



## Juneteenth OR 2024 Vendor Application (non-food)

### Juneteenth OR 2024 Annual Event

**Saturday June 15th, 2024**

It's about that time of year again to start planning our Annual Juneteenth OR Celebration.

We would like to invite you to participate in our Annual Juneteenth Oregon Celebration. This year's Juneteenth OR celebration will expand to take place Saturday, June 15th, 2024. We will be located at the Lillis-Albina Park (located on N. Russell and N. Flint)

**Vendors will be registered as a first come first serve bases. So please make sure to register before the deadline late entries will result in an extra \$50 late registration fee. PLEASE NOTE: ELECTRICITY IS NOT PROVIDED**

**VENDOR AGREEMENT:** This official Vendor Registration form must be completed and submitted along with payment by **Deadline: May 1, 2024.**

### Vendor Fees:

<b>NON-PROFIT/INFORMATIONAL/HUMAN SERVICES (NO SALES)</b> <b>(10x10 space, 1 6ft table and 2 chairs)</b>	<b>\$100</b>	
<b>RETAIL VENDOR (10x10 space, 1 6ft table and 2 chairs)</b>	<b>\$150</b>	
<b>FOOD VENDOR</b> <b>(Must complete Temporary Restaurant Form required by Health Inspector attached)</b>	<b>\$250</b>	
<b>CORPORATE VENDOR (10x10 space, 1 6ft table and 2 chairs)</b>	<b>\$500</b>	
<b>OPTIONAL FEES:</b>		
<b>ADD 1 TENT (10x10)</b>	<b>\$100</b>	

The fee assists with the event activities. Payment must be received with the registration form by the deadline of May 1, 2024. Payment received after May 1, 2024 will be charged a late entry fee of \$50 and not guaranteed. All registration fees are non-refundable and payable upon registration.

You may pay online at: [www.juneteenthor.com](http://www.juneteenthor.com) \*please send a screenshot of your payment along with completed forms to [info@juneteenthor.com](mailto:info@juneteenthor.com)

or send check or money order along with forms to:

Juneteenth OR

PO BOX 2232

Fairview, OR 97024

**Fees must be included with registration form. Food vendors must complete the attached Temporary Restaurant Form required by Health Inspector and provide Juneteenth OR with a copy of their permit.**

### Utilities /Equipment:

Each informational, non-profit, retail and corporate vendor will receive 1 table and 2 chairs included with their registration. If you need a tent please make sure to mark the box and include with payment. If not you will need to provide your own tent. Electricity isn't provided you will need to bring your own. This form must be completed and submitted along with payment no later than May 1, 2024

**THIS IS A RAIN OR SHINE EVENT AND WILL NOT BE CANCELLED – ADMISSION IS FREE**



# Environmental Health Services



## Single Event Temporary Restaurant License Application

**A 100% late processing fee** will be added to each temporary license fee that is not received in the Environmental Health Office by noon two business days before the event begins. [MCC § 21.612]

**\*\*INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED\*\***

Facility #:

Audit/License #:

1. **Restaurant/Organization:** \_\_\_\_\_

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

Licensee (owner or organization): \_\_\_\_\_

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

Address of Licensee: \_\_\_\_\_

**Event:** \_\_\_\_\_ **Date(s) of Event:** \_\_\_\_\_

Location (Street name/number): \_\_\_\_\_ **Hours:** \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Booth:** Set-up time on first day of event: \_\_\_\_\_ **Start time:** \_\_\_\_\_

Person in charge of Food Booth: \_\_\_\_\_ **On-Site Phone:** \_\_\_\_\_

**Menu: (list all food items, including perishable toppings):**

Food item	How Served		Made to order		Off-site prep		At event prep		Describe cooking method
	Hot	Cold	Yes	No	Yes	No	Yes	No	

2. **All food must be prepared in a facility approved by the Health Department or the Department of Agriculture.**

- Home prepared foods not allowed.
- No cooling allowed in Food Booth.

3. **Licensed restaurant/commissary used for food preparation, storage and dish/utensil washing. If all done onsite, mark "onsite only" below \***

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

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Person granting permission to use restaurant/commissary (Print name and signature)



\*Food Preparation, Food Storage and Dish/Utensil Washing Done Onsite Only

# Environmental Health Services



4. **Handwashing:** Describe: \_\_\_\_\_
- a. Water container must have a spigot that allows for a **free-flow** of water (Push-button type not allowed).
  - b. Water container and catch basin must be 5 gallon capacity.
  - c. Temporary hand wash station **must** be set up **before** food preparation begins.
  - d. Provide warm water.

5. **Disposal of waste water:** (i.e water used for handwashing, washing dishware, bleach solution, cold/hot-holding)  
Describe: \_\_\_\_\_  
**(Waste water must not be disposed of on ground or in storm drain).**

6. **Food temperature control:**  
How will you provide for proper food temperature control (below 41° F, or above 135° F) in booth?
- a. Cold-holding devices (i.e., refrigerator, ice chest, freezer)  
Describe: \_\_\_\_\_
  - b. Hot-holding devices (i.e., warmer, steam table, heat cabinet, burner)  
Describe: \_\_\_\_\_
  - c. Rapid-heating devices (i.e., stove, oven, burner, grill)  
Describe: \_\_\_\_\_

7. **Counter cleaning and sanitizing:**  
**(1 teaspoon of bleach per gallon of water and chemical test papers to monitor concentration of bleach). Provide 2 sanitizer set-ups.**

8. **Booth construction:**  
**(Floor: non-absorbent surface such as wood, concrete or plastic tarp; grass must be covered)**  
**(Ceiling: hard or soft covered structures such as canopy or tent).**  
Describe: \_\_\_\_\_

9. **Food handler's cards:** must have before event..... ☐ Yes ☐ No  
**Probe thermometer:** (Range of 0° F – 220° F) ..... ☐ Yes ☐ No

## Submission of Application:

All portions of the application must be completed

Refer to [Fee Schedule](#) or [www.mchealthinspect.org](http://www.mchealthinspect.org)

or call office @ (503) 988-3400

If your event operates more than 30 days and you have an interruption in food service or your license expires, a written notification is required from the Event Coordinator stating your last date of operation; or notification to the EHS office prior to interruption to avoid late fees.

**Make check payable to:**

Multnomah County Environmental  
Health Services  
847 NE 19th Avenue, Suite 350  
Portland, OR 97232

(Pay by phone available)

## Benevolent Administrative Processing Fee (Once Each Calendar Year)

Benevolent temporary restaurants are charged a fee for the application process. This is not a license fee. A permission letter must be submitted with application if Benevolent Organization allows another operator to use its Non-profit Tax ID number. The Benevolent organizations are the responsible party for that event therefore approval for use of their Non-profit tax number must be verified. All proceeds must go to the benevolent organization.

Non-profit tax ID #: \_\_\_\_\_ **(A photocopy of 501C3 is required)**

Inspection(s) of your temporary restaurant may occur at any time from the point of setting up to the point of closing down your food service operation. All temporary restaurant licenses are issued for each single event for the location, operator, and dates posted on each license.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_