

Event Information				
Event Name:				
Location:			City:	
Set Up Date: ___/___/___		Set Up Time:		Event Times:
Event Dates: Starting ___/___/___			Ending: ___/___/___	
Will be at this location for ___ days/dates. If not consecutive days list dates of business here:				
Date:	Date:	Date:	Date:	Date:

*This permit is only good for one location, for a maximum of the fourteen (14) days listed above.

Vendor Information			
Organization/Business Name:			
Address:			
City:		State:	Zip Code:
Phone #:		Fax #:	
Organization Chairperson/Business Owner:			Phone #: () -

*** Permit payment by cash, cashiers check or money order only. Permit fee is not refundable.**

Applicant's Signature	Printed Name

Sanitarian's Signature	Printed Name

- Application and fee shall be received at least 10 days in advance of the event- Sanitarian must approve menu and booth questionnaire before a permit can be issued.
- Fee is payable by cash, cashier's check, money order or Visa/MasterCard at any Public Health Center office. Applications received less than the 10 days prior to the event opening date will be assessed a late fee equal to 25 % of the fee. The fee is nonrefundable.

For Office Use Only			
Permit Type:		<input type="checkbox"/> Food Festival	<input type="checkbox"/> School
San ID #:		Risk Type:	
Fee Type:		Fee Amount:	
For vendors using multiple booths note Booth #:			
Tax Exempt Number:		Tax Exempt Expiration Date: ___/___/___	
<input type="checkbox"/> Permit issued prior to event.		Receipt #:	

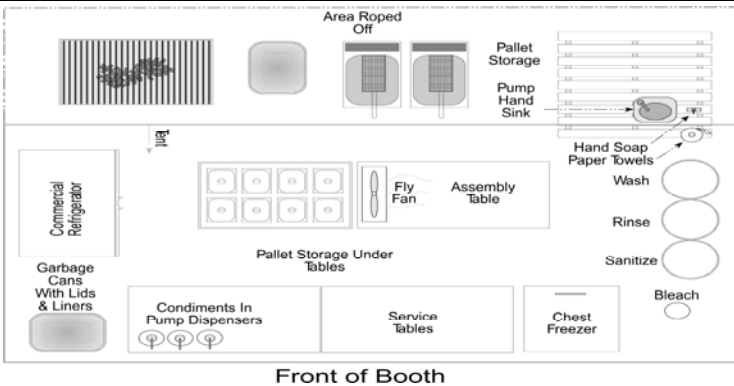
Client Name:	ID:	Date:
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Menu and Procedure Review

Food to be Prepared	Supplier Information	Process of Transportation & Preparation to Event
<i>i.e. Hamburger</i>	<i>Gordon's Food Service</i>	<i>Transported in insulated container, held in commercial freezer, cooked on site to serve</i>
<i>i.e. Cooked Rice</i>	<i>Sysco</i>	<i>Made at restaurant, transported in insulated container and held at steam table</i>

Answer the following questions about what equipment will be provided at your booth:

Where will your booth be located?	<input type="checkbox"/> Indoor	<input type="checkbox"/> Outdoor	Yes	N/A
Approved transportation equipment for hot and cold foods.			<input type="checkbox"/>	<input type="checkbox"/>
Mechanical hot holding equipment (i.e., no heat lamps or crockpots).			<input type="checkbox"/>	<input type="checkbox"/>
Mechanical cold holding commercial refrigeration or freezers (i.e., no household refrigerators).			<input type="checkbox"/>	<input type="checkbox"/>
Probe and equipment thermometers for checking food and equipment temperatures.			<input type="checkbox"/>	<input type="checkbox"/>
Flooring and overhead cover, if not provided by the organizer.			<input type="checkbox"/>	<input type="checkbox"/>
Dunnage racks or pallets to store all food and paper goods off the ground.			<input type="checkbox"/>	<input type="checkbox"/>
Additional clean, wrapped cooking utensils.			<input type="checkbox"/>	<input type="checkbox"/>
Dispensers for condiments (i.e., pre-packaged, squeeze bottles or hinged lid containers).			<input type="checkbox"/>	<input type="checkbox"/>
Handwashing facilities with paper towels and liquid hand soap (i.e., a camp sink or a container with a hands free tap and a bucket to catch the waster water).			<input type="checkbox"/>	<input type="checkbox"/>
Clean clothes and hair covering (i.e., cap, visor or bandana) for employees.			<input type="checkbox"/>	<input type="checkbox"/>
Wash, rinse and sanitize containers that are large enough to hold soiled utensils.			<input type="checkbox"/>	<input type="checkbox"/>
Cleaning supplies (i.e., dish soap, sanitizer, sanitizer test strips, brooms, trash bags and garbage cans with lids).			<input type="checkbox"/>	<input type="checkbox"/>
Wiping cloths and extra buckets, fans, containers for used cooking oil and charcoal, extension cords, fire extinguishers and first aid kits.			<input type="checkbox"/>	<input type="checkbox"/>
All food is obtained from approved commercial sources (i.e., local stores, distributors, or restaurants). Home-prepared food is prohibited.			<input type="checkbox"/>	<input type="checkbox"/>
Vendor bringing prepared food from outside Dupage County—A current health inspection report for the facility where food was prepared is required.			<input type="checkbox"/>	<input type="checkbox"/>



Example Booth Layout

Front of Booth

Client Name:	ID:	Date:
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