



County of Riverside
DEPARTMENT OF ENVIRONMENTAL HEALTH

www.rivcoeh.org

District Environmental Services
SWAP MEET OPERATIONAL PROCEDURES

Before a swap meet permit can be issued, the Swap Meet Organizer must list you as an approved vendor for their swap meet. Next, complete this form and return to an Environmental Health office for review and approval. **An approved copy of this form must be kept on-site during the period of operation.** Any change to this form, the food items sold, or any change in equipment will require prior approval by this Department.

OWNER NAME:	SIGNATURE:
NAME OF BUSINESS (DBA):	
NAME AND LOCATION OF SWAP MEET:	
DAYS AND HOURS OF OPERATION:	
<p>List all of the foods you will be selling. <i>Foods sold from a swap meet table must be prepackaged, non-potentially hazardous, and have an approved label from the packaging facility. No foods may be prepared, wrapped, packaged, or stored at home. Food and drink may not be opened prior to sale. <u>NO FOOD PREPARATION ALLOWED UNDER A SWAP MEET PERMIT.</u></i></p>	<p>How will these food and drink items be displayed for sale and where will extra food and drink be kept?</p>
	<p>Will you be using ice to keep beverages cold? Where will you keep the ice? How will you discard the melted ice?</p>
	<p>Besides the table, will you use any other equipment?</p>
<p>Where will you purchase each of these foods? Where will you keep the invoices and receipts?</p>	<p>All food equipment, including the table, must be kept clean. How will you clean these items?</p>
<p>Where will you or your employees use the restroom?</p>	<p>An identification sign must be posted at the swap meet booth with the following information:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Name of Business (min. 3" lettering) City, State, and Zip Code (min. 1" lettering) Name of Operator (min. 1" lettering)</p> </div>