

TEMPORARY FOOD SERVICE APPLICATION



The Running Event
November 19 - November 21, 2024
Austin Convention Center, Austin TX

DEADLINE: OCTOBER 31, 2024

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.

Exhibitors requiring a permit MUST submit the 'Temporary Food Service Application' and check to Event Management by October 31, 2024. 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.

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.

**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

Mobile vending VIN number _____ Will your booth set up be outside your unit: Yes No
*Required for submission

Type of food/beverages to be served (check all that apply) Please be general i.e (BBQ Meats, Condiments)

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, Travis County Precinct Court, or municipality where event is held. 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