts 02476

Christine M. Connolly, MPH, CHO
Director of Health and Human Services

Tel: 781 316-3170
Fax: 781 316-3175

Temporary Food Establishment Guidelines:

- Raw meat, poultry, eggs or fish are prohibited at Temporary Food Establishment locations, with the exception of foods that require limited preparation, such as hamburgers and hotdogs.
- Operations serving hot foods must have suitable equipment that can rapidly heat foods and keep food hot (140°F) until served.
- Operations serving cold foods must have suitable equipment that can maintain product at 41°F or below.
- A food grade thermometer must be on-site to verify hot and cold temperatures.
- The storage of packaged food in contact with water or un-drained ice is prohibited.
- Wrapped, ready to eat foods such as sandwiches must not be in direct contact with ice.
- All packaged food must be individually wrapped/package and labeled.
- Only single service condiments should be used. Squeeze bottles, or pour containers are acceptable substitution.
- Running water with liquid soap and disposable towels OR a bottle of hand sanitizer for cleansing hands must be available at each booth. (Applicable to outside events and indoor events where hand-washing lavatories are not easily accessible.
- Each booth must have sanitizing solution at the proper concentration in the form of a labeled spray bottle or labeled bucket. The solution must be used for cleaning food contact surfaces and utensils. Test strips must be available. Solution in a bucket must be monitored and changed as needed. **Note:** 2 teaspoons of bleach in one gallon of water will yield an acceptable sanitizing solution.
- Single use Non-latex gloves or other approved protective equipment (tongs, deli tissue, other utensils etc) must be used when handing ready-to-eat foods.
- Good food handling practices must be observed along with a high level of personal hygiene, clean outer clothing, and the use of effective hair restraints.
- The Board of Health reserves the right to require a Certified Food Safety Handler on-site during the event.
- Food being served at the event must come from a licensed Food Establishment.
- Questions regarding temporary food events or these guidelines may be directed to this office at 781-316-3170.