Special Events
Coordinator and Food Vendor Requirements

Environmental Health Services
Mobile Food/Special Events Program

Working with Our Community
to Ensure a Safe and Healthy Environment
Special Events include, but are not limited to:

• Grand Openings
• Circus
• Tasting events
• BBQ Competitions
• Festivals
• Large sporting events
• School sanctioned functions (homecomings, carnivals)
Coordinator Requirements

Special Event Coordinator Registration Form

All Special Events where food will be sold or given away are required to be registered with Maricopa County Environmental Health Services.

- To properly register an event the individual coordinating the event must submit the Coordinator Application (https://www.maricopa.gov/FormCenter/Environmental-Services-16/Special-Event-Coordinator-Event-Registra-187).

This application provides the main information needed about the event including:
- Time and date of the event
- Number of food vendors
- Anticipated number of guests
- Water supply
- Number of restrooms/portable toilets (must be 25 feet away from food vendors)
- Presence of animals (must be located 100 feet away from food vendors)

This information helps the Department help you to ensure that the needs of the vendors and guest are met. It also ensures inspections go as smoothly and quickly as possible.
Coordinator Requirements
Special Event Coordinator Registration Form

Submit the Coordinator Registration form online 30 days prior to the start of the Special Event.

https://www.maricopa.gov/FormCenter/Environmental-Services-16/Special-Event-Coordinator-Event-Registration-187
Coordinator Requirements

Special Event Vendor List

The coordinator is responsible for ensuring that all food vendors are properly permitted prior to the start of the Special Event.

• Only food vendors with mobile food establishment, temporary food establishment, or catering permits are allowed to operate at special events.

• The Vendor List must be filled out completely including the Maricopa County Environmental Services permit numbers (MF# or FD#) for all food vendors that will be operating at the event.
# Coordinator Requirements

## Vendors List

<table>
<thead>
<tr>
<th>#</th>
<th>Business Name</th>
<th>Contact Name</th>
<th>Physical Address-Street, City, State</th>
<th>Phone Number</th>
<th>Email Address</th>
<th>Type of Permit (Food or Beverage Booth / Mobile Food Unit / Caterer)</th>
<th>Maricopa County Permit Number (If operating under permit)</th>
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<tbody>
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</table>

Please be advised that if vendors are found at events without permits or fail to pay for their permits they will be posted closed and required to leave.

[Special Events Vendor List Template (Excel)](#)
Food Vendor Requirements
Food Vendor Requirements – Permits Allowed at Special Events

No permit is needed in Maricopa County for:

• Promotional sampling of non-TCS foods
• Selling of packaged non-TCS foods
• Commercial sales / sampling of beverages opened or poured into disposable cups from commercial package (kegs, bottles, cans, beer trucks)
• Arizona Department of Health Services (ADHS) Cottage Food (Home Baked and Confectionery Goods) Vendors
• Bake Sales
• Vendors that sell whole uncut produce or sell food products in their natural state (ARS Title 3, Chapter 3, Article 7)

Permit Exemptions (PDF)
Food Vendor Requirements – Permits Allowed at Special Events

Permit Types Allowed at Special Events

- Temporary Food Establishment
- Seasonal Food Establishment
- Annual Event Food Establishment
- Mobile Food Establishment Type III (Mobile Food Unit)
- Mobile Food Establishment Type II (Push Cart)
- Mobile Food Establishment Type I (Food Peddler)
- Food Catering Permit
Food Vendor Requirements – Permits Allowed at Special Events

Temporary Food Establishment Permit (TMP)
- Events lasting 1 to 14 consecutive days

Examples:
- Festivals
- Tasting events
- Homecoming games
- Major Sporting events
Food Vendor Requirements – Permits Allowed at Special Events

Seasonal Food Establishment:

- Events lasting for 15 to 120 days within any permit year.
- Operates in conjunction with an onsite commissary or fixed food establishment unless alternate Department approval is obtained

Examples include:

  - Spring Training
  - Pumpkin Patches
  - State Fair
Food Vendor Requirements –Permits Allowed at Special Events

Annual Food Establishment Permit:
• A food establishment that operates in conjunction with one event for not more than 120 consecutive days.
• Removed from the premises at the end of the event
• Permit is valid for 1 year
• Self-contained hand wash station required or temporary handwash setup
• Must go through plan review

Annual Food Establishment Permit is allowed for use at Special Events, Farmers Markets and Schools (school sanctioned functions including regular games)
Food Vendor Requirements – Permits Allowed at Special Events

Catering Permit – Guidance Document

- **Hold** and **Serve** foods
- Final cooking of meats, soy proteins, and vegetables is allowed
- All food preparation (breading, chopping, mixing, marinating, etc.) must be done at the permitted establishment.
- Caterers must give **notice** to department prior to operating at an event.
  - [https://www.maricopa.gov/FormCenter/Environmental-Services-16/Mobile-Food- Establishments-Food-Caterers-201](https://www.maricopa.gov/FormCenter/Environmental-Services-16/Mobile-Food- Establishments-Food-Caterers-201)
Food Vendor Requirements – Permits Allowed at Special Events

All Mobile Food Permit Types:

- Mobile Food Type I
- Mobile Food Type II
- Mobile Food Type III
Food Vendor Requirements - Permits

Mobile Food Establishment Type I*

- Ice Cream Trucks
- Paleta Carts
- Dispensing pre-made non-TCS drinks
- Cold trucks
- Freezer Trucks
- Snow-cones
- Pre-packaged TCS Foods

* Temporary hand wash station must be set up if sampling any open food or providing beverages, or ice products
Mobile Food Establishment Type II
“Pushcarts” – generally sell/dispense:

- Hot dogs
- Snow Cones
- Kettle Corn
- Coffee
- Italian Ice
- Lemonade
- Elote (Corn)
- Nuts
- Pretzels
- Baked Items
- Sandwiches
Food Vendor Requirements – Permits Allowed at Special Events

Mobile Food Establishment Type III

Enclosed vehicle-mounted food establishment that prepares, cooks, holds and serves food.
Temporary/Seasonal Food Establishment Permit

When is a Temporary/Seasonal Required?

Food vendors that do not have an issued Mobile food Establishment or Catering permit with the Department will need to obtain a Temporary Food Establishment permit if they plan to sell, sample or give away the following at a Special Event:

- Open food (TCS and Non-TCS)
- Pre-packaged TCS food items (i.e., ice cream sandwiches, bottles of milk, packaged sandwiches)
- Serve mixed drinks
- Provide drinks with garnish or ice,
- Provide TCS drinks
- Provide drinks that are not from their original commercial containers.

also, any Mobile Food Establishments that plans to operate in a manner other then how permitted, may need to obtain a temporary permit.

TCS – time/temperature controlled for safety
Temporary Food Establishment Requirements
Temporary Food Establishment Requirements

Booth Construction - Ceiling and Walls

- Booths must have an overhead covering and 3 walls that are smooth easily cleanable. The material can be canvas, 16 inch mesh or other material that keeps food protected from environmental contamination, insects and pests.
Temporary Food Establishment Requirements

Booth Construction - Floors

• The floor of the booth must be smooth, easily cleanable surface and prevent dust and mud.

• Floors shall be constructed of concrete, tarps, machine laid asphalt, dirt, or gravel covered with mats, duckboard, or other approved materials that are effectively treated to control dust and mud.
Temporary Food Establishment Requirements

Hand Wash Station

- All booths must have at least (1) temporary hand wash station.
- Minimum 5-gallons of potable warm water (100°F) in an insulated container with free flowing spigot.
- Waste water container 15% greater than amount fresh water container.
- Soap, paper towels, and waste receptacle.
Approved Source:

- All food and beverages must be obtained from an approved source. **Homemade food is not allowed.**

- All foods must be purchased the same day as the event, unless stored in a commissary.

- All food must be prepared onsite or at the commissary.

- **Commissary Agreements** are required for all advance food preparation and food storage.

- Commissary visits logs and receipts must be available to the inspector upon request.
**Temporary/Seasonal Food Establishment Requirements**

**Cold Holding**

Maintain all time/temperature controlled for safety food items cold at 41°F or below at all times through the use of:

- Ice Chests
- Commercial refrigerators/freezers
Temporary/Seasonal Food Establishment Requirements

Hot Holding Equipment

Maintain all time/temperature controlled for safety food items hot at 135°F or above at all times through the use of:

- Commercial equipment designed for hot holding (i.e., steam tables, cambros, chafing units)
Temporary/Seasonal Food Establishment Requirements

Food Protection

All food and condiments must be protected from contamination during food service, preparation and storage:

• Use sneeze guards, barriers, lids, and limit self service of food

• Store all food at least 6 inches above the ground
Temporary/Seasonal Food Establishment Requirements

Ware Washing

- Provide 3-compartment/bin set-up to wash, rinse and sanitize utensils and equipment for multi-use utensils.

- Provide test strips to check the concentration of the sanitizer solution.
Temporary/Seasonal Food Establishment Requirements

Water Supply Requirements

- Enough potable to last throughout the duration of event for all operations including: handwashing, cooking, ware washing.

- Food grade/NSF hose to hook up to potable water system if needed.

- Ensure backflow prevention device is provided when directly connecting to potable water system.
Wastewater Storage and Disposal

- Store wastewater in wastewater tank/bladder prior to disposal into the sanitary sewer.
- Check with local jurisdiction for grease interceptor requirements.
Solid Waste Storage

- Solid waste must be stored in a closed container to prevent harborage conditions.
Temporary/Seasonal Food Establishment Requirements

Animals

- All food booths must be located at least 100 feet away from any animal areas.

- Animals are not permitted in food establishments.
General Food Vendor Requirements

Illness Policy

- Ensure employees know the symptoms and illness that they need to report to their manager and that they stay home when required.
General Food Vendor Requirements

Hand Washing and Glove Usage

- Hands must be properly washed-20 seconds from beginning to end.
- No bare hand contact with ready-to-eat food.
- Only use non-latex gloves when working with food
General Food Vendor Requirements

Food Storage and Cooking Temperatures

- Ensure time/temperature controlled for safety food is held cold at 41°F or bellow and hot at 135°F or above.
- Cook food to proper temperatures.
Proper Food Storage

- Store raw animal foods separate from ready-to-eat foods during preparation and storage.
- Ensure fish, meat, and poultry, are stored separate from each other except when combined in recipes.
General Food Vendor Requirements

Food Allergens

[Diagram showing major food allergens and symptoms]

Your Responsibilities

- Know the major food allergens and symptoms of a food allergies
- Train employees on their food allergy duties
- Label your packaged products that contain allergens
- Avoid cross-contact in food preparation

Scan for more information!

Working with our community to ensure a safe and healthy environment.
General Food Vendor Requirements

Consumer Advisory

A consumer advisory must be provide at the point of food selection to ensure all consumers are properly informed if you are serving undercooked or raw food items. The items that the consumer advisory applies to must be disclosed and asterisked to the reminder statement.

Consumer Advisory Guidance (PDF)

Examples of acceptable wording for menu advisories:

*“These items may contain raw or undercooked ingredients. Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness”.

* “Eggs are served any style. Consuming raw or undercooked eggs may result in an increased risk of foodborne illness”
General Food Vendor Requirements

Certified Food Safety Manager and Food Service Worker Training

Maricopa County requires all establishments that serve open food, which requires time/temperature control for food safety, to have at least one (1) Certified Food Protection Manager (CFPM) on staff. CFPM shall be physically present, available by electronic or telephonic means during operation.

• This certificate must be visible or readily accessible and kept at the establishment for health inspections.
• To obtain a CFPM Certificate, you must pass an exam administered by an ANSI-Accredited provider.

Maricopa County requires all food-handling employees to obtain a Food Handler’s Certificate. The person in charge at the Food Establishment is responsible for ensuring all food-handling employees obtain this certification.

• The certificate(s) must be visible or readily accessible and kept at the establishment for Health Inspections.
• To obtain a Food Handler's Certificate, you must pass an exam administered by an ANSI-Accredited provider.
Additional Resources

- **Competition Events**: [https://www.maricopa.gov/DocumentCenter/View/53789/Competition-Events-PDF](https://www.maricopa.gov/DocumentCenter/View/53789/Competition-Events-PDF)
- **Suspension Reasons**: [https://www.maricopa.gov/DocumentCenter/View/6481/Suspension-of-Operating-Permit---Reasons-PDF](https://www.maricopa.gov/DocumentCenter/View/6481/Suspension-of-Operating-Permit---Reasons-PDF)
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