



## **Information and Instructions for Event Coordinators**

This information is provided to assist event coordinators who are planning to have food vendors at their event. Food preparation and sales may be conducted in a variety of ways at events such as temporary food establishments (TFE's), nonprofit groups and permitted mobile food units and pushcarts.

A brief description of each category is given below:

**TFEs** - food establishments that operate with a fair, carnival, festival or other public exhibition for no more than 21 days.

**Nonprofit groups** – groups that are incorporated as nonprofit corporations or that are exempt from federal income tax or that are political committees. These are allowed to prepare and sell food for no more than 2 consecutive days per month without a permit.

**Permitted Mobile food units/pushcarts** – movable units that operate in conjunction with a commissary and have been permitted by a local regulatory agency.

### **Procedures**

- 1) Coordinator requests application package from Environmental Health. The package includes the Event Coordinator's application, the TFE vendor application, the TFE vendor application procedures, the TFE requirements and the TFE Checklist as well as the Vendor Exemption Letter.
- 2) Coordinator provides the TFE application, TFE vendor application procedures, TFE requirements and TFE checklist to the TFE vendors. Nonprofit groups receive the Vendor Exemption Letter.
- 3) Coordinator provides completed coordinator application package to Environmental Health. The package must be returned to our office at least thirty (30) days prior to event and must include the following items:
  - An event map identifying the locations of :
    - i. The individual food vendor(s),
    - ii. Location(s) of restrooms or port-a-johns,
    - iii. Locations of waste disposal facilities (liquid wastes, garbage and grease)
    - iv. Location(s) of dumpsters
    - v. Location of vendor(s) water supply
  - A list of all food vendors who will be participating
  - A supplemental list of event site coordinators (if different than those listed above)
  - A completed vendor exemption form for each exempt vendor



## INFORMATION AND INSTRUCTIONS FOR EVENT COORDINATORS

### FOOD VENDOR RESPONSIBILITIES

- 1) TFE vendors must return the completed application and the \$75 permit fee to the Environmental Health office at least thirty (30) days prior to the event.
- 2) TFE vendors preparing food in a permitted establishment must submit written consent from the establishment operator with the vendor application. Food shall not be prepared in a home kitchen.
- 3) No on-site food preparation or food sales shall occur prior to TFE permit being issued.
- 4) Nonprofit groups shall complete the Nonprofit Exemption Application and return it to the Environmental Health office. This exemption is only valid for two consecutive days once per month. Events that are longer than two days will require the TFE procedures to be followed.
- 5) Mobile food units and pushcarts permitted outside of Person County shall provide a copy of their permit and a recent inspection.
- 6) Concession trailers, mobile food units or pushcarts that do not hold a valid North Carolina food service establishment permit will be required to follow the TFE permitting procedures.



**HEALTH DEPARTMENT USE ONLY**

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

**Reviewed by** \_\_\_\_\_

**Permit Required** \_\_\_\_\_ **Exempt** \_\_\_\_\_

**EVENT ORGANIZER APPLICATION**

By providing the information below, you will assist in identifying and preventing potential public health problems that might occur during your event. **A separate Temporary Food Permit Application, and \$75 plan review fee, for each temporary food vendor must be received by the Person County Health Department at least 30 days prior to the event.** The event coordinator is responsible for submitting **all vendor applications** to the health department for review in the allotted time. Be sure to consult with the Fire Marshal, etc. before your event. For more information, call 336-597-1790.

Mail applications to: Person County Environmental Health  
325 S. Morgan St. Suite C  
Roxboro, NC 27573 Fax: 336-597-7808

**Please Print**

1. Organizer Name: \_\_\_\_\_ Phone: (8am-5pm): \_\_\_\_\_ Other: \_\_\_\_\_

2. Address: \_\_\_\_\_  
Street Number and Name City State Zip

3. Name of event: \_\_\_\_\_

4. Event location: \_\_\_\_\_

5. Dates and times of event: \_\_\_\_\_

6. On-site coordinator(s) contact information (in table below):

Name	Responsibility	Contact Number(s)	Fax/E-mail

7. Number of people expected to attend (event total): \_\_\_\_\_

8. Number of anticipated food booths: \_\_\_\_\_

9. Time of food booth set-up: \_\_\_\_\_

10. Will the organizer be supplying water to the food booths? ( ) Yes ( ) No

(Note: A food grade hose is required for all water connections.) If yes, what is the water source?

( ) City/Public ( ) Private Well ( ) Other (explain) \_\_\_\_\_

11. Liquid waste/grease disposal method & schedules for pick-up (include business name if service is contracted): \_\_\_\_\_

12. Garbage disposal method and schedules for pick-up: \_\_\_\_\_

13. Will the organizer be supplying electricity to the food booths? ( ) Yes ( ) No

If yes, describe: \_\_\_\_\_

14. Will the organizer be supplying refrigeration equipment for the food booths? ( ) Yes ( ) No

If yes, describe: \_\_\_\_\_

15. Number of toilet facilities provided: \_\_\_\_\_ Type: \_\_\_\_\_

If portable toilets used, how often will they be serviced? \_\_\_\_\_

Will handwashing facilities be provided adjacent to the toilets? ( ) Yes ( ) No How many? \_\_\_\_\_

16. Will there be a petting zoo or pony rides? ( ) Yes ( ) No

If yes, will handwashing facilities be provided? ( ) Yes ( ) No Describe: \_\_\_\_\_

18. Use this table to list **ALL FOOD VENDORS** that will be participating. Use additional pages as needed.

[illegible]

STATEMENT: I hereby certify that the above information is correct and I fully understand that deviation from the above without prior permission from Person County Environmental Health may void the final approval and prevent the issuance of permits to participating food vendors. I understand that a pre-opening inspection of each qualifying food vendor is required and that if the food vendor is not in compliance with 15A NCAC 18A .2635, a food permit will not be issued.

DO NOT WRITE BELOW THIS LINE

Date Received: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Comments: \_\_\_\_\_

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