

# TEMPORARY EVENT VENDOR OPERATION CHECKLIST

## STAND SET-UP /REQUIREMENTS

- Provide overhead covering for food preparation, cooking and servicing areas at outdoor events. Open flame grills/fryers must be placed outside of overhead covering in accordance with uniform fire code.
- Provide adequate lighting for outside evening events.
- Stands not on concrete or asphalt will need to provide ground cover, such as mats, duckboards or other suitable materials.
- Vendors must have access to potable water from an approved source at all times.
- Vendors must provide a food-grade hose to access water.
- Grease, wastewater or food debris must be properly disposed of. Wastewater may not be dumped on the ground or in storm sewers.
- Handwashing stations must be set up prior to operation, no more than ten feet from the stand and accessible. Soap, paper towels and a catch bucket must be provided. (see reverse for recommended set-up)
- Provide an approved sanitizer for use with wiping cloths. Provide test strips for sanitizer. Sanitizer in a spray bottle must be used with disposable towels.

## FOOD TRANSPORTATION

- Only limited food preparation, such as seasoning and cooking shall occur on site. Additional food preparation and thawing shall be conducted in a licensed establishment prior to event.
- Potentially hazardous foods shall be maintained below 41°F or above 135°F during transport and at the event. Provide adequate hot and cold holding equipment.
- Provide a probe thermometer for monitoring temperatures.
- Ice used to cool foods or drinks cannot be used for drink ice. Do not break up ice by dropping it on the ground.
- Home prepared foods cannot be used or offered to the public.

## FOOD OPERATION

- A Certified Food Handler is required for certain types of food preparation.
- Food products shall be shielded or covered to protect from consumer contamination through the use of lids, covers or sneeze guards.
- Employees must wash hands prior to food handling and at frequent intervals.
- Gloves and hand sanitizer are not a substitute for handwashing.
- Ready to eat foods cannot be handled with bare hands. Deli paper, utensils, disposable gloves or other barrier must be used.
- All employees handling food shall wear hair restraints.
- Eating, drinking and smoking are not permitted in the stand.
- Employee beverages shall be in a cup with a lid and a straw or tight fitting lid and stored away from food preparation areas.



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