All Temporary Event Organizer applicants are required to submit a site map along with their event application. Organizers for annual events must submit an updated site map upon initial application and each time the event set up changes significantly from event to event. A site map helps to ensure compliance with requirements, and it also helps specialists navigate through the event more efficiently by being able to easily locate food/beverage booths, warewashing sinks, restrooms, etc. Please ensure there is a scale for measuring the distances between the food booths and the warewashing facilities, restrooms/handwashing stations, and animal rides (if applicable). There is no size requirement for a site map (although we prefer maps to fit on 8.5”x11” format), and they can be created digitally or manually (hand drawn) so long as all the items on the map are legible and easily identified. See below for an example of a site map.

Sample Site Map – Identify the following:

- Location of warewashing sinks (one 3-compartment sink per eight open food vendors) within 100 ft of farthest food booth
- Location of proposed food vendors
- Location of potable and non-potable water supply
- Location of wastewater disposal
- Restrooms with handwashing facilities within 200 ft of farthest food booth
- Location of trash dumpsters

Legend

- 3-Compartment sink w/25gal clean & 50gal wastewater tanks + overhead protection
- Trash dumpsters
- Restrooms + handwashing facilities
- BBQ roped off from public
- Wastewater disposal container
- Potable water source

1. Pizza Time
2. Thai Food with their own 3-comp, back-up food storage with overhead protection
3. Chip Cookies
4. Sliced Fruit
5. Ramen Bowl
6. Spud Potatoes + back-up food storage with overhead protection
7. House of Chicken
8. Bottled Juice
9. Vegan Bar
10. Chicken Nugget Galore
11. Hotdogs with an outdoor BBQ + barrier
12. Popsicle Cart
13. Sandwich Food Truck
14. Popcorn Concession Trailer

0 50 100 150 200
0 1 2 3 4

1 inch = 50 feet