

# Vendor Application for Temporary Food Events

Incomplete applications or applications without payment (if required), will not be processed.

Establishment and Contact Information						
Temporary Retail Food Establishment Name						
Legal Owner's Name						
Establishment Address				City	State	Zip
Contact Name						
Contact Number						
Contact Email						

Check all that apply	Number of Events	Number of Days	Type of License	Fee	Code
<input type="checkbox"/>	1	1	Limited (pre-packaged and low risk foods)	\$100.00	8010
<input type="checkbox"/>	1	1	Full Service (on-site food preparation, medium risk)	\$150.00	8011
<input type="checkbox"/>	1	2-8	Limited	\$150.00	8020
<input type="checkbox"/>	1	2-8	Full Service	\$230.00	8021
<input type="checkbox"/>	Multiple	>8	Limited	\$270.00	8030
<input type="checkbox"/>	Multiple	>8	Full Service	\$385.00	8031
<input type="checkbox"/>	Multiple	Unlimited	Non-Profit	\$0.00	1000
<input type="checkbox"/>	Multiple	Unlimited	Sampling	\$60.00	
<input type="checkbox"/>	Multiple	Unlimited	Off-Site Sale Vendor Badge (one badge per vendor)	\$15.00	012

### Important Steps to Remember



1. Failure to submit completed application two weeks prior to event may result in a late fee.
2. Vendors **MUST** pay for license **PRIOR** to event with cash, check, or card.

**To pay by phone**  
719-583-4307 option 3  
VISA and MasterCard Preferred

**To pay with check**  
Payable to PDPHE  
101 W 9<sup>th</sup> Street  
Pueblo, CO 81003

**Have questions?**  
Call: 719-583-4307 option 2  
Email: [tempevents@pueblocounty.us](mailto:tempevents@pueblocounty.us)  
Visit: [pueblohealth.org](http://pueblohealth.org)

**Please list ALL EVENTS and DATES that you plan to participate in PUEBLO COUNTY.**

Event Name	Event Date(s)

Please list all individual food products and specific source of these items (name of grocery chain, wholesaler, etc.). If the menu changes from event to event, please call or email to inform of change. \*

Food and Drink Items (including ice)	Location Obtained
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

\*Attach additional sheet of events or food items if necessary.

**Handwashing and food handling for events three days or shorter.**

A conveniently located hand-washing station within each booth or unit is REQUIRED unless only pre-packaged foods requiring no preparation and/or cooking are to be served. Please check below which applies to your booth/unit.

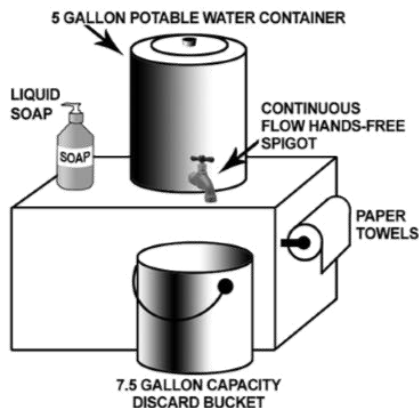
**Hands must be washed in between glove changes, NO EXCEPTIONS.**

- I will be serving only prepackaged foods that require no preparation and/or cooking.
- I will be serving foods that require preparation and/or cooking and will provide the following for hand-washing:
  1. A minimum 2-gallons of warm potable water that must be refilled as needed in a container with a "hands-free" spigot
  2. Soap
  3. Paper towels
  4. A 5-gallon bucket (minimum) to catch and contain wastewater until it is properly disposed

**NOTE:** Events lasting longer than 3 days MUST have hot and cold water under pressure available for hand washing.

**NOTE:** Hand sanitizers are NOT an acceptable substitute for required handwashing set-up.

**NOTE:** All chili roasters MUST have hot & cold water under pressure.



# Temporary Event Food Handling Procedures

Incomplete applications will not be accepted.

Note: If the proposed menu for the event requires complex preparation of food, i.e. cooking, dicing and chopping of meats or vegetables, or if food utensils and/or other food contact items must be cleaned, such work must be conducted within a licensed facility or commissary that is subject to inspection and in compliance with 6 CCR 1010-2, Colorado Retail Food Establishment Rules and Regulations. Activities relating to food service such as preparation or ware washing may not be conducted in a home kitchen.

If commissary is required a completed commissary agreement must be attached with this application. Any events lasting longer than 1 day must have commissary in Pueblo County.

## Food Preparation and Handling

1. Will any food be prepared at an off-site commissary prior to the event? If yes, please describe in detail what foods will be prepared in the commissary kitchen. \_\_\_\_\_  
\_\_\_\_\_
2. How will hot food be cooled to 41 degrees F or below?  
\_\_\_\_\_
3. During the event, how will food be reheated to 165 degrees F or greater?  
\_\_\_\_\_
4. During the event, how will hot food be held at 135 degrees F or greater? (Sterno prohibited at events longer than 4 hours) \_\_\_\_\_  
\_\_\_\_\_
5. During the event, how will cold food be held at 41 degrees F or less?  
\_\_\_\_\_
6. How will leftover cold food items be handled?  
\_\_\_\_\_
7. How will leftover hot food items be handled?  
\_\_\_\_\_

## Equipment and Supplies

1. List cooking equipment that will be used to prepare food during the event and how the equipment will be used. Label all equipment listed on floor plan. \_\_\_\_\_  
\_\_\_\_\_
2. List equipment that will be used to transport food or to store/hold food during the event.  
\_\_\_\_\_

3. List equipment and supplies that will be used to set up handwashing station(s) during the event.

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4. List equipment and supplies that will be used to sanitize surfaces during the event.

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5. Where will wastewater, grease and garbage be disposed of during the event?

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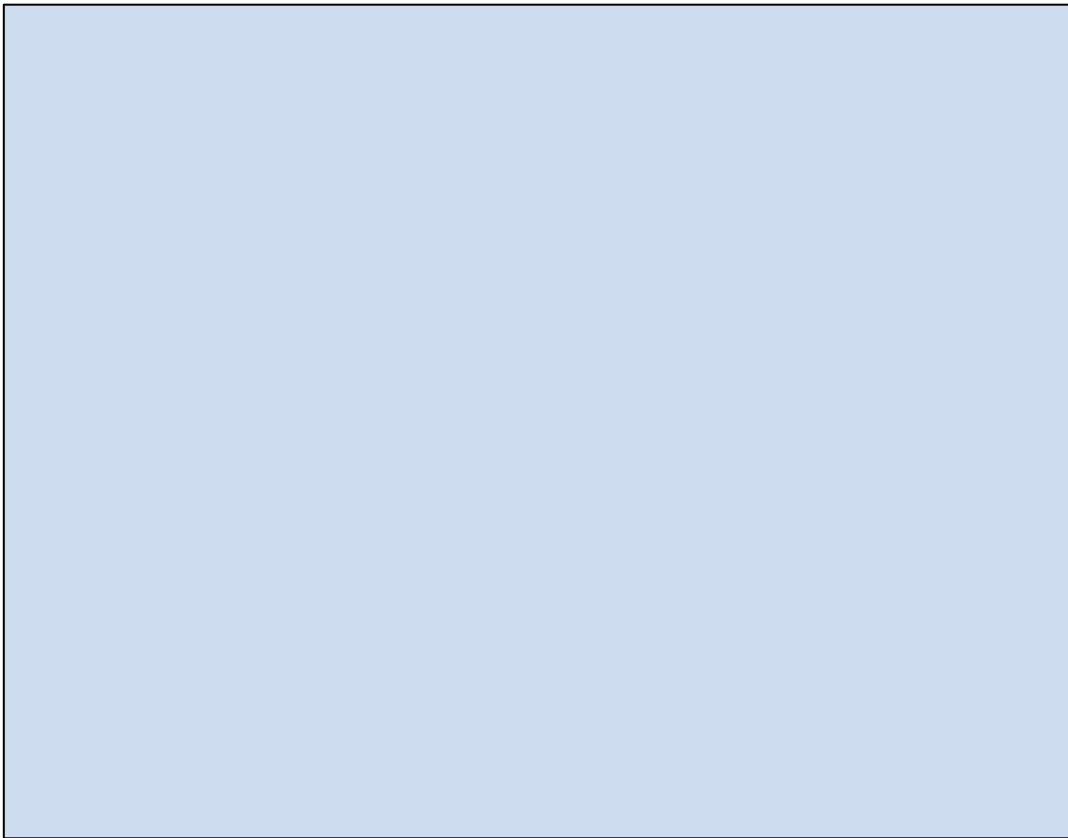
6. How will utensil and equipment ware washing take place during and/or after the event? Utensils must be washed, rinsed, and sanitized every 4 hours.

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**Floor Plan**

Provide a simple drawing of the proposed set-up.

1. Identify cooking, storage, and food preparation areas.
2. Indicate locations of the handwashing station and the customer service area.



# Temporary Event Self Inspection Report

## Handwashing/Personal Hygiene

- Handwashing station set up with soap and paper towels
- Handwashing station has basin to catch wastewater
- Handwashing station easily accessible
- Employees wash hands when required (changing tasks, switching from raw to ready to eat, after re-entering booth, etc.)
- Employees demonstrate good personal hygiene
- Cuts/sores are properly covered with impermeable bandage and glove
- Employee food and drinks stored separate from food preparation and storage
- Employee drinks in containers with lid and straw

## Temperature Control

- Probe thermometer available and calibrated
- Cold foods are maintained at 41 degrees F or lower
- Hot foods are maintained at 135 degrees F or higher
- Refrigerators have thermometers
- Raw meats are cooked to required temperatures
- Leftover hot foods are cooled rapidly to 41 degrees F

## Storage/Protection

- Complex food preparation completed at licensed commissary
- Raw meat stored separately from ready to eat foods
- Food and single use items stored at least 6 inches off the ground
- Food protected from environment and public
- Utensils and single use items stored inverted and protected (handle up)
- Chemicals properly labeled and stored away from food and food contact surfaces
- Ice drained from coolers frequently

## Miscellaneous

- Sanitizer available at proper concentration
- Sanitizer test strips available
- All food supplied from approved source
- Utensils and equipment properly washed, rinsed, sanitized at commissary