



BOROUGH OF CARTERET

Daniel J. Reiman, Mayor

TAQUALLA LOWMAN
DIRECTOR, DEPARTMENT OF RECREATION

Council Members:

Vinnie Bellino
Jorge Diaz
Dennis DiMasco
A.J. Johal
Susan Naples

Dear Prospective Vendor:

It is with great pleasure that I announce the Borough of Carteret will once again be hosting our Annual Festivals. As the 2023 festival season approaches the Borough of Carteret is accepting vendor applications for our numerous festivals. The Borough continues to expand exciting entertainment with more town-wide festivals and concerts than ever before.

As a reminder, vendors must supply their own tents, tables, generators, and any necessities needed to participate. A 15 x15 foot vendor area will be provided unless otherwise requested, paid for, and approved. Application pricing is based on the number of events selected for participation. Please keep in mind vendor fees are **non-refundable**, and if you fail to show up for a festival that you signed up to attend, you may not be permitted to participate in future events. Enclosed is an updated application to be completed and returned to the Carteret Health and Recreation Department, located at 61 Cooke Avenue - Memorial Municipal Building - Carteret, NJ 07008, or emailed to recdept@carteret.net. Incomplete applications will not be marked as being received until all required payments and documents have been submitted.

If you have any questions please feel free to contact the office at 732-541-3890.



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Name of organization / vendor: _____

Address: _____

New Jersey State Tax I.D. #: _____

Telephone: _____

Contact person: _____

Tentative menu / assortment of merchandise: _____

Festival Dates:

- Independence Day: July 1, 2023
- Latin Fest: July 29, 2023
- Ethnic Day Only – September 16, 2023
- Fall Festival - October 28, 2023

Price:

- | | | |
|--|---|---|
| <input type="checkbox"/> One Festival: Resident \$65 | <input type="checkbox"/> Non-resident \$100 | <input type="checkbox"/> Non-Profit \$40 |
| <input type="checkbox"/> Two Festivals: Resident \$110 | <input type="checkbox"/> Non-resident \$160 | <input type="checkbox"/> Non-Profit \$60 |
| <input type="checkbox"/> Three Festivals: Resident \$150 | <input type="checkbox"/> Non-resident \$225 | <input type="checkbox"/> Non-Profit \$80 |
| <input type="checkbox"/> Four Festivals: Resident \$ 200 | <input type="checkbox"/> Non-resident \$280 | <input type="checkbox"/> Non-Profit \$100 |

Money Orders/Cashier Checks only made payable to:
Carteret Business Partnership

Return to:
Borough of Carteret – Office of Health & Recreation
61 Cooke Avenue, Carteret, New Jersey 07008

For additional information, please call 732.541.3890 or email recdept@carteret.net



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Agreement

Required with the application:

- Fire Permit to the Borough of Carteret for tents, propane, grills
- Board of Health Application & Certificate for Food, Food Handlers Permit

I am applying to participate as a vendor in the above-mentioned event. Acceptance into the event is at the discretion of Carteret.

If accepted, I agree to be open during all hours of the event and offer only the items from above that are approved by Carteret. I will keep my area clean. **All vendors must supply their own tables, lights, generators, outdoor extension cords and display a price list for consumers to see. Novelty vendors agree not to sell or display silly string or bang snaps and anything of the matter, if you are found doing so you may be asked to leave and no refund will be given.** If you are using frying oil, you must ensure it does not spill on the ground when cooking, and you must dispose of the frying oil after the close of the event. If there are remains on the ground, Carteret will issue a fine. **If you are serving food it must be prepared in a licensed facility or prepared on location, under no circumstances should food be prepared at home. No food vendor will be allowed to participate without meeting the necessary requirements (Please see the attached information from the Board of Health for further details).** I understand that all decisions made by Carteret Event Committee are final. Failure to abide by the above-mentioned rules could prohibit my participation in this event.

There are no refunds. Personal checks are no longer an acceptable form of payment Money Orders or cashier checks only. Should you fail to appear for an event you have signed up for you may be prohibited from participating in future events. By signing this form I am stating I have read the paragraph above and that I agree to adhere to all the requirements stated therein.

Signature: _____

Date: _____

Thomas Sioa
President

Linda Kimball
Vice President

John Narowitz
Jonathan D'Orel
Susan Naples
Board Members

Lester Jones
Health Officer

Taqualla Lowman
Director



Vinnie Bellino
Councilman

Jorge Diaz
Councilman

Dennis DiMascio
Councilman

A.J. Johal
Councilman

Susan Naples
Councilwoman

Letter from the Health Inspector

Dear Prospective Vendor:

The list on the proceeding page must be followed in order to properly serve food in safe manner at your event. By handling food improperly customers can suffer from food borne illnesses, which may lead to a food borne outbreak. Food will not be permitted for sale and /or you may be asked not to participate at the event if this is followed. **NO FOOD ITEMS SHALL BE PREPARED AT HOME!**

A 'Seasonal Food Vendor' license application is enclosed, if required. Those establishments already licensed in Carteret do not require a temporary license. Churches and non-profit clubs, who have been inspected during the year, do not require this license.

Have a safe and healthful event. Thank you for your cooperation.

SPECIAL NOTE: FOOD HANDLERS COURE CERTIFICATE IS REQUIRED!

Amarjit 'AJ' Singh, REHS
Health Inspector

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Councilwoman

Taqualla Lowman
Director

DATE: ____/____/____

NEW

RENEWAL

TYPE OF LICENSE: SEASONAL FOOD VENDOR

FEE: \$50

Money orders ONLY made payable to the 'Carteret Health Department'

VALID FROM: April 22, 2023 (one day)
July 1, 2023 – September 30, 2023

NAME OF BUSINESS _____

ADDRESS _____ TEL# _____

NUMBER OF TRUCKS OPERATING IN CARTBRET _____

VEHICLE DESCRIPTION _____ LICENSE PLATE _____

VEHICLE DESCRIPTION _____ LICENSE PLATE _____

OWNER _____

ADDRESS _____

TEL# _____ DOB: _____ SS# _____

I, HEREBY AGREE TO ABIDE BY ALL RULES AND REGULATIONS IMPOSED BY THE CARTERET HEALTH DEPARTMENT AND NOTICES AS MAY BE ISSUED BY THE HEALTH OFFICER OR AGENT.

SIGNATURE: _____

OTHER RELEVANT INFORMATION:

What you will need to do for your event:

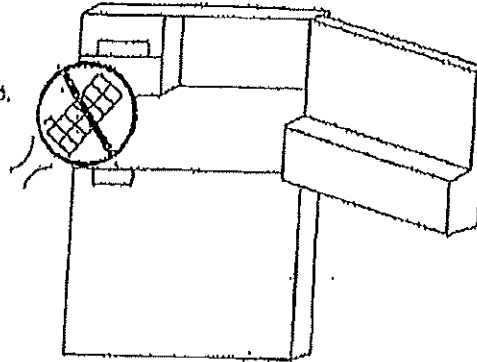
1. All menus must be submitted to and approved by the Health Department prior to the event.
2. All food items must be purchased from an establishment that has been inspected and is in compliance with Federal, State, or Local laws and regulations.
3. All food items must be prepared at the event or from an approved and inspected establishment. (i.e. Wholesale food establishment, Retail food establishment, an inspected Club or an inspected House of Worship) **NO FOOD ITEMS SHALL BE PREPARED AT HOME.** If food items are found to have been prepared at home they will not be permitted for sale at the event, and you may not be permitted to participate at the event.
4. Thermometers must be supplied in all freezer and refrigerator units.
5. A stem thermometer must be provided to take temperatures of food. (see Critical Control Point Temperature Handout)
6. Handwipes and/or soap, water, and paper towels must be supplied.
7. Have available disposable latex or plastic gloves for handling ready to eat food.
8. A bleach and water solution for sanitizing equipment, utensils, and food contact surfaces shall be provided. The storage bottle must also be properly labeled.
9. All shellfish must be provided with tags.
10. Thaw all food properly. (read in provided booklet)
11. Properly cook all raw food. (read in provided booklet)
12. Cool all food properly. (read in provided booklet)
13. Reheat foods properly. (read in provided booklet)
14. Hot Hold all potentially hazardous food at a 140 degrees Fahrenheit and above.
15. Cold Hold all potentially hazardous food at 45 degrees Fahrenheit and below.

FOOD

All food must be from a source, which is inspected, and in compliance with Federal, State and local laws and regulations. *Home-prepared foods are prohibited from any event.*

ICE

All ice shall be supplied from an approved source. *Ice shall not be prepared at home.*



If ice will be used for wet storage of beverages then the water must:

- contain at least 50 ppm of available chlorine or equivalent or
- the ice/water is changed frequently enough to keep both the water and container clean

If ice is to be used for cold drinks then an ice scoop shall be made available.

TRANSPORTATION

Food items that need to be transported from one location to another shall be protected from contamination and spoilage while in transit. Potentially hazardous foods shall be kept at 45 degrees Fahrenheit or below or 140 degrees Fahrenheit or above.

MENU

Food items to be prepared shall be placed on a menu and submitted to the Health Department for review prior to the event.

Keep your menu simple and try to prepare food the same day of your event. It is also strongly recommended to avoid using leftovers. All leftovers at the end of the event shall be thrown away.

Potentially Hazardous Foods such as meats, eggs, dairy products (milk, cheese) cold salads, shellfish (clams), cooked vegetables, raw seed sprouts, cut melons shall either be stored cold at 45 degrees Fahrenheit or below or kept hot at 140 degrees Fahrenheit or above.

If shellfish is found on the menu then *Shellfish Tags* must be made available and kept at the event. Tags shall be kept on the container purchased until the container is empty then the purchaser shall keep the tag for a period of not less than 90 days

COOLING

Improper cooling is the #1 cause of food borne illness.

Cool all potentially hazardous food products, after cooking in advance, to 45 degrees Fahrenheit within 4 hours. Use shallow pans of 2 to 3 inches in depth.

If the food product is thick such as chili or split pea soup fill to a lesser depth within the pan.

Do not cover food or stack additional pans over food when cooling. This will trap the heat within the food product making it stay hotter for a longer period of time. Allow for air circulation in order to ensure more rapid cooling.

NOTE: One bacterium can multiply to 16 million within 8 hours

After all food items have cooled to 45 degrees Fahrenheit then cover to protect the food from any contamination.

REHEATING

Rapidly reheat all potentially hazardous food that has been cooked and then refrigerated or frozen to 165 degrees Fahrenheit within 2 hours in order to inhibit the growth of bacteria.

Do not use hot holding units, steamers, steam tables, or similar hot food holding facilities to reheat or cook foods.

Reheat foods on a grill, or in an oven, stove, or microwave. If a microwave is used be sure to stir the food product to ensure that it has been reheated evenly.

HOT HOLDING

After potentially hazardous foods have been reheated be sure that the food is hot held at 140 degrees Fahrenheit or above within a hot holding unit.

CROSS CONTAMINATION

Store raw food products below cooked food items and vegetables within refrigeration units.

To avoid cross contamination from raw foods to ready to eat foods it is strongly recommended to use separate cutting boards, knives, utensils and areas.

Clean and sanitize preparation areas, cutting boards, knives and other utensils after each use, especially after preparing a raw food product.

Use a bleach and water solution for all sanitizing purposes.

Use a capful of bleach per 2 gallons of water within a container. In this container place your rags in order to sanitize your equipment.

NOTE: Do not use water over 75 degrees Fahrenheit in your bleach and water solution.

Also wash your hands after preparing raw food products.

FOOD PROTECTION

Food shall be covered and protected from contamination at all times.

Store raw foods below cooked foods and vegetables.

Store all food items at least six (6) inches off the ground.

When food is displayed to customers it shall be protected with covers or sneeze guards in order to protect the food from unnecessary handling, coughing or sneezing.

Protective light covers shall be provided all lights food over food preparation and equipment and utensil washing areas.

SINGLE SERVICE ARTICLES

All single service articles shall be placed six (6) inches off the ground.

Discard aluminum and plastic containers after one usage, do not wash and reuse.

If presented to the public the handle portion of eating utensils shall be exposed for service not the mouth portion.



PERSONAL HYGIENE

Employees shall maintain a high degree of personal cleanliness and shall conform to good hygiene practices during all working periods.

Employees shall not use tobacco in any form while engaged in food preparation or equipment and utensil washing.

Employees shall not consume food while engaged in food preparation or equipment and utensil washing.

Employees shall not wear jewelry in a manner that could contaminate or become incorporated in the food.

Properly restrain hair from becoming incorporated in the food.

Persons affected with boils, infected wounds, sores, acute respiratory infection, nausea, vomiting, or diarrhea, which could cause food borne disease, shall be excluded from duties related to food handling, food contact surfaces, and equipment and utensil washing.

All cuts shall be properly covered or bandaged. If cuts are found on the hands; wash wound, next bandage, then put on disposable latex or plastic gloves.

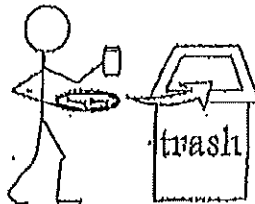
NOTE: Use disposable latex or plastic gloves when handling food items that will not require any additional cooking or preparing such as a salad or making a sandwich. Use your utensils and limit the amount of time you directly handle the food.

Employees shall keep outer garments clean.

GARBAGE

Place all garbage into containers with tight fitting lids and remove from event daily.

Keep inside and outside of all garbage containers clean as well as the surrounding area.



✓ CHECKLIST BEFORE YOUR EVENT

- Submit menu to Health Department prior to event.
- Receive all permits for event.
- All food items are from an approved source that is in compliance with Federal, State, and Local laws and regulations.
- Purchase thermometers for all freezers and refrigeration units.
- Purchase a stem or quick read thermometer for taking temperatures of food while cooking, cooling, reheating, hot and cold holding.
- Soap, water, and paper towels must be available for hand washing.
- Make available disposable latex or plastic gloves for handling ready to eat food.
- Must contain a bleach and water solution for sanitizing equipment, utensils, and food contact surfaces.
- Make available a three compartment sink set up for the wash, rinse, sanitize method.
- Make available chemical test strips to test the strength of your sanitizer.

✓ CHECKLIST DURING YOUR EVENT

- Display permits and Health Department posting.
- Protect food from contamination and spoilage during transportation.
- If shellfish are sold at event you must have tags available.
- Wash hands before you start work; after breaks; after using the toilet; after handling raw food; taking out the garbage; touching your hair, face, or body; and after coughing or sneezing.
- Pre-chill all cold salad ingredients to 45 degrees Fahrenheit before preparation.
- Thaw all potentially hazardous food properly.
(see THAWING on page 6)
- Cook all raw foods to proper internal temperatures.
(see COOKING on page 4)
- Cool all potentially hazardous food at 45 degrees Fahrenheit within 4 hours.
(see COOLING on page 5)
- Reheat all potentially hazardous food to 165 degrees Fahrenheit within 2 hours.
(see REHEATING on page 5)
- Hot hold potentially hazardous food at 140 degrees Fahrenheit or above.

✓ CHECKLIST DURING YOUR EVENT

- Cold hold potentially hazardous food at 45 degrees Fahrenheit or below.
- Avoid cross contamination. (see CROSS CONTAMINATION on page 7)
- Avoid using tobacco and eating while working.
- Avoid wearing jewelry, cover all cuts, properly restrain hair, and wear clean clothing. (see PERSONAL HYGIENE on page 9)
- Keep all food items covered and protected (see FOOD PROTECTION on page 7)
- Properly store, display, and use single service articles. (see SINGLE SERVICE ARTICLES on page 7)
- Utilize the wash, rinse, sanitize method for sanitizing. (see EQUIPMENT AND UTENSIL WASHING on page 8)
- Make available a bucket filled with a bleach and water solution for placement of rags used for sanitizing food contact surfaces, equipment, and utensils.
- Store and label all poisonous and toxic materials properly.
- Properly dispose of all garbage.

CRITICAL CONTROL POINTS



Cooking

Minimum temperatures:

- Poultry and poultry stuffings: 165F
- Ground beef, hamburgers, etc: 155F
- Pork, pork sausage, and pork products: 150F
- Eggs, egg containing foods: 140F
- Whole rare roast, rare steak: 130F

Hot & Cold Holding

Maintain Proper Holding Temperatures:

- All hot foods hold 140F or above.
- All cold foods held at 45F or below.

Cooling

Rapidly Cool ALL Foods:

- From 140F to 45F in 4 hours or less.
- From 120F to 70F in 2 hours or less.
- Using shallow (2-3"), uncovered pans.

IMPORTANT!!

IMPROPER COOLING OF POTENTIALLY HAZARDOUS FOODS IS THE #1 CAUSE OF
FOODBORNE ILLNESS.

Reheating

Rapidly Reheat ALL Foods:

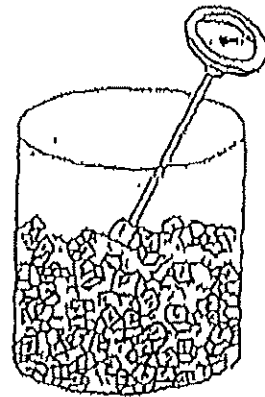
- All foods **MUST** be rapidly reheated to 165F or above.
- Do not use steamtables or similar equipment for reheating.

Keep Thermometers Calibrated

Thermometers get bumped and jarred frequently, even if they are used correctly. This causes them to get out of adjustment. Calibrating thermometers needs to be done frequently (probably once a month) to maintain accurate and high standards. Two methods of calibrating thermometers are described below.

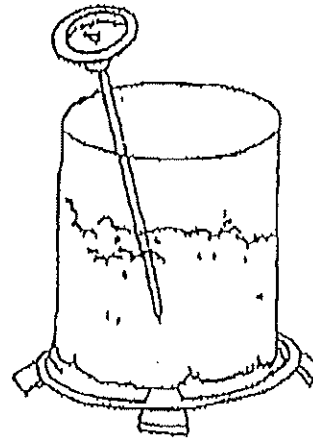
Ice Point Method (Recommended for high altitudes)

- Insert sensing area of thermometer into an ice slush avoiding sides and bottom of container.
- Allow indicator to stabilize.
- Adjust calibration nut so indicator reads 32°F (0°C).



Boiling Point Method

- Insert sensing area of thermometer into an boiling water avoiding sides and bottom of pan.
- Allow indicator to stabilize.
- Adjust calibration nut so indicator reads 212°F (100°C). Water boils at lower temperatures at high altitude. Decrease setting 1°F for each 550 feet above sea level (1°C for each 960 feet above sea level).





BOROUGH OF CARTERET

DIVISION OF FIRE PREVENTION

240 Roosevelt Avenue
Carteret, NJ 07008
(732) 541-8000 FAX: (732) 541-5532

VENDOR COOKING AT FESTIVALS AND CARNIVALS

PERMIT:

All vendors must obtain a Fire Safety Permit from the Borough of Carteret Division of Fire Prevention. A permit shall be issued for propane gas cooking, open flame charcoal cooking and deep fat fryers. Type 1 Permit.

EXTINGUISHER:

All vendors **MUST** have their own **FIRE EXTINGUISHER**. The Fire Official must approve all Fire Extinguishers

- Outside Cooking.....10-lb type ABC
- Cooking within 3' of tent / canopy.....20-lb type ABC
- Deep fat Fryers.....20-lb type ABC
- Fat fryers (vegetable oil).....2 ½ gallon type K

PROPANE TANKS:

Maximum Size 40-lb (larger tanks must be approved by Fire Official). Tanks shall be less than 12 years old, and in good working order/condition. Tanks shall be Secured. Tanks shall be 6-10 feet away from appliances unless designed to be secured to the appliance. Regulator and all hoses **MUST** be in good working condition; relief valve **MUST** face away from public.

TENT/CANOPY:

Tent/canopy **MUST** have fire rating label, and have not side panels. **NO** cooking is to be performed under any tent/canopy occupied by the public. **NO** fryers, propane tanks or charcoal grills under the tent/canopy. Sterno(s) **MUST** be outside to the tent/canopy with an additional fire extinguisher.

ELECTRIC:

Grills and Electric frying equipment must have fire extinguishers.