



Temporary Event Vendor/Event Coordinator Guidelines

Dear Event Food Vendor/Event Coordinator:

Please be aware of the following requirements:

VENDORS

In order to participate in a Temporary Food 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 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 License and submit the necessary paperwork (see below).
 - ❖ To obtain a Temporary Retail Food License you will need the following:
 - Appropriate Retail Food License fee of \$255.00
 - Completed application for a Temporary Food Event License
 - Completed **Tri-County Health Department VENDOR APPLICATION FOR TEMPORARY FOOD 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 License (for the existing calendar year) you will need to submit:**
 - Completed **Tri-County Health Department VENDOR APPLICATION FOR TEMPORARY FOOD EVENTS** packet.
 - Copy of your Temporary Food 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
 - ❖ **If you are a licensed mobile for this calendar year planning to change your food service operation from what was originally approved you will need to submit:**
 - Appropriate Retail Food License fee of \$255.00
 - Completed application for a Temporary Food Event License

- Completed **Tri-County Health Department VENDOR APPLICATION FOR TEMPORARY FOOD 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 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 Event Non-Fee License
 - Completed **Tri-County Health Department VENDOR APPLICATION FOR TEMPORARY FOOD 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.

EVENT COORDINATORS

FEES:

Note: Event coordinators will be responsible for paying the following fees. However, if you are the only food vendor at an event, you may be held responsible for these fees.

Application Review Fee

A fee of \$100.00, which covers all vendors, **MUST BE SUBMITTED PRIOR TO REVIEW OF PLANS.**

Inspection Fee

To be paid at the event or coordinator/vendor will be billed \$45.00 per hour per inspector.

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 are acceptable.
 - If you are a vendor or mobile licensed by the City and County of Denver you will be required to obtain a Colorado Temporary Retail Food license from any local health department.
2. If you are scooping ice you are required to have a Temporary Food License.

3. The following foods do not need a Temporary Food 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 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 Temporary Food 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 application packet.**