



1581 Webster Street, Suite 155
San Francisco, CA 94115
415-771-9861

www.nihonmachistreetfair.org

2012 Committee

Grace Horikiri
Executive Director

Pat Fong
Finance

Joey Convento
Reuben Houston
Will Chu
Uncle Charley Kiaha
Entertainment

Kiyomi Tanaka
Elliot Wong
Asian Artisans

Will Lee
Bara Kawasaki
Photography

Nathan Lau
Wes Nihei
Public Relations

Grace Fujimoto
Nonprofit Information Table

Lenna Onishi
Children's World

Ryan Quan
Wayne Yoshida
Cheri Quan
Security

Eric Tanaka
Logistics

Rich Tokeshi
Booklet

Ann Martin
Food Fest

Terry Chew
Volunteer Coordinator

Greetings,

On behalf of the Nihonmachi Street Fair Committee, I would like to invite your business to participate in this year's 39th Annual Nihonmachi Street Fair Food Fest which will be held in San Francisco's Japantown on the weekend of August 4 & 5, 2012.

The Nihonmachi Street Fair is one of the longest running outdoor community events in San Francisco. It is a celebration of the dynamic and diverse Asian and Pacific American communities in the Bay Area, with an emphasis on the many nonprofit organizations that provide vital services and programs.

It can provide non-profit organizations with an opportunity to fundraise by running a food booth. We are continually trying to encourage as many organizations as possible to join us in order to provide a wide variety of food and refreshments for the fair goers. We hope that you will consider participating this year.

Enclosed you will find all the required paperwork needed to ensure your participation in this year's event. Please complete all 3 forms (Application, Health and Fire) and return to the Nihonmachi Street Fair, Inc., 11581 Webster Street, Suite 155, San Francisco, CA 94115 with your Food Fest consideration deposit before July 2, 2012.

If you have any questions, please do not hesitate to email me and I will be sure to get back to you as soon as possible.

Best regards,

Ann Martin
Nihonmachi Street Fair Food Fest Co-Chairperson
ann@nihonmachistreetfair.org

For further information about the Nihonmachi Street Fair, please visit our website at:
www.nihonmachistreetfair.org

39TH ANNUAL NIHONMACHI STREET FAIR AUG. 4 & 5 (SAT & SUN) 2012 NONPROFIT FOOD BOOTH APPLICATION FORM

Name of Organization: _____
Contact Person: _____
Address: _____
City/State/Zip: _____
Phone/Fax Number: _____ Email: _____

New applicants please attach a copy of your Federal 501(c)3 non-profit status form.

Non Profit Food Booth Application Fee: \$350.00

ADDITIONAL FEES (check all that apply):

- We will be using propane or charcoal add \$150.00 to application fee = \$ _____
- We need Insurance Fee add \$150.00 to application fee = \$ _____
If your group already has insurance, please state Insurance Company Name & Policy Number:

- We need to rent tables \$20.00 each to application fee = \$ _____
- We need to rent chairs add \$10.00 (for 2 chairs) to application fee = \$ _____
- TOTAL ENCLOSED:** \$ _____

All participants must obtain their own tents. Please refer to SF Fire Safety regulations.

ENTIRE APPLICATION MUST BE COMPLETED IN FULL TO BE CONSIDERED.

Describe in detail your menu item(s) with corresponding unit prices.

Vendors selling combination plates: choices must be limited to no more than 4 menu items

1st choice: Unit/Price _____

2nd choice: Unit/Price _____

The Nihonmachi Street Fair reserves the right to remove any items not listed on this form.

Water will be available (location to be determined at first general meeting). Bring your own containers. Charcoal and ashes must be dumped in the metal trash cans provided by the Street Fair Committee, located on the Buchanan and Post Streets intersection, at the end of each day.

Nihonmachi Street Fair will impose a \$100.00 fine for those organizations who leave area of their booths (ground and wall of buildings) greasy. Please cover the ground of your area when cooking greasy foods.

Description of your organization in 50 words or less: (Please write on back of application).

Make check payable to & return application to:

NIHONMACHI STREET FAIR 1581 Webster Street, Suite 155, San Francisco, CA 94115

DO NOT WRITE IN
FOR INTERNAL PURPOSES ONLY Application No.: _____ Date Received: _____ Amount Enclosed: _____ Received By: _____

APPLICATION DEADLINE: JULY 2, 2012



San Francisco City and County
Department of Public Health
Environmental Health Section
Consumer Protection Program

Edwin M. Lee, *Mayor*
 Barbara A. Garcia, MPA,
Director of Health
 Rajiv Bhatia, M.D., M.P.H.
Director of Environmental Health

Food Concessionaire Application

This application is to be completed by each food facility/vendor.
 The sponsor shall collect all the applications and submit them as a packet **at least two weeks prior** to the event.

Name of Event: NIHONMACHI STREET FAIR

Location: JAPANTOWN - POST/BUCHANAN **Date(s):** AUG 4 & 5, 2012

Time concession will be ready for inspection: _____ **Number of 10' x 10' booths:** _____ **Number of carts:** _____

Applicant/Company Name: _____

Address: _____

Phone: _____ **Fax:** _____ **E-mail:** _____

On-site representative: _____

Name of facility for equipment cleaning and sanitizing, equipment storage, and food storage (commissary):

Name & Address: _____

Phone: _____ **Fax:** _____ **E-mail:** _____

Travel time from off-site preparation to event location: _____

Hand Washing Facilities: plumbed sink: _____

Warm H₂O gravity flow station: _____

Utensil Sanitizing Method: (3) compartment sink: _____

Other method approved by SFPDPH: _____

Temperature Control Methods: Hot (135°F or above): _____

Cold (45°F or below): _____

Food Item	Off-Site Prep.	Cooking Procedures	Holding Temp. Methods
<i>Example: raw chicken</i>	<i>yes</i>	<i>grill to internal temp= 165°F</i>	<i>sterno chafing dishes</i>

I have read and understood the Concessionaire Operating Requirements & Checklist attached to this form _____ (initials).

Applicant signature: _____ **Date:** _____

Printed name: _____

TEMPORARY EVENTS PROGRAM

San Francisco Fire Department
Bureau of Fire Prevention
698 – 2nd Street, Room 109
San Francisco, CA 94107
Phone: (415) 558-3300
Fax: (415) 558-3323

_____ of _____

PERMIT APPLICATION

(Hours 8:00 am - 5:00 pm Mon - Fri)

- Permit Approval (OK)
- Pending Inspection (PI)
- Hold for _____
- Battalion Chief Inspection
- Permit Section Inspection
- WDO Required
- Sponsor Permit

PERMIT DESCRIPTION: _____ NIHONMACHI STREET FAIR, AUG 4 & 5, 2012 _____

OTHER INFORMATION: Please provide the applicable information for: **LP-gas tanks/containers:** number, weight/gallons; **flammable/combustible liquid tanks/containers:** content, number, gallons, location; **batteries:** type, gallons, location; **compressed gas tanks/containers:** content, number, volume; **places of assembly:** maximum approved occupant load; **tents/membranes:** number, dimensions, occupant load, site plan, floor plan; **events/special places of assembly:** date

OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE **SFFD Permit Conditions/Notations:**

Annual Tax License Certificate Required: yes / no **if yes: Tax Class: D** _____
if no: Date Permit Expires _____

PERMIT ADDRESS: _____ JAPANTOWN - POST/BUCHANAN _____

APPLICANT'S BUSINESS NAME (dba): _____ **TELEPHONE:** _____

PERMIT HOLDER: _____ **SF BUSINESS TAX REG NO.:** _____

APPLICANT'S CONTACT/AGENT: _____ **TELEPHONE:** _____

APPLICANT'S BILLING ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____ **FAX:** _____

All returned checks are subject to an additional surcharge. Processing, review, and inspections that require more than a total of two (2) hours (or three (3) hours for flame effects or pyrotechnics/fireworks) shall be subject to an additional fee for each hour or portion thereof.

This application form is not a permit to operate and may require further review or inspection by the San Francisco Fire Department. The Chief is authorized to cancel a permit application when the applicant fails to make corrections or fails to provide additional information within six (6) months from the date of this application.

All fire permit applications shall be submitted a minimum of five (5) working days (or ten (10) working days for flame effect and pyrotechnic/fireworks permits) prior to the commencing date of the regulated event or activity. Only the original permit application will be accepted; a "fax" copy is not acceptable. It is the applicant's responsibility to contact the SFFD to schedule an inspection.

I CERTIFY THAT I HAVE READ THE ABOVE STATEMENT OF CONDITIONS AND THAT ALL INFORMATION SUBMITTED IS CORRECT. I AGREE TO COMPLY WITH ALL CITY AND STATE LAWS RELATING TO FIRE PREVENTION, AND HEREBY AUTHORIZE REPRESENTATIVES OF THIS CITY TO ENTER UPON THE ABOVE-MENTIONED PERMIT ADDRESS FOR INSPECTION PURPOSES.

Wet Signature of Applicant or Agent

Date

Print name of Applicant or Agent (circle one)

Page one of two

San Francisco Fire Department

Division of Fire Prevention
& Investigation



BUSINESS NAME

MAILING ADDRESS

CITY

STATE

ZIP CODE

EVENT INFORMATION

Nihonmachi Street Fair

NAME OF EVENT

August 4 & 5, 2012

DATE

Post & Buchanan/ Japantown

LOCATION

VENDOR ACKNOWLEDGMENT RECEIPT FORM

Please read and complete this form. The completed vendor acknowledgement form, permit application, required documents, and appropriate SFFD fire permit fees **must be returned to the Event Sponsor** at least (10) business days prior to the event for submission by the Event Sponsor to the SF Fire Dept.

A signed copy of this form and permit application must be on file with the Bureau of Fire Prevention prior to using LP-gas (propane, butane), charcoal briquettes, wood chips, open flame devices, or flammable/combustible liquids at any food or street fair in the City and County of San Francisco.

I, (print name) _____, the owner/agent/responsible party acknowledge receipt of **SFFD Administrative Bulletin No. 5.10** ("Safety Requirements for Regulated Activities at Outdoor Food and Street Fairs"). Furthermore, I agree to inform all staff and/or employees of the above guidelines for each regulated activity.

I understand that all equipment used during the event shall meet the requirements of the San Francisco Fire Code and A.B. 5.10 or the equipment shall be removed.

PRINT NAME

DATE

SIGNATURE REQUIRED

TELEPHONE NUMBER

AB:s:bf:permits:vendor form (Form Rev. 01/01/11)

5.10 Safety Requirements for Regulated Activities at Outdoor Food and Street Fairs

Reference: The requirements of this bulletin are referenced from the San Francisco Fire Code and the National Fire Protection Association Standards including, but not limited to, SFFC Chapters 1, 3, 24, 30, and 38, and NFPA 30 and 58. For all referenced documents in this bulletin, the most current edition shall be used unless an older edition is currently adopted by the State of California.

Purpose: The purpose of this bulletin is to establish fire safety requirements and guidelines for the use of tents, temporary membrane structures, food booths and portable cooking appliances at outdoor food and street fairs.

Scope: This bulletin applies to the installation and use of tents, temporary membrane structures, and food booths and /or the use of portable cooking appliances utilizing LP-gas, butane, propane, natural gas, mesquite wood, or charcoal briquettes at outdoor food and street fairs.

NOTE: Permit applications for regulated activities shall be submitted to the San Francisco Fire Department Bureau of Fire Prevention a minimum of five (5) business days prior to the event.

TENTS, TEMPORARY MEMBRANE STRUCTURES, FOOD BOOTHS:

1. All tents, temporary membrane structures, and food booths used for cooking or warming of food shall be of inherently flame-resistive material or treated with flame retardant in a manner approved by the California State Fire Marshal. The owner or agent shall submit to the Fire Department proof of fire resistance or flame retardancy when applying for a fire permit. Proof of certification of flame resistance or flame retardancy shall be available on-site at all times.
2. The means of egress shall comply with the applicable sections of Chapter 24 of the Fire Code. For example, a minimum of two (2) exits is required for an occupant load of 10-199 persons.
3. Cooking tents shall be separated from other tents or temporary membrane structures by at least twenty (20) feet.
4. The minimum number of visible and accessible 2-A 10-B:C (minimum size) portable fire extinguishers with a current State Fire Marshal (SFM) service tag to be provided in every tent or temporary membrane structure shall be as follows:
 - a.) 200-500 sq. ft. of floor area: one (1) extinguisher.
 - b.) 501-1,000 sq. ft. of floor area: two (2) extinguishers.
 - c.) An extinguisher is required for each additional 2,000 sq. ft. or fraction thereof.

5. Smoking is prohibited in tents or temporary membrane structures. NO SMOKING signs shall be conspicuously posted.
6. Any tent or temporary membrane structure having an area greater than 400 sq. ft. requires both a construction permit and a Fire Department operational permit. Proof of liability insurance is also required. An aggregate total of multiple tents open on all sides exceeding 700 sq. ft. without a twelve (12) foot fire break and not separated at least twelve (12) feet from all structures and other tents requires a separate Fire Department permit.
7. Permit applications for the erection or use of a tent or temporary membrane structure with an occupant load of 50 or more persons shall be accompanied by a detailed site map and floor plan. The plans shall include details of the following:
 - a.) Occupant load with justification.
 - b.) Location and width of egress components.
 - c.) Seating and/or content arrangement.
 - d.) Emergency lighting.
 - e.) Exit signage.
 - f.) Number and locations of fire extinguishers.
 - g.) Location and type of heating and/or electrical equipment.

NOTE: Please contact the Permit Section of the S.F.F.D. Bureau of Fire Prevention at (415) 558-3303 for additional requirements regarding the installation and use of tents and temporary membrane structures.

COOKING, WARMING OF FOOD:

1. Cooking within a tent, temporary membrane structure, or food booth accessible to the public is prohibited.
2. Vendors cooking with flammable gas and/or solid fuel BBQ grills and vendors using deep fat fryers shall utilize a minimum vendor space of not less than 200 sq. ft. to accommodate a 10' x 10' cooking area located at the rear of the 10' x 10' food booth.
3. Cooking equipment shall not be located within ten (10) feet of exits, exit pathways, and combustibles.
4. Flammable-liquid-fueled equipment shall not be located or used inside tents, temporary membrane structures, or food booths.

5. Flammable gas-burning and solid fuel-burning equipment designed to be vented shall be vented to the outside air as specified in the California Mechanical Code. Where vents or flues are used, all portions of the tent or temporary membrane structure shall not be less than twelve (12) inches from the vent or flue.
6. Grill or cooking appliances with perforated or grid design cooking surfaces which allow the food to come in direct contact with the flame shall not be located or used inside tents, temporary membrane structures, or food booths. (Exception: unless protected by a Type I hood with a fire suppression system).
7. One (1) visible and accessible 2-A 10-B:C (minimum size) portable fire extinguisher with a current SFM service tag shall be provided for each cooking and warming area.
8. The warming of food using griddles, sterno, or butane may be allowed within a food booth provided the heat-producing device is on a non-combustible surface and a minimum eighteen (18) inch clearance is maintained from all portions of the booth envelope and all combustible materials. Sterno and butane shall be used according to the manufacturer's instructions.

NOTE: A Fire Inspector may order the immediate cessation of cooking operations if grease has accumulated on tent surfaces.

DEEP FAT COOKING, OPEN FLAME COOKING:

1. Deep fat cooking shall not be located or used inside tents, temporary membrane structures, or food booths. (Exception: unless protected by a Type I hood with a fire suppression system).
2. Deep fat cooking shall be located a minimum of twenty (20) feet from a tent, canopy, or membrane structure and ten (10) feet from food booths and cooking tents.
3. One (1) 1.5 gallon (minimum size) accessible Class K portable fire extinguisher with a current SFM service tag is required for up to four fryers having a maximum cooking medium capacity of eighty (80) pounds each.
4. Open flame cooking devices and barbecues shall be located a minimum of twenty (20) feet from tents or temporary membrane structures and five (5) feet from food booths and cooking tents.
5. Barbecue units shall be constantly attended while in use or until cool. A metal container with a metal lid shall be provided to deposit burning, glowing, or

smoldering charcoal briquettes or wood chips. The covered, non-combustible container shall be located at least two (2) feet from combustible materials.

USE OF FLAMMABLE GAS:

1. The maximum amount of propane and the maximum number of storage cylinders allowed on-site shall be based on the following sizes of the food booth and the adjoining cooking areas:
 - a.) A maximum of twenty (20) gallons of propane is allowed per location if a vendor is provided with space for a 10' x 10' food booth and a 10' x 10' cooking area located at the rear of the booth. No more than four (4) cylinders are allowed on-site. The maximum cylinder size shall not exceed ten (10) gallons unless approved by the Permit Section Lieutenant.
 - b.) A maximum of forty (40) gallons of propane is allowed per location if a vendor is provided with space for a 10' x 20' food booth and a 10' x 20' cooking area located at the rear of the booth. No more than six (6) cylinders are allowed on-site. The maximum cylinder size shall not exceed ten (10) gallons unless approved by the Permit Section Lieutenant.
2. Only D.O.T.-approved portable LP-gas, propane, natural gas, and butane cylinders shall be used. Cylinders shall be in good condition, properly labeled, and without dents or corrosion.
3. Flammable gas cylinders shall be located and stored outside of tents, temporary membrane structures, and food booths. Unless listed to be installed as a component of the appliance (e.g. cassette fue), gas cylinders shall be located a minimum of five (5) feet from cooking and heating appliances.
4. Cylinders shall be located in areas not accessible to the public and at least ten (10) feet from all structures, exits, and exit pathways.
5. Compressed gas cylinders shall be secured in the upright position and prevented from falling, tipping, and tampering.
6. Flammable-gas-fueled appliances shall be equipped with a shut-off valve located on the storage cylinder and a shut-off valve located on the appliance.
7. An Underwriters Laboratories (UL)-approved pressure regulator shall be installed on the fuel supply hose between the storage cylinder and the appliance. The regulator shall be installed as close as possible to the storage cylinder.

8. Cooking and heating appliances, hoses, and connectors shall be approved for use with its type of fuel source. Hose shall be continuously marked with “LP-GAS, PROPANE, 350 PSI WORKING PRESSURE” and the manufacturer’s name or trademark. Appliance handles, knobs, and control valves shall be in good working condition. Faulty cooking appliances, hoses, valves, and connectors shall be removed from service immediately.
9. A leak test shall be performed on all pressurized flammable gas connections prior to using the cooking or heating appliance and after each changing of cylinders. Each vendor using pressurized flammable gas shall provide and maintain an on-site spray bottle filled with a soapy solution to perform leak tests.
10. Appliances and fuel supply shall be shut down immediately whenever there is an odor of LP-gas, natural gas, or butane gas. An inspection shall be performed to determine the source of the leak. If the origin of the leak cannot be determined, call 911 and request assistance from the Fire Department.

PORTABLE GENERATORS:

1. Portable generators with a gasoline fuel capacity of more than ten (10) gallons or a diesel fuel capacity of more than sixty (60) gallons require a separate Fire Department permit.
2. Portable generators shall be separated from tents, canopies, and membrane structures by a minimum of twenty (20) feet and shall be isolated from contact with the public by fencing, enclosure, or other approved means.
EXCEPTION: Portable generators with a gasoline fuel capacity of ten (10) gallons or less or a diesel fuel capacity of sixty (60) gallons or less may be located a minimum of ten (10) feet from food booths, exits and exit pathways, and shall be located in an area not accessible to the public.
3. Each generator shall be provided with one (1) visible and accessible 20-B (minimum size) portable fire extinguisher with a current SFM service tag.
4. Generators shall not be refueled during public hours of the event. Generators shall not be refueled when the engine is running or hot and shall be performed at least twenty (20) feet from tents and membrane structures.

FIRE DEPARTMENT ACCESS:

1. All Fire Department emergency access lanes shall be maintained at a minimum of fourteen (14) feet wide at all times during street fairs. Fire Department access lanes shall not be obstructed in any manner at any time.
2. A minimum three (3) foot clear space shall be maintained around the circumference of fire hydrants. A minimum access width of three (3) feet shall be provided to the hydrant at all times.

Failure to comply with these requirements may result in not being permitted to operate at an outdoor food or street fair within the City and County of San Francisco

Your cooperation is requested to ensure that the highest level of fire safety is maintained. Please contact the Permit Section of the Bureau of Fire Prevention at (415) 558-3303 if you have any questions.

|