



Retail Food at Temporary and Special Events

In order to operate a temporary or special event in which food will be sold, the temporary or special event coordinator must submit the following applications to Teller County Public Health and Environment.

It is the responsibility of the Event Coordinator to assure food vendors contact and submit food service documentation (see below) to Teller County Public Health and Environment for approval before attending and selling food product at a temporary / special event. It is the responsibility of the Food Vendor to submit accurate and truthful food service documentation and operate in a manner that is in compliance with the applicable laws² and regulations³ in the State of Colorado in order to prevent the cause and spread of foodborne illness.

1. Event Coordinators

- a. Completed Event Coordinator Application with food vendor list.

2. Food Vendors

- a. **FOR MOBILE FOOD TRUCKS / PUSHCARTS WITH A STATE MOBILE RETAIL FOOD LICENSE (THIS DOES NOT INCLUDE TEMPORARY EVENT LICENSES ISSUED FROM OTHER LOCAL PUBLIC HEALTH AGENCIES)**
 - i. Copy of state retail food license (retail food licenses will be printed on a pink sheet of paper)
- b. **FOR MOBILE FOOD TRUCKS OR PUSHCARTS THAT ARE LICENSED IN TELLER IN COUNTY WITH A MOBILE RETAIL FOOD LICENSE**
 - i. These vendors are only required to be documented on the Event Coordinator's Food Vendor List. Teller County Public Health & Environment will already have all of the appropriate documentation.
- c. **FOR FOOD VENDORS THAT DO NOT HAVE A STATE MOBILE RETAIL FOOD LICENSE**
 - i. Completed Temporary Event Food Vendor Application
 - ii. Completed Commissary Agreement
 1. All food vendors MUST operate from a commissary that holds a valid retail food license in the State of Colorado
 2. Commissary facilities may be located farther than 30 miles away from the event location as long as safe temperature control parameters can be maintained.
 3. Food vendors that are only selling prepackaged non-potentially hazardous foods may operate without a commissary, but must first seek approval from Teller County Public Health and Environment.

- d. **FOR EVENTS THAT ARE CONDUCTED AS CHILI COOK-OFFS OR BBQ COOK-OFFS WHERE COMPETITORS PREPARE A FOOD PRODUCT THAT WILL BE SAMPLED BY THE PUBLIC FOR COMPETITIVE JUDGING**
 - i. A copy of the Temporary Event Food Vendor Application for all competitors (only 1 application required if all competitors are using similar food preparation processes)
 - ii. Copy of a commissary agreement for all competitors if the duration of the event is 2 days or longer (only 1 agreement required if all competitors are using the same commissary facility)
- e. **FOR FOOD VENDORS THAT OPERATE UNDER THE COTTAGE FOOD ACT**
 - i. Copy of food items that will be sold (including ingredients)
 - ii. Proof of food safety training (as required by Cottage Food Act¹)
 - iii. A copy of a label that will accompany food product (following Cottage Food Act¹ labeling requirements)
 - iv. Copy of sign, card, or placard that will be clearly displayed at all times during the event with the following consumer warning disclaimer “This product was produced in a home kitchen that is not subjective to state licensure or inspection. This product is not intended for resale.” (as required by The Cottage Foods Act¹).

3. Where Applications are Located

- a. Applications can be found on the Teller County website at <http://www.co.teller.co.us/PublicHealth/EnvironmentalHealth/FoodServiceProgram.aspx>

4. How to Submit Applications

- a. Event coordinator and food vendor applications must be submitted at least **5 days before the event.**
- b. Applications can be submitted by mail to Teller County Public Health & Environment at PO Box 928, Divide, CO 80814, in person to Teller County Public Health & Environment at 11115 W. Hwy. 24, Unit 2c, Divide CO 80814, via fax at (719) 687-6501, or via email at lemmonsa@co.teller.co.us
- c. Teller County Public Health and Environment may contact you with comments or advisories.

1 – Cottage Foods Act - https://www.colorado.gov/pacific/sites/default/files/DEHS_CtgFds_Final_unofficial.pdf

2 – COLORADO REVISED STATUTES FOOD PROTECTION ACT C.R.S. 25-4-1601 (2016) - https://www.colorado.gov/pacific/sites/default/files/DEHS_RetailFd_FoodProtectionAct_RFLaw_25-4-16.pdf

3 – Colorado Retail Food Establishment Rules and Regulations - https://www.colorado.gov/pacific/sites/default/files/Reg_BOH_RetailFoodRegulations.pdf