



FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

Lawton Chiles, Governor

Richard T. Farrell, Secretary

CHECK LIST FOR 1-3 DAY TEMPORARY EVENTS

If the vendor is operating at the temporary event under his/her restaurant license, a copy of that license **MUST** be available at the site.

Hand Washing:

- Potable water with on/off valve
- Soap and disposable towels
- Drain bucket to collect water

Food Protection:

- Overhead protection when food is prepared/portioned on the premises
- Food stored off ground/floor
- Food covered or shielded for protection
- Hot food hot (140 degrees F or above)
- Cold food cold (45 degrees F or below)
- Thermometers in refrigeration units
- Probe type thermometer (if potentially hazardous foods are being cooked or held on the premises.

Utensils:

- Adequate supply of spare utensils
- Single service items store off ground/floor

Sanitation:

Sanitizing solution available with test strips for wiping cloths if food preparation is taking place.

Safety:

Fire extinguisher with a minimum rating of 2A10BC. A 40 BC fire extinguisher is required if grease laden vapors are being produced.

FOOD VENDORS INFORMATION

1. Guidelines from the Health Unit for temporary services must be adhered to in addition to the City of Tallahassee's Fire and Safety Department guidelines.
2. The Fire Marshall has made it mandatory that each food vendor will have a portable fire extinguisher with a state tag and a first aid kit to be supplied by the vendor.
3. Food vendors are confined to selling food from the booth only. (No roving food vendors).
4. Ice and ice replacements needed by the vendors are the responsibility of the vendors.
5. All booths are encouraged to provide decorations that compliment the booth and the event.
6. Automobiles, vans, cars, etc. unless specifically as a vending vehicle (ice crème, snow cone truck, etc) will not be allowed in the vending area. Storage vehicles will be assigned in a different area and access will be limited, if applicable. Trailers will be limited. All vehicles will be restricted to the street for loading and unloading. Dollies or wagons are recommended to transport items.
7. The Asian Coalition of Tallahassee, the City of Tallahassee and the City of Tallahassee's Parks and Recreation Department, its employees and volunteers will not be responsible for damage or theft of your booth or personal belongings while participating in the festival.
8. Tents larger than 10x10 must have a tent permit, a mounted fire extinguisher and no smoking signs posted in the tent.
9. A booth space is 10x10, 10x15 or 10x20 area. Each additional space must be paid for separately and will require an additional fee. Vendors must supply their own chairs, tables, display boards, decorations and tents.
10. Safety Guidelines in addition to the City of Tallahassee's Fire and Safety Guidelines must be adhered.