

# Temporary Vendor Requirements for Food Service

1. Application needs to be submitted to the Health Department 10 days prior to the start of the event you want to participate in.
2. Must have some form of overhead protection such as a tent. An enclosed mobile unit is preferred.
3. If site is grass or gravel, flooring must be provided to ensure that dust/dirt does not contaminate the area, use of large tarps or plywood is acceptable.
4. **ALL FOODS MUST BE FROM COMMERCIAL SOURCES OR COOKED AND PREPARED ON SITE OR INSIDE OF THE UNIT. NO HOME COOKED, CANNED OR BAKED ITEMS ARE ALLOWED.**
5. A method for washing hands is needed. This can be a large plastic container with a spout or spigot, soap, hot water and paper towels.
6. A method for cleaning utensils and other equipment is needed. Large containers (3) are needed to wash, rinse, and sanitize (bleach, unscented) and a sanitizer test kit to check the sanitizer solution strength is required. (This test kit can be purchased at any restaurant supply store).
7. If your event will last longer than 4 hours all utensils in continuous use will need to be washed, rinsed, and sanitized at least every 4 hours to prevent growth of harmful bacteria.
8. Hot and cold water are needed. A large coffee maker could be used to produce hot water or another suitable method.
9. Gloves, deli tissue or tongs are required to prevent bare hand contact with ready to eat foods (sandwich buns, lettuce, tomato, or cheese)
10. All items must be stored off the ground at least 6 inches or more. (No food items or food storage directly on ground). Food items shall be covered when not in use with lids or plastic or Reynolds wrap.
11. All food handlers shall wear proper hair restraints (pony tail holder, hat, and hair net)
12. A food style thermometer (or chef's thermometer) must be provided to check food temperatures (hot and cold foods). It should have a thin probe (digital or dial). If a dial thermometer is used it must be scaled in 2 degree increments from 0 degrees to 220 degrees.
13. Coolers or other methods for keeping foods cold (41 degrees or lower) shall be provided.
14. Hot foods are to be held at 135 degrees F or above. (This includes all foods that are being held and/or served hot, ex: chili, hot dogs, stew, soups, BBQ, roasts, etc.)
15. Trash cans with liners and a tight fitting lid are to be provided.
16. Any grilling that will occur outside the tent must be in an enclosed grill (with a lid), the grill must be cleaned and sanitized prior to use.
17. Prior to issuance of a temporary permit to sell food items, the premises must be completely cleaned and sanitized and ready for service so an inspection can be completed and equipment checked.
18. The environmental specialist assigned to inspect your premises may have other requirements. Each situation and vendor is different as well as the food items being prepared and protecting the public's health and welfare is our major concern.
19. Once the permit has been issued, the permit must be displayed in a manner where the public can view it. The permit is good only for that event and expires when the event is over.

If you have any questions or concerns with your set up or things that are required please call 434-476-4863(Halifax); 434-738-6815 (Mecklenburg); and 434-848-2525 (Brunswick).

## **OUT OF STATE PARTICIPANTS**

**If you are from outside of Virginia please call the office for the area you wish to participate in event for additional requirements for participation in a Virginia event.**