

# BRIDAL EXTRAVAGANZA

January 12, 2025 • 12-5 p.m. • Palmer Events Center

## Temporary Food Permit Packet

**PLEASE BE SURE YOU READ THROUGH THIS ENTIRE PACKET!**

You **must** sign and return the pages: **Booth Responsible Party Identification and Sampling Request Form** **December 20, 2024** before 5 pm **Late submissions will be subject to a \$100 additional fee.**

You can email the filled/signed forms back to [clientservices@texasweddings.com](mailto:clientservices@texasweddings.com)

Separately you must send a **copy of your Food Establishment Permit** to:  
[clientservices@texasweddings.com](mailto:clientservices@texasweddings.com)

If you have any questions or need some help filling out the form you can view our video below for guide.

[https://www.loom.com/share/7ed31f995fd844558dad9cc3f61be628?  
sid=9c8e2b86-8101-40b8-9fde-18d58dab8c58](https://www.loom.com/share/7ed31f995fd844558dad9cc3f61be628?sid=9c8e2b86-8101-40b8-9fde-18d58dab8c58)

If you fail to comply with the requirements contained within, or provide the required documents, you may be shut down by the Health Department or the Palmer Events Center

# How to Set Up a Temporary Event Booth

**NO HOME-COOKED FOODS ALLOWED - LOS ALIMENTOS PREPARADOS EN CASA NO SE PERMITEN**

**BOOTH:** A self-contained individual area of food handling. A booth cannot be divided by customer walkways.

## Approved Booth Requirements

- PERMIT POSTED ON-SITE:** Failure to post may result in immediate closure and legal charges.
- FOOD SOURCE:** Prepare onsite or get from permitted food business. NO FOOD PREPARED AT HOME.
- HANDWASHING STATION:** Soap and Single-Use Towels with either a Temporary Handsink, or a Free-flowing Water Dispenser with Flip Spout (**NOT push-button**) and a Catch Bucket for Wastewater.

### Approved Handwash Stations



Approved Flip Spout



NO Push-Button Spout



- DISHWASHING STATION: 3 pans** 1) Soapy Water, 2) Clean Rinse Water, and 3) Sanitizer with Test Strips  
Example: Mixture of Water & Bleach so that a Chlorine Test Strip measures between **50 - 100 ppm**.
- THERMOMETER:** Metal Stem (0° F to 220° F).
- WASTEWATER DISPOSAL:** Only in the Sanitary Sewer.  
NO STORM DRAIN DISCHARGE. NO POURING ON GROUND.
- OVERHEAD & GROUND COVERING:** Required when outdoors.



**PROPER FOOD TEMPERATURES (minimum)**

**Cooking:**

- Raw Chicken – 165° F
- Raw Hamburger Meat – 155° F
- Raw Pork & Beef – 145° F

**Hot-holding:** 135° F or hotter  
**Cold-holding:** 41° F or colder

If unable to keep food at proper temperature, then all food must be discarded **4 hours** after the cooking time.

(See back for important information from the Austin Fire Department)



## Festival and Temporary Food Permit Vendor Guidelines

### General Requirements:

- Permitted tents or tent groups must be NFPA 701 compliant and have proof of compliance attached to the tent fabric from the manufacturer.
- All food vendors, including out of town mobile vendors/trailers, must have a current health permit.
- Cooking tents/temporary structure must be located a minimum of 20 ft. from any permanent structure.
- Cooking tents with sidewalls must be separated from any/all other tents by 20 ft.
- Vehicles must be parked a minimum of 20 ft. from each tent/temporary structure.
- Cooking vendors must be separated from non-cooking vendors by a 12 foot fire break.
- Enclosed tents require proper exiting and signage (battery back-up/tritium, 7 ft. high).
- No smoking signs are required to be posted inside tent areas.
- Cooking and heating equipment shall not be located within 10 ft. of any exits or combustibles.

### Fire Extinguishers:

- Each vendor/ tent must have a 2A10BC rated fire extinguisher.
- Any cooking operation involving combustible cooking media (frying vegetable or animal oils and fats) requires a Class **K** rated extinguisher, in addition to a 2A10BC rated fire extinguisher.
- All fire extinguishers must have a current annual inspection.
- Any solid fuel cooking operation (wood/charcoal) must have a minimum 2.5gal Class K extinguisher.

### Propane:

- The number of appliances fueled by propane per vendor will be determined by the AFD inspector. Event setup, manufacturer recommendations, and public safety are a few of the things that AFD takes into consideration when making a determination of the number of propane fueled appliances allowed per vendor. A maximum 100 lbs. of propane in use per appliance, with a 200 lb. maximum of propane in use allowed per vendor.
- Propane bottles must be placed at the rear exterior of the tent for emergency access.
  - Emergency access must not require tent entry.
  - Propane cylinders must be secured in an upright position.
- Spare propane bottles are not allowed on site unless approved.
  - Designated area for spare and empty propane tanks must be established and approved by fire department.
- Propane appliances must have LPG stamped on their hoses.

### Grills & Pits:

- No grilling with charcoal or wood is allowed under any tented structure.
- Outside BBQ pits with stacks must have a 5 ft. clear circumference from combustibles, a 15 ft. clearance above the stacks and a distance of 10 ft. from any permanent structure or 20 ft. from any tent.
- All propane appliances will be inspected in place and may not be used without an engineer's certificate.

**ALL mobile vendors/trailers at special events are subject to a fire inspection.**

# HOW TO SETUP A TEMPORARY FOOD BOOTH

NO HOME PREPARED FOODS ALLOWED

## TEMPORARY FOOD SERVICE REQUIREMENTS

The following requirements are for Temporary Food Service operations in Austin and Travis County and are based upon the Texas Food Establishment Rules, which have been adopted by the Austin City Code. A temporary establishment is the service of food at a location for a period of **no more than 14 consecutive days** in conjunction with an organized event or celebration. The Event Organizer is responsible for providing these requirements to each booth coordinator/vendors at least one week prior to the event. It is the responsibility of each individual food service booth to meet the following requirements:

**Each booth must have a valid permit and booth guidelines issued by Austin Public Health posted.**

### Critical operation requirements:

**Failure to comply with the following requirements shall result in an immediate closure. Closure is in effect until the item(s) is corrected and verified by an authorized representative of this Department.**

- 1. Keep time/temperature control for safety foods colder than 41°F or hotter than 135°F at all times.** Intact meat, fish, and freshly cracked eggs must be cooked to 145F for 15 seconds. Pooled eggs, comminuted meats must be cooked to 155F for 17 seconds. Poultry must be cooked to 165F for <1 second. Reheated foods must be heated to 165F in less than two hours. Leftover food intended for reuse needs to be rapidly cooled by placing food in shallow containers (depth of less than four inches) and refrigerating it uncovered. Cover refrigerated food as soon as the food has cooled to 41°F.
- 2. Provide facilities to wash hands and provide hand washing supplies that include:** Hand soap, paper towels, container of warm water and a wastewater bucket. Water container must be designed with a spigot that allows the user to wash hands freely without continuously depressing the spigot or tilting the container. Following hand washing, gloves or a hand-sanitizer must be used when handling ready-to-eat foods. Place a bucket beneath the hand washing container to collect wastewater. Collected wastewater must be disposed of in a proper disposal sink or in the wastewater barrels provided by the event organizer.
- 3. Provide utensil washing** if food preparation involves utensils. Provide three basins if no permanent facilities are on site. The first basin is for washing and should contain detergent wash water only. The middle basin is for rinsing and only contains clean water (replace as needed). The third basin is for soaking utensils for 1 minute in a sanitizing solution of 50-100ppm chlorine (1 1/2 *teaspoons bleach* per gallon of clean water). Utensils are to be dried with air or paper towels only. Suggestion: Conserve water and use only the amount needed to prevent wastewater barrels from overflowing. Keep utensil washing basins covered or beneath overhead protection. ***Remember the proper sequence: WASH, RINSE & SANITIZE!***
- 4. Utilize fuel or electricity for hot holding units.** Insulated containers with no active source of heat are not allowed. For the use of sternos - **ONLY stem wick-style will be permitted.** And each vendor **must have** a 2A10BC rated fire extinguisher in their booth. Wrapped sandwiches must not to be stored in direct contact with ice.

### Additional operational requirements:

- 1. Monitor food temperatures** with a metal stem-type thermometer. Thermometers should have a range of 0°F-220°F. Thermometers should be cleaned and sanitized between uses.
- 2. Use only cutting boards, utensils, equipment, food preparation and serving surfaces that are constructed of easily cleanable material.** Clean and sanitize these items frequently during the event. Tablecloths may only be used if they are frequently replaced.
- 3. Use a different set of utensils and prep surfaces to prepare raw or partially cooked foods that are separate from the utensils and surfaces used to prepare fully cooked foods.**

# HOW TO SETUP A TEMPORARY FOOD BOOTH

## NO HOME PREPARED FOODS ALLOWED

- 4. Test sanitizing solutions with chlorine test paper.** Sanitizing solution shall be kept between 50-100 ppm chlorine. Test papers can be found at restaurant supply stores.
- 5. Use spray bottles of sanitizing solution** and paper towels to frequently wipe counters and to spot clean equipment. Do not use on utensils in lieu of the proper warewashing method.
- 6. Store ice for drinks or consumption in their original bag** in an ice chest during service. Ice bags shall be punctured underneath to allow drainage and open on the top to allow dispensing. Consumers shall not dispense their own ice for drinks. Ice shall be dispensed with scoops with handles. Nothing other than the ice scoop shall be stored in this ice.
- 7. Protect all foods, utensils, and paper goods from exposure to dirt, dust and insects.** These items must be kept covered or wrapped to minimize exposure to potential contaminants. Keep cups wrapped in their original plastic sleeves until dispensed. **Thaw foods by placing them in a refrigerator** overnight, by covering them with ice in an ice chest that is constantly draining into a wastewater container, by placing them under cold running water, or by cooking them from completely frozen until fully cooked. Thawing foods at air temperature or in standing water is prohibited.
- 8. Provide only disposable utensils, plates, cups, knives, forks, spoons, etc. to consumers. Provide only condiments that are individually packaged or dispensed from an approved covered container.** Foil, plastic wrap, etc. do not provide adequate protection.

## Structural operations

- 1. Collect drainage water** from ice bins, ice chests, beverage dispensers, hand and utensil washing, and similar equipment in buckets or pans for disposal in the wastewater barrels provided by the event organizer or in a sanitary sewer. Drainage must never be discarded on the ground.
- 2. Provide covered garbage containers with plastic liners.**
- 3. Provide floor covering** that will eliminate dust and be easily cleaned. Flooring must be in cooking, serving, food preparation, and utensil washing area. Approved floor coverings are concrete, asphalt, plywood, linoleum, clean cardboard that is replaced daily, overturned carpeting, or a surface approved in advance by the Health Authority.
- 4. Provide overhead covering** above food preparation, cooking, serving, and utensil washing area.

## Food prepared outside the following parameters may be detained or discarded.

- 1. Serve only foods requiring minimum preparation** such as seasoning and cooking, or food specifically approved in advance by the Health Authority. All cutting, slicing, or chopping must be done in an approved facility. Approved facilities are permitted facilities regulated by the Health Authority. Note - foods prepared in private homes are not an approved source).
- 2. Provide the name of the permitted food establishment where food preparation takes place.** Ice and food containing **time/temperature control for safety** foods (including, but not limited to: Meat, fish, shellfish, poultry, eggs, dairy products, cooked beans, rice, potatoes) must be supplied from and prepared from a food establishment permitted by the Health Authority (receipts may be required for verification). **No home-preparation of food or ice is allowed.**

\*For details about Cottage Law rules & requirements, go to: <https://texascottagefoodlaw.com/>





Food and Beverage services are exclusive to Austin Convention Center Catering, managed by Levy Restaurants. No outside food and/or beverages are permitted on premise. In some cases an exception may be made for sampling.

**“Sampling”** is defined as an exhibiting company (booth exhibitor) that wishes to distribute small portions of food and/or beverage from their booth.

Sampling requires approval from 2 separate entities:  
Austin Convention Center Catering - **Sampling Request Form**  
City of Austin / Travis County Health Department - **Temporary Health Permit**

## **Sampling Request Form**

Each company/exhibitor that wishes to distribute samples must fill out and submit this form. If they meet the criteria and are approved, they may be granted permission by the facility to sample on property.

Items sampled must be products directly associated with the exhibiting company (booth exhibitor).

Examples include: manufactured, marketed, sold or distributed by the exhibiting company.

Items considered traffic promoters that are not directly associated with the exhibiting company must be purchased through Austin Convention Center Catering.

## **Sample Sizes**

All items are limited to SAMPLE SIZE. The maximum sample sizes are as follows:

Food Items limited to 1 ounce “bite size”.

Beverage items limited to 3 ounces.

If the exhibiting company wishes to distribute larger portion sizes, approval must be granted and a fee may be applied.

## **No Alcohol Permitted**

Under no circumstances may outside alcohol be brought on premise. All alcoholic beverages must be purchased through and served by Austin Convention Center Catering. Buyout and/or corkage fees are not available for alcohol.

## **Temporary Health Permit**

The City of Austin / Travis County Health Department requires the show management (company contracting the exhibit hall space) to submit an application for a Temporary Health Permit - for every booth that is sampling. The individual exhibiting companies cannot apply for the permits themselves. The show management will need to collect the information from the sampling exhibitors and submit for the permit on behalf of the exhibiting companies.

Additionally, the show management must physically go to the Health Department offices and pay for / pick up the permits. The permits must be given to the exhibiting companies' onsite so they can be displayed at their booth.

### **Health Department website:**

[www.austintexas.gov/department/temporary-food-events](http://www.austintexas.gov/department/temporary-food-events)

### **Permit to Operate**

-link to the application that must be completed by show management

### **How to Setup a Temporary Food Booth**

-this contains guidelines that should be shared with the exhibitors

At any time the policies, requirements and application process may be changed without notice, per the City of Austin / Travis County Health Department. It is the responsibility of the show management to communicate and confirm the approval and execution of all Temporary Permits within their contracted space.

Please know that neither the Austin Convention Center or Austin Convention Center Catering have any affiliation with the Health Department and cannot assist with the permit process. Furthermore, at any time the Health Department can enter the event, inspect and shut down a sampling operation if they deem it appropriate. The Sampling Request Form has no influence on the Health Department's policy or authority.

# SAMPLING REQUEST Form

Each company/exhibitor that wishes to distribute samples must fill out and submit this form.

Sampling is not permissible unless all criteria are met and approval is granted.

Items sampled must be products directly associated with the exhibiting company (booth exhibitor).

Examples include: manufactured, marketed, sold or distributed by the exhibiting company.

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## Temporary Food Event Permit

The City of Austin / Travis County Health Department requires the show management (not the individual exhibitor) to submit a Temporary Food Event Application. If approved, they will be issued a Permit to Operate.

Provide your tradeshow contact person with the details of your sampling so they may apply on your behalf.

The individual booth must have the original copy of the Temporary Food Service - Permit to Operate displayed at their booth.

The applicant agrees to indemnify and hold harmless Austin Convention Center Catering, the Austin Convention Center Department and the City of Austin from all liabilities, damages, losses, costs, or expenses resulting directly or indirectly from disposition of such items.

Food and beverages MAY NOT BE SOLD on the premises.

This form only represents approval from the Austin Convention Center.

Confirm with show management that a Temporary Food Permit has been secured for your booth.

Name of Event: Bridal Extravaganza (Austin)

Event Dates: January 12,2025

Booth name:

Booth #:

Applicant Name:

Email:

Phone:

Onsite Contact Name:

Phone:

Product(s) you wish to dispense:

Size of portion to be dispensed:

*In signing below I understand and agree to the terms and conditions above.*

Applicant Signature:

Date:

Approval Signature:

Date: