

## IMPORTANT INFORMATION FOR VENDORS SELLING and/or SAMPLING CONSUMABLE FOOD

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.

1. Submit to LP Productions, Inc. **TWO** separate insurance certificates, one that names **LP Productions, 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 one month prior to the show, 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 us 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 \$135 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) 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 now you 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: LP PRODUCTIONS, INC  
PO BOX 1628  
SUMNER, WA 98390

**SPECIAL PROVISIONS SECTION:**

“LP Productions, Inc, dba A Victorian Country Christmas, is added to the policy as an Additional Insured.”

Policy effective dates must include the time period from 11/28/18 to 12/2/18.

**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 11/28/18 to 12/2/18. Coverage required: \$1,000,000 each occurrence with a minimum of \$1,000,000 Products/Completed operations and \$1,000,000 General Aggregate