



**ENVIRONMENTAL HEALTH DIVISION**  
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**VENDOR FORM FOR TEMPORARY FOOD EVENTS**

**SECTION I. TYPE OF VENDOR FORM:**

<input checked="" type="checkbox"/> VENDOR FORM	<input type="checkbox"/> ADD-ON VENDOR FORM (Late fee may apply)	<input type="checkbox"/> REVISED VENDOR FORM
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**SECTION II. VENDOR INFORMATION:**

TEMPORARY FOOD EVENT NAME: TASTE OF RICHMOND		EVENT DATE(S): MARCH 28, 2026	BOOTH SET UP TIME: 1:00PM - 3:00PM
VENDOR BUSINESS NAME:		OPERATOR NAME:	MOBILE LICENSE PLATE # (if applicable):
VENDOR BUSINESS ADDRESS:			CITY/STATE/ZIP CODE:
VENDOR PHONE NUMBER:		VENDOR EMAIL:	
TYPE OF FOOD VENDOR: <input type="checkbox"/> COTTAGE FOOD OPERATOR (CFO) (Provide copy of permit)		<input type="checkbox"/> MOBILE FOOD FACILITY (MFF) (Provide copy of permit)	
<input type="checkbox"/> BEVERAGE PREPARATION/SERVING		<input type="checkbox"/> *FOOD PREPARATION	
<input type="checkbox"/> *PREPACKAGED		<input type="checkbox"/> * SAMPLING/DEMONSTRATORS	
TYPES OF FORMS TO INCLUDE (IF APPLICABLE):			
<input type="checkbox"/> NON-PROFIT COPY OF 501C3 <input type="checkbox"/> VETERAN EXEMPT COPY OF DD-214 <input type="checkbox"/> * COPY OF COMMERCIAL/PRODUCTION KITCHEN AGREEMENT (if applicable) <input type="checkbox"/> PERMITS			

**SECTION III. VENDOR BOOTH SET UP:**

Booth set up: <input type="checkbox"/> BOOTH SIGN <input type="checkbox"/> EQUIPMENT BARRIER <input type="checkbox"/> FLOOR PROTECTION (if applicable) <input type="checkbox"/> FULL MESH ENCLOSURE <input type="checkbox"/> OVERHEAD CANOPY <input type="checkbox"/> NONE		
Food storage during transportation to event: <input type="checkbox"/> ICE CHEST <input type="checkbox"/> HOT HOLDING UNIT (Ex.: insulated food carrier, steam table for mobiles...) <input type="checkbox"/> REFRIGERATOR <input type="checkbox"/> OTHER:		
Check box(es) to indicate how foods will be SERVED at the event: <input type="checkbox"/> PREPACKAGED <input type="checkbox"/> PREPARED IN APPROVED KITCHEN <input type="checkbox"/> PREPARED ONLY AT EVENT <input type="checkbox"/> SERVING SAMPLES		
Food preparation/ food storage methods (if applicable): <input type="checkbox"/> COOKING ON SITE <input type="checkbox"/> CUT/ ASSEMBLE/ PORTION <input type="checkbox"/> HOT/COLD HOLDING <input type="checkbox"/> REHEATING <input type="checkbox"/> OTHER:		
Wash Station: <input type="checkbox"/> HANDWASH STATION <input type="checkbox"/> WAREWASH STATION <input type="checkbox"/> NONE		Cleaning schedule: <input type="checkbox"/> EVERY 4 HOURS <input type="checkbox"/> UPON CONTAMINATION
VENDOR FOOD MENU:	FOOD PURCHASED FROM (EX: Costco, Smart & Final, Foods Co):	LIST EQUIPMENT USED TO HOT HOLD, COLD HOLD AND/OR COOK:

Failure to submit complete application package at least two (2) weeks before the first day of the event will result in LATE FEE(S) per current fee schedule. Please see the [current fee schedule](#) for more information.

I understand and will comply with applicable requirements of the California Health & Safety Code, Division 104, Part 7, California Retail Food Code.

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Event Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY										
FA#:	TE#:	AR#:	PE:	ASSIGNED TO:	RECEIVED DATE:	RECEIPT #:	XR	XR		
TOTAL AMOUNT DUE:	AMOUNT PAID:	METHOD OF PAYMENT:			COMMENTS:					
\$	\$	<input type="checkbox"/> CASH <input type="checkbox"/> CHECK # <input type="checkbox"/> CREDIT CARD								
LATE FEE <input type="checkbox"/> 25% OF PERMIT FEE	LATE FEE: <input type="checkbox"/> 40% OF PERMIT FEE	FOOD PREP	SAMP/DEMO	BEV/PREPACK	CFO	CC MFF	CC MFF PLAC	DOC MFF	ENS:	
\$	\$									