Portland Home Show

James A Banks Sr Portland Exposition Building
239 Park Ave
Portland, ME 04102

Please fill out and submit the Temporary Event Permit to smason@portlandmaine.gov
If you have any questions regarding the application or permit requirements, please contact the Portland permitting and inspections department at 207-874-8557.

American Consumer Shows
Phone: (888) 433.EXPO (3976) (516) 422.8100 Fax: (888) 580.3977
Web: acsshows.com | Email: info@acsshows.com

CITY OF PORTLAND

Permitting and Inspections Department

License Application For Temporary Food Service Events

Must apply at least 7 business days in advance of Event

All vendors must prepare food on site at the event or in a State or City-licensed kitchen.

City & State Fees:

☐ If applicant is licensed in the **City of Portland** – No charge.

☐ If applicant is not licensed in the **City of Portland** - $93/event.

☐ If applicant is **selling** prepared food and does not have a **State of Maine** mobile license –Add $100/event.

☐ If applicant is a 501(c)(3) non-profit & 100% of the proceeds are going to support the non-profit – No charge. Please provide a copy of documentation showing 501(c)(3) status.

Additional Permits/Info:

- Health Inspections: For questions about food preparation requirements, call 756-8365.
- Recreation & Facilities Management: Contact for use of public space or street closings at 874-8826.
- Building Inspections: Contact for use of tents or stages at 874-8703.

Applicant Information:		
Business/Group Name(s):		
Business Address:		
Mailing Address:		
Contact Person's Name:		Contact Phone #:
Business E-mail:		Contact E-mail:
Phone Number day of event:		Contact Fax #:

Licensing Information:

This business (check one):

☐ is new and has never been licensed.

☐ is presently licensed by the Department of Agriculture ☐ was previously licensed. Provide license ID#_____.

☐ is presently licensed by the Department of Health and Human Services ☐ was previously licensed. Provide license ID#_____.

☐ Yes ☐ No My business is in good standing with the Secretary of State and all State Licensing Boards.

Event Information:					
Name of Festival/Event:					
Location of Event:					
Date of Event:					
Time of Event (start to finish):		Time of Set-up:		Estimated Attendees:	

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Food Information:			
Food will be prepared (circle one of the following).	Off-site	At the event	Both
Type of food to be served (be as detailed as possible):			
Name and location of the licensed kitchen where food is being prepared:			
Date(s) and time(s) of food preparation at licensed kitchen:			

Attach the following if applicant is **not** licensed in the City of Portland:

- A copy of the State license for kitchen/restaurant being used and
- A copy of the City license for the kitchen/restaurant being used.
- If applicant does not have either of the above, a letter from the owner of the licensed kitchen authorizing use of that kitchen by the applicant.

Does the issuance of this license benefit any City employee? Yes ☐ No ☐
If yes, please explain: _____

Read Carefully & Sign:
Applicant, by signature below, understands that this application does not constitute a permit to serve food. The applicant further agrees to abide by all City of Portland and State of Maine laws, orders, ordinances, rules and regulations governing the above license and further agrees that any misstatement of material fact may result in refusal of license or revocation if one has been granted.

It is understood that this and any application(s) shall become public record and the applicant(s) hereby waive(s) any rights to privacy with respect thereto.

Signature _____ Date_____

For more information about the Portland City Code and State of Maine laws regarding the Temporary Food Service Establishment License, please see Chapter 11 of the Code of Ordinances at www.portlandmaine.gov and www.maine.gov/healthinspection

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Email Sent:	**Dept.**	**Approval Received:**	**Fee:**
_____	Fire	_____	Cash: _____
_____	Health	_____	Check #: _____
_____	PD	_____	Charge: _____
_____	PAF*	_____	
_____	*Public Property Only		
_____			