

# Important Information for Vendors at Temporary Events

As a food vendor, you are responsible for ensuring that your operation complies with the *Colorado Retail Food Establishment Rules and Regulations*.

- All vendors must hold a current Colorado Retail Food License for a mobile unit or for temporary events unless the vendor is a charitable or nonprofit organization. If you do not have a license to operate at a temporary event, you will need to come to the Environmental Health office to apply and pay for a temporary event license. \*This license is required in addition to any retail food license that a vendor may hold for a permanent retail food operation.
- The Vendor Application for Temporary Food Events must be submitted to the event coordinator. Ask your event coordinator for their deadline to submit the Vendor Application. Event coordinators must forward the applications to Boulder County Public Health (BCPH) at least 10 working days prior to the event. Food service will not be permitted unless prior approval is granted by BCPH. Food service will be limited to those foods listed on the application and approved.
- All foods (including ice) must be prepared in a commercial kitchen approved by Boulder County Public Health. All foods must be pre-cut, already prepared, and ready for cooking or service when delivered to the event site. Preparation of food on-site, other than simple assembly and cooking, is prohibited.

## Minimum Requirements for Application Approval

1. **Handwashing.** A handwashing station must be provided in each food booth. Service of food items will not be allowed without a proper handwashing station. All wastewater must be disposed of to the sanitary sewer system.
2. **Bare-hand contact.** Direct hand contact with ready-to-eat foods is prohibited. Serving utensils or gloves must be used to prevent bare-hand contact. Employees must wash their hands before putting on gloves and when changing gloves. Gloves do not replace the need for handwashing.
3. **Hot holding and cold holding.** Potentially hazardous foods, such as meats, poultry, fish, eggs, dairy products, sauces, cooked rice, pasta, potatoes, and beans, must be maintained at 41°F and below or 135°F and above at all times during the event. Food items may not be served if they are not at proper temperatures.
4. **Food thermometer.** An accurate food probe thermometer (0°F to 220°F range) must be used to monitor food temperatures.
5. **Transport.** Cold foods must be transported and held in approved units capable of maintaining foods at less than 41°F. Only smooth, easily cleanable, non-absorbent ice coolers or approved food-grade containers may be used for the storage of food, ice, or drinks. Containers or coolers made from Styrofoam are not approved for use.



6. **Cooling.** The cooling of foods at a temporary event is prohibited. All cooling must be done at the commissary. Foods must be rapidly cooled from 135°F to 70°F within 2 hours, then to 41°F within 4 hours. Food prepared at room temperature must be cooled to 41°F within 4 hours. Approved methods include: shallow 2-4" deep containers of food uncovered in refrigeration; ice bath stirred often; ice paddle used with ice bath or refrigeration.
7. **Dishwashing.** On-site washing in tubs/basins or 3-compartment sinks is not allowed. Extra serving utensils must be provided so that soiled utensils can be changed every four (4) hours.
8. **Produce.** All produce must either be washed at an approved commissary in a food prep sink or be received pre-washed (i.e. lemons for lemonade, potatoes for fries, or apples for caramel apples).
9. **Storage.** Food, utensils, equipment, and single-use items must be protected from dust, insects, customers, and other contamination while being transported, stored, used, and/or served. All food, paper products, and utensils must be stored at least 6" above the ground. Sneeze guards, covers, or other barriers shall be provided to protect food from customers and other sources of contamination.
10. **Wiping cloths.** Wiping cloths must be used with sanitizer solution and must be stored in the sanitizer between uses. Test kits must be provided and used. Sanitizer concentration requirements are as follows: Chlorine (bleach): 50-200 ppm / Quaternary ammonium: 200 ppm or as per label.
11. **Potable water.** Potable water must be available and used. A food-grade hose must be used when connecting to a potable water supply.
12. **Wastewater.** All liquid waste, except drainage from clean potable ice, must be stored in a properly sized retention tank and be discharged into an approved wastewater disposal system.
13. **Garbage.** Any solid waste, such as food debris or waste paper, must be collected and disposed of at an approved commercial establishment. A clean trash receptacle must be provided in the food booth.



# Temporary Event Food Vendor Application

All vendors must complete and submit this application to the Event Coordinator for each event in Boulder County. If no menu and no equipment changes are occurring from one event to another, the completed original may be copied. Please attach a copy of your current Colorado Retail Food Establishment License temporary event or mobile unit, if already licensed.

**Event Name:** \_\_\_\_\_ **Date(s):** \_\_\_\_\_

**Please provide the following information**

Temporary Retail Food Establishment Name		Legal Owner's Name
Establishment Address (Street Address and P.O. Box)		
City	State	Zip Code
Telephone Number ( )	Fax Number	
Contact Name	Contact Number	
Which County Issued Your License?	E-mail	

**All vendors must have their original Colorado Retail Food Establishment license on premise at all times.**

**This temporary food booth is (Check (√) all that apply):**

Unlicensed \_\_\_\_\_ Nonprofit (provide documentation) \_\_\_\_\_  
 Licensed Temporary Event (provide copy) \_\_\_\_\_ Licensed Mobile Unit (provide copy) \_\_\_\_\_

**Hours of operation of the temporary food booth for this event:**

Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_  
 Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

How many people do you anticipate serving each day of the event? \_\_\_\_\_

**Please list additional events and dates that you plan on participating in within Boulder County:**

Event Name \_\_\_\_\_ Date \_\_\_\_\_ Location \_\_\_\_\_  
 Event Name \_\_\_\_\_ Date \_\_\_\_\_ Location \_\_\_\_\_  
 Event Name \_\_\_\_\_ Date \_\_\_\_\_ Location \_\_\_\_\_

**For Official Use Only**

Licensed \_\_\_\_\_ Approved: \_\_\_\_\_  
 Needs a license \_\_\_\_\_ Yes \_\_\_\_\_  
 Nonprofit \_\_\_\_\_ No \_\_\_\_\_  
 EH Specialist Signature \_\_\_\_\_ Date \_\_\_\_\_



**What is the name and location of your commissary? (Complete commissary agreement on page 7.)**

Commissary Name: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Contact Person and Phone Number: \_\_\_\_\_

**Menu** *(Please attach additional sheet, as necessary)*

Please list all food products and the specific source of all food items (i.e. name of grocery chain, wholesaler, etc.).  
 Be sure to include items such as toppings and condiments.

Food and Drink Items	Location Where Obtained / Source
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

**Food Preparation**

Preparation must be conducted at an approved facility or commissary before the event.

Check (√) which preparation procedure(s) each menu item requires.

Food	Thaw	Cut/ Assemble	Cook/ Bake	Cool	Reheat	Cold Holding	Hot Holding
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

**Cooling**

How will foods be rapidly cooled to 41°F or below? (Check (√) all that apply)

- Shallow pans (less than 4") uncovered in refrigerator
- Ice bath and frequent stirring
- Ice paddle or wand
- Other (specify) \_\_\_\_\_

**Reheating**

How will foods be reheated to 165°F or above? (Check (√) all that apply)

- Microwave
- Grill
- Oven
- Hotplate
- Other (specify) \_\_\_\_\_





### Hot Food Items

- How will these foods be cooked at the site? (Check (√) all that apply)  
 Grill                                       Hot plate  
 Deep fat fryer                               Oven  
 Microwave  
 Other (specify) \_\_\_\_\_
- How will hot foods be held at greater than 135°F at the event? (Check (√) all that apply; **Sterno burners are prohibited**)  
 Hot holding unit                               Steam table  
 Heat lamps                                       Served immediately after cooking  
 Crock-pot                                         Held on grill until served  
 Other (specify) \_\_\_\_\_
- What utensils will you use to dispense or serve the hot items? \_\_\_\_\_

### Cold Food Items

- How will cold foods be held at 41°F or below at the event? (Check (√) all that apply)  
 Refrigerator / freezer  
 Ice chest - *must be drainable and foods may not be kept in contact with the ice unless they are packaged and sealed.*  
 Other (specify) \_\_\_\_\_
- What utensils will you use to dispense or serve the cold items? \_\_\_\_\_
- What kind and how many food thermometers (0-220°F) do you have? \_\_\_\_\_  
 Metal stem probe                               Thermocouple                               Digital

### Where will utensil washing take place?

- Commissary                                       3-compartment sink unit on site (mobile units only)

### What is your booth plan for flying insects and dust control, if applicable?

\_\_\_\_\_

\_\_\_\_\_

### Booth Layout and Map

Provide a drawing of the temporary food establishment. Identify and describe all equipment.

The map should include the following:

- |  |   |
|--|---|
| <input type="checkbox"/> Cooking equipment               | <input type="checkbox"/> Hot and cold holding equipment |
| <input type="checkbox"/> Handwashing facilities          | <input type="checkbox"/> Work surfaces                  |
| <input type="checkbox"/> Food and single-service storage | <input type="checkbox"/> Garbage containers             |
| <input type="checkbox"/> Customer service area           | <input type="checkbox"/> Other: _____                   |



## Commissary Agreement

For mobile unit operators, caterers and temporary vendors this commissary agreement must be completed and signed by the commissary owner before you will be approved to use the commissary. Please provide the following information, including signatures, and submit this agreement with your retail food license or plan review application to Boulder County Public Health. This commissary agreement is valid for the current calendar year only.

Date \_\_\_\_\_

I, \_\_\_\_\_ of \_\_\_\_\_,  
(Owner/Operator) (Establishment Name)

located at \_\_\_\_\_  
(Address of Establishment)

do hereby give permission to \_\_\_\_\_  
(Mobile Unit / Pushcart / Caterer / Temporary Vendor)

### to use my kitchen facilities to perform the following (check all that apply):

- Preparation of foods, such as vegetables or fruits, cutting meats, cooking, cooling, reheating  Storage of foods, single-service items, and cleaning agents
- Service and cleaning of equipment
- Ware washing
- Filling water tanks
- Dumping wastewater
- Other: \_\_\_\_\_

Commissary Water Supply? Municipal \_\_\_\_\_ Well \_\_\_\_\_ PWSID# \_\_\_\_\_  
Commissary Sanitary Sewer Service? Municipal \_\_\_\_\_ Septic \_\_\_\_\_

### Please indicate the equipment available at the commissary for the proposed uses:

Hand sink \_\_\_\_\_ Prep sink \_\_\_\_\_ Mop sink \_\_\_\_\_ Three-bay sink \_\_\_\_\_  
Dish machine \_\_\_\_\_ Refrigeration \_\_\_\_\_ Cooling equipment \_\_\_\_\_ Dry storage \_\_\_\_\_  
Other \_\_\_\_\_

\_\_\_\_\_  
Signature of Operator Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature of Commissary Owner Date

\_\_\_\_\_  
Phone Number

