

**EVENT DATES:  
FEB 08,09,10,11 2018**

**EVENT TIMES:**

Thur 02/08/18 5:00 PM to 10:00 PM  
Fri 02/09/18 5:00 PM to 12:00 AM  
Sat 02/10/18 12:00 PM to 1:00 AM  
Sun 02/11/18 12:00 PM to 8:00 PM



**MARDI GRAS**  
OF SOUTHEAST TEXAS, INC.

**MARDI GRAS  
SOUTHEAST TEXAS, INC.  
2018 FOOD CONCESSION  
AGREEMENT**

**VENDOR FEE: \$ 950**

**INSURANCE: \$ 175**

**IT IS HEREBY AGREED THE UNDERSIGNED, AS A LICENSEE, WILL BE RESPONSIBLE FOR THE OPERATION OF A CONCESSION BOOTH**

Returning Concessionaire shall pay to Mardi Gras Southeast Texas, Inc. (MGSET) at time of application a vendor fee of \$950.00 **by August 15, 2017** to retain same space location & product for 2018. Concessionaire understands the payment is non-refundable. **Full payment is required when application is submitted.**

Concessionaire understands this is not an exclusive concession contract and that MGSET, Inc. shall enter into other concession contracts with other parties and that MGSET, Inc. has exclusive rights to all beverages.

**CONCESSIONAIRE AGREES TO THE FOLLOWING TERMS AND CONDITIONS:**

- Maximum of 4 primary products for sale and should only display approved menu items & approved prices at the event.
- Shall sell only the food item (s) listed on the Vendor Agreement and at the prices stated on contract
- May not change the menu or food prices once contract is submitted to MGSET for approval.
- May not sub-lease space under any circumstances. Space location and placement is at the discretion of MGSET.
- Concessionaire is responsible for collection / reporting of sales tax and is required to file by list showing the City of Port Arthur location for all sales at the event. **A Texas Sales tax number is required at time of application.** Comptroller / 800-252-5555.
- Responsibility for obtaining all licenses, permits, health certificates, items required by governmental agencies required to operate lawfully are concessionaires' responsibility.
- To follow the City of Port Arthur guidelines for disposal of gray water - written copy is attached. Each is responsible for disposal of grease or cooking oil. Failure to dispose of properly may result in expulsion from the event and jeopardize any future invitations.
- To remain open for operation during the times stated above. Early closure is prohibited.
- All vending units, trailers, equipment, trash, etc. will be removed no later than the following day after the event is closed.
- To furnish MGSET, Inc., a certificate of insurance with MGSET, Inc. named as additional insured, evidencing that concessionaire has comprehensive liability coverage including products liability to MGSET, Inc. against bodily injury and death with limits of \$500,000.00 per occurrence in conjunction with Mardi Gras. Concessionaire shall not be permitted to enter the premises or operate without required insurance. You may purchase Insurance through MGSET, Inc., which is available at stated price on or before January 1<sup>st</sup>.
- Concessionaire agrees to indemnify and hold harmless, MGSET, Inc., City of Port Arthur and its officers and directors, causes of action or damage of any kind, for injury to, or death of any person and/or damages to property arising out of the use and operation of this concession booth by Concessionaire, its agents, vendors, contractors, employees and/or participating members. This agreement to indemnify and hold harmless MGSET, Inc., and the City of Port Arthur specifically extends to any acts of omission or negligence on the part of the above, its officers, directors, employees and agents.
- MGSET, Inc. will provide Vendor wristbands for admission to the event upon completion of all inspections. Vendor wristbands are limited to necessary workers only and must be worn for admittance.
- Booth space is 20' x 20' including tongue of the vending unit.** Additional space may be purchased if available, see Vendor application.
- Electricity and/or water will be provided nearby space. Maximum of 70 amps per space. Concessionaire agrees not to exceed 70 amps, as MGSET cannot guarantee service. Special electrical needs will be at the expense of the Concessionaire.
- All fixtures required to operate are the concessionaire responsibility. All LP gas tanks & valves shall be in good working condition and able to pass inspection before permit is issued. All extension cords used to conduct electricity shall be in good condition and of three-ground type, minimum wire size No. 14. Concessionaire is required to furnish one five (5) pound ABC fire extinguisher at booth.

**Failure to comply with any / all conditions will result in immediate expulsion from the event and may jeopardize any future invitation**



of southeast texas, inc.

[mardigras.portarthur.com](http://mardigras.portarthur.com)

# VENDOR APPLICATION

RETURNING VENDOR DEADLINE: 08/15/2016

## MARDI GRAS SOUTHEAST TEXAS, INC.

3830 Hwy. 365 ♦ Port Arthur, TX 77642  
Phone (409) 721-8717 Fax (409) 721-8700

CONCESSION NAME \_\_\_\_\_

OWNER NAME \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

HOME PHONE \_\_\_\_\_ WK PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

TEXAS SALES TAX PERMIT # \_\_\_\_\_  
(Required at the time of application – This information is verified)

**SPACE #:**

I have read and agree to the Terms and Conditions of the Food Concession Agreement.

SIGNATURE \_\_\_\_\_

### Information / Description of Vending Unit

Type of Vending Unit: Trailer \_\_\_\_\_ Booth \_\_\_\_\_ Tent \_\_\_\_\_ Building \_\_\_\_\_ Other \_\_\_\_\_  
(Describe)

Overall Length \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_

Removable Tongue: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Vending Window: \_\_\_\_\_ Side \_\_\_\_\_ Front \_\_\_\_\_ End \_\_\_\_\_

Will grease/cooking oil be used? \_\_\_\_\_ Disposal Method to be used: \_\_\_\_\_

Electrical Requirements: \_\_\_\_\_ 110 V \_\_\_\_\_ 220 V \_\_\_\_\_ AMPS

**SPACE SIZE IS 20 FT. x 20 FT. INCLUDING THE TONGUE OF THE VENDING UNIT. ADDITIONAL SPACE MAY BE PURCHASED IF AVAILABLE. ELECTRICITY & WATER PROVIDED**

## VENDOR FEES

20 x 20 VENDOR SPACE FEE DUE BY 8/01/17 \$ 950.00 \$ \_\_\_\_\_

ADDITIONAL SPACE REQUIRED \_\_\_\_\_ FEET @ \$47.50 A FT = \$ \_\_\_\_\_  
(Call for availability 409-721-8717)

INSURANCE PROVIDED BY MGSET..... \$ 175.00 \$ \_\_\_\_\_  
(Deadline 12/31/17)

TOTAL PAYMENT ENCLOSED .....\$ \_\_\_\_\_

(COMPLETE & RETURN THIS PAGE WITH FEE TO MARDI GRAS SOUTHEAST



# FOOD / BEVERAGE ITEMS AGREEMENT

(COMPLETE & RETURN THIS PAGE)

[mardigras.portarthur.com](http://mardigras.portarthur.com)

- ✓ Food items should be listed in the order of priority.
- ✓ Menu selection limited to 4 main items (beverages & nachos not included).
- ✓ Be specific about product name (type) and price.
- ✓ No menu or price changes permitted once application submitted.
- ✓ Disposal and removal of Grease/Cooking Oil is the responsibility of vendor.

PRODUCT # 1: \_\_\_\_\_ PRICE\$ \_\_\_\_\_

PRODUCT # 2: \_\_\_\_\_ PRICE\$ \_\_\_\_\_

PRODUCT # 3: \_\_\_\_\_ PRICE\$ \_\_\_\_\_

PRODUCT # 4: \_\_\_\_\_ PRICE\$ \_\_\_\_\_

**ICE WILL BE AVAILABLE FOR VENDORS TO PURCHASE ON  
GROUNDS THURSDAY AFTERNOON**

**NO REFUNDS – NO EXCEPTIONS**

**NOTICE**

Vendors may sell carbonated beverages of their choice. If you are pre or post mix vendor contact distributor direct for product as it will not be available on site.

- ✓ ALL VENDORS APPLICATIONS ARE SUBJECT TO REVIEW
- ✓ VENDOR MUST STAY OPEN THE DURATION OF THE EVENT
- ✓ PRODUCT AVAILABILITY IS LIMITED TO 4 OF THE SAME ITEM
- ✓ SPACE IS EXACTLY 20 X 20, IF YOU NEED LARGER CALL TO CHECK AVAILABILITY

**Return signed agreement, full payment and Tax ID to reserve space by deadline  
Application not accepted without Texas Sales Tax Number**

**FULL PAYMENT required at time of Application**

RETURN TO: MARDI GRAS SOUTHEAST TEXAS, 3830 Hwy. 365, Port Arthur, TX 77642

**NO REFUNDS ON CANCELLATIONS RECEIVED 45 DAYS PRIOR TO EVENT**



## Rules and Regulations for Temporary Food Service Establishments

### TEMPORARY FOOD ESTABLISHMENTS AND MOBILE UNITS - ORDINANCE NO. 86-43 Section 11-37.

- A. General.** A temporary food service establishment shall comply with the requirements of these rules except as otherwise provided in this article. The regulatory authority may impose additional requirements to protect against health hazards and prohibit sale of potentially hazardous foods.
- B. Restricted Operations.** Only those potentially, hazardous foods requiring limited preparation, such as hamburgers and frankfurters that only require seasoning and cooking, shall be prepared or served. The preparation or service of other potentially hazardous foods, including pastries -filled with cream or synthetic cream, custards, and similar products and salads or sand-wiches containing meat, poultry, eggs or fish is prohibited, except any potentially hazardous food that has been prepared and packaged under conditions meeting the requirements of these ar-ticles, is obtained in individual servings, is stored at a temperature of 450F, (70C.) or below, or at a temperature of 1400F. (600C.) or above and is served directly in the unopened original container.
- C. Ice.** Ice that is consumed or that contacts food shall have been made under conditions meeting the requirements of these articles. Ice shall be obtained only in chipped, crushed, cubed form and in single-use safe plastic or wet-strength paper bags filled and sealed at the point of manufacture. Ice shall be held in these bags until it is dispensed in a way that protects it from contamination.
- D. Equipment.** (1) Equipment shall be located and installed in a way that prevents food contamination and that also facilitates cleaning the establishment. (2) Food-contact surfaces of equipment shall be protected from contamination by consumers and other contaminating agents. Where helpful to prevent contamination, effective shields for such equipment shall be provided.
- E. Single-service articles.** All temporary food service establishments, which do not have effective facilities for cleaning and sanitizing tableware, shall provide only single-service articles for use by the consumer.
- F. Water.** Enough potable water shall be available in the establishment for food preparation, for cleaning and sanitizing utensils and equipment and for hand washing. A heating facility located on the premises and capable of producing enough hot water for these purposes shall be provided.
- G. Wet storage.** Storage of packaged food in contact with water or undrained ice is prohibited. Wrapped sandwiches shall not be stored in direct contact with ice.
- H. Waste.** All sewage, including liquid waste, shall be disposed of according to law.
- I. Hand washing.** Convenient hand washing facility shall be available for employee hand washing. This facility shall have water, soap and individual paper towels.
- J. Floors.** Floors shall be constructed of concrete, asphalt, tight wood, or other similar cleanable material kept in good repair. Dirt or gravel when graded to drain, may be used as sub flooring when covered with clean, removable platforms or duckboards, or covered with wood chips, shavings or other suitable materials effectively treated to control dust.
- K. Walls and ceilings of food preparation areas.**  
(1) Temporary food establishments shall protect the interior from weather and the entrance of insects, dust, dirt and other foreign matter. Doors shall be self-closing and constructed in such a manner as to prevent the entrance of insects, dust, dirt and other foreign matter. (2) Counter-service openings shall not be larger than is necessary for the particular operation conducted. These openings shall be provided with tight-fitting doors or windows constructed in such manner as to prevent the entrance of insects, dust, dirt, and other foreign matter, or shall be provided with fans installed and operated to restrict the entrance of flying insects. Counter-service openings shall be kept closed, except when in actual use.

# RULES AND REGULATIONS FOR MOBILE UNITS

## Temporary Food Establishments and Mobile Units

Ordinance NO. 86-43 Section 11-90

### CONCESSION STANDS

#### A. FOOD UNITS THAT SERVE ONLY PREPACKAGED FOOD SHALL HAVE THE FOLLOWING EQUIPMENT:

1. If the prepackaged food is hot food, then there shall be facilities to maintain the food at 140 degrees F. or above.
2. If the packaged food is cold, then there shall be facilities to maintain the food at 45 degrees F. or below.
3. If the packaged food is frozen, then there shall be facilities to maintain the food at 0 degrees F. or below.
4. All outer openings to the vehicle shall be constructed in such a manner as to prevent the entrance of insects, dust, dirt, and other foreign matter.

#### B. MOBILE UNITS THAT PREPARE FOOD SHALL HAVE THE FOLLOWING EQUIPMENT:

1. Three compartment sink.
2. A hand wash sink.
3. Hot and cold water under pressure.
4. Waste retention system with a capacity at least 15% larger than that of the water tank.
5. All outer openings shall be constructed in such a manner as to prevent the entrance of insects, dust, dirt and other foreign matter.
6. Facilities to keep hot food 140 degrees F. or above.
7. Facilities to keep cold food 45 degrees F. or below.
8. Light shields shall also be provided.

#### C. MOBILE MARINE PRODUCTS TRUCKS SHALL HAVE THE FOLLOWING:

1. Facilities to maintain a product temperature of 45 degrees F. or below.
2. A system to retain all liquid waste at least 15% larger than that of the water tank.
3. A cleaning sink for the purpose of washing, rinsing, and sanitizing the food contact surface.
4. A hand-washing sink.
5. All outer openings shall be constructed in such a manner as to prevent the entrance of insects, dust, dirt and other foreign matter.
6. Clean containers for the marine products.
7. Readily cleanable surfaces.

# APPLICATION FOR TEMPORARY FOOD SERVICE ESTABLISHMENT

Rules.doc 7/98

## City of Port Arthur

### Environmental and Consumer Health Division

**NOTE: THIS APPLICATION TO BE TAKEN OR RETURN TO THE CITY OF PORT ARTHUR, BOX 1089/ 449 Austin Ave. Port Arthur, TX 77642**

DATE: \_\_\_\_\_

SPONSOR OR OPERATOR: \_\_\_\_\_

ADDRESS OF SPONSOR OR OPERATOR: \_\_\_\_\_

LOCATION OF TEMPORARY ESTABLISHMENT: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ EMAIL : \_\_\_\_\_

NAME OF THE EVENT: \_\_\_\_\_

DATES OF THE EVENT: \_\_\_\_\_

TYPE OF OPERATION : (Please circle one)      PROFIT    OR    NON PROFIT

#### TYPE OF FOOD OR BEVERAGE TO BE SERVED

- |          |           |
|----------|-----------|
| 1. _____ | 7. _____  |
| 2. _____ | 8. _____  |
| 3. _____ | 9. _____  |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

\_\_\_\_\_  
SIGNATURE OF SPONSOR/OPERATOR

\_\_\_\_\_  
SIGNATURE OF SANITARIAN/CLERK

APPROVED: \_\_\_\_\_

DISAPPROVED: \_\_\_\_\_

**RETURN APPLICATION WITH \$10 FEE TO:**

**City of Port Arthur  
Environmental & Consumer Health Division  
P.O. Box 1089 / 449 Austin Ave.  
Port Arthur, TX 77641  
(409) 983-8822    FAX 983-8870**

***DO NOT SEND FOOD PERMIT TO MARDI GRAS SOUTHEAST TEXAS***

***Mail to City of Port Arthur at the address above***

# PORT ARTHUR FIRE DEPARTMENT

## CONCESSION REGULATIONS

The following regulations, established by the Port Arthur Bureau of Fire Prevention are for special events, which include booths or trailers providing food, using heat producing devices, and/or using electricity.

An inspection by the Port Arthur Bureau of Fire Prevention shall be conducted on each booth or trailer before being connected to electricity.

### ***FIRE EXTINGUISHERS:***

1. All booths or trailers shall provide a minimum of one (1) five pound (2A10BC rating) ABC type portable fire extinguisher.
2. Additional fire extinguishers or fire protection may be required at the discretion of the fire official.
3. All fire extinguishers shall have a current (1yr) inspection signed by a state licensed company or a sales receipt for the current year.

### ***BAR- B-Q Pits:***

1. All BBQ pits not mounted in a booth or trailer shall be kept a minimum of 10 feet away from combustibles.
2. Hot coals and ashes shall be stored minimum of 10 feet from combustibles in an approved metal container.

### ***TENTS***

1. All tents over 120 sq ft. shall have a flame retardant certificate and obtain an inspection from the Bureau of Fire Prevention.
2. Fryers and flame producing equipment will not be allowed within five feet (5 ft) of any tent.
3. Tents shall meet all other requirements for booths.

### ***CYLINDERS:***

1. Pressurized cylinders shall be properly secured to prevent falling and damage.
2. Protective caps provided for cylinders shall be kept in place for all cylinders not currently in use.

### ***ELECTRICITY:***

All permanent wiring must be in conduit. Electrical outlets and switches must have cover plates. Extension cords cannot replace permanent wiring. They may be used for temporary electric connections only. Motors will be kept free of grease and dust. Electrical adapters are prohibited if no circuit protection is built-in. All electrical wiring shall be free of splices and other mechanical damage. All electric wiring connections shall be made within approved junction boxes. If electric wiring is secured to metal, there will be electrical insulation or electrical tape between the metal and the electric wiring.

***Absolutely no household type extension cords only heavy-duty cords accepted.***

# **ATTN: VENDORS**

# **ELECTRICAL LIMITS**

**MAXIMUM OF 70 AMPS AVAILABLE PER  
VENDOR SPACE. PLEASE MAKE SURE  
YOUR NEEDS DO NOT EXCEED 70 AMPS  
AS WE CAN NOT GUARANTEE SERVICE.**

(KEEP THIS PAGE FOR FUTURE REFERENCE)



# **ATTN: VENDORS**



## **FIRE EXTINGUISHER**

**VENDOR MUST HAVE MINIMUM ONE (1) FIVE POUND (2A10BC RATING) ABC TYPE PORTABLE FIRE EXTINGUISHER WITH A CURRENT 1 YEAR INSPECTION TAG. VENDING PERMIT WILL NOT BE ISSUED WITHOUT PROPER EQUIPMENT.**

# **ATTN: VENDORS**

## **LP GAS**

**VENDORS USING LP GAS TANKS NEED TO MAKE SURE TANKS AND VALVES DO NOT LEAK. EQUIPMENT MUST PASS INSPECTION TO BE ISSUED A VENDING PERMIT. CHECK YOUR TANKS & VALVES BEFORE ARRIVING.**

### ***VENDOR SETUP INSTRUCTIONS***

**QUESTIONS OR SPECIAL NEEDS CALL 409-721-8717 LAURA**

**SETUP ON STARTS WEDNESDAY 2/07/18 8:00 AM TO 5:00 PM  
THURSDAY 2/08/18 8:00 AM TO 12 NOON – NO EXCEPTIONS**

- ❖ FIND SPACE AND COMPLETELY SET UP VENDING UNIT READY FOR INSPECTION (this includes electrical, water, LP gas tanks, holding tanks, etc.)
- ❖ WHEN COMPLETE GO TO THE MOBILE FIRE COMMAND CENTER (CORNER OF BEAUMONT AVE AND PROCTER STREET) TO REQUEST INSPECTION. GO BACK TO YOUR SPACE AND WAIT FOR THE INSPECTOR TO ARRIVE. INSPECTORS WILL COME TO YOUR VENDING AREA.
- ❖ ONCE INSPECTION IS COMPLETE BRING THE SIGNED INSPECTION FORM TO THE FLOAT DEN AT THE CORNER OF WACO AND PROCTER. SEE MARDI GRAS OFFICIAL FOR VENDOR WRISTBANDS. ALL VENDORS ARE REQUIRED TO WEAR WRISTBANDS FOR ADMITTANCE TO FESTIVAL GROUNDS.
- ❖ NO LATE ARRIVALS PERMITTED PAST 12 NOON ON THURSDAY.