

Guidelines for Temporary Food Events

This brochure contains information on the requirements that food vendors must meet in the operation of a temporary food-service establishments or retail food establishments (i.e. food booth). Private events and mobile food trucks do not require temporary food permits.

Temporary Food Service Establishment

A temporary food-service establishment refers to a food-service establishment which operates at a fixed location for a temporary period of time, not to exceed 14 days, in connection with a celebration or single event. (Food Sanitation Ordinance 9-6-1-4). Or a mobile food establishment vending prepackaged frozen food which operates at a fixed location for a period of time not to exceed 7 days. (Retailers, Meat Markets, and Wholesale Ordinance 9-6-2-2).

Temporary or Seasonal Food Permit

Food vendors or event organizers must apply for a food permit to our office no later than one (1) week prior to the event. The cost for a temporary food-service establishment is \$50 and temporary retail food establishments is \$25. To extend the period of time of the permit, fill out the "variance" section on the appropriate application.

If vending at a grower's market, your permit application must be submitted by the Market Manager.

Food Safety Training

Food Safety Training is required for large events such as the Albuquerque International Balloon Fiesta. It is the responsibility of the event organizer to schedule food safety training with Consumer Health Protection Division staff at least one week prior to event.

Compliance with Regulations

No food sales will be allowed until a permit has been issued.

Vendors agree to abide by all requirements of the Food Sanitation Ordinance and the Retailers, Meat Markets, and Wholesalers Ordinance as they relate to temporary food establishments.

Vendors subject to the Homemade Food Act do not need a temporary food permit from the City of Albuquerque.

Sprouts and sushi are prohibited.
Pasteurized eggs and meats from an approved source must be used.
Applications will not be processed without payment.

Permits will be issued for one location in connection with a single event and for the duration of the event, not to exceed the specified length of time for the requested permit type.

Do not add items to the menu unless prior approval has been granted by Consumer Health Protection Division staff.

Questions about food permitting?

Phone: (505) 768-2716
Fax: (505) 768-2617
Email: consumerhealth@cabq.gov
cabq.gov/environmentalhealth/food-safety
1 Civic Plaza NW, 3rd Floor,
Room 3023, Albuquerque, NM 87103

TEMPORARY FOOD EVENT GUIDE

**Guidelines for temporary food events
from the City of Albuquerque
Consumer Health Protection Division**



Approved handwashing stations must include:

1. Potable water
2. A container that provides a continuous flow of water (i.e. spigot/spout). Push-button dispensers are not allowed
3. Watertight bucket or container to catch wastewater
4. Soap
5. Paper towels
6. Trash can



Wash with warm water if possible. If warm water is not an option, double wash hands with cold water, then rise and dry.

Approved dishwashing station

You will need a three basin/compartiment sink if you will be washing dishes at your event.

If using bleach, concentration levels should be between 50-100 PPM.

If using quaternary ammonia (Quat), ensure that the concentration is between 200-400 PPM.

Never mix bleach with other chemicals.

Wash - use dish soap



The first basin is for washing and must have dish soap.

Rinse - clear water



The second is for rinsing and must have clean water.

Sanitizer basin



The last is for sanitizing and should contain a solution of water and a sanitizer.

Waste disposal

Do not dump any liquid on the ground, in a City sewer, or storm drain.

All liquid waste must be disposed of at an approved waste disposal site.

All booths must have watertight garbage containers.

Food Protection

- Food must be prepared on-site or at permitted food facility, such as commercial kitchen. Food or ice prepared at home is not allowed.
- Food must be protected during transportation and maintained at safe temperatures.
- Cold food must be kept below 41°F and hot food kept above 140°F.
- Thermometers are required to monitor the temperature of all potentially hazardous food.
- Food must be transported and served within four hours of preparation.
- Everyone working in the food booth must wash their hands and arms with soap and water prior to working with food, after breaks, and after touching their mouth, hair, or any area that could transfer germs to the food.
- Wear disposable gloves when handling ready-to-eat food.
- Never allow the same person to handle money then serve food without washing their hands.
- All persons working in the food booth must wear clean clothes, have a hair restraint (net, cap, etc.) and must have trimmed, unpolished fingernails.
- Do not eat, smoke, or drink in food prep areas.
- Except for a smooth wedding band, food employees are prohibited from wearing jewelry on their hands and wrists.
- All food and drinks must be covered or wrapped at all times to prevent contamination from insects and dust.
- Use only disposable plates, silverware, and napkins for customers.
- All food items and single service items must be stored at least six (6) inches off the ground.