



**District Headquarters - 700 Columbine St., Sterling, CO 80751**  
**(970) 522-3741 - 877-795-0646 - [www.nchd.org](http://www.nchd.org)**

**NON-PROFIT & COTTAGE FOODS**  
**VENDOR APPLICATION FOR TEMPORARY FOOD EVENTS**

All non-profit and cottage foods vendors must complete and submit this application to the Event Coordinator (if applicable) or to NCHD for each event conducted in NCHD's jurisdiction. If no menu and no equipment change are occurring from one event to another, the completed original may be copied for all events.

Event Name: \_\_\_\_\_ Date(s): \_\_\_\_\_

**Please complete the following information:**

Temporary Retail Food Establishment Name		Legal Owner's Name
Establishment Address (Street Address and P.O. Box)		
City	State	Zip Code
Telephone Number ( )	Fax # ( )	
Contact Name	Contact #	
		E-mail

**\*\* Please attach a copy of your organization's non-profit status certificate or your cottage foods basic food handling training certificate to the back of this application.**

**Hours of operation of the temporary food booth for this event:**

Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thu \_\_\_\_\_  
 Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_  
 How many people do you anticipate serving each day of the event? \_\_\_\_\_

**Please list any additional events and dates that you plan on participating in (County Name) County**

Event name \_\_\_\_\_ Date \_\_\_\_\_ Location \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**\*\* Cottage Foods Vendors:** Please be aware that all products sold at events must be packaged and labeled appropriately. Labels must include the following: Identification of the product, the producer's name, the address at which the food was prepared, the producer's current telephone number or electronic mail address, the date on which the food was produced, a complete list of ingredients, and the following disclaimer: "This product was produced in a home kitchen that is not subject to state licensure or inspection and that may also process common food allergens such as tree nuts, peanuts, eggs, soy, wheat, milk, fish, and crustacean shellfish. This product is not intended for resale." You are also required to conspicuously display a placard, sign, or card at the point of sale with the following disclaimer: "This product was produced in a home kitchen that is not subject to state licensure or inspection. This product is not intended for resale."

**FOR HEALTH DEPARTMENT USE**

Received by EH Specialist: \_\_\_\_\_ Date \_\_\_\_\_

Copy of non-profit status certificate or cottage foods basic food handling training certificate attached: \_\_\_\_\_

**MENU** *(Please attach additional sheet, if necessary)*

Please list all food products and the specific source of all food items (name of grocery chain, wholesaler, etc.)  
Be sure to include items such as toppings and condiments.

<b>Food and Drink Items</b>	<b>Location where obtained</b>
<b>1.</b>	
<b>2.</b>	
<b>3.</b>	
<b>4.</b>	
<b>5.</b>	
<b>6.</b>	
<b>7.</b>	
<b>8.</b>	
<b>9.</b>	
<b>10.</b>	