

FOOD PROTECTION

- All food and drinks must be covered or wrapped at all times to prevent contamination from insects and dust.
- All food and supplies used in the booth must be stored at least six inches off the floor.
- Only single service (disposable) items may be provided for customer use. They must be kept wrapped to prevent contamination from dust, insects, and hands. Straws must be individually wrapped.
- Ice used for cooling or serving food or drinks must come from an approved source (no ice from home will be permitted).
- A bake sale registration is required for any home-baked items. Baked items must be wrapped for individual sale.



COMPLIANCE WITH REGULATIONS

- **No food sales will be allowed until permit has been issued.**
- Vendors are responsible for compliance with all county guidelines.
- The permit will be issued upon passing inspection.
- Permits will be issued **ONLY** for one location in connection with a single event, and for the duration of the event, not to exceed 14 days. **FEES MUST BE PAID PRIOR TO OPERATION.**

QUESTIONS OR TECHNICAL ASSISTANCE

If you have any questions or need technical assistance in planning your event, please do not hesitate to contact:

**Bernalillo County
Health Protection**

111 Union Square SE, Suite 300
Albuquerque, NM 87102
Phone: (505) 314-0310

Bernalillo County HEALTH PROTECTION



Guidelines *for* Food Vendors *at* Fiestas *and* Temporary Events

The mission of the Health Protection team is to serve the residents of Bernalillo County by protecting public and environmental health.

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FOOD VENDOR GUIDELINES

Simple steps to a safe and fun event!

Bernalillo County is committed to helping you run the safest food booth possible in order to have a successful and fun event for your organization.

This pamphlet contains an outline of the requirements that must be met by all food vendors in the planning and operation of temporary food establishments (booths).

A temporary food establishment means a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration. (Bernalillo County Food Code 1-201.10(B))

INITIAL NOTIFICATION

Organizers must contact Health Protection staff at (505) 314-0310 at least 2-weeks prior to the event. This allows sufficient time to schedule food safety training and answer questions regarding safe food handling. Health Protection staff will assist you with all necessary steps and answer any questions you may have.

PERMIT APPLICATION

A separate permit is required for each booth. The cost for a temporary food establishment permit is \$30. A complete menu is required for each booth. Permits will be effective for the duration of the event only. The event coordinator will be responsible for verifying that each vendor has obtained the proper permits.

TRAINING

Food safety training is necessary for large events. Event organizers are responsible for scheduling training with Health Protection staff and food booth operators at least one week prior to the event.

CONSTRUCTION OF BOOTH

- Floors of all temporary food booths must be of wood, asphalt, or other durable and easily cleanable material.
- Booths must be enclosed on all four sides with a 1 1/2 ft. X 2 1/2 ft. opening to pass food through.
- Ceilings shall be made of wood, canvas, or other materials that protect the interior from inclement weather and wind-blown dust.
- All booths must have a hand washing station with clean running water (temporary units such as coolers with a free-flowing spout are permissible), soap, and paper towels.
- Booths are subject to fire regulations, and may be inspected by the Fire Department to ensure compliance.

FOOD HANDLING REQUIREMENTS

- Food must be prepared on-site or at a permitted food facility. Food prepared at home is not allowed.
- Time/temperature control for safety foods (meat, dairy, seafood, cut produce, etc.) must be maintained below 41°F for cold food and above 135°F for hot foods.

FOOD HANDLING REQUIREMENTS CONTINUED

- Food prepared at an off-site, approved facility must be protected during transportation and maintained at safe temperatures.
- Thermometers are required to monitor the hot or cold temperature of all potentially hazardous food. All food must be served the same day that it is prepared. Prepare food in small amounts and discard any food that is leftover at the end of the day.
- Everyone working in the food booth must wash their hands and arms with soap and water prior to commencing work, after breaks, and after contact with their mouth, hair, or any area that could transfer germs to the food.
- **Disposable gloves are required for handling ready-to-eat food.**
- In order to minimize the risk of cross-contamination, **NEVER** allow the same person to handle money then serve food.
- All persons working in the food booth **must** wear clean clothes and a **hair restraint** (net, cap, etc.)
- The use of tobacco in any form is **prohibited** within the food booth.
- Each operator must take suitable steps to control insects in the food booth. Check with the Health Protection staff for information on approved methods of pest control.

