



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Coordinator's Application for a Temporary Event with Food Vendors

Please print or type the information requested below and return the completed application by mail or fax to the Health Department. **Each food vendor must complete the Application for Permit to Operate a Temporary Food Establishment.** **The vendor application(s) must be submitted at least 10 days prior to the date of the event.** The coordinator is responsible for timely submission of all applications. For more information, contact the Health Department.

1. **NAME OF EVENT:** _____

Location & Address of Event: _____

Date(s) of Event: Starts on _____ (MM/DD/YY) at _____ AM PM

Ends on _____ (MM/DD/YY) at _____ AM PM

Type of Event (Circle): Fair Festival Carnival Other _____

2. **NAME OF COORDINATOR OR PERSON-IN-CHARGE OF THE EVENT:**

Address: _____ City _____ State _____ Zip _____

Phone Numbers: Business: () _____ Fax: () _____

Mobile: () _____

Email Address: _____

3. **NUMBER OF ANTICIPATED FOOD VENDORS (i.e. restaurants, non-profit organizations, gourmet food vendors with food samples, mobile food catering units, etc.):** _____

4. **TIME OF SET-UP OF THE FOOD OPERATIONS:** _____ AM PM

NOTE: This is the time you have asked the food vendors to be ready for the inspection by the Health Department. This time should be at least 1 hour prior to the start time of the event. Please allow more time for events with more than 5 vendors. No foods can be prepared and/or offered for sale or sample until the permit is issued by the Health Department.

Fairfax County Health Department

Division of Environmental Health

Food Safety Section

10777 Main Street, Suite 111, Fairfax, VA 22030

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