



Re: trade shows/conventions

It is the responsibility of the Marion County Public Health Department to license and inspect any operation that prepares, packages, serves, vends or otherwise provides food for human consumption. This includes an operation that is conducted in a mobile, stationary, temporary, or permanent facility or location where consumption is on or off premises, and regardless of whether there is a charge for the food.

As the organizer of an event where food is being served you are required to register with the health department 30 days before the event begins. The registration application notes the date and time of the event, and includes a list of food vendors. As the organizer, there is also a temporary license fee based on the number of vendors attending the show.

The fee for operation of temporary food stands at the Indiana Convention Center, Lucas Oil Stadium and Banker's Life Fieldhouse is as follows:

1- 25 food vendors	\$165.00
26-50 food vendors	\$275.00
51-100 food vendors	\$385.00
100 or more food vendors	\$495.00

Licensable vendors would include vendors serving open food or beverage and any potentially hazardous foods. Potentially hazardous foods include items such as cheese, yogurt, pizza, sandwiches, milk based smoothies, eggs, chicken, fish etc. Do not include vendors serving only prepackaged non-potentially hazardous foods such as bottled beverages, packages of chips, crackers, candy etc.

A trade show license will not be valid unless handwashing stations and utensil washing areas are properly set up and in place before trade show begins.

Vendors must follow guidelines listed for operating a temporary food establishment. The guideline checklist shall be given to each vendor. Food must be obtained from a licensed food establishment or processor. No home-prepared foods are allowed.

Only cooking, hot holding, assembly and serving of product may occur on site. The handwashing facility must consist of, at least; running water, hand soap, individual paper towels, a container to catch the wastewater, and a waste paper container. If a sink is not available, "running" can mean a large thermos, urn, or container in which water is held and dispensed via free-flowing spigot while washing hands. Minimum size of the water container shall be 5 gallons with a seven and half gallon wastewater container.

Handwashing stations shall be set up in accordance with the following guidelines:

- 1) Food vendors cooking, cutting or handling potentially hazardous foods such as: meat, cheese, egg, poultry, fish, seafood, cut fruits or vegetables must have a temporary handwashing station in the stand.
- 2) Food vendors heating and/or cutting pre-cooked foods such as pizza, burritos, pasta, soups may share a handwashing station that is within 15 feet of the vendor booth. One handwashing station may be shared by six vendors as long as it is easily accessible.
 - a) Food or beverage items to be sampled must originate from an approved, commercial source.
 - b) Samples must be single portioned sizes, which must be dispensed individually in disposable containers or with disposable utensils.
 - c) Samples must be protected from potential contamination by consumers and the immediate environment. Plastic wrap, dome lids, or portable sneeze guards offer acceptable protection.
 - d) Bare hand contact with open foods must be minimized by using disposable gloves and utensils.

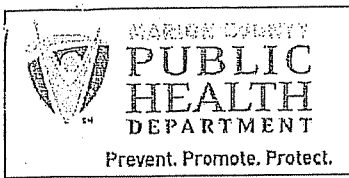
Due to the increase in enteric diseases handwashing will be strictly enforced.

A three-compartment utensil-washing sink shall be set up in a common area for vendor use. The sink shall have two integral drain boards, hot and cold running water that is drained to a sanitary sewer, drain plugs for all three compartments, detergent and sanitizer with adequate dispensers and proper test strips. For larger shows, more than one three compartment sink will be required.

Contact the facility to arrange for these items to be set up during your show.
Indianapolis Convention Center 317-262-3400
Lucas Oil Stadium 317-262-8600
Bankers Life Fieldhouse 317-917-2758

Attached please find the registration application and the trade show /convention application for license.

Any questions regarding operation of a booth sampling food should be directed to Kelli Whiting, Coordinator of Temporary Events, Marion County Public Health Department at 317-221-2256 or kwhiting@hhcorp.org.



Marion County Public Health Department
Department of Food & Consumer Safety
3840 N. Sherman Drive
Indianapolis, IN 46226
Phone (317) 221-2222
Fax (317) 221-3070

EVENT ORGANIZER REGISTRATION APPLICATION FOR TRADE SHOWS

Important: You must submit the front page of the registration application 30 days prior to the event. Food vendors may be submitted no less than 10 business days before event begins.

PLEASE PRINT

Name of trade show _____

Location: Bankers Life Lucas Oil Stadium Convention Center

Organizer name _____

Organizer address _____

Telephone number of organizer _____

Fax number of organizer _____

Person in Charge _____

Email address _____

Date of event _____

Event hours _____

Food will be served at what time and on what date _____

Number of Vendors sampling _____

Number of vendors frying _____

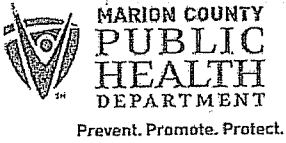
Complete the vendor list on the back of this form. Identify each vendor, vendor contact information, and what foods the vendors will be sampling. If you use a form that includes this information you may attach it to the registration application.

Name of vendor

Contact information

Foods to be sampled

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DEPARTMENT OF FOOD & CONSUMER SAFETY

3840 N SHERMAN DRIVE
INDIANAPOLIS, INDIANA 46226

PHONE (317) 221-2240 WEBSITE WWW.MCHD.COM

**TEMPORARY FOOD SERVICE ESTABLISHMENT
TRADE SHOW AND CONVENTION LICENSE APPLICATION**

NAME OF BUSINESS _____ ADDRESS _____

CITY, STATE, ZIP _____

CONTACT PERSON _____ PHONE NUMBER _____

NAME OF EVENT _____ EVENT LOCATION _____

EVENT ADDRESS _____ EMAIL ADDRESS _____

TIME OF EVENT _____ DATES OF OPERATION _____

A TRADE SHOW OR CONVENTION THAT TAKES PLACE AT A SINGLE LOCATION AND HAS MULTIPLE VENDORS PROVIDING SAMPLES OF EITHER POTENTIALLY HAZARDOUS FOOD OR UNPACKAGED FOOD TO ATTENDEES MUST MEET THE FOLLOWING REQUIREMENTS:

- 1) The organizer of the trade show or convention must obtain a temporary food establishment license from the Health Officer.
- 2) All participating food vendors must comply with the requirements in Title 410 IAC 7-24.

THE LICENSE FEES FOR A TRADE SHOW OR CONVENTION ARE:

NUMBER OF VENDORS	FEE
1 THROUGH 25	\$165.00
26 THROUGH 50	\$275.00
51 THROUGH 100	\$385.00
OVER 100	\$495.00

MAKE CHECKS PAYABLE TO: **HEALTH AND HOSPITAL CORPORATION**

Applicant's Signature: _____ Date: _____

License Number: _____ Approver: _____