

VENDOR APPLICATION FOR TEMPORARY FOOD EVENTS



Pueblo Department of Public Health & Environment
 Environmental Health and Emergency Preparedness Division • Food Safety Program
 101 W. 9th Street, Pueblo CO, 81003 • Office: (719) 583-4307 • FAX: (719) 583-9902

PLEASE RETURN PACKET TO: TempEvents@pueblocounty.us

IMPORTANT STEPS TO REMEMBER



1. Return pages 1-9 to the Pueblo Department of Public Health & Environment and keep page 10 for your use at the event.
2. **Failure to submit completed application two weeks prior to event may result in a late fee.**
3. Vendors participating in the Colorado State Fair **MUST** fill out page 5.
4. Prior to the event, the vendor application will be reviewed by the department for set-up approval.

Please list All EVENTS and DATES that you plan on participating in PUEBLO COUNTY!

EVENT NAME (attach additional sheet if needed)	EVENT DATE(S)	
Temporary Retail Food Establishment Name	Legal Owner's Name	
Establishment Address (Street Address/P.O. Box)		
City	State	Zip Code
Telephone Number ()	Fax Number ()	
Contact Name	Contact Number ()	
Which county issued your license?	E-mail	

Are you: (check all that apply)

Unlicensed **(I do not possess a Colorado Retail Food License for mobile unit or a Temporary Event License from the Pueblo Department of Public Health & Environment, Las Animas, Huerfano, Custer, or Fremont County)**

Licensed **(attach copy of current license)** Non-profit **(attach copy of 501(c)(3))**

Type of License: (check one)

Limited (prepackaged or low risk foods) Full Service (onsite food preparation, medium risk foods)

Type of Set up: (check one)

Canopy/Booth Pushcart or Mobile Unit Fully Self-Contained Mobile

Building Other (explain) _____

IMPORTANT STEPS TO REMEMBER



1. Approval of vendor application packet is for proposed set-up at event. If vendor will be attending multiple events and set-up is altered or changed a new packet **MUST** be submitted and approved 2 weeks prior to event date.
2. All vendors **MUST** have the original Colorado Retail Food Establishment or Temporary Event License on site.
3. Licensure **DOES NOT** mean approval of vendor application or approval to operate at event; approval is based on review of application and on-site inspection of operation.
4. Vendors at events lasting longer than 3 days and chile roasters **MUST** have hot and cold water under pressure.

Vendors operating for more than one (1) day must operate from an approved commissary within 30 minutes or 30 miles of the event listed.

1. Will you be utilizing a commissary? NO YES (Complete Commissary Agreement on page 7)

Check what type of food preparation will be done on site:

Slicing Proportioning Dicing Seasoning Other _____

No extensive food preparation can occur on-site. All other on-site food preparation must be done under proper screening or within an enclosure.

2. **FOOD ITEMS** (Please attach additional sheets, as necessary)

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

Food and Drink Items (including ice)	Location where obtained
1. <i>Example: ground beef</i>	<i>Sam's Club</i>
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

3. **FOOD PREPARATION** - Where will food be prepared?

C=at Commissary
E=at Event

Indicate where food will be prepared under each preparation method if it applies.

Food	Thaw	Cut	Cook/ Grill	Cool	Reheat	Cold Holding	Hot Holding	Assemble	Other
1. <i>Example: hamburger patty</i>	C		E		E	E	E	E	
2. <i>Example: tomato</i>		E		E		E		E	
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

4. **FOOD HANDLING AT THE BOOTH** - Hot Food Items

1. How will foods be cooked on site? (mark all that apply)

Grill Hot plate Microwave
 Deep fat fryer Oven Other (specify) _____

2. How will hot foods be held at/or greater than 135°F at the event? (mark all that apply)

(Sterno Burners are Prohibited)

- Hot holding unit Steam table Held under heat lamps
- Served immediately after cooking Crock-pot Held on grill until served
- Other (specify) _____

Cold Food Items

1. How will cold foods be held at 41° F or below at the event? (mark all that apply)

- Commercial refrigerator Commercial freezer
- Hard-sided cooler w/ ice (for events less than 3 days only) Quantity _____
- Other (specify) _____

2. What utensils will you use to dispense or serve the cold items? (examples: Tongs, Single Use Gloves, etc.)

3. What kind and how many food thermometers (0-220°F) do you have? Quantity _____

- Metal stem probe Thermocouple Digital Ambient air

4. Describe how raw food will be kept separate from ready to eat food? _____

5. How will leftover food be handled? _____

5. METHODS

Cooling

Will you be rapidly cooling food on site? Yes No

*****NOTE: Rapid cooling is as follows: 135°F to 70°F within 2 hours, 70°F to 41°F within 4 hours.**

1. How will foods be rapidly cooled to 41°F or below? (mark all that apply)

- Shallow pans (less than 4") in refrigerator or cooler Using an ice bath to cool the food product
- Ice paddle or wand Other (specify)) _____

2. What food items will be cooled? _____

Reheating

Will you be rapidly reheating food on site? Yes No

*****NOTE: Rapid reheating is as follows: Food must be reheated to 165°F within 2 hours.**

How will foods be re-heated to at least 165°F? (mark all that apply)

- Microwave Grill Oven Hot plate
- Other (specify) _____

Transport

Where is the food being transported from? _____

What equipment will you use to control temperatures during transport?

- Coolers with Ice
- Commercial insulated food carriers for hot/cold foods
- None, distance from Commissary is less than 30 minutes away
- Other (specify) _____

How will bare hand contact be prevented with ready to eat foods?

- Tongs
- Food-grade disposable gloves
- Deli tissues
- Other (list) _____

How often will utensils be replaced during operational periods? _____

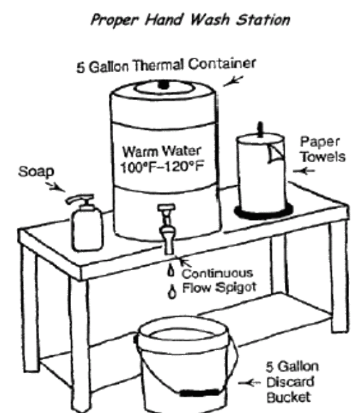
6. HANDWASHING AND FOOD HANDLING (EVENTS 3 DAYS OR SHORTER)

*****NOTE: IF YOU ARE ONLY PARTICIPATING IN THE CO STATE FAIR OR OTHER EVENTS LASTING LONGER THAN 3 DAYS SKIP TO QUESTION 7.**

A conveniently located hand-washing station **WITHIN** each booth or unit is **REQUIRED** unless only prepackaged foods requiring no preparation and/or cooking are to be served. Please check 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 of 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; and
 4. A 5-gallon bucket (minimum) to catch and contain wastewater until it is properly disposed.



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

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

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

Where will wastewater be disposed of?

- Commissary
- Approved on-site receptacle at event
- Other _____

Wastewater **CANNOT** be dumped on the ground or into storm drains. Fines can be issued for anyone caught dumping wastewater in any receptacle other than the designated disposal container located on site. Water must be placed in an approved receptacle or sanitary sewer. Please find out from the event coordinator where this is located on site for each event.

*****NOTE:** Most event coordinators will provide a phone number to call for wastewater pickup. Contact the Event Coordinator.

7. HANDWASHING AND FOOD HANDLING (EVENTS LONGER THAN 3 DAYS)

*****NOTE: IF YOU ARE ONLY PARTICIPATING IN EVENTS LASTING LESS THAN 3 DAYS AND DO NOT HAVE HOT AND COLD WATER UNDER PRESSURE FILL OUT QUESTION 6**

A conveniently located hand-washing station **WITHIN** each booth or unit is **REQUIRED** unless only prepackaged foods requiring no preparation and/or cooking are to be served. Please check 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. hot and cold running water under pressure from a continuous source;
 2. soap;
 3. paper towels; and
 4. a basin capable of capturing hand washing waste water and conveying it to a closed waste water container.



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

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

8. ADDITIONAL INFORMATION

- If you have not already obtained a 2018 Pueblo County Temporary Event License see page 8 and 9.
- During a Temporary Event, a Colorado Retail Food Establishment License is only accepted for those facilities with a set-up that is located directly outside of the facilities entrance or for a mobile unit.
- The original copy of the 2018 Temporary event or Colorado Retail Food Establishment License **MUST** be posted in a visible location or remain on-site at all times.
- In Pueblo County, coolers with ice for keeping food items cold are allowed and recommended (commercial refrigeration may not function properly due to extreme temperatures and weather).
- An absorbent floor covering **MUST** be used during the duration of the event to soak up spilled grease, water, food, or any other liquid.
- If you have other questions, please contact the Pueblo Department of Public Health & Environment at (719) 583-4307.

9. MOBILE UNIT/CANOPY or BOOTH/BUILDING LAYOUT AND MAP

What is your plan for flying insects and dust control? (Examples: Screens, Fans, etc.)

*****Note:** Canopy booths **MUST** have 3 sides set up, leaving 1 side open for customer transactions, unless instructed otherwise by the Pueblo Fire Department.

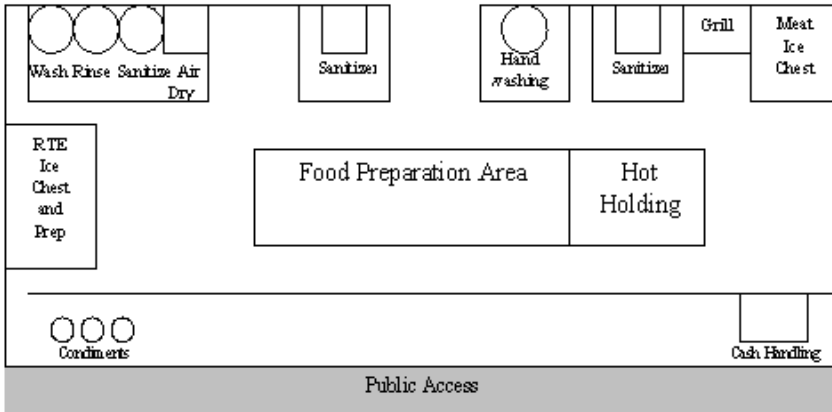
A drawing or pictures of the set-up MUST be submitted with the packet. Identify and describe the entire set up along with ALL equipment that will be present at the event. The map shall include the following:

- | | | |
|--|--|--|
| <input type="checkbox"/> cooking equipment | <input type="checkbox"/> hot and cold holding equipment | <input type="checkbox"/> customer service area |
| <input type="checkbox"/> hand washing facilities | <input type="checkbox"/> food and single service storage | <input type="checkbox"/> work surfaces |
| <input type="checkbox"/> single service storage | <input type="checkbox"/> garbage containers | <input type="checkbox"/> food storage |

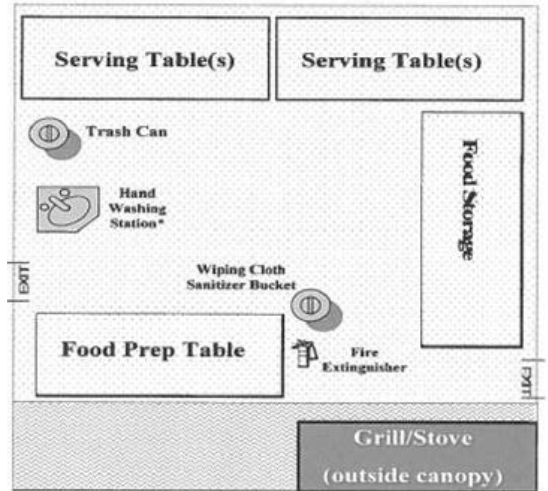
EXAMPLES

(Include a drawing or pictures of your own set-up)

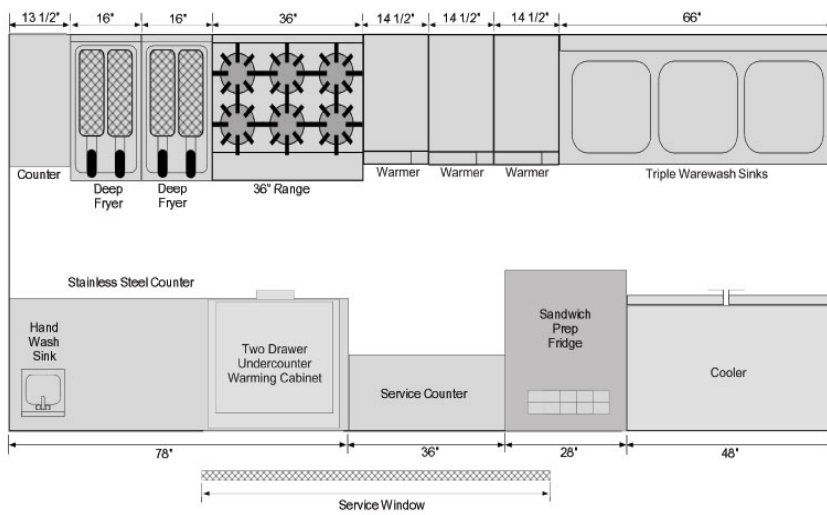
Facility layout



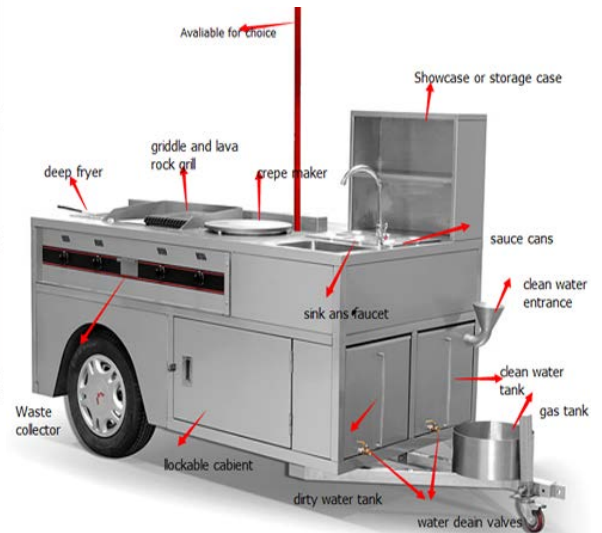
Canopy/booth layout



Mobile Unit layout

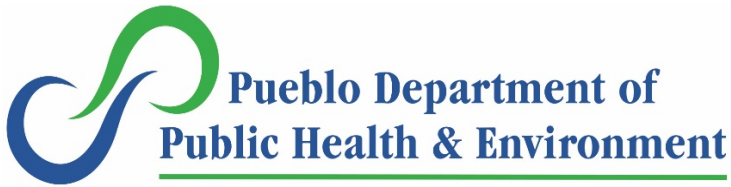


Mobile Unit picture labeled



Mobile Unit pictures of exterior and interior (all sides), added equipment or extension of set up for storage.





COMMISSARY AGREEMENT

Trade Name _____

I, _____, as representative of the above-named company offer this agreement as proof that my food operations are being conducted and/or prepared in a licensed facility that is currently under inspection by a health department (see below). This is in accordance with the laws governing mobile retail food establishments or pushcarts in the Colorado Retail Food Establishment Rules and Regulations (Section 9-107). I also acknowledge that if I cease to use this facility, a new agreement must be submitted for approval before I can resume selling my food product.

I, _____, as owner/representative
(Commissary Owner)

of this facility do hereby confirm that _____
(Food Vendor)

has permission to use this named facility as a commissary _____
(Name of Commissary)

located at _____
(Address of Commissary)

The phone number of the commissary is _____. This is a licensed facility which is being inspected by: **The Pueblo Department of Public Health & Environment.**

I do hereby confirm that the above information is true by signing below on the appropriate line.

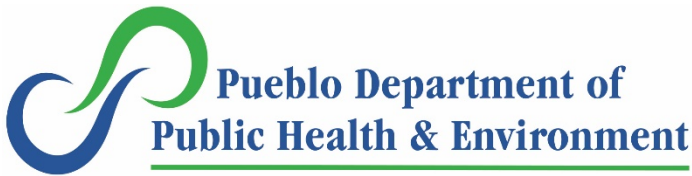
Commissary Owner/Representative _____ Date _____

Proposed Mobile Food Vendor _____ Date: _____

Check all that apply:

- full use of kitchen dishwashing other _____
- limited food prep storage filling water tanks
- dumping waste water

FOR HEALTH DEPARTMENT USE ONLY	
Inspector Name _____	
Inspector Signature _____	Date: _____



STATEMENT OF VERIFICATION

Vendor Application to Operate at Temporary Food Events

STATEMENT: I hereby certify that the above information is correct, and I fully understand that any deviation from information provided on this application without prior permission from the Pueblo Department of Public Health & Environment may nullify final approval. I also understand the following (*Please initial next to all that apply*):

- 1. All pages of the packet and attached forms have been filled out completely.
- 2. I have attached a copy of my 2018 Temporary Event or Mobile Food License or Non-Profit 501c3 documentation. (**ONLY** licenses issued by the Pueblo Department of Public Health & Environment, Las Animas, Huerfano, Custer, and Fremont Counties accepted)
- 3. I do not have a 2018 Temporary Event or Mobile Food License and would like to purchase a license.
- 4. I have completely filled out the 2018 Temporary Event License Application (pg. 9) and have included payment for:

Check all that apply	Number of Events	Number of Days	Type of License	Fee	Code
	1	1	Limited (pre-packaged, low risk foods)	\$75.00	8010
	1	1	Full Service (on-site food preparation, medium risk)	\$100.00	8011
	1	2-8	Limited	\$125.00	8020
	1	2-8	Full Service	\$175.00	8021
	Multiple	>8	Limited	\$235.00	8030
	Multiple	>8	Full Service	\$330.00	8031
	Multiple	Unlimited	Non-Profit	\$0.00	1000
	Multiple	Unlimited	Off-Site Sale Vendor Badge (one badge per vendor)	\$3.00	012

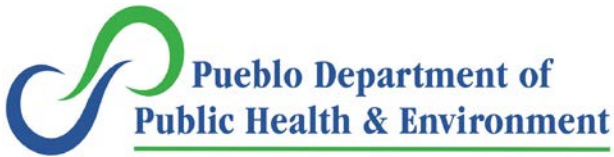
- 5. I have included a signed commissary agreement.
- 6. I have included an accurate sketch or pictures of my layout.
- 7. I understand that I must maintain the original copy of my 2018 Temporary event or Mobile Food License on-site or on-hand during the duration of each event.
- 8. I understand that the Pueblo Department of Public Health & Environment has the right to revoke my approval for participation in the event at any time during the process or on-site inspection at the actual event.
- 9. All paperwork **MUST** be returned no later than two weeks prior to event or vendor may be subject to late fees:

Pueblo Department of Public Health & Environment, Environmental Health and Emergency Preparedness Division
 (Preferred) E-mail: TempEvents@pueblocounty.us , Fax: (719) 583-9902 or Mail: 101 W 9th Street, Pueblo, CO 81003

Approval of these plans and specifications by the Pueblo Department of Public Health & Environment does **NOT** indicate compliance with any other code, law, or regulation. An inspection of the set-up with equipment in place and operational will be necessary to determine compliance with applicable regulations and the ability to operate at the event.

Signature of Applicant: _____ Date: _____

If you have any questions or concerns, please contact the Pueblo Department of Public Health & Environment, Environmental Health Division at (719) 583-4307.



County Use Only

Pueblo County Temporary Event License Application Calendar Year 2018

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

Ownership type:			
Full legal name of owner, corporation, or non-profit:			
Trade name (DBA):		Contact name (on site):	
Email:		CO Sales Tax Account. Number.:	
Physical address of business:		City:	State: Zip:
County where business is located:	Phone number:	Other contact number:	
Mailing address (if different from above):		City:	State: Zip:
Date you started the business:	Seasonal? Mark each month you operate: ___ JAN ___ FEB ___ MAR ___ APR ___ MAY ___ JUN ___ JUL ___ AUG ___ SEP ___ OCT ___ NOV ___ DEC		
<p>In consideration thereof, I do hereby certify that I have complied with all items of sanitation as listed in the Colorado Retail Food Establishment Rules and Regulations (6 CCR 1010-2), and that I have complied with all orders given to me by authorized inspectors of the Colorado Department of Public Health & Environment, or local board of health. I also agree that in the event sanitation items are not complied with, I will discontinue serving food until such time as requirements are met.</p>			
Signature:		Title:	Date: Calendar Year:

Check all that apply	Number of Events	Number of Days	Type of License	Fee	Code
	1	1	Limited (pre-packaged, low risk foods)	\$75.00	8010
	1	1	Full Service (on-site food preparation, medium risk)	\$100.00	8011
	1	2-8	Limited	\$125.00	8020
	1	2-8	Full Service	\$175.00	8021
	Multiple	>8	Limited	\$235.00	8030
	Multiple	>8	Full Service	\$330.00	8031
	Multiple	Unlimited	Non-Profit	\$0.00	1000
	Multiple	Unlimited	Off-Site Sale Vendor Badge (one badge per vendor)	\$3.00	012

To pay by phone
719-583-4307

PDPHE accepts VISA,
MasterCard, and Discover only.
PDPHE does not accept
American Express.

To pay by check
Payable to PDPHE

Pueblo Department of
Public Health & Environment
EHEP Division
101 W. 9th Street
Pueblo, CO 81003

Have questions?

Call: 719-583-4307
Email: TempEvents@pueblocounty.us
Visit: pueblohealth.org



Pueblo Department of Public Health & Environment
Environmental Health and Emergency Preparedness Division
101 W. 9th Street, Pueblo CO, 81003
Office: (719) 583-4307 Fax: (719) 583-9902
Email: TempEvents@pueblocounty.us

TEMPORARY EVENTS EQUIPMENT CHECKLIST (keep for use during event)

- | | | |
|--|--------|---|
| <input type="checkbox"/> original 2018 Colorado Retail Food License (Temp Event or Mobile) | | <input type="checkbox"/> thermometer (0-220° F) |
| <input type="checkbox"/> soap | | <input type="checkbox"/> gloves, tongs, tissues, or other utensils |
| <input type="checkbox"/> paper towels | | <input type="checkbox"/> food grade hose |
| <input type="checkbox"/> sanitizer (bleach or quaternary ammonia) | | <input type="checkbox"/> ground cover |
| <input type="checkbox"/> sanitizer test strips | | <input type="checkbox"/> garbage can/garbage bags |
| <input type="checkbox"/> sanitizer container (bucket, spray bottle, etc.) | | <input type="checkbox"/> commissary for food prep and dish washing |
| <input type="checkbox"/> catch bucket or holding tank for gray water | | <input type="checkbox"/> refrigerator/cooler thermometer(s) |
| <input type="checkbox"/> large container full of water for hand washing with a continuous flow valve (no buttons!) | AND/OR | <input type="checkbox"/> hand sink with hot and cold water under pressure |
| <input type="checkbox"/> Refrigerator equipment | AND/OR | <input type="checkbox"/> hard-sided coolers with ice |

*****NOTE:** All vendors must submit a complete application packet. Failure to submit completed packet two weeks prior to event may result in a late fee. Packets are approved by the department based on information provided. Ability to operate at event site is based on approved application, obtaining a current license and an on-site inspection with all necessary equipment and supplies.