



June 7, 2011

Dear Exhibitor:

I am writing in regards to the Temporary Food Permit that you will need to sample/sell your products for the 2011 Hunters Extravaganza[®] in San Antonio. **Do not purchase your food permit.** TTHA will do this for you, and give it you at check-in. You will be invoiced for \$92.70 if you have not already. This amount will cover the cost of the permit.

Once again, do not purchase a Temporary Food Permit for the San Antonio show. We'll take care of it for you. Enclosed you will find the City of San Antonio Guidelines to refer to.

Please let me know if you have any questions or concerns. I'm looking forward to seeing you soon!

Best,

Courtney Stolte
Director, Trade Shows
Texas Trophy Hunters Association, Ltd.

SAN ANTONIO METROPOLITAN HEALTH DISTRICT FOOD SANITATION DIVISION



TEMPORARY FOOD ESTABLISHMENTS

A *special event* shall mean an event that is sponsored, recognized or organized by an organization such as a neighborhood association, religious group, cultural group, political party, church, school, sports team, fraternal organization, non-profit group/organization, city, county, state, or federal government. This term also applies to an organized mass gathering of people such as a concert, sporting event, trade show, flea market, carnival, circus, or other similar type of show or celebration, or a celebration or gathering which may be based around a specific calendar date which is recognized by the federal, state, county or city government as a holiday or celebratory day, or by an abovementioned group or organization, or an event approved by the health director. Booths are considered "open to the public" if they are advertised using any medium that has a general distribution or if banners or signs are displayed in public view.

A person or organization is allowed four (4) special events in a calendar year (unless granted an exemption by the health director) with the exception of:

- Properties overseen by the City or Bexar County and multi-use facilities that are used for trade shows or conventions are exempt from this restriction.
- A temporary food establishment may operate for a maximum of fourteen (14) consecutive days after which all operations must cease unless granted an exemption by the health director.

Contact the *Food Sanitation Division* at 207-0135 for any questions or to arrange a pre-event meeting with a Sanitarian to discuss the Rules on Temporary Food Establishments.

FEES FOR TEMPORARY FOOD ESTABLISHMENTS

- Booths that are selling only whole, uncut fresh fruits and vegetables or *GIVING AWAY* pre-packaged, non-potentially hazardous food items are exempt from permitting.
- A permit fee of \$30.90 *per booth, per day*, will be charged for all food and drink booths if paid at least three (3) days prior to the event. Fees paid less than three (3) days before the event will be \$36.05 *per booth, per day*. Fees must be paid prior to commencing operations.
- Fees must be paid at the Development and Business Service Center, located at 1901 South Alamo Street. The hours of operation are 7:45 am to 4:30 pm Monday thru Friday.
- The permit fees are non-refundable. The event coordinator or person-in-charge of the event is responsible for insuring that payment is made.
- The date of the event may be rescheduled or the event may be canceled and rescheduled if the applicant makes a request to reschedule the event in person at the Development and Business Service Center at least two business days prior to the event.
- Sanitarians cannot accept payments for permits at the event.

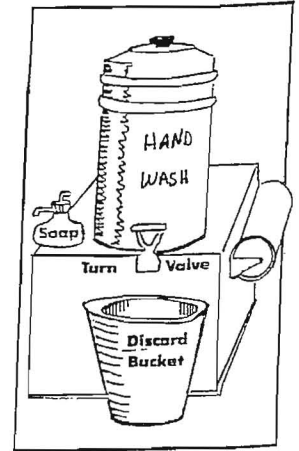
OPERATIONAL GUIDELINES

All temporary food establishments shall meet the sanitation requirements of a temporary food establishment listed in *Section 229.170 of the Texas Food Establishment Rules (TFER)* and Chapter 13, Article II, Section 13-27 (e) of the City Ordinance. Each temporary food establishment will be inspected, approved and permitted before the actual operations begin.

- ◆ Proof of purchase of a Temporary Food Establishment permit(s) must be presented at the beginning of the event to the Sanitarian.
- ◆ Beginning on January 1, 2010, at least one person working in a Temporary Food Establishment must be a Certified Food Handler for all events lasting four (4) or more days. All persons working in the booth should wear clean clothes and approved hair restraints to protect the food. Rings and bracelets should not be worn.
- ◆ All foods must be from an approved source and/or licensed facility or prepared in the temporary food establishment. An approved source is considered an establishment that is under inspection and/or licensed by a health authority. No homemade cakes, cookies, beans, tacos, or other preparations are permitted to be sold. We cannot approve or license a private home.
- ◆ Food and drink shall be dispensed from a roofed concession stand.
- ◆ Charcoal cookers may be placed outside the stand and away from potential overhead contamination.
- ◆ An impervious floor shall be installed if the booth is not placed on concrete or rolled asphalt. (Cardboard or carpet is not an acceptable floor covering.)

- ◆ *Each* temporary food establishment preparing or serving food, other than drinks, shall have the following items present in the booth before being approved for operation and during operating hours:

- A handwashing station with running water is required. This shall consist of a clean water container with a spigot, filled with potable water, and catch basin to hold the wastewater until properly disposed. *A push button spigot is not approved.*
- Soap and paper towels for handwashing.
- Three (3) plastic or metal containers to wash, rinse and sanitize utensils used in the booth.
- A small bottle of liquid detergent for utensil washing.
- A container of potable water if running water is not available.
- Facilities for trash: Plastic bags or metal or plastic waste receptacles with lids.
- A scoop for dispensing ice.
- A small bottle of bleach for sanitizing.
- Facilities to maintain perishable foods at temperatures of 41°F or less or 135°F or greater.



- ◆ Breather shields (*sneeze guards*) shall be used if food is to be displayed on the service counter where the public may have access to it. Self-service items such as pickles, onions, hot sauce, etc. shall be stored in containers with flip-top lids, covers, or be provided in single-portion packets.
- ◆ Hot, potentially hazardous food prepared in advance in a licensed food establishment and refrigerated must be reheated to 165°F in two hours or less before being placed into steam tables or other devices to maintain a temperature of 135°F. Holding devices, such as steam tables, will not heat a refrigerated product fast enough to inhibit the growth of harmful bacteria. Slow cooking devices (crock pots) are unacceptable for reheating of foods.
- ◆ Frozen foods should be thawed in a refrigerator or walk-in cooler, or, in some instances, under cold running water. Never thaw frozen turkey, chicken, meat or other potentially hazardous foods at ambient temperature.
- ◆ *Potentially hazardous foods* left out at ambient temperature for more than *four (4) hours*, or foods contaminated by flies, roaches, air, coughing, sneezing, or other means, may cause foodborne illnesses due to the fast reproduction of harmful bacteria. Foods found under these conditions must be discarded. Leftover potentially hazardous foods must be discarded at the end of each day's operation.
- ◆ All vegetables and fruits should be washed before processing for cooking and making salads, guacamole, pico de gallo, chili sauces, fruit salads, etc. A small amount of vinegar will help preserve chili sauces.
- ◆ If shell oysters are used, the tags from the bags or boxes they are packaged in must be kept for ninety (90) days to be able to trace the shipment should a problem develop. Shucked oysters need to be maintained at 41°F or below in the original container.
- ◆ The booth shall be cleaned at the end of each day, or more frequently if required, to reduce the attraction of rodents and roaches. The water in utensil-washing and handwashing containers must be changed when it becomes dirty. All wastewater must be disposed of in an approved manner. Items in the booth must be secured overnight to prevent contamination.
- ◆ Store all food products and single service articles (disposable) at least *six (6) inches* above the ground.
- ◆ It is recommended that children under the age of 14 not be permitted to work or be in the food booth.