

# TEMPORARY FOOD SERVICE APPLICATION



The Running Event  
November 29 - November 30, 2023  
Austin Convention Center, Austin TX

**DEADLINE: OCTOBER 18, 2023**

## **BOARD OF HEALTH REQUIREMENTS FOR TEMPORARY FOOD SERVICE ESTABLISHMENTS/EVENTS**

The City of Austin Public Health Department requires that any organized event or celebration at which food is served or open beverage service is provided and taking place at a location for no more than 14 consecutive days in conjunction with the event submit a temporary food event application and obtain temporary food booth permit(s). As the organizer of the temporary event, Diversified Communications is responsible for submitting the application and picking up the necessary Temporary Food Booth Permit(s) for each booth requiring a permit for food/beverage distribution at The Running Event.

**A permit is only required if an exhibitor distributes open (unpackaged) samples of their food or beverage product or handles food/beverage that requires refrigeration.**

Event Management will apply on your behalf for obtaining the permit from the Austin Public Health Department. The cost for your temporary food event permit is \$280.00 to be paid by check (payable to Diversified Communications) for The Running Event. Payment by credit card can be arranged by contacting event operations at [bmyers@divcom.com](mailto:bmyers@divcom.com).

**Exhibitors requiring a permit MUST submit the 'Temporary Food Service Application' and check to Event Management by Wednesday, October 18, 2023. Austin Public Health requires ALL questions on the application form be answered with information provided - they will not accept uncompleted forms.**

If you have any questions or to pay by credit card, please contact Brendan Myers at 207-842-5467 or [bmyers@divcom.com](mailto:bmyers@divcom.com).

Food & Beverage Sample Sizes at the Austin Convention Center are as follows:

- Food items are limited to one ounce (1 oz.) "bite size" portions
- Non-alcoholic beverages items are limited to three ounces (3 oz.) portions

*If an exhibiting company wishes to distribute larger portion sizes, approval must be granted by Austin Convention Center Catering and a fee may be applied. Please contact ACC Catering at (512) 404-4140.*

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**PLEASE COMPLETE AND MAIL THE FOLLOWING FORM WITH A CHECK IN THE  
AMOUNT OF \$280.00, PAYABLE TO DIVERSIFIED COMMUNICATIONS, TO:**

Diversified Communications  
The Running Event  
Attn: Brendan Myers, Operations  
121 Free Street  
Portland, ME 04101  
USA

Booth Responsible Party Identification

Each individual booth operator or responsible party is required to complete and submit the following form as part of a complete application. Please print and use additional sheets if applicable.

Booth Responsible Party: \_\_\_\_\_

Booth Name: \_\_\_\_\_ (Ex. Business Name or Name for individual booth)

Is this a mobile vending unit? [ ] Yes [ ] No Where is the mobile vending unit permitted? \_\_\_\_\_ \*Supervisor approval may be required

Type of food/beverages to be served (check all that apply):
[ ] Hot foods: \_\_\_\_\_
[ ] Colds foods: \_\_\_\_\_
[ ] Beverages: \_\_\_\_\_

The food will be obtained from the following approved sources (check all that apply):
[ ] I operate from/own a permitted food facility (such as a restaurant).
Food Facility Name: \_\_\_\_\_

Food Facility Address: \_\_\_\_\_
Address City State Zip

[ ] I will purchase food from a permitted food facility (such as a grocery store or restaurant) on the day of the event and bring the food directly to the event. I will maintain my receipts from the purchase on-site at the event for verification.

Food Facility Name: \_\_\_\_\_

Food Facility Address: \_\_\_\_\_
Address City State Zip

I hereby certify that I have received the guidelines for temporary food service requirements provided by the Austin Public Health. I understand that, as a condition of my operation at this event, I am responsible to ensure that these guidelines are strictly adhered to at all times. I will conform to these guidelines and ensure that all individuals involved in this operation conform to these guidelines. Failure to do so may result in the immediate suspension of my operation at this event and may result in a complaint being filed against me in the Municipal Court of the City of Austin for a violation of these guidelines and the Code of the City of Austin or in Travis County Precinct Court. I understand that such a complaint may result in a fine of up to \$2,000 on conviction.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_
Address City State Zip

Driver's License: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_
DL # State

