Dear Temporary Food Service Vendor:

As a temporary food vendor you will need to contact the event organizer of the event for which you would like to participate. The organizer is required to register a list of food and beverage vendors to the health department 30 days prior to the event. Only vendors that are on the organizers registration list will be licensed.

It is your responsibility to obtain a temporary license to serve food outside of a retail food establishment. You are also responsible for obtaining a separate license for each location at the event. The license is $40.00 for the first day and $15.00 each additional day of operation. The additional days must be consecutive days of operation. At minimum vendors must obtain their temporary license 48 hours prior.

A temporary vendor without a locally licensed retail food establishment must have a licensed base of operation from which to operate during the event. This would include a fully equipped trailer with water under pressure, mechanical refrigeration, hot water heater, three-compartment sink with drain boards, liquid wastewater retention tank, and a separate handsink. Any concession trailer not previously approved by the Department of Food & Consumer Safety must obtain approval 5 days prior to the event before a license will be granted.

All vendors must follow the guidelines listed for operating a temporary food establishment. Food must be obtained from a licensed food establishment or processor. No home-prepared foods are allowed unless the vendor is a registered home-based vendor. Only grilling, hot holding, assembly and serving of product may occur on-site. Any food processing such as slicing, grating, thawing, chopping, or mixing must occur at a licensed retail food establishment, in an approved event trailer or purchased already pre-made or pre-cut.

Each temporary food establishment must set up a temporary hand washing station in the vendor booth. The separate hand washing station must be set up in an accessible area and in use before any food preparation is conducted. The minimum requirement for a hand washing station is a container with a turn value spigot to provide running water, wastewater container, soap and paper towels. You must provide an area to wash, rinse and sanitize your dishware and utensils. The three-compartment dish washing set-up must be large enough to submerge the largest piece of dishware or utensil. Utilize disposable pans to eliminate the need to wash large amounts of dishware.

Please review enclosed guidelines for operation at a temporary event and set-up accordingly. Lack of proper set-up can result in stand closure or other possible penalties. If you have further questions regarding temporary food service licensing contact Kelli Whiting, Coordinator of Temporary Events at (317) 221-2256 or kwhiting@marionhealth.org.
Temporary Food Service Establishment Application for License

Application and fee must be submitted to the Department of Food & Consumer Safety at least 48 hours prior to the intended date of operation. Vendors never before approved to operate in Marion County shall submit 5 days prior.

Applicant Information (License will be mailed to this address)

Date of application: ____________________ Name of applicant: ____________________________________________
Establishment or organization: ____________________________________________________________
Establishment or organization address: _______________________________________________________
City, State, and Zip: ____________________ Establishment phone#: ____________________
Mobile phone#: ____________________ E-mail: ____________________________________________
Name of event: ____________________________________________
Address of Event: ____________________________________________

Facility Information (place a √ next to your answer)

<table>
<thead>
<tr>
<th>Type of Structure:</th>
<th>Trailer</th>
<th>Tent</th>
<th>Cart</th>
<th>Inside Building</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Power Source:</td>
<td>Will plug into source</td>
<td>Generator</td>
<td>None needed</td>
<td></td>
</tr>
<tr>
<td>Type of Handwashing:</td>
<td>Sink</td>
<td>Thermos with spigot</td>
<td>Urn</td>
<td>Other:</td>
</tr>
<tr>
<td>Type of Dishwashing:</td>
<td>Three-compartment sink</td>
<td>Tubs/buckets</td>
<td>Other:</td>
<td></td>
</tr>
</tbody>
</table>

Certified Food Manager documentation must be provided at the time of application in you handling raw meat or poultry

Please provide the following information:

Name of Certified Food Manager: ____________________ Certificate Number: ____________________
Certificate expiration date: ____________________ Type of Certification: ____________________

410 IAC 7-24 requires a food establishment employ a certified food manager based on menu/operation.

Food Product Information (this area must be completed. A separate sheet may be attached)

List all food and beverages to be prepared and served: ____________________________________________
List food items that will be prepared at other locations and brought to the event ________________
List the location at which above listed foods will be prepared and stored _____________________

License Fees (This is a non-refundable fee*)

<table>
<thead>
<tr>
<th></th>
<th>1 day</th>
<th>2 day</th>
<th>3 day</th>
<th>4 day</th>
<th>5 day</th>
<th>6 day</th>
<th>7 day</th>
<th>8 day</th>
<th>9 day</th>
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<tr>
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<td>$55.00</td>
<td>$70.00</td>
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<tr>
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<td>$150.00</td>
<td>$165.00</td>
<td>$180.00</td>
<td>$200.00</td>
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</table>

* Fee schedule is per event, per location, on consecutive days only.

The undersigned applies for a license to operate a temporary food service establishment pursuant to retail food establishment sanitation requirements in 410 IAC 7-24. The undersigned certifies receipt of the conditions of operation, and that the establishment will be operated and maintained in accordance with these conditions.

Temporary food establishment license fees must be paid by:
cash, cashier check, certified check, or money order payable
to: Health and Hospital Corporation.

Personal or company checks will not be accepted.

For office use only.

License number: ____________________
Approver: ____________________

Applicant’s Signature: ____________________ Date ____________________ Revised December 12, 2022
STAND SET-UP / REQUIREMENTS

- Provide overhead covering for food preparation, cooking and servicing areas at outdoor events. Open flame grills/fryers must be placed outside of overhead covering in accordance with uniform fire code.
- Provide adequate lighting for outside evening events.
- Stands not on concrete or asphalt will need to provide ground cover, such as mats, duckboards or other suitable materials.
- Vendors must have access to potable water from an approved source at all times.
- Vendors must provide a food-grade hose to access water.
- Grease, wastewater or food debris must be properly disposed of. Wastewater may not be dumped on the ground or in storm sewers.
- Handwashing stations must be set up prior to operation, no more than ten feet from the stand and accessible. Soap, paper towels and a catch bucket must be provided. (see reverse for recommended set-up)
- Provide an approved sanitizer for use with wiping cloths. Provide test strips for sanitizer. Sanitizer in a spray bottle must be used with disposable towels.

FOOD TRANSPORTATION

- Only limited food preparation, such as seasoning and cooking shall occur on site. Additional food preparation and thawing shall be conducted in a licensed establishment prior to event.
- Potentially hazardous foods shall be maintained below 41°F or above 135°F during transport and at the event.
- Provide adequate hot and cold holding equipment.
- Provide a probe thermometer for monitoring temperatures.
- Ice used to cool foods or drinks cannot be used for drink ice. Do not break up ice by dropping it on the ground.
- Home prepared foods cannot be used or offered to the public.

FOOD OPERATION

- A Certified Food Handler is required for certain types of food preparation.
- Food products shall be shielded or covered to protect from consumer contamination through the use of lids, covers or sneeze guards.
- Employees must wash hands prior to food handling and at frequent intervals.
- Gloves and hand sanitizer are not a substitute for handwashing.
- Ready to eat foods cannot be handled with bare hands. Deli paper, utensils, disposable gloves or other barrier must be used.
- All employees handling food shall wear hair restraints.
- Eating, drinking and smoking are not permitted in the stand.
- Employee beverages shall be in a cup with a lid and a straw or tight fitting lid and stored away from food preparation areas.

FOOD & CONSUMER SAFETY • 317-221-2222
www.marionhealth.org
HANDWASHING STATION SET-UP

Wastepaper Basket

Warm Water

Free Flowing Spigot

Soap

Discard Bucket