

# Food Safety Guide to Working with Aramark as an Exhibitor

Sports & Entertainment Philadelphia District

## Who does this guide apply to?

Any exhibitor **vending, selling, sampling or giving away packaged or open food or beverage product** must be approved by Aramark and the Philadelphia Department of Health. Throughout this guide, the act of vending, selling, sampling or giving away packaged or open food or beverage product is referred to simply as “serving”.

No food may be served at an event until the health department inspects and grants approval to each exhibitor at their location. The purpose of this guide is to make this process as smooth as possible.

## Who needs a permit?

### **Special Event Temporary Food Vendor Guide & Application**

This application must be filled out by each individual food exhibitor and received by the Phila Department of Health **30 days in advance** of your event. A copy of this application, along with submission instructions can be found here: [https://www.phila.gov/media/20181003161248/Temporary\\_Special\\_Event\\_Food\\_Vendor\\_Guide\\_and\\_Application.pdf](https://www.phila.gov/media/20181003161248/Temporary_Special_Event_Food_Vendor_Guide_and_Application.pdf)

The Department of Health will not approve applications on site the day of an event.

Exhibitors selling food must apply for a **Temporary Special Event Food Vendor Permit** with the Philadelphia Health Department **AND** a **Non-Permanent Food Business License** with Philadelphia Licenses and Inspections.

If you plan to sell food as an exhibitor, please follow the instructions provided on the next page: **For Vendors Selling Food**.

## Commercial Manufacturers

For exhibitors who are the direct manufacturer of the product being served, the Philadelphia Department of Health will require a copy of a current Food Business License and a recent inspection report.



# For Vendors Selling Food

Which are you?

## \* I have a Permanent (annual) Vendor Permit already issued by Philadelphia:

- Email your Operation Eligibility Certificate and Permanent Special Event vendor license to your Event Manager
- Print and have your Operation Eligibility Certificate and Permanent Special Event vendor license available at all events
- Email a copy of all PIC Philadelphia Health Certificates to your Aramark Contact and bring copies to all events
- The health department may inspect your operation prior to the event but you are permitted to operate once a representative of Aramark grants approval of your location set up; You do not have to wait for the Health Department

## \* I am not a permanent vendor, I am a Temporary Vendor, only selling at this event:

- [Apply for a Temporary Special Event Permit](#)
- Upon approval, you will receive an Operation Eligibility Certificate (OEC) and a License Eligibility Report (LER) from the Health Department via email
- Print a copy of your OEC and bring it to the event
- Submit your LER to the Department of Licenses and Inspections (L&I) to receive a temporary food license for the event  
*Please contact the License Issuance Unit of the Department of Licenses and Inspections at 215-686-2490 or 311 / (215) 686-8686 if you have difficulties or questions about obtaining your temporary food license.*
- L&I will issue a Temporary Special Event Vendor License
- Print a copy of the L&I Temporary Special Event Vendor License and bring it to the event – the Health Department will request this at your inspection
- The Health Department will inspect your operation prior to the event -- you may not operate until you are approved
- A Person-In-Charge (PIC) must be present at all operating times. Bring a copy of all PIC Food Safety Certificates (Servsafe or Philadelphia Health Certificate if available) to the event.

Sample L&I Food License

Sample OECs

**City of Philadelphia Department of Public Health Office of Food Protection**

**2022 Special Event Food Service Operation Eligibility Certificate**

**\*\*MUST BE POSTED FOR INSPECTION DURING OPERATION\*\***

This is to certify that the individual/business has been approved to operate at this event as designated:

Name: \_\_\_\_\_

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**City of Philadelphia Department of Public Health Mobile Food Vending Unit Food Service Operation Eligibility Certificate**

This is to certify that the individual/business has been inspected & approved to operate a food vending unit as designated:

Trade Name: \_\_\_\_\_ Licensee Name: \_\_\_\_\_

Dept. of Public Health ID#: V00192 Mailing Address: \_\_\_\_\_

Unit Type: Food Truck: XMY-0419 Commissary / Serving Area Address: \_\_\_\_\_

Philadelphia, Food Safety Certified Person (PIC): \_\_\_\_\_

Approved Foods: \_\_\_\_\_

App. Date: 5/19/2022 Cert. Expires on 5/19/2023

PIC Name (Print): \_\_\_\_\_ Sanitarian# \_\_\_\_\_

**MUST BE POSTED DURING OPERATION. THIS IS NOT A LICENSE. UPON APPROVAL BY THE HEALTH DEPARTMENT, A LICENSE MUST BE OBTAINED FROM THE DEPARTMENT OF LICENSES AND INSPECTION-LICENSE ISSUANCE UNIT.**

**inspected and approved for all foods and wash**

**Sample LER**

**LICENSE ELIGIBILITY REPORT**  
CITY OF PHILADELPHIA DEPARTMENT OF PUBLIC HEALTH

**THIS IS NOT A LICENSE**  
You must apply for the license (s) within thirty (30) days of receipt. Failure to comply will result in legal action.

OPERATING LOCATION: \_\_\_\_\_ TRADE NAME: \_\_\_\_\_

LICENSE: \_\_\_\_\_ ESTABLISHMENT PHONE #: \_\_\_\_\_

CORPORATE OFFICER: \_\_\_\_\_

TYPE OF LICENSE: Retail food sales - non permanent location REVENUE CODE #: 3112

OPERATOR (LICENSEE): temporary special event vendor

SPECIAL EVENT NAME: \_\_\_\_\_

EVENT DATES: \_\_\_\_\_

REMARKS: approved

**TO OBTAIN LICENSE THIS REPORT MUST BE SUBMITTED TO: LICENSES AND INSPECTIONS - LICENSE ISSUANCE UNIT**  
MUNICIPAL SERVICES BUILDING - CONCOURSE LEVEL  
1401 JOHN F. KENNEDY BOULEVARD  
PHILADELPHIA, PA 19102

**Please Note: Prior to License Issuance**  
This Establishment must be in compliance with Zoning and Other City Code Requirements.

PHONE NUMBER: \_\_\_\_\_

The Philadelphia Code: 2. At least one person with a valid Food Establishment Personnel Food Safety Cert. must be employed. 3. Conduct a min. of 1 self-inspection of the food establishment every 3 months. 4. Initiate any improvements found to be needed as a result of any self-inspection. 5. Promptly notify the Dept. of any known/suspected foodborne illness of an employee/customer. 6. All persons handling food must wear protective gloves and a suitable head covering/hair restraint, to protect the food from contamination. 7. The Dept. may revoke a Food Establishment Personnel Food Safety Cert. upon finding that the Cert. holder is in violation of appl. regulations.

**LICENSE**

Enterprise services available: خدمات الترجمة المعتمدة مقررة [شركات الترجمة المعتمدة مقررة] [服務翻譯] [Services d'interprétation disponibles] [통역이 가능한 회사] [Сервисы перевода с переводчиками] [Sehrisler servisi ve interpretasyon] [Служба дикто- и переводчиков]

Sample L&I Food License

# What equipment must I provide myself?

## HANDWASHING

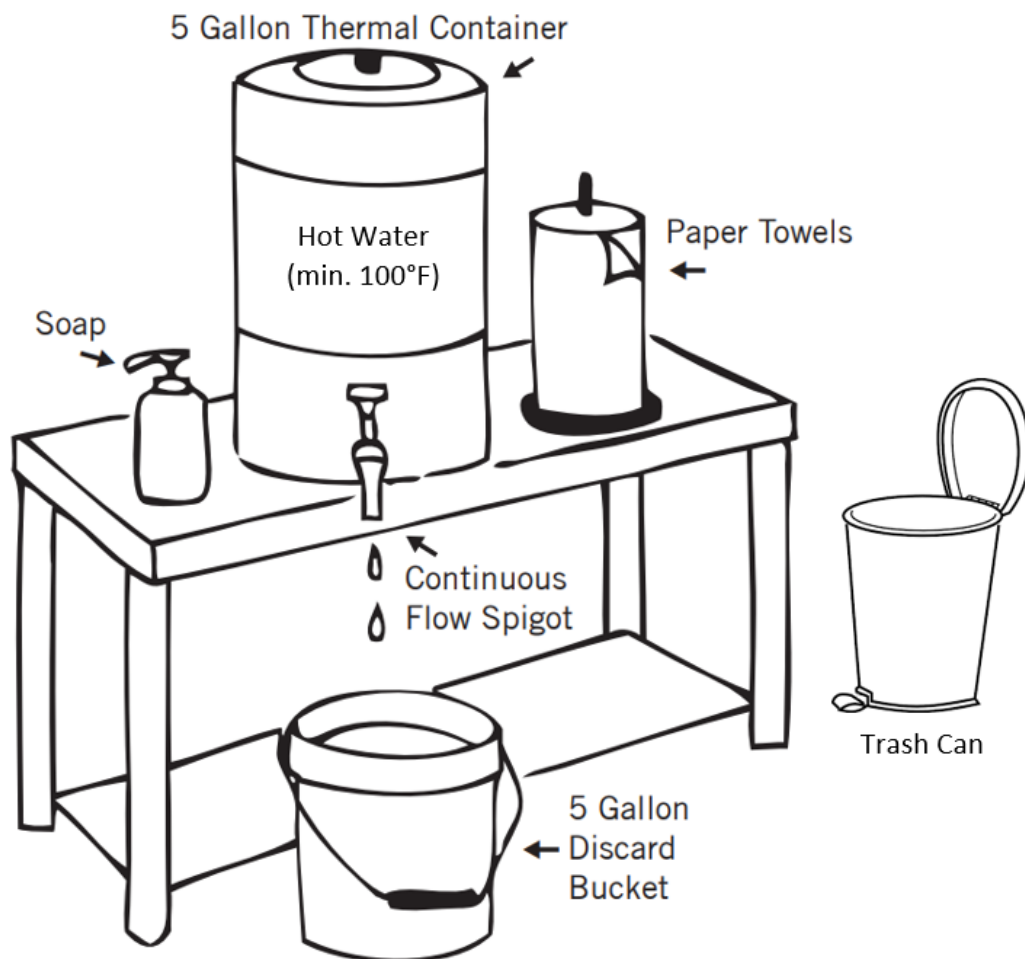
Any food exhibitor who will serve open/exposed\* food or beverage must be able to wash their hands at an approved handwash station inside their exhibit booth. Arrangements for hot handwashing water must be planned for in advance.

Aramark recommends an [Igloo Handwash Water Container](#) for use during service.

An approved handwash station must contain all of the following elements:

1. **5 gallons of hot water** (minimum 100°F, maximum 115°F) that pours from a 'stay-open' spigot (i.e., water should flow freely without any button or knob being touched during the handwashing process).
2. **A 'grey water' or waste-water container**
3. **Hand soap**
4. **Single-use paper towels**
5. **A trashcan**

*\*If you are serving a sealed container of food (sealed by you in advance of your arrival at the exhibit booth **or** by a licensed commercial manufacturer) and the sealed container will not be opened for service, then no handwash station is required.*



## DISPLAY

Open food/beverages must be protected from contamination. This must be done in any of the following ways:

1. Food may be displayed unprotected on a table at the rear of your booth, inaccessible to customers, exhibitors will directly hand product to customers
2. Food may be displayed on a customer-accessible table if the food is protected by a cover or lid
3. Open food may be displayed in customer-accessible areas if an appropriate sneeze guard is provided. A sneeze guard must protrude 7" away and 14" above food
4. If beverages are stored in carafes or pots, they are not considered open containers, and can be poured individually

***Please note: No food, beverage or service items may sit directly on the floor during behind-the-scenes storage or display. Consider bringing tables, crates or dunnage racks to elevate all items off the floor.***

## HOT FOOD & COLD FOOD

Any food classified as Time/Temperature Control for Safety (TCS) or Potentially Hazardous Food (i.e., food that requires temperature control to stay safe) must be stored and held below 41°F or above 140°F at all times before service. Ice chests, coolers, or other equipment designed to keep food cold must be clean and contain an accurate thermometer. Hot boxes and chaffing dishes must have an adequate supply of heat (*Sterno or electric*) to keep food above 140°F for the entire event.

**No open flame cooking or cooking that produces a vapor or smoke is allowed.**

## CONSUMABLE ICE

Ice used in beverages or food must be obtained from an approved ice source and protected from contamination by means of a clean, approved ice bin with a lid or other appropriate cover. A dedicated ice scoop must be provided to scoop ice.

## CLEANING & SANITIZING EQUIPMENT

The washing/sanitizing of equipment and utensils inside an individual exhibit booth is prohibited by the Philadelphia Department of Health. Unless a central ware-washing area is provided by your Exhibition Organizer, you should plan to bring as many pieces of serving equipment and utensils as you will need for the entire exhibit. If you are serving food that requires temperature control for safety (i.e., cold food that must remain refrigerated or hot food that must remain bubbling hot for safety) you must provide adequate number of serving pieces to replace them every 4 hours throughout your event.

*Aramark recommends purchasing [Sani Professional brand food-surface sanitizing wipes](#) for use during service.*



# Am I ready for my Health Inspection?

Use the following check list to be ready for your health inspector at your event:

- My Temporary Food Vendor application was approved by the Philadelphia Department of Health
- I have a health certificate (Servesafe® or equivalent) and any other documentation requested about my product during the application process
- My handwash station is properly set up and my water is between 100°F-115°F
- My hot food is being kept hot (above 140°F)
- My cold food is being kept cold (below 41°F)
- My food is protected from contamination by means of lids or sneeze guards or it is not accessible by customers
- My ice is in a clean, dedicated container and is protected from contamination
- No food or food service items are located directly on the floor
- I am able to replace contaminated utensils throughout the event and I use sanitizing wipes when appropriate
- I am able to prevent bare-hand contact with Ready-to-Eat food by use of disposable gloves, utensils or other single service means (i.e., deli tissue)

## FAQs

### Can I exhibit anything with CBD?

The Philadelphia Department of Health will not approve the sale of food or beverage products that contain any amount of CBD.

### What if I am *only* opening a package and putting it into a cup to serve, do I really need a handwash station?

Yes. The Philadelphia Department of Health does not make a distinction between light or heavy food handling. Good handwashing is an important way to prevent foodborne illness if you open and serve any type of food, beverage or ice.

## What if I have more questions?

Philadelphia Department of Health (Special Events Unit): [dph.ehs.specialevent@phila.gov](mailto:dph.ehs.specialevent@phila.gov) or 215-685-7414

Aramark District Food Safety Manager [maida-leigh@aramark.com](mailto:maida-leigh@aramark.com) or 215-422-2753

