



## **Food House Policies and Guidelines – Version 1, dated April 7, 2018**

### **Food House Application deadline is October 15, 2018**

A complete application is required by October 15, 2018, for consideration. A space for your Food House will not be approved until the application is complete. A \$500 non-refundable deposit will be required once you are approved. Space will be assigned on a first come basis from approved applications. The Jamboree reserves the right to limit the number, location, and type of Food Houses participating.

In the application, we will ask you to acknowledge receiving and reading the Jamboree Food House Policies & Guidelines, including the Release, Waiver & Indemnification Agreement that is posted at <http://jamboreefoodteam.org/international-food-houses/>

### **Site Registration fee**

Your registration fee covers our direct expenses to prepare the Food House area for the utilities needed and the costs the WSJ will incur to provide those utilities to you for the duration of your Food House use. Included with this fee are water, sewer, and electricity, as well as bagged crushed ice. All usage will be monitored for good conservation practices.

### **Payment method**

The World Jamboree Office will invoice your NSO for your Food House expenses and expects payments to be made via your NSO's pre-arranged wire transfer process. Invoices are due in 30 days. Invoice timing will be:

January 1 - \$500 Food House Deposit

May 1 – 50% of any Tent & Floor Rental

June 3 – 50% of any Equipment Rental

July 1 – The balance of all Rental charges

July 26 – First food & supplies invoice

Aug 5 – Final food & supplies, propane gas, and any damages/clean-up charges



### **Governmental Requirements & Permits**

Taxes, permits and any licenses required by the State of West Virginia are the responsibility of the NSO. The Jamboree Food Director ([2019jamboreefood@gmail.com](mailto:2019jamboreefood@gmail.com)) will provide all required permit forms as well as strive to keep you updated regarding applicable local regulations. The West Virginia Health Inspectors have the authority to impose requirements that are specific to Food Houses and the safety of the food that will be prepared and sold, so additional rules should be expected.

Food Houses will be required to have a photocopy of a West Virginia temporary Food Service Permit displayed near the cash register for customers and inspectors to easily see. A permit application will be provided by the Jamboree Food Director ([2019jamboreefood@gmail.com](mailto:2019jamboreefood@gmail.com)) after your application is approved. You may preview a similar application at <http://jamboreefoodteam.org/international-food-houses/>. All Food Houses must be inspected by West Virginia Health Department before opening on July 20, 2019 and may be re-inspected at any time during operating hours and such re-inspections are common.

At least one member of your Food House staff on duty every operating hour will need to have completed an online food safety “food-handler” certificate recognized in the State of West Virginia. Two options are available:

- <https://www.statefoodsafety.com/food-handler> (The state is West Virginia and the county is Raleigh. Only a County wide card is required)
- <https://www.servsafe.com/ServSafe-Food-Handler>

Note: This can easily appear to be a complicated process, and we don’t encourage your teams to set off now to sort it out before you are approved. The links are provided to make you aware of the cost implication and compliance requirement during all operating hours as some bigger food houses could need 6 or 8 of these people.



### **Communication**

We send a monthly email update on the 7<sup>th</sup> of each month. To subscribe, please send an email to [2019jamboreefood@gmail.com](mailto:2019jamboreefood@gmail.com) . Because of language and time zone differences, we would prefer to use email as our primary communication tool over telephone calls.

We have created a webpage for the International Food Houses at <http://jamboreefoodteam.org/international-food-houses/> . For the next several months this will be used to compile information for potential food house managers. A few months before the Jamboree we will change it to become a marketing tool for promoting the food houses to Jamboree participants, IST, and visitors.

DURING the Jamboree, Jamboree Food Team will provide each Food House with contact information (especially mobile phone numbers) for important resources like the food suppliers, equipment support, ice team, Logistics Operations Center, and more.

### **Important Deadlines, Dates, and Hours**

Once approved for a space, you will also be required to submit by email attachment to the Jamboree Food Director ([2019jamboreefood@gmail.com](mailto:2019jamboreefood@gmail.com)) the following items:

- By October 15, 2018: Send the Jamboree Food Director ([2019jamboreefood@gmail.com](mailto:2019jamboreefood@gmail.com)) your IST list
- By January 1, 2019: Food House rental equipment order
- By March 1, 2019: West Virginia Department of Health & Human Resources Application for Permit to operate a temporary food establishment (sample posted at <http://jamboreefoodteam.org/international-food-houses/> )
- By April 1, 2019: First order of food and supplies (link to process)
- By May 1, 2019: Your Food House's detailed menu with pricing in US Dollars for Jamboree Food Team final approval

Regular reminders of the above deadlines will be provided in the monthly email update.

You can start setting up your Food House on July 15, 2019 at 8 a.m. Once inspected and approved, your Food House can operate from July 20 through August 1, 2019 (inclusive). With the exceptions stated below, your Food House must operate daily for all customers from 11 a.m. to 5 p.m. You may extend your hours of operation to as early as 8 a.m. and to as late as 10 p.m.



Due to Jamboree programming, we anticipate the following days to have limited hours that will be communicated to all Food Houses at a later date. These hours of operation must be followed:

- The day before participant arrival may require an early closure for an IST gathering TBA (To Be Announced)
- Arrival Day may require a later opening TBA
- Show nights may require an early closure TBA
- Sundays may require a later opening TBA
- Departure Day there will not be any Food House operating hours
- Each Food House may arrange for ONE two-hour closure to the Jamboree public to host a special event, provided that the date and time has been pre-approved by the Jamboree Food Director ([2019jamboreefood@gmail.com](mailto:2019jamboreefood@gmail.com)) NOTE: There are other rentable, more private facilities specifically designated for Contingents to use for receptions.

### **Staffing your Food House**

You will need to provide staff for ALL management, cooking, cleaning/garbage, sales, and service functions for your Food House. Your Food House staff should come from your NSO's allocated International Service Team.

Because the IST will be pre-assigned to jobs in the database, here is the process to make sure only the NSO's ISTs they want working their Food House get that assignment:

1. NSOs will tell their Food House staff to sign up for the **RETAIL FOOD** team and to be sure to mark it as their first choice.
2. By October 15, 2018, NSOs will send the Jamboree Food Director ([2019jamboreefood@gmail.com](mailto:2019jamboreefood@gmail.com)) a list of the names of the IST they want designated on their Food House team.
3. The Jamboree Food Team will work with Jamboree Registration to make sure only those IST designated by the NSO get assigned to their Food House team.

The Jamboree Planning Team will have a very small crew available to support Food Houses, largely to facilitate any needs you've pre-ordered, and making sure common areas and basic utilities are functional. Food Houses will not be allowed to sublet their space or any portion of their space to anyone (not to another NSO, nor to a commercial vendor, etc.).



### **Menu Items**

Only those items approved in advance by the Jamboree Food Director ([2019jamboreefood@gmail.com](mailto:2019jamboreefood@gmail.com)) shall be sold, no exceptions. If your Food House sells items that were not approved, your Food House will be closed until the items in question are approved by the Jamboree Food Director ([2019jamboreefood@gmail.com](mailto:2019jamboreefood@gmail.com)) or those items are removed from the Food House area. No refunds or returns will be authorized and no compensation given for loss of income whilst being closed.

It is particularly important to note that Alcohol, in any form, is not permitted at the Jamboree.

### **Seating**

You are welcome to format your Food House with a seating area or not. We will have some general seating areas near the Food Houses and our onsite Food staff will coordinate with all Food Houses to keep the common seating areas free of trash and the tables clean.

### **Equipment, Supplies, Tents, and Floors**

Ordering processes will be shared in August 2018 via an email to all interested NSO Food Houses representatives.

Except for bagged ice, which is included in the site fee, the Jamboree will not provide any Food House supplies or equipment at no charge.

Examples of items you must order through our approved sources include: food, spices, cleaning chemicals, paper goods, connected cooking equipment (to water, sewer, propane gas or electricity), sinks, extension cords, food service gloves, garbage bags, and propane gas. Your orders will be delivered to your Food House by our contractors.

Items that the Jamboree Food Team does not require sourcing from our approved vendors include point-of-sale systems, credit card readers, non-connected kitchen implements (bowls, pans, utensils, trays, dry storage/shelving, etc.), printed items (signs, price lists, etc.) as well as decorative items (including low voltage decorative lights). We do have US sources for these items if you need assistance. Delivery into the Food House site by non-Jamboree vendors is prohibited. Please reference the shipping and distribution guidelines that will be provided by Jamboree Logistics for any shipments to the Jamboree.



A key requirement from the West Virginia Health Department is that every Food House shall include a covered kitchen as well as a covered food serving areas with a durable, cleanable, solid floor. Food serving areas are defined by where you present the food to the customer (i.e. at the counter, at the buffet line, at their table). If you choose to bring your own tents and/or flooring, we cannot guarantee it will pass the health inspection, and may not have the ability to source it for you at that late hour. You may not bring a contractor onsite to directly deliver, build, or erect any part of your Food House. Please follow the shipping instructions provided by Jamboree Logistics.

The West Virginia Health Department also requires running hot water and grease traps for any Food House selling food prepared on site. A stand selling prepackaged drinks and snacks would not have these requirements.

### **Ice**

The Jamboree Food Team will position ice storage near the Food Houses for your use. It is included in your space fee. Food Team representatives will provide you with access instructions and monitor usage.

### **Retail Pricing**

The Jamboree does not plan to take a percentage of your sales.

Everything you will pay, as well as all items you sell will be priced and sold in US dollars.

Some items will have designated retail price range guidelines to be announced (initial ranges will be published in August 2018). This is to ensure that similar items have a similar price across the whole jamboree (like a burger and fries for \$X, a large meal at \$X, or a coffee & cake for \$X).

Reasons included better costing for all Food Houses, simplified logistics, and consistent customer experience. A good example would be soda and Jamboree Food Team will have Coke, Pepsi, and Dr. Pepper deals in place. This will allow Food Houses to better consider their costs, project revenue, and profit margin.

Only the Jamboree Food Director ([2019jamboreefood@gmail.com](mailto:2019jamboreefood@gmail.com)) can approve a retail price outside the established range or price changes during the Jamboree. Do not print any menu/pricing signs until your menu & all prices have been approved.



### **Credit Cards & Cash**

The Jamboree Food Team will have the ability to provide you with many services, like: cash for change, depository services for your excess cash, secured overnight storage for your operating cash, credit card machines, and even facilitate your payments for goods & services. These details will be available in August 2018.

The Jamboree Food Team will not provide any sort of point-of-sale system.

### **WIFI and cellular service**

These are both very good at the Summit. Access details will be provided in 2019.

### **Location Guidelines**

Your Food House must not be larger than the size listed on application. At our sole discretion, the Jamboree Food Team will select and mark your location before your arrival.

You are welcome to run entertaining program within your designated Food House footprint. We will ask you to outline that in the application. ALL program is subject to immediate cessation by Jamboree management at any time for any reason.

Violation of any Jamboree conduct rules MAY result in immediate forfeit of your space with no refunds.

### **Safety & Security**

The Jamboree Food Team will provide you with some basic Jamboree safety guidelines. You will train your own staff from those guidelines. Fire suppression equipment will be included with your rental equipment as required. If you bring your own equipment, you must be compliant with US and West Virginia fire safety regulations.

Although Jamboree Security Staff will patrol the area, YOU are responsible for your own internal security during the available Food House operating hours. From 10pm to 8am, the Jamboree will be responsible for overnight security of the area. NO overnight sleeping in the Food House area, NONE.



### **Garbage**

Please help us keep the Summit clean for everyone! Although the Jamboree will be running “garbage patrol”, it is still your responsibility to keep your area clean. Place full garbage bags, and any designated recycle items in the provided dumpsters. Food Houses that do not clean their area will be closed by the Jamboree Food Team until the area is cleaned. Additionally, if the area is not left clean at the end of the Jamboree, the Jamboree will impose a cleaning fee.

### **Publicity**

The Jamboree encourages you to promote your Food House heavily to your NSO’s contingent via your websites and social media.

Sandwich reader boards, etc., are not allowed outside your Food House footprint since they can impede people movement.

There is absolutely no soliciting or selling outside of your Food House space (this includes posters and handouts). The scouts will find the Food House area...and will not want to leave. In April 2019, the Jamboree Food Director ([2019jamboreefood@gmail.com](mailto:2019jamboreefood@gmail.com)) will request a short promotional paragraph/graphic/video describing your Food House to be posted on the Jamboree Food Team website