

Special Event Vendor FAQ

1. When should I apply?
 - a. At least 10 days prior to the event.
2. What is a special event vendor?
 - a. A food vendor with a temporary set up such as fold out tables and grills, serving food to the public that requires time/temperature control for safety.
3. When do I need a Special Event Permit?
 - a. A Special Event Permit is needed for food retailers operating in a temporary setup such as a tent, kiosk, or temporary structure.
 - b. If you are making food that does not fall under the [Colorado Cottage Food Act](#), you will need to obtain a Special Event Permit.
 - c. If you are providing samples **over 3oz**, you will need a Special Event Permit.
4. If I have a Special Event Permit from another county, can I operate in El Paso County with my existing permit?
 - a. No, you would need to obtain an El Paso County Special Event Permit. We do not honor Special Event Permits from any other Colorado counties.
5. What type of permit do I need?
 - a. Limited (funnel cakes, french fries, frozen yogurt, freshly squeezed lemonade, etc.)
 - i. 1 Day Event, 2-8 Day Event, or Multiple Events (good for calendar year)
 - b. Full Menu (burgers, gyros, turkey legs, etc.)
 - i. 1 Day Event, 2-8 Day Event, Multiple Events (good for calendar year)
6. What is a 2-8 day event permit?
 - a. This is when one event runs 2-4 days consecutively.
7. Why do I need a Special Event Permit?
 - a. This is needed to ensure food is being safely served to the public. All permitted and licensed facilities are required to meet the requirements in Colorado Retail Food Establishment Rules and Regulations.
8. When do I need multiple permits?
 - a. The Special Event Permit is tied to each point of sale.
 - b. If you have **multiple** booths/tents/setups at a single event, each setup needs a Special Event Permit.
9. How do I obtain a Special Event Permit?
 - a. You can apply for a Special Event Permit [online](#), email a completed application to healthinfo@elpasoco.com, or in person at 1675 W. Garden of the Gods Rd, Suite 2044.
10. I am a brick and mortar; can I operate at special events?
 - a. Yes, if you obtain a Special Event Permit. Your Retail Food Establishment License covers operation within your brick and mortar. A Special Event Permit will cover operation outside of your facility at the event.
11. What does an inspection entail?
 - a. Please reference self-inspection report.