

A little planning goes a long way...

Vendors begin planning their shows during the winter months and that is a great time to let them know what will be expected at your Special Event.

All food vendors must be licensed in the State of Colorado and approved by the Mesa County Health Department prior to serving food at any event.

Each vendor is required to complete a Mesa County *Vendor Application* **once** each year. The application will be submitted directly to the Mesa County Health Department at least two weeks prior to their first event of the year and an inspector will review the information. Vendors have to submit an application each year because their set-up and menu can change over time and we need to ensure they have adequate space and equipment to offer the menu they are proposing.

Once the vendor has been approved for the year they will receive a one-page Mesa County Approval which they will submit to you. The approval letter will have an approved menu for the vendor and we encourage you to ensure they are not serving unapproved foods.

All resources are available at www.health.mesacounty.us/

Partnering to make a great event!

As we partner together and keep in communication we are able to discuss matters before the event which saves a great deal of time and effort the day of the event. A timeline is included to the right to detail important dates for paperwork and fees.

Please feel free to call or e-mail to ask questions or discuss event details. An inspector will be assigned to your event so you can work directly with a specific individual throughout your planning process. You can contact Sarah DeBrucque at the Environmental Health office (970-248-6960) to determine which inspector you will be working with this year.



Many events come to the Grand Valley including those along Main Street in Downtown Grand Junction.

When is it due?

Several months before event:

_____ Mail out your event information to vendors and include deadlines that will allow you to satisfy the deadlines below. Also include our contact information and webpage so vendors can access our resources directly.

One month before event:

_____ Submit *Event Coordinator Plan Review* to the Health Department with the \$100 plan review fee made out to Mesa County Health Department

Two weeks before event:

_____ Submit final *Vendor List* and any additional information not provided previously

One week before event:

_____ Provide entry passes and car passes to the department for inspection day





Special Events with Food Service

Event Coordinator Information



Mesa County Health Department
510 29 ½ Rd/ PO Box 20,000
Grand Junction, CO 81502-5033

Telephone: (970) 248-6900
Fax (970) 248-6923

Event Coordinator Information

Mesa County Health Department
PO Box 20,000
Grand Junction, CO 81502-5033

Did you know?

◇The plan review fee of \$100 covers the first hour and a half of review and coordination time. Additional plan review time is charged at \$60 per hour and will be billed after the event.

◇Vendors working under the Cottage Food Bill are exempt from our regulations. It is up to the coordinator to ensure they are following all requirements. Information regarding the Cottage Food Bill can be found on our website.

◇Vendors often need a place to do dishes and prepare foods during the event. They are responsible for coordinating this facility. Will you be offering suggestions or have this type of facility available?

◇If portable handwashing facilities are not visible when patrons exit a portable toilet they are much less likely to use them. Make sure to have enough handwashing facilities so they are visible at all locations. Maintaining and supplying these facilities during the event is essential as well.

