

# Temporary Event Guide

## **Temporary Events:**

Temporary Events are events lasting seven (7) days or less, including an extensive event, that will be providing, selling or giving samples of consumables, or requiring a type of Health Department approval including, but not limited to, tattoo vendors, salon vendors, and vending machine vendors.

## **Extensive Events:**

Extensive events are a type of temporary event that will **have ten (10) or more vendors** participating that will be providing, selling, or giving samples of consumables or requiring a type of Health Department approval including, but not limited to, tattoo vendors, salon vendors, and vending machine vendors.

Temporary extensive events require submission of an extensive temporary event application, all vendor paperwork, and requisite fee from the Event Coordinator.

Temporary and Extensive Events may be of civic, political, public, or educational nature, including fairs, festivals, circuses, trade shows and other public gathering events approved by the Secaucus Health Department. It is the responsibility of the Secaucus Health Department and its representatives to review all Temporary Vendors to ensure the protection and safety of the public.

## **EVENT COORDINATOR:**

The Event Coordinator (EC) is any individual or group of individuals responsible for coordination, organization, planning, and/or decision making that affects the temporary extensive event or show including, but not limited to, show managers, show directors, and event organizers.

## **VENDOR:**

A Vendor is any individual or group of individuals selling, sampling, or distributing consumables to the public, which includes, but is not limited to, retail food establishments, retail food distributors, manufacturers, mobile trucks, mobile carts, push carts, individuals or groups purchasing consumables for distribution, sample, or resale to the public.

# Common Temporary Vendor Types

## **TEMPORARY FOOD VENDOR(S):**

Temporary Food Vendors (TFV) or food booths are temporary retail food operations that operate at approved public events. -A Temporary Health license is required to operate as a TFV whenever food or beverage (unpackaged or prepackaged) is *sampled, sold, prepared, or given away* to the public. In accordance with New Jersey Chapter 24 requirements, food or consumables shall be obtained from sources that comply with all applicable laws. Food or consumables stored or prepared in a private home shall **not** be used or offered for sale, sample, or given away to the public unless food or goods is prepared by a cottage food operator that is registered and is licensed with the New Jersey Department of Health.

## **TEMPORARY TATTOO OR SALON VENDOR(S):**

Temporary Tattoo or Salon Vendors are service operations that operate at approved public events. A Temporary Health license is required to operate as a Tattoo or Salon Vendor whenever such services, including tattooing, hair cutting, temporary or permanent makeup services, and/or any relevant salon or tattoo service is demonstrated or performed to the public. All temporary tattoo and salon artists and employees participating in a temporary event must abide by the rules and regulations under New Jersey Sanitary Code Chapter VIII, N.J.A.C. 8:27-1 *et seq.*

**ALL EVENTS MUST SUBMIT THE TEMPORARY EVENT APPLICATION AND RECEIVE  
A LICENSE TO OPERATE A TEMPORARY EVENT**

# Application Instructions

## Event Coordinator instructions to apply:

1. Complete the Temporary Event Application located on the bottom of this page.
2. Identify and confirm each temporary food or beverage, tattoo, and/or salon facility participating in your event.
3. If the event is extensive (11 participants or more), include a list of all relevant vendors (food, salon, or tattoo) with their booth numbers and a map or site plan depicting the booth number.
4. Collect all required applications, supporting documentation, and applicable license fee from each participating TFV. Refer to the fee schedule further below to determine appropriate amount due. Ensure all forms are legible and complete.

## IMPORTANT

- a. An individual permit is required for all food vendors that will sample, sell, prepare, or give away food or beverage (unpackaged or prepackaged) to the public.
- b. If participating in an extensive event in which there are 11 or more participants, one blanket permit will be issued for the temporary event or show.
- c. Mobile food facilities (carts/trucks/trailers) must provide a permission letter from the venue, on company letterhead, in addition to their temporary event application.
- d. Mobile food facilities must apply for a Fire license with the Secaucus Fire Prevention Bureau in addition to a Health Department license.
- e. Only the Event Coordinator can submit applications to the Secaucus Health Department; The Secaucus Health Department will **not** accept applications directly from vendors. Temporary event application, in its entirety, must be

submitted (applications, supporting documentation, site plan and payment) no later than **2 weeks before your event** to:

**Town of Secaucus  
Attn: Health Department  
1203 Paterson Plank Road  
Secaucus, NJ 07094**

Payment may be made by check, cashier's check and/or money order made payable to The Secaucus Board of Health to cover all temporary event fees.

At this time, the Secaucus Health Department does **not** accept online or credit card payments for extensive temporary events.

**Individual Food vendor instructions on obtaining a temporary food vendor license:**

1. Complete the Temporary Event application, located on the bottom of this page.
2. Submit your application and the permit fee, as applicable, to the Event Coordinator. **Applications and fees received directly from vendors or incomplete application will be returned.** -The Event Coordinator must submit the completed application and fee to Secaucus Health Department **at least 2 weeks prior to the event or a 25% late fee will apply.**
  - a. If you will have more than one (1) food booth/operation, submit a separate application and permit fee for each booth/operation.
  - b. A Cottage Food Operator registration or permit is required to make approved cottage foods from a home kitchen.
3. Once all event applications are approved, your individual permit will be sent to the EC who will distribute your permit to you. If you are part of an extensive event that has 11 or more vendors, you will be part of a blanket permit that will be provided to the EC. The permit must be posted in public

view or on hand at your booth or temporary facility at all times during operation.

Informational documents are provided below to help you operate safely and effectively that is in accordance with The Town of Secaucus and State of New Jersey requirements and guidelines.

**NOTICE:**

**Selling food, beverages, or performing salon, tattoo and/or permanent makeup services without a valid Secaucus Health license and/or relevant permits from the Town of Secaucus will result in the immediate closure of the food facility or trade show operation, may result in the issuance of a citation, fines, and/or denial of future health licenses.**

**The Event Coordinator must submit the completed applications and fees to the Secaucus Health Department no later than 2 weeks prior to the event. Any vendors submitting applications after the two-week deadline will be subject to a \$25 late fee.**

## Vendor Fee Schedule

1-9 Vendors	\$25 per vendor per day of operation
10-25 Vendors	\$300
26-50 Vendors	\$600
51-100 Vendors	\$950
101-150 Vendors	\$1000
151-200 Vendors	\$2000
201-400 Vendors	\$3000

# FOOD VENDOR RISK CATEGORY DESCRIPTIONS

## **Risk Category 1 (RC 1) Low Risk includes:**

- Prepackaged, non-potentially hazardous foods (non-PHF).
- Prepares only non-PHF. -Examples include prepackaged foods/beverages, kettle corn, candies.
- Heating and serving commercially manufactured ready to eat foods with no further processing/cooking. -Examples include canned chili beans, hot dogs, nacho cheese, etc.

## **Risk Category 2 (RC2) Moderate Risk includes:**

- Potentially hazardous foods (PHFs) that are prepared and cooked for same day service to customers (hamburgers, tacos, chicken wings, cut melons, etc.).
- All prepared food is to be discarded at the end of day (includes any hot and/or cold food that has exceeded 41°F).

## **Risk Category 3 (RC3) High Risk includes:**

- Food that is prepared, cooked, and cooled in advance of the event (such as potato salad, chicken pot pies, and tamales, etc.) at an approved facility that is permitted and inspected by the local enforcement agency (i.e., you are not the permit holder at a brick-and-mortar fixed food facility; you are renting kitchen space or using the facility with the facility owner's permission).
- Food that is prepared at an approved food facility for multi-day use.
- All prepared food items are to be discarded at end of day (includes any hot and/or cold food that has exceeded 41°F).

# Temporary Events sponsored by the Town of Secaucus

Town of Secaucus sponsored events are exempt from fee requirements. However, should your temporary event be taking place in another location in Secaucus, you may require additional permits from Town of Secaucus Departments. Please refer to the “Secaucus Special Event” application that can be completed located on the forms section.

## Temporary Event Forms and Additional Information

### Forms

- [Temporary Event Application \(Coordinator\)](#)
- [Temporary Vendor Application](#)
- [Secaucus Special Event](#)

### Checklists

- [Food Vendor Self-Inspection Checklist](#)

### Additional Information

- [N.J.A.C. Chapter 24 – Sanitation Retail Food](#)
- [N.J.A.C. Chapter 27 – Body Art Standards](#)
- [Secaucus Ordinance Chapter 147 – Retail Food Establishments](#)