



Joseph P. Ganim  
Mayor

City of Bridgeport  
**Department of Health & Social Services**  
**Environmental Health**

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***Procedures for Festivals Held in Bridgeport***

**Each vendor is required to make proper application at the City of Bridgeport Environmental Health division at least 30-days in advance of the event.**

1. Vendor must fill out temporary vendor license application, in person, at the Environmental Health office 30-days prior to the event. One application per vendor.
2. Fees must be paid at time of application. CASHIER'S CHECK OR MONEY ORDER ONLY.
  - \$125.00 for the temporary vendor license per each vendor. Booth size should be 10'x10'. double booth, double the fee.
  - \$25.00 for Food Handler class per person. Staff must register for the class and take the Test. Visit the office for more information or go to: [www.statefoodsafety.com](http://www.statefoodsafety.com).
  - \$250.00 for inspection by Environmental Health Sanitarian/Inspector per inspector, per day.
  - The number of inspectors per day is determined on the following basis:
    - ❖ 1-6 vendors require 1 inspector, per inspection, per day
    - ❖ 7-12 vendors require 2 inspectors, per inspection, per day
    - ❖ 13-18 vendors require 3 inspectors, per inspection, per day
    - ❖ 1 additional inspector, per inspection, per day is required for each additional 6 vendors above 18 vendors.
    - ❖ ***NO STERNO PERMITTED! VENDORS USING THEM WILL BE SHUT DOWN!***
3. Vendor must also include the following information along with application and fee:
  - ❖ Floor plan layout of food booths/trucks and hand washing facilities.
  - ❖ Provide portable toilets.
  - ❖ Provide copy of Menu.
  - ❖ Vendor's or business license if out of City
  - ❖ Certified Food Protection Manager (CFPM).
4. Once application process is completed, the Inspector will contact vendor to schedule an appointment to go over all necessary floor plans and food preparation/storage details.
5. All workers/helpers at an event must take and pass the "Food Handler Course" at the Environmental Health office, held the first Tuesday of each month. The vendor must schedule this two-weeks in advance (certification is good for two (2) years from date of issuance). The classroom only holds fifteen (15) people at a time. Classes are offered in every language. Go to website: [www.statefoodsafety.com](http://www.statefoodsafety.com) and register for class.
6. Organizer/Vendors are also responsible for making all necessary arrangements with the Police Dept., and any other City agency (such as Parks & Recreation, Public Facilities, etc).
7. Temporary vendor license must be prominently displayed at all times during the event!
8. The Director of Environmental Health and his or her representatives reserve the right to revoke a temporary vendor license at any time leading up to as well as during the festival for violations to the Public Health Code perpetrated by the vendor or by his or her representatives.

***PAYMENTS ARE NOT REFUNDABLE***

***For more information, contact us at 203-576-7474 or visit our website at [www.bridgeportct.gov/health](http://www.bridgeportct.gov/health)***