

2022 CITY OF SOCORRO INDX EVENT PERMIT APPLICATION

Business Name: _____

Contact Person: _____

Mailing Address: _____

Phone Number: _____

Email: _____

Does your booth require water? _____ Does your booth require electricity? _____

Attach a copy of: Food Handlers: _____ Health Department Permit: _____

Type of Booth & Fees: (Descriptions on page 2)

Method of Payment:

- ☐ Food/Beverage: \$350
- ☐ Product: \$75
- ☐ Games/Rides/Attractions: \$75
- ☐ Handmade Goods: \$50
- ☐ Farmer's Market/Chile Roaster: \$20
- ☐ Non-Profit: \$0 (Cannot sell products & must provide (2) raffle items)

- ☐ Check/ Money Order: # _____
- ☐ Credit Card: VISA MC AMEX DISC
- Name on Card: _____
- Card #: _____
- EXP: _____ CVV: _____
- Authorized Signature: _____

Event will take place at 10664 Socorro Rd. Socorro, TX 79927. Gates for vendors will open at 12 PM. Vendors are responsible for their set up and dismantle. Event will be from 5 -10 PM. The City reserves the right to assign spaces at their discretion. Vendors selling similar items will be considered on a first come first serve basis. To offer unique, artisan cuisine, vendors who are different will receive priority at obtaining permits. Vendors are responsible for their own booths, chairs, tables and weather covers. Vendors are responsible for securing canopies against hazards such as wind and with concern for the safety of the public and other event vendors. (WEIGHTS ARE REQUIRED) Vendors must bring their own bank to make change. Vendors who are using a Square Reader, PayPal or other such electronic Point of Sale (POS) systems to accept credit or debit payments are prohibited by law from charging a convenience fee for using such devices. Violators of this law will be asked to leave.

Please return form by Monday, June 29

EMAIL: Vreta@costx.us

IN PERSON: 901 N. Rio Vista Rd. Socorro, TX 79927

Questions, call at 915-860-8615

TYPES OF VENDOR BOOTHS AND REQUIREMENTS ARE AS FOLLOWS:



- **FOOD AND BEVERAGE BOOTH:**
 - Food Handlers Certificate & Managers Certificate
 - El Paso County Health Department Permit w/ Socorro Jurisdiction
 - Pass Inspection by the Health & Fire Department
 - Have (1) one Class K Fire Extinguisher per vendor space (if applicable)
- **COMMERCIAL VENDOR:**
 - Texas Sales & Use Tax Permit (Need to apply: <https://comptroller.texas.gov/taxpermit/>)
 - Texas Tax Identification Number (<https://comptroller.texas.gov/taxes/sales/>)
 - Approved on a case-by-case basis by the event coordinator.
- **GAMES & ENTERTAINMENT:**
 - Follow Public Safety, Fire, & Emergency Ordinances
 - Approved on a case-by-case basis by the event coordinator.
- **CHILE ROASTER:**
 - Food Handlers Certificate & Managers Certificate
 - El Paso County Health Department Permit w/ Socorro Jurisdiction
 - Pass Inspection by the Health & Fire Department
 - Class K Fire Extinguisher
 - Approved on a case-by-case basis by the event coordinator.
- **ARTS & CRAFTS:**
 - Follow Public Safety, Fire, & Emergency Ordinances
 - All vendors selling arts/craft items must make the items themselves.
 - Any locally handmade, home crafted, or home-assembled arts and crafts, which have been made by the seller or members of the seller's household, can be sold at the event.
Handmade or Hand Assembled means an item that has two or more distinctive parts combined and permanently attached by intent, labor, creativity and skill to create a product made by vendor are eligible. b) Per federal copyright infringement law, goods such as fabric,
 - Approved on a case-by-case basis by the event coordinator.
- **NON-PROFIT & INFORMATION:**
 - Approved on a case-by-case basis by the event coordinator.
 - Non-Profit organizations can apply to participate, free of cost. The
 - COS events are NOT a venue for political campaigning, or religious proselytizing. Permission to participate in COS events do not constitute endorsement or support of any organization.
 - Organizations (non-profit or otherwise) may not be vendors or exhibitors without prior permission of the COS, and:
 1. Must be a local non-profit group or active branch of a larger organization that serves a basic human need, provides educational information of general interest, or offers cultural programming.
 2. All non-profits and organizations must provide their own 10x10 tent, table, and set up, as well as send personnel who are able to handle all aspects of setting up and breaking down the equipment needed.



3. Any sale of products must be approved by the Event Coordinator and may not compete with event vendors.
4. Exemptions will be made to allow for non-profits or local businesses that sell produce, handmade products and specialty foods items at specifically advertised or promotional events at the Event with the approval of COS
5. In lieu of a fee or donation to the COS, we ask that you advertise the Event on your website, social media, and/or marketing materials

- **POLICY REGARDING DOGS AT EVENTS:**

- Friendly, well behaved dogs are welcome at all COS Events per the following guidelines:
 1. Must always be kept on a leash and well restrained.
 2. Must always be accompanied by owner.
 3. Pets are prohibited from encountering vendor displays, especially those involving food items.
 4. Droppings must be immediately removed and disposed of in a sanitary manner using waste receptacles provided.
 5. Event Coordinator and Security on duty reserve the right to ask any unruly, disruptive dogs and their owners to vacate the premises upon violation of any of the above listed guidelines.

- **FARMER'S MARKET- MUST HAVE:**

- Food Handlers' Certificate or Manager's Certificate
- Approved on a case-by-case basis by the event coordinator.
- In 2013 with the passing of legislature such as the Federal Farmers Market Bill and Texas Food Cottage Law, in partnership with the El Paso Department of Public Health (EPDPH), the City of Socorro (COS) has been established public events as a recurring Temporary Food Establishment during hours of operation, allowing all produce, agricultural product, mobile and food cottage vendors to sell to the public at specific and designated events. A farmer, gardener, or food producer must comply with the Vendor and Temporary Food Establishment Permit Guidelines and must meet the following requirements:
 1. Grow their own product. Resale is strictly prohibited.
 - Products must be grown within a 100-mile radius of the county of El Paso to be considered local. Products grown outside of that 100-mile radius will be considered under the product vendor description.
 - Plants, flowers, dried herbs, coffee, teas, spices and similar products not typically cultivated or produced in region may be sold in the event with permission of Event Coordinator.
 2. Hold all required licenses and permits necessary for their business operation. If the produce they are selling is organically grown, they must indicate on the application and furnish the proper documentation from the State of Texas or New Mexico, indicating that they are a certified organic farmer.
 3. All produce must comply with all federal, state, and local health requirements
 - Licensing and Produce Documentation are subject to inspection by government health officials, or Event Coordinator at any time before, during, or after-event hours. All products must be free of spoilage and parasites.
 4. All vendors are responsible for appropriately packaging their products and protecting them from the elements.



- Potentially Hazardous Food items (PHFs): Any item that requires time and temperature control for safety and pathogen control such as refrigeration. This includes Poultry, Dairy, Meat, Fish, Shellfish, and Raw Seed Sprouts. Such items are permitted in the Farmer's Market if they comply with the following:
 - 1. Must obtain additional permitting from EPDPH.
 - 2. All items must be pre-packaged, sealed, and clearly labeled with the following:
 - Ingredients used
 - Accurate statement of the product by weight, measure or numerical count
 - The Vendor's name and place of business, email and phone number or website.
 - Must include Commercial Kitchen information in place of Food Cottage labels.
 - Packaged meats must be frozen and remain that way during the Event.
- Eggs being sold in the Farmer's Market directly from the vendor to customer require additional EPDPH permitting and must be clearly labeled with the following:
 - 1. Producer's name, address, and e-mail address
 - 2. Cartons must clearly contain the word "UNGRADED"
 - 3. Eggs must be stored at a temperature of 45 degrees Fahrenheit or lower
- Sale of Honey or Honeycomb is permitted as established by SB 1766 if:
 - 1. Honey is produced from a hive in state, owned and managed by the beekeeper.
 - 2. Resale is prohibited.
 - 3. It is pure honey that is raw and not blended with any other product.
 - 4. Contains a label that includes:
 - Weight in both avoirdupois and metric systems.
 - The beekeeper's name, address, e-mail, and phone number.
 - The statement, "Bottled or Packaged in a facility not inspected by the Texas department of State Health Services.
- Food Cottage Industries- All baked goods or prepared/pre-packaged foods must be approved by the Event Coordinator and adhere to the Texas Bakers Bill HB 970. Food vendors distributing food product samples at the Farmer's Market must have all necessary food handlers' permits and follow safety rules and regulations for preparation of any product that has been altered from its natural state.
 - 1. All food vendors must have a Food Handler's card or certificate to sell at the Event
 - 2. Cottage industries may sell the following items at the Event:
 - Baked goods that do not require refrigeration such as cakes, cookies breads and pastries
 - Candy
 - Coated and uncoated nuts
 - Unroasted nut butters
 - Fruit butters
 - Canned jams and jellies
 - Fruit pies
 - Dehydrated fruits and vegetables including dried beans
 - Popcorn and popcorn snacks
 - Cereal, including granola
 - Dry mixes



- Vinegar
 - Cucumber pickles
 - Mustard
 - Roasted coffee or dry tea
 - Dried herbs or herb mixes
3. All food cottage goods must be properly labeled with the following items:
- The common name of the product
 - The name and complete contact information of the individual producer
 - Contains the following statement, “This food is made in a home kitchen that is not inspected by the department of State Health Services or local health department.”
 - Disclose ANY allergens used in product
- Canned or acidified products (including salsas, pickled veggies, etc.) sales must be assembled within a licensed commercial kitchen and accompanied by additional state manufacturing licenses. Sales of such items are prohibited without proper documentation and labeling.
- Pet food to be sold at the event must follow the rules set forth on Chapter 63 “Pet Food Rules” of Title 4 from the Texas administrative code and must be clearly labeled with the following:
1. A quantity statement on the principal label panel.
 2. Label should specify name and address of the vendor.
 3. Should not have any misleading information or not contain word “proven” unless scientific evidence warranting claim is available.
 4. Should clearly indicate what use the food is meant for from the selection below:
 - Intended for specific stage of animal development
 - Intended to satisfy a limited nutrient requirement
 - Intended for supplemental diet only
 - Intended as a complete food and satisfies all nutritional requirement
- Food Samples:
1. ANY Vendors distributing food product samples at the Farmers Market must follow the Farmers Market rules:
 - Samples must be distributed in a sanitary manner (for example, using a toothpick for individual servings)
 - Have potable water available (for example, having a jug of drinking water at the event booth)
 - Wash any produce intended for sampling with potable water to remove any visible dirt or contamination.
 - When preparing the samples, either wear clean, disposable gloves or observe proper hand washing techniques IMMEDIATELY before preparing samples.
 - Any utensils or cutting surfaces used for preparing samples must be smooth, non-absorbent, and easily cleaned or disposed of.
 - Any potentially hazardous food must be maintained at or below 41 degrees Fahrenheit or disposed of two hours after cutting or preparing.