



5K DIABETES AWARENESS RUN/WALK
Earle May Boat Basin
100 Boat Basin Circle Bainbridge, GA 39817
6:30 AM Registration, 8 AM Run/Walk
September 21, 2024
www.ebsmartenterprise.org

E. B. Smart Enterprise LLC

September 21, 2024

Dear Potential Vendor,

Do you know that diabetes has increased dramatically in the United States in recent years?
Do you know that diabetes is a debilitating disease that is most prevalent among minority populations? Do you know that diabetes could be prevented?

Answers to these questions led E. B. Smart Enterprise to organize a Diabetes Run/Walk to create awareness of the increasing problem of diabetes among minority populations and how this debilitating disease and its complications could be prevented.

However, we cannot do this alone. We need community partners like you to support our efforts in this endeavor. For this reason, we would like to request you to be one of our community partners by becoming sponsors of the Diabetes Awareness Run/Walk to be held on Saturday, September 21, 2024 from 6:30 AM to 12 :30 PM at Earle May Boat Basin, Bainbridge, GA.

Attached herewith are sponsorship levels, benefits, and the flyer announcement of the event. We greatly appreciate your positive response to this request. Thank you.

Sincerely yours,

Diabetes Awareness Action Committee
E. B. Smart Enterprise Diabetes Awareness Run/Walk

VENDOR PROCESS:

Due by Friday, August 16, 2024

Food/ Consumption Vendors:

1. Environmental health applications- (2 apps- see attached)
\$50 per vendor (will be inspected prior to event)
2. Register with City of Bainbridge (as a mobile food unit)
contact Judy (229)-400-9294.
3. Purchase small business license OR submit your LLC license.
4. Have a Safe Serve Certificate

Clothing/Sale Item Vendors:

1. Register with City of Bainbridge
contact Judy at (229)-400-9294
2. Purchase small business license OR submit your LLC license.
3. Submit finalized copy by email to: e.bsmart12branches@gmail.com
OR by mail to: 403 N. Miller Ave, Bainbridge, GA 39817

**TEMPORARY FOOD SERVICE EVENT
ORGANIZER APPLICATION**

IT WILL BE THE ORGANIZER'S AND/OR PROPERTY OWNER'S RESPONSIBILITY
TO ENSURE THAT ONLY VENDORS PERMITTED BY THE HEALTH AUTHORITY
SHALL PARTICIPATE IN THE EVENT.

Organizer's Name: _____ Organizer's Phone: _____

Organizer's Address: _____

Organizer's E-mail Address: _____

Property Owner's Name and Phone Number: _____

Onsite Coordinator's Name and Phone Number (if different from Organizer): E.B.SMART ENTERPRISE (706)-294-0883

Event Name: E.B. SMART ENTERPRISE

Event Address: 403 N MILLER AVE, BAINBRIDGE, GA 39817

Set Up Date: SEPTEMBER 21, 2024 Set Up Time: 6:00 AM AM / PM

Event Begin Date: SEPTEMBER 21, 2024 Event Begin Time: 8:00 AM AM / PM

Event End Date: SEPTEMBER 21, 2024 Event End Time: 3:00 PM AM / PM

If event is longer than one (1) day, please provide daily operating schedule on a separate page

ANY UNAUTHORIZED OR UNPERMITTED VENDOR FOUND PARTICIPATING IN AN EVENT
SHALL BE CHARGED WITH A VIOLATION OF DPH RULE 511-6-1-.02(1)(a), AND ORDERED BY
THE ORGANIZER OR PROPERTY OWNER TO LEAVE THE EVENT PREMISES.

How many food vendors are expected to participate in this event? _____

(Please provide a list of food vendors that will be participating in the event/celebration to the Local Health Authority. See Attachment "A")

Expected number of patrons (total): _____ Expected average of patrons per day: _____

TEMPORARY FOOD SERVICE EVENT ORGANIZER APPLICATION

WATER SUPPLY:

1. In what manner will potable water be obtained from an approved source? (Check all that apply)

- Public Water System Drilled well that meets EPD Drinking Water Standards (attach test results)

Provide details on how the water is obtained (Check all that apply):

Vendor is completely responsible for their own water supply Bulk commercial supply (bottled)

Onsite water faucet Onsite direct water connection (trailer inlet)

Other:.....

2. Source of bottled water (both individual bottle and bulk supply)? _____

TOILET FACILITIES: *It is the responsibility of the event organizer to ensure a sufficient number of portable sanitation units are available on-site to prevent a prohibited discharge of sewage or cause a public health nuisance. Event organizers and property owners are also responsible for ensuring all portable sanitation units are serviced at least once every seven days, or more frequently if usage requires (see attached DPH brochure, "Portable Sanitation Information for Event Organizers and Construction Site Owner")*

1. What will be used for toilet facilities at the event? (Check all that apply):

- Central supplied facilities Portable toilets

2. Will general public handwashing facilities with soap running water be available? (Not required outside food vending booths, but *highly recommended* to reduce public health risks of disease outbreaks.)

- Yes No

WASTE DISPOSAL (Solid and Liquid)


1. What type of container(s) will be used for solid waste disposal at the event? _____

2. How will you dispose of liquid waste? (e.g., grease from fryers, catch basins/water waste tanks from food vendors, portable toilet pump outs, etc.) _____

3. How often will the solid and liquid wastes be removed and by whom? _____

TEMPORARY FOOD SERVICE EVENT ORGANIZER APPLICATION

GENERAL SITE PLAN: In the space below or on a separate page, please provide a generalized site plan depicting the locations of the food vendors, toilet facilities, general public handwashing facilities (if provided), solid and liquid waste containers, animal enclosures, walkways, roads through the event, etc. and approximate distances. Please indicate if the pathways/roadways through and around the event are paved or unpaved.

A large, empty rectangular box with a thin black border, intended for the applicant to draw a generalized site plan for the event. The box is currently blank.

TEMPORARY FOOD SERVICE EVENT ORGANIZER APPLICATION

STATEMENT: I hereby certify that the above information and any attached forms and documents are correct, and I fully understand that in accordance with DPH Rule 511-6-1-.08(2)(a)4(i) through(iii), and DPH Chapter 511-3-6, I am responsible for the following:

- a. At least 30 days prior to the event/celebration, I will provide to the Local Health Authority a list of food vendors who will be allowed in the temporary event/celebration.
- b. To ensure that only vendors permitted by the Local Health Authority are allowed to participate in the temporary event/celebration; and
- c. To require any unauthorized or un-permitted food vendor found participating in the event to immediately leave the event premises; and
- d. To ensure a sufficient number of portable sanitation units are available on-site (if central toilet units are not available or not sufficient) to prevent a prohibited discharge of sewage or cause a public health nuisance; and
- e. To ensure all portable sanitation units are serviced at least once every seven days, or more frequently if usage requires.

Additionally, I understand that non-compliance with the requirements listed above are considered to be violations of DPH Chapter 511-6-1 and DPH Chapter 511-3-6, and I may be subject to legal action as deemed necessary by the Local Health Authority.

Organizer's Signature: _____ **Date:** _____

DPH Rules and Regulations

The Georgia Department of Public Health regulates temporary portable sanitation units and persons engaged in the business of furnishing, renting, or servicing these units, including portable hand washing facilities, under Rules of the Department of Public Health Chapter 511-3-6.

All portable sanitation units must be furnished and maintained by a certified contractor or company. It is the responsibility of the event organizer or the construction site owner to ensure a sufficient number of portable sanitation units are available on-site to prevent a prohibited discharge of sewage or cause a public health nuisance. Event organizers and property owners are also responsible for ensuring all portable sanitation units are serviced at least once every seven days, or more frequently if usage requires.



Portable Sanitation Units for Special Events Planning

• If alcoholic beverages are to be served, add 25% to the base number.

AVERAGE CROWD SIZE	AVERAGE HOURS AT THE EVENT									
	1	2	3	4	5	6	7	8	9	10
500	2	4	4	5	6	7	9	9	10	12
1,000	4	6	8	8	9	9	11	12	13	13
2,000	5	6	9	12	14	16	18	20	23	25
3,000	6	9	12	16	20	24	26	30	34	38
4,000	8	13	16	22	25	30	35	40	45	50
5,000	12	15	20	25	31	38	44	50	56	63
10,000	15	25	38	50	63	75	88	100	113	125
15,000	20	38	56	75	94	113	131	150	169	188
20,000	25	50	75	111	125	150	175	200	225	250
25,000	38	69	99	130	160	191	221	252	282	313
30,000	46	82	119	156	192	229	266	302	339	376
35,000	53	96	139	181	224	267	310	352	395	438
40,000	61	111	158	201	256	305	354	403	452	501
45,000	68	123	178	233	288	343	398	453	508	563
50,000	76	137	198	259	320	381	442	503	564	626
55,000	83	150	217	285	352	419	486	554	621	688
60,000	91	164	237	311	384	451	531	604	681	751
65,000	98	179	257	336	416	495	575	654	734	813
70,000	106	191	277	362	448	531	619	704	790	876
75,000	113	205	296	388	480	571	663	755	846	938
80,000	121	218	316	414	512	609	701	795	888	981
85,000	128	232	336	440	544	647	751	855	959	1063
90,000	136	246	356	466	576	686	796	906	1016	1126
95,000	143	259	375	491	607	724	840	956	1072	1188
100,000	151	273	395	517	639	762	884	1006	1128	1251

Minimum Number of Portable Sanitation Units at Construction Sites

NUMBER OF WORKERS	MINIMUM NUMBER OF UNITS SERVICED WEEKLY
20 or less	1 toilet per 20 workers
21 or more	1 additional toilet per 40 workers
200 or more	1 additional toilet per 50 workers

*The number of portable sanitation units required shall be determined by the maximum number of workers present on a regular 8 hour shift. Shifts lasting longer than 8 hours (40 hour work week) should double the number of portable sanitation units.

Planning

Proper portable sanitation planning is essential to the coordination of a safe and successful special event. Considerations during the planning process should include:

Type of event - Events that last throughout the day and into the evening will require more units than events that last for only a couple of hours. Also, if food will be served at an event, hand-washing stations should be considered in order to reduce the risk of disease transmission through hand to mouth contact. Portable sanitation units should be located as far away from food service vendors as practical.

Number of attendees and duration of the event - An event for a large mass gathering of people will require more portable units than a small group of people. *See the included table for estimating the number of portable units required for an event or construction site.

Food and beverage type and location - If alcoholic beverages are being served, the number of portable toilets should be increased by 25%.

Outside temperature - On hot days, visitors will consume more drinks and make more trips to the lavatories. More units should be considered for such cases.

Event layout and topography- Portable toilets should be placed on flat surfaces in a strategic position that allows easy access by the public and large trucks that service the units.

Current listings for certified portable sanitation contractors and companies can be found at www.dph.georgia.gov

Background

Large gatherings of people in relatively small areas for extended periods of time may elevate the risk of disease outbreak. In many of these situations, there are not enough restroom facilities at the site to accommodate a mass gathering. Proper measures must be employed to ensure enough sanitary facilities are present to meet the needs of the public, and to ensure the safe and timely disposal of sanitary wastes. Portable sanitation units can provide for this need. If portable sanitation units become overcrowded and neglected, especially at events involving food consumption, the risk of a disease outbreak is only increased. It is, therefore, imperative to take the time to develop a plan for the safe and effective placement, storage and disposal of sanitary wastes at special events in such a way as to reduce the risk of disease outbreak and protect public health.

For additional information, please contact your local county health department, or visit our web page: www.dph.georgia.gov

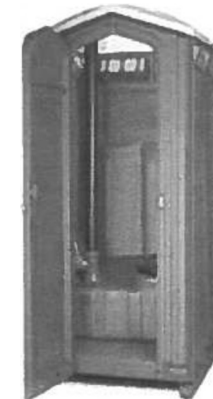
County: _____

Contact: _____



Portable Sanitation

*Information for Event Organizers
and Construction Site Owners*



**Georgia Department of Public Health
Temporary Food Service Establishment Application**

VENDOR APPLICATION MUST BE RECEIVED 30 DAYS BEFORE THE EVENT
A TEMPORARY FOOD SERVICE OPERATION MAY NOT OPERATE FOR MORE
THAN FOURTEEN (14) CONSECUTIVE DAYS

The Food Service Rules and Regulation, Chapter 511-6-1.08(2) outlining the requirements for temporary food service establishment should be read in the early stages of planning.

Event Name: DIABETES AWARENESS 5K RUN/WALK

Event Location: EARL MAY BOAT BASIN, BAINBRIDGE, GA 39817

Event Organizer: E.B. SMART ENTERPRISE

Name of Organization: E.B. SMART ENTERPRISE

Mailing Address: 403 N. MILLER AVE BAINBRIDGE GA 39817
Street # and Name Suite City State Zip Code

Date(s) of Operation: SEPTEMBER 21, 2024 Daily Hours of Operation: 8:00am – 7:00pm

Booth Name: _____

Person in charge of booth: _____ Phone #: _____

E-mail of person in charge: _____

Structure Type: Tent Mobile unit Other (Specify): _____

Applicant Name: _____ Phone#: _____

Applicant Address: _____
Street # and Name Suite City State Zip Code

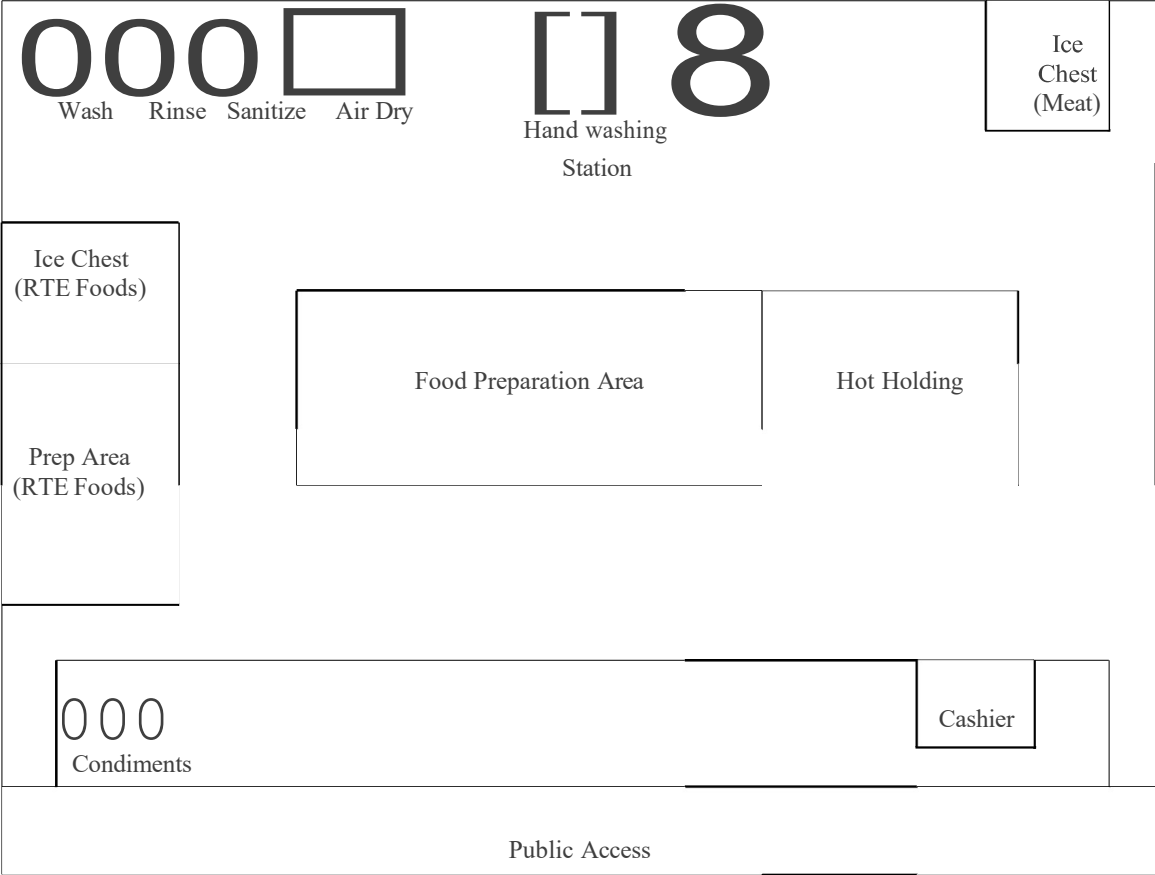
Applicant Signature _____ Date _____

**PLEASE SUBMIT A COPY OF YOUR MENU WITH THIS APPLICATION
AND INCLUDE PAYMENT OF ALL APPLICABLE FEES**

BOOTH SKETCH / FLOOR PLAN

- A. Sketch the top view (overhead) and identify all equipment including hand wash facilities, cooking equipment, refrigerators (ice chest), worktables, storage areas, sanitizing bucket and sneeze guards.
- B. Type of floor, wall and overhead covering.

SAMPLE SPECIAL EVENT FOOD FACILITY DIAGRAM



TEMPORARY FOOD SERVICE PLAN REVIEW DOCUMENTS

EQUIPMENT AND SUPPLIES

1. How will the potable water be provided and heated? _____

2. What types of wrapped single service and single use supplies will be used? _____

3. What type of equipment will be used to maintain food at 135° F (57 ° C) and higher? _____

4. What type of equipment will be used to maintain food at 41° F (5° C) or below? _____

5. What type of equipment will be used to reheat refrigerated foods for hot holding or serving? _____

6. What type of equipment will be used to cook time/temperature for safety (TCS) food? _____

7. TCS food is to be transported to the event in a hot [135° F (57 ° C)] or refrigerated [41° F (5° C)] condition from an approved supplier or source. How will you transport these products?

8. How will equipment be placed to prevent food contamination? **Show the following on the BOOTH SKETCH / FLOOR PLAN diagram found on page 2:**
 - a) Method of storage off floor / ground that will achieve at least six (6) inches off the floor / ground.
 - b) Eight (8) feet separation of cooking and preparation services from patrons or vertical barriers installed where the required eight (8) feet cannot be achieved.
 - c) Food preparation and service tables.

9. How will equipment and utensils be washed and sanitized? What sanitizer and concentration level will be used?
- a) Describe the on site washing and sanitizing set up to be used and **show placement on BOOTH SKETCH / FLOOR PLAN diagram found on page 2.**

- b) Permanent base of operation or food service establishment used for washing and sanitizing? Provide address and restaurant permit number (must have prior health authority approval).

10. How will the required hand washing facility be set up? **Show the location on BOOTH SKETCH / FLOOR PLAN diagram found on page 2.**

CONSTRUCTION

- Booths must have overhead protection over all food preparation, food cooking, food storage and dish washing areas. What type of material is to be used (tarp, wood, metal etc.)?

2. What are the floors to be constructed of (concrete, asphalt, tight wood or other material)?

3. How will the walls, ceilings and entrances of the food preparation area be constructed to prevent the entrance of insects?

4. What method is to be used as a barrier to flying insects at the service window areas?
D Screening (16 mesh)
D Air Curtain

5. Describe construction methods and materials that will be used for excluding insects and vermin from the food preparation areas, food service areas and from the water storage areas.

FOOD STORAGE

1. What type of working containers will be used for food storage in the food preparation area? _____

2. How will bulk food storage containers be stored in the booth? _____

3. How will working containers of food supplies be protected from contamination during the event? _____

FOOD PREPARATION

1. What will be source for ice used? D Commercially made and bagged ice D Ice from restaurant commissary

Please note that ice procured from a self-dispensing, bag your own ice operation will not be accepted.

2. All food and food supplies must be from an approved source. List the foods/ supply source. _____

3. How will ice used for cooling or refrigeration be kept separated from ice used in beverages? _____

4. How will ice be dispensed for use in beverages? _____

5. Use the "**Food Processes Form**" on pages 8 and 9 to list all foods and their ingredients.

FOOD HANDLING

1. How will you prevent bare hand contact with ready to eat foods (check all that apply)?
- Single use disposable gloves Deli wax paper Tongs Spoons
- Scoops Other (describe): _____
2. How will you keep your food preparation areas protected from the public?
- Distance (8 feet) Barriers (describe barrier): _____

PERSONNEL AND HYGIENE

All food workers are required to restrain hair that is longer than 1/2 inch. Beard restraints will be required for beards and mustaches that exceed 1/2 inch in length. Hair and beard restraints will not apply to

1. workers that serve only wrapped or packaged foods. Check below all that will apply.
- Hair nets Beard / mustache nets Cap Scarf
- Other (describe restraint): _____
2. How will you control the "No Jewelry" prohibition with your food workers? _____
- _____
- _____

Food Processes Form

Operator: _____ Event: _____ Event Date(s): _____

INSTRUCTIONS:

- INCLUDE BEVERAGES, ICE, ALL INGREDIENTS AND CONDIMENTS
- LIST APPLICABLE FOOD TEMPERATURES IN PROCESSING STEPS (SUCH AS COOKING AND HOLDING)
- USE ADDITIONAL PAPER FOR ANY FURTHER EXPLANATION NEEDED FOR AN ITEM

Item#	List All Foods / Beverages and Ingredients	Where Purchased	Onsite Prep Yes/ No	Thawing	Holding Temps (Cold/ Hot)	Cooking Temps	Reheating Temps	Comments on Food Handling

Item#	List All Foods / Beverages and Ingredients	Where Purchased	Onsite Prep Yes/ No	Thawing	Holding Temps (Cold/ Hot)	Cooking Temps	Reheating Temps	Comments on Food Handling

DO NOT WRITE BELOW THIS LINE
(DEPARTMENTAL USE ONLY)

Approved By

Date

Permit **Restrictions:** -----

Permit Effective Dates: Beginning: _____ Ending: _____

DISAPPROVAL: _____ DATE: -----

Reason(s) for Disapproval: -----
