



Food Vendor Check List Fountain Square May 7 & 8, 2022

***** PLEASE READ CAREFULLY SINCE APPLICATION REQUIREMENTS HAVE CHANGED SINCE PREVIOUS YEARS! *****

- Make sure to fill out the Special Event Food Vendors - form.
- Please read all the guidelines AND make sure to have EVERYTHING you need the day of the event such as additional supplies that will ease your operation
- For the 2022 temporary food vendor license fee of Cincy-Cinco, please make check payable to **Treasurer - City of Cincinnati \$76.00**, we will process the paperwork for you (Note: The 2022 temporary food vendor license IS NOT REFUNDABLE). If you have a mobile permit, make a copy and attach it with the forms.
- 2022 Cincy-Cinco Latino Festival food vendor booth.
(2 days: May 7 & 8, 2022 - See next page)

DUE DATE SUBMISSION **FRIDAY, APRIL 8, 2022**

Note: You will need to submit two checks one for the non-refundable temporary food license and another for the full amount of the Cincy Cinco Festival food vendor booth. Trucks please send a copy of your up-to-date mobile license.

Please mail checks and return forms to:

Hispanic Chamber Cincinnati Foundation (Cincy-Cinco Festival)

2637 Erie Ave., Suite 206

Cincinnati, OH 45208

Tel: (513) 979 6999

CINCY CINCO LATINO FESTIVAL:

Saturday, May 7 from 12 PM - 11 PM and Sunday, May 8 from 12 PM - 7 PM



Food Vendor Check List

Fountain Square May 7 & 8, 2022

2022 Cincy-Cinco Latino Festival food vendor booth: (2 days: May 7 & 8, 2022)
Set up Friday, May 6, 2022, after 6:00 PM or Saturday starting at 8:00 AM

***** NOTE: You will be able to sell only food at the festival. NOT BEVERAGES unless you notify the festival and it's approved by the committee. *****

- | | | |
|---|-------|--------|
| <input type="checkbox"/> Truck | -- \$ | 650.00 |
| <input type="checkbox"/> 1 Booths 10 x 10 | -- \$ | 600.00 |
| <input type="checkbox"/> 2 Booths 10 x 10 | -- \$ | 950.00 |

Company Name or Brand: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Please **mail checks** and **return forms** to
Hispanic Chamber Cincinnati Foundation (Cincy-Cinco Festival)
2637 Erie Ave., Suite 206
Cincinnati, OH 45208
Tel: (513) 979 6999



Signature Dish

For 2022 we are requesting to have a **Signature Dish** to avoid long lines and help you promote your business on Social Media and printed menus from all restaurants by the festival. We are encouraging you that prices of your signature dishes does not exceed **\$10.00** to make it more affordable to families and/or big groups.

Please submit the following information:

Restaurant Name: _____

Signature Dish name: _____

Description: _____

Cost: _____

Photo (Either printed or email it to michael@hahcincinnati.org)

2022 TEMPORARY FOOD SERVICE OPERATION LICENSE APPLICATION (\$76 License Fee)

To sell food or beverages at a temporary event, a temporary food service operation license from the Cincinnati Health Department is required. This application, the attached state license application with signature and highlighted portions completed, and the check or money order for \$76 must be received by the Health Department at least ten (10) working days prior to the first day of the event.

Application & Payment Instructions (Must be submitted 10 working days before event):

- 1) In-Person/Mail - Submit signed applications and check or money order for \$76 (made out to "Treasurer, City of Cincinnati") to: **Cincinnati Health Department, Temporary Food Licensing, 3845 William P Dooley Bypass, Cincinnati, OH 45223.**
- 2) Online - Visit the link: <https://paydirect.link2gov.com/CincinnatiTreasury/ItemSelection/SelectItems> or use the QR code shown to access the online payment portal. Select "Health License", enter memo and amount owed (\$76), then enter billing information. **Email payment receipt, completed city application and completed state application to TempFoodLicensing@cincinnati-oh.gov.**



The license will be issued on the first day of the event and is subject to an authorization inspection. The operation must be ready at least one (1) hour prior to the event's scheduled starting time; two (2) hours in advance for large events.

A temporary license is valid for the dates listed on the license ONLY (and for no more than five (5) consecutive days at a single event).¹ Not more than ten temporary licenses can be issued per licensing period to the same person at different events.² Refer to attached "Temporary Food Operation Requirements" for more information on setting up and running your operation. **This is for your reference and should not be turned in with your application.**

For questions, email TempFoodLicensing@cincinnati-oh.gov or call 513-564-1751.

¹ ORC 3717.01 (k)

² ORC 3717.43 (E) (1)

OPERATOR / LICENSE HOLDER INFORMATION

Temporary Food Operation/Establishment Name (DBA):

License Holder (Responsible person/entity):

Name: _____

Name: _____

Email: _____

Email: _____

Telephone #: _____

Telephone #: _____

Mailing Address (Street # and name):

City:

State:

Zip Code:

EVENT INFORMATION

Event name:

Event address (Street # and name):

Event coordinator (Name & contact information, if applicable):

Operation Starts (Date & time):

Operation Ends (Date & time):

PERSON(S) IN CHARGE ON-SITE DURING THE EVENT

NAME	CELL PHONE	TIME ON DUTY

OPERATION NAME: _____ EVENT NAME: _____

FOOD SAFETY INFORMATION - List all menu items and associated equipment.

<u>Menu items</u> List food & beverages	<u>Food source</u> (i.e. Restaurant? Store?)	<u>Prep location</u> (if not on site)	<u>Food transportation</u> Equipment used to transport food	<u>Cold holding</u> Equipment used on site to keep cold foods cold	<u>Hot holding</u> Equipment used on site to keep hot foods hot

Additional items that are required:

- Sanitizer & test kit
- Bucket, sanitizing solution & cloth for wiping nonfood contact surfaces
- Dish detergent
- Gloves, tissue or suitable bare hand contact barriers
- Thermometers - food and equipment
- Broom & dust pan
- Waste can or suitable arrangement.

OVERHEAD PROTECION AND PROTECTIVE BARRIERS

The entire operation **MUST be under cover** (except propane tanks).

Check the method used for cover: under tent under shelter other (describe below)

No food prep, food and food related items at the booth's edge - barriers must be in place.

Check the barrier or method: sneeze guards faux wall item location or other (describe below)

An equipment layout drawing/diagram is required. In the space below, draw a sketch of your proposed operation. Number and identify equipment. Make sure you include:

- at least one **hand wash setup** comprised of a 5 gallon (or larger) insulated container with a *free flow stay-on* spigot at the bottom, a waste receiving bucket of equal or larger volume to collect the waste water; a suitable hand cleanser; and disposable towels.
- for soiled utensils, use a three-bin setup (wash - rinse - sanitize).

Equipment layout drawing/diagram

1.	Hand wash setup	6.		11.	
2.	Three-bin setup	7.		12.	
3.		8.		13.	
4.		9.		14.	
5.		10.		15.	

OPERATION NAME: _____ EVENT NAME: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

Application for a License to Conduct a Temporary(2022) : (check only one)

Instructions:

1. Complete the applicable section. (Make any corrections if necessary.)
2. Sign and date the application.
3. Make a check or money order payable to: **Treasurer, City of Cincinnati**
4. Return check and signed application to:

- Food Service Operation
 Retail Food Establishment

**Cincinnati Health Department
 3845 William P Dooley Bypass
 Cincinnati, OH 45223**

Before license application can be processed the application must be completed and the indicated fee submitted. Failure to complete this application and remit the proper fee will result in not issuing a license. This action is governed by Chapter 3717 of the Ohio Revised Code.

Name of temporary food facility		
Location of event		
Address of event		
City Cincinnati	State OH	ZIP
Start date	End date	Operation time(s)
Name of license holder		Phone number
Address of license holder		
City	State	ZIP
List all foods being served/sold _____		

I hereby certify that I am the license holder, or the authorized representative, of the temporary food service operation or temporary retail food establishment indicated above:

Signature	Date
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Licensors to complete below

Valid date(s)	License fee: \$76
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Application approved for license as required by Chapter 3717 of the Ohio Revised Code.

By	Date
Audit no.	License no.

TEMPORARY FOOD OPERATION REQUIREMENTS (for reference only – do not return with your application)

This document was prepared by the Cincinnati Health Department (CHD) Food Protection Office and is intended to educate operators about the basics of operating a food-safe temporary operation.

BOOTH REQUIREMENTS:

- 1) **PERSON IN CHARGE (PIC)** - must be present during all operating hours. The PIC shall ensure that safe food handling practices are always conducted. If the PIC is not knowledgeable about the Ohio Uniform Food Safety Code then he/she should attend food safety training prior to managing a temporary food operation.
- 2) **HAND WASHING** - Provide at least one **HAND WASHING** set up. An example is a large insulated container with a spigot near the bottom and a receiving bucket to collect the waste water. Locate disposable towels and soap near the container. See “Fig. 1”.
- 3) **WASH STATION** - Provide a utensil **WASH STATION**. The procedure is wash - rinse - sanitize. The set-up is three containers filled with: 1) **WASH** - clean water and dish detergent; 2) **RINSE** - clean water; and 3) **SANITIZE** - clean water with an approved **SANITIZER** (use either chlorine OR quaternary ammonium). See “Fig. 2”.
- 4) **SANITIZER TEST KIT** - Provide a **TEST KIT** (see “Fig. 3” and “Fig. 4”) that is compatible with the chosen sanitizer. A test kit strip is used to test the concentration of the sanitizing solution. Use the solution for the utensil wash station and for sanitizer solution in cleaning buckets. Sanitizer concentration should be: 1) **CHLORINE** – 50 to 100 ppm, and 2) **QUATERNARY AMMONIUM** – check label.

Fig. 1: Ex of proper hand washing set up

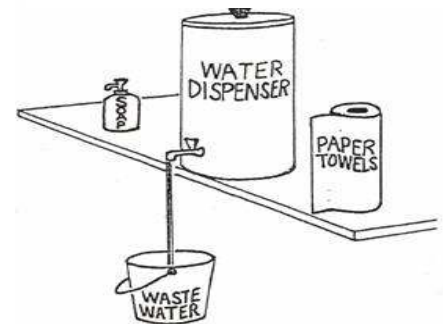


Fig. 2: Ex of proper wash station

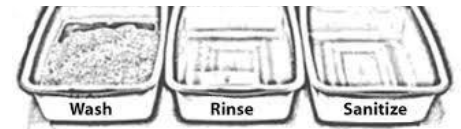


Fig. 4: Chlorine test kit

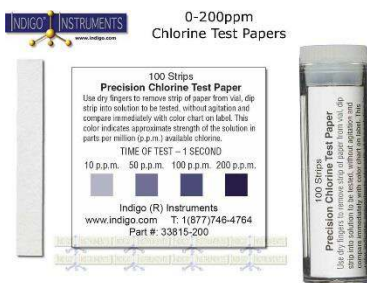


Fig. 3: Quaternary Ammonium test kit



FOOD, EQUIPMENT & UTENSIL REQUIREMENTS

- 1) **PROTECTION FROM CONTAMINATES** - All food, food prep equipment, food utensils must be protected from environmental contaminants as well as customer handling, coughing, and sneezing. To achieve this:
 - a. The **entire** operation must be under cover.
 - b. Displayed food and food prep equipment (including grills) **cannot be located at the edge of the booth** unless **effective barriers** are in place. Examples are: sneeze guards, lattice, distance, etc.
 - c. Customer self-serve condiments must be in one of the following: single-service package, pump-style dispensers, squeeze bottles, shakers, or similar dispensers. **No open bulk, customer self-serve containers allowed.**

- d. Customer self-serve condiments must be in one of the following: single-service package, pump-style dispensers, squeeze bottles, shakers, or similar dispensers. **No open bulk, customer self-serve containers allowed.**
- e. Eating utensils provided for customer self-service shall be stored inverted with the handles presented up.
- f. Store food containers and related items 6 inches or more off the ground – **not directly on the ground.**

EQUIPMENT AND SUPPLIES REQUIREMENTS

1) THERMOMETERS

- a. Provide at least one calibrated thermometer to check internal temperatures of potentially hazardous hot and cold foods.
- b. Each cold and hot storage unit is required to have a thermometer inside.

2) MECHANICAL REFRIGERATION

- a. A commercially approved refrigeration unit is required for cold foods. This requirement applies to multi day events and events lasting longer than six hours. **No home use refrigerators allowed.**

3) HOT HOLDING

- a. Hot holding equipment is required for foods that need to be held hot. Do NOT hold food at ambient air temperature.

4) ADDITIONAL REQUIREMENTS

- a. Label chemical storage containers with the common name.
- b. Use fans to control flying pests. Direct the air *up away* from food.
- c. Make you have a broom, dust pan, trash can, buckets to hold sanitizer and wiping cloths, and items that can be used to elevate all food and single use items at least 6 inches off the ground.

SAFE FOOD REQUIREMENTS

1) FOOD SOURCE

- a. All food and ice used as food must come from licensed food facilities.
- b. Food prepared off-site must be prepared in a licensed food establishment. **Home-prepared foods are prohibited**

2) FOOD TRANSPORTATION & FOOD STORAGE

- a. While transporting temperature-controlled food to the site use insulated equipment such as cambros or insulated bags.
- b. At all times use commercial, food grade containers.

3) CLEANING

- a. All food contact surface-equipment and utensils shall be cleaned throughout the day **at least every four (4) hours** or sooner if necessary. The procedure is wash, rinse, sanitize.

4) UTENSIL STORAGE

- a. If storing in-use food dispensing utensils in the food itself, ensure handle stays **above** the food.
- b. If an in-use utensil is stored on a surface between uses, make to wash/rinse/sanitize both the surface and the utensil at least **every four (4) hours**.

5) TEMPERATURE REQUIRMENTS

- a. Thawing: Potentially hazardous food shall be thawed under refrigeration ONLY. Do not thaw foods at ambient air temperature.
- b. Hot Holding: Potentially hazardous food must be maintained at 135° F or higher.
- c. Cold Holding: Potentially hazardous food must be maintained at 41° F or below.
- d. Reheating for Hot Holding: Potentially hazardous food that is reheated for hot holding shall be heated so all parts of the food reach a temperature of at least 165° F for 15 seconds within two hours.

6) ADDITIONAL GUIDELINES FOR FOOD SAFETY

- a. Keep the menu simple. Prepare and serve a limited number of menu items.
- b. Foods that require washing must be washed in a licensed facility prior to arrival at temporary location.
- c. Do not serve raw foods.