



BEST DAM FOOD TRUCK FESTIVAL
 MARCH 4TH, 2017
 11AM – 5PM
 DAVIS CAMP

FOOD VENDOR
 APPLICATION
(please type or print legibly)
Deadline: February 27, 2017

CONTACT INFORMATION

Contact Name _____ Business Name _____
 Address _____
 City _____ State _____ Zip _____
 Phone _____ Email _____ Website _____
 Social Media _____

BOOTH | TRUCK | TRAILER INFORMATION

Space requirements (feet & inches): length _____ X depth _____ Will you use a power generator? yes no
 Will your truck/trailer require access to water hook ups on-site? yes no
 Will your truck/trailer require access to waste water/sewer dump? yes no
 Will your booth/truck/trailer be using propane for our event? yes no
 Where is your service window located? Driver Side Passenger Side Back

MENU

Please list all menu items and prices below, or provide a link to your menu online. All vendors will be required to offer a “**sampler**” type item in addition to your regular menu. If you are providing an online menu link, please list your sample item in the provided space below

EVENT FEE

Food Vendor Fee _____ \$ 25 Each - Vendors traveling greater than 60 miles receive a \$25 credit
 Total Fee \$ _____

PAYMENT METHOD

Cash* Check Credit Card**

Mail payment to: **Mohave County Parks, P.O. Box 7000, Kingman, AZ 86402**

Or deliver payment to: **Mohave County Parks– Public Works Building, 3715 Sunshine Drive, Kingman, AZ 86402**

**do not mail cash **credit card payment form is enclosed*

NOTE: The applicant’s space in this event will not be secured, until the application is processed and payment is received.

QUESTIONS? Contact: Jeremy Palmer, Parks Planner. Phone: (928) 757-0915 Fax: (928) 757-0916



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VENDOR'S CHECKLIST

All items in the checklist must be addressed and included for consideration and acceptance of this application.

- Signed/Completed Food Vendor Application
- Mohave County Department of Public Health's - **Application for Temporary Food Service or Cook-Off/Cooking Challenge Permit** (enclosed); unless you are already permitted with Mohave County for mobile vending, then please provide a copy of your permit.
- Payment
- Copy of your most recent Health Inspection
- Certificate of Insurance - \$1 Million Policy; listing Mohave County Parks as additionally insured (see enclosed)
- A drawing or diagram of your booth layout
- Pictures of your Truck/Trailer/Booth, for use in our promotional materials (optional)

All participants must abide by the rules and guidelines enclosed with this application. Any non-compliance or falsified information may result in a \$250 fine and/or immediate removal from the festival. If necessary, further action will be taken. By signing this application, you indicate that you have read and will comply with the rules and guidelines set forth.

VENDOR SIGNATURE _____ DATE _____



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RULES & GUIDELINES

1. Food Vendor Applications and all supporting documentation must be submitted by February 27, 2017.
2. Submission of the application does not guarantee acceptance to the event. Due to our limited space and program, vendor selection will be based on a first-come basis, review of the application, completion of paperwork, menu, and payment.
3. Application fees for approved vendors are non-refundable.
4. Application fees for non-approved vendors will be refunded 2 weeks after the selection has been made.
5. Menus can contain as many items as you would like and be priced as you would like. Once a menu is submitted in this application and approved, it cannot be altered prior to, or during the event.
6. Each Vendor must offer at least (1) sample food item at a discounted price. A sample food item must represent the rest of your menu and shall be made available at all times throughout the event.
7. All Vendors and their employees are expected to follow park rules and regulations.
8. Mohave County and its employees, event staff, volunteers, related festival staff/providers and participating sponsors, will be indemnified and/or held harmless for any injury, damages, or losses that may occur to the vendor, its employees, or property prior to, during, or subsequent to the event.

BOOTH REQUIREMENTS

1. Vendor booths/location will be determined on a first-come basis the morning of the event.
2. Vendors are responsible for setup and teardown of all signage, lighting, tents, tables, and equipment.
3. Vendors must keep their signage, lighting, tents, tables, and equipment within their assigned area.
4. All tents/booths, and canopies must be made from fire retardant materials.
5. Each food vendor must have an approved fire extinguisher (class appropriate/min. 20 lbs.size) in their booth.
6. All food vendors are responsible for complying with all applicable Mohave County and Arizona State guidelines for food service to the public.
7. Any vendor that is discovered not staffing their booth, for longer than 15 minutes during the event operating hours, will be required to close their booth.

EVENT SETUP AND TEARDOWN

1. Vehicles are only allowed in the event area for setup prior to the event, and for teardown after the event. Vendors will be notified when it is safe to bring their vehicle(s) onto the event site.
2. The event area will open for setup at 9:00am on March 4th, 2017 and shall remain open for setup until 10:30am.
3. Vendors shall accommodate the County Health inspection process which will take place throughout the event.
4. Food Service to the public will begin at 11:00am, and shall last until 5:00pm.
5. The event area will re-open for teardown at 5:00pm, and shall remain open until 9:00 pm.
6. All Vendors are expected to clean and vacate their assigned area no later than 9:00 pm.



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INSURANCE REQUIREMENT

Company shall maintain and pay all premium costs for and ensure that Company’s contractors maintain and pay all premium costs for the following insurance coverage in amount not less than specified throughout the duration of the event.

- A. Statutory Workers’ Compensation, including Employer’s Liability Insurance, subject to limits of not less than \$500,000.00, affording coverage under the Workers Compensation laws of the applicable state. Company will cause, if allowed by law, its workers’ compensation carrier to waive insurer’s right of subrogation with respect to Mohave County, its parents, partners and their affiliated companies.
- B. Commercial General Liability Insurance for limits of not less than \$1,000,000.00 per occurrence Bodily Injury and Property Damage combined; \$1,000,000.00 per occurrence Personal and Advertising Injury; \$2,000,000.00 aggregate Products and Completed Operations Liability; \$100,000.00 Fire Legal Liability, and \$2,000,000.00 general aggregate limit per event. The policy shall be written on an occurrence basis.
- C. Automobile Liability Insurance with a limit of not less than \$1,000,000.00 combined and covering all owned non-owned and hired vehicles.
- D. Umbrella Liability or Excess Liability Insurance may be requested at the discretion of Mohave County over limits and coverage noted in paragraph B, above. This policy shall be written on an occurrence basis.

Policies (B), (C), (D) above shall be endorsed to name Mohave County Parks, their respective parents, partners, subsidiaries, divisions and affiliates and each of their respective officers, directors, shareholders, employees, agents, and representatives as “Additional Insured’s” with respect to any and all claims arising from Company’s operations. The Company will deliver to Mohave County Parks satisfactory evidence of the insurance coverage described above on a certificate form approved by Mohave County Parks or, if required copies of the policies. All required insurance will be placed with carriers licensed to do business in the applicable state(s), will have a rating in the most current edition of A.M. Best’s Property Casualty Key Rating Guide that is reasonably acceptable to Mohave County Parks and will provide thirty (30) days written notice of cancellation or non-renewal to Mohave County Parks.

Should any additional premium be charged for such coverage or waivers, Company will be responsible to pay said additional premium charge to their insurer. All insurance furnished by Company hereunder will be in full force and effect at all times during the event.

- E. Company agrees that it will, at its sole expense, procure and maintain insurance as follows:

TYPE OF INSURANCE	LIMIT OF INSURANCE
General Commercial Liability	\$1,000,000 Per Occurrence / \$2,000,000 Aggregate
Workers Compensation & Employers Liability	Statutory
Business Auto Liability including Hired & Non Owned Auto Liability	\$1,000,000
Excess / Umbrella	\$2,000,000 Per Occurrence

Continued



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INSURANCE REQUIREMENT

Company agrees solely with respect to liability caused by the sole negligent acts of Company to name Mohave County Parks, its officers, employees, volunteers and directors as Additional Insured's on Company's General Commercial Liability and Auto Liability insurance policies. Such insurance shall be provided to Additional Insured's on a primary and non-contributory basis.

To the maximum extent permitted by applicable law and the insurance policy maintained, Company agrees to waive their insurer's right of subrogation.

Prior to commencing the Services, Company shall furnish a certificate of insurance evidencing compliance with the foregoing provisions and insurance requirements.

INDEMNIFICATION

Vendor shall indemnify, defend, and hold harmless Mohave County Parks and their respective parents, partners, subsidiaries, divisions and affiliates, and each of their respective officers, directors, employees, agents, and representatives from and against any and all claims, demands, suits, causes of action, liability, judgements, damages, costs, and expenses (including reasonable attorney's fees and court costs) (collectively, "claims") asserted against any of the Mohave County parties and arising out of or resulting from (i) the acts or omissions of vendor, its employees, agents or subcontractors. The foregoing shall include, without limitation, any claims for bodily injury, death or property damage.



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CREDIT CARD
AUTHORIZATION
FORM

Deadline: February 27, 2017

PLEASE PROVIDE THE REQUIRED INFORMATION BELOW

Date ____ / ____ / ____

I, _____ (*name*) authorize Mohave County Parks to charge my credit card indicated below for the amount of \$ _____ (*event application fee*).

This payment is for _____
Billing Address _____ State _____ Zip _____
Phone _____ Email _____

CREDIT CARD INFORMATION

Account Type Visa Master Card Discover

Cardholder Name _____

Account Number _____

Expiration Date ____ / ____ CVV2 (*3 digit number on back of Visa/MC, 4 digit on front of AMEX*) _____

Signature _____ Date ____ / ____ / ____

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.



**MOHAVE COUNTY DEPARTMENT OF PUBLIC HEALTH
ENVIRONMENTAL HEALTH DIVISION
PO BOX 7000, KINGMAN, AZ 86402**



BULLHEAD CITY 1130 HANCOCK ROAD ZIP 86442 (928) 758-0704	KINGMAN 3250 E. KINO AVENUE ZIP 86409 (928) 757-0901	LAKE HAVASU CITY 2001 COLLEGE DRIVE, STE. 95 ZIP 86403 (928) 453-0712
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**APPLICATION FOR TEMPORARY FOOD SERVICE OR
COOK-OFF/COOKING CHALLENGE PERMIT**

*****PERMIT MAY BE PAID BY CASH, MONEY ORDER, OR CREDIT CARD. NO PERSONAL CHECKS*****

Cook-off/Cooking Challenge

Participant Number _____ (please be accurate & **provide a list**. Participants not listed will be asked to leave)

Temporary Food/Retail Service

OFFICE STAFF: Type # _____

Does the organization have a charitable or non-profit status? YES NO Tax Exempt Number: _____

A. OPERATOR INFORMATION			
Business Name		DBA/AKA (Name on Booth)	
Name of Owner/Operator	Phone No.	Alternate Phone No.	
Driver's License Number: _____			
<input type="checkbox"/> ATTACH A LEGIBLE PHOTO COPY OF US ISSUED PHOTO ID OR THIS APPLICATION WILL NOT BE PROCESSED.			
Please note: Arizona State Law requires verification of lawful presence for permit issuance. A U.S. issued photo ID is required. Please note: if your ID is from HI, IL, ME, MD, NM, TX, UT or WA, additional identification may be required.			
Mailing Address (number, street, box or route)			
City	State	Zip	
B. EVENT INFORMATION			
Event Name		Event Location	
Event Start Date	Event End Date	Hours of Operation	What time will the event be set-up and ready for inspection?
Event Coordinator		Phone No. ()	Vendor Space #
NAME of Food Handler in Charge at the Booth:			
<input type="checkbox"/> ATTACH COPY OF FOOD HANDLER CARD(S) TO THIS APPLICATION OR THIS APPLICATION WILL NOT BE PROCESSED.			

C. FACILITY & OPERATIONS INFORMATION
<p>1. List all menu items to be served:</p>
<p>2. Will ALL foods be prepared at the event site? <input type="checkbox"/> YES <input type="checkbox"/> NO If no, complete ATTACHMENT A</p> <ul style="list-style-type: none"> ➤ <i>If no, and the food will be prepared at an establishment outside of Mohave County, the operator must provide a copy of the current license.</i> ➤ <i>Home Prepared Foods NOT allowed except as allowed under the home baked foods and confectionaries exemption.</i>

3. Food must be obtained from an approved source. Where will you obtain your food products?
NOTE: If meat, be prepared to show receipts of purchase.

For Questions #4-15 check all the boxes that apply.

4. Cold Holding Equipment <input type="checkbox"/> Refrigerators <input type="checkbox"/> Freezers <input type="checkbox"/> Ice Chest <input type="checkbox"/> Other _____	5. Hot Holding Equipment <input type="checkbox"/> Grill/BBQ <input type="checkbox"/> Steam Table <input type="checkbox"/> Oven/Stove <input type="checkbox"/> Other _____	6. Cooking Equipment <input type="checkbox"/> Grill <input type="checkbox"/> Microwave <input type="checkbox"/> Oven <input type="checkbox"/> Propane burner <input type="checkbox"/> Other _____	7. Water Source <input type="checkbox"/> Public Water (on site) <input type="checkbox"/> Public Water (hauled) <input type="checkbox"/> Bottled Water <input type="checkbox"/> Other _____
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8. Dishwashing Facilities <input type="checkbox"/> Temporary three compartment tubs <input type="checkbox"/> Permanent three compartment sink <input type="checkbox"/> Other _____	9. Water Disposal <input type="checkbox"/> Sewer <input type="checkbox"/> Septic <input type="checkbox"/> Holding Tank
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10. Hand Sink Facilities <input type="checkbox"/> Gravity Flow Hand sink <input type="checkbox"/> Permanent Hand sink	11. Sanitizer and Test Strips <input type="checkbox"/> Bleach <input type="checkbox"/> Quaternary Ammonia
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12. Food Booth Enclosure <input type="checkbox"/> Overhead Cover <input type="checkbox"/> Ground covering <input type="checkbox"/> Screening	13. Power Source <input type="checkbox"/> Temporary Electrical Connection <input type="checkbox"/> Portable Generator <input type="checkbox"/> Propane <input type="checkbox"/> Other _____
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14. Toilet Facilities <input type="checkbox"/> Flush How many? _____ <input type="checkbox"/> Portable How many? _____	15. Thermometer(s). <input type="checkbox"/> Calibrated thermometers will be available and used
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D. CONSUMER ADVISORY

List any foods of animal origin that will be served raw or undercooked:

If any raw or undercooked foods of animal origin will be served, you must notify your customers of the risks involved with these foods per the Arizona Food Code by use of a reminder and disclaimer.

PERMIT CONTINGENT UPON APPROVAL OF DEVELOPMENT SERVICES DEPT. FEES ARE NON-REFUNDABLE

REQUIRED SIGNATURE: I/We agree the issuance and revocation of this permit is contingent upon satisfactory compliance with local temporary food service requirements.

Applicant's Signature: _____ **Date:** _____

For Payment By Credit Card

Name on Credit Card _____

Credit Card Number _____ Exp. Date _____ 3 Digit Security Code _____

Billing address for Credit Card: _____

Signature of Cardholder: _____ **Date:** _____

*Note convince fee will be applied for use of credit card based on amount

FOR OFFICE USE ONLY

Application approved by: _____ Receipt # _____ Date: _____

Picture ID verified & copy attached by _____ (initial) Amount \$ _____ Credit/Cash/Check # _____

This application will be denied if not completed in its entirety and/or the following items are missing:
 Legible copy of US ID Legible copy of a current Food Handler Card Payment

ATTACHMENT A: FOOD PREPARATION AT ANOTHER LICENSED FOOD ESTABLISHMENT (Use only for food prepared at another location)			
Name of Food Establishment		Address	
License Number		Preparation Dates	From: To:
Food	Explain what food preparation was done at this facility (Was the food cooked, cooled, or reheated, and to what temperatures?)		

NOTE: If food will be prepared at an establishment outside of Mohave County, the operator must provide a copy of the current license.

CURRENT TEMPORARY EVENT FEE SCHEDULE			
1071	TEMPORARY FOOD SERVICE 1-5 CONSECUTIVE DAYS	\$95.00	
	EACH ADDITIONAL DAY - \$10	\$10.00	
	<7 days notice \$50.00 additional fee	\$50.00	
1072	TEMP. FOOD SERVICE (NON-PROFIT OR TAX EXEMPT) 1-5 CONSECUTIVE DAYS	\$45.00	
	EACH ADDITIONAL DAY \$5	\$5.00	
	<7 days notice \$25.00 additional fee	\$25.00	
1073	TEMPORARY RETAIL FOOD	\$70.00	
1074	TEMPORARY RETAIL FOOD (NON-PROFIT OR TAX EXEMPT)	\$35.00	
1075	COOK OFF UP TO 20 PARTICIPANTS	\$95.00	
	EACH ADDITIONAL PARTICIPANT \$5.00	\$5.00	
	<7 days notice \$50.00 additional fee	\$50.00	
1076	COOK OFF UP TO 20 PARTICIPANTS (NON-PROFIT OR TAX EXEMPT)	\$45.00	
	EACH ADDITIONAL PARTICIPANT \$2.50	\$2.50	
	<7 days notice \$25.00 additional fee	\$25.00	
1077	SAMPLING PERMIT (non-potentially hazardous prepackaged food items only)	\$20.00	

**OPERATING GUIDELINES:
TEMPORARY FOOD BOOTHS
COOK-OFFS/COOKING CHALLENGES**

Environmental Health District Offices

Bullhead City
1130 Hancock Rd.
Bullhead City, AZ 86442
(928) 758-0704

Kingman
3250 E. Kino Avenue
Kingman, AZ 86409
(928) 757-0901

Lake Havasu City
2001 College Dr.
Lake Havasu City, AZ 86403
(928) 453-0712

PLEASE READ!!! Important Information

1. You must obtain a permit prior to the event. Should you be observed operating without a permit, you will be asked to immediately cease operations and close.
2. Permits should be obtained at least 7 days prior to the event to avoid additional fees.
3. All the following guidelines must be followed when operating at a temporary event and/or cook-off.

Introduction

This information has been developed to help concessionaires set up and run food operations in a sanitary and healthful manner and to minimize the possibility of foodborne illness.

To avoid inconvenience, concessionaires are encouraged to contact the Environmental Health Division (EHD) as early as possible when planning a food booth.

An Environmental Health staff will be pleased to help with you plans. He/she will point out the steps that must be taken to help ensure a sanitary operation that will protect the public from foodborne illness.

Review of Permit Application

Individuals must apply for a permit in order for the EHD to review the proposed food service techniques. Applications may be obtained from the Mohave County EHD.

An Environmental Health Specialist will review your application and may also make suggestions that will enable your booth to operate more efficiently and safely.



Definition of Temporary Food Service

1. **Temporary Food Service Establishment:** means and refers to a food establishment that operates at a fixed location in conjunction with a single event or celebration, such as a fair, carnival, circus, public exhibition or similar transitory gathering for not more than 14 consecutive days within any permit year provided it is the same permittee, at the same location and same event. At the termination of the event the temporary food establishment shall be removed from the premises.

Notes:

- For clarification, only one temporary event permit may be obtained by the same permittee, at the same location and type of event in a permit year.
 - Exception: For fundraising purposes only, a non-profit group may obtain up to 4 temporary event permits per year for the same type of event.
2. **Cook-off/Cooking Challenge:** shall mean a cooking or food preparation contest in which participants prepare food, usually using their own recipes, held as a public event with the food for sale or given away to the public (e.g. chili cook-offs, salsa challenges, BBQ challenges, etc.).

Who needs to get a Temporary Permit?

Individuals or groups planning to hold events that are open to the public must have a permit. The EHD requires that a temporary food permit be purchased for each food booth in operation during an event. If you advertise your event with flyers, banners, newspaper articles, or by other means, it is considered a public event.

Why is it necessary to apply for a permit?

Temporary permits are required by law. The state food regulations, AAC: Title 9, Ch. 8, Article 1 states that “A person may not operate a food establishment without a valid license to operate issued by the regulatory

authority...the license holder in order to retain the license shall post the license in a location in the food establishment that is conspicuous to consumers...”

MANY, MANY OUTBREAKS OF FOODBORNE ILLNESS HAVE BEEN TRACED BACK TO IMPROPERLY HANDLED FOOD AT TEMPORARY EVENTS.

When should the permit application be returned?

We recommend the application be returned with the fee a minimum of seven days prior to the event to avoid additional fees. This allows time for the EHD staff to adequately review the application and to make any changes necessary well in advance of the event. You are urged to apply for a permit as early as possible to avoid possible delays in obtaining a temporary permit in time for the proposed event.

Exemptions

Bake Sales: In accordance with Mohave Food Code 1-201.10(B)(31)(c)(iii), Bake Sales are exempt from the temporary permit requirements if only non-potentially hazardous baked goods are offered for sale or service. Additionally, at the location of sales or service, the consumer must be informed by a clearly visible placard that the food was prepared in a kitchen that is not subject to regulation and inspection by a regulatory authority.

Arizona Home Baked and Confectionary Goods Exemptions: Arizona Home Baked and Confectionary Goods participants are exempt from temporary permit requirement if they meet the requirements listed in the AAC R-9-8-102, ARS §36-136(H)(4)(g) and (H)(13) and subsection (B)(10). The participant must be registered with the Arizona Department of Health Services, must obtain a current Mohave County Food Handler Card, and may only sell non-potentially hazardous baked goods and confections.

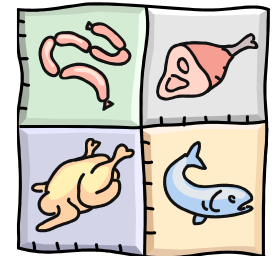
In addition, the following information is required by law to be on a food label for a home baked good or confectionery item when it is offered for sale:

- The address and contact information of the individual registered with the Arizona Department of Health Services; and
- A list of the ingredients in the baked or confectionery goods; and
- A statement that the baked or confectionery goods are prepared in a private home; or
- If applicable, a statement that the baked or confectionery goods are prepared in a facility for individuals with developmental disabilities.

Food Handling Definitions

Potentially hazardous food (time/temperature control for safety food):

means a food that requires time/temperature control for safety (TCS) to limit pathogenic microorganism growth or toxin formation. These foods include animal foods that are raw or heat-treated; plant foods that are heat treated or consist of raw seed sprouts, cut melons, cut leafy greens, cut tomatoes or mixtures of cut tomatoes that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation, or garlic-in-oil mixtures that are not modified in a way so that they are unable to support pathogenic microorganism growth or toxin formation



Examples are hamburgers, tacos, hotdogs, spaghetti, and chili. Cooked rice, potatoes and beans are also considered to be potentially hazardous.



Non-potentially hazardous food: means foods, such as fruit pies, dry goods and cereals, unconstituted dehydrated foods and baked goods. Examples are cookies, breads, cakes, potato chips, popcorn, cotton candy, and candy bars. An air-cooled hard-boiled egg with shell intact, or an egg with shell intact that is not hard-boiled, but has been pasteurized to destroy all viable salmonellae.

Food protection

1. All foods must be obtained from an approved source. If meat is used at the event, you must indicate on the application where the meat was obtained and have receipts to show proof of purchase.
2. Foods on display must be covered. The public should not be allowed to serve themselves from opened containers. Condiments, such as ketchup, mustard, coffee creamer, sugar, and so forth, should be served preferably in individual packets, or from squeeze containers. Any self-service must be from containers protected by sneeze guards.
3. Bottles or cans of beverages kept in a bucket of ice must be stored so the caps are visible above the ice. These beverages must be served by one of the staff members and not for self-service by the customer to avoid contamination of the bottles or cans.
4. Foods are to be stored at least 6 inches above the ground.

Service of foods

All ready-to-eat foods (those foods that will not be cooked after you touch them) must be handled with utensils or the food handler must wear non-latex gloves. **NO EXCEPTIONS.**

REMEMBER:

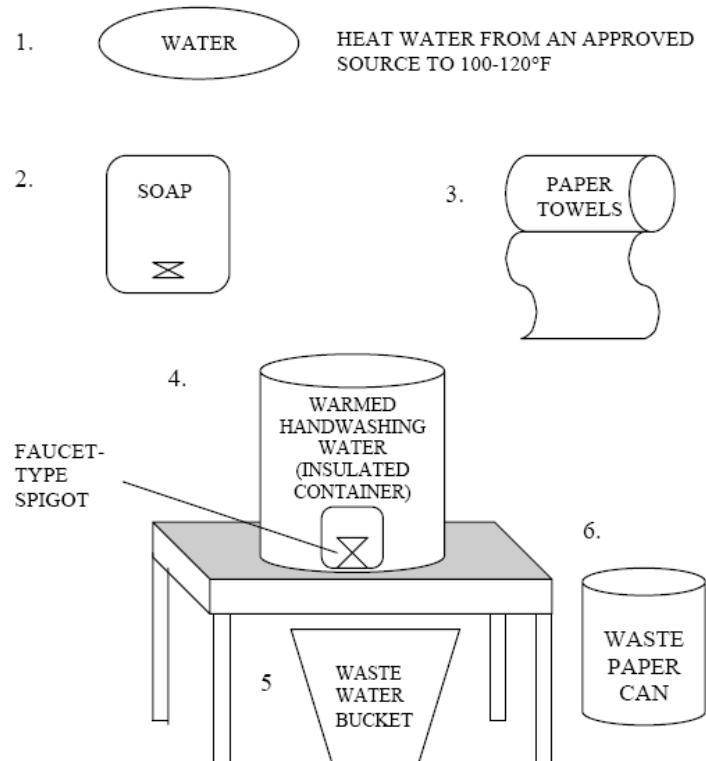
1. Improper cooling, reheating, hot holding and excessive food handling are the major causes of foodborne illness outbreaks. In order to reduce the potential of foodborne illnesses, you **MUST**
 - Avoid cooling and reheating foods. For example, make tacos and burritos to order rather than keeping them hot; cook raw shish-kabob to order instead of cooking ahead of time and hot holding.
 - Avoid hot holding of foods. In order to minimize the possibility of foodborne illness, simplify food handling methods. For example, commercial products, such as store-bought potatoes, macaroni, or pasta salads, are easy to use and easy to handle. We recommend that these products be used, rather than trying to prepare them ahead of time or in the booth.
2. Minimize food handling. For example, used canned chili instead of trying to prepare fresh chili; prepare taco meat just before serving it rather than cooking ahead, cooling, and reheating; use canned refried beans instead of making beans from scratch.

Requirements to operate a Temporary Food Establishment

1. **Toilet Facilities:** Temporary event and cook-off/cooking challenges operators/organizers must provide public toilet facilities in accordance with Arizona Administrative Code Title 8, Article 3.
2. **Booth Construction:** EHD requires booths which handle non-prepackaged foods to be fully enclosed. A staffed service counter may be present provided entry of dust, bird and insect droppings and other contaminants is effectively prohibited.

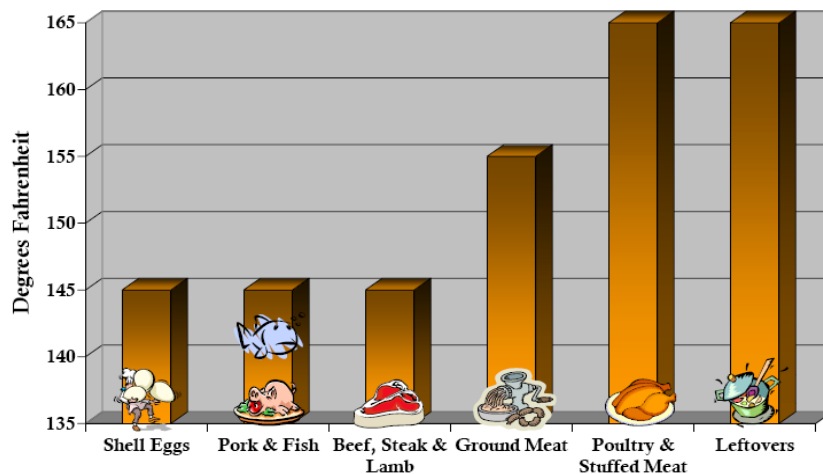
3. **Floors:** if non-prepackaged food is handled, floors, if graded to drain, must be concrete, machine-laid asphalt, or dirt or gravel if it is covered with mats, removable platforms, duckboards, or other suitable approved materials that are effectively treated to control dust and mud and kept in good repair.
4. **Overhead Protection:** required for all food preparation, food storage and ware washing areas. Overhead protection shall be made of wood, canvas, or other materials that protect the facility from precipitation, dust, bird and insect droppings, and other contaminants.
5. **Openings, Windows & Doors:** If non-prepackaged food is handled, all openings shall be protected against the entry of contaminants by 16 mesh to 1 inch screens or other effective means (this does not apply to facilities that are approved for limited food preparation if flying insects, vermin, birds and other pests are absent due to the location of the establishment, the weather or other limiting condition).
6. **Home preparation of foods is not allowed:** All food preparation must be done in the booth or in an approved kitchen facility (i.e., the kitchen is permitted by the Health Department) to minimize the potential for foodborne illness.
7. **Disease:** No person who is infected with a communicable disease, such as a cold, flu, or who has open sores or infected cuts on his/her hands, shall work in any temporary food establishment.
8. **Food Handler Card:** At minimum, one person working in the booth should have valid food handler's card posted.
9. **Handwashing facilities:** This facility shall consist of warm running water, soap, individual paper towels and a bucket to collect the dirty water. For example, an air pump thermos or jug of warm water with a push button or turn spout container will be an acceptable method used to obtain running water.

**HOW TO MAKE AN ALTERNATIVE
HANDWASHING STATION**



10. **Wiping cloths:** A separate bucket of sanitizer must be present for rinsing/storing wiping cloths to be used on table tops, counters, and so forth. For example, one capful of liquid bleach added to one gallon of cold water will be acceptable. This should be changed frequently during the day.
11. **Dishwashing facilities:** Equipment and utensils must be washed in three compartments/sinks. The process includes washing the utensils/equipment in hot soapy water, rinsing in hot water, sanitizing and air drying. Sponsors of large events must provide a conveniently located, properly plumbed three-compartment sink with hot and cold running water. This facility can then be utilized by several food booths. *A facility may also provide 3 buckets for the dishwashing process. For more information see food handler booklet*
12. **Leftovers: NO leftovers** are to be served or sold in the booth. Hot held foods which have not been used by the end of the day must be discarded.
13. **Refrigeration:** Mechanical refrigeration is requested. However, due to past events during which electrical problems occurred, an ice chest with ice from an approved source (e.g., store-bought, bagged ice) may be better than a poorly operating refrigerator on a hot day. Cold food must be held at 41°F or below
14. **Cooking:** All cooking of foods must be done towards the back of the booth. When barbecuing or using a grill, the equipment must be separated (roped off) from the public by at least 4 feet to protect the public from burns or splashes of hot grease.

**Minimum Cooking Temperatures
for 15 seconds at the following temperatures**



15. **Hot Holding:** For hot holding, electrical equipment is requested. However, due to past events during which electrical problems occurred, propane stoves or grills capable of holding food at 135°F or above may be used and/or should be available for backup.

Crockpots, steam tables, or other hot holding devices are **NOT** to be used as a means for heating up foods; they are to be used **ONLY** for hot holding purposes. We recommend that foods be heated on the grill or propane stove to bring the food temperature to at least 165°F within 30 minutes. Crock pots, steam tables, or other hot holding devices are slow cooking; food heated with this equipment may take longer than 30 minutes which may activate the multiplication of bacteria.

16. **Thermometer:** A metal-stem thermometer must be available and used to check internal food temperatures. Thermometers must be able to measure from 0°-220°F.



17. **Flammable Materials:** Equipment containing flammable materials, such as deep-fat fryers must be on stable surfaces and shielded from the public (Fire Marshal requirement)

18. **Smoking/Eating/Drinking:** Smoking, eating or drinking in booths while working is not allowed. All non-working, unauthorized persons are to be kept out of the booth.
19. **Water:** Drinkable water must be provided for hand washing, dishwashing, and cooking.
20. **Liquid Waste:** Liquid waste should not be dumped into streets, storm drain, or onto the ground. Use the containers to collect the dirty water and discard in a sanitary manner (e.g., public restrooms or dump station).
21. **Refuse:** A refuse container with a tight-fitting lid should be available for the garbage.
22. **Other Information:**
 - A broom and dust pan should be available for sweeping the floor.
 - Chemicals such as liquid bleach and detergents must be stored in a separate area away from food preparation and display areas.
23. **Critical Item Violations:** All critical item violations, those directly related to foodborne illnesses, must be corrected immediately. All other violations, those related to sanitation, design, and maintenance of the food booth, must be corrected within the time frame determined by the Environmental Health Specialist.

CHECKLIST

- I have obtained my health permit from Mohave County Environmental Health
- I will use the correct type of booth for the food I will be serving: see #2
- I will provide restrooms as required by the Arizona Administrative Code: see #1
- My food is from approved sources and will not be prepared in a private home
- I have dishwashing facilities: see #8 ****Dishwashing liquid, bleach****
- I have handwashing facilities: see #6
****Soap, paper towels, jug of warm water with spigot****
- I have sanitized water for wiping cloths: see #7
- I have a thermometer: see #13
- I have a broom and dust pan: see #18
- I have a food handler card: see #5
- I have a refuse container: see #17
- I have proper hot and cold holding equipment: see #11 and #12
- I will be cooking the food in an EHD approved kitchen or will be cooking the food on-site: see #3
- I will have drinkable water provided either by the event coordinator or by myself: see #16
- I will dispose of liquid waste properly: see #16



Temporary Food Service Requirements – Mohave County, AZ

CATEGORY AND TYPE OF FOOD SERVICE	CATEGORY I TEMPORARY FOOD SERVICE (open food preparation)	CATEGORY II TEMPORARY RETAIL FOOD (pre-packaged)	CATEGORY III COOK-OFFS	CATEGORY IV COOKING CHALLENGES	CATEGORY V BAKE SALES* *Non-potentially hazardous food
PERMITS	Temporary Food Service Permit is required	Same as Category I	Cook-Off Permit required	Same as Category III	No permit is required
BOOTH/ STRUCTURE	Floors, walls, roof. No open food on a front counter open to public	Not required if food is pre-packaged & < 10 lineal ft display	Same as Category I	Same as Category I	Not required if food is covered and/or packaged
MENU APPROVAL	Required: Amount and type of food or prep may be restricted	Not required if foods are pre-packaged & < 10 lineal ft display	Same as Category I	Same as Category I	Only non-potentially hazardous goods
HANDWASHING	Minimum of 5 gals water in insulated container with continuous flow spigot, soap, paper towels	Not required	Same as Category I	Same as Category I	Not required if prepackaged foods otherwise, same Category I
THERMOMETERS	Metal stem type thermometer 0 - 220°F or digital thermometer	Same as Category I	Same as Category I	Same as Category I	Not required -no foods require temp. control
REFRIGERATION	Mechanical refrigeration or ice chests capable of holding foods below 41°F	Same as Category I	Same as Category I	Same as Category I	Not required
COOKING EQUIPMENT	Capable of rapid heating. No steam tables or warmers for cooking; unit must be in booth or roped off	N/A	Same as Category I	Same as Category I	Not required
HOT HOLDING EQUIPMENT	Must be preheated and maintain foods >135°F. Sterno or chafing dishes may be restricted	Same as Category I	Same as Category I	Same as Category I	Not required
FOOD CONTACT SURFACES AND UTENSILS	Cleanable and smooth. Including containers for transporting foods.	Same as Category I	Same as Category I	Same as Category I	Same as Category I
WIPE CLOTHS AND BLEACH **maintain 50 ppm	Wipe cloths must be kept in bleach solution-change solution frequently.	Same as Category I	Same as Category I	Same as Category I	Not required, if provided, same as Category I
DISHWASHING FACILITIES	Hot/cold water under pressure, 3-compartment sink, & approved facility on-site OR three buckets, water, soap and bleach	If needed, same as Category I	Same as Category I	Same as Category I	Not required
APPROVED KITCHEN FOR FOOD PREPARED IN ADVANCE	Kitchen facility must be approved by health department. Provide a commissary agreement	Same as Category I	Same as Category I	Same as Category I	Recommended, but not required
FOOD HANDLER CARDS	Req'd of at least 1 person who is present & in charge.	Same as Category I	Same as Category I	Same as Category I	Recommended, but not required
GARBAGE FACILITIES	Adequate for all refuse generated	Same as Category I	Same as Category I	Same as Category I	Same as Category I
APPLICATION AND FEES *check fee schedule	Apply at least 7 days prior to event to avoid additional fees.	Same as Category I	Same as Category I	Same as Category I	Exempt

NOTES:

1. Provide sanitizer test strips to ensure bleach solutions are kept in proper range
2. An establishment that has a food service permit and wants to prepare or serve food at a temp. event, must obtain a temporary event permit in order to do so.
3. **FOOD MAY NOT BE PREPARED IN PRIVATE KITCHEN. IT MUST BE PREPARED ON-SITE OR IN A HEALTH DEPARTMENT APPROVED KITCHEN (unless food falls under exemption specified in guidelines).**