

BRIDAL & WEDDING EXPO

Pennsylvania Bridal & Wedding Expo

Allentown Fairgrounds
302 N. 17th St.
Allentown, PA 18104

If you will be providing food or beverage samples at the event, you are required to complete a Temporary Food Service Establishment License Application through the City of Allentown Bureau of Health.

Please complete the application and submit it directly to:

City of Allentown Bureau of Health

Email: Martha.Wittong@allentownpa.gov

If you have any questions regarding the application or health requirements, please contact the City of Allentown Health Department:

Phone: 610.437.7759

Email: Martha.Wittong@allentownpa.gov

Please be sure to submit your completed application directly to the Health Department for review and approval.

The completed application must be submitted at least two (2) weeks prior to the event.



Bureau of Health
Environmental Health Services
435 Hamilton St., 410 City Hall
Allentown, PA 18101
Office: (610) 437-7759
FAX: (610) 439-5946

City of Allentown

APPLICATION FOR TEMPORARY FOOD SERVICE ESTABLISHMENT LICENSE

Please complete both sides of this application and submit to the Bureau of Health at least five (5) business days prior to the event. Checks or money order for each stand or location should be made payable to the City of Allentown, and mailed or brought to the address above. The facility will be inspected on the first day of the event and a license will be issued at that time if the facility is in compliance with all applicable ordinances and the "Guidelines for Temporary Facilities". Please call (610) 437-7759 for food related questions. **If payment is not received along with the application at least five (5) business days prior to the event a late fee will be assessed.**

Notice: All individuals or businesses that operate in the City of Allentown are required to obtain a business license. If you have not already done so, you must complete the Business Registration Questionnaire provided with this application and submit it to the Bureau of Revenue and Audit, 435 Hamilton St., Room 215, Allentown PA 18101. Questions regarding the business registration can be directed to 610-437-7507.

A. EVENT/OPERATOR INFORMATION

EVENT TYPE: ☐ Food Establishment License 1-2 Day
☐ Food Establishment License 3-14 Day

CONTACT NAME: _____

CONTACT PHONE: _____

LOCATION OF EVENT: _____

EVENT DATE/TIME: _____

TIME SET UP WILL BE READY FOR INSPECTION: _____

BUSINESS NAME: _____

BUSINESS PHONE: _____

BUSINESS ADDRESS _____

OPERATOR'S NAME _____ **HOME PHONE:** _____

OPERATOR'S ADDRESS _____ **CITY** _____ **STATE** _____ **ZIP** _____

FOR OFFICIAL USE ONLY

Date Received	
Activity #	
License #	TL-
Approved By	
Date Approved	

I understand that the temporary license is NOT TRANSFERABLE and NON-REFUNDABLE. I also agree to operate in accordance with the "Guidelines for Temporary Food Facilities", the Food Code, and all other applicable laws and regulations.

Signature of Applicant

1 AND 2 DAY EVENTS		3 TO 14 DAY EVENTS	
LICENSE & OPERATIONAL FEE	\$40.00	LICENSE & OPERATIONAL FEE	\$75.00
LATE FEE (\$15.00)	_____	LATE FEE (\$15.00)	_____
Late fee assessed if less than 5 business days prior to the event.		Late fee assessed if less than 5 business days prior to the event.	
SUBTOTAL	_____	SUBTOTAL	_____
X Number of Stands	_____	X Number of Stands	_____
TOTAL	_____	TOTAL	_____

B. FOOD/EQUIPMENT

1. Please list your menu items:

2. What type of temporary food service facility will you be operating at the event? Check all that apply:

☐ Enclosed trailer ☐ Outdoor Stand ☐ Indoor Kitchen ☐ Other (specify) _____

3. Will all foods be prepared on-site? (Remember: Except baked goods, home prepared foods are prohibited.)

☐ Yes ☐ No If "no", where will foods be prepared? _____

4. Will there be electricity available?

☐ Yes ☐ No

5. Will running water be available?

☐ Yes ☐ No If "no", how will water be supplied? _____

6. Where will waste water (dish water or handwash) be stored and discarded?

7. How will cold foods be kept cold? (below 41°F) (Note: Foods may not be in direct contact with ice; styrofoam coolers are unacceptable.)

☐ Refrigerator ☐ Insulated Cooler ☐ Other (specify) _____

8. What equipment will you use to cook food? Check all that apply:

☐ Grill (gas, charcoal or electric) ☐ Oven ☐ Other (specify) _____

☐ Fryer ☐ Microwave _____

9. How will cooked foods be kept hot (above 135° F) after cooking? Check all that apply:

☐ Steam Table ☐ Chafing Dish/Sterno ☐ Other (specify) _____

☐ Roaster ☐ Grill _____

10. If prepared food is on display, how will it be protected from contamination?

☐ Sneeze Guards ☐ Covers ☐ Other (specify) _____