

2020 Taco Vendor Packet



Saturday, June 27th, 2020
11am-5pm

Summers Street, Slack Plaza & Brawley Walkway
Charleston, WV

What are we getting ourselves into?

THAT'S A FANTASTIC QUESTION. THE ANSWER IS SIMPLE-AN AWESOME TACO FESTIVAL HERE IN CHARLESTON, WITH THE CRAZIEST OF TACO LOVERS AND IT BENEFITS OUR LOCAL NON-PROFIT ORGANIZATIONS! YEAH, WE THINK ITS PRETTY AWESOME TOO!

EVENT LOCATION

Summers Street, Slack Plaza
Charleston, WV 25301

EVENT DATE & TIME

Saturday, June 27th, 11am-5pm

THE GIST

- * \$10.00 Admission for those over 12 at the gates.
- * Attendees buy tickets worth \$1 each to use for all food and drinks.
- * There will no cash transactions at food or drink booths.
- * The tacos will be provided by the teams (you) for \$2.00 each.
- * Each team shall have no more than 2 tacos to offer.
- * Other items such as street corn, churros, etc will be offered as well.
- * You will also be competing for BEST TACO!
- * 90% of your food proceeds go right back to your Non-Profit!

FESTIVAL COMPONENTS INCLUDE

- * LIVE MUSIC STAGE
- * HOT PEPPER EATING CONTEST
- * TACO EATING CONTEST
- * DOG COSTUME CONTEST
- * BEER & MARGARITA BAR
- * TEQUILA TASTING EXPO
- * LUCHE LIBRE WRESTLING MATCHES
- * PIÑATAS IN THE PARK, A FUNDRAISER FOR LOCAL EDUCATORS!
- * KIDS ZONE!
- * VIP AREA
- * MORE TO BE ANNOUNCED!!



The Settlement...

TICKET SETTLEMENT

There is nothing worse than being exhausted from a hard-working day of taco-slinging, and just when you thought it was time to crack-a-beer, you realize you have to turn in your tokens and get paid.

Don't worry, we will have staff on hand in the Festival Office to make the process quick and simple!

In fact, we'll have a cold one waiting for you!

Load In & Load Out...

LOAD-IN//LOAD-OUT

Your area must be set up, staffed and ready for Taco-Topia by 10am. Load-In will be from 8am until 9:30am. Teams must enter off of Quarrier Street and check in at the Festival Headquarters located at 162 Summers Street. (Black Sheep Side Entrances) Festival Staff will load you up with necessary supplies and get you in the right direction. All vehicles must be removed by 10:00am. Vendor Parking (1 vehicle parking permit per booth) will be provided on Summers Street between Lee & Washington Streets.

Load Out is to begin at 5:00 P.M.

VENUE GUIDELINES

1. No dumping on grass, streets, sidewalks, or bricks
2. Disposal of food must be in trash receptacles
3. Absolutely no drinking alcohol while working or wearing a wristband
4. It is the participant's responsibility to comply with Health Department rules and regulations

WRISTBANDS FOR VOLUNTEERS

Each team will be given (6) wristbands for entry

COOK'S MEETING

Mandatory 10:15am Event Day Meeting.

Here, you will receive any additional event information and health department inspection details.

Some Simple Math...

TACO TALLY:

Your tacos should include at least 2oz. of protein per taco. Basically, a Street Taco. We HIGHLY suggest you bring enough to produce at least 800 tacos. THIS IS JUST A BASE!! WE WILL UPDATE YOU ON TICKET SALES AND GIVE YOU A NEW BASE 30 DAYS OUT FROM EVENT DATE.

CONSIDER THIS EQUATION:

- * 1LB OF MEAT=8 TACOS WITH 2OZ. OF MEAT EACH
- * 800 TACOS= 100 LBS OF MEAT

NOW CONSIDER THIS:

- * YOU WILL KEEP 90% OF THE MONEY FROM YOUR TACO SALES!
- * 800 TACOS = \$1600.00 so you would get \$1440.00

Some Simple Tips...

TACO PREP

The more your team can prep before the event, the better. Marinating, brining, smoking, par cooking, sauces, garnishes, etc....all will help you on the day to move the taco-palooza lines that will never stop. The taco-lovers are relentless!

TACOS PER MINUTE (TPM)

Speed is the name of the game! The faster you execute (TPM) the more you sell and the more money you make. We anticipate a HUGE crowd! Last year we saw nearly 1000 attendees. We will only go up from there! We don't want you to say- "We could have sold more if we had more food or the manpower to do it, Ultimately, it's your call but we do recommend a powerhouse team from your organization to keep things going!

TACO SIZE

Hey listen, we're all for you serving a gigantic taco, but the crowd will be happy with a smaller street taco. Your product will go a lot further with 2oz. of protein. Everyone will be using the same 4" flour tortillas which we will provide to all participants. A limited supply of corn tortillas will be available to those with gluten sensitivities.

Some Suggestions & Requirements...

ITEMS TO CONSIDER BRINGING

- Pot Warmers
- Chafers (we will provide 2, if needed)
- Cutting board
- Squeeze bottles
- Knives
- Wet wipes
- Tongs
- Spatulas
- Pot Holders
- Aluminum Foil
- Plastic Wrap
- Trash Bags
- Bus Tubs
- Lexan Tubs for cold garnish
- Dish Rags
- Sponges
- Coolers
- Aprons
- First Aid Kit
- Booth Decorations (there will be a contest)
- Extension cords
- Extra chairs (you get 2 from us)
- Extra table (you get 2 from us)
- Ice (will also be available at event)

REQUIRED ITEMS

- Small Fire Extinguisher
- Thermometer
- Gloves, Soap & Sanitizer (we are providing)
- Hot water for cleaning
- Hand Washing Station
- Health Permit
- Proof of Liability Insurance
- Application & Booth Fee of \$150.00 NO LATER THAN FRIDAY, May 22nd

WHAT WE PROVIDE

- 10x10 tent
- 2 tables
- 2 chairs
- Table covering
- Signage
- 4" tortillas
- Paper serving items
- Paper Towel
- Soap & sanitizer
- Hot Water
- Event Advertising



Some FYI...

BELOW ARE THE RULES & REGULATIONS FOR THE CHARLESTON TACO FESTIVAL.

1. Some things in life can be negotiated. This set of rules is not one of them. However, things can always be interpreted in different ways, so Rule #1: the wording interpretations of these Rules and Regulations operate at the discretion of The Charleston Taco Festival. Their decisions and interpretations are final.
2. Let's try and keep the number of people on your team to around six. Each team must designate a chief cook and name him or her on the contest entry form. A chief cook cannot operate more than one team in the same contest. Chief cooks and team members can only cook for their designated team.
3. Each team will be assigned a cooking space. Grills, cookers, prep space, or any other equipment shall not exceed the boundaries of the team's assigned cooking space. All seasoning and cooking shall be done either in a licensed professional kitchen or within your cooking space. You can't just cook in the street, that's gross. Teams shall not share an assigned cooking space or cooking device unless payment in the form of tequila is exchanged between those teams.
4. Participants shall provide all needed equipment and supplies except for those that The Charleston Taco Festival provides. Charleston Taco Festival will provide electricity up to a point. That stuff's expensive, so check with the contest points of contact to see how much you'll get. Participants must adhere to all electrical, fire, and health codes. A fire extinguisher shall be within arm's reach at all times.
5. It is the responsibility of the Chief Cook to see that the team's assigned is clean and orderly during and after the event. That's a fancy way of saying, "pick up after yourself, we're all adults here."
6. The use of ANY tobacco products while handling tacos or inside your booth is strictly prohibited and will result in the immediate removal of your group.
7. All cooking devices and cooking space must be clean.

The Competition...

OUR TACO COMPETITION IS SERIOUS STUFF. WE HAVE A TENT OF JUDGES WHO BLIND SCORE YOUR TACO TURN-INS TO ENSURE THE UTMOST IN UNBIASED AND QUANTIFIABLE SCORING.

TURN-IN TIMES

You will be assigned a turn-in time for your taco entries. A member of our staff will come to your tent to pick up your entries. Late turn-ins will receive penalty points.

COMPETITION BOXES

Competition tacos will be entered in an event-provided competition box with just a number on it. You will receive your boxes at the Participant's Meeting. DO NOT include your name or logo on the box as it is blind scoring. We do however encourage you to decorate your boxes to make them more appealing to the judges. Replacement boxes will not be provided if lost or damaged!

SCORING

Tacos will be based on three criteria:

- *Taste (40% of your score)
- *Presentation (40% of your score)
- *Execution (20% of your score)



AWARDS

Trophies will be awarded for 1st -3rd Places
1st Place & People's Choice Winner will receive cash prizes!

PIEDMONT ELEMENTARY SCHOOL IS THE CURRENT REIGNING TACO CHAMPION!





CHARLESTON TACO FESTIVAL
NON-PROFIT APPLICATION

The undersigned agrees to abide by the official rules & regulations of Charleston Taco Festival.

**DEADLINE FOR APPLICATIONS AND PAYMENT:
FRIDAY MAY 22nd , 2020**

ORGANIZATION NAME _____

NON PROFIT TAX ID NUMBER _____

CONTACT NAME _____

ADDRESS _____ CITY, ZIP _____

PHONE _____ EMAIL _____

SIGNED _____ DATE _____

TACO OFFERING #1 _____

TACO OFFERING #2 _____

Please return the following to the address listed below...

- Completed Charleston Taco Festival Application
- Check or money order for \$150.00 for booth space made out to Black Sheep Enterprises, LLC
- Completed Non-Profit Health Permit Application
- Completed City of Charleston Business Registration/Street Vendor Application
- Completed City of Charleston Hold Harmless Agreement
- Check or money order for \$20.00 for booth space made out to the City of Charleston
- Copy of Organization's 501C3 Status Letter
- Proof of Liability Insurance

Email to: info@tacofestwv.com

Mail to: Black Sheep Burrito & Brews, 162 Quarrier Street, Charleston, WV 25301
ATTN: Charleston Taco Festival



KANAWHA-CHARLESTON HEALTH DEPARTMENT

108 Lee Street, East /PO Box 927

Charleston, WV 25323-0927

(304) 344-KCHD (5243)

NONPROFIT TEMPORARY FOOD FORM

§16-6-3. Hotel and restaurant defined; hotels and restaurants not subject to provisions of article.

For the purpose of this article, every building where food and lodging are usually furnished to guests and payment required therefore shall be deemed a hotel, and every place where food without lodging is usually furnished to guests and payment required therefore shall be deemed a restaurant. But the provisions of this article, except those of sections twenty and twenty-two, shall not apply to any hotel wherein there are fewer than ten bed chambers, nor to any hotel known as a "summer hotel" which is not open for guests from November fifteenth to May fifteenth. The provisions of this article shall not apply to temporary food sales, not exceeding two weeks in length, by religious, educational, charitable or nonprofit organizations.

I hereby certify that I have read and understand the above noted section of the WV Code.

I, _____ do hereby claim exemption from the requirements of the WV Food Service Sanitation Regulations. My organization's identity and status is:

- RELIGIOUS ORGANIZATION
- EDUCATIONAL ORGANIZATION
- CHARITABLE ORGANIZATION
- NONPROFIT ORGANIZATION

ORGANIZATION'S NAME _____

ADDRESS _____

TELEPHONE NUMBER _____

AGENT/REPRESENTATIVE _____

TAX EXEMPT ID# _____

AGENT/MEMBER _____

DATE _____

Administration		Clinic		Environmental		Epidemiology		Health Promotion	
Phone:	304.348.6191	Phone:	304.348.8080	Phone:	304.348.8050	Phone:	304.348.1088	Phone:	304.348.6193
Fax:	304.348.6821	Fax:	304.346.1756	Fax:	304.348.8051	Fax:	304.381.8149	Fax:	304.348.6821

RTS ACCOUNT # _____

B&O: Yes / No

CSF: Yes / No

BL: Yes / No

License Fees: _____

Penalty: _____

TOTAL PAID: _____

City Official Use Only

BUSINESS REGISTRATION

City of Charleston
915 Quarrier St., Suite 4
Charleston, WV 25301
Phone: (304)348-8024
Fax: (304)347-1810
www.charlestonwv.gov



IMPORTANT: This is a four page application. All applicable questions must be answered in order to properly classify business activities. Incomplete forms will delay processing of your application.

Section I. General Information:

1. Company Name: _____

2. DBA: _____

3. Federal Employer ID/Social Security Number*: _____

4. Physical Address of Business: _____

5. City _____ 6. State _____ 7. Zip Code _____

8. Physical Location Phone Number: _____

9. Contact Name: _____ Contact Email: _____

10. Contact Phone Number: _____ Fax: _____ Mobile: _____

11. Mailing Address: _____

12. City _____ 13. State _____ 14. Zip Code _____

15. Ownership Type:

_____ Proprietorship _____ Partnership _____ Corporation _____ Non-Profit _____ Other
(Include copy of 501 (3) (c))

16. Description of Business _____

17. Date Business Began Operation in Charleston _____

18. Do you have an employee(s) working out of their home that is located within the city limits of Charleston? Yes / No

If you answered yes to question # 18, please provide a description of the employee(s) job duties: _____

19. Does this business own the property on which it is located? Yes / No

If not, who is the owner? _____

Owner's address _____

Owner's phone ## _____

20. Does your business contain vending machines? _____ If so, who is the owner and their address?

*****If you answer YES to Any of the questions below complete Pages 1-4 of this application*****
 If you answer NO to All of the questions below only complete Pages 1 & 2

21. Do you have a physical location in Charleston? Yes / No

22. Will you set-up a vending booth or bring in a motorized/non-motorized vending cart or vehicle in order to sell food or merchandise?: Yes / No

23. Is this a Home Based Business: Yes / No **Home Based Business- A business that is operated out of a personal residence.**

24. Do you own more than 1 rental unit in the City of Charleston? Yes / No **If Yes, how many units: _____**

Please attach a sheet listing all rental property that you own in the City of Charleston.

List all principle officers, proprietors, partners or any individual owning more than 25% of the business:

Name _____ Social Security # _____

Address _____ Telephone # _____

Name _____ Social Security # _____

Address _____ Telephone # _____

Name _____ Social Security # _____

Address _____ Telephone # _____

Privacy Act Statement

Disclosure of a Social Security Number (SSN) to the City of Charleston is voluntary. If you do not wish to disclose your SSN, you may provide an alternative identification number. The City of Charleston solicits this information pursuant to West Virginia Code § 8-13-13 and the Charleston City Code. The City of Charleston will not disclose your SSN or any other information you provide to any other entity or party.

Authorized Signature of Business: By signing below, I do hereby certify and declare, under penalty of perjury, that the information furnished in this application is true, complete and accurate to the best of my knowledge.

 Signature of Business Owner or Authorized Agent

 Date

 Title

Section II. Business License Category: (Only complete this section if you answered yes to Question #10, Question #12 or if you own more than 1 rental unit in Charleston)

1. Select the appropriate license(s) for your business in **Part A**. All businesses with a storefront or a physical location within the City of Charleston are required to purchase a General Business License. Sales of beer or liquor, or street vending activities require an additional license. If your business intends to sell beer or liquor, you **must** attach a copy of your WV ABCC License. If your business desires to engage in street vending in the downtown central business district, you **must** provide Proof of Liability Insurance in the aggregate sum of \$500,000, adding the City as an additional insured, and you **must** enter into a Hold Harmless Agreement with the City. Please be aware street vending is only permitted in designated areas. See street vendor rules and regulations and street vendor map for details.

2. Complete **Part B** in its entirety. If your business intends to sell or serve prepared food, you **must** attach a copy of your Kanawha County Health Permit. If your business desires to purchase gold, silver or other precious metals, jewels or other products, you **must** comply with the requirements of §18-863 of the Charleston Municipal Code to report your purchases to the Charleston Police Department. If your business intends to conduct door-to-door sales or engage in home solicitation, a \$3,000 surety bond **must** be posted for **each** sales representative.

3. Sign and date the application in Part C.

Part A:

~~General Business: (Prorated by quarter)~~

~~___ 0. GENERAL BUSINESS (\$20.00)~~

~~Beer - **Must** attach valid WV ABCC License (Prorated by Quarter)~~

- ~~___ 1. Distributor (\$250.00)
 ___ 2. Dispenser (\$100.00)
 ___ 4. Class A Retail (\$100.00)
 ___ 5. Class B Retail (\$15.00)~~

~~Liquor - **Must** attach valid WV ABCC License (Prorated by quarter)~~

- ~~___ 6. Private Club Less than 1000 members (\$500.00)
 ___ 7. Private Club More than 1000 members (\$1,250.00)
 ___ 8. Fraternal, Veterans or Non -Profit Social Clubs (375.00)~~

~~Street Vending - **Must** provide Proof of Liability Insurance and enter into a Hold Harmless Agreement with the City. (Prorated by Quarter)~~

- ~~___ 9. Street Vending - Non Motorized Cart/Stand (\$20.00)
 ___ 10. Street Vending - Motorized Vehicle (\$20.00)~~

Part B:

A. Does your business **purchase** gold, silver or other precious metals, jewels or products? Yes / No
 If yes, see City Code §18-863

B. Does your business **sell**? Beer: Yes / No Liquor: Yes / No If Yes, you **Must** attach your ABCC license

C. Does your business **sell** or serve prepared food? Yes / No If Yes, you **Must** attach a copy of your Kanawha County Health Permit

D. Does your business conduct home solicitations or door-to-door sales? Yes / No
 If Yes, you **Must** post a \$3,000 surety bond for **each** sales representative.

Part C: Authorized Signature of Business: By signing below, I do hereby certify and declare, under penalty of perjury, that the information furnished in this application is true, complete and accurate to the best of my knowledge.

 Signature of Business Owner or Authorized Agent

 Date

 Title

Section III. Planning/Zoning & Property Certification:

It is the responsibility of each applicant upon an **initial** application for a city business license/registration to first ascertain inspection and approval for occupancy of the premises from the Planning/Zoning, Building and Fire Departments. The information in the box below is for a new business, an existing business with a new owner, or an existing business in a new location within the City of Charleston.

******Do Not Write Inside This Box—For City Official Use Only******

TO BE COMPLETED BY: ZONING/PLANNING DEPARTMENT

Phone Number: (304)348-8105

- 1. Was the business location previously occupied? Yes No
- 2. Is the proposed business a continuation of that previous type of business? Yes No
- 3. Has the applicant confirmed the zoning of this location? Yes No
- 4. Does this business conform to the current zoning code? Yes No
- 5. What is the Zoning District of this proposed business: _____
- 6. Applicable Section of the Zoning Ordinance: _____
- 7. Has the Planning Office approved the proposed business? Yes No

If no, the reasons are as follows: _____

Approved By: _____
 Planning Official

Date: _____

TO BE COMPLETED BY: BUILDING DEPARTMENT

PHONE NUMBER: (304)348-6833

Approved By: _____
 Building Official

Date: _____

TO BE COMPLETED BY: FIRE DEPARTMENT

PHONE NUMBER: (304)348-8058

Approved By: _____
 Fire Department Official

Date: _____

HOLD HARMLESS AGREEMENT

THIS AGREEMENT, Made this ____ day of _____, 20____, by and between THE CITY OF CHARLESTON, WEST VIRGINIA, a municipal corporation, party of the first part, and _____, Vendor, party of the second part.

WHEREAS, the City of Charleston requires that an indemnity agreement be entered into with a street vendor as a condition of allowing the use of its public ways or park areas for street vending; and,

WHEREAS, the party of the second part has applied for a street vending permit; now therefore,

THIS AGREEMENT, WITNESSETH: That, for and in condition of the issuance of said permit and other good and valuable consideration, the party of the second part herein agrees that it shall indemnify and save harmless the party of the first part from and against all claims, suits, damages, costs, losses and expenses in any manner resulting from or arising out of the said street vending activity by the said party of the second part,

WITNESS the following signature:

THE CITY OF CHARLESTON, WEST VIRGINIA,
a municipal corporation,

By: _____
Tonya C. Cotton
City Collector

Vendor

By: _____
Its _____

Taken, subscribed and sworn to before me this ____ day of _____,
20____.

My commission expires: _____.

Notary Public