

IMPORTANT INFORMATION FOR VENDORS SELLING and/or SAMPLING CONSUMABLE FOOD

(Prepare now so there are no issue with the Health Department once the show begins.)

As a vendor that sells a consumable food product there are special guidelines you need to follow. All organizations (including vendors, exhibitors, concessionaires) selling or distributing consumable food must have a Commercial General Liability Policy which shall be effective throughout their occupancy of the premises which shall be \$1,000,000 each occurrence with a minimum of \$1,000,000 Products/Completed operations and 1,000,000 General Aggregate.

- Submit to LP Productions, Inc. **TWO** separate insurance certificates, one that names O Loughlin Trade Shows, Inc and another that names the **Western Washington Fair Assn** as an additional insured to a \$1 million commercial general liability policy. **Please instruct your agent to follow the exact instructions and use the specific language found on the back of this form.** **Please make sure your certificates have been submitted to our office, your booth cannot open unless these have been received.**
- 2. Follow all the requirements of the **Tacoma-Pierce County Health Department** relating to the sale of food or food that is offered to the public for tasting or sampling. The applications described below are **posted on our website and at:** <https://www.tpchd.org/healthy-places/food-safety/temporary-events>

Courtesy Application: Applies to vendors sampling/selling a commercially premade product that does **NOT** require temperature control for safety. Some examples include: beef jerky, popcorn, fudge, candy, tea, or drip coffee. If your operation falls under this category please fill out the courtesy application and send to TPCHD as soon as possible. There is no permit fee associated with this category. Please note that any vendor with open food will need to have a temporary handwashing station properly set up at all times when open food is present. Failure to properly maintain the temporary handwashing station as described in the requirements to operate handout will result in \$155 re-inspection fee and closure until corrected.

Temporary Food Establishment Application: Applies to vendors that are sampling/selling items that require temperature control for safety. Some examples include dips made with dried herbs/sour cream/cream cheese, soups, or cooked chicken/vegetables. If your operation falls under this category please submit the application and permit fee (See the link for the Fee Schedule) to TPCHD as soon as possible. All applications and fees must be submitted at least 14 days before the event to avoid a late fee. If you are submitting your application after 11/16/21 will need to include the late fee (refer to Fee Schedule).

For more information visit the TPCHD.org website at <https://www.tpchd.org/healthy-places/food-safety/temporary-events>

If you have specific questions please contact the Tacoma-Pierce County Health Dept at 253-798-4709.

**INSURANCE CERTIFICATE INSTRUCTIONS
FOR THE TWO REQUIRED INSURANCE CERTIFICATES**

1. CERTIFICATE THAT NAMES LP PRODUCTIONS, INC AS AN ADDITIONAL INSURED:

CERTIFICATE HOLDER: O'LOUGHLIN TRADE SHOWS, INC
PO BOX 80750
PORTLAND, OR 97280

SPECIAL PROVISIONS SECTION:

"O'Loughlin Trade Shows, Inc, dba A Victorian Country Christmas, is added to the policy as an Additional Insured."

Policy effective dates must include the time period from 12/1/22 to 12/4/22.

2. CERTIFICATE THAT NAMES THE WESTERN WASHINGTON FAIR ASSOCIATION AS AN ADDITIONAL INSURED:

CERTIFICATE HOLDER: WESTERN WASHINGTON FAIR
110 9TH AVENUE SW
PUYALLUP, WA 98371-6811

SPECIAL PROVISIONS SECTION:

"The Western Washington Fair, it's officers, directors, agents and employees shall be Additional Insureds."

THIS EXACT LANGUAGE MUST BE INCLUDED FOR THIS CERTIFICATE TO BE ACCEPTABLE.

Policy effective dates must include the time period from 12/1/22 to 12/5/22.

Coverage required: \$1,000,000 each occurrence with a minimum of \$1,000,000 Products/Completed operations and \$1,000,000 General Aggregate