

KIRTLAND Holiday Bazaar 2011  
Booth Information & Agreement

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Everyone is welcome to sign up for a booth at this year' Spring Fling Art Fair. It will held at Kirtland Air Force Base at Arts & Crafts Center (F Street and Wyoming). The event will kick off Friday 18 Nov 2011 from 1100 and run through to 1700.

Booth venders should arrive 0945 - 1045, Booth set up starts when tents are up.

Booth space is 8 feet wide by 8 feet long. Regular booth cost \$10, no electricity. Premium booth with electricity provided will cost \$15

Informational & Fundraising Booths:

- a. Vendor needs to fill out an Agreement Form
- b. Pay in Cash or Check Only (Checks Payable to "377 FSS")
  1. Premium spaces are: \$15.00
  2. Regular spaces are: \$10.00

Vender provides all their own material.

1. This is an open field, recommend:
  - Something for shade in case of high temperatures
  - Something heavy in case of high wind
2. If you are in a space that does not have electrical capability but you want electricity you may bring your own generator
  - a. Generators need to be quiet so not to disrupt neighboring booths
4. If you are a Food Booth
  - a. Complete the "Certificate of Understanding" Form (page 5)
  - b. BBQ's (Charcoal & Gas) are fine
  - c. Fire Extinguisher will be required

If does not normally have Access to Kirtland Air Force Base.

1. Add names, addresses and phone numbers of individuals attending (Page 4)
2. When you enter the base, provide picture ID and it will be check to a Guards list

Sending Forms and money:

**In person:** Arts & Crafts Center

**Via Mail:** 377 FSS/FSCT  
8700 Frost. Ave, BLDG 20206  
Kirtland AFB, NM 87117

**Credit Card over the Phone:** (505) 846-3003

<b>Booth Name:</b>			
<b>Person of Contact:</b>			
<b>Phone:</b>			
<b>Booth Type:</b>	Product Booth	Food Booth	Info Only Booth
<b>Space Type:</b>	Regular		Premium
<b>If Premium: Needs Elec.</b>	YES		NO

**MEMORANDUM OF AGREEMENT**  
**2011 KIRTLAND Holiday Bazaar Fair**

**ARTICLE 1:**

1. This Memorandum of Agreement, by and between the 377th Force Support Squadron, a Non-Appropriated Fund Instrumentality, hereinafter referred to as the 377 FSS and (**see attached listing or POC on back**) hereinafter referred to as the Concessionaire, is to provide food, and/or beverage items to be sold during the Kirtland Air Force Base 2011 Holiday Bazaar. Kirtland FSS/FSCT Director (Alejandro Briseno) will be the sole administrator of this agreement. As the administrator Alejandro Briseno has complete authority to enforce any and all parts of this agreement. The period of performance is 18 NOV 2011. Hours of the event will be 1100 hrs-1700 hrs. (Set up 0945 hrs -1045 hrs)

2. Concessionaire agrees to pay the Kirtland Force Support Squadron the sum of thirty dollars (\$10.00) for each concession stand space or the sum of fifty dollars (\$15.00) for Prime Location concession stand space. Payment will be made by cash or check directly to the Kirtland FSS/FSCT Director or Bazaar Vendor Committee POC. Checks must be made out to "377 FSS". In-house/FSS concessionaires agree to no such payment but will be held to the same standards of spaces, assignments, all other agreements. The assignment of space is revocable and is not construed as creation of tenancy. The Concessionaire is liable for any damage to or loss of the premises or injury to persons resulting from acts or omissions of the Concessionaire, its employees, or agent whether or not covered by insurance. The Concessionaire will not make any alterations in the facilities provided without prior authorization. The Concessionaire will comply with the installation fire and safety regulation, and applicable health and sanitation regulations.

**ARTICLE II:**

**The Concessionaire Must:**

1. Provide a covered food and/or beverage booth or information/service/product booth and all related equipment at no cost to the 377 FSS. If no covered booth is required, concessionaire must provide all related equipment at no cost to the 377 FSS. Concessionaire must inform Kirtland FSS/FSCT Director whether covered or non-covered space will be used. Concessionaire must inform event administrator or Spring Fling Vendor Committee POC whether an electrical or non-electrical space is needed. Electrical spaces are provided on a first come first service basis.
2. Ensure each such booth provides adequate food and/or beverages from event opening until event is closed. Each booth will meet requirements for set-up, teardown, cleanliness and equipment, must keep the concession area clean, orderly, attractive, secure, and in a safe and sanitary condition.
3. Ensure all food sold originated from approved sources. All food may be inspected by base Environmental Health Services. Comply with the requirements of AFI 48-116, on Control of Foodborne Illnesses.
4. Be subject to sanitary inspections during the event and must comply with all requirements for safe food handling, storage, and sanitation and the directions of the sanitary inspector.
5. Ensure all products, posters and advertisements must contain the following disclaimer: "The event nor any items sold at the event do not express or imply an endorsement of the Concessionaire's products or services by

the Air Force or any part of the Federal Government.” None of the products or services provided have been paid for by the Air Force or any part of the Federal Government.”

6. Comply with all letters of instructions issued by or on behalf of 377 FSS or duly authorized representative.

**7. All food vendors must provide their own fire extinguisher. Fire Marshall and or Safety Representative will be checking with all food vendors event day. Please make sure extinguisher is adequate; in good condition, still in the green, maintenance up to date, AB, etc.**

**ARTICLE III:**

**Concessionaire must not:**

1. Represent or permit itself to be represented to the public as an agent or employee of the Kirtland FSS/FSCT or the 377th Force Support Squadron by the use of the name of the letters, bills, signs, or by any other means. Concessionaires are in no sense agents of the United States, Kirtland Arts & Crafts, Kirtland ODR, 377 FSS or the commander of the installation within which the concession exists, or of any other entity having to do with the operations of Kirtland FSS/FSCT /377th Force Support Squadron.

2. Sell, deal in, or otherwise possess or transfer, on Kirtland Air Force Base, New Mexico, any form of intoxicating alcoholic beverages or narcotics.

**ARTICLE IV:**

1. This contract is automatically terminated in the event the Kirtland FSS/FSCT or 377 FSS is dissolved.

2. In the event the performance is postponed, the parties by mutual agreement will execute an appropriate modification to this agreement. If the event/performance is cancelled, this contract shall be deemed terminated for convenience.

4. 377 FSS or FSS/FSCT is not responsible for the weather or natural acts of God (AOG) and therefore no refunds will be given if the event is cancelled or small due to weather/AOG.

**CONTRACTUAL CONTENTS:**

The following documents are attached hereto and made a part of this agreement if a food vendor.

- a. Base Access Listing - Gate Entry (page 4)
- b. Food Booths Only - Certificate of Understanding (pages 5-7)

IN WITNESS whereof the parties hereto set their hands this day of: \_\_\_\_\_.

\_\_\_\_\_  
Signature of Event Coordinator

\_\_\_\_\_  
Signature of Vendor

**Alejandro Briseno or**

Name: \_\_\_\_\_

Org.: \_\_\_\_\_

**377 FSS/FSCT**

Address:8700 F. Ave, BLDG 20206

**KAFB, NM 87117 853-3003**

\_\_\_\_\_  
Phone: \_\_\_\_\_

Email: \_\_\_\_\_

We will be selling the following items at Holiday Bazaar:

\_\_\_\_\_

Need Electric/No electric; electric means 1 regular 110 plug in, if more is needed, must discuss with Holiday Bazaar Vendor POC and/or Main Event Organizer (Alejandro Briseno)

Amount Paid: \$ \_\_\_\_\_ via: check/cash

Payment Received for Holiday Bazaar 2011 by: \_\_\_\_\_ Date: \_\_\_\_\_

**BASE ACCESS LISTING**

The following personal will be a part of the Kirtland Air Force Base (KAFB) Holiday Bazaar 2011 located at Arts & Crafts BLDG 20206 on 18 NOV 2011 from the hours between 1100 hrs and 1700 hrs. The persons below are aware that a basic background check will be conducted by the Kirtland Air Force Base Security Forces to ensure individuals named are allowed to enter a US Military Installation.

**NAME / PHONE NUMBER**

Main Person of Contact: \_\_\_\_\_

Support personnel: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATE OF UNDERSTANDING**

I, \_\_\_\_\_, have read the TEMPORARY FOOD SERVICE OPERATION GUIDELINES set forth by the Kirtland AFB Public Health Flight. I understand that these requirements are designed to help prevent a foodborne illness outbreak, which could have a damaging effect of the base mission and my organizations reputation. All requirements will be strictly followed. I understand that Public Health (PH) will inspect my facility prior to initial opening. After the initial inspection, PH will make periodic unannounced evaluations. If ANY non-compliance is noted, the facility can be closed.

**DATE & TIME OF EVENT:-** \_\_\_\_\_

**LOCATIONS:** \_\_\_\_\_

**NAME OF ORGANIZATION:** \_\_\_\_\_

**NAME, PHONE # and FAX # OF CONCESSION MANAGER:** \_\_\_\_\_

**LIST OF FOODS ORDERED, INGREDIENTS & SOURCE:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**YOUR SIGNATURE & TODAY'S DATE:** \_\_\_\_\_

**PUBLIC HEALTH FLIGHT  
377 AMDS/SGPM  
1951 SECOND STREET SE  
KIRTLAND AFB NM 87117-5559  
505- 846-3461  
FAX: 846-3456**

Please return this form to the above address by 5 days prior to the event.

Public Health: Approved/Disapproved: \_\_\_\_\_

Public Health Signature & Stamp

### **TEMPORARY FOOD SERVICE OPERATION GUIDELINES**

1. All food, beverages, and other consumable items must be obtained from approved sources. Sources include but are not limited to Military Commissaries, Exchange Services (AAFES) activities, 377th Force Support clubs, and base procurement sources. Or sources listed in the Directory of approved sources. The Public Health Flight must approve items purchased from other sources prior to delivery/sale.

**2. Food Items must be in excellent condition and maintained at proper temperatures until used or sold:**

- **Frozen Foods:** MUST be purchased frozen and be completely wrapped or packaged to protect them from possible contamination by dust, dirt, insects, etc. Once obtained, items must be maintained frozen or placed under refrigeration (to thaw) and used within 7 days.
- **Chilled foods:** MUST be completely wrapped or packaged to protect from possible contamination by dust, dirt, insects, etc. Items must be maintained at 41°F or less until prepared and should be purchased as close as possible to the time of use (1 to 3 days).
- **Dry Products:** This includes canned or bottled, bakery items, etc., which do not require refrigeration. These items must be properly packaged and protected from becoming damaged, soiled, or contaminated. This also applies to single use dishes, utensils, napkins and cups.

**Cooking Foods:** Those foods that contain beef, poultry, egg, or dairy products MUST be thoroughly cooked (no medium rare) for immediate sale to the consumer. Items/Products that are cooked in quantities (Chili, soup, etc) MUST be maintained in hot holding temp of 140°F or above at all times. Cooked products that are not sold during an intended serving period (lunch, dinner) CANNOT be reheated and served at a later time. It is recommended that foods requiring only mild seasoning be prepared (e.g. hamburgers, frankfurters).

**Note:** ONLY disposable single use cups, dishes, and utensils will be served to patrons.

- **Chilled Prepared Items:** Foods should be prepared in small quantities from refrigerated ingredients and maintained under refrigeration/chilled condition until used.

- **Refrigerators or ice chests must be available to maintain products at prescribed temperatures. If ice chests are used, ensure products do not come in direct contact with ice/water. Recommend drain plugs on ice chests be left open to drain excess water. All potentially hazardous foods must be maintained chilled (41°F or below). Refrigeration units/ice chests should have thermometers in them to help monitor unit temperatures. If ice is used as cold storage then it cannot be used for beverages or in other foods.**

3. Hand washing facilities **MUST** be available for booth operators. The type of facilities can be determined on an individual basis, but must be determined **PRIOR** to food operations. Soap and water facilities, “wet naps” or bleach water solutions and paper towels are some examples. Hands must be washed after taking breaks, smoking or using the restroom.

4. Each booth operator must have a trash receptacle, which is lined with a plastic trash bag and has a lid. Trashcans should be covered when not in use to avoid attracting insects or rodents.

5. Booth operators **MUST** be in good health, properly attired in clean outer garments (e.g. no tank tops, opened shirts, ragged clothes, etc.) and practice good personal hygiene while in the booths. All personnel preparing food must remove all jewelry and watches (except plain wedding bands), have hair restraints (i.e. hats/hairnets) and nails trimmed.

**\* Booths should have screens/windows to help prevent amount of flies inside food booth.**

**\*6. Food handlers MUST avoid direct hand contact with ready-to-eat foods. Use of gloves, frequent hand washing is a MUST!**

7. All utensils that are used must be cleaned and sanitized every four hours.

- **Cleaning and sanitizing is a four step process;**
  - **Remove all gross or large food particles (scrape)**
  - **Clean in soap water (hot if available)**
  - **Rinse in clean water (hot if available)**
  - **Sanitize in a chlorine solution of 100 ppm**

**Note: Do not dry with a towel etc. Let air dry or use after adequate draining.**

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