



CITY OF HOUSTON

Health & Human Services Department
8000 North Stadium Drive, Second Floor, Houston, TX 77054
Bureau of Consumer Health Services
(713) 794-9200

TEMPORARY PERMITS

ALL TEMPORARY FOOD DEALER'S PERMITS MUST BE
PURCHASED

7 DAYS IN ADVANCE OF THE EVENT. *
(MONDAY THROUGH FRIDAY FROM 8:00 a.m. to 4:00 p.m.)

PLEASE HELP US AND YOUR INSPECTOR BY
PURCHASING PERMITS IN A **TIMELY FASHION.**

THANK YOU FOR YOUR COOPERATION

***Permit fees are nonrefundable. No credits will be given.**

No personal or company checks are accepted. Only cash, money orders or cashier's checks are accepted. Make money order or cashier's checks payable to Houston Department of Health and

Human Services. Mail to:
Department of Health and Human Services
Consumer Health Services
P.O. Box 300008
Houston, TX 77230-0008

Send Overnight Mail to Consumer Health Services, 8000 N. Stadium Dr., 2nd. Floor, Houston, TX
77054

[713] 794-9200

ARTICLE II: SECTION 20-36b



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GUIDELINES FOR FOOD HANDLING AT TEMPORARY EVENTS

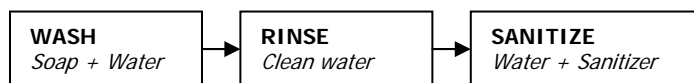
Each physically separated stand or booth requires a **PERMIT (Cost \$60 per day per booth)**.

ITEM 1: Ice used for consumption must be from an approved source. Ice shall be held in bags until used and dispensed properly.

ITEM 2: Food contact surfaces of equipment shall be protected from contamination by consumers by using separating counters, tables, sneeze guards, etc.

ITEM 3: Provide only single-service articles for customer's use.

ITEM 4: Provide potable water for cleaning and sanitizing utensils. Provide a heating facility capable of producing hot water. * Use three (3) containers for **WASHING, RINSING & SANITIZING** e.g. plastic buckets, plastic food containers.



- Use a gravity-type water dispenser for employee hand washing e.g. drink dispenser with a spout or spigot. Do not forget hand washing soap, paper towels and catch basin.
- **Unless suitable utensils are used to handle ready-to-eat foods, single-use gloves are required for all food handlers. (Section 20-21.8)**



ITEM 5: Do not store any food in contact with water / undrained ice.

ITEM 6: Dispose of all liquid and solid waste properly.

ITEM 7: Provide cleanable floors in food preparation and service areas e.g. concrete/ light wood/asphalt

ITEM 8: Provide a ceiling in food preparation and service areas e.g. wood, canvas or other material that protects the interior of the establishment from the weather and other agents.

ITEM 9: Protect food that is served:

- *Keep **HOT** foods at 140° F or above and keep **COLD** foods at 41° F or below
- *Wear an effective hair restraint e.g. ball cap or hair net. No hair spray or visors will be acceptable.
- *Use packaged foods or provide sneeze guards at display area.
- *All food, equipment and paper products shall be stored at least 6 inches above the floor.
- *No eating, drinking, smoking is allowed in the food booth.

***SERVE FOODS THAT ARE PREPARED / OBTAINED FROM AN APPROVED SOURCE.**

The Health Officer may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishments and may prohibit the sale of some or all potentially hazardous foods.



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PRE-OPERATIONAL STATEMENT FOR PROPOSED TEMPORARY FOOD SERVICE ESTABLISHMENT

NUMBER OF BOOTHS: _____

NAME OF EVENT/CELEBRATION**:
ADDRESS OF EVENT/CELEBRATION:
PROPERTY OWNER TELEPHONE:

PLEASE COMPLETE AND ATTACH A PROPERTY AGREEMENT LETTER

EVENT DATE FROM:	TO:
EVENT TIME FROM:	TO:

NAME OF APPLICANT:
ADDRESS OF BUSINESS:
CONTACT PERSON AT SITE:
ALTERNATE PERSON:
TELEPHONE/FAX/MOBILE PHONE:
NAME & ADDRESS OF ASSOCIATED: FOOD BUSINESS (if any)

LIST OF ALL FOOD (solids/liquids) TO BE SERVED AT THE EVENT:

1.	4.
2.	5.
3.	6.

WHERE DO YOU BUY YOUR FOOD SUPPLIES (NAME/ADDRESS):

WHAT FOODS WILL COOKED/PREPARED AT THE SITE:

DESCRIBE HOW EACH FOOD ITEM WILL BE PREPARED ON SITE. Use additional pages as needed: _____

(Only those potentially hazardous foods requiring limited preparation shall be prepared)

Single-use gloves required? _____ Provided? _____

WHAT FOODS WILL BE PREPARED AT OTHER SITES:

**The Temporary food service establishment must operate in conjunction with a single event or celebration. Attach advertisement, brochure, etc.

APPLICANT: _____ SANITARIAN: _____



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PRE-OPERATIONAL STATEMENT FOR PROPOSED TEMPORARY FOOD SERVICE ESTABLISHMENT

Event Diagram*

Temporary Food Establishment

In the following space, provide a drawing of the Temporary Food Establishment. Identify and describe each booth serving food/beverages. Describe all equipment including cooking and cold holding equipment, hand washing facilities, worktables, dishwashing facilities, food and single service storage, garbage containers, and customer service areas. Show where barriers will be placed between the customers and the foods. Include location of refrigerated trucks and additional cooking areas, if used.

Failure to comply with all requirements during operation will require that the person in charge immediately cease food service operations and/or receive Municipal Court Citations.

* The application will not be issued until this form is completed and approved.



**FOOD AND BEVERAGE
SAMPLING GUIDELINES**

- 1) There are two types of sampling that can be done.
 - An Exhibitor samples food and beverage so that the consumer may purchase the product by mail or other retail outlet.
 - An Exhibitor for on- premise purchase of that product samples food and beverage.
- 2) Any food and beverage product must have some relevancy to the type of show or the social make- up of the expected clientele.
- 3) Any food or beverage product that will be sampled from an Exhibitor must be germane to that Exhibitor's business.
- 4) If a food or beverage product is to be sampled and/or sold by an Exhibitor, it must meet the following criteria:
 - All sample sizes must be small enough so that it will not be considered to have a competitive nature with the sizes of products sold by ARAMARK's food and beverage outlets. Allowable sizes are; 4-oz. Food item and 2-oz. of non- alcoholic beverage. Absolutely no alcoholic beverages are allowed to be brought on to Reliant Park.
 - All food and beverage products that are to be sold, must be sealed and in a large enough size so that they will be considered for at- home consumption. The minimum selling size must be pre- approved by ARAMARK.
- 5) Due to the fact that we are currently within the boundaries of an exclusivity contract with Coca- Cola The following exceptions need to be noted.
 - There can be No sampling of any carbonated beverage, isotonic sports drink, or fruit juices other than a Coca- Cola product. Only hot teas can be sampled.
 - There can be No sampling of any type of ice cream product.
 - There can be No sampling of any type of bottled water.
- 6) The City of Houston Health Department will not release any health permits without the proper written authorization from ARAMARK. ARAMARK will issue the proper authorization when the Exhibitor conforms with the previous set forth rules and regulations. Exhibitor is responsible for obtaining any permits required by the health department. Health and Human Services Department 713-794-9200.
- 7) When a violation is discovered, ARAMARK will approach the Exhibitor and all unapproved items must be removed from the facility immediately.

I have read and agree to the above guidelines.

Company Representative

Date

Show or Event Name: _____

Event Date: _____

Company Name: _____

Contact Name: _____

Phone: _____

Address: _____

Fax: _____

City/ St/ Zip: _____

E-mail: _____

Please list all items that **will be sampled or sold** in your booth. Allow 1 week for approvals.

Sample Size	Selling size	Item Description	Aramark Approval

**Fax to 832-667-2456 or Mail to One Reliant Park, Houston, Tx. 77054
Contact Us at 832-667-2420**

Events with Food and Beverage Exhibitors

Dear Show Manager,

We are pleased that you have decided to bring your show here to Reliant Park. We would like to help make your food & beverage experience here as seamless as possible. We understand that your show may have exhibitors that way need to provide samples of their food and beverage products. Here are a few important points that will need to be kept in mind.

- **A blanket release can be obtained, if the show is a private food show.**
- **All public shows will require individual releases. Please be aware that it is the responsibility of Show Management to properly inform its exhibitors. A convenient sampling guideline form is available to be placed in your exhibitors manual or an electronic copy can be obtained if you would like to e-mail blast it to your exhibitors.**
- **A listing of all exhibitors must be furnished one month prior to the show. Any requests for approval letters will be withheld until a listing is provided.**
- **Please become familiar with our guidelines, as the information may have an effect on exhibitor's flexibility to market their product.**
- **Absolutely no alcoholic beverages are allowed to be brought on to Reliant Park. Please inform your sponsors of our policy regarding this matter,**
- **The City of Houston issues all permits. Aramark possess the health permit for Reliant Park. Aramark must provide a letter of release for a permit to be issued to individuals. This release is also for liability purposes. The Heath Department will approve or deny the individual company based on their own records. Aramark will have no input into this process other than a release.**

Thank you in advance. If you should have any questions, please feel free to call us.

**Selina Tan
Director of Catering Sales
832-667-2420**

**Lisa Ducre
Concessions Manager
832-667-2536**