Vendor Guidelines for Temporary Food Events

Event Coordinators at Cal State Fullerton must:

1. Complete and submit to EH&S an Application for Temporary Permit: Food and Beverage Distribution and a recent inspection report from a local health agency two weeks before the beginning of the event.
2. Maintain an on-site presence during booth set-up and during the event.

Temporary Food Facility (TFF) operators at Cal State Fullerton must:

1. Prepare all foods according to the California Retail Food Code (Cal Code) requirements.
2. Adhere to California State Fire Marshal Guidelines and provide a 2A10BC portable fire extinguisher if cooking food.
3. Obtain foods only from approved sources. No foods allowed that are prepared in a private home.
4. Provide equipment to hold food below 41 ° or above 135°. Destroy hot held food at the end of each day.
5. Use only food grade equipment.
6. Ensure that prepackaged foods are properly labeled.
7. Use a probe thermometer to ensure adequate time and temperature controlled foods.
8. Protect food and condiments from contamination.
9. Prohibit live animals from within 20 feet of the booth.
10. Post the business name, city, state, and zip code of on each booth in letters at least three inches high.
11. Provide one toilet within 200 feet for every 15 food handlers.
12. Provide a hand washing facility with warm water (>105°), a catch basin for the wastewater, liquid pump hand soap, and paper towels at each toilet facility and at each Temporary Food Facility (TFF).
13. Store all food and related items at least 6 inches off the ground.
14. Provide adequate capacity for liquid waste and dispose of it in a manner approved by EH&S.
15. Provide a durable readily cleanable floor surface within the TFF that has been approved by EH&S.
16. Locate BBQ units 15 feet from any booth and 20 feet from any permanent structure and locate all other cooking equipment within the booth.
17. Store and prepare foods within the booth.

**When Operating a TFF for more than 3 Consecutive Days:**

1. Submit to EH&S with the Application a legible site plan drawn to scale of the locations and descriptions for the TFF, restrooms, utensil washing, hand washing, and janitorial facilities.
2. Provide a 3-compartment sink with hot (>120°) and cold running water unless an accessible permitted sink is located within 100 feet or unless a common sink is shared.
3. Serve foods through the pass-through window or directly from the BBQ.
4. Enclose all unpackaged food booths and provide pass-through openings no larger than 432 square inches. Provide minimum 16-mesh when using screens for enclosures.

**Gourmet Food Trucks (Mobile Food Facility) operators must:**

1. Must show a current year County Health Care Agency permit to operate in county/campus.
2. Maintain a copy of the most recent county inspection report.
3. Comply with applicable rules from above lists.