

Dear Temporary Food Service Vendor:

It is your responsibility to obtain a temporary license to serve food at a temporary event or festival. You must apply for and submit the license fee for your temporary license 48 hours before the event begins. You are also responsible for obtaining a separate license for each location at the event. The license is \$10.00 for the first day and \$10.00 for each additional day of operation. The additional days must be consecutive days of operation. A license will be issued at the time of the event.

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. 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.

Please review the 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 this department at (812) 379-1550.