



# Vendor Packet

## Community Event or Charitable Fundraiser

### A. Introduction

Community events provide fun and educational activities, giving communities their special character, and stimulating the local economy.

Our office supports these events by helping the organizers and vendors assure that the food served is wholesome and safe. This packet is specially designed for the vendors who make these valuable community events possible.



All food served at Community Events must be prepared on-site at the event or in a commercial or semi-commercial kitchen (such as restaurants, churches, senior citizen centers, grange halls, etc.). **EXCEPTION:** Non-profit charitable organizations may prepare non-potentially hazardous foods in private homes. We do not require that the semi-commercial facilities be permitted by our office. Unless otherwise approved by our office, potentially hazardous foods should not be cooked ahead of time, cooled, and then reheated prior to service because of the increased potential for foodborne illness.

### B. Menu and Preparation Review

By assessing what foods you will offer and how you will prepare, hold, and serve the food, we can provide you with specific information and best food handling practices. **If you are planning to serve potentially hazardous food, please read the information at the bottom of this page.**

### C. Review Process

Complete this packet and return it to our office at least two weeks prior to the event. There is no vendor fee for non-profit charitable organizations. Work closely with the event Organizer and post your permit at your facility.