

Texas Home Show

September 7-8, 2024

GEORGE R. BROWN
CENTER
EXHIBIT HALL A
HOUSTON, TX

Exhibitor Services Manual





WELCOME EXHIBITORS

Houston Home Show

September 7-8, 2024

George R. Brown
Exhibit Hall A

Houston, TX

WE'RE HERE TO HELP! To enhance your presentation, such items and services as carpet, modular exhibits, custom signs, floral and plants, audio visual and labor assistance are available. If there is anything you need that you don't see, please don't hesitate to call us. We encourage your calls and ***we promise excellent service.***

Save money by ordering before the deadline. There are two pricing levels: "discount" and "standard". To receive the "discount" price, a check, money order, or credit card authorization must accompany your order, and must be received by our office no later than the **Deadline Date** printed on the top of each form. When you arrive at the show, stop by our Service Desk in the Exhibit Area during set up. We'll be pleased to answer any questions and assist you with any last minute needs.

All questions regarding trade show policies, display limitations, and the event schedule should be directed to:

American Consumer Shows
info@acsshows.com
516-422-8100

Each 10'L x 10'W Booth Space will Receive:

8' High Black Back Drape
3' High Black Side Drape
1 Identification Sign

The Exhibit Booth Space IS Concrete

EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

Setup Dates

Friday, September 6, 2024

Saturday, September 7, 2024

Setup Times

10:00 AM - 5:00 PM

8:00 AM - 10:00 AM (Late Set Up)

Show Dates

Saturday, September 7, 2024

Sunday, September 8, 2024

Show Times

10:00 AM - 8:00 PM

10:00 AM - 5:00 PM

Dismantle Dates

Sunday, September 8, 2024

Dismantle Times

5:00 PM - 8:00 PM

* All carriers **MUST** check in to pick up Exhibitor freight by 8:00 PM or freight will be brought back to the Phoenix Events warehouse, at the exhibitor's expense.



EXHIBITOR SERVICES

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Phoenix Events has a wide variety of rental services available to you for your upcoming event. If you do not see what you are looking for, please call Exhibitor Services at 972-201-5219.

<u>Exhibitor Services</u>	<u>Discount Deadline Date</u>	<u>Page Number</u>
Payment and Pricing Policies	-----	4
Order Summary & Payment Form	Monday, August 12, 2024	5
Booth Table	Monday, August 12, 2024	6
Booth Furnishings	Monday, August 12, 2024	7
Booth Accessories	Monday, August 12, 2024	8
Booth Carpet	Monday, August 12, 2024	9-11
Labor Jurisdiction Guidelines		12

* Please contact Exhibit Services at Phoenix Events if you need any help with your order. The phone number is 972-201-5219

* Send all Order Forms to Phoenix Events at:

Email: info@phoenixeventstss.org



PAYMENT & PRICING POLICIES

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DISCOUNT & STANDARD PRICING

- To take advantage of “discount” pricing, orders **must be received**, with payment in full, no later than the discount dates indicated in the show. All other orders will be charged the standard prices.

**When ordering, forms must be emailed to
info@phoenixeventstss.org**

PAYMENT SCHEDULE

- Phoenix Events requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor and material handling, not covered by your initial order.
- Orders received without full payment or credit card authorization will not be processed or receive the “discount” price.
- All charges must be paid in full before your rental items will be set up.

METHOD OF PAYMENT

- We accept MasterCard, Visa, American Express, check, and bank wire transfers. All payments must be made in U.S. funds drawn on a U.S. bank.
- **A \$35.00 service fee will be charged for declined credit cards and returned NSF checks.**
- Purchase Orders are not considered payment.

CANCELLATIONS & ADJUSTMENTS

- Cancellations are invoiced at 50% of original price if cancelled after deadline date and 100% if cancelled 5 days or less before installation.
- All cancellations on any order will be charged a \$35.00 administration processing fee.
- No adjustments will be made after the close of the show.
- Credits will not be issued for items delivered and not used.

TAX EXEMPTION

- If tax exempt, a copy of your sales tax exemption certificate must accompany your order. This is not a resale certificate.

I & D THIRD PARTY BILLING

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice by a third party prior to the last day of the show, charges will revert back to the exhibiting company.

MISCELLANEOUS

- Rental items not ordered and found in the booth space will be invoiced at “standard” pricing.
- Rental items damaged or not found in your booth space following the show will be charged to the exhibiting company, at full market value, and applied to the credit card on file.
- All rental items are subject to applicable taxes and administration fees.



ORDER SUMMARY & PAYMENT FORM

DISCOUNT PRICE DEADLINE DATE
Monday, August 26, 2024

This form must be returned by email to
info@phoenixeventstss.org

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Booth Table Order	\$ _____
Booth Furnishings Order	\$ _____
Booth Accessories Order	\$ _____
Booth Packages Order	\$ _____
Carpet Order	\$ _____
Cleaning Service Order	\$ _____
Custom Sign Order	\$ _____
Floral & Plant Order	\$ _____
Display Labor Order	\$ _____
Cart Service Order	\$ _____
Audio Visual Order	\$ _____
Electrical Order	\$ _____
Internet Order	\$ _____
Modular Unit Order	\$ _____
Estimated Material Handling Order	\$ _____
Back to Warehouse Order	\$ _____
TOTAL AMOUNT DUE WITH ADMINISTRATION FEE AND TAX	\$ _____

Phoenix Events reserves the right to correct orders figured incorrectly.

Company / Exhibitor Name _____

Ordered By _____ Booth Number _____

Address _____

City / State _____ Zip Code _____

Phone () _____ Fax () _____

Email _____

PAYMENT: Payment must be received by the discount deadline date in order to qualify for discount prices. All other orders will be charged standard prices.

Circle One: AMEX MASTERCARD VISA Card Number _____

Name on Card _____ Expiration Date _____ Security Code _____

Address on Card _____

The order form must to be sent to Phoenix Events by fax or email.

A \$35.00 service fee will be charged for declined credit cards and returned NSF checks.

All charges must be paid before delivery of exhibit materials.

No adjustments will be made after the close of the show.



BOOTH TABLE ORDER FORM

DISCOUNT PRICE DEADLINE DATE
Monday, August 26, 2024

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<u>QUANTITY</u>	<u>TABLES - 24" WIDE x 30" TALL</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	4' SKIRTED	\$ 85.10	\$ 114.90	\$ _____
_____	4' UNSKIRTED	\$ 66.65	\$ 90.00	\$ _____
_____	6' SKIRTED	\$ 96.90	\$ 130.85	\$ _____
_____	6' UNSKIRTED	\$ 78.70	\$ 106.25	\$ _____
_____	8' SKIRTED	\$ 111.00	\$ 149.85	\$ _____
_____	8' UNSKIRTED	\$ 92.55	\$ 124.95	\$ _____
_____	4TH SIDE TABLE DRAPE	\$ 36.65	\$ 49.50	\$ _____
_____	TABLE SKIRT, 30" TALL	\$ 36.65	\$ 49.50	\$ _____
PLEASE CIRCLE DRAPE COLOR: YELLOW GOLD BLACK BLUE BURGUNDY GREY GREEN RED WHITE				
<u>QUANTITY</u>	<u>COUNTER HIGH TABLES - 24" WIDE x 42" TALL</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	4' SKIRTED	\$ 103.30	\$ 139.50	\$ _____
_____	4' UNSKIRTED	\$ 84.05	\$ 113.50	\$ _____
_____	6' SKIRTED	\$ 117.40	\$ 158.50	\$ _____
_____	6' UNSKIRTED	\$ 97.90	\$ 132.20	\$ _____
_____	8' SKIRTED	\$ 134.55	\$ 181.65	\$ _____
_____	8' UNSKIRTED	\$ 116.35	\$ 157.10	\$ _____
_____	4TH SIDE TABLE DRAPE	\$ 41.00	\$ 55.35	\$ _____
_____	TABLE SKIRT, 42" TALL	\$ 41.00	\$ 55.35	\$ _____
PLEASE CIRCLE DRAPE COLOR: YELLOW GOLD BLACK BLUE BURGUNDY GREY GREEN RED WHITE				
				SUBTOTAL \$ _____
				3.50% ADMINISTRATION FEE \$ _____
				TOTAL \$ _____
				8.25% SALES TAX \$ _____
				TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



FURNITURE ORDER FORM

DISCOUNT PRICE DEADLINE DATE
Monday, August 26, 2024

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<u>QUANTITY</u>	<u>FURNITURE</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	Folding Chair	\$ 19.50	\$ 26.35	\$ _____
_____	Padded Side Chair	\$ 45.00	\$ 60.75	\$ _____
_____	Padded Arm Chair	\$ 54.00	\$ 72.90	\$ _____
_____	Counter Stool with Back	\$ 78.00	\$ 105.30	\$ _____
_____	Padded Swivel Chair	\$ 75.00	\$ 101.25	\$ _____
_____	36" Round x 30" High Pedestal Table	\$ 95.00	\$ 128.25	\$ _____
_____	36" Round x 40" High Pedestal Table	\$ 95.00	\$ 128.25	\$ _____
_____	Black Tablecloth for 36" Round x 30" Tall Table	\$ 26.65	\$ 36.00	\$ _____
_____	Black Tablecloth for 36" Round x 40" Tall Table	\$ 26.65	\$ 36.00	\$ _____
_____	White Tablecloth for 36" Round x 30" Tall Table	\$ 26.65	\$ 36.00	\$ _____
_____	White Tablecloth for 36" Round x 40" Tall Table	\$ 26.65	\$ 36.00	\$ _____
_____	Single Step Table Riser - 4'	\$ 47.50	\$ 64.10	\$ _____
_____	Single Step Table Riser - 6'	\$ 52.00	\$ 72.10	\$ _____
_____	Single Step Table Riser - 8'	\$ 62.00	\$ 83.70	\$ _____
_____	White Vinyl Cover for Table Rise	\$ 15.00	\$ 20.25	\$ _____
_____	Grid Wall - 2' X 7'	\$ 55.00	\$ 35.10	\$ _____
_____	Grid Wall Arms	\$ 5.00	\$ 6.75	\$ _____
				TOTAL \$ _____
				3.50% ADMINISTRATION FEE \$ _____
				SUBTOTAL \$ _____
				8.25% SALES TAX \$ _____
				TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



ACCESSORY ORDER FORM

DISCOUNT PRICE DEADLINE DATE
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<u>QUANTITY</u>	<u>ACCESSORIES</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	Aluminum Floor Easel	\$ 35.00	\$ 47.25	\$ _____
_____	Bag Stand	\$ 62.50	\$ 84.40	\$ _____
_____	Crossbar	\$ 15.00	\$ 20.75	\$ _____
_____	Upright & Base	\$ 20.00	\$ 27.00	\$ _____
_____	Super Base	\$ 15.00	\$ 20.75	\$ _____
_____	Drape Panels - 3' High	\$ 12.50	\$ 16.85	\$ _____
_____	Drape Panels - 8' High	\$ 12.50	\$ 16.85	\$ _____
_____	Clothing Rack	\$ 58.15	\$ 78.50	\$ _____
_____	Chrome Sign Holder	\$ 58.15	\$ 78.50	\$ _____
_____	Fish Bowl	\$ 12.00	\$ 16.20	\$ _____
_____	Literature Rack	\$ 78.00	\$ 105.30	\$ _____
_____	Raffle Ticket Drum	\$ 85.00	\$ 114.75	\$ _____
_____	Poster Board - 4' X 8'	\$125.00	\$ 168.75	\$ _____
_____	Waste Basket	\$ 15.50	\$ 20.90	\$ _____
_____	6' Glass Showcase	\$ 329.00	\$ 444.15	\$ _____
_____	4' Glass Showcase	\$ 250.00	\$ 337.50	\$ _____
				TOTAL \$ _____
				3.50% ADMINISTRATION FEE \$ _____
				SUBTOTAL \$ _____
				8.25% SALES TAX \$ _____
				TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



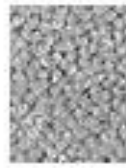
CARPET ORDER FORM

DISCOUNT PRICE DEADLINE DATE
Monday, August 26, 2024

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<u>QUANTITY</u>	<u>STANDARD CARPET</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	8' X 10' CARPET	\$ 125.00	\$ 168.75	\$ _____
_____	8' X 20' CARPET	\$ 250.00	\$ 337.50	\$ _____
_____	8' X 30' CARPET	\$ 375.00	\$ 506.25	\$ _____
_____	8' X 40' CARPET	\$ 500.00	\$ 675.00	\$ _____

CARPET COLOR (PLEASE CIRCLE): BLUE HUNTER GREEN RED MAROON GRAY BLACK



SPECIAL CUT CARPETING—32 OZ WT

_____ SQ FT	FULL COVERAGE CARPET	\$ 3.20 PER SQ FT	\$ 4.31 PER SQ FT	\$ _____
	SIZE: _____ FT X _____ FT	(100 SQ FT MINIMUM)		

OPTIONS

_____ SQ FT	CARPET PAD	\$ 1.16 PER SQ FT	\$ 1.63 PER SQ FT	\$ _____
	SIZE: _____ FT X _____ FT			

_____ SQ FT	VISQUEEN COVERING	\$.84 PER SQ FT	\$ 1.10 PER SQ FT	\$ _____
	SIZE: _____ FT X _____ FT			

TOTAL \$ _____
3.50% ADMINISTRATION FEE \$ _____
SUBTOTAL \$ _____
8.25% SALES TAX \$ _____
TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____









CARPET ORDER FORM

DISCOUNT PRICE DEADLINE DATE
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<u>QUANTITY</u>	<u>STANDARD CARPET</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	9' X 10' CARPET	\$ 116.50	\$ 157.50	\$ _____
_____	9' X 20' CARPET	\$ 233.00	\$ 315.00	\$ _____
_____	9' X 30' CARPET	\$ 349.50	\$ 472.50	\$ _____
_____	9' X 40' CARPET	\$ 466.00	\$ 629.00	\$ _____

CARPET COLOR (PLEASE CIRCLE): **BLUE** **HUNTER GREEN** **RED** **MAROON** **GRAY** **BLACK**

SPECIAL CUT CARPETING—32 OZ WT

_____ SQ FT	FULL COVERAGE CARPET	\$ 3.20 PER SQ FT	\$ 4.31 PER SQ FT	\$ _____
	SIZE: _____ FT X _____ FT	(100 SQ FT MINIMUM)		
<u>OPTIONS</u>				
_____ SQ FT	CARPET PAD	\$ 1.16 PER SQ FT	\$ 1.63 PER SQ FT	\$ _____
	SIZE: _____ FT X _____ FT			
_____ SQ FT	VISQUEEN COVERING	\$.84 PER SQ FT	\$ 1.105 PER SQ FT	\$ _____
	SIZE: _____ FT X _____ FT			

TOTAL \$ _____

3.50% ADMINISTRATION FEE \$ _____

SUBTOTAL \$ _____

8.25% SALES TAX \$ _____

TOTAL AMOUNT DUE \$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



CARPET ORDER FORM

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<u>QUANTITY</u>	<u>STANDARD CARPET</u>	<u>DISCOUNT</u>	<u>STANDARD</u>	<u>TOTAL</u>
_____	10' X 10' CARPET	\$ 138.00	\$ 186.30	\$ _____
_____	10' X 20' CARPET	\$ 276.00	\$ 372.60	\$ _____
_____	10' X 30' CARPET	\$ 414.00	\$ 558.90	\$ _____
_____	10' X 40' CARPET	\$ 552.00	\$ 745.20	\$ _____

CARPET COLOR (PLEASE CIRCLE): BLUE HUNTER GREEN RED MAROON GRAY BLACK

SPECIAL CUT CARPETING—32 OZ WT

_____ SQ FT	FULL COVERAGE CARPET	\$ 3.20 PER SQ FT	\$ 4.31 PER SQ FT	\$ _____
	SIZE: _____ FT X _____ FT	(100 SQ FT MINIMUM)		

OPTIONS

_____ SQ FT	CARPET PAD	\$ 1.16 PER SQ FT	\$ 1.63 PER SQ FT	\$ _____
	SIZE: _____ FT X _____ FT			
_____ SQ FT	VISQUEEN COVERING	\$.84 PER SQ FT	\$ 1.10 PER SQ FT	\$ _____
	SIZE: _____ FT X _____ FT			

TOTAL	\$ _____
3.50% ADMINISTRATION FEE	\$ _____
SUBTOTAL	\$ _____
8.25% SALES TAX	\$ _____
TOTAL AMOUNT DUE	\$ _____

EXHIBITOR NAME _____ BOOTH NUMBER _____



LABOR JURISDICTION GUIDELINES

Houston Home Show

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George R. Brown
Exhibit Hall A

Houston, TX

Phoenix Events is certain you will appreciate knowing prior to your arrival that union labor may be required for certain aspects of your exhibit handling. To help you understand the jurisdictions of various unions throughout the nation, we ask that you read the following information.

GRATUITIES ARE PROHIBITED, IN ANY FORM, INCLUDING CASH, AND GIFTS.

INSTALLATION AND DISMANTLE LABOR

Phoenix Events will provide the proper union personnel to perform labor for the installation and dismantling of your exhibit. Full-time, bona-fide employees of the exhibiting company, which are properly badged by show management, may set their own exhibits without union assistance. Any additional labor needed beyond this must be performed by union personnel. Display labor may be ordered in advance by returning the Display Labor Order Form enclosed or at the Phoenix Events Service Desk at the exhibit site.

MATERIAL HANDLING LABOR

Phoenix Events will provide the proper union personnel, as needed, for the handling of all materials within the convention facility. Union personnel will unload all trucks or vehicles, deliver materials to your booth and remove and reload materials at the close of the show.

EXHIBITOR OWNED VEHICLE- PERSONALLY OWNED VEHICLE (POV)

Exhibitors and show organizers may handle their own material if it can be carried in within 15 minutes without the use of dollies other than small two wheeled dollies such as airport luggage dollies. Exhibitors may not borrow, rent or bring onto the exhibit floor, hand carts, flat trucks, pallet jacks or other material handling equipment. Any items that cannot be carried in must be handled by the Official Service Contractor.

To ensure orderly and safe move-in and move-out, all docks and vehicle traffic is under the exclusive control of the Official Services Contractor. As conditions and time permits, space may be made available to exhibitor owned vehicles to load and unload. One person must remain with the vehicle at all times. Due to time constraints, vehicles must be loaded or unloaded within 15 minutes. A timed dock pass will be issued. Unattended vehicles will be towed at the owners expense. The above will be strictly enforced.

UTILITIES LABOR

All connections, wiring, laying of cables, assembly and attachment to facility services are handled exclusively by union personnel or facility employees. Utilities labor and services may be ordered on forms enclosed or from the facility. Exhibitors may do technical adjustments, programming and cleaning once the initial connections are made.

Any questions regarding union jurisdictions or individual laborers should be directed to Phoenix Events Please refrain from voicing any concerns or complaints directly to union personnel. Should any union personnel raise any issues or concerns, please inform the onsite Phoenix Events personnel.

All work orders should be carefully reviewed and signed by company personnel, as no adjustments will be permitted after the closing of the event. Please direct any questions directly to Phoenix Events personnel.



Food Manufactures' Sampling Application

Items dispensed are limited to the products manufactured or processed by the exhibiting company and must be related to the theme of the show. Houston Inspired Catering has the sole food and beverage distribution rights within the George Brown Convention Center (GRB). Expositions sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products ONLY upon written authorization. All sample items MUST receive prior approval and confirmation from Houston Inspired Catering and the GRB. Exhibitors who do not comply will be asked to remove the item(s) from the facility. For questions concerning sampling please contact the HIC sales person: Earnest Rogers Earnest.Rogers@Levyrestaurants.com

Requirements for Sampling:

1. All requests must be received at least two weeks prior to the start of the event. Please do not make any arrangements prior to approval.
2. All items are limited to sample size.
 - Beverages may be dispensed in containers holding no more than 4 ounces; NO ALCOHOL ALLOWED
 - Food items are limited to "bite size" portions of 3 ounce or less
3. The applicant named below acknowledges they have sole responsibility for use, sale, servicing or other disposition of such items in compliance with the applicable laws. Accordingly, the applicant agrees to indemnify and forever hold harmless HIC, GRB, Houston First Corporation, and the City of Houston from all liabilities, damages, losses, costs or expenses resulting directly from their use, sale, serving or other disposition of such items.
4. There is no fee required for the Food Manufactures' Sampling Application.
5. Fees for storage, handling, delivery, and sales tax will be charged where applicable.
6. Notice that the sale of food and beverage, even samples, is not permitted within the George R Brown Convention Center.

Required Temporary Health Permit

- Event promoter or individual exhibitor is responsible for securing a City of Houston Temporary Health Permit for sample items. Contact the City of Houston Health Department at phone number 832.393.5100 for all details.
 - The 1-21 days temporary permit application may be found at the following link:
 - <https://www.houstonhealth.org/services/permits/food-permits>
 - Once you arrive to this page, select "Permit Document Search" and search for "Temporary Food Permit Application for 1-21 Days" in the title page to find the application
 - Permits must be displayed at the location where the food or beverage is being served throughout the event. You cannot serve samples without an approved City of Houston Temporary Health Permit.

Name of Event _____ Event Dates _____
 Company Name _____ Booth Number _____
 Address _____ City _____ State _____ Zip _____
 Phone _____ Email _____
 On-site Contact _____ On-site Phone _____
 Product(s) to be dispensed _____
 Portion Size _____ Method of dispensing _____
 Reason for offering samples _____

Print Name

Signature

Date

Application Approval

General Manager, HIC

Date

Director of Convention Services, GRB

Date



TEMPORARY FOOD PERMITS—HOW TO APPLY

APPLY BY EMAIL (RECOMMENDED)

Please email your completed application including any required property authorizations and any other required documents (photo ID and description of the event) to chs@houstontx.gov as an attached (not embedded) pdf file (not as .jpg files). If your application is approved an invoice will be emailed to you at the address provided on the application typically within one business day. If your application is not approved it will be returned with a list of required corrections, revisions, missing documents, or additional details needed. When resubmitting a returned application please resubmit the entire application not just the revisions.

APPLY BY MAIL (NOT RECOMMENDED)

Alternately, this process may be completed by mail. Please mail your completed application including any required property authorizations, any other required documents, and if desired full payment in the form of a cashier's check or money order to the Post Office box provided on the application. If full payment was included with your application and your application is approved your permit will be mailed to your address provided on the application typically on the following business day. If payment was not included and your application is approved, an invoice will be emailed or mailed to you typically on the business day following receipt of your application. If your application is not approved it will be returned to you by email or postal mail with a list of required corrections, revisions, missing documents, or additional details needed. If payment was included, your application and payment will be returned by postal mail. When resubmitting a returned application please resubmit the entire application not just the revisions.

THINGS TO CONSIDER WHEN APPLYING FOR A TEMPORARY FOOD PERMIT

- A temporary food permit may be issued only if the temporary food service establishment is part of an "event" or "celebration" as defined in §20-18 of the City of Houston Code of Ordinances. §20-18 defines an event or celebration as a gathering of persons at a festival, bazaar, carnival, circus, public exhibition, or sporting event.
- You may purchase up to 105 days of permits at the same location per calendar year. An application for a temporary food permit will not be approved beyond 105 days per year for the same vendor at the same location.
- Applications for temporary food permits must be received, approved, processed, and **payment made at least 7 full calendar days** before the first day of the permit not including the day payment is received or the first day of the permit to avoid a late payment fee of \$62.66.
- Fees paid for temporary food permits are not refundable under any circumstances.
- A limited one-time raincheck is available for postponements and cancellations if HHD is notified before the permit start date and time. Additional conditions apply.
- To resubmit an application that was returned to you, reply to the notification including the notification, your complete application including any required revisions, all necessary documents, and any additional details or explanations requested as an attached PDF file or files.

MAKING PAYMENTS

PAYMENTS MAY BE MADE ONLINE AT WWW.HOUSTONCONSUMER.ORG (RECOMMENDED)

- When your application is approved an invoice will be emailed to your email address provided along with instructions for making your payment online. Online payments are processed on the business day following payment. If an online payment is made without a valid account and invoice number, it will be rejected, and a credit issued to your credit card account. If paid in full including any late fees or past due previous permits, your permit will be postal mailed to the address provided on the application. If not paid in full, an invoice for any remaining balance will be emailed or postal mailed to you. Any remaining balance must be paid on or before the business day before the first day of the permit. Only the original permit is valid, therefore the Environmental Permits Office (EPO) will not email or fax copies of permits. Your available receipt for an online payment displaying the correct account and invoice number will be acceptable as proof of permit for 14 days from the payment date provided payment in full was made including any late fees.

PAYMENTS MAY BE MADE BY MAIL TO THE ADDRESS PROVIDED ON THE INVOICE. (NOT RECOMMENDED)

- Mailed payments are processed on the business day received. Please allow 7 days for postal delivery of your permit. If your permit is not received on or before the day the permit starts, you must pick up a copy of the permit before 4:00 PM at the Environmental Permits Office (EPO) at 8000 N. Stadium Dr. First Floor (77054) on or before the last business day before the start of the permit. Only the original permit is valid therefore the EPO will not email or fax copies of permits.





GUIDELINES FOR FOOD HANDLING AT TEMPORARY EVENTS

Each physically separated booth, stand, tent, table, truck, or trailer requires a separate permit.

If all operations within a stand or booth are not under the supervision and control of the same person, then a separate permit shall be required for each person who controls any portion of the activities within the stand or booth.

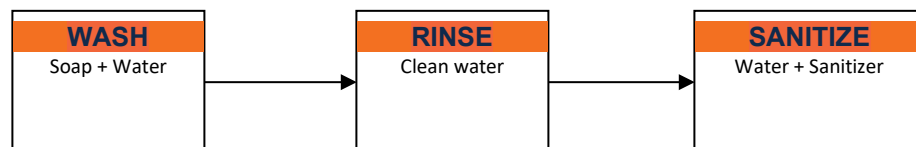
ITEM 1: Ice used for consumption must be from an approved source. Ice shall be held in bags until used and dispensed properly.

ITEM 2: Food contact surfaces of equipment shall be protected from contamination by consumers and other contaminating agents by using separating counters, tables, sneeze guards, etc. All equipment, including hot/cold food storage facilities, shall be adequate in number and capacity to provide food temperatures of time/temperature controlled for safety (TCS) food of 41°F (05°C) or below or 135°F (57°C) or above at all times, except as otherwise allowed and must be of acceptable design and fabrication.

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

ITEM 4: To prevent cross-contamination, kitchenware and food-contact surfaces of equipment shall be washed, rinsed, and sanitized at frequent intervals. Provide potable water for cleaning and sanitizing utensils. Provide a heating facility capable of producing hot water. When chemicals are used for sanitization, a test kit or other device that accurately measures the concentration of the solution in parts per million or milligrams per liter shall be provided and used.

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 in addition to any available hand sanitizer. Do not forget hand washing soap, paper towels, and a catch basin. Unless suitable utensils are used to handle ready-to-eat foods, single-use gloves are required for all food handlers.

ITEM 5: The storage of food in contact with water or ice is prohibited except that food in waterproof packaging may be stored in contact with continuously drained ice.

ITEM 6: Dispose of all liquid waste as sewage. Dispose of solid waste in accordance with all applicable laws.

ITEM 7: Provide cleanable floors in food preparation and service areas e.g., concrete, wood, or 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 contaminating agents.

ITEM 9: Protect food at all times:

- Keep hot foods at 135° F or above and keep cold foods at 41° F or below.
- Wear an effective hair restraint e.g., ball cap or hair net. Hair spray or visors are not acceptable.
- Wear gloves when handling nonpackaged food.
- Provide sneeze guards for open foods at display areas.
- All food, equipment, and paper products must be stored at least 6 inches above the floor.
- Eating, drinking, or smoking is prohibited in the booth/stand.
- Pets and other animals are prohibited in the booth/stand.

SERVE ONLY FOODS THAT ARE PREPARED OR OBTAINED FROM AN APPROVED COMMERCIAL SOURCE.

The Health Officer may impose additional requirements to protect against health hazards related to the conduct of the temporary food establishment and may prohibit the sale/serving of some or all time/temperature controlled for safety (TCS) foods.





**APPLICATION FOR A 2023 TEMPORARY FOOD DEALERS PERMIT
FOR UP TO 9 CONSECUTIVE DAYS AT THE SAME LOCATION**

Please review and initial each of the following terms and conditions. If you cannot initial **ALL** these conditions, please contact us at **832.393.5100**

I understand that my application may not be processed if I have any outstanding unpaid fees including late payment fees for previous temporary food permits that have been issued to me. Applicant Initials: _____

I understand that my application may not be approved if I have already been issued 105 days of permits this year at this location. Applicant Initials: _____

I understand that my application including full payment for a temporary food dealers permit must be received in the Health Department offices no later than 7 full calendar days before the start date of the permit. Late applications will incur an additional fee of \$62.66. Applicant Initials: _____

I understand that a temporary food dealers permit may be issued only in conjunction with an event or celebration as defined. Applicant Initials: _____

I understand that an incomplete or illegible application may cause rejection or significant delay in the processing of my application and may result in the addition of a late payment fee. Applicant Initials: _____

I have determined that the location of the proposed temporary food event is within the Houston city limits. Applicant Initials: _____

I have obtained permission from the property owner or his agent at the event location. Written authorization is required for temporary food operations on any City of Houston property or in any City of Houston park. Applicant Initials: _____

I have made arrangements for the proper disposal of all rubbish, trash, and garbage resulting from the temporary food operation including any clean up required after the event. Applicant Initials: _____

I understand that payments are not refundable for any reason including weather, event cancelations, or other unforeseen circumstances. A limited one-time raincheck is available for postponements and cancellations if HHD is notified before the permit start date and time. A duplicate permit fee of \$30.51 is charged for revising and reproducing the permit. If the event is cancelled or you decide not to participate before payment is made, HHD must be notified. Unpaid invoices for previous applications you made may cause this application to be delayed or rejected. Applicant Initials: _____

I understand that my application is for one stand, booth, table, tent, truck, or trailer under the control and supervision of one person, organization, or entity. Applicant Initials: _____

I agree to post the original temporary food dealers permit in public view or have my online payment receipt available during all periods of operation including during any make ready activities before the event and cleanup activities after the event. Applicant Initials: _____

I have read and understand the "GUIDELINES FOR FOOD HANDLING AT TEMPORARY EVENTS" document included in this application package. Applicant Initials: _____

I agree and understand that disposing of wastewater directly to the storm sewer system is strictly prohibited. All wastewater must be properly disposed of as sewage. Applicant Initials: _____

SIGNATURE

Submitted by Name (PRINT) *:	Signature*:
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*** INDICATES REQUIRED INFORMATION**

1. TYPE OF FOOD SERVICE

Location of stand/booth (Select 1 only)*:	Indoor <input type="checkbox"/>	Outdoor <input type="checkbox"/>			
Type of stand/booth (Select 1 only)*:	Tent <input type="checkbox"/>	Truck <input type="checkbox"/>	Trailer <input type="checkbox"/>	Table <input type="checkbox"/>	Other <input type="checkbox"/>
Type of food (Select all that apply)*:	Packaged Foods Only <input type="checkbox"/>	Open Foods <input type="checkbox"/>	Cottage Food Only <input type="checkbox"/>	Sampling <input type="checkbox"/>	

2. DATE(S) OF OPERATION (PLEASE PRINT LEGIBLY)

Application Date*:	<input type="text"/>		
Permit Start Date*:	<input type="text"/>		
Permit End Date*:	<input type="text"/>		
Day 1:	Start Time*:	<input type="text"/>	End Time*:
Day 2:	Start Time:	<input type="text"/>	End Time:
Day 3:	Start Time:	<input type="text"/>	End Time:
Day 4:	Start Time:	<input type="text"/>	End Time:
Day 5:	Start Time:	<input type="text"/>	End Time:
Day 6:	Start Time:	<input type="text"/>	End Time:
Day 7:	Start Time:	<input type="text"/>	End Time:
Day 8:	Start Time:	<input type="text"/>	End Time:
Day 9:	Start Time:	<input type="text"/>	End Time:

PERMITS ARE ISSUED FOR CONSECUTIVE DAYS ONLY. ANY NON-CONSECUTIVE GROUP OF DAYS REQUIRES A SEPARATE APPLICATION AND PERMIT

Permit Fee: (Consecutive Days at \$75.18 per day):	<input type="text"/>
Plus an Administrative Fee:	\$12.53
Plus a special investigative fee of \$62.66 if payment is made less than 7 full calendar days before event start date:	<input type="text"/>
Total Fee →	<input type="text"/>

The maximum number of total days per calendar year for the same vendor at the same location is 105.





3. FACILITY/EVENT INFORMATION (PLEASE PRINT LEGIBLY)

Facility/Booth/Stand Name * :

Name of Person in Charge at Facility/Booth/Stand * :

ATTACH A COPY OF A GOVERNMENT ISSUED PHOTO ID (DRIVER'S LICENSE) FOR THE PERSON IN CHARGE.

Event Name * :

Event Address * :

City/Zip * :

Phone at the Event Location (if any):

Type of Event or Celebration * : Festival Bazaar Carnival Circus Public Exhibition Sporting Event

ATTACH ADDITIONAL DOCUMENTATION IF THE EVENT IS NOT CLEARLY ONE OF THE ABOVE 6 EVENT TYPES.

4. APPLICANT INFORMATION (PLEASE PRINT LEGIBLY)

Applicant Legal Name * :

Applicant Mail Address * :

City/St/Zip * :

Applicant Phone * :

Applicant Email * :

APPLICANT EMAIL MUST BE LEGIBLE AND IS REQUIRED

5. EVENT VENUE PROPERTY OWNER/AGENT INFORMATION (PLEASE PRINT LEGIBLY)

Company/individual Legal Name * :

Attn:

Mail Address * :

City/St/Zip * :

Property Owner/Agent Phone * :

Property Owner/Agent Email:

IF OPERATING IN A CITY OF HOUSTON PARK ATTACH AN AUTHORIZATION FROM THE PARKS DEPARTMENT OR THE MAYOR'S OFFICE OF SPECIAL EVENTS.

6. EVENT COORDINATOR, IF ANY (PLEASE PRINT LEGIBLY)

Organization:

Contact Person:

Phone:

Email:





FOOD SERVICE DETAILS (PLEASE PRINT LEGIBLY)

7. Food/beverages served (This is your menu)*:

8. Name and address of food suppliers (Food must be obtained from licensed commercial food service facilities. If food suppliers are outside of the City of Houston provide proof of permit or inspection by a health regulatory authority)*:

9. Foods prepared on site*:

10. Foods prepared off site. Food must be prepared at a licensed commercial food service facility rather than a residential kitchen. (Provide the name of the food product(s) and the name and address of any offsite preparation location. If the offsite location is outside of the City of Houston provide proof of permit or inspection by a health regulatory authority)*:

COTTAGE FOOD OPERATORS SHOULD REQUEST A PERMIT WAIVER BY EMAIL TO CHS@HOUSTONTX.GOV. OBTAINING A WAIVER IN ADVANCE WILL HELP TO ENSURE THAT YOUR BOOTH/STAND IS OPERATING WITHIN THE SCOPE AND LIMITATIONS OF THE TEXAS COTTAGE FOOD REGULATIONS AT: (<https://dshs.texas.gov/foodestablishments/cottagefood/default.aspx>)

11. Describe in detail how wastewater resulting from required utensil and hand washing will be disposed. This question is not asking how you will dispose of cooking grease or oil. Disposal of wastewater containing fats, oils, or grease (FOG) resulting from required utensil and hand washing must be at an approved licensed location. If a waste disposal company is used, provide the name and address of the waste disposal company)*:

SIGNATURE

Submitted by Name (PRINT) *:	Signature*:
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