



City of Portsmouth

Health Department

1 Junkins Avenue

Portsmouth, NH 03801

(603) 610-7238 / Fax: (603) 427-1593

Temporary Event Vendor Listing

To be completed by Event Coordinator

This document shall list all vendors wishing to participate in your event. It is to be filled out in conjunction with all other City applications, *not in lieu of them*. The information gathered here provides the Health Department with a list of whom you have approved for participation in your event and whom you are assuming responsibility for. All vendors should appear on this form. Additionally, there must be an indication of each vendor that will be selling/preparing potentially hazardous foods at this event. This includes any person selling any prepared, prepackaged, or potentially hazardous foods that would normally require a food permit. Any questions regarding this should be directed to the Health Department at (603) 610-7273. This form must be received by the Health Department no later than two weeks prior to this event to allow adequate verification of licensing requirements. **THIS IS NOT AN EVENT PERMIT.** Permits, licenses or other authorizations may be needed from the Planning Department and Inspections Department, City Clerk, City Council or other state and local authorities.

Name of Event: _____

Location of Event: _____

Date (s) & time(s) of event: _____

Event Coordinator(s)/On-Site Coordinator

Name	Address	Phone #
a. _____	_____	_____
b. _____	_____	_____

Telephone # of On-site Coordinator who can be reached at all times during event: _____

Date and Time of setup: _____

Number of vendors attending event: _____

Applicant's Signature: _____ Date: _____

Print name: _____

If applying for a \$100 Fundraiser Fee, you must be a non-profit and sign the legal statement below:
100% of foods and proceeds from food sales will be donated to: _____

Signature _____ Date: _____

**Set up and inspection must occur prior to licensing or operation.
Complete reverse side and attach a site map of vendor locations.**

