



**Champaign-Urbana Public Health District
Champaign County Public Health Department**

**GUIDELINES FOR TEMPORARY FOOD EVENTS
WITH
FIVE OR MORE VENDORS**

To assure that your event runs as smoothly as possible, including timely review of temporary health permit applications, the Champaign-Urbana Public Health District/Champaign County Public Health Department (CUPHD/CCPHD) suggests that the following guidelines be implemented:

- 1) DESIGNATE A COORDINATOR TO WORK WITH CUPHD/CCPHD ENVIRONMENTAL HEALTH**
 - a) The coordinator should contact CUPHD/CCPHD *a minimum of ninety (90) days prior to the event.*
 - b) A CUPHD/CCPHD representative will be provided for the coordinator to work with throughout the event.
 - c) Temporary food service applications and appropriate handouts will be given to the coordinator.
- 2) THE COORDINATOR SHOULD CONTACT YOUR POTENTIAL VENDORS A MINIMUM OF FORTY-FIVE (45) DAYS PRIOR TO THE EVENT, AND DO THE FOLLOWING:**
 - a) Give each potential vendor a temporary food service application and the appropriate handout(s).
 - b) Forward a list of potential vendors to the CUPHD/CCPHD representative.
 - c) Collect completed applications and fees from the vendors and forward them to the CUPHD/CCPHD representative. Applications and fees must be received at CUPHD/CCPHD *a minimum of thirty (30) days prior to the event.*

NOTE:

**A LATE FEE OF \$25 WILL APPLY TO EACH TEMPORARY PERMIT APPLICATION
SUBMITTED TO CUPHD/CCPHD LESS THAN THREE (3) FULL BUSINESS DAYS
PRIOR TO THE FIRST DAY OF THE EVENT.**

3) CUPHD/CCPHD REPRESENTATIVE WILL REVIEW THE APPLICATIONS

- a) Applications will either be approved as received, or will be marked unapproved due to lack of information, incomplete information, or the inability to demonstrate safe food handling practices.
- b) Notification of approved and unapproved applications will be sent to the coordinator. This may include temporary permits for the approved vendors.

3) DISTRIBUTION OF HEALTH PERMITS

- a) CUPHD/CCPHD will conduct inspections at the event prior to issuing each vendor's health permit. In some cases, however, CUPHD/CCPHD may have the coordinator distribute permits to each vendor prior to the event. Permits must be displayed in prominent public view in each vendor's booth/sales area.

Hopefully, these guidelines will help assure that your event will proceed as expected, with no surprises. If we can be of any assistance during your planning, please contact us.

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Thank you!