

VENDOR INFORMATION FORM

Checklist

Submit to Environmental Health Department 2 weeks prior to the event

- Completed application form
- Booth layout map
- Copy of Food Service License (if not licensed in Pitkin County)
- (Out-of town vendors) Letter of permission to use a local commissary

Provided at booth during the event

- Calibrated thermometer
- Handwashing facilities
- Sanitizing solution and test kit

BOOTH LAYOUT MAP criteria

A layout map of the booth as it will be set up at the event must be submitted (see example below). This layout should include the following information:

- a. Food service perimeter and a description of the barrier used to inhibit public access.
- b. Dimensions and of over-head protection.
- c. Locations of grills and other cooking or hot holding equipment.
- d. Locations of refrigeration units or other cold holding equipment.
- e. Food assembly and service tables, including appropriate protection of foods.
- f. Location of hand washing facilities.
- g. Locations of entrances/ exits.
- h. Description of the floor or ground surface below booth.

i. Description of the wall material. (Screens may be required at events where flies are a problem.)

