

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, retail food establishments, raw produce stand, or market food establishment (i.e. food booth). Mobile food trucks do not require temporary food permits. Event organizers should visit the Arts and Culture Special Event page at <https://www.cabq.gov/artsandculture/special-events-festivals>

Temporary Food Service Establishment Permits

Are issued to establishments preparing portion service foods; which operate at a fixed location for a temporary period of time, not to exceed 14 days, in connection with a celebration or single event. The fee for this permit is \$25, and is due prior to issuance of the permit.

Temporary Retail Food Permits

Are issued to establishments vending prepackaged frozen food which operates at a fixed location for a period of time not to exceed 7 days. The fee for this permit is \$50, and is due prior to issuance of the permit.

Raw Produce Permits

Are issued to establishments vending only raw, uncut produce as a single location. The permit is valid for one (1) calendar year and the fee is \$15, and is due prior to issuance of the permit.

Application Deadlines

Food vendors or event organizers must apply for a food permit with our office no later than one (1) week prior to the event. See the market permitting flow chart for Market Food Establishment permitting process.

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

The requirements listed in this pamphlet apply to any food booth operating outside of a permitted establishment at a festival, celebration, pop up, market, or other event.

For information on Market Food Establishment permitting, please review the Market Permitting Flow Chart available at cabq.gov/tempfood, or contact the EHD Main Office at 505-768-2738.

(Market means any temporary gathering of vendors, whether a single or recurring event, organized by a market coordinator and operating at a single location, whose primary purpose is the selling of goods.)

No food sales will be allowed until a permit has been issued. Permits will not be provided until payment is made.

Vendors agree to abide by all requirements of the Food Sanitation Ordinance, the Retailers, Meat Markets, and Wholesalers Ordinance, and/or the Market Food Vendor Ordinance.

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

Permits will not be provided until payment is made.

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

Meats used or sold must bear the USDA mark of inspection.

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.

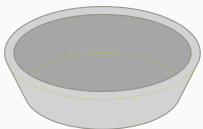
If using quaternary ammonia (Quat), ensure that the concentration is between 200-400 PPM.

Never mix bleach with other chemicals.

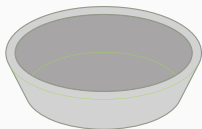
Wash - use dish soap

Rinse - clear water

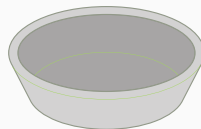
Sanitizer basin



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



The second is for rinsing and must have clean water.



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.

Prohibited Sales

- Food containing cannabis
- Seafood, including shellfish and sushi
- Sprouts
- Unpasteurized dairy products
- Unpackaged raw animal food (meat)

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.