

# MuslimFest

Celebrating the best in Muslim Art and Entertainment



**Are you looking to expand your customer base? Do you want to share your tasty dishes with the rest of the community?**

We invite you to partner with MuslimFest for our sixth annual Food Festival on Saturday, August 1<sup>st</sup> and Sunday, August 2<sup>nd</sup>, 2009 at the Living Arts Centre.

MuslimFest comes to life through the work of two non-profit community organizations: DawaNet Canada and the Sound Vision Foundation. MuslimFest brings together over 250 volunteers, 50 artists and performers, and over 10,000 visitors every year.

Due to phenomenal response from restaurants in the GTA in previous years, we will only be able to accommodate a very limited number of food vendors. Successful Applicants will receive on-stage acknowledgement, quarter page size ad in our program booklet, and recognition on the sponsors section of our website, newsletters, and program booklet.

Additionally, this year we have implemented a new ticketing system which should allow for larger consumer spending through the utilization of debit and credit cards. Also, this will free your workers from having to handle cash and get them to focus on sharing your tasty dishes with our attendees.

While food vending is now available for two days, we have not doubled our fee. We do understand that these are hard times on everyone and we want to make sure that our vendors are happy. With the reduced rate however, MuslimFest will utilize drink sales as an avenue for generating revenue to cover our other program costs.

Since we have moved the Food Festival back to the Living Arts Centre Park, we will not have as many electrical outlets available as we did last year. This means that each vendor will be given only one 15 amp circuit. I know many of you utilize propane BBQs, but for those of you who need an electrical socket, make sure you sign up early to guarantee availability.

Our Food Festival application is a bit longer this year. This is to ensure compliance with the health department and protect our attendees from bad practice in food handling. We apologize for its length.

So, what are you waiting for? Don't delay! Fill and submit the attached application with your payment before **Friday, June 24, 2009** to be considered for this great opportunity. Make sure you include the following:

- (a) Completed Food Vendor application form
- (b) Environmental Health- Vendor Information Form
- (c) TSSA Form (no need to submit this, but you need to have it handy in case the inspector asks for it).
- (d) Signed terms and conditions form
- (e) Vendor fee for bazaar space (Cheques will have to be cashed before spots are confirmed)

We look forward to speaking with you. We are eager to establish a long lasting partnership.

Sincerely,

Fatma Nurmohamed and Khadija Dawn-Carryl  
Bazaar Coordinators  
[bazaar@muslimfest.com](mailto:bazaar@muslimfest.com)

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## MuslimFest 2009 Food Festival Guidelines

As part of this contract, selected food vendor provides:

- Food cannot be distributed for free unless authorized in writing by the Food Festival Coordinator and the Event Director
- \$1 - \$2 sampler items for people to try the food before buying a full dish (Cannot be Free)

MuslimFest 2009 provides the following exposure to selected food vendors:

- Quarter Page ad in our program booklet (\$250 value)
- On stage acknowledgement
- Recognition on the sponsors section of our website, newsletters, and program booklet
- Logo branding on all contributed guest food plates and volunteer food vouchers

| About the Food Vendor  |   |
|--|---|
| Restaurant Name:   |   |
| Name of Owner:   |   |
| Address:   |   |
| City:  | State/Province: Zip/Postal Code:  |
| Phone:   | Alternative Phone:  |
| Fax:   | Email:  |
| Website:   |   |
| Type of food to be sold and suggested plates:  |   |
| <b>How does your restaurant stand out from all others that will apply for this Festival?</b><br>(Please attached separate page to answer this question). |   |
| Number of Tables   | <input type="checkbox"/> 1 10x10 Food Tent with 1 table and 4 chairs +\$1000  |
| Additional Tent:   | <input type="checkbox"/> 1 additional 10x10 tent +\$300   |
| Power Outlet (ONE 15 amp circuit)  | <input type="checkbox"/> + \$200  |
| Program Booklet Ad Upgrade   | <input type="checkbox"/> Full Color Quarter Page advertisement (4.25x5.5) (FREE)<br><input type="checkbox"/> Full Color Half Page advertisement (8.5x5.5) +\$250<br><input type="checkbox"/> Full Color Full Page advertisement (8.5x11) +\$500 |
| City of Mississauga Permit   | <input checked="" type="checkbox"/> \$50 (Required by the City of Mississauga)  |
| Total:   |   |
| Method of Payment:   | <input type="checkbox"/> Cheque (Make payable to "DawaNet") <input type="checkbox"/> Cash <input type="checkbox"/> Debit<br><input type="checkbox"/> Credit Card <input type="checkbox"/> PayPal (Send payment to "funds@dawanet.ca")           |
| Name on Credit Card:   |   |
| Credit Card Number:  |   |
| Expiry Date:   |   |
| Card Verification Number:  |   |
| Signature:   | <u>All sponsors receive 2 M-Bands &amp; 2 Main Show Tickets (\$60 value)</u>  |
| Application Deadline is June 24, 2009<br>Cancellation Deadline: June 29, 2009  | <input type="checkbox"/> Full Color Half Page advertisement (8.5x5.5) +\$500<br><input type="checkbox"/> Full Color Full Page advertisement (8.5x11) +\$850   |

**Thank you very much for your submission. Please expect a response by Monday, July 6, 2009**

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## MuslimFest Vendor Rules and Regulations:

1. MuslimFest will issue a confirmation letter/email to accepted Food Vending contracts.
2. Table space includes a 6'x2' display table, a table cover, I.D sign and two (2) chairs.
3. The food area will operate from 12:00 pm - 09:00 pm (Saturday and Sunday)
4. All **Commercial vendors** are required to have a vendor permit/license to sell in Mississauga. MuslimFest will arrange a two-day vendor permit from the City of Mississauga at a cost of \$50.
5. All meat products sold at MuslimFest has to be "certified Halal" by one of the recognized certification bodies in North America.
6. Vendors may not move from their assigned booth, encroach on another vendor's space, move their assigned booth, or move tables and chairs from other booths.
7. Allocation of tables will be determined on a first-come-first-serve basis. To ensure your spot in a timely manner, please submit your completed forms and payments before the above-mentioned deadline. There will be no reservations without payment.
8. The food committee has the right to assign tables, and their decision is final.
9. Food vendors and their staff are expected to maintain Islamic etiquette and courteous behavior when dealing with customers.
10. MuslimFest cannot guarantee the number of meals sold. The Food Vendors are required to provide marketable meals at competitive prices.
11. MuslimFest will be handling all transaction through a food ticketing system. All vendors will keep food tickets and will be reimbursed for them after the event. No food vendor is allowed to handle any money transactions. Vendors observed breaking this rule will have their contract terminated.
12. No food vendor will be allowed to sell drinks of any sort. All drinks will be provided at the MuslimFest food table.
13. Number of 15 amp electrical plugs is limited. For this reason, electricity will be assigned on first-come-first-serve basis.
14. All food must be pre-packaged and ready for serving at the event. Otherwise, a food inspector will have to approve the preparation/cooking of food on the day of the event. All food vendors must adhere to the Peel Region Health Department Guidelines attached and linked to below. On the event of a food inspection, vendors must comply with all orders of the food inspector.
15. All adds must be submitted no later than Friday, July 3, 2009. All ads should be in Jpeg or Tiff format with at least 300DPI resolution.
16. Indemnity Clause:
  - a. Food Vendors and their staff indemnify and hold MuslimFest or any of its organizers harmless from and against all costs, damages, judgments or legal expenses which may arise from this agreement, set-up, exhibition, participation or dismantling activities during, before and after the convention. Food Vendors also assume all risks of loss, injury, theft or damage of any kind or nature whatsoever to any exhibit or component thereof, including, but not limited to, goods, merchandise, cash, records or any other property. Further, Food Vendors are expressly bound, at their expense, to repair any damage which they cause to the food area fixtures, the surrounding areas, and the Living Arts Centre through unauthorized modifications or movement of their booths.
  - b. Food Vendors and their staff indemnify and hold the Living Arts Centre and the City of Mississauga harmless and respective agents against any claim or expenses arising out of the use of the premises. The Food Vendor understands that neither MuslimFest, the Living Arts Centre, nor the City of Mississauga maintains insurance covering the Food Vendor's property and it is the sole responsibility of the Food Vendor to obtain such insurance.
17. MuslimFest reserves the right to retract the confirmation letter and contract and therefore close any Food booth and eject any food vendor or their staff immediately from the food area and the Living Arts Centre building who/which participate(s) in illegal or un-ethical activities, violate(s) any of the terms or conditions of this agreement and will immediately comply with instruction given by the MuslimFest Food Team.

As an authorized agent of this business/organization, I have read and understood this contract, and agree to abide by its terms and conditions.

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

Signature: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

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

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## PEEL REGION HEALTH DEPARTMENT GUIDELINES:

### Event Checklist - Did You Forget Anything? (Source: Peel Region Health Department)

- Meat, poultry, dairy and egg products must be from an approved inspected source and not directly from the farm.
- Food probe thermometer(s) available to check internal temperature of hot and cold hazardous foods.
- Thermometers for each cooler/refrigerator/freezer.
- Hazardous foods must be transported, stored and displayed at the appropriate temperatures. Hot foods greater than 60°C (140°F) and cold foods less than 4°C (40°F).
- Adequate protection is provided to ensure that food is not contaminated (e.g., lids, plastic wrap, aluminum foil, sneeze guards, etc.)
- Food is kept off the ground
- Utensils (e.g. serving spoons, tongs, spatulas, etc.) are used to minimize direct contact with food and a backup supply is provided if sanitizing can not be conducted on site.
- Single service eating utensils are encouraged.
- Potable water supply is provided for hand-washing, food preparation and equipment cleaning.
- Leak-proof containers/tanks provided for storage of wastewater.
- Ice container with an unbreakable ice scoop stored separately.
- Detergent and bleach/sanitizer.
- Liquid soap in a dispenser and paper towels for hand-washing.
- Clean outer garments and apron must be worn at all times while handling and preparing foods.
- Hairnets, caps or other restraints must be worn at all times while handling food.
- No eating, drinking/smoking allowed in any food preparation area.
- Adequate supply of garbage bags.
- Wiping clothes/sponges for cleaning and sanitizing preparation areas and service areas.

For More details please refer to: [http://www.peelregion.ca/health/environ/pdfs/Inspection\\_Guidelines.pdf](http://www.peelregion.ca/health/environ/pdfs/Inspection_Guidelines.pdf)

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## Environmental Health- Vendor Information Form

The following is to be completed by every food vendor and forwarded to the Peel Health Department. **Fax to: 905 501 0305**  
**Attention: Environmental Health: Dannis Persaud** (Make sure you include a copy of it with your application as well)

A Public Health Inspector will review this information and may contact you to discuss safe food handling practices specific to the food you are planning to serve.

All food must be obtained from an approved and inspected commercial source. No home-jarred, home-canned foods, or home-prepared hazardous food (e.g., meat) shall be used, sold or given away.

| Food Vendor Information   |                                   |   |
|---|-----------------------------------|---|
| <i>Event Name:</i><br>MuslimFest 2009 August 1 <sup>st</sup> & 2 <sup>nd</sup>  |                                   | <i>Location:</i><br>Living Arts Centre Park |
| <i>Name of Temporary Food Vendor:</i>   |                                   |   |
| <i>Type:</i> <input type="checkbox"/> Preparation kitchen/ serving kitchen <input type="checkbox"/> Mobile Catering Truck or Car <input type="checkbox"/> Temporary Booth Mobile<br><input type="checkbox"/> Catering Truck or Car <input type="checkbox"/> Other:                                  |                                   |   |
| <i>Food Preparation Contact Person:</i>   |                                   | <i>Phone:</i>                               |
|   |                                   | <i>Fax:</i>                                 |
| <i># of Food Handlers:</i>  |                                   | <i># of Trained Food handlers:</i>          |
| Food Supplies: List the types of food being sold or distributed and their source  |                                   |   |
| Food Prepared   | Source of Food (Name and Address) |   |
|   |                                   |   |
|   |                                   |   |
|   |                                   |   |
|   |                                   |   |
|   |                                   |   |
|   |                                   |   |
|   |                                   |   |
| Food Handling Information   |                                   |   |
| 1) <i>How will food be transported to event?</i>  |                                   |   |
|   |                                   |   |
| 2) <i>What method(s) will be used to keep cold foods cold/hot foods hot during transportation?</i>  |                                   |   |
| <input type="checkbox"/> not applicable <input type="checkbox"/> Refrigerated truck <input type="checkbox"/> Insulated container with ice/ice packs <input type="checkbox"/> Insulated container for hot foods<br><input type="checkbox"/> Mechanical refrigeration <input type="checkbox"/> Other: |                                   |   |
|   |                                   |   |
| 3) <i>What equipment will be used to reheat food prior to hot holding?</i>  |                                   |   |
| <input type="checkbox"/> Microwave oven <input type="checkbox"/> Grill/BBQ <input type="checkbox"/> Stove Top <input type="checkbox"/> Fry Pan <input type="checkbox"/> Oven <input type="checkbox"/> Other:  |                                   |   |
|   |                                   |   |

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4) What type(s) of heating equipment will be used to maintain hot foods at 60°C (140°F) or hotter while on display?  
 Chafing dish    Sternos    Electric hot holding unit    Steam table    Oven    Other:

5) What methods will be used to keep cold foods cold at 4°C (40°F) or colder during display?  
 Not applicable    Ice    Mechanical refrigeration    Ice packs    Other:

6) Do you have a probe thermometer to check the internal temperature of hot and cold hazardous foods for the event?  
 Yes    No

7) Is ice used for chilling food and canned or bottled drinks not mixed with ice used for serving in drinks?  
 Yes    No

8) Do you have ice tongs or a metal or plastic scoop for handling ice?  
 Yes    No

9) What methods will be used to protect foods, including condiments from contamination during display?  
 Food grade wrap    Lid    Pre-packaged condiments    Sneeze guard/shield    Enclosed cabinet/container  
 Other:

10) Is there a separate hand washing basin provided in the food handling/food preparation area? (If you have your own sink, please select Yes as well)    Yes - fixed sink    Yes - portable sink  
 No: Portable Hand washing basins will be shared by multiple vendors (additional charges may apply)

11) Do you have a supply of liquid hand soap and paper towels for hand washing sink(s) in the food handling/food preparation areas of the event?  
 Yes    No

12) Please indicate what equipment/supplies you have for washing and sanitary food preparation and food serving utensils at event.  
 Two-compartment-sink    Three-compartment-sink    Dishwashing detergent  
 Commercial dishwashing machine    Bleach (disinfectant)    Other:

13) Do you have durable, waterproof and rodent proof garbage bins to adequately store food waste until final disposal?  
 Yes    No

14) Do you have portable water in adequate supply for hand washing, food preparation and drinking?  
 Yes    No

**For Public Health Inspector Use Only**

Date: (dd/mm/yy)

Print Name:

Signature:

Health Inspector

Phone:

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## TSSA Form

### Important Safety and Cost Saving Information for Food Vendors

You can ensure personal/worker/public safety and potentially save yourself some significant costs by spending a few minutes to read over the attached information on safe use of cooking equipment. An inspector from the Technical Standards and Safety Authority (TSSA) will be visiting the upcoming event, and he/she will be inspecting fuel burning cooking equipment for compliance.

The TSSA is an Administrative Authority empowered under the Safety and Consumer Statutes Administration Act, 1996 to administer and enforce the Technical Standards and Safety Act 2000 and its Regulations. The Act and its related Regulations and applicable Codes regulate the installation, use and maintenance of fuel burning heating & cooking equipment from a safety perspective. TSSA is self-funded, not-for-profit safety organization which delivers safety programs and services on behalf of Ontario the Ministry of Consumer and Business Services.

The Technical Safety and Safety Act 2000 is public safety legislation. For public safety reasons it is imperative that the requirements of the Act and its regulations are complied with. Compliance Audits at public events such as this one reinforce that high safety standards must be maintained. They provide a measure of assurance that food vendors are utilizing equipment in a compliant manner. They also act to ensure that all industry members are operating on the same playing field.

#### How to Save Money?

TSSA is self-funded, not-for-profit safety organization, which recovers its cost from the individuals and companies it regulates. Vendors will not be subject to cost recovery if the equipment is compliant at the time of the audit by a TSSA Inspector. In order to assist you with identifying non-compliances, we have attached a copy of the Mobile Food Service Vehicle Checklist. Take time to read it over prior to attending the event to be certain that your equipment meets these requirements. If you have questions regarding these requirements, you can contact TSSA at 1-877-682-8772

#### If your appliance is not certified

TSSA can assist you, as they have the authority to certify your equipment if it meets the requirements. The certification of an average appliance will cost approximately \$500. Check the TSSA website [www.tssa.org](http://www.tssa.org) for the application and details of our field approval service.

#### Legal Authority

For those who are interested in reading about TSSA, and our legal ability to conduct audits or invoice for our services, please see the attached notes, or visit our web site at [www.tssa.org](http://www.tssa.org).

#### Applicable Clauses of TSSA Act

The authority for TSSA's Inspectors to carry out inspections is found in the Act. Section 17 (1) of the Act permits inspectors at any reasonable time to carry out an inspection to determine if the Act and the regulations are being complied with.

Under Section 19 (1) of the Act every person is obliged to facilitate any entry, inspection, examination, test or inquiry by an Inspector in the exercise of his or her powers and duties under the Act and pay the required fees in connection with an inspection, examination, test or inquiry. In addition under Section 19 (3) of the Act, if an Inspector requires that a record or other thing be produced for inspection, "the person who has custody of it shall produce it and, in the case of a record, provide any assistance that is reasonably necessary to interpret it or produce it in readable form".

Under Section 20 (1) of the Act no person shall "hinder, obstruct or interfere with an inspector conducting an inspection, refuse to answer questions on matters relevant to the inspection or provide the inspector with information relevant to the inspection that the person knows to be false or misleading."

Under Section 37 (1) of the Act a person who:

- contravenes or fails to comply with any provision of the Act or the Regulations or
- contravenes or fails to comply with an order or requirement of an Inspector or obstructs an Inspector

is guilty of an offence and on conviction liable to a fine of not more than \$50,000.00 or to imprisonment for a term of not more than one year, or to both, or if the person is a corporation, to a fine of not more than \$1,000,000.00. Also under Section 37 a director or officer of a corporation has to duty to take reasonable care to prevent a corporation from committing such offences. If such director or officer fails to carry out that duty, he or she is guilty of an offence and on conviction liable to a fine of not more than \$50,000.00 or to imprisonment for a term of not more than one year, or to both.

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## Mobile Food Service Vehicles Checklist

Owner/operator

Telephone

Location

Appliance type

Manufacturer

Model#

Serial#

### Checks

Acceptable

Unacceptable

Appliance is certified by an acceptable Canadian Listed approval agency and is approved to operate on propane.

Confirm the appliance is installed in accordance with applicable provisions of the B149.1-00 Natural Gas and propane) installation Code and the Ontario Regulation 212/01 (Gaseous Fuels)

Propane tubing/piping/hoses and fittings are connected correctly and leak free. Required test tag to be attached to piping/tubing/hoses.

Propane piping/tubing/hoses are protected from damage.

Minimum clearance to combustibles from appliances is achieved in accordance with 8149.1-00 Natural Gas and Propane installation Code

If cylinder is stored in a cabinet, assure cabinet is ventilated with 3m clearance to sources of ignition and mechanical air intakes

Check date on cylinder (<10 years old) and that cylinder relief openings are the proper distance from sources of ignition (3m) and building openings (1 m) and mechanical air intake (3m)

Propane storage areas are posted with "No Smoking Signs", cylinders are protected against vehicle impact (by location or acceptable barrier), not obstructing any point of egress from a structure and have the required clearances to structures, thoroughfares and sidewalks, adjacent properties

Assure all controls and regulators are approved, installed, vented and secured in the correct position

All cylinders are secured against toppling and maintained in an upright position

If a water heater has been installed, water tank shall be approved also and installed in compliance with manufacturer's certified instructions and B149.1 and B149.2 Codes

All closed water heating systems are equipped with a temperature and pressure relief valves

If the vehicle is equipped with onboard fuel container(s), there shall be a permanent caution label in the vicinity of refueling connection stating: CAUTION FIRE/EXPLOSION/BURN HAZARD.

EXTINGUISH ALL PILOTS AND BURNERS BEFORE REFUELLING

Lighting instructions are posted/available in the vicinity of appliance.

Records of training held by all persons disconnecting and reconnecting cylinders.

Appliances are installed on a stable and secure base.

### Checks

Acceptable

Unacceptable

Leak test was completed and required test tag attached to piping

Manifold pressure set to manufacturer's specifications and input of appliance is correct per rating plate

Operational test of safety controls i.e. high temperature limits, flame failure etc

Proper venting system (fryers and griddles)

Adjacent combustible surfaces including fuel hoses have required clearance from appliances and no surface temperature exceeds 130degrees F.

The appliance is clean and in a good state of repair

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**Contractor's name**

**Contractor's**

**Registration**

**number**

**Technician's name**

**Technician's**

**certificate**

**class/#/expiry date**

## **Statement of Compliance**

I \_\_\_\_\_ a Gas Technician 1 or 2 confirm the above-identified equipment is operating in a safe manner and meets the requirements of the Technical Standards and Safety Act and Ontario Regulations 212/01 and 211/10.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

### **Notes:**

1. Each individual appliance must have its own checklist.
2. A Gas Technician 2 or 1 can only complete operational checks.
3. The checklist must be made available to the inspector at the time of audit.