

VENDOR WORKSHEET FOR TEMPORARY FOOD EVENTS

Otero County Health Department
13 West 3rd Street, Room 111
La Junta, Colorado 81050
719-383-3040 (phone)/719-383-3060 (Fax)

If something does not apply, put “N/A”. Attach additional sheets if necessary. You may be asked to provide additional information. It is your responsibility to review, understand, and abide by the “Temporary Food Event Checklist” and the Retail Food Establishment laws of Colorado.

Vendor Information

Event Name:		Event Date(s):	
Event Location:		Event Coordinator:	
Temporary Retail Food Establishment Name:		Legal Owner's Name:	
Food Establishment License #:		Which County Issued Your License:	
Establishment Address:			
City:		State:	Zip Code:
Phone #:		Fax #:	
Contact Name:		Contact Phone Number:	
Are You A Non-Profit Or Charity:		Non-Profit #:	
Commissary Name:		Commissary Phone #:	

Food Source: Where will you get the food?

Commissary Food Preparation: Please list the foods and place a check mark to indicate how the foods will be prepared at the commissary before the event.

[illegible]

Food Transport: How will you control food temperatures during transport? _____

Menu/Food Handling at Temporary Event: Please list the menu items and place a check mark to indicate how the food will be prepared at the temporary event.

Menu/Food	Cold Holding	Reheat	Cook/ Grill	Hot Holding	Assemble

Food Temperatures: The following questions pertain to the commissary and/or the temporary event.

➤ How will foods be rapidly cooled to 40°F or below and held cold until served? _____

➤ How will foods be re-heated to at least 165°F? _____

➤ How will hot foods be cooked to the proper temperatures and held hot? _____

Employee Hygiene, Hand Washing, and Food Handling: A hand washing station within each booth/unit is required unless only pre-packaged foods requiring no preparation and/or cooking are to be served.

Please check the box below that applies to your booth/unit:

- ☐ I will be serving only pre-packaged foods that require no preparation/cooking.
☐ I will be serving foods that require preparation and/or cooking and I will provide for hand washing according to the "Temporary Food Event Checklist".

➤ How will you prevent contact with foods (tongs, gloves, etc.)? _____

➤ Where will wastewater be disposed? _____

➤ What is your plan for insect and/or dust control? _____

