



### Temporary Food Event Vendor Application

This application must be completed and submitted to the MTW District Health Department to provide information about all food preparation and sales to the public at any public event or exhibition. Applications must be submitted no later than **15 days** prior to the event.

**\*A fee of \$75.00 will be required for each food service permit and must be paid with the submission of each Food Vendor Application.**

1. Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

2. Address of Event: \_\_\_\_\_  
Street City State Zip

3. Name of Vendor: \_\_\_\_\_ Vendor Phone: \_\_\_\_\_

4. Vendor Business Name: \_\_\_\_\_

5. Vendor Business Address: \_\_\_\_\_  
Street City State Zip

**\*Food booth must be completely set up prior to permitting and NO food preparation is allowed in the booth until the permit is issued.**

6. Date for permitting: \_\_\_\_\_ 7. Time for permitting: \_\_\_\_\_

8. Will vendor prepare food prior to the event?  Yes  No

If you checked "yes", food will be prepared prior to the event, provide information of the facility where food will be prepared. (Facility must hold a Food Permit):

Name of Prep Facility: \_\_\_\_\_ Date of Prep: \_\_\_\_\_ Time of Prep: \_\_\_\_\_

Address of Prep Facility: \_\_\_\_\_  
Street City State Zip

Phone of Prep Facility: \_\_\_\_\_

9. As of September 1, 2012, the vendor/permit holder shall require all food service employees to comply with an approved Employee Health Policy. Do you have an approved Employee Health Policy?  
 Yes  No

10. Please check which water supply best describes the water source for your booth:  
 Public water supplied by the organizer (requires food grade water hose)  
 Onsite private well (requires water sample by MTW)  
 Tap water supplied by vendor  
 Bottled water supplied by vendor

11. Check the box that best describes the disposal method for the following:

<u>Garbage:</u>	<u>Wastewater:</u>	<u>Grease:</u>
<input type="checkbox"/> Waste can-taken offsite	<input type="checkbox"/> Portable toilet at event	<input type="checkbox"/> Grease taken offsite
<input type="checkbox"/> Event dumpster/can	<input type="checkbox"/> Event gray water bin	<input type="checkbox"/> Event grease receptacle
<input type="checkbox"/> Other:_____	<input type="checkbox"/> Other:_____	<input type="checkbox"/> Other:_____

12. Check the box(es) that best describes your equipment:

<u>Cold Holding:</u>	<u>Hot Holding:</u>
<input type="checkbox"/> Refrigerated truck	<input type="checkbox"/> Chafing dishes
<input type="checkbox"/> Commercial refrigerator	<input type="checkbox"/> Electrical heated equipment
<input type="checkbox"/> Freezer	<input type="checkbox"/> Grill
<input type="checkbox"/> Other:_____	<input type="checkbox"/> Other:_____

<u>Utensil Washing:</u>	<u>Handwashing Set-up:</u>
<input type="checkbox"/> 3 Utility sinks	<input type="checkbox"/> Mechanical sink
<input type="checkbox"/> 3-compartment sink	<input type="checkbox"/> Gravity flow set-up
<input type="checkbox"/> 3 Basins	<input type="checkbox"/> Other:_____
<input type="checkbox"/> Other:_____	

13. Will ready-to-eat produce (vegetables or fruit) be prepared in your food booth?  Yes  No  
If yes, you must have a separate prep sink.

14. Check which one best describes your food booth set up:  
 3-sided tent  Tent with fans  Mobile food unit  Other:\_\_\_\_\_

**\*All food booths must have approved hand wash set-up and utensil washing set-up for washing, rinsing, and sanitizing equipment. Other equipment needs may vary.**

Provide a complete list of all food/menu items in the chart below and check "Advanced Preparation" if the food/menu item will be prepared prior to the event or check "Prepared at Event" if no advance preparation is needed. Check both boxes if food/menu item requires both types of preparation.

Include all add-on items such as lettuce, tomato, etc. (hamburgers with cheese, l, t, o).

Food/Menu Item	Advanced Preparation	Prepare at Event

*I certify that the information in this application is complete and accurate. I understand that:*

- *Any changes to my operation must be submitted to the MTW Health Department for review and approval prior to day of event.*
- *All potentially hazardous foods (PHF) that I am serving must be maintained at approved temperatures (41° F or below for cold food and 135° F or above for hot food) during transport, holding and/or service.*
- *Failure to maintain approved temperatures for PHF may result in disposal or embargo of the food.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<i>For office use only:</i>	
TFE Fee: <b>\$75.00</b>	Exempt from fee: _____
Amount Paid: _____	Receipt#/Check#: _____
<b>Clerk Signature:</b> _____	<b>Date:</b> _____

## Information for organizers and vendors at fairs, carnivals, public exhibitions or similar gatherings

In order to sell food at a festival in North Carolina you may need a temporary food establishment permit. Temporary Food Establishment (TFE) permits are issued to food and drink vendors that operate in conjunction with a fair, festival or other special event. For example, the Scuppernon River Festival, Peanut Festival, Bear Festival and Carolina Country Stampede are events that would qualify for a TFE permit. Examples of events that do not qualify for a TFE permit include yard sales, auctions, farmers markets and flea markets. A TFE permit is good only for a specific event and expires at the end of the event.

Each vendor must submit a completed application along with a *\$75.00 permit fee to MTW District Health Department* prior to the scheduled event.

### Exemptions and Exceptions

Some vendors of TFE's may be exempt from the regulations requiring a permit to prepare and sell food to the public. The vendors who meet one of the following conditions will not be required to obtain a permit to operate their TFE. GS130A-250(7) Exemption:

1. Incorporated as a nonprofit corporation in accordance with Chapter 55A of the North Carolina General Statutes or
2. Exempt from federal income tax under the Internal Revenue Service Code as defined in General Statute 105-228.90 (have 501(c) (3) status) or
3. A political committee as defined in General Statute 163-278.6 (14),

Then you may prepare and sell food to the public one time a month for no more than two days in a row without a permit from MTW Health Department.

You must provide proof of the organization's tax-exempt status such as a copy of the Letter of Determination of Non Profit Status from the North Carolina Department of Revenue or the Internal Revenue Service, or a letter from the candidate or political action committee authorizing you to have the event. **You must keep a copy of this documentation on site to show a MTW Health Inspector should they visit your event.**

Drink vendors who only sell drinks such as lemonade, coffee, soda and tea (in single-service cups) do not need an operational permit from this department.

Vendors who sell only dipped ice cream, popcorn, candied apples cotton candy, funnel cakes, doughnuts, peanuts and commercially prepackaged chips and candy are not required to obtain an operational permit from this Department. However, you may contact the Department of Agriculture at 919-733-7366 to find out if you need a permit from them.

## **Checklist for Temporary Food Establishment Vendors**

**The following items are necessary to receive a Health Department permit and to safely operate a Temporary Food Service Establishment.**

- \_\_\_ Tent or other weather proof structure
  - \_\_\_ Covered grill
- \_\_\_ Fly protection (when required)
  - \_\_\_ Screening for 3 sides
  - \_\_\_ Fly fans
- \_\_\_ Sneeze shields or other types of barriers
  - \_\_\_ Protected condiments
- \_\_\_ Water supply
  - \_\_\_ Drinking water grade hose
  - \_\_\_ Water under pressure
- \_\_\_ Waste water disposal
  - \_\_\_ Bucket for grey water
  - \_\_\_ Plan for disposal
- \_\_\_ Utensil washing sink
  - \_\_\_ Three basin set up
  - \_\_\_ Drainboard or countertop
  - \_\_\_ Water under pressure
  - \_\_\_ Means of heating water
  - \_\_\_ Waste water bucket
  - \_\_\_ Soap and sanitizer
- \_\_\_ Handwashing station
  - \_\_\_ Water under pressure
  - \_\_\_ Means of heating water
  - \_\_\_ Wastewater bucket
  - \_\_\_ Soap and disposable towels
- \_\_\_ Clean and secure food storage
  - \_\_\_ Plan for securing food
  - \_\_\_ Keeping food off the ground
- \_\_\_ Food temperatures
  - \_\_\_ Accurate food thermometer
  - \_\_\_ Cold holding/ice
  - \_\_\_ Hot holding
- \_\_\_ Clean food utensils
- \_\_\_ Gloves
- \_\_\_ Food invoices