



Temporary Food at Special Events VENDOR Guidelines

Dear Event Food Vendor:

Please be aware of the following requirements:

VENDORS

In order to participate in a Temporary Food at a Special Event you will need to complete the following steps at least two weeks prior to the event. There is a \$50.00 late fee if all paperwork is not submitted two weeks before the event you are participating in and may result in disapproval to operate.

1. Fill out a **Tri-County Health Department VENDOR APPLICATION FOR TEMPORARY FOOD AT SPECIAL EVENTS** packet. (This should be provided to you by the event coordinator or you may acquire it from Tri-County Health Department) **This will have to be completely filled out and submitted each time you participate in an event.**

2. Obtain a Temporary Food at Special Events License and submit the necessary paperwork (see below).
 - ❖ To obtain a Temporary Food at Special Events License you will need the following:
 - Appropriate Retail Food License fee of \$225.00
 - Completed application for a Temporary Food at Special Events License
 - Completed **Tri-County Health Department VENDOR APPLICATION FOR TEMPORARY FOOD AT SPECIAL EVENTS** packet.
 - Colorado Sales Tax License
 - Completed Commissary Agreement Form
 - Copy of your Commissary's Retail Food License
 - Affidavit of Citizenship (if applicable)
 - ❖ **If you already have a valid Temporary Food at Special Events License (for the existing calendar year) you will need to submit:**
 - Completed **Tri-County Health Department VENDOR APPLICATION FOR TEMPORARY FOOD AT SPECIAL EVENTS** packet.
 - Copy of your Temporary Food at Special Events License.
 - ❖ **If you are a licensed mobile for this calendar year planning to operate only as originally approved (approved operations for the type of mobile unit you operate) you will need to submit:**
 - Copy of your Retail Food License

Serving Adams, Arapahoe and Douglas Counties ▼ www.tchd.org
6162 S. Willow Dr., Suite 100 ▼ Greenwood Village, CO 80111 ▼ 303-220-9200

- ❖ **If you are a licensed mobile for this calendar year planning to change your food service operation from approval as a mobile you will need to submit:**
 - Appropriate Retail Food License fee of \$225.00
 - Completed application for a Temporary Food at Special Events License
 - Completed **Tri-County Health Department VENDOR APPLICATION FOR TEMPORARY FOOD AT SPECIAL EVENTS** packet.
 - Colorado Sales Tax License
 - Completed Commissary Agreement Form
 - Copy of your Commissary's Retail Food License
 - Affidavit of Citizenship (if applicable)
 - ❖ **If you are a non-profit organization in the county that the event is being held you will need to submit the following:**
 - Completed **Tri-County Health Department VENDOR APPLICATION FOR TEMPORARY FOOD AT SPECIAL EVENTS** packet.
 - Documentation of your organization's non-profit status
 - ❖ **If you are a non-profit organization operating at an event outside the county you are registered in you will need to submit the following:**
 - Completed application for a Temporary Food at Special Events Non-Fee License
 - Completed **Tri-County Health Department VENDOR APPLICATION FOR TEMPORARY FOOD AT SPECIAL EVENTS** packet.
 - Documentation of your organization's non-profit status
3. The inspector for the event will review your packet and contact you to let you know what else may be needed for final approval. Please note that you will not be able to participate in the event without final approval.
 4. Receive final approval from Tri-County Health Department in writing.

Notes for Event Vendors & Event Coordinators:

1. Licenses issued by the City and County of Denver are not valid outside the City and County of Denver. Licenses issued by any other Colorado health department will NOT be accepted.
 - If you are a vendor or mobile licensed by the City and County of Denver you will be required to obtain an appropriate Retail Food Service license from Tri-County Health Department.
2. If you are scooping ice you are required to have a Temporary Food at Special Events License.
3. The following foods do not need a Temporary Food at Special Events License:
 - Pre-packaged food/drinks (no ice)
 - Pre-packaged ice cream/frozen yogurt novelties (no scooping and no soft serve)
 - Hot cocoa/coffee (no ice)
 - Whole fruits and vegetables (uncut)
 - Popcorn, which is plain, seasoned with salt, buttered or sugared (e.g. kettle corn)
4. If you are selling/preparing caramelized nuts, roasted almonds, caramel or candied popcorn then you are required to have a Temporary Food at Special Events License. You do not need a license if it is commercially prepackaged.

5. The following is a list of food that is approved to be served at a Special Event held in Adams, Arapahoe and Douglas Counties. There will be no exceptions.

- ❖ **Ground beef:** Raw ground beef is approved for hamburgers, which are frozen, and pre-formed patties only, and they must be frozen until cooked during the event. All other ground beef must be precooked at a commissary, therefore only needing reheating/hot-holding at the event. Examples: tacos, burritos
- ❖ **Steak:** Raw steak is approved if it is ready to cook and serve. Example: Sirloin. If steak is being used in slices or pieces then it must be pre-cut at a commissary. Example: Fajitas
- ❖ **Chicken:** All chicken other than frozen chicken wings must be pre-cooked or smoked.
- ❖ **Turkey Legs:** Turkey legs must be pre-cooked.
- ❖ **Fish/ Shrimp/ Seafood:** Fish, shrimp and seafood can be raw **only** if frozen; otherwise it has to be precooked. These foods must be frozen until cooked during the event.
- ❖ **Hot dogs/Bratwurst/Italian Sausage etc:** Hot dogs, bratwurst, Italian Sausage, and other sausages are approved raw or precooked, and they must be preformed.
- ❖ **Ribs:** Ribs are approved raw or precooked.
- ❖ **Pulled pork, chicken, etc:** Pulled pork, chicken, and other shredded meats and barbequed meats must be precooked at commissary. These foods should only need to be reheated/hot held at the event.
- ❖ **Crepes/ Funnel cakes/ Pancakes:** The batter for crepes, funnel cakes, and pancakes has to be pre-mixed at a commissary. If the batter is potentially hazardous then it must be kept at 41° F or below during the event.
- ❖ **Vegetables:** Lettuce, tomatoes, cheese, onions, jalapenos, and other vegetables must be prepared at a commissary or purchased pre-washed and pre-cut.
- ❖ **Lemons/Limes:** If the vendor is making lemonade/limeade, they can cut the lemon/lime **in half only** for squeezing on-site. If they need to cut it into more pieces then it must be done at a commissary. The lemons and limes must be pre-washed at a commissary.
- ❖ **Fruit:** All fruit must be pre-washed and pre-cut/pre-sliced at a commissary or purchased pre-washed and pre-cut.
- ❖ **Other Foods** will be evaluated on risk-based criteria.

All slicing, chopping, peeling, dicing, shredding, mixing and pre-washing must be done at a commissary.

Restricted Operations:

- All food must be prepared at a licensed food establishment (commissary).
- Potentially hazardous foods shall be limited to cooking and then serving.
- Food cooked or stored at home is prohibited.

Booth Requirements:

- A handsink with water, soap, and paper towels is required. The water dispenser must be capable of providing hands free continuous flowing water.
- A catch bucket for the handsink wastewater.
- Equipment must maintain hot food at 135°F or above and cold food at 41°F or below. All potentially hazardous food must be maintained either hot or cold.
- Calibrated 0 to 220° F. metal stem probe thermometer
- Sanitizer (bleach and water) at 50-200ppm and chemical test strips to test the sanitizer.
- Enough utensils to change every four hours.
- **Please also see the Guidelines for Temporary Events brochure and checklist for vendors in the Temporary Food at Special Events application packet.**



FOR HEALTH DEPARTMENT USE ONLY		
Licensed _____	Approved _____	Date _____
License needed _____	Yes _____	_____
Non-Profit _____	No _____	_____
EH Specialist Signature & Employee Number _____		

VENDOR APPLICATION FOR TEMPORARY FOOD EVENTS

All vendors must complete and submit this form to the Event Coordinator for **EACH** event in **the Tri-County area**. If there are no menu or equipment changes from one event to another, the completed original may be copied and submitted. Please attach a copy of your current Temporary Food at Special Events or Mobile Unit Colorado Retail Food Establishment License, if already licensed. There is a \$50.00 late fee if all paperwork is not submitted to Tri-County Health Department two weeks before the event you are participating in and may result in disapproval to operate.

A holder of a valid Colorado Retail Food Establishment **Mobile Unit License** planning to operate outside their mobile unit is required to obtain a separate Retail Food Establishment Temporary Event license. If the licensed mobile unit is operating strictly as a mobile unit as originally approved, a vendor application and a separate license for the Temporary Food at Special Events are not required.

Event Name: _____ Date(s): _____

Please complete the following information:	
Temporary Retail Food Establishment Name	Legal Owner's Name
Establishment Address (Street Address & P.O. Box)	
City	State Zip Code
Telephone Number ()	Cell Phone Number ()
Fax Number ()	Email
Contact Name	Contact Telephone Number
Contact email	Which Health Department issued your license?

*** All applicants for a Temporary Food Event Retail Food Establishment license must provide a copy of a Special Event Sales Tax license, and can be obtained from the Colorado Department of Revenue. The Sales Tax account number from an existing Retail Food Establishment associated with the Temporary Retail Food Establishment is not acceptable unless the total number of vendors at the temporary event is 2 or less.**

*** All vendors shall have the original Colorado Retail Food Establishment license on premise at the event at all times or the facility may be required to cease operations.***

Checklist of paperwork to be submitted with this application:

- Copy of Temporary Event Retail Food Establishment (RFE) License
- Copy of State Sales Tax License
- Commissary Agreement
- Copy of Commissary's RFE License
- Notarized Affidavit of Citizenship (if applicable)

Please list any additional events and dates that you plan on participating in within the Tri-County area (Adams, Arapahoe, and Douglas Counties):

Event Name	Date(s)	City & County

Read the guidelines below and complete the following questions.

GENERAL GUIDELINES

- A hand washing station with a free-flow spout, catch bucket, soap, and paper towels, and water from an approved source shall be provided. Bare hand contact is not allowed with ready-to-eat foods.
- Hand sanitizers are NOT an acceptable substitute for required hand washing set-up.
- Extra sets of clean utensils must be provided so that they may be changed out when soiled or at least every four hours. Washing utensils on site is not permitted.
- All slicing, chopping, peeling, dicing, shredding, mixing, and pre-washing must be done at the commissary with the exception of mixing of funnel cake, crepe, and donut batter.
- Preparation of raw chicken at the event is **prohibited** other than the frying of frozen chicken wings.
- All ground beef & Philly cheesesteak must be precooked at a commissary or be frozen preformed hamburger patties until cooked at the event.
- Turkey legs must be precooked.
- Pulled pork, chicken, and other shredded meats and barbequed meats must be precooked at commissary.
- All fruits and vegetables must be washed and cut at the commissary.
- Lemons and limes may be cut once on site for lemon/limeaid provided they are washed at a commissary.
- Bananas may be cut on site if used on kabobs provided that they are washed at a commissary.
- Sandwiches may be assembled onsite, but all preparation of ingredients must take place at the commissary. Examples: gyros, tacos, burritos, steak sandwiches, and traditional sandwiches.
- Sterno burners are prohibited at outside events unless windshields are installed to protect them from wind.
- Sanitizer for food contact surfaces (i.e., tables) must be provided on site (i.e., bleach and water at 50-200ppm).
- Commissaries need to be within 30 miles or 30 minutes from the event.
- Provide a barrier (e.g. a table) to separate the food area from the customer area.
- All equipment and operations must be contained under your tent.

MENU: List all menu items (food & drinks) including condiments and toppings.

Where are the food/drink products purchased? (List all the facilities.) _____

What is the name and location of your commissary? (Complete the commissary agreement and attach.)

Name of Commissary: _____

Commissary Address: _____

What is the distance that the food will be transported to the event? _____

Where will the potable water for hand washing be acquired? _____

Where will wastewater from hand washing be discarded? _____

What type of sanitizer solution will be used on food contact surfaces?

- Bleach (50-200ppm) Quaternary Ammonia (100-400ppm) Other: _____
 Concentration: _____

What equipment will be used to maintain the temperatures during transport and during the event?

(Check all that apply.)

- | | |
|---|---|
| <input type="checkbox"/> Coolers with ice | <input type="checkbox"/> Refrigerator |
| <input type="checkbox"/> Hot holding unit for hot foods | <input type="checkbox"/> Freezer |
| <input type="checkbox"/> Served immediately after cooking | <input type="checkbox"/> Steam table |
| <input type="checkbox"/> Commercial crock-pot | <input type="checkbox"/> Held on grill until served |
| <input type="checkbox"/> Other (specify): _____ | |

	Yes	No	N/A
Will a refillable hand washing station with a hands-free stay-on spigot and appropriately sized waste container be available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will soap and paper towels be available for hand washing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will the hot holding unit(s) be capable of holding food above 135°F?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will the cold holding unit(s) be capable of holding food below 41°F?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will equipment capable of reheating food to 165°F be available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will a metal probe thermometer that reads 0-220°F be available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the proper sanitizer test strips available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will food-grade disposable gloves, utensils, and/or deli tissues be available for handling food? (If no, explain in comments section.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If utensils are used to handle food are enough available if they become soiled or used? (Utensils must be changed out when soiled or at least every four hours. Washing utensils on site is not permitted.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will all cutting, chopping, dicing, etc of fruits, vegetables, and shredded meats be done at the commissary? (If no, explain in comments section.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I have read and will follow the general guidelines in this packet. (Signature) _____

Comments: