

**31st Annual
FRANKFORT HOT DOG FESTIVAL
FOOD BOOTH SPACE RESERVATION FORM**


BUSINESS NAME: _____
CONTACT PERSON: _____ **PHONE:** _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
EMAIL ADDRESS: _____

For Profit Business

_____ 10 x 10 \$145.00
 _____ 10 x 20 \$195.00
 _____ 10 x 30 \$245.00

Non Profit Groups ONLY

_____ 10 x 10 \$110.00
 _____ 10 x 20 \$160.00
 _____ 10 x 30 \$210.00

I require electricity _____ I DO NOT require electricity _____  I require water \$10 _____

1 -110 (10-20 amp) service = \$15 _____ 1 -220 (20-50 amp) service = \$30 _____
 2 -110 (10-20 amp) service = \$20 _____ 2 -220 (20-50 amp) service = \$50 _____

Description of Equipment: _____
 (must have this info or we cannot guarantee electrical needs being met)

Detailed description of my menu: (Attach additional page if necessary)

Waiver of Responsibility

I understand that I am personally responsible for my belongings at all times. I will not hold Frankfort Main Street, Inc. or any member of its Board of Directors or its staff, liable for any damages that might occur to my items during the festival. I agree to hold Frankfort Main Street, Inc., and all members of its Board of Directors, and staff harmless for any injury that might occur to me, any co-workers, or any customers while at my booth.

 Signature

 Signature (if more than one person at booth)

I have read and will comply with all of the requirements as stated. Enclosed is the insurance certificate.

Date: _____ Signature _____

Please make checks payable to: Frankfort Main Street, Inc., 62 N Main Street; Frankfort, IN 46041

OFFICE USE ONLY:

Paid in full \$ _____ Cash: _____ Check# _____ MO# _____

Booth size: _____ Electric: _____ Date: _____

Rules for Food Vendors:

1. Regulations are as follows:
 - A two-day stay is required of each food booth.
 - Must have Certified Food handler certificate
 - Temporary food permit must be purchased prior to event (BOH 765-659-6385)
 - Booths must be open from 11 am to 10 pm on Friday and 11 am to 10 pm on Saturday.
 - Vendors may set up Thursday evening after 7:00 pm.
 - Vans, trucks, and all other support vehicles must be off the premises by 9 am on Friday
 - **If you have a supply vehicle that needs electricity - you MUST pay for that when you apply**
 - No vendor may tear down before 10:00 pm on Saturday - **ABSOLUTLY NO VEHICLES PERMITTED IN FESTIVAL AREA UNTIL AUTHORIZED BY FESTIVAL DIRECTOR!**
2. Each vendor must submit with the application a list of **all** items to be sold.
3. **All Food Vendors must have a Class K fire extinguisher.**
4. Frankfort Main Street reserves the right to retain control of menu items being served at the festival. We will expect to see the items for sale at the event that you have described on your application and that have been approved by Frankfort Main Street. We will be notifying every one of the festival menu and what items have been approved for each vendor or organization. Frankfort Main Street will make final determination on whether your items will be accepted, and if your booth will be part of our Food Court.
5. Only food approved at the time of application may be sold. Menus may be restricted to avoid duplications.
6. All food must be sold from the space provided for the concession. No soliciting on the grounds will be permitted.
7. **NEW!!! We are inviting our food vendors to offer Hot Dogs. We want to see a variety of dogs and we will help promote your business as being part of the HOT DOG TRAIL. FMS will promote you if you send us pictures and the name of your specialty Hot Dog**
8. **During the festival vendors must display a sign with the name of the organization, menu items and the cost for each item sold.**
9. Each group must furnish its own heavy-duty extension cord(s) & hoses. **There will be a fee if FMS provides any connections.**
10. Each vendor will be responsible for keeping all trash cleaned up. There are large trash trucks located in the alley. If you have any questions as to the location, we will be glad to assist you. Empty food cartons may not be stacked outside of food tents, trailers or in barrels intended for visitor use. **Vendors are responsible to remove all grease and gray water. Vendors will not be allowed to return if either are drained into city sewers and you will be assessed a fine.**
11. **No one** is guaranteed a specific location. Vendors will be positioned according to our electrical and water capabilities.
12. Vendors will be required to provide with their application a certificate of liability of \$1,000,000 to the Frankfort Hot Dog Festival and Frankfort Main Street, Inc. Vendors must comply with the following notice of insurability: Each group engaged in the selling of food will be required to send a certificate of liability insurance with the application. Upon receipt of said certificate a representative of the Frankfort Hot Dog Festival committee shall review its validity and hold this certificate until August 5, 2026. Absolutely no exceptions will be made and any group attempting to sell without the above certificate shall be removed from the Festival Grounds.
13. The festival committee requires that fees, registration form, copy of permit and insurance certificates be received by July 1, 2026. **ABSOLUTELY NO APPLICATION WILL BE CONSIDERED UNLESS ALL REQUIREMENTS ARE MET BY JULY 1st FOR RETURNING VENDORS.**
14. **PLEASE NOTICE: ALL RETURNING VENDORS MUST HAVE YOUR APPLICATION IN AND PAID NO LATER THAN JULY 1, 2025 TO SECURE A SPACE. APPLICATIONS RECEIVED AFTER JULY 1, 2026 WILL BE CONSIDERED IF SPACE IS AVAILABLE.**

*FAIRS AND FESTIVALS/AMUSEMENT OPERATIONS***§ 93.150 TENTS, CANOPIES AND MEMBRANE STRUCTURES.**

(A) Tents having an area of 200 square feet or greater shall comply with Chapter 24 of the Indiana Fire Code.

(B) Canopies with rigid frames used by vendors shall be anchored by not less than 40 pounds of ballast on each leg of the structure. Ballast can be sandbags, formed concrete anchors, concrete blocks, and the like, fixed securely to the frame or leg of the structure. Anchoring with screws or driven rods into the ground or paved surface is prohibited.

(C) Any cooking process that utilizes an open flame, creates sparks or grease laden vapors is prohibited inside tents, canopies and membrane structures.

(D) Any cooking process that grease laden vapors will require a portable “K” class (potassium acetate wet chemical) fire extinguisher on site.

(E) Compressed gas cylinders shall be secured in an upright position that will prevent them from falling or being caused to fall over.

(Ord. 14-08, passed 8-11-14) Penalty, see § 93.999

Small Pop-Up Tents at Fairs, Festivals and Markets

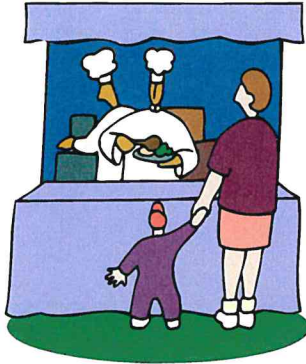
10x10 canopies and similar sized tents are generally exempt from fire code compliance. However, at events open to the public where the aggregate area of canopies exceeds 400 square feet, your canopy must meet the State fire codes listed above.

10x10 tents, unlike larger tents, can be effectively anchored with a minimum of 40 pounds of weight per leg. Attach the weights with a sturdy strap or rope to the frame of the canopy in a manner to limit movement of the support legs.

Our street vendors use a variety of methods to weight down their canopies. 5 gallon buckets with sand or other material are one of the more popular and effective methods used.



Food Safety at Temporary Events



Clinton County Health Department

1234 Rossville Avenue, Ste B
Frankfort, IN 46041

Phone: 765-659-6385 X-1305

Email: mhong@clintonco.com

Food Safety Supply Checklist

Handwashing

- Spigoted, insulated 5 gallon water jug
- 5 gallon catch bucket
- Soap
- Paper towels

Food surface & Utensil Sanitizing 3

- wash basins to wash-rinse-sanitize
- Food surface sanitizer (NOT HAND SANITIZER)
- Food surface sanitizer test strips
Quat 200ppm – Chlorine 50ppm – Iodine 12.5ppm

Temperature Control

- Probe thermometer
- Insulated containers
- Hot ↑ 135°
- Cold ↓ 41°

Other items

- Overhead coverings
- Disposable gloves, serving utensils
- Sneeze Guards

Guidelines for Temporary Events

The following is a summary of requirements of the Indiana Food Code:

Permits: Check with the Health Department about permits and code requirements. Be prepared to tell where the event will be held, what you plan to serve, where the food will come from, how it will be prepared and transported, and the precautions you will take to prevent contamination.

Employee Health: Food workers may not have any open cuts, sores, or diseases transmittable by food. If a food worker has nausea, vomiting, or diarrhea, they are not allowed to work.

Good Hygienic Practices: Designate an area away from food service and preparation for workers to eat, drink, and use tobacco. Workers must wash hands before returning to work. They must have clean clothes, wear hair restraints, and wash hands frequently.

Water Supplies: All water used for food preparation, utensil cleaning, and hand washing shall be from a *safe approved source*. An adequate supply of hot and cold water shall be available.

Water must be stored in food grade containers with tight fitting covers and be used only for storage of safe water. All water hoses used to carry water for food preparation and handwashing must be of food grade materials and be protected by an approved backflow prevention device. Wastewater must be disposed of in an approved municipal sewer or septic system. Dumping wastewater onto the ground, into waterways or storm drains is ILLEGAL and you could be fined!

Serving/Cooking/Grill Areas:

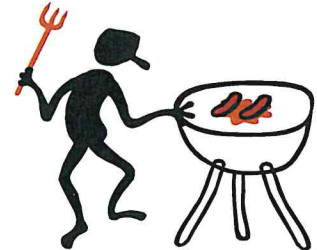
Provide handwashing for all cooking and serving areas. Rope or fence off hot cooking equipment to protect the public from burns and to prevent exposure to food.

Garbage & Refuse: Garbage must be kept in insect/rodent-proof containers that do not leak and do not absorb liquids. Garbage must be routinely removed from the immediate area.

Stand Construction: Extensive food preparation and utensil

washing areas shall have overhangs.

Poisonous Materials: Label containers of sanitizers and poisonous or toxic materials with the commonly identified name and keep away from food.



Guidelines for Food Safety

Menu: Keep your menu *simple*. All food ingredients must be from an approved source and be prepared at the temporary stand or a licensed facility. **The sale of food prepared in a private home is not allowed.**

Cold Storage: Foods that require refrigeration (potentially hazardous foods) must be kept at 41°F or less.

Transportation of Food: Protect food from contamination and use refrigerated trucks or insulated containers to keep hot food hot (above 135°F) and cold food cold (below 41°F).

Cooking: Use a probe food thermometer to check temperatures of potentially hazardous foods. Cook ground red meats to over 155°F, all poultry to over 165°F, and fish, beef, and pork to over 145°F.

Hot Holding: Hot holding units shall keep potentially hazardous food at 135°F or above.

Cooling: To cool foods quickly use an ice water bath and stir the product frequently, or place the food in shallow pans not more than 2 inches deep and refrigerate. Do not put pans on top of each other and leave covers off or ajar until completely cool. Check temperature periodically to see if cooling properly (135°F to 70°F in 2 hrs. and 70°F to 41°F in 4 hrs).

Reheating: Heat quickly to an internal temperature of 165°F or over. Crock pots,

steam tables, and sterno may NOT be used to reheat potentially hazardous foods.
Thawing: Food must be thawed in a refrigerator, completely submerged under cool running water (70°F or below), or as part of the cooking process.

Thermometers: Each cold storage/hot holding unit for potentially hazardous food must have a thermometer to measure the air temperature of the unit. An accurate metal stem thermometer must be provided to check the internal temperatures of both hot and cold food. Sanitize the thermometer between uses.

Food Handling: There shall be no bare hand contact with ready-to-eat food. Use utensils, tissues, or gloves. Wash hands frequently while working and when changing gloves.

Certified Food Handler: Any vendor selling potentially hazardous foods (PHF's) must have a Certified Food Handler. Please visit the Indiana State Department of Health website for a list of approved certifications.
www.in.gov/isdh/21059.htm

Cleaning and Sanitizing: When numerous utensils are used, hot and cold water under pressure and a three compartment sink are required and must be sized to accommodate 50% of the largest utensil. When utensils are limited to tongs, spatulas, and cutting boards, three dishpans of adequate size may be used. Wash in hot soapy water, rinse in clean water, immerse in warm approved food surface sanitizer solution for 1 minute, and air dry. Change all wash, rinse, and food surface sanitizer solutions frequently. An approved test kit for the type of food surface sanitizer used must be available to check the concentration of sanitizer solutions.



Wash Rinse Sanitize

Wiping Cloths: Wet cloths used for wiping surfaces must be stored in a chemical sanitizing solution (Approx. 3/4 teaspoon bleach to 1 gallon of warm water). A spray bottle and disposable towel may also be used for this purpose (Approx. 1/8 teaspoon bleach to 2 cups of water). Other approved food surface sanitizers may be used following label directions.

Food Surface Sanitizer Concentrations:
 Chlorine- 50-100 ppm

Quat Ammonia- 200-400ppm
 Iodine-12.5-25 ppm

Ice: Ice intended for human consumption must not be used for any other purpose (example: food storage for cold holding, soda bottles etc.) and should be dispensed with a scoop. The scoop should be stored in the ice with the handle extended, on a clean surface, or in a covered container.

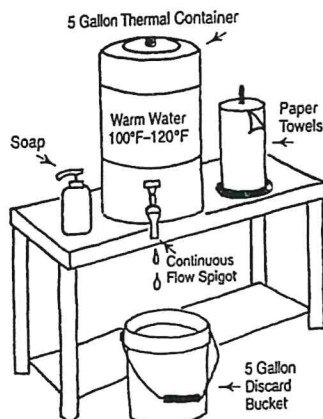
Food Display: All food must be protected from contamination by the use of packaging, food shields, display cases, or other effective means.

Single-Service Utensils: All single-service cups or utensils should be stored in the original closed container or effectively protected from dust, insects, and other contamination. Eating utensils should be pre-wrapped or dispensed so only the handles are touched by employees and customers. Store cups and other single-service items upside down and covered.

Condiment Dispensing: Condiments (sugar, cream, mustard, ketchup, etc.) must be served in individual packages or from approved easily cleanable, multi-service dispensers, unless dispensed by employees.

Dry Storage: All food, equipment, utensils, and single-service items must be stored 6 inches above the floor on pallets or shelving and protected from contamination.

Handwashing: Provide warm water, soap, and disposable towels for handwashing. Warm water may be provided under pressure or in a 5- gallon or larger container with a non-self-closing spigot or valve that allows a continuous flow of water over the hands and into a catch basin



Wash Hands
 Frequently to Prevent Illness

Since the staff at temporary food service events may not be professional food workers, it is important they be thoroughly instructed in the proper method of washing their hands. The following may serve as a guide:

Use soap and warm water. Rub your hands vigorously for 20 seconds.



Wash ALL surfaces, including: -
 back of hands-wrists-between
 fingers-under finger nails
 Rinse your hands well. Dry with a paper towel. Turn off the water using paper towel, instead of your bare hands.



Food workers should wash their hands before engaging in food preparation, including working with exposed food, clean equipment and utensils, and after performing any of these activities: Using the toilet • Handling raw food • Coughing or sneezing • Touching hair, face, or body • Smoking, eating, or drinking • Handling soiled items • Scraping tableware • Disposing of garbage • After/prior to using gloves