



TEMPORARY BODY ART EVENT SPONSOR GUIDELINES

This packet includes instructions for the Event Sponsor to follow when applying for a Temporary Body Art Event Sponsor Permit. Thoroughly review all instructions and ensure all forms are complete before submitting and follow the steps below to obtain a permit.

1. Fill out the **Temporary Body Art Event Application** and pay all event fees. This is filled out by the person or business entity seeking to organize an event where body art is performed on the public. Examples include body art expos, body art conventions or body art trainings where the location is not considered permanent.
2. **Complete the Practitioner List.** Ensure all practitioners who will perform body art on another person are on this list and have a valid Practitioner Registration.
3. **Register Practitioners.** An approved Event Sponsor Permit must be on file before Practitioner Registration applications will be processed. Please allow 30 days to process the applications. The sponsor must ensure that all practitioners who participate are registered with an approved local enforcement agency in California. The Event Sponsor is the key contact for our department and are held responsible for practitioner compliance with applicable regulations.

SPONSOR REQUIREMENTS

1. Obtain all necessary permits to conduct business in the jurisdiction where the event will be held, including, but not limited to, valid permits issued by a local enforcement agency.
2. Shows, conventions and educational demonstration events must be held in a permanent building large enough to enclose the entire event.
3. Event must have access to a potable water supply.
4. Restrooms must have flush toilets supplied with toilet paper and hand wash sinks supplied with potable warm running water, soap, and single-use paper towels.
5. Sharps waste containers are provided for **each** demonstration booth.
6. Frequent trash pickup from demonstration booths.
7. The name, telephone number and directions to an emergency room near the body art temporary event shall be posted in a conspicuous location.
8. Certain supplies must be available to body art practitioners at your event. The supplies that must be on-hand for purchase include, but are not limited:
 - **Disposable equipment:** Pre-sterilized needles, pre-sterilized tubes, pre-sterilized piercing equipment (if body piercing is offered), ink caps.
 - **Barrier materials:** plastic machine bags, barrier film, clip cord coves, plastic wrap.
 - **Personal protective equipment:** nitrile gloves, sleeve guards, disposable aprons, dental bibs.
 - **Skin and wound care items:** single-use tubes of water based and petroleum-based lubricants and absorbent dressing materials.
 - **Paperwork:** standard client consent forms, medical history forms, aftercare instructions and single-use instrument logs shall also be available for the practitioner.
9. Commercial, self-contained, hand wash stations are required for every 2 booths (the exact number of hand wash stations required will ultimately be determined based on floor layout, number of vendors, public walkways and ease of access for practitioners) that include the following:
 - a. Potable water dispensed from a free-flowing spigot.
 - b. An interior container to catch wastewater.
 - c. Hand cleanser dispensed from pump or motion activated container.
 - d. Single use paper towels.
 - e. The sink must be away from public access and signs posted that hand sinks are for practitioner's use only.

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BOOTH REQUIREMENTS

1. At least 50 square feet for every practitioner working in that booth.
2. Floor, tables, and chairs must be non-porous and easily cleanable.
3. Used exclusively for performing body art.
4. Constructed with a partition of at least three feet in height separating the procedure area from the public.
5. Equipped with adequate light available at the level where the practitioner is performing body art.
6. Shall not allow animals within the confines of the booth, except service animals, as defined by the federal American with Disabilities Act.

PRACTITIONER REQUIREMENTS

1. Current Registration. Practitioner must have current Certificate of Registration issued by County of Riverside (or another California LEA). Certificate may be displayed or in a folder. Note: If the certificate is issued by a jurisdiction outside of Riverside, it is valid in Riverside for no more than five consecutive days, or 15 days total, in any one calendar year.
2. Photo Identification. Make available upon request by the inspector.
3. Equipment. Instruments that are not of safe design will not be allowed at the event and may be impounded.
4. Use appropriate personal protective equipment while performing body art procedures. At a minimum this includes the use of gloves.
5. Practitioners shall properly cover or bag their tattoo machine and clip cord when in use and use barrier film or bags for other procedural items.
6. Practitioners shall not smoke, eat, or drink while performing a body art procedure.
7. Practitioners shall clean and disinfect client chair, table, and tattoo machine between clients. Acceptable disinfectants are those that are EPA-registered and indicate on the label that they are effective against Hepatitis B.

We hope your event is successful and we thank you for your cooperation. If you have any questions, please send an email to bodyart@rivco.org.

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