

SPECIAL EVENT FACT SHEET
TO BE COMPLETED BY EACH VENDOR

Name of Event: _____ Date: _____ Time: _____

Location: _____ Assigned space/booth #: _____

Event Sponsor: _____

Your name, business, or organization: _____

Your address: _____
_____ Zip Code: _____

Your telephone #: _____

Person to contact - Name: _____ Daytime Telephone #: _____

Address: _____

MENU – List the Food/Drink Items that you will be serving:

Food/Drink Item	Serving Size	Total # of Servings	Delivered to Event Frozen, Cold or Hot

Indicate the method(s) of protecting the food/drink items from contamination at the event site: Note that overhead protection must be provided, usually in the form of a canopy, umbrella, tarp, or enclosure, for your entire food-service operation.

Type of Protection Needed	Equipment or Method
Overhead	
Food/Drink Items Off the Ground	
Food Displayed, Wrapped, Covered or Protected by a Sneeze-Guard	
Food/Drink Items Not Accessible to Customers	

What handwashing facilities are provided? _____

Indicate the number, size, and location of the refuse/trash containers you will be providing:

Indicate the location for the preparation of the food/drink items:

Preparation Location	Food/Drink Items
<input type="checkbox"/> On Site – Raw ingredients mixed, assembled, or cooked at event site.	
<input type="checkbox"/> At Establishment/Home	
<input type="checkbox"/> Purchased already commercially prepared requiring further handling.	
<input type="checkbox"/> Prepackaged	

Indicate the method(s) for maintaining proper food/drink item temperatures during storage, transport, preparation, and display. Food/drink items that spoil easily must be held at temperatures below 41 degrees Fahrenheit (41°F), or above 135 degrees Fahrenheit (135°F) at all times.

Refrigeration equipment includes mechanical refrigerators, and insulated containers such as ice chests/coolers. Cold sources include electricity, dry ice, ice packs, and drained wet ice. Drained wet ice means that the container will continuously drain the water that accumulates from the melting ice to a water storage container.

Heating equipment includes grills, ovens, stoves, and units to keep hot food hot such as chafing dishes. Heat sources—fuel—include charcoal, gas (propane), sterno, and electricity.

Food/Drink Items	Refrigeration/ Heating Equipment Type	Cold or Heat Source - Fuel	Equipment Size	# of Units

Indicate the method(s) of customer protection from the cooking/heating equipment through proper location of equipment, or through barriers:

Indicate the use of any leftover food after the event:

On a separate piece of paper sketch a diagram of your booth/setup showing the location of all equipment, and food/drink items.