

Dear vendors,

The 2017 Tulsa State Fair is quickly approaching and our goal is to ensure that your customers receive food that has been prepared in a safe and clean environment. We are certain that you support this goal and will be diligent in your food safety practices to ensure that food is enjoyed by your customers without any incidence of foodborne illness.

I am writing to make you aware of licensing and inspection requirements before your arrival to Tulsa. All food vendor booths must be set up and licensed BEFORE the Tulsa State Fair opening start time. Please send a representative to the Tulsa Health Department (THD) office located in the Exchange Building either Wednesday, September 27th or Thursday, September 28th between 9am to 4pm. Vendors that aren't completely set up and licensed by 4pm on September 28th will not be able to sell products on the opening night of the Tulsa State Fair.

The Oklahoma State Department of Health (OSDH) Temporary License fee is \$150.00 and business checks, cashier's checks or money orders should be made payable to THD. Cash or credit card payments will also be accepted.

- All food vendors must obtain temporary licenses before opening to sell to the public. This includes prepackaged and bottled items such as jams, jellies, sauces, dips, and honey.
- Vendors must purchase their license AND be inspected prior to beginning any operations. Licenses may not be purchased prior to facility being ready for inspection.
- All food vendors that hold a current OSDH mobile license must submit a copy of that license to me at adavis@tulsa-health.org no later than September 18, 2017.
 - If license was issued by the Tulsa Health Department, an email won't be required.
- Food offered for sell or sampling must originate from approved sources.
- No home prepared foods or food prepared out of state or at another event are permissible.

Please take time to review the Sampling Requirement attachment if you plan to provide samples to your customers and also review the Temporary (Special) Event information on our website at <http://www.tulsa-health.org/food-safety/food-service-industry/temporary-and-seasonal-food-events>

Inspectors will also be inspecting OSDH licensed mobiles before opening day to verify they have fresh and dirty water holding tanks regardless of whether set-up using the resources provided on the fairgrounds. If the fresh water tank is mounted on the roof top, a ladder must be onsite for verification and servicing purposes. Any OSDH licensed mobile establishment unable to demonstrate that they meet mobile requirements for an annual food license will be required to purchase the OSDH temporary license for \$150.00.

Any vendor with concerns regarding booth set up expectations are highly encouraged to bring a diagram of their booth setup to the Vendor Mixer/Meeting on Tuesday, September 26th.

All other food vendor questions should be directed to Ashley Davis, Special Event Coordinator, at 918-595-4361 OR adavis@tulsa-health.org

Looking forward to our food safety partnership!