

Guidelines for Temporary Food Events

This brochure contains information on the requirements that food vendors must meet in the operation of a temporary food establishment (i.e. food booth).

Temporary Food Service Establishment

A temporary food establishment operates at a fixed location for a temporary period of time, not to exceed 14 days, in connection with a celebration or single event. (2024 Rules of the Food Service and Retail Ordinance §9-6-1).

Temporary Food Permit

Food vendors or event organizers must apply for a food permit with our office no later than one (1) week prior to the event. Visit the office or cabq.gov/tempfood to apply online.

Mobile food trucks in possession of an NMED, BernCo, or CABQ Health Permit do not require temporary food permits.

Mobile food trucks from outside of NM must obtain a temporary mobile food permit and supply a copy of their local jurisdiction's health permit.

Private Events where the Food being distributed is limited to non-TCS Food, is provided by a Food Establishment in possession of a Valid Food Establishment Permit, or the number of participants is limited to twenty-five (25) persons or less do not require a temporary food permit.

Food Safety Training

Food Safety Training is required through the presentation of a Certified Food Protection Manager Certificate for at least one employee, and food handler cards for employees who handle TCS foods. This is not a requirement for establishments only vending prepackaged foods or non-TCS foods.

Permit Types & Fees

Prepackaged:

Only food obtained, or packaged by the vendor in a commercial kitchen, and kept in its original packaging may be distributed. \$25

Limited Preparation:

Foods that only require assembly or heating/reheating may be distributed. Popcorn, hot dogs, snow cones, cotton candy. \$35

Advanced Preparation:

Foods that require more complex cooking methods are allowed. Burritos, tacos, pizza, baked goods. \$50

Temporary Mobile:

Mobile Food Trucks from outside of NM may obtain a permit for up to 3 months. Mobiles must have a local commissary. \$100

Market Vendor:

Allows for participation at local markets and can distribute prepackaged, limited prep, and advanced prep foods. Valid through March 31 of each year, regardless of issuance date. Annual (issued between April and September 30th): \$50 Late Season (issued between October 1 and March 31): \$30

Market Vendor-Raw Milk:

A Market Vendor that is allowed to sell raw milk. The same fees and timelines apply.

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

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

Questions?

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 rinse 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.

You will need to have the appropriate test strips for the sanitizer you are using.

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.

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 is not allowed to be stored in a residence for any amount of time, use of the commissary/commercial kitchen is required.
- Food must be kept at Safe Temperatures and protected from contamination during transportation from the Commissary to the event. Be sure to have internal thermometers for any hot or cold holding units.
- Food must be stored at least six inches off the ground.
- Use only disposable plates, silverware, and napkins for customers.
- Enough potable water must be available for food preparation, cleaning and sanitizing utensils and equipment, and handwashing.
- Servicing areas shall be provided with overhead protection.
- Prohibited sales: live animals, uncooked seafood, uncooked shellfish, or cannabis products.
- Raw Animal Products:
 - When sold raw, raw animal products must not be removed from the original packaging,
 - Raw animal foods are not allowed to be sold in any condition other than frozen,
 - All raw animal foods must contain the Federal USDA mark of inspection.

Prepare for Inspection

Utilize the Temporary Food Facility Self-Inspection Checklist posted at cabq.gov/tempfood and post it in your temporary food booth. Following those guidelines will ensure a passing inspection.

