



# 43<sup>rd</sup> Annual Cultural Arts Festival

## The Heart of Our Culture

## El corazón de nuestra cultura

### Saturday, April 13, 2019

## Food Booth Guidelines

**Eligibility:** Thirty food booths will be available for use to all Harlandale ISD clubs and organizations first, then booster clubs, alumni groups and PTAs. No out of district organizations will be allowed to have a booth. Interested groups must attend the drawing on **Thursday, March 28 at 5:00 p.m.** in the Board Room at Central Office, 102 Genevieve.

**Booth:** Dimensions are 8' x 8' and booths will be set up by HISD. Electrical outlets are also provided by the district. Organizations must provide their own cords, utensils, etc. Each booth with a heating element (flames or electrical) will be responsible for providing its own fire extinguisher (6lb. 2-A: 10-BC). **NO** open flames will be allowed under the booth area. Once the booth has been set up it cannot be moved.

**Fee:** Each booth is required to have a food permit. Food permits cost \$31. Additionally, any booth with a heating element and/or require electricity will need a fire permit (\$31). The fees must be paid on the date of the drawing. Payments can be made using cash or check. Make check payable to HISD.

**Booth Assignments:** will be available for pickup Monday, April 8 at 5:00 p.m. in the Board Room. Only food assigned may be sold from your booth. Any booth found selling anything else will have to stop upon request. Booths selling identical items should discuss and agree on the same price. Food must be cooked on the premises, in a school cafeteria or a restaurant. Bring signed paperwork to prove it.

**Set Up:** Vehicles may come in to the stadium parking area to unload materials, but must do so and leave immediately. Unloading of food must be completed by 9:00 a.m. on the day of the event. Sales should not begin until a Health Department representative has visited and approved your booth.

**Parking:** Every group will receive one pass to park along the baseball field. Other participants must park in the general parking areas on the visitors side of the stadium.

**Break Down:** Each organization is be responsible for keeping their area clean during the fair and cleaning up before departing. The booths must be free of decorations by 2:30 p.m. on the day of the event.

**Locking Money Bag:** All HISD fundraising groups must use a locking money bag. The bag, along with cash money receipts, must be turned over to the HISD Police Department for safekeeping. Your group's representative can pick up the money bag Monday morning.

**All food booths must comply with rules and regulations set forth by the San Antonio Metropolitan Health District.**

