

FOOD VENDOR REQUIREMENTS FOR WILL COUNTY FAIRGROUNDS – PEOTONE

May 13, June 24, July 22, Aug 12, Sept 16, Oct 28.

1) COMPLETE ATTACHED APPLICATION: Anyone selling food, prepackaged or prepared, is required to hold a permit. All food must be made onsite or made in an approved kitchen, with proper permits provided. Be sure to list ALL six of the scheduled event dates on the application, as the approved permit will be valid for all six event dates. The one-time fee amounts are listed on the application. NOTE: Will County will charge vendors a \$30 late fee if application and fee is not received 7 days prior to event.

Please address any questions regarding the Will County Health application and permit process with the below listed individual.

Amanda Musgrove LEHP
Sanitarian III
Environmental Health
Eastern Branch
Direct (708) 534-5757
Fax (708) 534-3455

2) Provide “Product Liability” insurance policy for no less than \$300,000 and show Swap-O-Rama as an “additional insured”. Sellers must supply current certificate of insurance confirming the above listing the products covered by the policy.

3) There will be a \$30.00 charge due to Swap-O-Rama on the day of each event.

Approved permits and product liability insurance policy must be submitted to Swap-O-Rama a **minimum of one week** prior to the scheduled event. This will reserve your space. NO food vendors will be allowed entry on the day of the event without approved permits.

Any additional questions or information regarding the above process, contact Jim Felker E-mail: Jim@Swap-O-Rama.com (312) 888-2055. Ext 147. Questions regarding Will County Fairgrounds and or to reserve a space contact Deana Mentz E-mail: dm@Swap-O-Rama.com (708) 344-7300.

APPLICATION FOR TEMPORARY FOOD EVENTS

WILL COUNTY HEALTH DEPARTMENT

WCHD— Main office
501 Ella Avenue
Joliet, IL 60433
815-727-8490
Fax 815-740-8147

WCHD— North Branch
323 Quadrangle Drive
Bolingbrook, IL 60440
630-679-7030
Fax 630-679-703

WCHD—East Branch
5601 W Monee-Manhattan Rd Suite 109
Monee, IL 60449
708-534-5721
Fax 708-534-3455

EVENT SPONSOR INFORMATION

Name of Event _____
Location of Event _____
City, State, Zip _____
Sponsor _____
Event Contact Person _____
Event Contact Ph# _____
Event Contact Email _____

BOOTH OPERATOR INFORMATION

Establishment _____
Street _____
City, State, Zip _____
Contact Person _____
Contact Person Ph# _____
Contact Person Email _____

Dates of Event: _____

Date and Time when ready for Inspection: _____

Menu: _____

All food prepared onsite or at remote location (name and address): _____

(Include copy of remote locations permit to operate)

I have read the WCHD Technical Release No. 4 regarding Temporary Food Establishments and will comply with the requirements. Signature of Applicant: _____ Date: _____

★★★★★★★★★★★★★★★★★★
 ★ COMPLETE BACK PAGE ★
 ★ Booth Construction ★
 ★★★★★★★★★★★★★★★★★★

| CATEGORY | EXAMPLE | FEE | WITH LATE FEE |
|-------------|---|-------|---------------|
| Low Risk | Pre-packaged, non potentially hazardous items | \$60 | \$90 |
| Medium Risk | Food prep, hot/cold holding | \$90 | \$120 |
| High Risk | Smoking, cooling & reheating | \$135 | \$165 |

TEMPORARY EVENT FEE SCHEDULE:

Please consult with WCHD Environmental Health Division to determine your applicable fee

Governmental Entities, schools, churches, and non-profit (NFP) groups pay 50% of temporary permit fees however are still subject to the full \$30 late fee. Non-profit organizations will be required to provide proof of their NFP status.

A \$30 late fee will be charged if the application & permit fee are not received by WCHD a minimum of 7 days prior to the event in which date of payment doesn't count. All fees paid are not refundable. Make checks payable to the Will County Health Department.

Credit Card payments make at www.govpaynow.com and use PLC7078 or call 888-604-7888 option 1

FOR OFFICE USE ONLY

DOCUMENT : SR# _____ TODAY'S DATE _____

PERMIT FEE PAID _____ DATE PAID _____ CHECK # _____

RECEIVED BY _____ RECEIPT # RP _____ Credit Card Trans # _____

Temporary Food Establishment Booth Construction

Hand Washing: hand sink container with spigot/catch bucket

Cold Food Holding Equipment: Refrigerators Freezers

Hot Food Holding Equipment: Steam Table Oven/Stove/Hot Box

Other (_____)

Water Supply: Public Private *(A satisfactory water sample must be obtained prior to permit approval)*

Wastewater Disposal: Sanitary Sewer Mop Basin Holding Tank

Floor Construction: Asphalt Concrete Tarp Tile Wood

Canopy Construction: Tent Wood Trailer

Barriers to Public: Tables Enclosed Trailer Interior Kitchen

Pest Control: Fans Food Covers Screens

Provide a sketch of the basic set-up of your temporary food booth. Include the following:

Tables Cooking Equipment Food Holding units

Food Prep area Ware Washing Area Hand Washing Area

Food Booth Sketch

