



COMMUNITY HANDBOOK

This handbook explains each section in the online application form. It is also a practical reference tool for your participation in Italian Day and outlines the step-by-step process to help submit permit requests to Vancouver Coastal Health and/or the Liquor Control and Licencing Branch.

We appreciate how daunting this process can be. There is a lot of information here and depending on your activation, a number of steps to complete. We have made every effort to make the information as clear and practical as possible. If you have any questions, comments or suggestions, please let us know.

We truly look forward to working with you in 2017, and wish you all a happy Italian Day!

Grazie,

The Anigraph Productions team¹
italiandayonthedrive@gmail.com

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¹ If you'd like to find out more about Anigraph Productions, check out our website: www.anigraphproductions.com



1- Event time and location

Italian Day on the Drive will take place:

Sunday, June 11, 2017 from 12:00 pm - 8:00 pm

All of the festivities will take place along Commercial Drive from Venables to North Grandview Hwy.

Commercial Drive will be closed to motorized traffic from North Grandview Highway to Venables from 8:00 am - 10:00 pm on the day of the event.

The event is outdoors and will proceed rain or shine.

ACTIVATIONS

Your activated area may only project up to a **maximum of 10' into the street from the curb**. Activation spaces must maintain same width as specified in your application and for which has been paid.

Your area of operation may be inspected on the morning of the event for approval to operate for that same day, from relevant authorities, such as the City of Vancouver, Vancouver Fire and Rescue Services and/or Vancouver Coastal Health.

Participation fees will NOT be refunded to those who do not pass inspections on Festival day.

SETUP

- Site passes and site entry details will be distributed with approved applications
- Vehicle access for set up is between 8:00 am - 10:00 am
- Participants must remove vehicles from the site by 10:00 am
- All booths must be ready by 11:45 am
- Festival and sales start at 12:00 pm

NEW IN 2017:

Food Vendors: You may start selling at 12 pm if you have not been inspected by Vancouver Coastal Health. You do need to comply with all food safety regulations and be ready for inspection at any time.

STRIKE

- Strike is between 8:00 pm - 10:00 pm
- Participants must remove vehicles and all equipment, including waste from site by 10:00 pm

2- Application Process - Deadline March 30th, 2017

NEW IN 2017:

- **Early-bird pricing** for people who apply before **February 28th 2017!**
- Payments can be made **online** by credit card and receipts will be issued automatically
- All participants are required to provide a **Green Deposit cheque** (see page 6)
- Italian themed decorations are available for purchase at our online store



To be considered as a participant for Italian Day 2017:

- Submit your application form online
- Visit the online store to make your community fee payment
- Reserve and pay for your rentals and decorations at the online store
- Email / mail us additional forms and permits, as applicable
- Mail us your Green Deposit cheque (see page 6)

After applications close on March 30th, the festival will confirm if your application has been accepted. For those who are not selected, all paid fees will be reimbursed.

It is the responsibility of your organization to fulfill any and all obligations listed in the handbook or as required by authorities such as Vancouver Coastal Health and the Vancouver Fire Department prior to operation.

The Italian Day Festival Society reserves the right to refuse participation to any individual and/or organization at their discretion at any time.

CRITERIA FOR A SUCCESSFUL APPLICATION

- Submit all fully completed forms by March 30th, 2017
- Submit all additional required documentation by March 30th, 2017
- Pay all required fees and mail your Green Deposit cheque by March 30th, 2017
- Incorporate Italian Representation in your activation
- Incorporate the *Amore* theme in your activation
- Commit to the Italian Day Green Program guidelines (see page 5)

The Italian Day Festival Society is looking for a diverse offering on the street. Please keep that in mind when developing your food menu/activities/booth.

COMMUNITY ACTIVATION FEE (Prices include GST)

Early Bird: by February 28 th	Regular: by March 30 th
300\$ plus GST (315\$)	375\$ plus GST (393.75\$)

These fees help cover overall costs to present Italian Day, such as City fees, security, and traffic control as well as to ensure the event conforms to rules, regulations and requirements.

Acceptance of applications and payment of the community fee will allow Community groups to set up a display on the street during Italian Day.



TO SUBMIT APPLICATION FORMS, PERMITS and PAYMENTS

Application forms: Please fill out and submit online (link to be provided January 20th)

Payments: Visit our online store here: <https://squareup.com/store/italianday>

Completed forms and permits: Scan/Email: italiandayonthedrive@gmail.com

OR

Mail to: Anigraph Productions Limited
Ref: Italian Day
P.O. Box 478
552A Clark Rd.
Coquitlam (BC) V3J 0A3

Green Deposit Cheque: Mail to the address above

FORMS AND PERMITS REQUIRED

	Retail Only	Food	Submit by
Application Form	✓	✓	Online
Equipment Form	✓	✓	Online
Community Fee Payment	✓	✓	Online
Green Deposit cheque	✓	✓	Mail
Floor Plan to scale (See Appendix C below)	✓	✓	Email/Mail
Food Safe Certificate		✓	Email/Mail
Temporary Food Services Application Form		✓	Email/Mail

*Please send all documents in one complete package to the IDFS, preferably by email at italiandayonthedrive@gmail.com

ACTIVATIONS TYPES

For each activation type, please consult:

- **Retail:** Appendix C (Floor plan) and continue to Section 3
- **Food:** Appendix A (Food Display Permits and Regulations), Appendix C (Floor plan) and continue to Section 3



3- Getting into the Italian Spirit! AMORE, fall in love

In Italian, Amore means love. Whether in philosophy or in its endearing use of expression, love lies at the heart of Italian culture and its lifestyle. For Italian Day 2017, we celebrate Amore in all aspects of life and the power it holds to inspire, connect and create infinite possibilities and experiences, both individually and collectively.

In order to have street presence for Italian Day, you are required to engage with the Italian Day theme, whether in presenting something Italian, Italian-inspired or related to this year's theme: Amore.

NEW IN 2017: You can buy decorations for you booth or food cart in the colours of the Italian flag at our online store: <https://squareup.com/store/italianday>

CRITERIA

- Present/sell Italian or Italian-inspired items (food or merchandise)
OR present/sell something related to the AMORE theme
- Italian colours **MUST** be present
e.g. wear Italian colours or face paint, hang Italian Flags, or dress your booth with Italian colours

In the form you will be asked to briefly explain what you will be offering in your street/sidewalk display and how it will meet the criteria requested regarding Italian content and/or AMORE theme.

Please mention any products and brands you intend to offer to the public.

4- Green Program

Italian Day 2016 was our first year working together to make the Festival more environment-friendly with a new Green program. The Italian Day Festival Society feels strongly about creating an event that respects our community and our city as well as striving ensure Italian Day was a positive impact on our City, not our landfills.

To do this, we are proud to partner with Green Chair Recycling again. Green Chair has achieved diversion rates up to 95% and we are confident that in time we can reach that goal. Imagine... the same fantastic event with nothing going to the landfill after!!

Last year, we achieved a **52% landfill diversion rate** and **this year we want to reach 80%** but we cannot do this without support and commitment from each of our merchants, vendors and sponsors.

The goal at a Zero Waste event is to plan ahead and only distribute materials that are **locally recyclable, compostable or reusable**.

That's where we need your help.



NEW IN 2017: STYROFOAM BAN

A main source of garbage for Italian Day 2016 was the use of styrofoam containers for food service. In order to achieve our goal of **80% diversion rate**, it is imperative that we eliminate styrofoam from the Festival.

We will happily provide a list of suppliers for products that are compostable. We understand that this may be an issue of cost, and are committed to helping you find an option that is viable for your business and environmentally sound.

Should your activation choose to serve food in styrofoam containers at the event, please note that this may impact your potential future participation at Italian Day. We are looking for groups that support our vision for a cleaner, responsible and environmentally respectful celebration.

NEW IN 2017: GREEN DEPOSIT

We are introducing a Green Deposit for all street activations on Italian Day on The Drive.

With this deposit, **we aim to:**

1. Ensure the clean-up effort is everyone's responsibility
2. Create incentive to be accountable for our shared space
3. Increase the positive impact of our Festival on the Drive and respect the generous community that lets us celebrate on their street
4. Reduce cost of clean-up; monetarily, communally and environmentally

All street activations are required to send a cheque:

- Post-dated: June 11th, 2017
- Amount: \$300
- Made out to: Italian Day Festival Society
- Mailed to: Anigraph Productions Limited
Ref: Italian Day Green Deposit
P.O. box 478 - 552A Clark Rd.
Coquitlam (BC) V3J 0A3

PROCESS

At the end of the event, every participant is responsible for ensuring their space is left clean.

- All waste can be brought over to the Green Chair waste stations by 10 pm, where **YOU**, with Green Chair's help, will sort it (compostables, recyclables, etc.)
- Once you have completed packing up your activation, please take a picture showing your site is clean

Cashing the Green Deposit cheque

- Our clean-up crew and Green Chair will document any site that has left waste past 10 pm
- If waste was left at your site, an email will be sent by June 16th with a picture of the waste at your site
- You will have until June 30th to dispute the claim, at which date your Green Deposit will be deposited
- To successfully dispute the claim, we will require a time stamped picture of your "clean" site

All non-cashed Green deposit checks will be shredded by June 30th.



WHAT YOU CAN DO TO REDUCE YOUR FOOTPRINT

Here are some simple steps that each of you can take to help us achieve zero waste:

1. Foodware:

- **NEW IN 2017:** Styrofoam products are banned
- Please use compostable (preferably wooden or paper) containers and cutlery
Green Chair Recycling is happy to assist in finding suppliers
***Important note:** Bio-degradable is not the same as compostable. Always choose items that are certified compostable*
- Promote reusable containers e.g. offer a discount for someone with their own cup
- Encourage event attendees to drink right out of cans or bottles to eliminate wasteful use of additional glassware

- 2. Condiments:** Serve food and beverage condiments in bulk containers rather than individual packets
This is cheaper and significantly reduces waste.

3. Giveaways:

- Think about long-lasting and useful giveaways. Do not give out balloons. Use handstamps instead of stickers and tattoos.
- Avoid handing out paper promotional material at the event. Where handing out paper is necessary, format materials to minimise the amount of printed paper.

4. Recycling:

- Encourage everyone to recycle.
- Have different bags to sort waste at your location. We recommend a black bag for garbage, a clear bag for recyclables and a clear bag for compostable materials.
- Take all waste to Green Chair for sorting during event set-up, throughout the event and at wrap-up. **Green Chair will not accept unsorted bags of garbage** but will happily help you sort your waste at a station
- Donate leftover food to local shelters and food kitchens



Please contact Green Chair for help and advice on reducing your waste at Italian Days 2017.

Tel: **604 806 0680** or email: isabelle@greenchairrecycling.com.



5- Equipment and Setup

You may bring your own equipment or rent certain equipment from the Italian Day Festival Society.

Bringing your own

In order to comply with Vancouver Fire and Rescue Services and avoid any security issues, we ask that you submit a detailed list of the equipment you are bringing as well as a floor plan of your activation. For more information, see Appendix C.

Vancouver Coastal Health requires all information relating to preparing/cooking food, in regards to setup and type of equipment used, including tables and tents. Materials must be listed (e.g. canopy tent with leak proof canvas, rigid plastic table, etc.), see Appendix A.

Rentals

The Italian Day Festival Society can provide equipment for your activation. All equipment is suitable for food preparation and answer to VCH and Fire and Rescue requirements. All prices will include delivery, tent setup (as applicable), sandbags and taxes (GST & PST).

Rentals can be reserved and paid for at our online store: <https://squareup.com/store/italianday>

Getting rented materials to everyone in a timely and organized manner has been a challenge in the past. The use of pop-up tents should significantly improve the speed of delivery and set-up.

Equipment available for rental:

- **Tents, sand bags included.**
 - **NEW IN 2017:** Pop-up tents, from \$75 to \$150 * Cost saving *
 - Marquee tents, from \$210 to \$300
- **Tables:** from \$12 to \$14
- **Chairs:** \$2.50

Comparison of Pop-up tent versus Marquee tents

	Pop-up tents	Marquee tents
Cost	\$75 to \$150	\$210 to \$300
Setup	Self-setup OR Supplier setup (\$35/tent)	Must be setup by supplier (included in cost)
Setup time	Approx. 5 min.	Approx. 20 min.
Colour	Green, White or Red*	White
Look	More colourful	More formal
Size	10'x10' or 10'x20'	10'x10' or 10'x20'

* Request for specific colours accepted, but we cannot guarantee you will get the colour requested



FLOOR PLAN TO SCALE (see Appendix B)

A floor plan of your setup must be submitted to the Italian Day Festival Society. This is a requirement from Vancouver Fire and Rescue Services. Please include all barbecues, cooking apparatus, tables, chairs, structures, etc. Any seating area must be enclosed by stanchions.

Please print the last page of this handbook and draw out your floor plan, refer to the example provided.

6- Regulations and Requests

The City will be diligent and vigilant in making sure that all of the stated regulations are followed. Participants who do not do so will be subject to a fine and/or shut down. Cooperation with regulations and guidelines is greatly appreciated by the event organizers, regulatory agencies, and the City.

To maintain a positive reputation for this event, which brings many attendees to the Drive, it is in the best interest of all stakeholders to follow the guidelines. Let us all work together to ensure the continued success of Italian Day on The Drive.

1. Your activated area may only extend up to a maximum of 10 feet into the street from the curb. The activation space must remain within the width specified in your application and for which has been paid. The City and the Italian Day Festival Society retain the right to shut down displays that do not have a permit or fail to follow any rules and regulations.
2. When using a generator, this must be a **SILENT GENERATOR**. If your generator is deemed as a noise disturbance, you won't be allowed to use and may not be able to participate.
3. You may NOT include in your area any items for sale, or advertise any brands and products without prior written consent and approval from the Italian Day Festival Society. Perishable items are not allowed to be sold unless you have proper permitting and licensing.
4. Your area of operation will be inspected on the morning of the event for approval to operate for that same day. Participation fees will NOT be refunded to those who do not pass any and all inspections. **NEW IN 2017:** You may start preparing food if you have not been inspected by Vancouver Coastal Health and you may start selling at 12 pm, you do need to comply with all food safety regulations and be ready for inspection at any time. Everyone will be inspected.
5. NO third party vendors will be allowed to set up on the Drive unless sanctioned by the City and the Italian Day Festival Society. This includes no DJs (unauthorized DJs and music will be shut down as per the City noise bylaw and the Italian Day Festival permit). Participants are also not permitted to have outdoor PA/sound systems.
6. It is your responsibility to ensure your business licenses are up to date and event insurance coverage is adequate.



7. Electricity, water and/or kitchen equipment is not provided. Participants are required to supply their own power and self-contained hand washing and pot washing station (if applicable). Be prepared to run a freestanding self-sufficient operation.
8. K-Class Fire Extinguishers must be in place for cooking activations using oil and/or deep fryers. ABC-Class Fire Extinguishers must be in place at all other cooking activations. Surrounds/separation must be in place to protect people from cooking areas.
9. If you are using electricity in your area of operation, you must provide cable covers and/or a safe method of extending cable(s) to your activated area. Cables may not be suspended in the air or 'flown'.
10. Grey water or waste water may not be disposed of in city storm drains. You must provide a holding tank for any waste water, and it must be disposed of off-site as per Vancouver Coastal Health regulations.
11. You are responsible for removing all refuse and leaving your site area clean before vacating. Your Green deposit will be retained if your assigned area requires cleaning after you vacate.
12. Cash floats are required to operate. You must remain open for trade from 12:00 pm to 8:00 pm.
13. You must provide your own banners and signage.

7- Italian Day 2017: Contact Information

Italian Day Festival Society
Ref: Italian Day
P.O. box 478 - 552A Clark Rd.
Coquitlam (BC) V3J 0A3

Email: info@italianday.ca

Application, equipment and event questions:

Please contact Anigraph Productions at italiandayonthedrive@gmail.com or call 778-874-3830.

Zero Waste questions:

Please contact Green Chair at isabelle@greenchairrecycling.com or call 604-806-0680.

Sponsorship questions:

Please contact Brunella Gaudio at info@italianday.ca.



APPENDIX A: Food Display Permits and Regulations

If you are preparing and/or storing food outside of your normal facilities and wish to activate on the street, you must complete a Temporary Food Services Application and submit to the IDFS by March 30th, 2017, with your floor plan. The IDFS will then submit the forms to Vancouver Coastal Health (VCH).

The Temporary Food Services Application Form was sent to you with this Handbook.

We strongly recommend consulting the VCH's guidelines to help you complete the form:

[http://www.vch.ca/media/RegionalHealthProtectionGuidelineConstructionAndOperation_TemporaryFoodBooth\(1\).pdf](http://www.vch.ca/media/RegionalHealthProtectionGuidelineConstructionAndOperation_TemporaryFoodBooth(1).pdf)

NEW IN 2017:

- **Styrofoam containers for food are banned**
- VCH discourages the use of chafing dishes they recommend steam tables
 - Chafing dishes requirements:
 - Minimum of 4 sternos (heating elements) or a heating element with adjustable heat
 - Temperatures are continually checked and maintained above 60°C

GENERAL GUIDELINES

- The form must be completed with **AS MANY DETAILS** as possible. Vancouver Coastal Health will reject any request without detailed information, thus delaying your process and potentially compromising your chances of getting a permit to operate. Please refer to the provided example.
- The IDFS is responsible for submitting your application to Vancouver Coastal Health
- Keep in mind that a restricted menu and avoiding raw meat is easier to manage and increases your chances of getting your permit
- Floorplan (see Appendix C): ALL FOOD must be off the ground at ALL times. No exceptions. Plan your space accordingly
- Setup: All food contact surfaces and food storage/display areas must be covered and protected (tent, sneeze guards, containers with lids, etc.)
- Equipment:
 - All containers used for food/water must be food grade and only used for food purposes
 - Anyone who is cooling, cooking, reheating or hot-holding needs to have a thermometer
 - Cooling can be done in a refrigerator or a cooler with ice and a thermometer
- Hand washing stations are MANDATORY, as per the guideline above (link) and are stated as:
 - A designated hand washing station equipped with liquid hand soap and paper towels must be provided in each booth where food is handled or prepared
 - Hand dips are not permitted

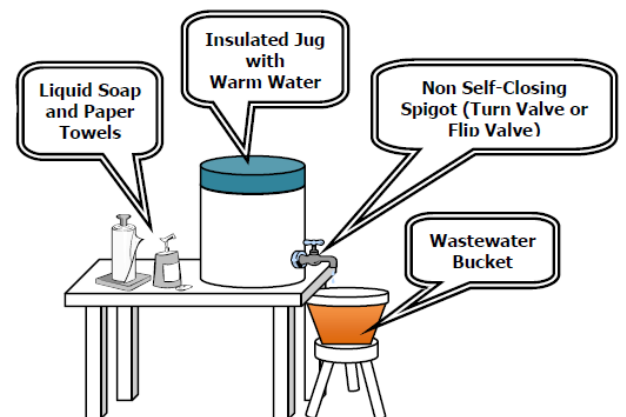


- All food vendors need to specify where they will dispose of the waste water from their handwashing station (grey water). **Under no circumstances can waste water be disposed of in the storm drains.**
- For **vendors dealing with raw foods**, a two-compartment sink is always required and should be conveniently located and accessible for washing of equipment and utensils
 - This sink must be connected to a potable water supply
 - Hot and cold water must be supplied
 - If a hose is used to supply the water, the hose shall be connected to the faucet, constructed of food grade materials and not be used for any other purpose
- If **only lower risk foods** are being prepared and/or the food preparation involves minimal direct hand contact, an alternate hand washing station may be provided. Containers with a spigot/turn spout may be acceptable. For example, 5 gallon 'blue' plastic water jugs or collapsible transparent water containers with a dispensing valve to supply a continuous stream of warm water that leaves both hands free to allow for vigorous rubbing with soap for 20 seconds.

How to Set up a Temporary Hand washing Station

This set-up may be considered for only one perishable food.

- Always wash your hands before starting work and after using the toilet.
- Wet your hands, lather with soap for 20 seconds, rinse, and dry with paper towel.
- Ensure you provide enough potable water. At least 25 litres / 5 gallons is recommended.
- Dispose of wastewater into a sanitary sewer connection only (toilet or laundry sink).



For more information, please refer to the Vancouver Coastal Health website: <http://www.vch.ca/your-environment/food-safety/permits/>

FIRE AND RESCUE RESTRICTIONS

- K-Class Fire Extinguishers must be in place for cooking activations using oil and/or deep fryers. ABC-Class Fire Extinguishers must be in place at all other cooking activations. Surrounds/separation must be in place to protect people from cooking areas.
- If you are bringing your own tent, it must be "fire retardant" no matter your usage, be it retail or food preparation/cooking. The tents ordered through the Italian Day Festival Society conform to these specifications.
- Display and cooking areas such as grills, deep fryers, corn-on-the-cob cookers, or any other cooking and serving equipment shall be protected from the public at all times. This may be achieved by equipment/booth layout (locating cooking equipment towards the back of the booth), use of sneeze guards, display cases and or the use of packaging. A barrier must prevent the public from easily reaching any cooking equipment.



APPENDIX B: Floor Plan

In order to receive approval from the City of Vancouver, all activations must submit a detailed floor plan, be it for retail or food.

INSTRUCTIONS

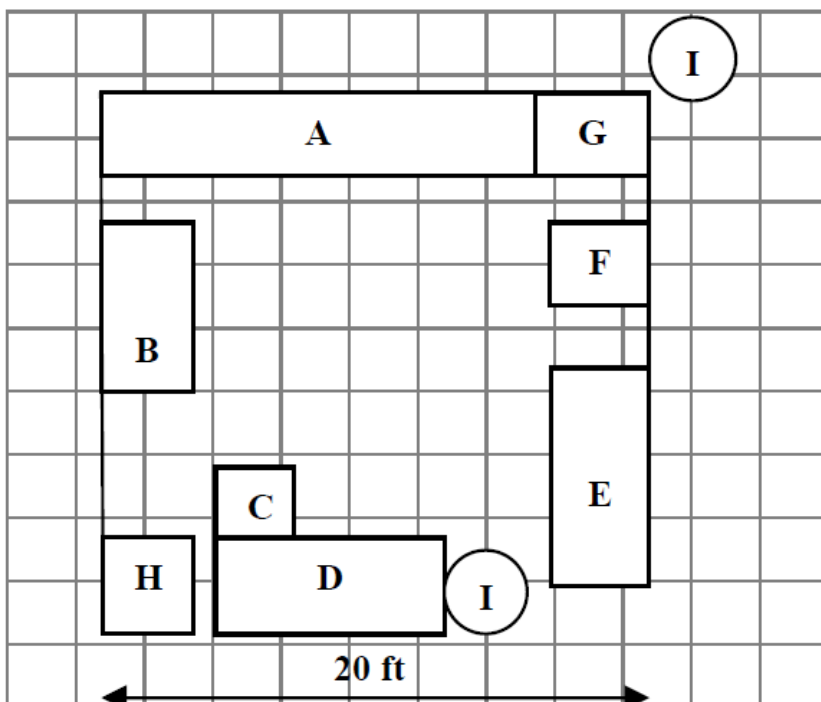
- Provide a diagram of your temporary set-up
- Your diagram should include for:
 - Retail activations:
 - Location of tables, racks, storage and any other equipment
 - Location of power source (if using)
 - Food activation
 - Equipment for food storage and preparation
 - Where food, utensils and single service items will be stored
 - Location of hand washing station(s)
 - Location of dishwashing station(s)
 - Wastewater and garbage containers
 - A canopy or acceptable roof cover may be required
 - Flooring may be required

Please don't forget to include your tent on the floor plan.

TEMPLATE

Please find a blank floor plan template on the next page.

EXAMPLE



- A – Customer order/service table
- B – Refrigerator
- C – Handwashing station
- D – Food preparation table
- E – Barbecue grill
- F – Chafing dishes
- G – Condiment table
- H – Dishwashing double sink
- I – Garbage containers

Set-up is on a concrete walkway
Tent will cover entire set up

