



2018 Hometown Fest Food Vendor Application Friday June 29th – Wednesday July 4th



Each year, the Palatine Jaycees host Hometown Fest, a Fourth of July Celebration which includes fireworks, entertainment, food vendors, parade, carnival, expo and many other family activities. Several thousand people attend the festival each year. In addition to attracting residents, Hometown Fest attracts visitors from surrounding cities and towns. The festival takes place at Community Park located at 262 E. Palatine Road in Palatine.

Reserve a food booth space today as there are a limited number of spaces available under the food vendor tent. In addition to product sales, food vendors will have exposure to thousands of people for residual sales at your local restaurant. Booth cost is \$1200 and includes an approx. 10’ wide (frontage) by 9’ deep space under the tent. Each vendor will also have additional space behind the tent available for food preparation and supplies. Each vendor will be provided two 20-amp outlets and 2 parking passes.

This year’s festival hours include:

Date	Times	Item	Festival Events
Friday, June 29	9:00 AM – 2:00 PM	Unloading & Setup. Health and Safety Inspections begin at 1pm.	
	5:00 PM – 12:00 AM	Festival hours	Carnival, Entertainment
Saturday, June 30	12:00 PM – 12:00 AM	Festival hours	Parade, Entertainment, Carnival, Expo
Sunday, July 1	12:00 PM – 10:00 PM	Festival hours	Entertainment, Carnival, Expo
Monday, July 2	5:00 PM – 10:00 PM	Festival hours	Carnival, Entertainment
Tuesday, July 3	12:00 PM – 12:00 AM	Festival hours (Fireworks)	Fireworks, Carnival, Entertainment
Wednesday, July 4	12:00 PM – 5:00 PM	Festival hours and Teardown	Carnival, Family Day

To become a food vendor at Hometown Fest, please complete the attached application and mail or email electronic copy to food@palatinejaycees.org. Food vendor applications will be evaluated and approved on a first come basis. Registration will be confirmed via email within 21 days of receipt of their application. The Palatine Jaycees reserve the right to refuse entry. Checks will be returned to those applicants not selected. Food tent location will be decided by the Hometown Food Vendor Committee. **All participating food vendors must comply with the attached list of rules and regulations.**

Any questions or comments can be directed to 2018 Hometown Festival Food Chairmen:

Alex Green (847) 840-9307, Chris Goeller (847) 452-5235, Jay Nagle (630) 251-7287,

Mark Bever (847) 345-4160

Email: food@palatinejaycees.org.



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1. **BOOTH:** Each booth fee includes a space of about 10' wide (frontage) by 9' deep under the tent. Each vendor will also have additional space behind the tent available for food preparation and supplies. Each vendor will be provided with two 20-amp outlets. Food area access is behind the school.
2. **INSURANCE:** Vendors must provide proof of insurance for this event. Minimum insurance requirements are \$1,000,000 General Liability; \$1,000,000 Auto Insurance and Workers' Compensation. The following groups must be named as Additional Insured on the policy for the duration of event: Palatine Jaycees, Palatine Park District, Village of Palatine & Community Consolidated School District 15.
3. **MENU & PRICING:** Food vendors shall list menu and prices as part of food vendor application. Food vendors are required to post menus and prices during the festival. Changes in menu items or pricing from original application must be received no later than June 6th and they are subject to approval of the Palatine Jaycee Hometown Fest Food Committee.
4. **ITEMS NOT PERMITTED FOR SALE:** Food vendors are prohibited from selling the following items: Can/Bottled Beverages (including soft drinks, soda, sport drinks, tea and water), Alcoholic Beverages, the following at prices lower than the carnival: Cotton Candy, Pop Corn, Snow Cones, Funnel Cakes, Corn Dogs, Or Items that have not been approved by Palatine Jaycees Food Committee and/or not mentioned in The Menu Form.
5. **FOOD HANDLING PERMIT:** Vendors are required to obtain at Village of Palatine Temporary Food Handling Permit. Vendors should submit applications directly to the Palatine Health Department by June 1st, 2018. <https://www.palatine.il.us/DocumentCenter/View/506> (Also included at the end of this packet)
*** If you do not pass inspection you will not be able to open***
6. **FIRE & SAFETY PERMIT:** Vendors are required to follow all appropriate fire and safety regulations of the Palatine Fire Department regulations including fire extinguisher requirements. Please review the list of regulations prior to event.
7. **PROPANE:** ALL PROPANE MUST BE PURCHASED THROUGH AMERIGAS (800-398-1354) Amerigas is compliant with the Palatine fire department regulations and provide 24 hour service for emergencies. Orders should be place by June 6th. Propane tanks must be at least 10 feet from cooking source and tent and be attached to stakes. Tank stakes will be provided free of charge by the Palatine Jaycees if requested by June 6th. The Palatine Jaycees will be following up with AmeriGas to ensure orders have been placed.
8. **SETUP:** Set-up will begin on Friday, June 29th at 9:00 a.m. Tent assignments and parking permits will be given to you at this time. Food booth **MUST** be ready for inspection by the Health and Fire Departments **NO LATER THAN 1:00 PM** on Friday June 29th. You must be present for the inspection. The Palatine Jaycees **DO NOT** provide tables, chairs, extension cords, breaker power strips, food service equipment or supplies.
9. **ELECTRICAL:** Two 110 volt, 20 amp electric circuits will be provided by electrical drop, not a generator. Electrical shall be either direct plug into outlets on the panel or by a breaker power strip. Extra outlets may be available based on demand. Please contact the Food Committee by June 7th if you need an extra outlet.



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10. **HOURS OF OPERATION:** Vendors need to main remain open from Festival Start time to at least 60 minutes before Festival End time.
11. **WATER SUPPLY:** A sink and/or hose will be located near the food tent for your use. In addition, there will be portable toilets near the food tent for use by food vendors.
12. **GARBAGE:** Dumpsters will be located near the food tent for your use. The use of school dumpsters is prohibited. All boxes must be broken down before being thrown away. Grease barrels for used cooking grease will be available, please let the committee know if you will need access.
13. **ICE:** Bags of ice will be available at the festival site for purchase. Cash payment is required at time of purchase. Please provide estimate of daily # of bags needed.
14. **DONATIONS:** By contract, the Palatine Jaycees must provide food and beverages for some of the entertainers. If you wish to help us meet this commitment, please check box on application and we will contact you for further information. Any donation or discount would be greatly appreciated.
15. **OTHER:** Neither the Palatine Jaycees nor the Palatine Park District are responsible for any loss or any damage incurred during the Festival due to weather, guests, transport, etc...
16. **AD BOOK DISCOUNT:** Food vendors are offered a 20% discount on purchase of ads in Festival Program. Contact food chairman for additional details.

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Outdoor Food Vendor Safety Checklist

DEEP FRYERS

- All deep fryers shall have metal covers capable of completely covering the unit available.
- Deep fryers will not be allowed under any tent greater than 10'x10".
- When using a fryer, a Type "K" fire extinguisher shall be present and accessible.

GRILLS

- Grills and any other open flame appliances will NOT be allowed under any tent greater than 10'x10".
- If charcoal is used, metal containers for the hot coals shall be provided. Ashes can be dumped in the garbage only after they have been cooled by dousing and saturating with water.

GENERAL COOKING

- Free standing burners for large boiling pots shall be anchored in a manner to prevent tipping.
- Hotplate and warming lamps will be allowed under the tents only if the total cooking surface does not exceed 300 square inches (length x width = area).

FIRE EXTINGUISHERS

- Each vendor using any type of heat source shall provide a fully charged fire extinguisher with a minimum rating of 2A: 10B:C and it shall remain accessible at all times.

PRESSURIZED CYLINDERS

- Pressurized cylinders shall be secured in an upright position at all times.

PROPANE CYLINDERS

- All propane cylinders shall be at least ten (10) feet from any heat source.
- Propane shall not be used under tents larger than 10' x 10'.
- All propane cylinders shall be stored in an upright and secured position to prevent them from falling over.
- All propane cylinders shall be promptly removed from the grounds during the festival breakdown.

ELECTRIC USE

- All electrical appliances should be plugged directly into the generator or an approved electrical service.
- Electrical cords may be used at a minimum and shall be designed for heavy-duty, outdoor use and shall not create a trip hazard.
- A circuit protected power strip shall be used for multiple connections.

TENT REQUIREMENTS

- Refer to the tent requirements on the following safety checklist.

VILLAGE OF
PALATINE
Fire Prevention


For any questions or concerns regarding these or any other Special Event issues, please call the Palatine Fire Prevention Division at 847-359-9029 during normal business hours.

Jay Atherton

Fire Marshal
jatherton@palatine.il.us

Small Temporary Canopy Safety Checklist

TENT SECUREMENT

- All guy ropes, tent stakes or related securement devices shall be protected so they do not create a public hazard.
 - Stakes shall not be used in parks and parkways due to underground electrical hazards.
 - Canopy weights shall be used, per manufacture's specifications.
 - Examples of good canopy weights
 - Filling 2.5 gallon buckets/containers with sand/cement that can be anchored or secured with a rope or bungee; these include canvas bags or plastic buckets/containers that have a handle through which a rope or bungee can be secured.
 - Sandbag weights that are specially made for securing canopies and weigh at least 24 pounds. These sandbag weights are vertical and can be strapped the legs of the canopy.
- 
- PVC pipe capped and filled with cement/sand, 24 pounds, can be hung on the inside of canopy poles as long as it is secured so that it does not collide with customers.
 - The best weights are strapped to the bottom of each leg, and then tethered via a bungee to the top corner of the canopy, thus lowering the center of gravity of the canopy. In a strong gust of wind, even canopies secured with enough weight, can be broken if

the weights are not suspended from the top corners of the canopy.

- Examples of bad canopy weight
 - Sandbags that cannot be placed upright and securely tied to the tent or canopy should not be used.
 - Tying tents, canopies or umbrellas to tables, coolers or vehicles provides tripping hazards and frequently does not provide adequate weight. Vendor safety is just as important as customer safety.
 - In addition to not providing enough grip to prevent a canopy from taking flight in a strong gust of wind, tent stakes are barely visible and can cause a serious tripping hazard.
 - Cement block use is not allowed!
 - At all costs, avoid stretched out cords and lines. People get them wrapped around their arms or legs, causing them to trip and fall.
 - Gallon water jugs are not heavy enough for large gusts of wind. A gallon of water weighs 8 pounds. One gallon of water on each corner would be the equivalent of a 3 year old child trying to hold down a 100 square foot parachute.

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VILLAGE OF PALATINE TEMPORARY EVENT FOOD PERMIT APPLICATION

Environmental Health Division, 200 E. Wood St., Palatine, IL 60067 Phone: 847-359-9090 Fax: 847-776-4733

INSTRUCTIONS: APPLICATIONS MUST BE SUBMITTED 14 DAYS PRIOR TO EVENT.
PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SECTION 1 - GENERAL INFORMATION

EVENT INFORMATION

Name of Event	Date(s) of Event
Location of Event	Time(s) of Event

TEMPORARY EVENT FOOD COORDINATOR INFORMATION (If different from Main Event Organizer/Coordinator)

Name of Coordinator	Email	
Coordinator Address (No P.O. Boxes)	City	Zip
Phone Number	Cell Phone Number	Fax Number

APPLICANT INFORMATION

Name of Applicant	Email	
Business or Organization Name		
Applicant Address (No P.O. Boxes)	City	Zip
Phone Number	Cell Phone Number	Fax Number

ACKNOWLEDGEMENT/SIGNATURE

By signing this application, I certify that the information provided is correct and I acknowledge having read and understood the information contained in this application and in the Special Event Permit Application Packet. I agree to comply with all applicable codes, ordinances, laws and the conditions contained in the Temporary Food Permit approval.

Signature of Applicant _____

Date _____

FOR OFFICE USE ONLY

Menu Submitted: Yes No Booth Layout Submitted: Yes No

Permit Issued Prior To Event: Yes No FSSM Info: NA Yes No Approved _____ Denied _____

Sanitarian Signature _____ Date _____

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SECTION 2 - PRE-PACKAGED POTENTIALLY HAZARDOUS FOOD

Will commercially processed prepackaged potentially hazardous foods be sold? Yes No

If Yes – Complete Section 5 (page 3) and Section 7 (page 6)

If No – Skip to Section 3 (page 2)

Will commercially processed prepackaged potentially hazardous foods be sampled? Yes No

If Yes – Refer to food sampling requirements (page 11) and complete Section 7 (page 6)

If No – Skip to Section 3 (page 2)

SECTION 3 – REPACKAGED AND BULK FOODS

Will any commercially processed prepackaged foods be repackaged? Yes No

If Yes - Complete below location and describe method of repackaging.

If No – Skip to next question.

If Yes – List location and describe method of repackaging foods.

Will any commercially processed prepackaged foods be sold in bulk? Yes No

If Yes - Complete Section 5 (page 3) and Section 7 (page 6)

If No – Skip to Section 4 (Page 2)

SECTION 4 - PREPARED FOODS

Will foods be prepared in advance or on site? Yes No

If Yes - Complete Section 5 (page 3), Section 6 (page 4), and Section 7 (page 6)

If Yes, provide a copy of the IDPH Certified Food Service Sanitation Manager certificate with the application that will be overseeing the operation.

CERTIFIED FOOD SERVICE MANAGER

Name

IDPH Certificate Number

Expiration Date

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SEE ATTACHED GUIDELINES FOR FURTHER INFORMATION

SECTION 6 - PREPARATION OF FOODS

List all food items and how they will be prepared, transported, and held before and during the event

Food Item	Food Item Details
Example: Chicken Tacos	<u>Preparation</u> Chicken, lettuce, onions and tomatoes cut at restaurant. Stored under refrigeration after preparation
	<u>Transportation</u> Above items transported in insulated containers or refrigerated truck to event.
	<u>Holding Procedures</u> Above items held under mechanical refrigeration at the event. Chicken cooked on grill and held on the steam table. Tacos assembled as ordered.
	<u>Preparation</u>
	<u>Transportation</u>
	<u>Holding Procedures</u>
	<u>Preparation</u>
	<u>Transportation</u>
	<u>Holding Procedures</u>
	<u>Preparation</u>
	<u>Transportation</u>
	<u>Holding Procedures</u>

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SECTION 6 - PREPARATION OF FOODS (Continued)

List all food items and how they will be prepared, transported and held before and during the event

Food Item	Food Item Details
	<u>Preparation</u>
	<u>Transportation</u>
	<u>Holding Procedures</u>
	<u>Preparation</u>
	<u>Transportation</u>
	<u>Holding Procedures</u>
	<u>Preparation</u>
	<u>Transportation</u>
	<u>Holding Procedures</u>
	<u>Preparation</u>
	<u>Transportation</u>
	<u>Holding Procedures</u>

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SECTION 7 - FOOD SERVICE LAYOUT

A large grid for drawing the food service layout. The grid consists of 20 columns and 20 rows of small squares, providing a space for the applicant to draw and label the locations of various food service equipment.

Identify the location of the following food service equipment

- Handwashing Station
- Bucket Washstation
- Mechanical Refrigeration/Freezers
- Hot Holding Equipment
- Garbage Cans
- Prep Tables
- Service Counter
- Cooking Equipment
- Single Service and Supplies
- Insect Fan
- Tent Outline

VILLAGE OF PALATINE

TEMPORARY EVENT FOOD PERMIT APPLICATION

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PERMIT GUIDELINES

A temporary food service event is defined by the Illinois Department of Public Health (IDPH) Food Service Sanitation Code as any food vendor that serves or sells food at a fixed location for a period of time of not more than 14 consecutive days in conjunction with a single event.

Permits are required for the service or sale of any of the following foods: 1) pre-packaged, potentially hazardous food, 2) any sampling of potentially hazardous foods, 3) any repackaged foods, 4) any bulk sales of foods, and 5) any prepared foods.

Permit applications shall be submitted 14 days in advance of any event. Food vendors may not prepare, process, dispense, store or deliver food until a permit has been approved and issued by the Environmental Health Division.

Food vendors shall comply with the IDPH Food Service Sanitation Code (<http://www.ilga.gov/commission/jcar/admincode/077/07700750sections.html>) as adopted by the Palatine Code of Ordinances.

Food vendors participating in farmers markets shall comply with the IDPH Sanitation Guidelines for Farmers Markets effective May 16, 2013. (http://www.palatine.il.us/assets/1/special_events_applications/IDPH_FDD_TIB30_Farmers_Markets_051613.pdf)

Cottage Food Operators at farmers markets shall register with the local health department where the cottage food operation resides. A copy of the approved cottage food industry registration from the local health department shall be attached to the permit application.

These guidelines have been prepared to assist you with the application process and to minimize the risk of food borne illness incidents at temporary food service events. This information is not a complete statement of all laws and should not be a substitute for them.

SECTION 2 - PRE-PACKAGED POTENTIALLY HAZARDOUS FOODS

This information is generally intended for commercially processed pre-packaged potentially hazardous foods sold at farmers markets, fairs, flea markets or other similar events.

Items pre-packaged in advance of retail sale shall be labeled with the following information in English: 1) The common and/or usual name of the product; 2) The name, address and zip code of the manufacturer, processor, packer, preparer or distributor; 3) The net contents of the package; 4) A list of ingredients in the order of their predominance by weight with ingredients shown by their common or usual name; and 5) A list of any artificial color, artificial flavor or preservative used.

SECTION 3 – REPACKAGED AND BULK FOODS

This information is generally intended for: 1) commercially processed packaged foods that are then repackaged into smaller quantities in advance of sale or 2) commercially processed packaged foods sold in bulk (scooped and weighed) at farmers markets, fairs, flea markets or other similar events.

SECTION 4 - PREPARED FOODS

This information is generally intended for foods that are prepared, cooked, assembled and served in advance or during the event. Some examples include festivals, fundraisers and sporting events.

VILLAGE OF PALATINE TEMPORARY EVENT FOOD PERMIT APPLICATION

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SECTION 5 - FOOD ITEMS AND SOURCE

Food shall be in sound condition, free from spoilage, filth, and other contamination and shall be safe for human consumption. Food shall be obtained from sources that comply with all laws relating to food and food labeling. Use of home prepared or hermetically sealed food is prohibited.

Some examples of approved food sources include food service establishments, retail food stores or commissaries. List all food items to be sold or served at the event and the source of the food. Receipts or invoices must be retained for all food purchased and made available upon request.

Any advance food preparation must be conducted at a regulated and inspected food service establishment, retail food store or commissary. Submit a copy of a current food permit/license of the food service establishment, retail food store or commissary where foods will be prepared in advance of the event.

SECTION 6 - PREPARATION OF FOODS

To help us better understand your food operation and ensure that food safety is the priority, an explanation of how each menu item is transported, stored, prepared and served before and during the event is required.

Menu items are subject to the review and approval of the Environmental Health Division. This Division may impose additional requirements to protect against health hazards and may prohibit the sale of some or all potentially hazardous foods.

Only those foods requiring limited preparation shall be prepared or served at the event. Complex preparation, including the practice of cooling of potentially hazardous foods, shall be done in advance at an approved food service establishment.

Food vendors that are preparing and cooking potentially hazardous foods on site shall be under the operational supervision of an IDPH Food Service Sanitation Manager. A copy of the certificate shall be provided with the application.

SECTION 7 - FOOD SERVICE LAYOUT

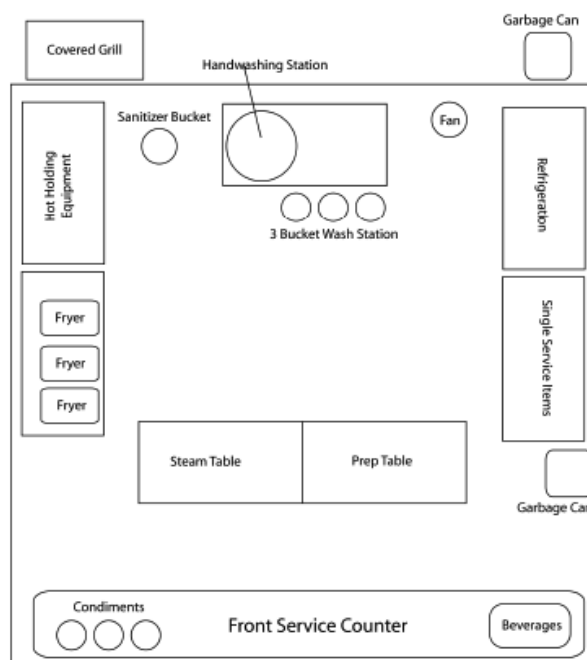
Complete the food service layout to show the location of all food service equipment that will be used at the event. Identify equipment such as a hand washing station, mechanical refrigeration, grills, hot holding boxes, and a dish washing station. You can identify these by labeled boxes. Refer to Diagram 1.

Outside booths must have overhead covers, such as tents or canopies, to protect food from contamination and poor weather conditions.

As a reminder, open flamed grills shall not be located under the tent for fire prevention requirements.

Example of Booth Layout

Diagram 1



VILLAGE OF PALATINE

TEMPORARY EVENT FOOD PERMIT APPLICATION

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Food Safety Requirements

A. Temperature Control

Potentially hazardous foods shall be maintained at 41°F or below or 135°F and above at all times during transportation, storage, preparation, display and service. A potentially hazardous food is defined as any food that requires time/temperature control for food safety that consists in whole or in part of:

- Meat, poultry and eggs
- Milk and dairy products
- Baked potatoes
- Raw seed sprouts
- Cut tomatoes and cut melons
- Fish, shell fish and crustaceans
- Heat-treated plant food (cooked rice, beans or vegetables)
- Tofu and soy-protein foods
- Non-commercially prepared garlic and oil mixtures

The use of temperature logs is strongly recommended to verify maintenance of required temperatures.
(http://www.palatine.il.us/assets/1/environmental_health/Temperature_Log.pdf)

Potentially hazardous foods not maintained at required temperatures will be subject to destruction.

B. Cold Foods

Food vendors are required to provide mechanical refrigeration for the cold storage of all potentially hazardous foods. The use of insulated facilities, coolers or ice for transporting potentially hazardous foods to temporary food service events shall be permitted. Cold potentially hazardous foods shall be maintained at 41°F or below at all times.

C. Hot Foods

Hot potentially hazardous foods shall be maintained at 135°F or above at all times after cooking. Mechanical hot holding equipment is strongly recommended to maintain at required temperatures.

Hot Holding Options:

- Grills
- Ovens
- Warmers*
- Chafing dishes with sternos*
- Steam tables*

* Warmers, steam tables and chafing dishes may not be used to reheat potentially hazardous foods.

D. Food Protection

At all times, including while being stored, prepared, displayed, served, or transported, food shall be protected from potential contamination, including dust, insects, rodents, unclean equipment and utensils, unnecessary handling, coughs and sneezes, flooding, drainage, and overhead leakage or overhead drippage from condensation.

To protect food from contamination, follow these guidelines:

- All food, single service items, equipment and utensils shall be stored at least 6 inches off the ground and shall be covered to prevent contamination.
- Employees shall utilize utensils, gloves or other barriers to avoid bare hand contact with ready to eat foods.
- Oscillating fans shall be used at outside events for flying insect control.
- Only single service articles shall be provided for use by the consumer.
- Raw foods must be stored properly to avoid cross contamination of ready to eat foods.
- Condiments should be dispensed from pumps or squeeze bottles, prepackaged, or served from containers with hinged lids.
- Bulk foods for retail sale shall be stored in approved containers with handled scoops.

Food and Single Service Storage Options:

- Dunnage Racks
- Pallets
- Bread Racks
- Tables
- Crates

VILLAGE OF PALATINE TEMPORARY EVENT FOOD PERMIT APPLICATION

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E. Temporary Dish Washing Station

Three containers large enough to wash, rinse and sanitize all food service equipment and utensils shall be provided. See Diagram 2. An additional bucket shall be provided for the storage of wet wiping cloths in an approved sanitizer solution. It is recommended to bring extra clean equipment and utensils so dish washing on site is limited.

Proper set up of a temporary dish washing station:

- Wash (clean soapy water)
- Rinse (clean rinse water)
- Sanitize (water and sanitizer)



All food service equipment shall be fully immersed for one minute in the sanitizer solution and allowed to air dry. Always measure the level of sanitizer by using chemical test strips to check the solution. Water shall be changed often.

Sanitizer Options:

Chlorine bleach -- 50 to 100 ppm or per manufacturer's specifications.
Quaternary ammonium -- 200 ppm or per manufacturer's specifications.
Test strips are required to monitor sanitizer concentration.

F. Personal Hygiene

Employees shall only consume food in designated areas away from food and food preparation areas. Do not use tobacco in any form while preparing or serving food. Employees shall use effective hair restraints when working with food and wear clean clothes and aprons.

Wash hands prior to handling food, and always:

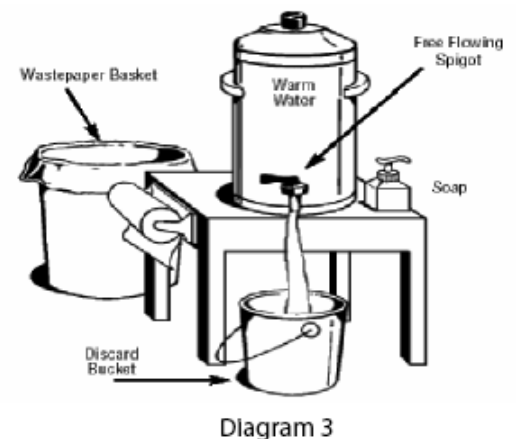
- Before using single use gloves;
- After coughing, sneezing, eating, drinking, or using tobacco;
- After using the restroom;
- After working with raw foods;
- During food preparation and between tasks;
- Touching or engaging in any activity that may have contaminated your hands.

G. Temporary Hand Washing Station

A temporary hand washing station for employees shall be provided for all events where food is being sampled or prepared. See Diagram 3. The set up shall include:

- Hand soap
- A container of water with a free flowing spigot
- A waste water discard bucket
- Paper towels
- Wastepaper basket

Each of these components must be present and set up at all times while food is being prepared or sampled. Hand sanitizer shall not be used in place of soap. The use of hand sanitizer is not a substitute for proper hand washing.



VILLAGE OF PALATINE

TEMPORARY EVENT FOOD PERMIT APPLICATION

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H. Food Sampling Requirements

Food vendors conducting sampling of potentially hazardous foods are required provide a temporary hand washing station and a temporary dish washing station.

Hand Washing

Frequent and thorough hand washing remains the first line of defense in preventing food borne illness. Foods for sampling must not be handled with bare hands. To prevent contact with bare hands, use deli tissue, tongs or single use gloves. Hands must always be washed first before using single use gloves. When washing hands, rub hands together for at least 20 seconds. See Diagram 3 (page 10) for the temporary hand washing set up.

Cutting and Dispensing

It is recommended that foods for sampling are prepared, cut and portioned in advance at an approved food service establishment. If this is not possible, a clean cutting board shall be used for the cutting of any foods. Food should be protected from customers sneezing or coughing by means of a cover, dome or sneeze guard. For those foods requiring refrigeration, only put out small amounts of food at a time, for example, limit each batch to 15 minutes worth of samples.

All potentially hazardous foods shall be maintained at 41° F and below or 135° F and above at all times. To prevent contact with the customer's hands, directly dispense food samples to customers with single service cups, tooth picks or other single service items.

Dish Washing

If foods are to be cut or dispensed with utensils, a temporary dish washing station must be provided. See Diagram 2 (page 10) for the temporary dish washing set up.

**Should you have any questions about the Temporary Event Food Permit Application
please contact the Environmental Health Division at (847) 359-9090**