

Utah Aloha Festival Vendor Guidelines for Participation

Purpose of the Festival	ALL foods, products, services and entertainment need to reflect the culture of Hawaii and/or the South Pacific Islands.
Hours of operation, set up/take down	The Utah Aloha Festival hours are 10:00am to 5:00pm. All Vendor booths must be set up and ready to open at 9:30am and must stay open until 5:00pm. Vendors will be allowed to set up as early as 7:00am
Reserved items	The Utah Aloha Festival reserves to right to sell all soda, bottled or canned, and bottled water sales. Sales of these items are prohibited by any vendor.
Permits/Licenses	<p>All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly observed.</p> <p>The Utah Aloha Festival is required by law to provide a list of vendors to the State of Utah and the City of Midvale. You are required to have proper sales tax licenses, temporary food event permits and food handler’s permits, accordingly, from the state and city. Information on obtaining these permits/licenses is listed below.</p> <p>Food Vendors Required Permits/Licenses:</p> <ul style="list-style-type: none"> • <i>Temporary Food Event Permit:</i> (More information and a Temporary Food Event Application are included with this packet. Please refer to page 5-6 for more info) <div style="text-align: center;"> <p>You must apply “in-person” at the following address Bureau of Food Protection 788 E Woodoak Lane (5400 S) Suite #110 Between the hours of 9am-4pm, Monday-Friday For further information, call (801)313-6620 or visit website at http://www.slvhealth.org/eh/food/TempEventApp.pdf</p> </div> • <i>Food Handler’s Permit:</i> <ul style="list-style-type: none"> ○ At least one person shall be present in the food booth with a current Food Handler’s Card at all times ○ Food Handler’s Class cost \$15.00 <div style="text-align: center;"> <p>For latest schedule please visit website at www.slvhealth.org/eh/index.html</p> </div> • <i>Temporary Sales Tax License:</i> (More information is included with this packet. Please refer to page 6-7) <div style="text-align: center;"> <p>Please Contact: Utah State Tax Commission Special Events 210 North 1950 West SLC, UT 84134 (801)297-6303 or email specialevent@utah.gov</p> </div>

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Festival Contact Information	<p>For questions or concerns please contact:</p> <p style="text-align: center;">Kathleen Madsen, Hawaiian Cultural Center Manager Phone: (801)56ALOHA Mobile: (801)494-3150 E-Mail: kakalina56@yahoo.com HCC E-Mail: hcc_reception@hotmail.com OR hawaiianculturalcenter@gmail.com</p>
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OBTAINING A TEMPORARY EVENT FOOD PERMIT

The following information applies to all temporary event food service that is offered to the public. Where any advertising or inducement exists for the community to attend, regardless of the cost to the individual, an event will be considered "public".

All food service vendors must obtain a Temporary Event Permit. These include existing restaurants, fast-food operations, caterers, churches, community or school organizations, volunteer and social groups. Each vendor is responsible for obtaining their own permit. There are three types of permits: a daily permit, good for one day of temporary food service; a three day single event permit, good for a single event that is three days or less of temporary food service; and an extended permit, good for up to 14 days of temporary food service.

Three day single event permits are not available for multiple events.

Extended permit holders must obtain a permit specific to each event. These permits may be obtained at time of application, or must be obtained in person at the Bureau of Food Protection, prior to the event. A receipt must be produced when receiving additional permits for verification of days still available on the 14-day extended permit.

Before applying for a permit, please decide on the following:

- The complete menu including beverages.
- The booth structure (whether provided by the event sponsor or the vendor).
- The equipment that will be required, including a hand washing station.
- Methods to maintain hot and cold product temperatures.
- How all foods will be transported and stored.
- Where and how clean-up of equipment will be done.
- Who will be in charge of the booth (must have a Food Handler Permit).

Note: No food for the public may be prepared or stored in a private residence.

The use of a Health Department approved restaurant, school, civic center, church kitchen, etc., for food preparation or storage is acceptable with a letter of permission. Discuss this with us. Food-service vehicles, including rental beverage trailers (such as those from Coke/Pepsi), must meet health standards for temporary event operations.

Temporary Event food booths are inspected by the Health Department. All violations must be corrected. Un-permitted booths or unsafe food practices will result in food removal or booth closure.

The permit is issued "in-person" only, so you will have the opportunity to discuss any questions. The person in charge must demonstrate adequate knowledge of food safety and sanitation practices in order to be receive a Temporary Food Permit. If spoken or written English presents a communication problem, please feel free to bring a translator to any Health Department meetings or inspections. At time of interview we request a copy of your food handler permit or manager certification.

[A Food Handler Card is not the same as a Temporary Food Permit. BOTH items are required to operate a temporary food booth.](#)

Food Vendors:

You are responsible for obtaining your own permits. You will NOT be allowed to set-up if you DO NOT have TEMPORARY FOOD EVENT PERMIT

OFFICE HOURS FOR PERMIT APPLICATION

9am to 4pm, Monday -Friday

Bureau of Food Protection at 788 E. Woodoak Lane (5400 S.)

Permits should be secured well in advance of the event. Please try to plan ahead and not put off permitting until the last possible day! We may not be able to accommodate you at the last minute.

TEMPORARY FOOD PERMIT FEE SCHEDULE

Daily Permit: \$55.00 per calendar day of operation (\$55 for 1 day, \$110 for 2 days, etc.).

FOOD HANDLER CARDS

At temporary events at least one food service worker must have a Food Handler Card or manager certification. A food handler card is recommended for all supervisory personnel.

[Link to Food Handler Class Schedule](#)

[For additional information, contact the Bureau of Food Protection at 313-6620 for the Inspector assigned to your event.](#)

Special Event Sales Tax Licensing & Filing

Special Events Unit

Utah State Tax Commission

210 North 1950 West

Salt Lake City, Utah 84134

(801) 297-6303

1-800-662-4335, ext. 6303

email: specialevent@utah.gov

For business registration information, go to utah.gov/business/.

What is a Special Event?

A one-time event or an event that runs for 6 months or less where taxable sales are being made and sales tax must be collected. Special events fall under a variety of situations including sporting events, state and county fairs, festivals, antique shows, gun shows, food shows, art shows, auctions, mall kiosks, swap meets, conventions, hobby shows, concerts, seasonal stands in malls, and other similar events.

Temporary Sales Tax License

All vendors participating in special events are required to obtain a Temporary Sales Tax License and Special Return from the Utah State Tax Commission. The license/return is only good for the event it is issued.

Temporary licenses are issued to each individual participant of a special event, or the promoter of a special event may receive a number of temporary licenses for the vendors participating in his or her show.

The licenses may **not** be used to purchase goods or services tax free for resale. To purchase items tax free for resale, vendors must obtain a permanent sales tax license.

Licensing is obtained by contacting the Special Events Unit in the Salt Lake Office at (801) 297-6303 or at 1-800-662-4335, ext. 6303. The Special Events Unit may issue temporary licenses for a period ranging from one day to six months.

The individual or business requesting a temporary license needs to supply the following information:

- name, address, and telephone number;
- Social Security Number (SSN) or Employer Identification Number (EIN);
- name of the event or sale;
- location of the event or sale; and
- dates of the event or sale.

The licensing departments of local governments may contact the Tax Commission before issuing business licenses to ensure all vendors selling within their jurisdiction have a valid sales tax number. If needed, a temporary sales tax license for the state may be issued to the vendor over the telephone.

How to Report & Remit Tax

Contact the Special Events Unit for a temporary license at (801) 297-6303 or at 1-800-662-4335, ext. 6303 or by email at specialevent@utah.gov.

Use Form TC-790, Temporary Sales Tax License and Special Return to report and to pay the taxes collected at a special event. The form is available by calling the Special Events Unit at the numbers listed above.

Use the sales tax rate in effect at the location where the sales will take place.

If the vendor has a permanent sales tax license, the vendor:

Reports and remits the sales tax from the event on Form TC-790, in addition to reporting it on the vendor's regular sales tax return(s).

Sales for special events should be included in the gross sales reported on Line 1 of the regular sales tax return and any credits for special event sales should be reversed as an adjustment on Line 6.

These reporting requirements will provide an audit trail should the Tax Commission audit the business records.

File the temporary license/return and remit full payment within 10 days after the close of the special event or sale. In some cases, the return and payment will be collected on the last day of the event by agents covering the sale for the Utah State Tax Commission.

Application Acknowledgement and Guideline Acceptance

- I hereby submit this application for consideration to participate as a Food Vendor in the **2009** Utah Aloha Festival.
- I acknowledge receipt of the Food Vendor Guidelines for participation and agree that those Guidelines are expressly included in this application. I also agree to fully comply with all event rules and regulations as stated in the Guidelines and in this application form.
- I understand that neither Utah Aloha Festivals, The Hawaiian Cultural Center, Ka Lama Mohala Foundation, the City of Midvale, nor any supporting organization carry accident insurance to cover vendors or their employees/helpers and that participation in the **2009** Utah Aloha Festival is at your own risk!
- I agree to hold harmless and indemnify Utah Aloha Festivals, Hawaiian Cultural Center, Ka Lama Mohala Foundation, its Board of Directors, Planning Committee and Volunteers, the City of Midvale and any sponsoring and supporting organizations from any liability, claim or demand due to injury to any person or property which may arise from my participation in the **2009** Utah Aloha Festival.

Signature: _____ Date: _____
(Not valid without signature)

Please return the original signed application form, with payment of total fees, by mail to:

Hawaiian Cultural Center
741 W Smelter St. (7650 S)
Midvale, Utah 84047
(801)56ALOHA
www.hawaiianculturalcenter.org