



## GUIDELINES FOR TEMPORARY FOOD ESTABLISHMENTS

1. All employees must be aware of the guidelines for the operation of a temporary food service establishment
2. A metal stem thermometer shall be available to check internal food temperatures. A thermocouple (thin probe thermometer must be available to monitor internal temperatures of thin products)
3. Alcohol wipes shall be available to sanitize thermometers stems before and after taking a food temperature
4. Adequate handwashing facilities shall be provided. Portable handwashing stands are available for rental and shall be properly maintained and used
5. Sanitary food handling techniques must be used at all times. Food handlers shall use suitable utensils to minimize handling. Plastic disposable gloves shall be utilized.  
**BARE HAND CONTACT OF READY TO EAT FOOD IS PROHIBITED**
6. Wiping cloths: Disposable single use wipes shall be used for wiping cloths. Cotton cloths shall not be permitted. NSF approved pre-packaged sanitizing wipes may also be used for any counter wiping
7. Service must be restricted solely to single service articles (e.g. plastic knives, forks, spoons, disposable plates, etc.)
8. Dishwashing Facilities: Equipment and utensils must be washed in three compartment sinks. The process includes washing the equipment/utensils in hot soapy water, rinsing in hot water, sanitizing, and air drying. If possible, an adequate quantity of utensils should be in the booth for the day's operation and returned to the establishment's kitchen for proper washing and sanitizing
9. Sponsors of large events must provide a conveniently located, properly plumbed three compartment sink with adequate hot and cold running water. This facility can be utilized by several food booths
10. All food production **MUST** be done in an approved kitchen facility (e.g. the kitchen is permitted and inspected by the Health Department)
11. No food preparation shall be permitted in food booths

12. ALL COOKING OF FOOD MUST BE DONE TOWARD THE BACK OF THE BOOTH OUTSIDE THE VERTICAL PLANE OF THE TENT. Regulations by Atlantic City Fire Department must be followed
13. Appropriate fire extinguishers shall be easily located and available in booths that are cooking
14. SMOKING, EATING, OR DRINKING in booths while working is not allowed
15. All non-working unauthorized persons are to be kept out of the booth
16. Crock pots, steam tables, or other hot holding devices are not to be used as a means of heating up foods; they are only to be used for hot holding purposes. We recommend that foods be heated on the grill or propane stove to bring the food temperature to at least 165° F within 30 minutes. Crock pots, steam tables or other hot holding devices are slow cooking; food heated with this equipment may take longer than 30 minutes which may activate the multiplication of bacteria if present
17. Leftovers may not be used in the booth. NO LEFTOVERS are to be served or sold in the booth. Hot held foods which have not been used by the end of the day must be discarded
18. No person who is infected with a communicable disease, including the flu, fever, diarrhea, vomiting, or who has open sores or infected cuts on his/her hands shall work in any temporary food establishment
19. Chemicals such as liquid bleach, detergents and so forth must be stored in a separate area away from food set up and display areas.
20. A broom and a dust pan should be available for sweeping the floor
21. A refuse container with a tight-fitting lid should be available for garbage
22. Liquid waste shall not be dumped into streets, storm drains, or onto the ground
23. Storage of prepackaged food in contact with water or undrained ice is prohibited. Wrapped foods (e.g. sandwiches) shall not be stored in direct contact with ice.
24. Foods on display must be covered and the public shall NOT be allowed to help themselves to open containers. Condiments such as ketchup, mustard, coffee creamer, sugar, and so forth, should be served preferably in individual packets or from squeeze containers
25. Foods must be stored at least 6 inches above the ground
26. Any other requirement deemed necessary by the Department or Health Authority to protect the public health in view of the particular nature of the food service operation shall be met
27. A refrigerated truck may be required to hold cold food product depending on size of the event

REQUIRED FOOD TEMPERATURES:

Cold Food - 41° F or below  
Hot Food - 135° or above

Proper Cooking temperatures of food product per NJ State Sanitary Code shall be followed per NJ State Sanitary Code

Food in transit must be protected from contamination during transportation and must meet the above temperature requirements

ATLANTIC CITY HEALTH DEPARTMENT  
1301 BACHARACH BLVD - ROOM 403  
ATLANTIC CITY, NEW JERSEY 08401  
609-347-5671

TEMPORARY EVENT VENDOR APPLICATION

NAME OF EVENT: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

DATE(S) OF EVENT: \_\_\_\_\_

HOUR(S) OF OPERATION: \_\_\_\_\_

SET-UP TIME: \_\_\_\_\_

TRADE NAME: \_\_\_\_\_

OWNER NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

BUSINESS #: \_\_\_\_\_ CELL #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

NAME OF PERSON IN CHARGE FOR THE VENDOR AT THE EVENT AND CONTACT PHONE NUMBER:  
\_\_\_\_\_

Menu (All food preparation is to take place on-site. Advance cooking is prohibited. Food preparation at home is prohibited.) Attach a separate sheet if necessary:  
\_\_\_\_\_

If any food product is being prepared in a commercial retail food establishment, a copy of their most recent retail food inspection report and rating placard is to be submitted along with the list of food being prepared at the establishment.

Type of Overhead Protection: (To be Health approved & A.C. Fire Prevention approved): \_\_\_\_\_  
\_\_\_\_\_

Floor Surface: (ex. Rubber mats) \_\_\_\_\_

Sneeze guard protection devices are to be provided.

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TEMPORARY EVENT VENDOR APPLICATION

Location of cooking equipment: \_\_\_\_\_  
(No cooking equipment at the front of the vending space is allowed, or on the side areas, if you are directly next to another vendor. Cooking is permitted at the rear of the space.)

List of all food service equipment (including cooking equipment, refrigeration units, hot holding units, prep tables, and thermometers, etc.): \_\_\_\_\_  
Attach separate sheet if necessary.

Adequate mechanical refrigeration is to be provided. Adequate mechanical hot holding units are to be provided.

Physical barriers preventing public access to prep areas are to be provided.

Hand wash sinks are to be provided. Indicate the locations on your floor plan.

A three compartment sink is to be provided, indicate the location on your floor plan. If the promoter/organizer is providing the three compartment sink, indicate the location in reference to your booth location.

Trash storage and disposal: \_\_\_\_\_

Grease storage and disposal: \_\_\_\_\_

Attach a sketch of the layout (Floor Plan) in your vending space.

Hot water source: \_\_\_\_\_

Ice source: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Vendor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Are you the promoter/organizer: Yes: \_\_\_\_\_ No: \_\_\_\_\_

If you answered no, the following page is to be completed.

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(609)347-5671

TEMPORARY EVENT VENDOR APPLICATION

OWNER AUTHORIZATION: NAME (PRINTED): \_\_\_\_\_

OWNER: (SIGNATURE): \_\_\_\_\_

DATE: \_\_\_\_\_

PLEASE SUBMIT APPLICATION WITH ALL REQUIRED INFORMATION COMPLETED, ALONG WITH A CHECK,  
IN THE AMOUNT OF **\$65.00**, MADE PAYABLE TO THE CITY OF ATLANTIC CITY.

**\*\* NOTE:** THE ATLANTIC CITY HEALTH DEPARTMENT, RESERVES THE RIGHT TO AMEND THESE  
GUIDELINES IN AN EFFORT TO BE REASONABLE WITH THE APPLICANT, AND BASED ON FACILITY  
LAYOUT/ACCOMMODATIONS.