

## TEMPORARY VENDOR CHECKLIST

Compliance with all applicable sections of 410 IAC 7-24 is required,  
but the following has been highlighted for your assistance.

### Administrative:

- Complete the temporary vendor application and return it at least one week prior to the event.
- Submit fee at least one week prior. \$30 per day, per unit maximum \$120 per event. **No Refunds**
- Show proof of certified food handler—if applicable.

### Food and Water Sources:

- No homemade or** home canned foods or foods that have been stored in a home are allowed.
- All foods must be prepared on site or in a licensed establishment and properly transported.
- Food and water must come from approved sources.
- Drinking water hoses must be made of food grade material and stamped as such.

### Food Preparation and Handling:

- All potentially hazardous foods must be thawed, cooked, cooled and reheated to the proper temperatures. Keep cold foods 41°F or below, keep hot foods 135°F or above.
- Probe type thermometer must be available at all times.

### Food Protection:

- No bare hand contact with ready to eat foods (hot dogs, buns, lettuce, cheese, sno cones).
- Food products must be protected from contamination (dirt, chemicals, people) at all times.
- All food, equipment and single use items must be stored at least 6" off the ground.
- Condiments must be properly handled, stored, displayed and served.
- Chemicals must be stored separately from food, equipment and single service items.
- Overhead protection must be provided over all food service, preparation, storage, warewashing and handwashing areas. State or local fire codes may apply.

### Utensils/Dishware:

- Only single service/use eating and drinking utensils can be used for serving food and drinks.
- Single service/use items must be protected from contamination.

### Ice Use:

- Ice, which is to be consumed, must come from an approved source, be properly labeled and protected from contamination.
- Ice, being used as refrigeration, must constantly drain in a proper area (not on the ground).

### Handwashing Facilities:

- A convenient and accessible Handwashing station must be fully stocked, available and used at all times.
- Handwashing station must have warm running water, soap and individual paper towels.
- If food preparation takes place outside of the main unit, a separate handwashing facility must be provided at that location.

### Dishwashing Facilities:

- Temporary vendors must have provisions available to wash, rinse and sanitize all utensils, dishware and equipment. Three (3) separate basins, bus tubs or food grade buckets must be available.
- If any of the above items are taken off the premises for washing, they must be properly cleaned and sanitized in a licensed food establishment.
- Proper sanitizer and test kit must be provided AND used in each unit.
- Wiping cloths must be stored in sanitizer solution when not in use.

### Water and Wastewater Facilities:

- A proper backflow/back-siphonage prevention device must protect all water lines to each unit.
- A sufficient supply of drinking water must be supplied for all purposes (handwashing, dishwashing, sanitizing and food preparation).
- All hoses must be food grade-drinking water safe.
- All liquid waste must be disposed of in accordance with all applicable laws.
- DO NOT dump waste water/gray water on the ground!

### Hygiene and Personal Cleanliness:

- NO SMOKING, eating or drinking is permitted in any food preparation or service area.
- Clothing must be kept clean and not used to wipe hands.
- All food handlers must wear proper and effective hair restraints.
- Proper handwashing must be done whenever hands become contaminated.

### Insect Control, Trash, Lighting and Facility Surfaces:

- All garbage and trash must be kept in non-absorbent, leak proof, washable receptacles with lids. Lids must be kept in place to control flying insects.
- Adequate lighting must be provided and kept properly shielded.
- Establishments set up on surfaces other than concrete or asphalt (grass, gravel or dirt) must provide alternate flooring such as plywood, rolled roofing material, linoleum in the food preparation and service areas. **Indoor/outdoor carpeting or tarps are NOT ALLOWED!**

**You must meet ALL of these requirements to be able  
to obtain your Temporary License.**