Secaucus Health Department
1203 Paterson Plank Road, Secaucus, NJ 07094-3219
Tel: 201-330-2031 Fax: 201-330-2037 www.secaucusnj.gov

TEMPORARY EVENT VENDOR
APPLICATION TO OPERATE AT A TEMPORARY EVENT

For applications and information, go to www.secaucusnj.gov > Departments > Health > Temporary Event Licenses or visit our office at 20 Centre Avenue, Secaucus NJ 07094-3219

Credit Card payments can be made by completing the application online via: Temporary Event Application Online

Health License Fees

Please reach out to your Event Coordinator to determine your temporary event fee, as necessary.

Application Submission:

1. Complete the Temporary Vendor Application
2. Submit the following additional documents with your application relevant to your establishment:

Retail Food Establishment	Mobile Retail Food Establishment (Food Truck)
• Food Safety or Manager certificate • Recent Satisfactory certificate from licensing entity • Current license from licensing entity	• *Food Safety or Manager certificate • Recent Satisfactory certificate from licensing entity • Current license from licensing entity • Fire Department application

Manufacturer or Distributor	Non-Profit organizations
Any of the following that is applicable: • Food Cosmetic License • FDA certificate • Distributor's certificate • Manufacturer's or Distributor' Certificate • SQF Certificate	• Food Safety Certificate

Cottage Food Operator or Homemaker
• Food Manager's Certification • Current license from New Jersey Dept. of Health or Licensing entity

Note: If you will have more than one (1) food booth/operation, submit a separate application for each booth/operation.

3. Submit your application **to your Event Coordinator**.

Health Department Staff:

Department Head: Christine Aguilera (201)-330-2031 or caguilera@secaucus.net

Administrative Support: Linda O'Connor (201)-330-2013 or loconnor@secaucus.net

(Email Subject Line: Temporary Events-Event Name & Dates)

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Upon completion, submit this application, in full, to your event coordinator. No applications will be accepted by this office directly from the vendor.

BUSINESS INFORMATION	EVENT INFORMATION
Business Name	Event Name:
Owner Name or Contact	☐ Check here if the temporary event is at: Meadowlands Exposition Center 355 Plaza Drive Secaucus, NJ 07094 **If event venue is different from the above, complete the below sections**
Mailing Address:	
City/State/Zip Code	
Business Phone	Event Location and Address
Owner Business Phone	
Owner or Representative Cell Phone	**Food Vendor Service Dates** Date(s) and Time(s):
Emergency Contact Day of Event:	
Email Address:	

FOOD VENDOR INFORMATION	FOOD RISK CATEGORY (check one, as applies)
Vendor Type: ☐ Food or Beverage ☐ Manufacturer or Distributor ☐ Mobile Food (circle one) Truck Trailer Cart ☐ Check here if Vendor will be located outdoors ☐ Other, please specify:_____ **Mobile Food Vendors must apply for a separate Fire Prevention permit, attached***	Please refer to the "Food Vendor Risk Type" on the following page to determine your risk type: ☐ Risk Type 1 ☐ Risk Type 2 ☐ Risk Type 3 ☐ Risk Type 4 In accordance to Town Ordinance, Food Vendors in Risk Type 2 through 4 will require a food handler or manager certificate
Proposed Menu Items	
How will Menu items be delivered to the venue?	
Specify how cold and/or hot consumables will be maintained.	

I understand holding a license is a privilege, not a right and hereby declare that I will comply with all applicable federal, state, and local laws, and that under penalty of perjury, the statements and documents constituting a part of this application are true, correct, and complete to the best of my knowledge. I acknowledge the violation of the sanitary code or other applicable New Jersey State or local laws may serve as a reason for denial of my application for a temporary health license, revocation of my license, legal action, fines, and/or a possible summons to appear in court.

Applicant Signature _____ Print Name _____ Date _____

FOOD VENDOR RISK TYPE DESCRIPTIONS

Is my temporary food establishment a Risk Type 1, 2, 3 or ? What is the difference between each risk type?

Food establishments are classified into four (4) risk types by:

- Kind of food served
- Menu size
- Type of food preparation

Dependent upon the information provided in your temporary vendor application and/or the inspections at your facility, the Health Inspector will determine the facility risk type using the following definitions:

Risk 1

- Does not cool potentially hazardous foods
- Prepares only non-potentially hazardous foods or heats only commercially processed, potentially hazardous foods for hot holding
- Serves only pre-packaged, non-potentially hazardous foods

Ex: prepackaged foods or goods ie store bought baked goods

Risk 2

- Has hot and cold holding of potentially hazardous foods after preparation or cooking or limits complex preparation of potentially hazardous foods, including the cooking, cooling and reheating for hot holding to 2 or fewer items
- Prepares, cooks and serves most products immediately.
- Limited menu and does not cool more than two (2) potentially hazardous foods.
- May include, but is not limited to the following examples:

Ex: pizza, sandwiches, simple fast food without cooling, quick service operations, simple grocery stores or convenience stores without cooling.

Risk 3

- Has a large menu that requires the complex preparation of menu items, including cooking, cooling and reheating of at least 3 or more potentially hazardous foods or prepares and serves potentially hazardous foods, including raw ingredients
- Serves a susceptible population
- May include, but is not limited to following examples:

Ex: full service restaurants, diners, bakeries, delis, commissaries, catering operations, nursing homes, hospitals, schools, etc.

Risk 4

- A retail food establishment that conducts specialized processes designed to control pathogen proliferation, including, but not limited to:
    - Acidification or Smoking
    - Bottling
    - Canning
    - Curing
    - Reduced oxygen packaging for an extended shelf life