

# 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 2.5gl 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.
- Homemade LPG appliances will be inspected individually and may not be authorized without an engineer's certificate.

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