

# Statesville Pumpkin Fest

Saturday, November 3, 2018 10:00 am – 5:00 pm

## 2018 Food Vendor Application

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Vendor's Name/ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State/Zip: \_\_\_\_\_

E Mail Address: \_\_\_\_\_

### FOOD VENDOR APPLICATION

### FEE

Food Vendor Fee (Standard 15' Space)	_____	\$225 + 10% of gross sales due at closing*
\$5 for each additional foot over 15'	_____	\$5 per additional foot of space needed
NC permit fee for Temp. Food Establishments	_\$75.00**_	
Power Needs (120v/20 amp circuit)	_____	\$10 per circuit needed
No electricity needed _____		
Using Propane _____		

**Total Amount Submitted with Application** \$ \_\_\_\_\_

Check (Payable to *Statesville Pumpkin Fest*), Cash, Credit Card or Money Order accepted. No refunds after October 8, 2018. No Exceptions.

*\* All Food Vendors will be required to pay Statesville Pumpkin Fest 10% of gross sales due at closing on Saturday. \*\* Include Mandatory fee required by the NC Div. of Environmental Health in total amount submitted. Festival will forward payment to Iredell County Health Dept.*

Space will be assigned according to your needs. This is done to comply with the NC Fire Codes. We need the size of your entire setup. For example: A tent would be from outside edge to outside edge. A trailer would be from back to the tip of your hitch. This will allow us to properly space the vendors and eliminate problems with set up and the fire code. Each space will be 12 feet deep.

Space size requested: 12' X \_\_\_\_\_. Hitch position (right or left side of opening) \_\_\_\_\_.

Send this completed vendor application and a copy of the food vendor rules with your signature and payment (payable to *Statesville Pumpkin Fest*) postmarked by September 28, 2018:

**Statesville Pumpkin Fest**  
**PO Box 205, Statesville NC 28687**  
704-878-3436 • 704-878-3476 fax

### Food Vendor Application Deadline: Postmarked by September 28, 2018

- 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.

**Financial information about this organization and a copy of its license are available from the State Solicitation Licensing Branch at 919-807-2214. The license is not an endorsement by the State.**

# Statesville Pumpkin Fest

Saturday, November 3, 2018      10:00 am – 5:00 pm

## 2018 Food Vendor Application: MENU

Company Name: \_\_\_\_\_

List all proposed food and drink items you are requesting to sell at Pumpkin Fest:

**Menu Item**

**Price**

Menu Item	Price

**NOTE:** List all the food items you are seeking approval to serve at the festival. Vendors will be selected based upon menu items described above. To avoid duplication, not all menu items listed above may be approved. Vendors agree to serve only those items that have been approved. Any changes in menu must be submitted in advance, in writing, and approved by the committee. We are working to carefully coordinate the types of food that are accepted.

**Power Needs**

Anyone requesting electricity is required to bring a 100' outdoor electrical cord. **LIST ALL** items using electricity - must not exceed 20 amps per circuit reserved. **FAILURE** to list ALL electrical units will result in the removal of any units not listed. Generators are not allowed unless the committee grants prior approval.

Appliance\_\_\_\_\_ Amps\_\_\_\_\_ Appliance\_\_\_\_\_ Amps\_\_\_\_\_

Appliance\_\_\_\_\_ Amps\_\_\_\_\_ Appliance\_\_\_\_\_ Amps\_\_\_\_\_

# Statesville Pumpkin Fest

Saturday, November 3, 2018 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 OR THE GRASSY AREAS.
2. Food items are limited to the menu that was 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. 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. Ground cover must be used to protect the area on the street from grease spills.
6. 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.
7. The event is on Saturday, November 3, 2018 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.
8. 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 OCTOBER 8, 2018 FOR ANY REASON:** Including late arrival, placement, or inclement weather.
9. 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. Food vendors must have a Certificate of Insurance naming the Statesville Pumpkin Fest as additionally insured.
10. Participants in concessions will refrain from consuming & selling alcoholic beverages while working.
11. 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.
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](http://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. I grant the Statesville Pumpkin Fest permission to use any photographs, motion pictures, recording, or any other record of my participation in the festival for any legitimate reasons.

**SIGNATURE OF APPLICANT:**

**Date** \_\_\_\_\_

# **TEMPORARY FOOD SERVICE PERMIT APPLICATION FOR VENDORS** (Each Food Booth Operator must provide the following information)

This completed **Temporary Food Permit Application For Vendors and a \$75 fee must be submitted through the Event Organizer** to the Environmental Health Division of the Iredell County Health Department for review at least 15 days prior to the event. A permit will be issued at the event when all requirements are met. For more information, call 704-878-5305.

Event Information Please Print

1. Event: \_\_\_\_\_
2. Location of event: \_\_\_\_\_
3. Dates/time of operation: Begin date/time: \_\_\_\_\_

End date/time: \_\_\_\_\_

Time of Inspection: \_\_\_\_\_

4. Your organization/business name: \_\_\_\_\_
5. Vendor name: \_\_\_\_\_
6. Vendor address: \_\_\_\_\_

Street Address	City	State	Zip
7. Vendor area code & phone # _____			
	Mobile		Business

8. Vendor E-mail address: \_\_\_\_\_
9. Will vendor prepare food prior to the event?     Yes     No

If "YES", all food must be prepared in an approved kitchen (not a home/domestic kitchen). Provide the name and address of the restaurant / facility in which the advanced food preparation will occur:

Facility name: \_\_\_\_\_

Address: \_\_\_\_\_

Date and time of advance preparation: \_\_\_\_\_

10. Indicate the distance and time for transporting food or beverages to the food service site.  
Distance: \_\_\_\_\_ Time: \_\_\_\_\_

11. How will the food temperatures be maintained during transportation?  
\_\_\_\_\_

12. Describe equipment to be used at the event for:
  - a.) Cold holding: \_\_\_\_\_
  - b.) Hot holding: \_\_\_\_\_
  - c.) Cooking / Re-heating: \_\_\_\_\_

**Menu Page**

The Health Department is to be notified of menu changes at least 48 hours in advance of the event. Food items not listed may result in a delay of issuance or denial of a permit. It is strongly recommended that only prewashed produce be purchased and used in a temporary food establishment.

Provide a complete list of all food / menu & beverage items (include the place where the food will be purchased) in the chart below. Check "Advanced Preparation" if the menu / food will be prepared prior to the event or check "Prepared at Event" if no advance preparation is needed:

FOOD / BEVERAGE	PLACE OF PURCHASE	ADVANCED PREPARATION	PREPARED AT EVENT

- 12. What is the source for ice that will be used? \_\_\_\_\_
- 13. What source of water will be used?  city/public  approved well  commercially bottled water  other
- 14. Will the booth be connected to  water  sewer  electricity? (Check all that apply)
- 15. The food booth will be in a  tent  trailer  building  other (describe)  
\_\_\_\_\_
- 16. Describe floor covering (no grass, gravel or dirt floor allowed): \_\_\_\_\_

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STATEMENT: I hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from Iredell County Environmental Health may nullify final approval and prevent issuance of permits to participating food vendors. I understand that a pre-opening inspection is required and if the food vendor does not comply with 15A NCAC 18A .2635 a temporary food establishment permit will not be issued.

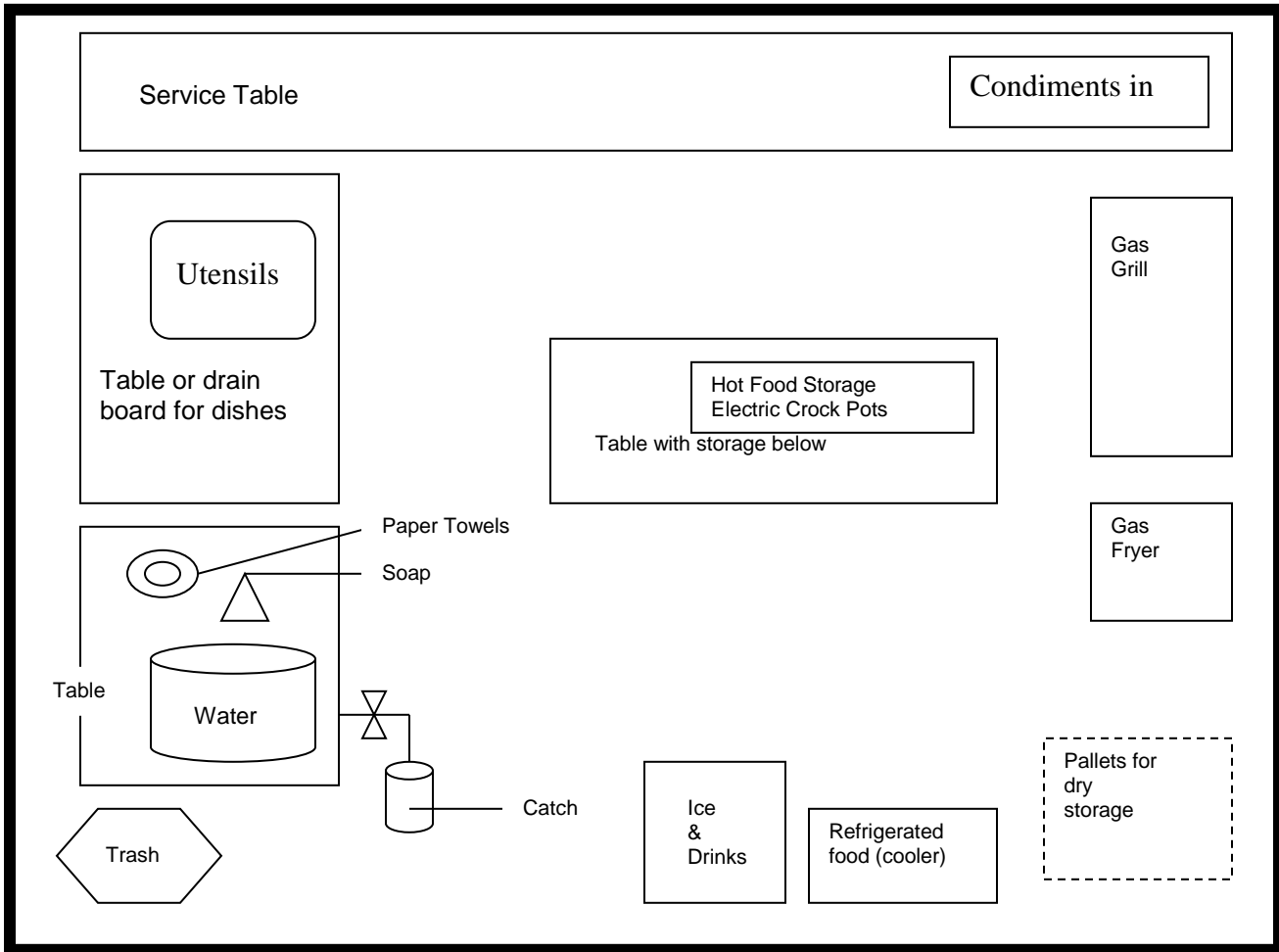
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Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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. Wastewater 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. In addition, 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 a vendor receives food, 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. Sneeze guards, 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

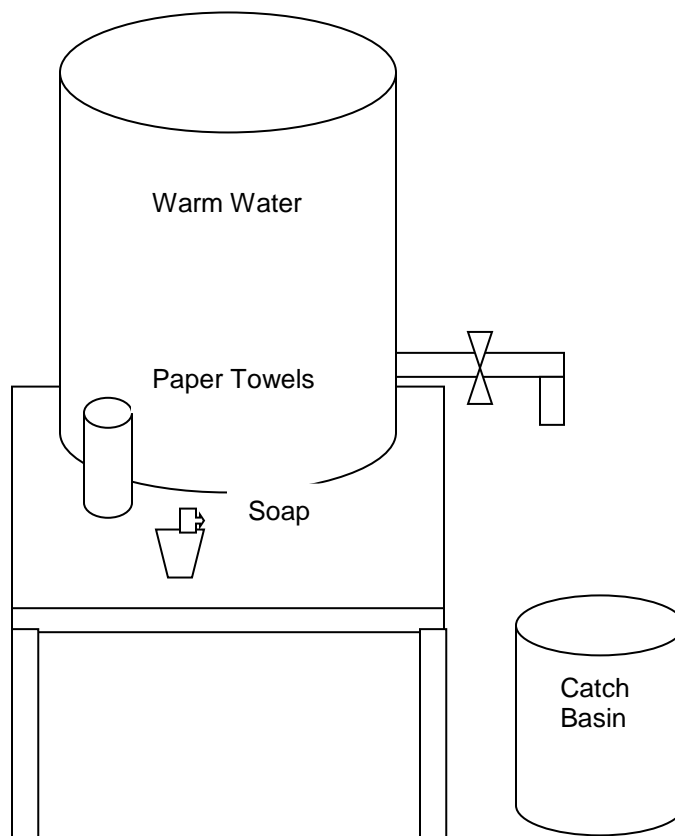
Food vendors must maintain a list of names, addresses, and phone numbers of all workers participating in food vendor's booth during the event. The vendor workers list must be kept by vendor for 30 days after the event ends. The list would be needed in case of a food borne illness outbreak investigation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