

**INSTRUCTIONS FOR COMPLETING  
DBPR HR-7029  
DIVISION OF HOTELS & RESTAURANTS  
APPLICATION FOR TEMPORARY EVENT VENDOR LICENSE**

**Application begins on page 3**

*Welcome to the Division of Hotels and Restaurants! Our goal is to provide fast and courteous service. Please read the following information carefully before completing the Temporary Event Vendor Application. Any questions about completing the application should be directed to the Department of Business and Professional Regulation Customer Contact Center at 850.487.1395 or go online to [www.MyFlorida.com/dbpr](http://www.MyFlorida.com/dbpr) > Hotels and Restaurants.*

**INSTRUCTIONS TO COMPLETE TEMPORARY EVENT VENDOR APPLICATION**

A separate Temporary Event Vendor Application must be completed for each unit at each participated event.

**Section 1 – Temporary Event Vendor Type**

Please check the appropriate box to indicate if participation in an event of: 3 days or less in duration, 4 to 30 days, or applying for an annual temporary event license.

**Section 2 – Application Information**

- Current DBPR Food Service License Number– If the vendor is associated with an establishment holding a current public food service license with DBPR, please indicate the license number. This information will facilitate processing the application.
- Federal Employers Identification Number (FEIN) is required for business/corporate applicants.
- At least one social security number is required. Under the Federal Privacy Act, disclosure of social security numbers is voluntary unless specifically required by federal statute. In this instance, disclosure of social security numbers is mandatory pursuant to Title 42 United States Code, sections 653 and 654; and sections 409.2577, 409.2598, and 559.79, Florida Statutes. Social security numbers are used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations. Social security numbers must also be recorded on all occupational license applications and are used for licensee identification purposes pursuant to the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (Welfare Reform Act), 104 Pub.L.193, Sec. 317.

**Section 3 – Mailing Information**

Complete the mailing information as completely as possible. Incomplete information will result in the application being delayed or denied.

- Owner Name – individual or organization that currently owns the establishment. For establishments owned or operated by partnerships, corporations or cooperatives, please attach a separate sheet or sheets listing the name, address, and social security number of each person who owns 10% or more of the outstanding stocks or equity interest in the licensed activity and the name, address, and social security numbers of each officer, director, chief executive, or other person who, in accordance with the rules of the issuing agency, is determined to be able directly or indirectly to control the operation of the business of the licensed entity. (Required)
- Mailing Name – if correspondence should be mailed to a different name than the owner, please indicate in the space provided. (Optional)
- Street Address or Post Office Box, City, State, Zip Code, Florida County (if applicable), Country – address of record for purpose of official communications from the department. (Required)
- Phone Number (Required) and Extension (Optional) – primary contact number for questions or concerns about the application.
- E-Mail Address – additional means of contacting applicant. (Optional)
- Fax Number (Alternate phone number) -- additional means of contacting applicant. (Optional)

**Section 4 – Establishment Information**

Doing Business As (DBA) Name – Please indicate the name of the establishment doing business as (e.g., Mike’s Gyros).

**Section 5 – Event Sponsor Information**

- Sponsor Name – Individual or organization that is organizing this temporary event.
- Sponsor Telephone – Contact number for the indicated sponsor.

**Section 6 – Event Information**

- Event Name – Name of event (e.g., Anytown Seafood Festival).
- Event Address – Location of the Event (e.g., Any County Fairgrounds).
- Event City – City name where the event is located.
- Open Date – Month/Date/Year - that participation at the indicated event begins.
- End Date – Month/Date/Year - the last day of participation at the indicated event.
- Hours of Operation – Exact time of day when food preparation will begin for the event and time of day participation at the event will end. (e.g., 8 AM until 11 PM) The event may not open until 10 AM; however, you begin setting up your operation at 8 AM.

**Section 7 – Signature**

Please print name and title, sign and date the application before submitting. (Required)

**LICENSE FEES**

Fees for temporary event vendor licenses are as follows:

1-3 day event	\$91
4-30 day event	\$105
Annual license	\$1,000

**The division does not accept cash payments for fees. The division will accept cashier's checks, money orders, or other certified payments, and may accept business checks drawn on a Florida bank.**

**FOR 1-30 DAY TEMPORARY EVENTS**, please present the completed application, documentation and required fee(s) to the inspector on site at the temporary event.

**FOR APPLICATIONS FOR ANNUAL TEMPORARY EVENT LICENSES**, complete this application and call the Customer Contact Center at 850.487.1395 to request an “opening” inspection. An inspector will be in contact within 5 business days to schedule the inspection. Please have the completed documentation and all required fee(s) ready for the inspector at the inspection.

All vendors are required to meet the sanitation and safety standards provided by law. Unless otherwise approved by the division, these standards include the provision that **food employees may not contact ready-to-eat foods with their bare hands immediately prior to service and shall use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment.**



STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL  
REGULATION

850.487.1395  
[callcenter@dbpr.state.fl.us](mailto:callcenter@dbpr.state.fl.us)  
[www.MyFlorida.com/dbpr](http://www.MyFlorida.com/dbpr)

For Office Use Only
File Number
License Number

SECTION 1 – TEMPORARY EVENT VENDOR TYPE (2016)			
Check the appropriate temporary event vendor type: <input checked="" type="checkbox"/> 1-3 days (1030) <input type="checkbox"/> 4-30 Days (1031) <input type="checkbox"/> Annual (1032)			
SECTION 2 – APPLICATION INFORMATION			
Current DBPR Food Service License Number (if applicable)			
Federal Employers Identification Number (FEIN) <i>(For businesses and corporations)</i>			
Social Security Number (REQUIRED) <i>(For president, primary shareholder, partner or individual)</i>			
SECTION 3 – MAILING INFORMATION			
Note: This address will be designated as the "address of record" for purpose of official communication from the department.			
Owner Name		FOR ESTABLISHMENTS OWNED OR OPERATED BY PARTNERSHIPS, CORPORATIONS OR COOPERATIVES, please attach a separate sheet or sheets listing the name, address, and social security number of each person who owns 10% or more of the outstanding stocks or equity interest in the licensed activity and the name, address, and social security numbers of each officer, director, chief executive, or other person who, in accordance with the rules of the issuing agency, is determined to be able directly or indirectly to control the operation of the business of the licensed entity.	
Mailing Name (if different than above)			
Street Address or Post Office Box			
City		State	Zip Code (+4 optional)
Florida County (if applicable)		Country	
Phone Number	Extension	E-Mail Address	Fax Number (Alternate)
SECTION 4 – ESTABLISHMENT INFORMATION			
Doing Business As Name (DBA)			
SECTION 5 – EVENT SPONSOR INFORMATION			
Sponsor Name <b>United Chinese Association of Florida</b>		Sponsor Telephone Number <b>305-345-8489</b>	
SECTION 6 – EVENT INFORMATION			
Event Name	<b>5<sup>th</sup> Annual South Florida Dragon Boat Festival</b>		
Event Address	<b>10800 Collins Avenue</b>		
Event City	<b>Miami</b>		
Open Date	End Date	Hours of Operation	
<b>10 / 13 / 2007</b>	<b>10 / 14 / 2007</b>	<b>16</b>	
SECTION 7 – SIGNATURE			
SECTION 559.79 (2), FS: Each application for a license or renewal of a license issued by the Department of Business and Professional Regulation shall be signed under oath or affirmation by the applicant, or owner or chief executive of the applicant without the need for witnesses unless otherwise required by law.			
I certify that I am empowered to execute this application as required by section 559.79, FS. I understand that my signature on this application has the same legal effect as if made under oath. To the best of my knowledge, all information contained on this application is true and correct. I understand that falsification of any information on this application may result in administrative action, including fines up to \$1,000, suspension or revocation of the license.			
Applicant Name		Applicant Title	
Signature		Date	



# TEMPORARY EVENT CHECKLIST

## Water, Plumbing and Waste

- Water from an approved source
- Adequate water supply provided
- Access to a three compartment sink if not installed in unit for washing and sanitizing of utensils and equipment
- Foodgrade potable water hoses installed
- Sewage/waste water disposed into sewerage system
- Bucket/catch basin provided at handwash facility
- Covered garbage receptacle provided
- Garbage/trash removed timely

## Hand Washing

- Handwash facility provided (e.g. Igloo cooler with on/off valve)
- Soap and disposable towels provided; chemical towelettes (when approved)

## Physical Facilities

- Overhead protection if food prepared or portioned on premise (nonflammable, if cooking)
- Flooring graded to drain (concrete, machine-laid asphalt, dirt, grass, or gravel, etc.)
- Overhead protection and walls (if needed) must provide protection from weather and windblown dust and debris
- Physical structure must protect against the entrance of flying insects and other vermin in 4 – 30 day events if preparing potentially hazardous foods

## Food Safety

- Food stored at least 6" off floor/ground
- Hot food maintained 135°F or hotter
- Cold food maintained 41°F or colder
- Thermometers in refrigeration units
- Probe type thermometer available for operator use; scaled for intended use
- Food must be protected against flying insects and other vermin (see physical structure for 4 – 30 day events)

## Fire Safety

- Portable fire extinguisher with minimum rating of 2a:10BC
- If producing grease laden vapors, 40:BC or K Class portable extinguisher
- Portage extinguishers property tagged within last 12 months by licensed technician

## General

- Adequate and conveniently located restroom facilities provided for employees and customers
- Provide adequate supply of spare utensils if three compartment sink is remotely located at a commissary or public food service establishment
- Single service items protected
- Sanitizer and test kit provided if wiping cloths utilized
- Copy of public food service license provided (1 – 3 day events)
- Copy of Department of Agriculture and Consumer Services license provided (1 – 3 day events)