



## HOW TO SAFELY PREPARE AND SELL FOOD AT A PUBLIC EVENT?

If you want to sell and/or prepare food at a public event, please pay attention to the following:

- Every food business operator (FBO) must draw up a [self-control plan](#) and keep it available for each event that it participates in.
- Food on sale must be **traceable**. Traceability means that you are able to prove where the food you sell or use to prepare food comes from. You must have food accompanying documents.
- **Food that needs to be maintained at refrigerator temperature must be kept at this temperature throughout the sales period.** Storing food that needs refrigerator temperature at a higher temperature creates a favourable environment for bacterial development. Bacteria cause various health problems, some of which can have serious consequences. You can, for example, use portable refrigerated showcases to keep food at refrigerator temperature. Information on the sale and rental of refrigeration equipment is available on the Internet.
- You must be **healthy**. You must not suffer from viral and infectious diseases. FBO must have knowledge of food hygiene / safety and must have completed **food hygiene / safety training**.
- **You must have facilities for personal hygiene**, including handwashing.
- If you also need to clean tools or wash food during the day, think about how you can do it hygienically. If the fair organiser does not offer drinking water, then you have to bring it yourself. You can buy bottled water or fill water canisters with water that meets the requirements for [drinking water](#);
- If you sell non-prepacked food or prepare food on the spot, **all the surfaces with which the food comes into contact must be clean**. If necessary, work surfaces should also be cleaned during the fair day to prevent cross contamination.
- **Cook the food thoroughly**, especially meat, eggs, and seafood. The internal temperature of pork and chicken must be at least 75 °C.
- **Keep ready meals and raw food separately.**
- **Get the items you need for handling garbage.** Think about whether you need to throw away liquids.
- Make sure **you know the substances or products that cause allergies or intolerances** and are able to provide the consumer with information about your products (including the ingredients).
- **Everyone who sells and/or prepares food at a public event must have **previously** informed the Agriculture and Food Board (AFB) of their activity.**

## HOW TO REPORT YOUR ACTIVITY TO THE AGRICULTURE AND FOOD BOARD?

Everyone who sells and/or prepares food at a public event must have **previously** informed the Agriculture and Food Board (AFB) of their activity.

For this, a notice of economic activities must be submitted. The most convenient way to do this is electronically through the customer portal of the Ministry of Rural Affairs at <https://portaal.agri.ee/> or on paper, by submitting a [notice of economic activities of a mobile temporary catering and retail company](#) to the regional centre of the AFB of the event location.

REGIONS	AFB CENTRE	E-MAIL
Põhja region	Tallinn	<a href="mailto:pohja@pta.agri.ee">pohja@pta.agri.ee</a>
	Rapla	
Lääne region	Käina	<a href="mailto:laane@pta.agri.ee">laane@pta.agri.ee</a>
	Haapsalu	
	Pärnu	
	Kuressaare	
Lõuna region	Põlva	<a href="mailto:louna@pta.agri.ee">louna@pta.agri.ee</a>
	Viljandi	
	Tartu	
	Valga	
	Võru	
Ida region	Jõhvi	<a href="mailto:ida@pta.agri.ee">ida@pta.agri.ee</a>
	Jõgeva	
	Paide	
	Rakvere	

Sellers and producers of food at a public event are a **temporary and/or mobile company**:

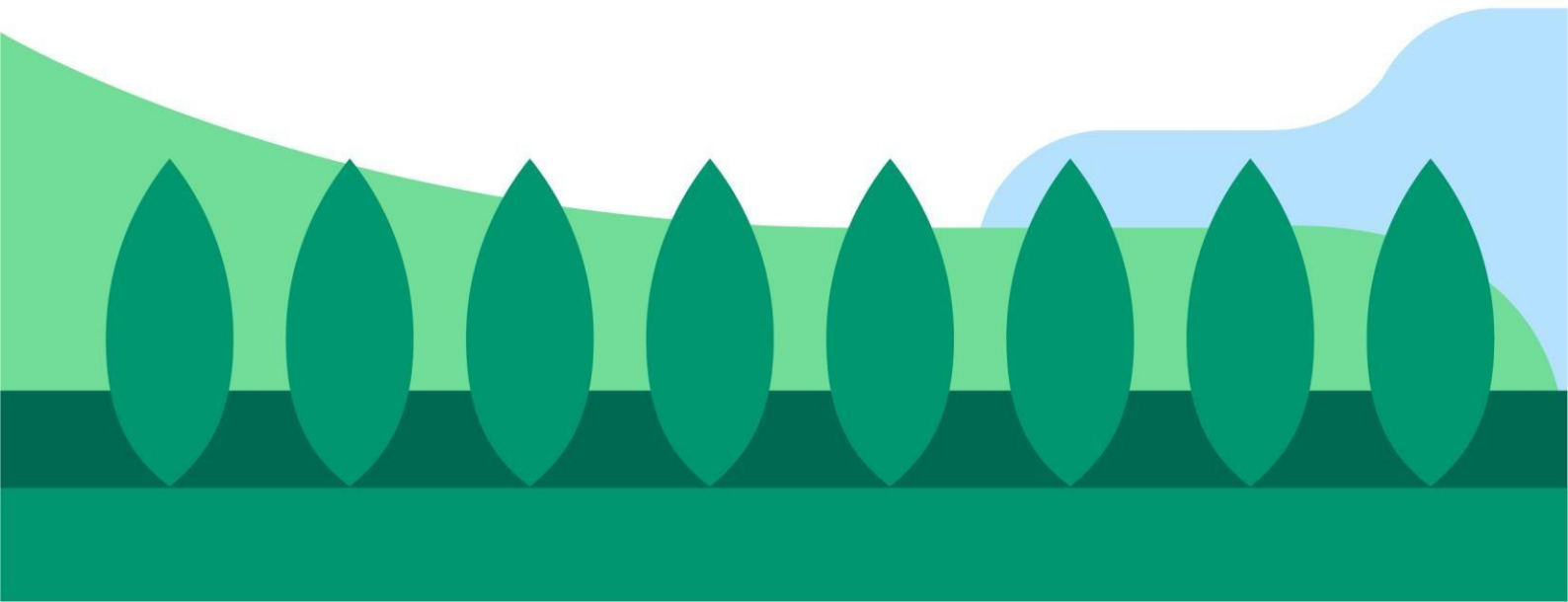
### ❖ For temporary retail/catering:

- the sale or preparation of food lasts no more than 3 months;
- the company is engaged in retail only in one sales area;
- the notice of economic activity is submitted separately for each event (public event, fair, market, trade fair, festival, etc.);
- when the notice of economic activity is submitted, the dates of commencement and termination of the activity are indicated on the notice of economic activity;
- the food business operator is not obliged to inform the AFB of the termination of activities.

❖ **For mobile retail/catering:**

- any movable (can be assembled and demounted and moved from one location to another) handling unit or installation (sales car, trailer, tent, etc.);
- the AFB is informed once upon the commencement of the activities based on the legal address of the company;
- only the date of commencement of activities must be indicated on the application;
  - each handling unit or installation must be reported separately (e.g. when a food business operator has 3 counters, they must report each counter separately, i.e. 3 notices of economic activity must be submitted);
- the notification obligation is fulfilled by the submission of the notice of economic activity and the food business operator no longer has to notify the

AFB separately of each event where they plan to go with their mobile unit; ○ the food business operator has an obligation to inform the AFB of the termination of the activity by submitting a notice (a notice of economic activity or a free-form signed declaration).



## CHECKLIST – WHAT TO DO BEFORE AND DURING PUBLIC EVENTS TO ENSURE FOOD SAFETY?

### What to do before public events?

- ☐ I drew up a self-control plan and I will keep it available for each event that I participates in. Guidance material for the preparation of a self-control plan can be found [here](#);
- ☐ Personnel have knowledge of food hygiene / safety and have completed food hygiene / safety training;
- ☐ Personnel have [health certificates](#);
- ☐ I have thought through where I can get clean water, where I can put the waste, how I ensure food safety. Instructions for water used in food handling can be found [here](#);
- ☐ I have submitted a [notification](#) to the Agriculture and Food Board (AFB).
- ☐ If I sell home-prepared food at a public event, in addition to the above, submit an additional notice of economic activity to the AFB regarding the [handling of food at a private dwellinghouse](#).

### What to do during public events?

- ☐ I ensure cleanliness at public events and protect food from any contamination;
  - ☐ I ensure the [traceability of food](#), I keep records of purchased foods;
  - ☐ Food has to be stored at the prescribed temperature. If the manufacturer has set the temperature at + 2... + 6 degrees (°C), I will guarantee this temperature for the product at the public event;
  - ☐ I have [labelled](#) the food properly;
  - ☐ I inform consumers about [allergens](#) in food. Staff knows how to answer questions about food composition and possible allergen contamination;
  - ☐ I only use [materials and objects](#) that are intended to come into contact with food;
  - ☐ When handling food, I use water that meets the requirements for [drinking water](#);
  - ☐ When selling alcohol, I guarantee I follow the [requirements](#) for the sale of alcohol.
- 