



Food Vendor Check List

Fountain Square May 7 & 8, 2016

- Make sure to fill the Special Event Food Vendors - form.
- Please read all the guidelines AND make sure to have EVERYTHING you need the day of the event such additional supplies that will ease your operation
- For the 2016 temporary food vendor license fee of Cincy-Cinco, please make check payable to **Treasurer - City of Cincinnati \$140.00**, we will process the paper work for you!
- 2016 Cincy-Cinco Latino Festival food vendor booth:
(Note: As in previous years this can be paid on site the day of the event).
- DUE DATE SUBMISSION **FRIDAY, APRIL 15, 2016**

Please mail checks and return forms to:
Hispanics Avanzando Hispanics (Cincy-Cinco Festival)
2637 Erie Ave., Suite 204
Cincinnati, OH 45208
Tel: (513) 533-3800

CINCY CINCO LATINO FESTIVAL:

Saturday, May 7 from 12 PM - 11 PM

Sunday, May 8 from 12 PM - 7 PM



Food Vendor Commitment Form

Fountain Square May 7 & 8

2016 Cincy-Cinco Latino Festival food vendor booth:
(Please call first for booths availability).

- Truck 1 day (Sat. or Sun) -- \$ 300.00
- Truck 2 days (Sat. & Sun.)-- \$ 500.00
- 1 Booths 10 x 10 -- \$ 400.00
- 2 Booths 10 x 10 -- \$ 750.00
- 3 Booths 10 x 10 -- \$ 900.00
- 4 Booths 10 x 10 -- \$ 1,000.00

Company Name or Brand: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

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TEMPORARY FOOD SERVICE OPERATION LICENSE APPLICATION 2016 - 2017

1. To sell food or beverages at a temporary event it is required to obtain a temporary license from the Cincinnati Health Department. The attached application and fee must be received by the Health Department at least ten (10) working days prior to first day of the event.
2. The license will be issued on the first day of the event. The license is subject to an authorization inspection. The operation must be ready at least one (1) hour prior to the event's scheduled starting time; two (2) hours in advance for large events.
3. License fees are to be paid by certified check, business check or money order.

NO cash - NO credit cards accepted

License Fee: \$140.00

Payable to Treasurer – City of Cincinnati

Submit the application, fee and all required information to:

Cincinnati Health Department
Environmental Health/Food Safety Unit
3845 William P. Dooley By-Pass
Cincinnati, Ohio 45223

4. A temporary license is valid for up to five (5) consecutive days at one event. ¹ Not more than ten temporary licenses can be issued per licensing period to the same person at different events.² For each event, only one license can be issued to the same person.
5. For questions email gail.long-cook@cincinnati-oh.gov

¹ ORC 3717.01 (k)

² ORC 3717.43 (E) (1)

OPERATOR / LICENSE HOLDER INFORMATION			
dba (Temporary Food Operation/Establishment Name)			
License Holder (responsible person/entity)			
Name _____	Name _____		
Email _____	Email _____		
Telephone # _____	Telephone # _____		
Mailing Address (number & street)	City	State	Zip Code
EVENT INFORMATION			
Event name			
Event address: street # and street name			
Event coordinator (if applicable) name & contact information			
Operation Starts (date & time)	Operation Ends (date & time)		
PERSON(S) IN CHARGE ON-SITE DURING THE EVENT			
NAME	CELL PHONE	TIME ON DUTY	

OPERATION NAME:

EVENT NAME:

FOOD SAFETY INFORMATION List All equipment					
MENU ITEMS List food & beverages	FOOD SOURCE (i.e. from a restaurant? Grocery store?)	PREP LOCATION (if not on site)	FOOD TRANSPORTATION Equipment used to transport food (i.e. cambro? Insulated bag?)	COLD HOLDING Equipment used on site to keep cold foods cold	HOT HOLDING Equipment used on site to keep hot foods hot

TEMPORARY ESTABLISHMENT REQUIREMENTS

OVERHEAD PROTECTION **The entire operation MUST be under cover.** Describe what will be used (i.e., tent, shelter). Note: propane tanks may remain outside the booth.

PROTECTIVE BARRIERS All food and food related items inside the booth **MUST** be protected from potential customer contamination- no cooking and prep equipment, no unpackaged food and unpackaged utensils allowed at the edge of the booth. Describe the methods to be used for barriers such as sneeze guards, faux wall, item location.

ADDITIONAL ITEMS The following items are required: Sanitizer & test kit; bucket & cloth for sanitizing surfaces; dish detergent; gloves or tissue or suitable bare hand barriers; thermometers, food and refrigerator; broom & dust pan; waste can or suitable arrangement.

An equipment/fixture layout drawing is required. In the space below draw a sketch of your proposed operation. Show all equipment and fixtures. Number and identify equipment and fixtures.

Make sure you included these items:

- hand wash set up
- three bin set up (wash - rinse - sanitize)
- work tables
- cold and hot holding equipment

OPERATION NAME:

EVENT NAME:

1.	Hand wash set up	5.		9.	
2.	Three bin set up	6.		10.	
3.		7.		11.	
4.		8.		12.	

Applicant's signature _____