Permits & Licenses:

License to Conduct a Temporary Food Service Operation and Use of Hazardous Materials

Once your online application has been submitted and approved you will receive an email with the required City of Cleveland Temporary Food Permit Application and Temporary Use of Hazardous Materials. These applications must be completed and mailed with two separate checks to Melissa Elick at 4415 Euclid Ave, Suite 200 Cleveland, OH 44103. Find the online application at greaterclevelandvolunteers.org

| Temporary Food Service Application: $80 check made out to City of Cleveland Licenses and Assessments |
| Temporary Use of Hazardous Materials Application: $20 check made out to City of Cleveland Fire Prevention Bureau |

Booth Space Fee (restaurants and vendors)- The Booth space check for $250 made out to Greater Cleveland Volunteers can be mailed with other permit and checks or call Melissa Elick for other payment options 216-391-9500 x 2130 or email melick@greaterclevelandvolunteers.org

Transient Vendor’s Licenses- If you are selling outside of your permanent place of business or do not have a permanent storefront you need to obtain a transient vendors license from the State of Ohio Department of Taxation. Applications are available online at www.tax.ohio.gov. You need to secure this yourself.

Food Trucks- You must have a mobile license and register with the City of Cleveland. Please contact the Fire Prevention Bureau for information on food truck licensure 216-664-6664. Booth space for food truck is $350.

Mailing address for permits:

Greater Cleveland Volunteers
4415 Euclid Ave, Suite 200
Cleveland, OH 44103
ATTN: Melissa Elick
**USE OF WATER, GENERATORS OR POWER**

Water is available for your use. Water is safe for drinking and food prep as it is back flow protected by the City of Cleveland irrigation system. Electrical power is not supplied for this festival. Battery power does not require a permit. You must receive special permission for the use of generators or refrigeration vehicles. Not all requests will be approved and fees will apply. Contact Melissa Elick for questions 216-391-9500 x 2130 or melick@greaterclevelandvolunteers.org

**VENDOR PARKING**

Vendors will have a designated lot to park for free close to Mall C. The lot location will be disclosed closer to the event. Vendors may find parking outside of the designated lot but will have to pay.

**Cancellation Policy & Inclement Weather**

Cleveland Pickle Festival is an outdoor festival and will continue rain or shine. We recommend that our vendors prepare to be outdoors in the event of extreme heat or rain. Reimbursement of booth payment is not available under any circumstances.

**Exhibit & Booth Set Up**

1. Vendors receive a single 10X10 space or a double 10x10 space. Tents larger than 10x10 require additional permits and fees.
2. Tents are required. You may bring your own tent and tables.
3. Food trucks are required to provide a booth fee of $350.00 to participate. Booth vendors are required to provide a booth fee of $250.00. Booth fees can be paid by check made out to Greater Cleveland Volunteers. Online payments are available please contact Melissa 216-391-9500 x 2130.
4. Vendors selling food will be required to secure their License to Conduct a Temporary Food Service, and abide by the health and guidelines listed below. A health inspection by the Cuyahoga County Board of Public Health will take place before the event begins.
5. Vendors can begin their set-up after they have checked in and received their booth location and sign. Check in will begin at 9:00 a.m. the morning of the event on August 24th.
6. Vehicles are only permitted during check in. You **MUST** unload everything from the vehicle then park in the suggested vendor parking. You may not keep your vehicle on grounds while you set up.
7. All set-up **MUST** be completed by 10:30 a.m.
8. You are responsible for the clean-up of your vendor area.
9. Booth location changes will not be allowed on the day of the festival.
10. We expect all food vendors to remain open the entirety of the festival and have merchandise/food available to serve until it ends at 7:00 p.m.
11. Disassembling of booths can start at 7:00 p.m. on Saturday and be completed by 9:00 p.m. You MUST disassemble and pack up equipment before bringing vehicles onto the premise. Vehicles are only permitted for unloading and loading and cannot sit on the premise.
12. You will be charged a $50.00 clean up fee if your space is not cleaned up and left as you found it.
13. No sale of alcoholic beverages are permitted.
14. You may **NOT** stake your tents into the ground. Tents are to be weighed down with weights or water barrels provided by the vendor. Weights or water barrels are required at this venue because of the wind.
15. Greater Cleveland Volunteers staff and volunteers shall not be held responsible for any loss or damage of property brought within the festival footprint.

**Food Vendor Operations Guidelines**

1. All uncovered food should be shielded from customers with a sneeze guard.
2. All perishable foods must be placed directly in a refrigerated unit or on ice. All perishable food must be maintained above 140 F or below 45F.
3. Those handling food cannot handle cash.
4. All long hair (where applicable) must be tied back and kept away from the food.
5. Hands must be washed before starting operation, after a smoke break, (taken outside the booth), after visiting the restroom and always before handling food.
6. You must have three (3), five (5) gallon buckets at your station. One for soapy water, one for clear rinse water and one with sanitizing solution. The buckets must be at least half-full at all times.
7. An adequately sized waste container and a roll of paper towels must be present.
8. All food and food containers, including bags of ice must be at least six inches off the floor or on shelving or pallets located in the booth. Unopened bags of ice may be outside the booth provided they are on shelving or pallets.
9. No home-prepared food is to be sold. Preparation of food in private residences is prohibited.
10. Food must be prepared in approved food booths or in approved kitchens, Examples of such kitchens are restaurants, school cafeterias, and other facilities approved by the County Health Department.
11. Food booths are required for all sales of all foods except those that are pre-wrapped at an approved off-site kitchen by a wholesale supplier prior to the event. These items must be sold in the original packaging.
12. Tents are to be of an approved fire retardant material.
13. Food booth employees may not contact ready-to-eat foods with their bare hands; they must use approved utensils, deli tissue or single use gloves.
14. All operations must probe a thermometer
15. No smoking allowed in the booths.
16. No animals allowed in the booths.
17. Ice used for refrigeration of food and ice used in beverages must be kept separately. All ice bins or containers must be continuously drained into catch basins or appropriate containers.
18. Water and other liquid wastes, including waste from ice bins and beverage dispensers shall drain into catch containers and be poured into sanitary sewer or wastewater dumpsters. Do not pour waste liquid onto the ground.
19. Vendors using open flames must equip their booths with fire extinguishers.
20. All food vendors will be required to show proof of liability insurance.
21. Food vendors who use propane gas will be required to obtain a city fire department permit (application is enclosed).
22. Each booth serving food must have a temporary food service license and license must be posted.(application is enclosed).
23. The Cuyahoga County Board of Public Health will be onsite before the festival begins to check the food safety and permits of your booth. If the Board of Public Health finds you in violation and you cannot fix the problem you will be asked to leave and the booth fee will not be reimbursed. Please carefully follow the regulations and contact the Cuyahoga County Board or Public Health (216-201-2000) with questions concerning your Temporary Food Operation permit and requirements.

Event questions: Melissa Elick 216-391-9500 x 2130 or melick@greaterclevelandvolunteers.org