



## Pre-Packaged Food Vendors

Please submit the following documents by  
October 18<sup>th</sup>

- The attached Contra Costa Health Department Permit (one page)
- A copy of your issued health permit.

Please email documents to:  
[director@downtownmartinez.org](mailto:director@downtownmartinez.org)

To be Completed by EACH Food/Beverage Vendor/Operator and submitted to Event Coordinator

| <b>VENDOR / OPERATOR INFORMATION</b>   |                                    |                       |
|--|------------------------------------|-----------------------|
| Name of Event:   | Date(S):                           | Event Set Up Time(S): |
| Event Location:  | Vendor On Site Contact Name:       |                       |
| Name of Vendor Organization or Company:  | Mobile Food Truck License Plate #  | On Site Phone #:      |
| Mailing Address, City, Zip of Vendor/Operator:   | E-mail address of Vendor/Operator: |                       |
| For Profit    Non-profit    Vet-Exempt- <b>DD214</b> CC County Food Truck- <b>need Permit Copy</b> Out of County Vendor/Food Truck- <b>need Permit Copy</b> CFO- <b>need Permit Copy</b> |                                    |                       |

Type of all food/beverage to be sold or given away: *(Include beverages, ice, condiments, or attach a menu).*

Source(s) of all food/beverages purchased/prepared: *Name of Restaurant, Caterer, Cottage Food Operator, BevMo, Cosco, Safeway, etc.*

Type of holding/cooking equipment to be used: *(i.e. ice chest, barbeques, fryers, chafing dishes, steam table, etc.)*

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|  |  |  |

### Checklist Completed by Food or Beverage Vendor / Operator

#### Pre Packaged Food/Beverages Only

All food/beverages will be prepackaged and no food preparation will be conducted in the booth.

Overhead protection and approved floor cover will be on site because I am selling prepackaged food/beverages only. Yes  No

#### Non Pre Packaged Food/Beverages

- |  |     |                             |
|--|-----|-----------------------------|
| 1. I understand I <b>can not</b> prepare food/beverages at home.   | Yes | No                          |
| 2. I am preparing <b>all food/beverages on-site</b>  | Yes | No                          |
| 3. I am preparing and storing all food/beverages in an approved commissary/production kitchen  | Yes | No                          |
| <u>If Yes, Attach Commercial/Production Kitchen Agreement.</u>   | Yes | No                          |
| 4. I am preparing approved foods in my CC County registered/permitted Cottage Food Operation <b><u>attach permit copy</u></b> .                        | Yes | No <input type="checkbox"/> |
| 5. I will provide an accurate probe thermometer to measure the hot and cold holding of potentially hazardous food during all times of booth operation. | Yes | No                          |

***I am providing the following minimum hand washing facilities:***

- |   |     |    |
|---|-----|----|
| 6. Water supply dispenser (5-10 gallons) with hands free spigot.  | Yes | No |
| 7. Booths with open food/beverage preparation will be required to have water temperature of 100°F for hand washing. | Yes | No |
| 8. One separate tub (bucket or basin) for collection of rinse/waste water.  | Yes | No |
| 9. Pump style soap container.   | Yes | No |
| 10. Paper towels & trash receptacle.  | Yes | No |

***I am providing the following items within my booth for the sanitary cleaning of food preparation utensils:***

- |   |     |    |
|---|-----|----|
| 11. Three (3) compartment container (basin 6-8 inches minimum); (1) Detergent & Water, (2) Clean rise water (3) Appropriate sanitizing solution, 4) Test strips for checking sanitizer. <i>See page 4</i> | Yes | No |
|---|-----|----|

***I am protecting the non pre packaged food/beverage preparation areas from insects, dust, and the public by the following method:***

- |   |     |    |
|---|-----|----|
| 12. A booth with walls and ceiling constructed either of wood, canvas or other approved materials with fine mesh fly screening, completely enclosing open food areas. | Yes | No |
| 13. A booth with cleanable flooring (concrete, asphalt, tight wood or other similar cleanable material are acceptable).   | Yes | No |
| 14. Food/beverage supplies will be stored at least 6 inches off the ground.   | Yes | No |

I have read the handout on Requirements for Temporary Food Facilities and will follow the guidelines provided in this handout.

|  |             |
|--|-------------|
| Completed by (Vendor signature): _____ | Date: _____ |
| Please print Vendor name: _____        |             |
| Event Coordinator Signature: _____     | Date: _____ |