

## **Guide For Event Organizers**

## What to Look for in a Food Vendor

This guide will help event organizers select food vendors that are equipped to operate special events safely.

If a vendor is licensed in Kansas or another state, they have met at least basic food safety requirements. You may want to ask the vendor to show a copy of the license

If the facility is licensed in Kansas, past inspections are available on the KDA website:

o Go to https://agriculture.ks.gov/fslinspections

For all vendors, ask the following questions to help plan for food safety:

- What type of set up do you have? Truck, trailer, or tent set up?
- How are food preparation areas protected from environmental contamination including rain, dust, and pests from overhead, from the sides, and from the ground?
  - Must have overhead protection and be ready to screen or wall to protect from pests or the elements.
- How will you keep hot water available?
  - Must have 100°F water for handwashing and 110°F water for warewashing
- Where will you wash your Hands?
  - Must have a dedicated handwashing sink with:
    - Hands free supply of water
    - Soap
    - Paper towels
- How will you wash dishes? What sanitizer will you be using? Do you have test strips?
  - Must have a 3-compartment sink or large bus tubs for washing, rinsing, and sanitizing. Bleach, quaternary ammonium, or iodine solutions are acceptable sanitizers.
- Where are foods prepared?
  - If not on-site during the event, is the off-site location a licensed/approved facility?
    - Foods may be prepared at an approved facility and transported for sale at event; foods must be kept at safety temperatures at all times.
- Do the foods on the menu require temperature control for safety?
  - Popcorn or cotton candy do not require temperature control; foods like meats, dairy, cut melons, sprouts, heat treated vegetables, and cut leafy greens do.
- How do you keep your hot foods hot and cold foods cold during the event? During transport?
  - Must have proper hot and cold holding units, such as refrigerators, commercial insulated food carriers, and steam tables.
- Do you have a food probe thermometer for both hot and cold foods?
  - Probe thermometers should be used regularly to make sure safe food temperatures are maintained.
- How will you handle Ready-to-Eat (RTE) foods?
  - No bare hand contact allowed; single-use gloves, spoons, forks, tongs, deli tissue, and dispensing equipment are acceptable.
- o If a multi-day event, will you be cooling and/or reheating your foods?
  - Must cool from 135°F to 41°F in 6 hours and must reach 70°F in the first 2 hours.
  - Must reheat from 41°F to 165°F in 2 hours. Crock pots not recommended.

If a vendor is not able to answer the previous questions or do not have the proper equipment, then they will likely not be able to operate safely.

## Additional questions:

- What other events/fairs have you attended or plan to attend in Kansas?
  - o County Fairs, State Fair, large city food truck festivals, or music festivals
- Are you insured in Kansas or surrounding states?
- Have you ever been asked to leave an event? Why?

All food establishments are subject to the Kansas Food Code regulation and are subject to inspection while in operation, whether they are licensed or exempt from licensing. If you have any questions, please contact KDA by email (kda.fsl@ks.gov) or phone (785-564-6767).

Notes:		

