

Seasons Events Food Vendor Notification

Addison Conference & Theatre Centre

As a food vendor, you know you are in a special category which, in most locales, requires licensing or permitting by local health authorities. While we understand that you are independent business people, failure to comply with local requirements has a direct impact on the Seasons Events shows.

In an effort to clearly state the position of Seasons Events on this issue, please carefully read the following:

1. In all venues in which Seasons Events operates, a health license/permit is required of **any and all** food vendors. If you sell, sample or in any way distribute **any** edible product, in **any** form, pre-packaged or not, it is strongly suggested you contact the local health authority for an understanding of and compliance to their requirements.
2. Most health departments require that the license/permit be obtained a certain length of time prior to the show. For this reason, food vendors for the **Addison Conference & Theatre Centre** location will not be accepted into the show for two (2) weeks prior to the deadline for the show. This will allow adequate time for the **Addison Environmental Services Department** to issue your temporary food service license/permit.
3. In the event, the local authorities find that you are not in compliance with local licensing/permitting requirements, you may be asked to leave the show and/or suffer other consequences. Seasons Events will **NOT** refund any fees paid.
4. Seasons Events will not bear any responsibility for any fees, fines or consequences resulting from a vendor failure to be in compliance with any and all requirements of local health authorities.

PLEASE NOTE: At the Addison Conference & Theatre Centre, only food vendors based in Addison can sell/provide food and beverage to our vendors and attendees. Vendors who only sell pre-packaged foods and give out samples do not have to be based in Addison. Please don't hesitate to contact Seasons Events at vendorinfo@shoppingseasons.com or 281.304.0160 for more information or clarification.

Below is the information for the Addison Environmental Services Department:

Department Contact: Neil Gayden
Phone: (972) 450-2821
ngayden@addisontx.gov

See attached form. (Where to find form on the Web: www.addisontx.gov/Departments/...Services/enviro_services/)

This form must be signed and included with your show application for each show you participate in at the Addison Conference & Theatre Centre.

I have read and understand all of the above. Seasons Events shall be free of any liability arising from my failure to be in compliance with local Health Department requirements and licensing/permitting regulations.

Print Name: _____ Signature: _____

Date: _____

Addison!

Environmental Services
16801 Westgrove Drive
P.O. Box 9010
Addison, Texas 75001-9010
Phone: 972/450-2821
Fax: 972/450-2820

APPLICATION FOR TEMPORARY FOODSERVICE LICENSE

To Whom It May Concern:

1. In accordance with Addison Town Ordinance No. 779 you are required to fill out the application below, and return it to the Health Department five days prior to the first day of operation.
2. Each temporary foodservice establishment with the Town of Addison is required to have a valid Foodservice License which is issued by the Environmental Health Department. Said permit shall be in effect for no more than three consecutive days. It shall be unlawful for any person to operate a temporary foodservice establishment without a valid license.
3. The fee for this license shall be \$75.00 for a profitable enterprise and \$10.00 for charitable or non-profit enterprises and shall accompany this application. After the application is received, a consultation and inspection will be made. Upon passing the inspection the license will be issued.

Business Name _____

Business Address _____

Business Phone _____ Cell Phone _____

Owners Name _____

Owners Address _____

Manager _____

E-mail Address _____

Date (s) of Operation _____

Thank you for your cooperation. If you have any questions please call 972/450-2821.

Date Paid _____ Check # _____ Receipt # _____ Permit # _____