

409 Tennant Station #150  
Morgan Hill, CA 95037



Phone: (408) 778-1786  
Fax: (408) 782-0030  
info@mhmmg.com

## PRE-PACKAGED FOOD VENDOR APPLICATION

May 29-30, 2021  
Downtown Morgan Hill Amphitheater Grounds & Depot Street  
Saturday 10am – 7pm & Sunday 10am – 6pm  
Outdoor Festival Rain or Shine  
70,000 Attendance over 2 days

[www.mhmmg.org](http://www.mhmmg.org)

Morgan Hill, CA is Silicon Valley's escape. Centrally located between San Francisco and the Monterey Bay, Morgan Hill is one of the most desirable and fastest growing communities in Santa Clara County. People are drawn to the beautiful hillsides surrounding the valley, the peaceful atmosphere and the general quality of life Morgan Hill offers. Morgan Hill's combination of climate, resources, points of interests and ethnic diversity provide a solid economic environment as well as a vital and exciting community in which to live, work and play. Demographics available upon request.

### APPLICATION PROCEDURE:

- Completed application must include 1 picture of product, signed waiver, current PFR for the health permit, completed (correctly) temporary food vendor health permit application (TFF) and payment.
- The Selection Committee will meet every two weeks to consider all applications received at that time.
- The Committee's decision is based on the needs of the Morgan Hill Mushroom Mardi Gras Festival and is final.
- Vendors will be notified of their acceptance in a timely manner. Those accepted will receive space assignment and set-up information the first week of May. All placement decisions are final. **NO NEGOTIATIONS!**
- Priority on pre-packaged items is given to returning vendors. If a returning vendor does not submit their application by the deadline date of April 1<sup>st</sup>, we will accept a new vendor with similar pre-packaged items. No exceptions!
- Fill out all Health permit forms completely and return with application and appropriate fee. If the applicant is Veteran Exempt, please fill out the necessary information included on the Temporary Event Permit from DEH. Pre-packaged vendors must abide by the Santa Clara County Health Department regulations. If not, Festival Management or the Department of Health has the right to shut down your booth without refund.
- Please fill out the application completely. Read the terms & conditions, sign and mail the original with your booth fees. Make sure you keep a copy for your records.
- Early-bird registration deadline is April 1. A \$100 fee will be added for applications received after this date. Applications will be accepted until sold out.
- All fees to be paid to the Morgan Hill Mushroom Mardi Gras who will write one organizational check to the Santa Clara County Health Department.

### BOOTH INFORMATION:

- Vendor is provided a 10X10 **SPACE ONLY**. You are required to bring your own display, table, chairs, etc., to fit a 10X10 space.
- Electricity can be ordered for an additional fee. Electrical is only available during festival hours. No generators are permitted for Pre-Packaged vendors. Your placement will be restricted to the area that electricity is available.

- Corner booths are very limited and not guaranteed. If you require larger than a 10x10 and need the extra space, it would be beneficial to secure a 10x20 space. If you are not assigned a corner booth, we will refund your corner booth fee.
- All applications are date stamped and selected on a first come, first served basis. Each booth must have prominent signage identifying company name! Vendors not accepted will have all materials and fees returned. **Cancellations prior to May 1<sup>st</sup> can receive a refund, minus \$100 processing fee. NO REFUNDS after May 1<sup>st</sup>!** There is a \$25 fee for returned checks.

### **HEALTH PERMIT:**

**Copy the informational pages and train all workers on these regulations.** Inspectors will be on site both festival days to insure compliance. All Health Department regulations will be enforced even after the inspectors have left the grounds. Food may not be sold or sampled outside of the booth. The Mushroom Mardi Gras does not take responsibility for any vendor who is shut down for non-compliance. Absolutely no refunds will be granted if a food vendor is shut down by the Health Department or festival management for non-compliance.

### **GENERAL INFORMATION:**

- The Mardi Gras reserves the right to locate vendor booths according to the needs of the festival.
- All food vendors must supply their own 10x10 canopy.
- All display and merchandise must be placed within your 10x10 space. **Items may not extend into the aisle past your booth. Sidewalks must remain open and clear at all times.** No sampling outside your booth.
- Booth sharing is NOT allowed
- No sodas, bottled beverages and bottled water are allowed to be sold or handed out in vendor booths.
- Electrical service is available only during festival hours and not available in all locations. **This will effect booth location.**
- Security is provided from 8pm Friday to 8pm Sunday. Each vendor is responsible for securing their own booth. We recommend you cover your items and enclose your booth overnight. The Festival is not responsible for any loss or theft incurred by any vendor.
- Access to your booth will be available on Friday 5pm for set up. **Please note: Streets don't close until 5pm.** Vendors are encouraged to put up signs, decorate and move in large items and tables on Friday. If you set up in the wrong booth space **you will be asked to move.** If you are not available to move your booth, Festival management has the right to move your booth and is not responsible for any damage.
- All applications are date stamped and selected on a first come, first served basis. Each booth must have prominent signage identifying company name! Vendors not accepted will have all materials and fees returned. **Cancellations prior to May 1<sup>st</sup> can receive a refund, minus \$100 processing fee. NO REFUNDS after May 1<sup>st</sup>!** There is a \$25 fee for returned checks.
- Tables are not available to borrow or rent from the festival. Please make arrangements to provide your own. They should be covered with a washable surface if preparing food.
- Vendors are responsible for removing their own trash from their area each evening and may not use Festival trash receptacles used by public for its disposal. Each pre-packaged food booth must provide its own garbage cans behind booth for your own trash.
- The Morgan Hill Mushroom Mardi Gras has the right to prohibit and/or evict (without refund or assumption of liability for lost sales or expenses) any presentation or person who is in any manner deemed offensive or unprofessional.
- All vendors agree to participate for the entire event and understand that tear down on Sunday before 6pm is not allowed for any reason.
- **The Mardi Gras Committee does not guarantee exclusive rights to any food item and makes all final decisions regarding food and beverage sales.**
- All new pre-packaged food vendors are encouraged to meet with festival staff prior to the festival to go over requirements, etc to ensure all rules and regulations are followed by festival staff, Health Department and Fire Department. To set an appointment to meet prior to the festival, call or email Sunday Minnich at 408.778.1786 or [info@mhmmg.com](mailto:info@mhmmg.com).

409 Tennant Station #150  
Morgan Hill, CA 95037



Phone: (408) 778-1786  
Fax: (408) 782-0030  
info@mhmmg.com

**PRE-PACKAGED/FOOD SAMPLE BOOTH VENDOR APPLICATION**  
**Application Deadline – April 1, 2021**

**All fees must be submitted with application. Read the terms & conditions carefully and sign the acceptance of waiver, before returning your application. Applications won't be accepted unless full payment and health permit application is returned with food booth application.**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Vendor Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

(Email address is for Mushroom Mardi Gras use only)

Include all items for sale (attach a price list if necessary). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Requests (not guaranteed): \_\_\_\_\_

Returning Vendor: Yes \_\_\_\_\_ No \_\_\_\_\_ If so, how many years have you been attending? \_\_\_\_\_

**FEES** You can pay a non-refundable deposit of \$100, **by check only**, to hold your space. Final payment is due by April 1<sup>st</sup> by Check or Credit Card. If we do not receive your final payment by April 1<sup>st</sup>, your space will be released.

<b>FEES:</b>	10 x 10 Booth Space (\$700 10x20)	\$375 x _____ spaces =	\$ _____
	Health Department Fee <i>(\$123.75 if received within 2-weeks of festival)</i>	\$99	\$ _____
	Corner Booth	\$175	\$ _____
	Electrical (\$75 1 outlet; \$125 up to 3 outlets)	_____ outlets =	\$ _____
	Late Fee (if received after April 1)	\$100	\$ _____
	<b>TOTAL</b>		\$ _____

Mail your application and check or credit card authorization form to:

Morgan Hill Mushroom Mardi Gras (MHMMG)  
409 Tennant Station #150, Morgan Hill, CA 95037

Email & Fax application (can email pictures) to: [info@mhmmg.com](mailto:info@mhmmg.com) or 408.782.0030

409 Tennant Station #150  
Morgan Hill, CA 95037



Phone: 408.778.1786  
Fax: 408.782.0030  
info@mhmmg.com

**PLEASE SIGN AND RETURN WITH APPLICATION**

*(make a copy for yourself to remember the rules and regulations you are signing)*

**HOLD HARMLESS:**

This event is held rain or shine and no space fees or vendor expenses will be refunded should an emergency of any nature arise prior to the opening time or during the event that would prevent or cancel its production. In consideration for being allowed to attend and participate in the 41st Annual Mushroom Mardi Gras Festival, May 23-24, 2020, vendor agrees to protect, defend and hold harmless Morgan Hill Mushroom Mardi Gras, Inc., and their respective elective or appointed boards, officers, agents, and contract employees from any and all claims, liabilities, expenses, or damages of any nature, including reasonable attorney's fees, to the extent such claims, liabilities, expenses, or damages arise out of the participation by the Mushroom Mardi Gras, its agents, officers, employees, subcontractors, or independent contractors, at the festival. In consideration of your acceptance of this entry, I, intending to be legally bound, do hereby for myself and my heirs, executors, and administrators, waive and release any and all rights and claims or damages I may accrue against the persons and organizations affiliated with the Morgan Hill Mushroom Mardi Gras for any and all injuries that may be suffered by me at or enroute to and from the event.

**I have read and understand the terms and conditions as outlined in the Pre-Packaged/Food Sample Vendor Rules and Regulations and the attached Department of Health Requirements and agree to abide by them.**

**Entrants must sign, signifying acceptance of waiver.**

Contact Name (please print) \_\_\_\_\_

Vendor Business Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## CREDIT CARD APPLICATION

Please fill out the following and return with your vendor application if you would like to use a credit card to pay for your vendor fees.

Name as it appears on Credit Card \_\_\_\_\_

Vendor Business Name \_\_\_\_\_

Credit Card Billing Address \_\_\_\_\_

Credit Card Billing City \_\_\_\_\_

Credit Card Billing State \_\_\_\_\_

Credit Card Billing Zip Code \_\_\_\_\_

Visa       Mastercard       Discover       Amex

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

I authorize the Morgan Hill Mushroom Mardi Gras to charge my credit card for:

Amount to be charged \$ \_\_\_\_\_

Signature: \_\_\_\_\_

**Attention: Food Vendors selling food that is prepared in advance – manufactured or processed:**

The Santa Clara County DEH requires that all prepackaged foods must submit a valid copy of your CDPH Processed food registration (PFR) or the company's PFR that processes your food (typically called a "co-packer") with your temporary food vendor permit application.

When do you need a PFR before a health permit can be issued by the Santa Clara County DEH to participate in the event:

- If you manufacture/process your own food and store in boxes, bottles, jars, cans, etc.
- If your food is sold outside of your manufacturing facility and requires a label, you must obtain a PFR
- If you pick up or receive your product directly from your co-packer.

Additionally, you are not required to have a PFR if your activities only consist of food processing activities including:

- Retail food facilities, (e.g., restaurant or grocery store) that sell food directly to consumers and have valid permit issued by a local health department.  
\*\*allows the vendor to sell from their own brick and mortar facility. If they sell prepackaged product outside of their facility (i.e. at special events, Certified Farmers Market, holiday boutiques.), they will need to obtain the PFR.

If the prepackaged vendor uses a co-packer (co-packer has the PFR), then they are not required to have a PFR if they only hold the product for less than 7 days. However, in this example, this county requires one of the following to occur as the product cannot be stored in unapproved facilities or private residences:

1. Product stored at an approved food facility – the permit holder of the approved facility is required to sign their commissary form and indicate on the application they are used for storage prior to the event; submit a copy of their state or local permit with the application.
2. Product can be shipped directly to the event site. i.e. Event site is a community center, convention center, school, church or other facility that is under permit by the local health department. The commissary section must be signed by the permit holder and include a copy of their permit.
3. The vendor can pick up their product from the co-packer and deliver straight to the event. At no time can food be stored in unapproved facilities or private residences. If product is picked up prior to the event, they need to disclose that information for review. Maintain receipts, packing slips, etc. during the event and present to the inspector upon request.
  - a. Ex.: Vendor and co-packer is in Southern California, picked up the day before and driven to the event site that night; product remains in a locked trailer at the event, etc.

Information on CDPH's PFR program can be found at <https://www.cdph.ca.gov/programs/Pages/FDB%20ProcessedFoods.aspx>.

For more information, please call the Santa Clara County DEH at (408) 918-3400 or email Suzanne Lew at [Suzanne.Lew@cep.sccgov.org](mailto:Suzanne.Lew@cep.sccgov.org).

Thank you.



# Application for a Temporary Food Facility (TFF) Permit at a Temporary Event

Complete BOTH sides of this form. RETURN TO THE EVENT COORDINATOR with applicable fees and documentation.  
**Applications, fees must be submitted to this department by the Event Coordinator at least 2 weeks before the event.**

Incomplete or late applications may not be approved or the menu may be restricted.  
 Once the application is approved, NO changes may be made without approval of this Department.  
 Unauthorized changes may result in permit suspension.

For applications and TFF requirements, go to [www.ehinfo.org](http://www.ehinfo.org) > Programs & Services > Consumer Protection Division > Temporary Events.

BUSINESS INFORMATION	EVENT INFORMATION	
Business or Organization Name / DBA	Event Name	
Owner Name or Care Of Name	Event Location	
Owner Address	Event Address	
City and Zip Code	City and Zip Code	
Owner Business or Home Phone	Food Service Date(s)	Food Service Time(s)
Owner Cell Phone	Food Service Date(s)	Food Service Time(s)
E-mail Address	Food Service Date(s)	Food Service Time(s)
Event Coordinator Name and Phone	Food Service Date(s)	Food Service Time(s)
TEMPORARY FOOD FACILITY (TFF) INFORMATION	PERMIT TYPES (must check one, as applies)	
Facility Type: <input type="checkbox"/> Food Booth If your food booth will be larger than 10'x10', indicate size: _____ <input type="checkbox"/> Beverage Booth(s) Total Number of Beverage Booths: _____ <input type="checkbox"/> Food Cart <input type="checkbox"/> Food Vehicle (Applies to vehicles not permitted by County of Santa Clara DEH) <input type="checkbox"/> Truck <input type="checkbox"/> Trailer <input type="checkbox"/> Indoor Event <input type="checkbox"/> Multiple food service stations: submit a simple site plan depicting where food and beverages (including beer/wine) will be distributed.	<input type="checkbox"/> TE06 - RC1 Low-risk food <input type="checkbox"/> TE07 - RC2 Moderate-risk food, prepared for same-day service (1-12 days) <input type="checkbox"/> TE08 - RC2 Moderate-risk food, prepared for same-day service (13+ days) <input type="checkbox"/> TE09 - RC3 High-risk food, prepared in advance, cooked, cooled, and/or reheated (1-12 days) <input type="checkbox"/> TE10 - RC3 High-risk food, prepared in advance, cooked, cooled, and/or reheated (13+ days) <input type="checkbox"/> TE14 - NO FOOD/BEVERAGE SALES – SAMPLING ONLY <input type="checkbox"/> TE01 - Annual Temporary Event Permit Holder (Santa Clara County) Permit Number (PT#): _____ <input type="checkbox"/> Veteran (submit the Affidavit for a Veteran's Exemption form with required documentation, along with a copy of your honorable discharge form <u>without</u> your social security information)	
Food Preparation Start Time: (Before Food Service Time)	BOOTH CONSTRUCTION INFORMATION	
Name of Temporary Food Facility: (Booth name to show on permit)	Overhead Covering: <input type="checkbox"/> Canvas <input type="checkbox"/> Wood <input type="checkbox"/> Other:	
Person in Charge Day of Event:	Floor: <input type="checkbox"/> Asphalt <input type="checkbox"/> Concrete <input type="checkbox"/> Wood <input type="checkbox"/> Tarp <input type="checkbox"/> Other: (Grass or Dirt surfaces must be covered with approved tarps or plywood)	
Person in Charge's Cell Phone:	Walls: <input type="checkbox"/> Screens <input type="checkbox"/> Canvas <input type="checkbox"/> Wood <input type="checkbox"/> Other: (Enclosed food booth required if unpackaged foods are handled)	

The undersigned hereby applies for a Permit to Operate and agrees to operate in accordance with all applicable state and local regulations, laws, and such inspection procedures necessary to ensure compliance. Additionally, the undersigned is aware that non-compliance may result in closure of the temporary food facility. Any inspection time more than twenty minutes may be assessed, in 15 minute increments, at the current hourly rate approved by the Board of Supervisors, until the necessary changes or corrections are made. Re-inspections may be subject to additional fees.

I have read and understand the Requirements for Temporary Food Facilities in the County of Santa Clara and hereby agree to adhere to them.

The undersigned certifies, under penalty of perjury, that to the best of his/her knowledge and belief, the statements made herein are complete, correct and true. NOTE: Any information contained in this application is a matter of public record and is available to the public under the California Public Records Act.

Applicant Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**** OFFICE USE ONLY ****			
OW#:	FA#:	PR#:	BO#:
<input type="checkbox"/> PFR (Processed Food Registration)	<input type="checkbox"/> CFO	<input type="checkbox"/> Certified Producers Certificate	<input type="checkbox"/> Other



ATTACH ADDITIONAL SHEETS IF NECESSARY.

County of Santa Clara Department of Environmental Health  
 1555 Berger Drive, Suite 300, San Jose, CA 95112-2716  
 Phone 408-918-3400 • Fax 408-258-5891 • [www.EHinfo.org](http://www.EHinfo.org)

**FOOD INFORMATION:** A complete listing of ALL food/beverage products served, sold, sampled, or given away from your facility must be detailed below.

Business Name: \_\_\_\_\_ Temporary Event Name: \_\_\_\_\_

Menu Item(s)  Include all food, beverages, condiments and all extra ingredients served with each item.	* (1) Prepared in Advance	Item will be served AT the Event:					* (3) Serve samples	Preparation Methods AT the Event:					List food equipment to be used at the event (e.g., cold-holding and hot-holding devices, rapid reheating methods, cooking equipment, sneeze guard protection) <b>AND</b> any additional preparation methods. - If any potentially hazardous foods will be held at room temperature, you must submit a written procedure for approval.
		Prepared ONLY at event	* (2) Pre-packaged	Hot	Cold	Room Temperature		Cook to Order	Thaw	Cut / assemble / portion	Cook / bake / grill	BBQ / Deep fry	
<i>Example: Hamburger</i>		X		X				X			X		<i>BBQ to cook, chafing dish to hot-hold</i>
<i>Example: Cookies</i>	X					X							<i>Food storage containers</i>

\* (1) ADVANCE PREPARATION activities at approved kitchen  No advance preparation

If you do not have a permitted facility, you must obtain permission to use a kitchen or commissary facility which has been approved in advance by the local dept. of environmental health or obtain prepared foods from an approved source. Pre-event food preparation inspections may be required. Have copies of food invoices/receipts at your booth, available for review upon request, as any unapproved foods found will be removed from public distribution.

Commercial Kitchen or Commissary Name	The Applicant submitting this application has permission to use this facility for the specified date(s) and time(s). If this permission is rescinded, I will immediately notify County of Santa Clara, Department of Environmental Health (408-918-3400).		
Address and City			
Phone #	Date(s)/Time(s) of Pre-Event use	Print name of Permit Holder or Authorized Kitchen Representative	
<input type="checkbox"/> Valid Health Permit in Santa Clara County (SCC). Enter facility #: FA	Signature		Date
<input type="checkbox"/> Facility is permitted outside SCC (ATTACH A COPY OF VALID HEALTH PERMIT).			

(a) Describe food items and how they will be prepared.

---



---

(b) Describe cooling procedure for potentially hazardous foods (PHF). (Include how temperatures will be monitored and verified.)  No PHFs

---



---

\* (2) Will you PRE-PACKAGE food/beverages before the event?  No  Yes - submit a copy of your valid Processed Food Registration.

If you pre-package any foods or beverages, a Processed Food Registration is required. Visit the state's website for more info: [www.cdph.ca.gov](http://www.cdph.ca.gov).

\* (3) SAMPLING Procedures: Samples prepared in advance?  Yes  No Samples pre-portioned and pre-packaged in advance?  Yes  No

Include how and where samples will be prepared and how they will be served.

---



---



AFFIDAVIT FOR A VETERAN'S EXEMPTION  
FOOD BUSINESS ENVIRONMENTAL HEALTH PERMIT FEE

This exemption is in accordance with Section 16102, Business and Professions Code, which allows every Soldier, Sailor or Marine of the United States, who has received an honorable discharge or a release from active duty under honorable conditions from such service, to hawk, peddle, and vend any goods, wares or merchandise owned by that honorably discharged veteran, (*except spirituous, malt, vinous or other intoxicating liquor*), without payment of any license, tax, or fee whatsoever, whether municipal, county or state.

This affidavit, together with listed documentation, is to be filed with the Department of Environmental Health in conjunction with the application for an Environmental Health Permit to Operate a food business.

**BUSINESS NAME:** \_\_\_\_\_

**BUSINESS LOCATION/  
VEHICLE DESCRIPTION:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**BUSINESS OWNER (Veteran):** \_\_\_\_\_

**OWNER ADDRESS:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**BUSINESS DESCRIPTION:** Describe the kinds of food sold and the type of facility they are sold from: \_\_\_\_\_

**BUSINESS ARRANGEMENTS WITH OTHERS:** Describe the ownership of the products and how paid; franchises, on consignment; commissions; number of employees. \_\_\_\_\_

**SOURCE OF FOOD SUPPLIES:** (Name and location of suppliers) \_\_\_\_\_

**PROOF OF OWNERSHIP OF BUSINESS:** Must be sole proprietorship—not a corporation. (*Submit a copy of any two items*)

Business Lease       Business License       Board of Equalization

**VERIFICATION OF OWNER/VETERAN IDENTITY:**

Drivers Lic # \_\_\_\_\_ State \_\_\_\_\_ Class \_\_\_\_\_ Expiration Date \_\_\_/\_\_\_/\_\_\_ Birthdate \_\_\_/\_\_\_/\_\_\_ Other \_\_\_\_\_

**VETERAN'S SERVICE:**  USA    USN    USMC    USAF    USCG    USPHS

**SERVICE DOCUMENTATION:** Attach a copy of Honorable Discharge or other evidence of honorable release from the US Armed Services

*I understand that I am NOT eligible for consideration for veterans exemption if I engage in the sale of spirituous, malt, vinous or other intoxicating liquor.*  Initial \_\_\_\_\_

The foregoing is true of my own knowledge, except as to the matters which are herein stated on my own information and belief, and as to those matters, I believe them to be true.

I declare and certify under penalty of perjury, by the law of the state of California, that the foregoing is true and correct.

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Honorably Discharged Veteran**

APPROVED       DISAPPROVED      **SPECIALIST** \_\_\_\_\_

Reason for denial (if applicable): \_\_\_\_\_

# REQUIREMENTS FOR TEMPORARY FOOD FACILITIES (TFF) AT TEMPORARY EVENTS AND CERTIFIED FARMERS' MARKETS

Temporary Food Facilities (TFF) or food booths are food operations that operate at approved public events. A health permit is required to operate a TFF whenever food or beverage (unpackaged or prepackaged) is sampled, sold, prepared, or given away to the public.

- ✓ Temporary Events include festivals, fairs, entertainment events, cook-offs, etc.
- ✓ Certified Farmers' Markets may have food booths operating adjacent to their certified producers section. Markets may operate year-round or seasonally.

## PERMIT REQUIREMENTS

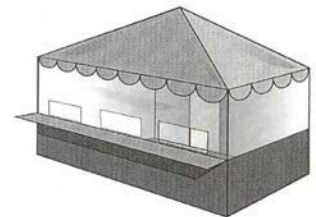
All permit applications, applicable documents and fees must be submitted BY the Event Coordinator/Market Manager to DEH at least 2 weeks before the Temporary Event's start date or the vendor's Certified Farmers' Market operation start date.

- Each TFF operator must apply for a permit to operate.
  - ✓ TFFs that pre-package foods must have a valid Processed Food Registration from the California Department of Public Health. Visit their website for more information: <http://www.cdph.ca.gov/programs/Pages/FDB.aspx>
- Once the TFF permit application is approved, NO changes may be made without approval of the Department.
  - ✓ The Department of Environmental Health (DEH) conducts risk-based inspections to ensure a safe food operation.
  - ✓ Unauthorized changes to the menu or non-compliance may result in closure of food facility until deficiencies are corrected.
  - ✓ Re-inspections or routine inspections longer than 20 minutes may be assessed additional fees, in 15-minute increments, at the current rate approved by the Board of Supervisors. As of 7/1/15, the rate is \$219.00 per hour.
- At events with two or more TFFs, a person or organization must be responsible for shared facilities (e.g., restrooms, general premises maintenance, waste disposal) and must apply for an event coordinator permit.

## FOOD BOOTH CONSTRUCTION

ALL food and beverage booths must be constructed with a floor, ceiling and four sides as follows:

- Floor surfaces must be smooth and cleanable.
  - ✓ Smooth pavement, concrete, asphalt and plywood are approved.
  - ✓ Grass or dirt floors must be covered with approved tarps or plywood.
- Ceiling/overhead covering may be canvas, wood, etc.
- Walls must completely enclose the booth on all four sides with no gaps.
  - ✓ Wood, canvas, plastic, 16-mesh fly screening or similar material is approved.
    - Check with local fire department for cooking booth material requirements.
  - ✓ Pass-thru window openings
    - Must not exceed 216 square inches (approximately 1 foot by 1.5 feet) and have tight-fitting closures (e.g., Velcro).
    - Shall be spaced a minimum of 18 inches apart.
  - ✓ *Exception:* Operations do not need booth sidewalls IF either of the following apply:
    - Only PREPACKAGED food or beverages are handled. All food and beverages must be sold or served in original unopened packaging.
    - Unpackaged, pre-portioned foods are stored in food compartments of solid construction with tight-fitting lids or access doors. No food handling, such as slicing or scooping, may be conducted.
- Booth must be large enough to accommodate all food preparation, handling, and storage needs.
- A clearly visible sign must be posted listing the booth name, city, state, zip code, and name of permittee.
  - ✓ The booth name must be at least 3 inches high, with strokes at least 3/8 inches wide.
  - ✓ The city, state, zip code, and name of permittee must use lettering at least 1 inch in height.
  - ✓ *Non-profit charitable booths are not required to provide this signage.*



**The Center for Disease Control and Prevention (CDC) identified the following risk factors as most likely to cause food-borne illnesses:**

- 1. Poor employee health and hygiene**
- 2. Improper hot/cold holding temperatures of potentially hazardous foods**
- 3. Improper cooking temperatures of food**
- 4. Dirty and/or contaminated utensils and equipment**
- 5. Food from unsafe sources**

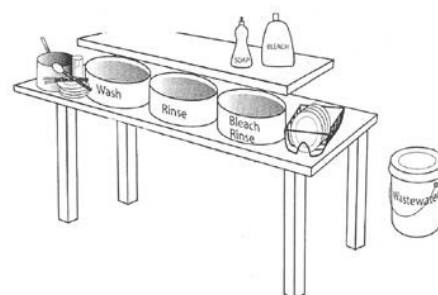
## HANDWASHING

- Operations that handle unpackaged or open foods or beverages must provide handwashing facilities in an easily accessible location **INSIDE** the food booth.
- Handwash facility must be set up and operational prior to beginning food handling operations. It must be checked frequently and refilled as necessary.
- All food handlers must wash hands with soap and warm water frequently to prevent the contamination of food. This includes, but is not limited to, washing hands before handling food or food-contact utensils, after handling raw animal products, after handling money, after touching your face or hair, and after visiting the restroom.
- Handwashing stations shall consist of:
  - ✓ an insulated container – 2 gallons or more – with a spigot that can lock in the open position for hands-free washing,
  - ✓ warm potable water,
  - ✓ liquid hand soap in a pump dispenser,
  - ✓ paper towels, and
  - ✓ a catch bucket or tub for wastewater.
- Glove use is not a substitute for handwashing. Hands must be washed prior to donning gloves. If used, gloves must be food-grade and single-use.
- Hand sanitizer is not a substitute for handwashing. If used, sanitizer must be food-grade and only used after properly washing hands with soap and warm water. Sanitizers must be used according to manufacturer's directions.



## UTENSIL WASHING AND SANITIZING

- Facilities that handle unpackaged or open foods or beverages must provide utensil washing and sanitizing stations **INSIDE** the temporary facility.
- Utensils include tongs, scoops, knives, pots, cutting boards, thermometers, etc.
- Utensil washing stations include three containers filled with potable water. Each container must be large enough to accommodate the largest utensil to be washed.
  - ✓ Container # 1 – WASH – with soapy water (use dish soap).
  - ✓ Container # 2 – RINSE – with clean and clear water.
  - ✓ Container # 3 – SANITIZE – with sanitizing solution. Adequate space to AIR DRY all utensils.
- Sanitizing solution may consist of 1 tablespoon unscented household bleach in 2 gallons of water to produce a concentration of 100ppm chlorine. Other approved sanitizers (such as quaternary ammonia or iodine) may be used.
  - ✓ Maintain appropriate sanitizer test strips to monitor sanitizer concentration levels. Replace water and add sanitizer whenever necessary.
- Utensils used for PHFs must be cleaned and sanitized at least once every 4 hours.
- Additionally, multi-use cloths must be stored in a solution of sanitizer when not in active use. Sanitizer solution may be prepared as above, but the utensil wash sanitizer container may not be used to store wiping cloths.
- Ensure utensils and food contact surfaces are thoroughly washed and sanitized after handling raw animal products.



## FOOD PREPARATION AND HANDLING

- All food must be from an approved source.
  - ✓ Food or beverages stored or prepared in a private home may NOT be offered for sale, sold, or given away.
    - *Exception:* Foods prepared by a Cottage Food Operator with a valid Cottage Food permit or registration.
  - ✓ If you will store or prepare foods prior to attending the event/market, you must operate from an approved kitchen.
  - ✓ Maintain copies of invoices/receipts for food, available for review by a DEH Specialist.
- All equipment and utensils must be approved by the Department.
  - ✓ Surfaces that come in contact with food must be smooth, easily cleanable, and non-absorbent (e.g., counters, cutting boards, utensils, equipment).
  - ✓ Do NOT use galvanized or enamel-coated cookware or utensils.
  - ✓ ALL utensils and cooking equipment must be inside the food booth unless otherwise required by the local fire department (see below).
- Food storage and display:
  - ✓ All food (including ice) and food containers must be stored inside the food booth and off the ground on shelving or pallets.
    - *Exception:* Supplies and non-potentially hazardous foods in unopened original commercial manufacturer's packaging may be stored outside the enclosed food booth.
  - ✓ Store raw meats and poultry below and separate from ready-to-eat foods.
    - Example: store raw chicken in an ice chest and store lettuce in a different ice chest.



**FOOD PREPARATION AND HANDLING (CONTINUED):**

- ✓ Do not store food or food-contact utensils below or directly adjacent to handwash and utensil wash stations.
- ✓ NO open or unpackaged food may be stored or displayed at service counters.
- ✓ Clearly identify "Display Only" products.
- ✓ Self-service condiments must be in single-service packets, pump-type containers, or squeeze containers.
- ✓ Beverage ice must be kept separate from ice used for cold-holding foods. Remember, ice is food.
- Minimize bare hand contact with food. Use appropriate utensils such as tongs, food tissue, or disposable gloves whenever practical.



**FOOD TEMPERATURES**

- Potentially hazardous foods (PHF) must be cooked and held at proper temperatures.
  - ✓ Examples of PHFs include meats, poultry, seafood, cooked rice, cooked beans, cooked vegetables, many cheeses, cut melon, cut tomatoes, tofu, sprouts, etc.
- An accurate probe-type metal thermometer ( $\pm 2^\circ\text{F}$ ) must be used if PHFs are served. Clean and sanitize thermometer before and after each use.
- All PHFs must be maintained at required temperatures. Maintain temperature logs.



**COOKING requirements:**

Food must be thoroughly cooked to required minimum internal temperatures.

- ✓ 165°F Poultry, stuffed meats, and other stuffed foods
- ✓ 157°F Ground beef (hamburger)
- ✓ 145°F Fish, eggs, and pork



**RE-HEATING requirements:**

- ✓ 165°F Rapidly re-heat potentially hazardous foods before placing in a warming unit.

**HOLDING requirements:**

- ✓ Cold PHFs or beverages must be maintained at or below 45°F.
  - Foods may be maintained at 45°F or below for up to 12 hours in a 24-hour period. At the end of the operating day, the food must be destroyed in an approved manner.
  - Foods maintained at 41°F or below at ALL times may be used the following day.
- ✓ Hot PHFs (including cooked vegetables) must be maintained at or above 135°F. At the end of the operating day, hot foods must be destroyed in an approved manner.
- Adequate hot holding devices are required to actively maintain hot food temperatures.
- Adequate supply of ice or refrigeration equipment is required to actively maintain cold food temperatures.
  - ✓ For food containers stored on ice, ensure ice is packed around the bottom and up all sides of the container. Suggest storing PHFs in small, shallow containers.



**PLEASE NOTE . . . Food handled improperly or held at unsafe temperatures may be condemned or destroyed by the Department.**

**EMPLOYEE HEALTH AND HABITS**

- Personal items (jacket, purse, keys, cell phone, etc.) stored separate from food operation items.
- Employees must maintain good hygiene, including clean fingernails.
- No open cuts, sores. Must apply bandage to wound and be self-contained. If wound is located on hands, must also wear food-grade gloves.
- Long hair must be restrained.
- Wear clean clothing.
- No smoking allowed in or around food booth.
- No watches, rings (except a plain solid band), nail polish or artificial nails. If wearing watches, rings, nail polish, or artificial nails, food-grade gloves must also be worn.
- Beverages may be consumed IF from a closed container with a straw.
- Employees experiencing sneezing, coughing, runny nose, vomiting or lower gastrointestinal symptoms (such as diarrhea) shall not work within the food booth.
- Employees with a communicable disease shall be excluded from the food booth.
  - ✓ For more information, review our "Illness Reporting Requirements for Food Employees & Persons in Charge" document: [https://www.sccgov.org/sites/cpd/programs/fsp/Documents/FP\\_Illness\\_Reporting.pdf](https://www.sccgov.org/sites/cpd/programs/fsp/Documents/FP_Illness_Reporting.pdf)



## OPEN-AIR BARBECUE AND DEEP FAT FRYING

- Barbecuing and deep-fat frying may be allowed OUTSIDE an enclosed food booth due to local Fire Code regulations. (Other cooking equipment may be located outside the food booth only IF the local Fire Department requires.)
  - ✓ Only cooking on the barbeque or fryer may be conducted outside.
  - ✓ All food must be stored and any preparation activities conducted INSIDE an enclosed food booth.
  - ✓ Immediately after cooking, all food must be moved INSIDE a fully-enclosed food booth for further preparation, hot holding, or service.
  - ✓ NO food storage, preparation, assembly, or hot-holding may be conducted outside the food booth.
- Perimeter fencing or barriers must be provided around open-air barbecue or deep fat frying areas to prevent contamination of food and injury to the public.
- Contact the local Fire Department regarding fire regulations and any necessary permits.



## WASTE DISPOSAL

- Wastewater
  - ✓ A leak-proof container for liquid waste must be provided INSIDE each food booth.
  - ✓ All liquid waste must then be disposed of into approved containers (e.g., graywater bins) or to an approved sanitary sewer.
  - ✓ Wastewater may NOT be disposed to vegetation, dirt, streets, or storm drains.
- Trash
  - ✓ A solid container for food waste, garbage, and refuse must be provided INSIDE each food booth. All food waste and garbage must be stored in leak-proof containers and disposed of into approved dumpsters or garbage cans.
- Grease
  - ✓ Cooking or deep fat fryer grease must be disposed of in a safe and sanitary manner such as a tallow container.
- Spent charcoal and briquettes must be disposed of in a safe and sanitary manner.



## TOILET FACILITIES

- Approved toilet facilities (one per 15 food employees) must be provided within 200 feet of each TFF.
- When portable toilets are used, they must be provided with an adequate number of handwashing stations equipped with adequate supplies of water and liquid soap and paper towel in mounted dispensers.



## ADDITIONAL REQUIREMENTS

- A designated person in charge must be present at all times.
- Post the Environmental Health Permit in public view in your TFF.
- An adequate supply of potable water must be provided from an approved source. Any connections and hoses utilized must be food grade.
  - ✓ Green garden hoses are not food-grade.
  - ✓ In some cases, a backflow prevention device may be required on the faucet/hose bib.
- Maintain all equipment (food containers, handwash station, utensil wash station, ice chests, etc.) in good condition and kept clean of food debris and residue build-up.
- Live animals are NOT allowed within 20 feet of a TFF.
  - ✓ *Exceptions:* guide dogs, signal dogs, or service dogs.
- Any chemicals and cleaners used must be approved for use in food facilities.
  - ✓ Store chemicals and cleaning supplies below and separate from food and food contact utensils.
- Light fixtures over food or food preparation areas must have shatterproof light bulbs or covers.
- During inclement weather, ensure food is protected. Examples include:
  - ✓ Keep food protected and covered when bringing into enclosed food booth from the BBQ/fryer.
  - ✓ Consider non-permeable materials for booth construction.
  - ✓ Do not locate food booth where rain or water run-off may occur.
- Other permits or approvals may be required for your event. Contact the local city, county and/or fire department.



For more information and documents, visit our website at [www.ehinfo.org/cpd](http://www.ehinfo.org/cpd)

**Temporary Events:** [Programs and Services > Temporary Events](#)

**Certified Farmers' Markets:** [Programs and Services > Certified Farmers' Markets](#)

**NOTE:** There are different TFF permit applications specific to each program.