



**Public Health**  
Prevent. Promote. Protect.

## Public Safety is Our Priority

**The City of Pasadena Health Department has set forth guidelines for event coordinators and their vendors who will be providing edible and/or drinkable products at the Pasadena Convention Center and Municipal Fairgrounds.**

- **All Temporary Food Establishment Permits** must be obtained no later than 4:00 p.m. Friday, if the event is held on Saturday or Sunday. If the event is scheduled on a weekday, permits may be obtained up to the day before the event. No permits will be issued the day of the event.
- For events scheduled to have **over 10** Temporary Food Vendors, all permits must be obtained at **least one week in advance** of the event.
- This includes vendors selling or giving away solid food, beverages, prepackaged food, mixes, edible CBD products, samples, etc. There are no exceptions to this requirement.
- Consultation with a food inspector is required when obtaining a temporary food permit. Consultations are performed between **8:00 a.m. to 8:30 a.m.** and between **4:00 p.m. to 4:30 p.m.** Inspectors are out in the field during the day.
- If you are paying with a credit card, arrive no later than 3:45 p.m. Our credit card system is not in use after 4:00 p.m. Your consultation will still occur at 4:00 p.m.
- **All Cottage Food Production Operators must be vetted** by the Health Department to determine compliance with the Cottage Food Law. Contact the Health Department and ask to speak with a food inspector at 713-475-5529.
- Events scheduled to have over 10 Temporary Food Vendors and Cottage Food Operators combined, must provide a detailed **site map at least 72 hours** in advance of the scheduled event. The map must include each individual vendor and their designated space number.
- Event coordinators must provide a **list of Temporary Food Vendors and Cottage Food Operators** to the Health Department. Include the desired inspection time and the time the event opens to the public, **at least one week in advance** of the event.
- No Temporary Food Vendors or Cottage Food Operators will be allowed to set up in the dirt in any of the arenas.

**Permits WILL NOT be issued on-site at the Pasadena Convention Center and Municipal Fairgrounds.**

**Please call the City of Pasadena Health Department at 713-475-5529 and ask to speak with a food inspector if you have questions.**