

Statesville Pumpkin Fest

Saturday, November 5, 2011 10:00 am – 5:00 pm

2011 Food Vendor Application

Contact Name _____

Company _____

Address _____

City/State/Zip _____

Phone _____ Email _____

Tax ID# _____

Food Choices: List the three main food items you are seeking approval to serve at the festival. Please attach a menu of additional side items you are requesting permission to serve from your booth, if accepted.

1st _____ 2nd _____ 3rd _____

****NEW THIS YEAR**** All Food Vendors will be required to pay Statesville Pumpkin Festival 10% of all sales (at day's end) in additional to advanced vendor fees below.

TYPE OF APPLICATION:	Food Vendor	FEE	
Food Vendor Registration Fee (12-18 feet)	_____	\$225	<i>*Include Mandatory fee required by the NC Div. of Environmental Health in total amount submitted.</i>
Food Vendor Registration Fee (19–30 feet)	_____	\$275	
Electricity 120v 20 amps	_____	\$10	
Electricity 120/240v 30 amps**	_____	\$30	<i>Festival will forward payment to Iredell County Health Dept.</i>
Electricity 120/240v 50 amps**	_____	\$50	
NC permit fee for Temp. Food Establishments*	___\$75.00__	\$75	

Total Amount Submitted with Application \$ _____

BE SURE TO TAKE INTO CONSIDERATION ANY ADDITIONAL SPACE NEEDED for cooking, storage and/or trailer and hitch. If you tell us you need 12 -18ft. YOU WILL NOT BE ALLOWED MORE THAN THAT SPACE.

TOTAL SPACE NEEDED _____

Electrical Information

** Anyone requesting electricity is required to bring a 100' outdoor electrical cord. All cords and plugs shall be UL approved. If you require a plug other than the 120V, 20 amp standard plug, you will be required to install the city's mandatory 50 amp/30 amp plug prior to coming to the festival. We will send information outlining the exact style you must have to receive electrical service. If you do not arrive with the appropriate style plug, you will be denied electrical service and will not receive a refund. We cannot provide for special needs the day of the event.

Make checks payable to **Statesville Pumpkin Fest**. Send this completed vendor application, the enclosed Statesville privilege license application, a copy of the food vendor rules with your signature and payment postmarked by September 29, 2011: **Statesville Pumpkin Fest**

Atten: Cathy Morris

115 E. Front Street, Statesville NC 28677

704-873-2892 • 704-871-1552 fax

Food Vendor Application Deadline: Postmarked by September 29, 2011

- When your application has been received you will be notified by email or phone in absence of email.
- The Iredell County Health Department paperwork will be sent to all food vendors by email or regular mail once the application has been received and accepted.
- No vendor will be allowed to set up unless payment has been received.
- All food vendors must be set up by 8:30 am for Health Department inspection. If not set up by inspection time, you will not be able to participate and will be shut down with no refunds given.
- **We reserve the right to reject or accept any application.**

LIST ALL items using electricity. **FAILURE** to list ALL electrical units will result in the removal of any units not listed. This is due to overloads to the festival system. In order to provide adequate electrical power we must know **ALL** the needs.

Statesville Pumpkin Fest

Saturday, November 5, 2011 10:00 am – 5:00 pm

Food Vendor Rules

1. ALL PRODUCT MUST REMAIN WITHIN THE CONFINES OF YOUR SPACE. YOU MAY NOT USE THE SIDEWALKS.
2. Food items limited to menu that has been approved by Pumpkin Fest committee.
3. A permit will be issued for each booth and will show exactly what is authorized to be sold from that booth. Permit must be displayed at all times. Any side item sold from food booths such as potato chips or other food items must have prior approval and will be shown on permit. NO VARIATION WILL BE PERMITTED. If a violation is found, you will be asked to remove the unauthorized item or items. Failure to comply will result in your being asked to leave the festival and forfeiture of booth fee.
4. Booths that will be cooking should plan to use charcoal or gas stoves and grills.
5. You will be responsible for setting up and taking down anything brought in for your booth. It is also your responsibility to keep your area cleaned. You will be charged a \$100 cleanup fee if booth area is not left clean.
6. The event is on Saturday, November 5, 2011 from 10:00 a.m. – 5:00 p.m. Set-up time Saturday morning from 6:30 – 9:30 a.m. **All vehicles must be out of the festival area by 9:00 a.m.** Groups may not take down booths until 5:00 p.m. on Saturday and must be removed from the road by 6:30 p.m.
7. NO SHOWS: After reservation is accepted, as a courtesy to the Statesville Pumpkin Fest and all the people attending, we would appreciate you calling to let us know if you will not be there. However, **NO REFUNDS AFTER SEPTEMBER 29, 2011 FOR ANY REASON:** Including late arrival, placement or incimate weather. Festival is rain or shine.
8. Each organization participating in the Statesville Pumpkin Fest shall indemnify and hold harmless the Statesville Pumpkin Fest, Statesville Pumpkin Fest Committee, Downtown Statesville Development Corporation, Greater Statesville Chamber of Commerce, the City of Statesville, and all sponsors from all claims, liabilities, costs, expenses, and damages which may result from the operation of your concession.
9. Participants in concessions will refrain from consuming & selling alcoholic beverages while working.
10. Booths that will be cooking on site are required to have a fire extinguisher and apply for a special Health Department Temporary Food Service Establishment Permit.
11. Use of Propane Gas: All food vendors who are using propane gas will have to cook their food in an area that is NOT covered by their tents. This notice does not apply to those vendors who will be using a trailer or electric heat. The regulation will be enforced.
12. All not-for-profit food vendors must use Iredell County Health Department Storage and Holding food guidelines.

IMPORTANT NOTICE FOR FOOD VENDORS REGARDING A NC SALES TAX NUMBER

State Law requires every Food Vendor to have a Sales Tax Number and to display it prominently at your booth. This applies to everyone, there are NO EXCEPTIONS and the North Carolina Department of Revenue is checking on compliance and can close down your booth if you do not have it. This can be obtained through the North Carolina Department of Revenue, 1-877-252-3052 or go to their Website, www.dor.state.nc.us Take care of this early as it usually takes a few weeks to get the number back.

G.S. 105-164.13 (35) states that: sales by a non-profit civic, charitable, educational, scientific, literary or fraternal organization are exempt from sales taxes if the organization has been continuously or incorporated within North Carolina for at least two years when such sales are conducted upon an annual basis for the purpose of raising funds for its activities. Otherwise sales tax is to be collected and paid on all sales.

Release: I have read and do understand the rules and regulations of the **Statesville Pumpkin Fest** for food vendors and shall agree to abide by them. The undersigned shall indemnify and hold harmless the Statesville Pumpkin Fest, Statesville Pumpkin Fest Committee, Downtown Statesville Development Corporation, Greater Statesville Chamber of Commerce, the City of Statesville, and all sponsors from all claims, liabilities, costs, expenses, and damages which may result from the operation of our concession.

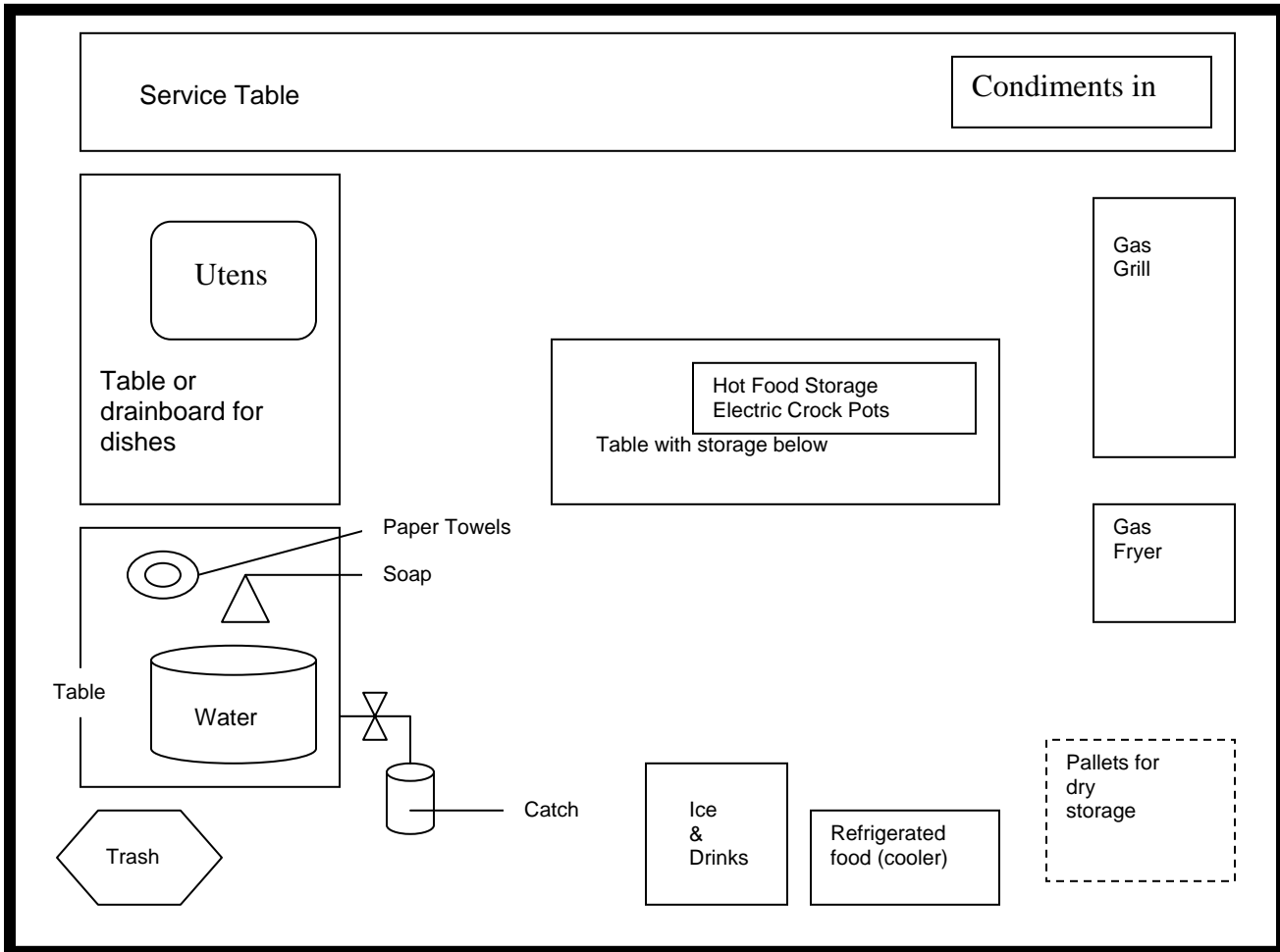
SIGNATURE OF APPLICANT:

Date _____

All food preparation is to take place in an area that is clean and protected by an overhead covering. Cooking and serving equipment is to be positioned so that the food is not exposed to the public otherwise shields or sneeze guards must be provided.

EXAMPLE LAYOUT

FRONT (Customer Service Area)



*Water heater is under sink

NOTE: The diagram above is an EXAMPLE only.

Use the back of this page to draw the layout of your booth.



IREDELL COUNTY HEALTH DEPARTMENT
Environmental Health Division

REQUIREMENTS TO GET TEMPORARY FOODSTAND
“PERMIT TO OPERATE”

- ❖ No home prepared foods
- ❖ Individuals with improper equipment or who do not meet permitting requirements will not be issued a permit and will not be allowed to operate.
- ❖ No fruit drinks or smoothies – see definition for clarification

1. Clean surroundings
2. Fans for fly control
3. Hair restraints
4. Food & griddles protected from public / sneeze guards / barriers
5. Utensils cleaned and stored properly
6. Potable water under pressure with food grade white hoses or approved commercially bottled water
7. Vacuum breakers required on all hose attachments
8. Ability to heat water if needed
9. Utensil sink appropriate
10. Drain board appropriate
11. Hand washing station soap and towels - upright cooler container with catch bucket for waste water
12. Weatherproof tent covers all. No beach umbrellas
13. Waste water disposal appropriate. No water emptied on ground.
14. Hot food holding equipment – 135° F required
15. Refrigeration/ice chests/45° F
16. Foods stored off ground
17. Floor covering: rubber mats, wood, other
18. Garbage handled properly
19. Food clean, wholesome, not adulterated
20. No restricted foods or drinks prepared or served
21. Hamburgers pre-pattied and handled properly
22. Poultry delivered ready to cook – individual portions
23. Foods transported properly
24. Sanitizer(bleach) used: 50-100ppm chlorine or 200ppm QUAT



IREDELL COUNTY HEALTH DEPARTMENT

Temporary Food Establishments (checklist for Vendors)

1. All foods must be obtained from approved sources. **Any foods requiring preparation prior to the event must be prepared in a kitchen that has been approved by the Iredell County Division of Environmental Health. DO NOT PREP FOOD BEFORE RECEIVING A PERMIT.** Foods such as fruit smoothies, cream filled pastries and pies, salads such as potato, chicken, ham and crab cannot be served in a temporary food establishment.

2. Have your temporary food establishment thoroughly cleaned and sanitized prior to visit by a representative of the Health Dept. The following checklist must be completed in order to receive a permit:
 - Submit Temporary Food Service Permit Application for Vendors and \$75 fee at least 15 days prior to the event. (Check with Event Coordinator to make sure your application has been sent)
 - Sanitizer made with regular bleach (not scented bleach) mixed with water to make a 50ppm solution or other approved sanitizer (quaternary ammonium, iodine).
 - A metal stem food thermometer (for taking food temperatures) is needed. The scale of the thermometer should indicate the range of 0-220°F. Also refrigerators/freezers used must have accurate thermometers.
 - Water under pressure and a means of heating water is required (hot water heater, etc.) Hot water temperature should be around 130°F. Food grade hoses and proper backflow protection are needed on water connections.
 - A one compartment utensil sink with drainboard/counter space for air drying utensils and proper sewer hookup is required or must be provided by organizer/ sponsor, etc. Three bus pans will serve as approved sink.
 - A separate hand washing sink with antibacterial soap/paper towels (cooler with dispensing valve filled with warm water and catch basin/bucket may be used for hand washing).
 - Hair restraints** for all participants in food booth. (baseball hat, hairnet, etc.)
 - Approved & adequate supply of **ice**. Consumption ice (for drinks) should be kept in separate cooler/bin from raw foods, etc. Ice scoops are required when dispensing ice to customers, etc.
 - Food stored off the ground.
 - Foods must be kept protected from insects, dust, etc. **No setup on dirt, grass or gravel.** Must have approved floor material (plywood, rubber mats.)
 - All food handling and cooking must be done in a protected area (approved tent or other structure is required).
 - Open displays of food must be protected from contamination by sneeze guards, or other barriers. (grilles, fryers, hot holding areas, ice bins, etc. are examples of such areas)
 - Dispensers for condiments (squeeze bottles, pre-packed, etc.)
 - Equipment and utensils cleaned and sanitized before use at temporary event.
 - Gloves must be used.
 - Fans should be used for fly control

This checklist is for your information and not required to be returned to Health Department



IREDELL COUNTY HEALTH DEPARTMENT

Temporary Food Establishments Vendors Information

Food Protection

1. DO NOT PREP FOOD BEFORE RECEIVING A PERMIT. Foods such as cream filled pastries and pies, salads such as potato, chicken, ham, crab or fruit smoothies, cannot be served in a temporary food establishment.
2. All foods must be obtained from approved sources. Hamburgers, hot dogs, sausages, etc., must be obtained from an approved/permitted commercial source, in its final form, ready to be cooked.
3. Once food is received by a vendor, the food must be kept protected from any type of contamination. These foods must be maintained hot (above 135°F) or cold (below 45°F) at all times. This includes during transportation to the site, and before and/or after cooking. Participants must have refrigeration and heating equipment capable of maintaining these temperature requirements. Pre-cooked foods that have been cooled, which require re-heating, must be heated rapidly to 165°F and then maintained at 135°F.
4. All food handling/cooking should be covered overhead with at least a tent like roof (check with Fire Marshal about overhead coverage approval, etc.). At no time is any item of food to be placed on the ground.
5. Foods that require preparation prior to an event, must be done in a kitchen approved by the Iredell County Environmental Health Department. **No food shall be prepared at home.**
6. Barriers are required to prevent public access to food. Sneezeguards, tables and caution tape/rope are examples of barriers

Water Supply

1. Must be from an approved source such as a permitted restaurant, approved well or bottled water.
2. A food grade hose and backflow prevention device is required for water connections under pressure.

Personal Hygiene

1. Participants must wear clean clothing, hair restraints. (jewelry should be kept to a minimum)
2. No person who has a contagious or infectious disease, wound or boil will be allowed to work in a food booth.
3. Persons involved in food sales, handling money and customer contact duties should not be involved in food preparation unless they first wash their hands.
4. Proper hand washing must be completed after smoking, eating, visiting toilet facilities, sneezing, etc., before returning to food preparation.
5. No smoking or tobacco use will be allowed inside food booths.
6. Minimize bare hand contact with food (use gloves, tongs).

Clean Up

1. All utensils, warmers, griddles, etc., must be cleaned routinely and maintained in a sanitary manner.
2. Participants will need to bring sufficient numbers of clean & sanitized cooking utensils so that soiled utensils can be replaced as needed during the day.
3. **NO DUMPING of liquid waste or grease into storm drains or on ground.** Wastewater must be disposed of in a sanitary sewer or other approved means. The organizer/sponsor should provide dumpsters & grease receptacles for the disposal of recycling of these products.
4. General cleaning must be maintained in all booths. This includes the premises (grounds) surrounding your establishment. All garbage and refuse shall be removed at least daily and disposed of in a sanitary manner.
5. Utensils and food prep surfaces must be washed, rinsed, and sanitized. (Sanitizing solutions that can be used: Chlorine 50ppm or Quaternary Ammonium 200ppm. Contact time should be at least 2 minutes.

Record Keeping

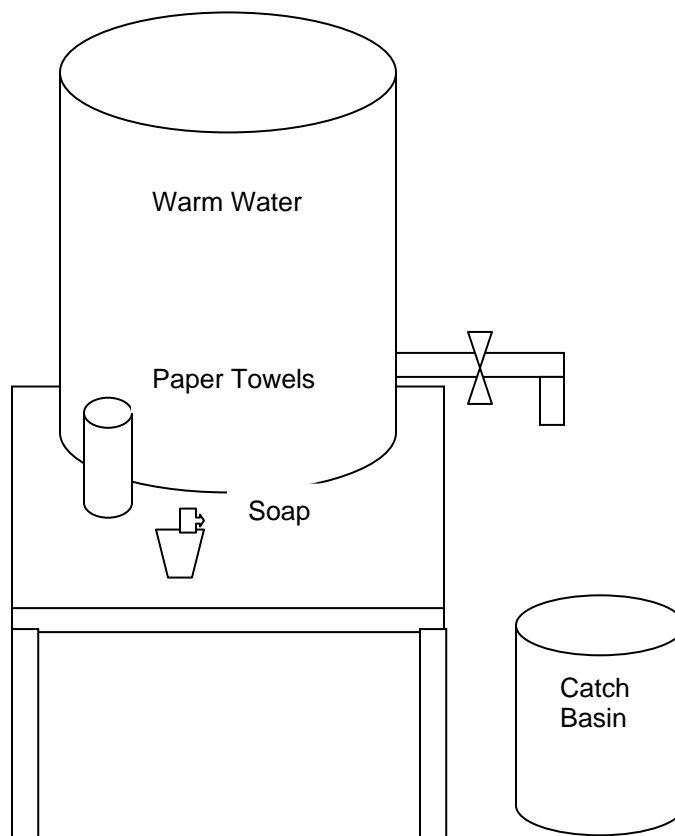
Food vendors must maintain a list of names, addresses, and phone numbers of all workers participating in food vendors booth during the event. The vendor workers list must be kept by vendor for 30 days after the event ends. The list would be needed in case of a food borne illness outbreak investigation by the Iredell County Health Department.



IREDELL COUNTY HEALTH DEPARTMENT

Temporary Handwash Station

In order to provide for hand washing at a temporary food establishment that is operating for less than a period of 48 hours a temporary hand wash station may be set up following the diagram below if a standard sink is not available.



1. Fill a container that has a spout or dispensing valve with warm water that is at a comfortable temperature for washing your hands. An insulated container will help to maintain the water temperature. **The dispensing valve should be able to remain open during the hand washing procedure.**
2. Provide a pump dispenser of antimicrobial soap. Hand sanitizers cannot be substituted for soap but can be used in addition to soap.
3. Provide single use paper towels for drying hands.
4. Provide a bucket or other receptacle for collecting the water as hands are washed. This waste water is to be disposed of in a public sewer or septic system. Do **NOT** pour this water into a storm drain or side ditch.