

FOR OFFICE USE ONLY
DATE RECD
APPROVAL
PERMIT NUMBER

GUIDELINE AND APPLICATION FOR PROMOTIONAL FOOD EVENTS

A *temporary food service* permit and associated permit fee are not required *for most* types of promotional food situations. Events lasting more than two days, depending on the type of promotion **may** require the temporary food service permit. Please call the Special Events Program at (602) 506-6978 for further details.

All food samples must be handed to the customer in the appropriate single service dispenser (napkin, plastic cup with toothpick/fork, etc.). **Customer self-service and barehand contact with ready-to-eat foods is prohibited.**

A physical barrier must be set-up in the area of operation to prohibit the public from nearing the samples (i.e. sneeze guard or 4 ft distance from aisles).

No food carryover between days is allowed. Fresh food product is required for each day of the event.

All potentially hazardous foods (meats, fish, poultry, eggs, dairy products, etc.) must be cooked and held at the required temperatures under the Maricopa County Health Code.

Foods may be displayed in the open when accompanied by a sign reading "For Display Only! Not for Sampling!"

Several extra knives or other required utensils shall be provided (in the event one is dropped on the ground or otherwise contaminated).

Each person who provides samples shall provide a lined waste container for the disposal of used single service items and other waste products.

Toilet facilities must be available for employee use. In addition, when open foods are to be sampled, a handwash set-up is required in the enclosure area. **The handwash station shall consist of a 5-gallon container of hot water (95-105°F) with a spigot or spout, hand soap, paper towels and a container to catch wastewater.**

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1. NAME OF PROMOTION /EVENT NAME: _____
 2. LOCATION: _____
 3. DATES OF PROMOTION/EVENT: _____ TIMES: _____
 4. PROMOTION/EVENT COORDINATOR: Name: _____ Phone: _____
Address: _____
 5. YOUR ORGANIZATION/BUSINESS NAME: _____
 6. APPLICANT'S NAME: _____
W/PHONE: _____ FAX: _____ EMAIL: _____
 7. APPLICANT'S ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
 8. HOW IS THE FOOD SAMPLE DISTRIBUTED?
 PREPACKAGED PRODUCT OPEN PRODUCT
(in original, unopened package)
 9. WHAT FOODS WILL BE SAMPLED DURING THE PROMOTION/EVENT?

 10. WILL FOOD SAMPLE BE PREPARED AT THE EVENT SITE?
 YES NO
IF NO, WHERE WILL FOOD BE PREPARED?

APPLICANT'S SIGNATURE: _____ DATE: _____