

Food Facts

NEWSLETTER

May 2018

Environmental Health Division

Special Edition

Foodfacts is designed to keep food employees, chefs, managers, and owners informed, connected, and engaged about current food safety news.



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In This Issue

[Local FBI Outbreak](#)

[Cooling Pop Quiz](#)

[Local Restaurant's Cooling Experience](#)

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Temporary Event Coordinator Responsibilities

It is essential that event coordinators help to ensure food vendors at their event are properly licensed. PHMDC appreciates that event coordinators send a complete vendor list to the health department 15 days prior to the event. The vendor list should indicate which license each vendor holds and include the corresponding license number. The two licenses most commonly found at temporary food events are:

- Temporary Food Stand License
- Mobile Food Cart License

Licenses can be either issued by PHMDC or DATCP.



PHMDC Temporary Food License

Temporary Licenses are Annual Licenses

In 2017, the Temporary Food Stand licensing process changed from a daily permit to an annual license. This is good news for people that regularly vend food at special events - only one application is required! An application is no longer necessary for each event because licenses are purchased once and then can be easily renewed.

Temporary food licenses issued after April 1st expire the following year on June 30th. You will

automatically receive a license renewal in May of the expiration year providing the option to easily renew the license.

New food vendors can use our online system to quickly to apply for a temporary food license. The online system allows you to:

- Pay with a credit card
- Receive instant confirmation that your application was received
- Receive your license via email to save on your electronic device
- Save paper, an envelope and a stamp

Licenses are emailed prior to the first event listed on the application. It is important to bring your license with you to all events, either in paper or electronic form. If you do not have proof of your current license you may be required to purchase another license at the time of the inspection.

If you operate multiple food stands at the same event or operate at multiple events on the same day you will need to purchase additional licenses for each stand.

Please contact our office at 608-242-6515 or email health@publichealthmdc.com with any questions or if you need a copy of your current license.

Non-Profit Groups Receive "Free" Days

Non-profit groups operating a temporary food stand are given fee exemptions for either 3 days (for meals) or 12 days (for retail food) per calendar year, after which licensing fees do apply.

Even though payment is not required for exempted days, non-profit groups vending food must register with the Health Department by submitting a Temporary Food License Application.

Be sure to review the [Temporary Food Stand: Key Points](#) for food safety information.

Email your registration directly to our office at health@publichealthmdc.com.

Stay Connected

