

Juneteenth OR Board:

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Juneteenth OR

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Juneteenth OR



IMPORTANT INFORMATION-PLEASE READ

JUNETEENTH – June 20, 2020

It's about that time of year again to start planning the celebration of our annual Juneteenth OR festivities. Juneteenth is the oldest celebration commemorating the ending of slavery in the United States. Juneteenth OR plans to expand its reach by increasing participation of vendors, corporate and civic partners. Our goal is to attract more attendees and broaden the cultural, social, and economic impact of this celebration.

This year's Juneteenth OR celebration will be held on June 20, 2020 from 11:00 AM to 6:00 PM at the Legacy Emanuel Field, between N Williams & N Vancouver on N Graham.

Vendor Area:

Vendor space is on a first come, first serve. The earlier you come to set up the broader selection you will have. See onsite Volunteer Onsite Event Managers if you have any questions. **PLEASE NOTE: Electricity is not provided.**

Vendor Agreement/Contract:

This Official Vendor Registration form must be completed and returned **by June 1, 2020.**

Vendor Fees: (tent, table and chair provided at an additional cost)

Non-Profit and Informational Human Services Vendor	\$50 – <i>non refundable payable upon registration</i>
Retail Vendors	\$70 – <i>non refundable payable upon registration</i>
Corporations and Food Vendors	\$125 – <i>non refundable payable upon registration</i>
Optional Fees:	
Add Tent	\$80 – <i>non refundable payable upon registration</i>
Add one (1) Table and two (2) Chair	\$35 – <i>non refundable payable upon registration</i>

The fee assists with the event activities. Payment must be received with the registration by the deadline of June 1, 2020.

Pay online to: www.juneteenthor.com or send your check to: Juneteenth OR – PO Box 2232 – Fairview, OR 97024

FEE MUST BE INCLUDED WITH REGISTRATION FORM. Food vendors must complete the attached "Temporary Restaurant Form" required by Health Inspector.

Utilities/Equipment:

If you need a tent, table(s), chair(s) *please mark box above and send in payment, **electricity, etc. is not provided. You must provide any equipment/items for your space. If you require utilities you are responsible for bringing them with you. This form must be completed and submitted no later than **June 1, 2020.**

THIS IS A RAIN OR SHINE EVENT AND WILL NOT BE CANCELLED - ADMISSION FREE TO PUBLIC

Questions – please call 503-267-4686 or email info@juneteenthor.com

Single Event Temporary Restaurant License Application

A 100% late processing fee will be added to each temporary license fee that is not received in the Environmental Health Office by noon two business days before the event begins. [MCC § 21.612]

****INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED****

Facility #:
Audit/License #:

1. Restaurant/Organization: _____

Phone #: _____

Licensee (owner or organization): _____

Email: _____

Address of Licensee: _____

Event: _____ **Date(s) of Event:** _____

Location (Street name/number): _____ **Hours:** _____

Event Coordinator: _____ **Phone:** _____ **Email:** _____

Booth: Set-up time on first day of event: _____ **Start time:** _____

Person in charge of Food Booth: _____ **On-Site Phone:** _____

Menu: (list all food items, including perishable toppings):

Food item	How Served		Made to order		Off-site prep		At event prep		Describe cooking method
	Hot	Cold	Yes	No	Yes	No	Yes	No	

2. All food must be prepared in a facility approved by the Health Department or the Department of Agriculture.

- Home prepared foods not allowed.
- No cooling allowed in Food Booth.

3. Licensed restaurant/commissary used for food preparation, storage and dish/utensil washing. If all done onsite, mark "onsite only" below *

Name: _____ Phone: _____

Address: _____

_____ Date: _____

Person granting permission to use restaurant/commissary (Print name and signature)

*Food Preparation, Food Storage and Dish/Utensil Washing Done Onsite Only

Environmental Health Services



4. **Handwashing:** Describe: _____
- a. Water container must have a spigot that allows for a **free-flow** of water (Push-button type not allowed).
 - b. Water container and catch basin must be 5 gallon capacity.
 - c. Temporary hand wash station **must** be set up **before** food preparation begins.
 - d. Provide warm water.

5. **Disposal of waste water:** (i.e water used for handwashing, washing dishware, bleach solution, cold/hot-holding)
Describe: _____
- (Waste water must not be disposed of on ground or in storm drain).**

6. **Food temperature control:**
How will you provide for proper food temperature control (below 41° F, or above 135° F) in booth?
- a. Cold-holding devices (i.e., refrigerator, ice chest, freezer)
Describe: _____
 - b. Hot-holding devices (i.e., warmer, steam table, heat cabinet, burner)
Describe: _____
 - c. Rapid-heating devices (i.e., stove, oven, burner, grill)
Describe: _____

7. **Counter cleaning and sanitizing:**
(1 teaspoon of bleach per gallon of water and chemical test papers to monitor concentration of bleach). Provide 2 sanitizer set-ups.

8. **Booth construction:**
(Floor: non-absorbent surface such as wood, concrete or plastic tarp; grass must be covered)
(Ceiling: hard or soft covered structures such as canopy or tent).
Describe: _____

9. **Food handler's cards:** must have before event..... Yes No
Probe thermometer: (Range of 0° F – 220° F) Yes No

Submission of Application:

All portions of the application must be completed

<p>Refer to Fee Schedule or www.mchealthinspect.org or call office @ (503) 988-3400</p> <p>If your event operates more than 30 days and you have an interruption in food service or your license expires, a written notification is required from the Event Coordinator stating your last date of operation; or notification to the EHS office prior to interruption to avoid late fees.</p>	<p>Make check payable to: Multnomah County Environmental Health Services 847 NE 19th Avenue, Suite 350 Portland, OR 97232</p>
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Benevolent Administrative Processing Fee (Once Each Calendar Year)
Benevolent temporary restaurants are charged a fee for the application process. This is not a license fee. A permission letter must be submitted with application if Benevolent Organization allows another operator to use its Non-profit Tax ID number. The Benevolent organizations are the responsible party for that event therefore approval for use of their Non-profit tax number must be verified. All proceeds must go to the benevolent organization.
Non-profit tax ID #: _____ **(A photocopy of 501C3 is required)**

Inspection(s) of your temporary restaurant may occur at any time, whether or not workers are present, from the point of setting up to the point of closing down your food service operation. All temporary restaurant licenses are issued for each single event for the location, operator, and dates posted on each license.

Signature of Applicant: _____ **Date:** _____