



Healthy. Vibrant.
Everyone. Everywhere.

TEMPORARY VENDOR PACKET

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Vendors must complete and return **Pages 3 – 6** and **Page 7** (if applicable), along with the application fee to the **EVENT COORDINATOR** no later than _____.
(Due date set by Event Coordinator)

The Due Date* above will allow the Event Coordinator to return all Vendor forms/fees to the Douglas County Health Department **at least** 2 weeks before the event date.

Event Coordinator Information:

Name: _____

Phone #: _____

Email: _____

(To be filled out by the Coordinator for your reference)

* If Due Date falls on a non-working day (holiday or weekend), all applications, fees and/or required paperwork must be RECEIVED by DCHD on the working day prior to the calendar due date.

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TEMPORARY VENDOR APPLICATION

ATTENTION – PLEASE NOTE THE FOLLOWING:

- ✓ Return completed application & fee to the Event Coordinator.
- ✓ Coordinator must submit all application/fees to DCHD at least **2 WEEKS** before the event.
- ✓ Cottage Food Vendors at Temporary Events or Seasonal Events: fill out "[Cottage Food Vendor Packet](#)".
- ✓ Food preparation methods that require a Variance or HACCP are not allowed at Temporary Events (i.e., vacuum packaged foods, sous vide cooking, etc.)
- ✓ A Consumer Advisory must be posted for all foods that are served raw or undercooked (eggs, hamburgers, poke, sushi, etc.)

APPLICATION FEE:

(nonrefundable)

\$80 Temporary Vendor

\$0 Non-TCS Prepackaged Food/Food Sampling Only

\$480 Annual Temporary Vendor at a Seasonal Event

Number of booths: _____ x Fee \$ _____ = Total Due \$ _____
MAKE PAYABLE TO "DCHD"

Temporary Vendor (\$80 Permit Fee required if):

- You are selling or offering TCS Foods
- You are handling exposed foods for immediate consumption (ex. cutting fudge, popping popcorn, scooping drink ice, etc.)

Non-TCS Prepackaged Food (No Fee required if):

- You are selling only non-TCS foods prepared and packaged by a food processing plant, manufacturer, or a licensed food establishment
- There will be no exposed foods/no food handling at the event

Food Sampling Only (No Fee required)

- **Must** have hand washing available unless samples are pre-packaged
- **No** bare hand contact allowed
- **Must** have an 8X11 inch or larger orange placard that states
"Samples not regulated by the local health authority"

Annual Temporary Vendor at a Seasonal Event:

- This permit only applies to Temporary Vendors/Food Samplers that operate at a Seasonal Event with an Umbrella Permit for longer than 2 weeks at a time

Name of Event: _____ Date(s): _____

Location of Event: _____ Times: _____

Name of Vendor Booth: _____

Name of Applicant: _____ Phone: _____

Email: _____ Address: _____
Street City, State, Zip

If applicable, provide the certificate numbers for the following (see pgs. 5-6 for certification requirements):

Certified Food Protection Manager Certificate #: _____ Shift/Restricted Manager Certificate #: _____

Note: Attach copies of certificate(s) to this application.

Note: All food preparations must be done in a commercial kitchen (commissary) for temporary events. No Home-Based Operations are allowed per City Ordinance (SEC 11-149).

Name of Licensed Commissary Kitchen: _____

Address: _____

Street City State Zip

1. Are you the permit holder for the licensed commissary kitchen listed above? Yes No
➤ If “No”, you must fill out the Commissary Kitchen Certification form (*pg. 7*) with the permit holder in front of a Notary and provide with your application.
➤ **Note:** Commissary Kitchen Certification (*pg. 7*) is not required if selling non-TCS prepackaged food that is produced at a licensed manufacturer or co-packer.
 2. Is the commissary kitchen above located within Douglas County? Yes No
➤ If “No”, you must attach a copy of the kitchen permit and most recent inspection with application.
 3. List all food and/or drink items to be served/sold: _____

 4. Describe the method of maintaining temperatures for Hot/Cold foods during transportation to site:

 5. How will you keep hot foods at 135°F or above at the event? _____

 6. If hot food temperature drops below 135°F, it must be reheated to at least 165°F in less than 2 hours from dropping below 135F. What equipment will you provide that is capable of rapidly reheating foods to 165°F?
(*Note: Chafers are not sufficient equipment for reheating*)

 7. How will you keep cold foods at 41° F or less at the event? _____

 8. How will you keep food and single use items (paper goods, disposable utensils, etc.) off the ground?

 9. Describe how you will protect food from customer contamination (lids, sneeze guards, etc.): _____

- Note:** The coordinator shall provide an approved potable water source and an approved drain for wastewater.
Wastewater **MUST NOT** be poured down sewers or on the street.
10. Where will your approved water source be obtained from? _____
 11. How will food or other solid waste be disposed of? _____
 12. How will wastewater be disposed of? _____

Note: The coordinator shall provide an approved potable water source and an approved drain for wastewater. Wastewater MUST NOT be poured down sewers or on the street.

FOR DOUGLAS COUNTY HEALTH DEPARTMENT USE ONLY

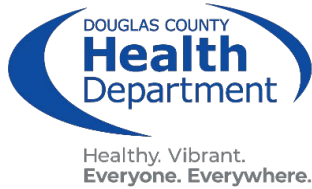
Application Fee:

Rcd By: _____ Date Rcd: _____ Amount Rcd: \$ _____
(Initials)

☐ Approved Start Date (If Annual Temp): ☐ Denied:

Reviewed by: _____ Supervisor Approval: _____ Date: _____

☐ Check # ☐ Cash ☐ MO



TEMPORARY EVENT FOOD SAFETY GUIDELINES

DCHD Food Safety & Compliance, (402) 444-7480
1111 So. 41st St., Ste 130, Omaha, NE 68105

PROVIDE SAFE AND WHOLESOME FOOD BY FOLLOWING THESE PRINCIPLES

Vendors with No Food Preparation at booth:

1. **New for 2026: Per Omaha Municipal Code 11-273, vendors must have an employee on staff with a Certified Food Protection Manager certificate or a Douglas County Shift/Restricted Manager certificate AND a minimum of one employee on site at all times with a Douglas County Food Handler certificate. For more information visit: douglascountyhealth.com**
2. All food and ingredients must come from approved sources.
3. Keep cold foods at 41°F or below by using bagged ice, chill packs, or refrigeration.
4. No dogs or other pets are allowed in contact with food.
5. Use food grade plastic containers or bags (not garbage bags) to store food.

Vendors with Food Preparation at booth must follow guidelines above, AND:

1. **New for 2026: Vendors must have a certified Food Protection Manager on staff and a minimum of one staff member who is a Douglas County certified Shift Manager on site. All staff must be Douglas County certified Food Handlers. For more information visit: douglascountyhealth.com**
2. Wash hands with temporary hand wash station prior to handling and serving foods, cutting up samples and after using the restroom.
3. Always maintain good personal hygiene. Clean clothing and aprons shall be worn during food preparation.
4. Do not eat or smoke while preparing food or at your booth. Any beverages consumed require a covered cup and straw to minimize hand to mouth contact.



TEMPORARY FOOD SERVICE REQUIREMENTS (VENDOR)

Sign below and attach to Temporary Vendor Application.

Vendors involved in food handling or preparation cannot begin selling or serving food to the public until all requirements have been met.

All vendors that handle exposed foods must provide and use the setup shown in the diagram on Page 8.

Hand Sanitizer is NOT an approved substitute for Hand Washing

REMEMBER – Stay home sick if:

- ✓ You have a skin infection or infected wound on hands or arms.
- ✓ You have a respiratory illness and/or a fever.
- ✓ You have an upset stomach, vomiting and/or diarrhea within 24 hours.
- ✓ You suspect that you have any communicable illness.

- **New for 2026: Vendors must have a certified Food Protection Manager on staff and a minimum of one staff member who is a Douglas County certified Shift Manager on site. All staff must be Douglas County certified Food Handlers. For more information visit: douglascountyhealth.com**
- Provide a handwashing station consisting of soap, paper towels, and a covered container that dispenses warm water through a continuous flow spigot and drains into a catch basin.
- Provide a three-bucket system, dish detergent, and a food contact sanitizer for washing, rinsing, and sanitizing utensils and equipment. If using bleach, provide regular bleach (NOT low splash, splash-less or scented).
- Provide a chlorine test kit for mixing the bleach sanitizer to 50-100 ppm - these are available at restaurant supply outlets. If a different food contact sanitizer is used, provide and use the appropriate test kit.
- Store wiping cloths in the sanitizer solution and change bucket solutions when soiled.
- Thermometer are needed in all coolers. Provide a probe thermometer for monitoring food temperatures.
- Keep cold foods at 41°F or less and hold hot foods at or above 135°F. Hot and cold foods must be transported to the site in insulated containers capable of properly maintaining safe food temperatures.
- Use effective hair restraint (hairnets or ball caps).
- Avoid direct food handling; use utensils or disposable gloves.
- Food samplers see page 9.
- Keep foods covered and store foods at least 6" above the floor or ground.
- Use handled scoops for ice service. Ice must be obtained from approved commercial sources.
- Store single use food service items in original packaging to protect from contamination. Dispense single service eating tableware handle up and plates inverted on clean surfaces.
- Use food-grade hoses or food grade containers to transport potable water.
- Provide adequate trash disposal containers.

I have read, understand, and will follow the Temporary Food Service Requirements stated above and understand that if I do not meet these requirements within an hour after the event starts, I will not receive a permit to operate.

Printed Name: _____ Booth name: _____

Signature: _____ Date: _____



COMMISSARY KITCHEN CERTIFICATION

Mobile Unit Vendors, Caterers, etc.: Complete form annually and mail or deliver to:
DCHD Food Safety & Compliance, 1111 So. 41st St., Ste 130, Omaha NE 68105

STATEMENT OF RECORD

This is to certify that: (Applicant name) _____

Doing Business As: _____

Street Address, City, State, Zip Code Phone

will use the below listed establishment as an approved commissary to supply foods for the purpose of Food Catering, Food Processing/Warehousing, Mobile Food Vending, or Temporary Foodservice in Douglas County or the Omaha City limits. If the applicant ceases to use the establishment as their approved commissary or if the establishment's license is no longer valid, the licensed establishment owner shall notify the Health Department immediately at (402) 444-7480. **This agreement automatically expires on March 31st of the following year. The "Agreement Expiration Date" may be before, but not after March 31st.**

Applicant's Signature: _____ Date: _____

Business Name of Licensed Commissary (Commercial Kitchen)

Street Address, City, State, Zip Code Phone

Printed Name of Licensed Commissary Permit Holder **Agreement Expiration Date**

Licensed Commissary Permit Holder must sign in front of Notary.

ACKNOWLEDGEMENT

State of Nebraska, County of _____

The foregoing instrument was acknowledged before me this _____
(Date)

by _____
Signature of Licensed Commissary Permit Holder **(TO BE NOTARIZED)**

Notary Public Signature Affix Seal Here

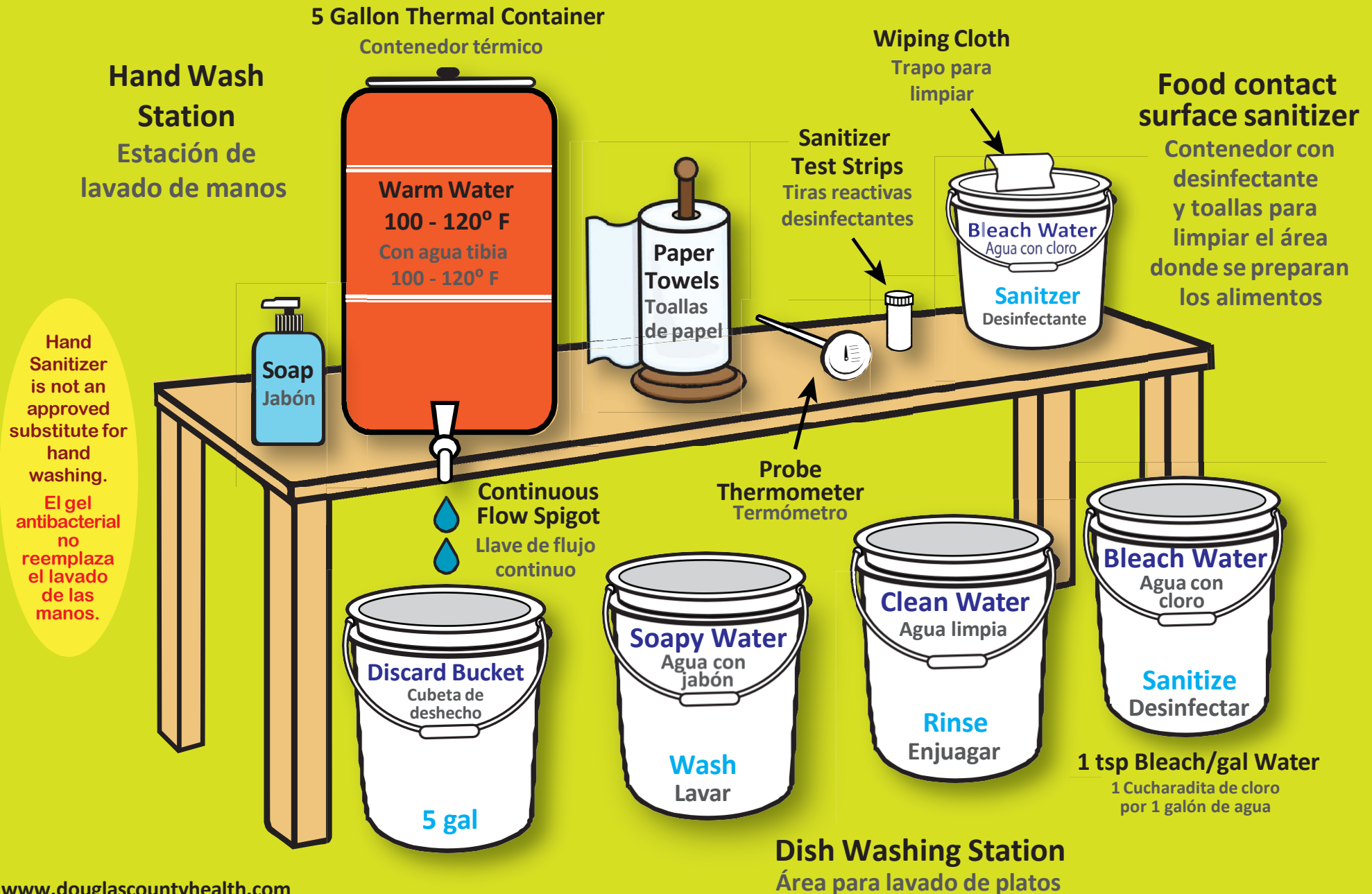
FOR DOUGLAS COUNTY HEALTH DEPARTMENT USE ONLY

☐ Approved ☐ Denied _____

Reviewed By: _____ Date: _____

Temporary Event Booth Setup

Cómo instalar la mesa para la venta de alimentos en eventos temporales



Retail Food Establishments: Sampler Guidelines

douglascountyhealth.com

04/17/2023



ALWAYS

Less than



1" x 1"



1 oz.

Food samples must be less than 1" by 1" if solid or less than 1 oz. if liquid

Samples are not regulated by the local health authority

An 8"x11" orange placard must be placed in an easily viewable area that reads "Samples not regulated by the local health authority"

IF NOT PRE-PACKAGED



A temporary hand washing set up is required



No bare hand contact is allowed

**SAMPLES NOT
REGULATED BY THE
LOCAL HEALTH
AUTHORITY**