

Dear Vendors:

Here are some guidelines to properly completing your health permit application. Please take a few minutes to review each line below and compare it with your application. Make sure everything on the form is complete and signed before emailing it back, but feel free to contact us with any questions. Thank you.

Page 1 - TFF OPERATOR INFORMATION:

- Name of TFF booth: The business name which is printed on your banner at your booth
- Name of operator/owner: Put the name of business owner
- Mailing address: Put your business mailing address
- Telephone #: Put your contact phone number
- Email: Put your email address
- Name of operator: Put the Name of person in charge at the booth
- Cell Phone: The phone number of the person in charge at the booth
- Event organizer: Thai New Year Corp.
- Event Organizer Contact Number: (951)522-0390

Page 1 - EVENT INFORMATION:

- Event Name: Thai New Year's Songkran Festival 2025
- Event dates: 04/27/2025
- Event Address: Hollywood Blvd., between Western and Normandie
- Event Location: Outdoors
- Hours of TFF Operation: Set up Hours (5am-9am) and Event Hours (9am-10pm)
- Food Facility Type: Check the box for either **Food Booth** or **Food Truck**
- Number of employees: Put the number of employees working your booth
- Event Frequency: Single Event

Page 1 - FOOD OPERATION:

- Select the correct type of vendor you are.
 - Pre-packaged food ONLY: Vendors may **not** cook, assemble or portion the drinks/foods for sale. All prepackaged drinks/food must be sold in the unopened cans, bottles or unopened packaging.
 - Pre-packaged food W/SAMPLING: Vendors may **not** cook, assemble or portion the drinks/foods for sale. All prepackaged drinks/food must be sold in the unopened cans, bottles or unopened packaging. Samples can be given to customers from an open container using tongs, gloves or other open container.
 - Food Preparation: food or drink vendors who will make products, portion products or prepare food onsite.

Page 1 - FOOD BOOTH CONSTRUCTION

- Overhead Covering: Canvas
- Floor Material: Asphalt
- Walls Material: Screen
- Booth Supplied by: Event Organizer
- Booth Size: 10'x10'
- Size of Pass Thru Window: 18"x24"

Page 2 – FOOD TO BE SOLD/SERVED

Food to be sold/served: This section must be filled out. Please see the photo below as an example.

FOOD TO BE SOLD/SERVED				
All food preparation shall be prepared either in the temporary food facility/booth or at an approved food facility.				
List food items to be sold/served: (BBQ chicken, burrito, pizza, cookies, burgers, candies, churro, coffee, etc.)	Check if sold as commercially pre-packaged: (In original package or unopened container)	Identify types of preparation: (cutting, washing, cooking, reheating, portioning, assembly, etc.)	Identify food preparation location (on site, restaurant, shared kitchen, commissary, food processing, etc.)	Identify type of temperature control equipment (steam table, ice chests, refrigerator, chafing dish, crockpot, etc.)
Fried Noodle	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Cutting, Washing, Cooking	On Site	Steam Table
Fried Rice	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Cutting, Washing, Cooking	On Site	Steam Table
Egg Rolls	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Cutting, Assembly, Cooking	On Site	Heat lamp
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Tip: If you are making various noodle dishes such as pad thai, pad see ew, etc. you do not need to list each dish; just write FRIED NOODLE. Same for GRILLED MEATS. No need to list each type of meat.

Page 2 – FOOD PREPERATION AT OTHER LOCATION

- If you have your own restaurant or permitted facility, put the name of facility, address and permit/PR #.
- If you don't have your own restaurant or permitted facility, you must provide the "Shared Agreement Form". Owner of restaurant information on the top, signed by owner, and your information on the bottom; signed by you. **Your name or business name does not belong to on the top portion.**
- Method of Food temperature control used during transportation: For cold items, you can transport in an Ice Chest. If the item does not require cold or hot, you can say "shelf stable".

Page 3 – HOT/COLD HOLDING EQUIPMENT

- Cold Handling: Indicate how you will keep items below 41°F during operation
- Hot Holding: Indicate how you will keep items above 135°F during operation.
- Read and Initial the agreement section.

Page 3 –EQUIPMENT/UTENSILS

- Check mark if you will be using utensils during the event.
- Check mark **"SHARED 3-COMPARTMENT SINK PROVIDED BY ORGANIZER"**
- Check mark **CHLORINE**
- Check the boxes of the equipment you will be using
- List the utensils you will be using

Page 3 – FOOD PROTECTION

- Check mark the type of protection you will be using.

- Leave the "Identify overnight food and utensil storage....." blank.

Page 4 – HANDWASHING FACILITIES

- Provided by: "Food Operator" or "Pre-package only (not required)"
- Type of handwashing sink: If you cook food onsite, or you are a pre-packaged food vendor with sampling, check mark "Gravity-fed warm water (100°F) with spigot..."
- Water Source: LADWP
- Volume of Water: *5 Gallons*

Page 4 – FACILITY REQUIREMENTS

- Electrical Supply: Provided by Event Organizer
- Refuse/Trash Removal: Is the event organizer providing trash service? **_YES**
- Toilet Facilities for Food Employees: Provided by **EVENT ORGANIZER**
- Liquid Waste Removal: **EVENT ORGANIZER**

Page 5 – TEMPORARY FOOD OPERATION ACKNOWLEDGEMENT

- Read carefully and Initial each line
- Print name, Title, Sign and date