



1. The following participants are eligible to apply: DoD and NATO ID cardholders or Local national vendors with base privileges. Local national vendors without base privileges are not authorized to participate.
2. To ensure a fair process, applications will only be accepted between 01 and 15 September. If space is available vendors will still be accepted until 1 week prior to the events.
3. The Ramstein Community Center reserves the right to approve vendor participation, determine table space location, as well as determine which vendors with the same/similar products will participate.
4. Starting 01 August, 11 am application & policy form needs to be emailed to **BOTH [ramcomcen@gmail.com](mailto:ramcomcen@gmail.com) and [86fss.ramsteincommunitycenter@us.af.mil](mailto:86fss.ramsteincommunitycenter@us.af.mil)**. On the first day applications can be submitted online only. After that, application packets can be turned in-person during our normal operating hours.
5. All refunds, cancellations or changes must be made through Ramstein Community Center. The selling of tables between vendors is strictly prohibited. Unauthorized table transfers will not be honored by Ramstein Community Center and the seller/buyer's table(s) will be forfeited.
6. Direct sales products/vendors are strictly prohibited from participating in the Homemade Food & Craft Market. Direct sales advertisements using business cards, tablecloths, banners, other marketing materials or showcasing products, even if it is not being sold, is prohibited.
7. No refunds will be authorized past 14 days prior to the start of the Homemade Food & Craft Market. Vendors who are a no-show for the event will not receive a refund and will automatically be ineligible to participate in the next fair; if disqualified vendor is already signed up for the next market, they will be removed and refunded.
8. Tables that are not set up by 0930 on the first day of the market (Saturday), will automatically be forfeited. If you are running late, please message Ramstein Community Center's Facebook page or email [ramcomcen@gmail.com](mailto:ramcomcen@gmail.com) and [86fss.ramsteincommunitycenter@us.af.mil](mailto:86fss.ramsteincommunitycenter@us.af.mil) or call Front Desk 06371-47-6600.
9. Vendors must remain open for the **ENTIRE DURATION** of the events' operational hours – no tear down prior to 1700. The only exception to this rule is if a vendor is sold out/injured/ill. However, before you close/start packing up, the Ramstein Community Center Programmer/staff member in charge of the event **MUST BE NOTIFIED**.
10. No taping, nailing, or modification of any sort is allowed on the facility's windows, walls, mirrors, ceiling fans, theater lights or other equipment. No changing the table placement is allowed.
11. All tables and chairs must be folded up and trash must be removed at the end of the event. Boxes must be broken down before they are put in the trash receptacles. Larger sized trash and boxes must be taken to the dumpsters located at the back end of the parking lot behind Pizza Galerie.
12. Items sold at the market must be antique, handcrafted or homemade. All vendors selling food must complete the attached Temporary Food Facility Request Form. This form will initiate the approval process with the Public Health, Food Safety & Sanitation Office. Approval is required for all vendors wanting to sell food. Food vendors are also required to attend a Food Handler's Training, regardless if they hold a current/recent Food Handler's Certificate. If a vendor's Temporary Food Facility Request Form is denied, the vendor can make corrections to their form and resubmit. Vendors can request a full refund if approval from the Public Health, Food Safety & Sanitation Office is not obtained. **ALL Temporary Food Facility Request Form must be submitted by 30 Aug 2023. No forms will be accepted after the deadline, resulting in being unable to sell food.**
13. Converters or extension cords are the responsibility of the vendor and will **NOT** be supplied by the Ramstein Community Center.
14. Organizations registered as a Private Organization (booster clubs, PTA's, spouse clubs, etc.) must also complete the fundraiser request form found at 86fss.com. The form can be submitted by email to [86fss.privateorgs@us.af.mil](mailto:86fss.privateorgs@us.af.mil). Please be sure that the Community Center staff has signed off as Facility Manager in box A. Forms must be submitted no less than two weeks in advance.
15. Application is only valid with applicant's signature on both sides. If applicable, a signed Temporary Food Facility Request Form must be included with application.

Failure to comply with any of the above mentioned rules will automatically disqualify you from participating in the next/future fairs. Sign and date if you have read and understood our policies.

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**Signature**

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**Date**



OFFICIAL USE ONLY

Sep 30 - Oct 1: \_\_\_\_\_

Nov 4 - 5: \_\_\_\_\_

RECEIPT #: \_\_\_\_\_

STAFF INIT \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

SPONSOR NAME: \_\_\_\_\_ BRANCH: \_\_\_\_\_ UNIT: \_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

\*\*\*\*\* DIRECT SALES PRODUCTS & ADVERTISEMENTS ARE STRICTLY PROHIBITED \*\*\*\*\*

BUSINESS NAME: \_\_\_\_\_

BUSINESS WEBSITE/FB/INSTGRAM/ETSY: \_\_\_\_\_

\*MERCHANDISE DESCRIPTION (required): \_\_\_\_\_

PRICELIST: \$45 space (1 table) or \$90 space (2 tables); max 1 space.

Check all that apply:

Sep 30 - Oct 1 <input type="checkbox"/>	Number of Tables Preferred	220V Electrical Outlet Required	
Nov 4 - 5 <input type="checkbox"/>	1 <input type="checkbox"/> 2 <input type="checkbox"/>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

READ BELOW AND INITIAL THAT YOU HAVE READ AND UNDERSTOOD THE POLICIES:

The Ramstein Community Center reserves the right to approve vendors participation, determine table space location as well as which vendors with the same/similar products will participate.

\_\_\_\_\_ I am a DoD/NATO ID cardholder or local national vendor with base privileges.

\_\_\_\_\_ Refunds will be given until 14 days prior to the event. No refunds will be given for no shows.

\_\_\_\_\_ I am not authorized to sell my table to another vendor. All cancellations/refunds must go through Ramstein Community Center.

\_\_\_\_\_ Failure to comply with **ALL** our policies will automatically disqualify you from participating in the next fair.

**DISCLAIMER**

*"Notice to Homemade Food & Craft Market Participants: If you operate a business in Germany, German law applies to your activities whether they occur on a military installation or not. You may be considered to be operating a business if you engage in continuing or regular sales of arts/craft items. Registration/licensure of private businesses is strictly the responsibility of the individual, not the Community Center or the Air Force. If this applies to you please ensure that you make contact with the local German Trade Office."*

Sign and date if you have read and understood everything outlined above.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



**DEPARTMENT OF THE AIR FORCE  
86TH AIRLIFT WING (USAFE)**

1 February 2023

**MEMORANDUM FOR ORGANIZATIONAL FOOD EVENTS**

**FROM:** 86 OMRS/SGXM (Public Health/Food Safety & Sanitation)

**SUBJECT:** Sanitation Requirements

(b) AFMAN 48-147, 30 April 2014, Tri-Service Food Code

1. An “organizational food event” is an event in which food is dispensed (given away or sold) under the auspices of an installation organization through an operation that is not a food establishment. An example of an organizational food event is food prepared and dispensed by military personnel, civilian employee, or their family members to the general installation population. Individuals and private organizations operating an organizational food event must obtain approval from Ramstein’s Public Health Flight at least 48 hours prior to the event.

2. There are limitations on the food that can be served due to food preparation and storage capabilities. The Tri-Service Food Code outlines the sanitation requirements for food events to prevent foodborne illness outbreaks. The requirements are as follows:

a. All food items purchased by the private organization and/or individual(s) must be from an approved source. Food items purchased from the commissaries/AAFES stores are approved. If you wish to purchase food from the local economy the latest Directory of Sanitarily Approved Food Establishments for Armed Forces Procurement can be found at <https://sph.health.mil/86257b8d004a4b6c/europe/>.

b. Serving temperature control safe (TCS) foods must take special precautions. TCS food must be prepared, stored, and served at temperatures below 41°F (5°C) or above 135°F (57°C). Food items that contain dairy products, eggs, meat, poultry, fish, shellfish, beans, rice, and baked potatoes are examples of TCS foods. These food items should be limited and depending on the circumstances of the event may be prohibited. A clean, sanitized meat thermometer must be present to accurately measure internal food temperatures. Food must be cooked to a minimum **INTERNAL** temperature of;

- (1) Pre-formed Hamburger: Well done, no pink inside (Meat juices must run clear)
- (2) Beef: 155°F (68°C) for at least 15 seconds
- (3) Poultry: 165°F (74°C) for at least 15 seconds
- (4) Pork: 155°F (68°C) at least 15 seconds

c. Baked goods must be individually wrapped for sale. Baked goods that are cream filled, custard filled, or has dairy toppings are prohibited.

d. To prevent contamination, food must be kept covered until ready to serve. Serving utensils must be clean and protected from contamination. Single use/disposable gloves, tongs, and individual tissue paper can be used when serving food. Individually packaged condiments are preferred; however, squeeze bottles or pump containers are acceptable. Only disposable eating utensils will be used and must be dispensed in a clean, dry and “handles up” fashion.

e. Ice that is consumed or in contact with food must be obtained from an approved source. The ice scoop must be stored out of the ice chest/container. The scoop must be stored on a tray, bowl, or bucket to prevent contamination. Never handle ice with your hands (including a gloved hand). Ice for consumption may not be used to keep canned drinks or food cold.

f. Water for cleaning and sanitizing utensils, equipment and food contact surfaces must be readily available. A chemical solution must be prepared by adding one tablespoon of plain, unscented bleach to every gallon of water. Wiping clothes to clean food contact surfaces must be kept in the solution when not in use. The solution is used for sanitizing only after cleaning the food contact surfaces. Solution must be made daily and made fresh when the solution becomes cloudy and dirty.

g. Grease, garbage and other trash must be disposed of in a manner to avoid creating a health hazard or public nuisance. Use covered trash bins, and ensure trash is covered when not in continued use.

h. All volunteers handling food for these events must be free of any communicable diseases. Volunteers will wear clean outer garments that cover their armpits and adequate hair restraints (i.e., hair net or hat). Eating and smoking is prohibited in food preparation area. The use of lids and straws for drinks is allowed and required in food preparation area but should be kept at a minimum. Volunteers will take breaks outside of preparation area. Hands must be washed prior to handling food, after handling food and after breaks. While preparing/serving food ALL jewelry must be removed, however a plain wedding band can be worn.

3. Public Health will conduct unannounced inspections to ensure organizations follow all the requirements. The point-of-contact will be held responsible for ensuring all volunteers comply with these requirements. Any questions can be directed to Public Health, Food Safety and Sanitation Office at DSN: 479-2243 or Commercial 06371-462243.

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MARKESHA J. HICKS, SSgt, USAF  
NCOIC Food Safety & Sanitation



**DEPARTMENT OF THE AIR FORCE  
86TH AIRLIFT WING (USAF)**

Public Health Flight  
Phone: 479-2243

[usaf.ramstein.86-mdg.mbx.86-omrs-food-safety@health.mil](mailto:usaf.ramstein.86-mdg.mbx.86-omrs-food-safety@health.mil)

**Organizational Food Event Request & Guidelines**

LOG #: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

<b>1. Organization requesting/Food Vendor/Business Name:</b>	
<b>2. Date and Time of event:</b>	
<b>3. Location of event:</b>	
<b>4. Point-of-Contact (Name, Phone &amp; Email) Vendor/Business Contact Information</b>	
<b>5. a. Types of food to be sold/distributed: (i.e. type of meats, vegetables, sides, dairy)</b>  <b>b. For baked items are there any cream/custard filling/dairy toppings?</b>  <input type="radio"/> Y <input type="radio"/> N <input type="radio"/> N/A	
<b>6. a. What will be used to heat/cook food items:</b> <b>b. Where will food be prepped:</b> <b>c. Where/ When will food be cooked:</b>	
<b>7. What will be used to refrigerate food items:</b>	
<b>8. Where will vendor be purchasing food from:</b> <i>(receipts will be needed to verify purchase)</i>	

I, the POC for the organization food event, will take full responsibility of ensuring the organization (and myself) comply with the sanitation requirements. Also, by signing I am confirming I have read the sanitation requirement memo. I have received training from Public Health, and I will ensure all volunteers are informed of the requirements and have signed page 2 of this memo. I understand it is my responsibility to inform Public Health if anything on this request changes.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Public Health Tech Signature

**Attention:** By signing this form you are stating that you have read and understood the directions and requirements as outlined in this document. All volunteers must comply and sign.

[illegible]

### **Things you will need at your booth:**

- \_\_\_ Thermometer (Food and ambient)
- \_\_\_ Three buckets (sanitization solution, soap, and water)
- \_\_\_ Rags/Cloths
- \_\_\_ Receipts from food purchases
- \_\_\_ Garbage can/bags (with lid where food is being prepared/served)
- \_\_\_ Hat/Hairnets
- \_\_\_ Gloves (Non-latex)
- \_\_\_ Food Booth Application (Approved)