



Temporary Food Event Vendor Application

This application shall be completed and submitted to the Mecklenburg County Health Department (MCHD) to provide information about all food preparation and sales to the public at any public event or exhibition within Mecklenburg County. A TFE permit is required to sell food or drink at a special event. **The permit is issued in conjunction with a fair, carnival, circus, public exhibition or other similar gathering. Examples are the NC State Fair, holiday festivals traveling carnivals and special events.** In addition to this vendor application, a separate Organizer Application shall be submitted by the organizer of the event or exhibition.

- All applications must be submitted by the Event Organizer in one complete packet at least **15 days prior to the start of the event.**
- A fee of \$75.00 will be is required for each food service TFE permit and TFE commissary permit. Fees must be paid with application submission. Checks payable to: Mecklenburg County Health Department.
- Please call (980) 314-1620 to make card payment and if you have any questions

1) Name of Event: _____ Dates of Event: _____

2) Address of Event: _____
Street City State Zip

3) Vendor Name: _____ Vendor Phone: _____

4) Vendor Business Name: _____

5) Vendor Business Address: _____
Street City State Zip

Please Note: 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) Applicant Email Address: _____

9) Will vendor prepare food prior to the event? YES NO

If you checked "yes" food will be prepared prior to the event, provide the county and name of the facility where food will be prepared. Attach last health inspection report.*

Name of Prep Facility: _____ Date of Preparation: _____ Time of Preparation: _____

Address of Prep Facility: _____
Street City State Zip

***Please Note: If vendor is not already permitted at advanced food preparation site, a TFE Commissary permit is required. An application and \$75 fee must be submitted to the local Health Department where the advanced food preparation site is located, at least 15 days prior to preparation of food. Advance food preparation at food establishments located in states adjacent to North Carolina must be approved by MCHD. Copies of current out-of-state food service permits must be submitted with vendor applications.**

10) 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

11) Please check the box that best describes the source of water for your food booth:

- Public Water Supplied by Organizer (requires food grade hose) Tap water supplied by vendor Bottled water supplied by vendor
- On-site Private Well **** (requires sampling by MCHD at least 2 weeks prior to event or back up water source) ****

12) Check the box that best describes the disposal method for the following:

- | | | |
|---|---|--|
| Garbage: | Wastewater: | Grease: |
| <input type="checkbox"/> Taken off-site | <input type="checkbox"/> Portable toilet at event | <input type="checkbox"/> Taken off-site |
| <input type="checkbox"/> Dumpster | <input type="checkbox"/> Event grey water bin | <input type="checkbox"/> Event grease receptacle |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |



Mecklenburg County Health Department

13) Check the box that best describes your equipment:

Cold Holding:

- Refrigerated truck
Commercial refrigerator
Freezer
Other

Hot Holding:

- Chafing dishes
Electric hot box
Grill
Other

Utensil Washing:

- Utility sinks
Compartment sink
Basins
Other

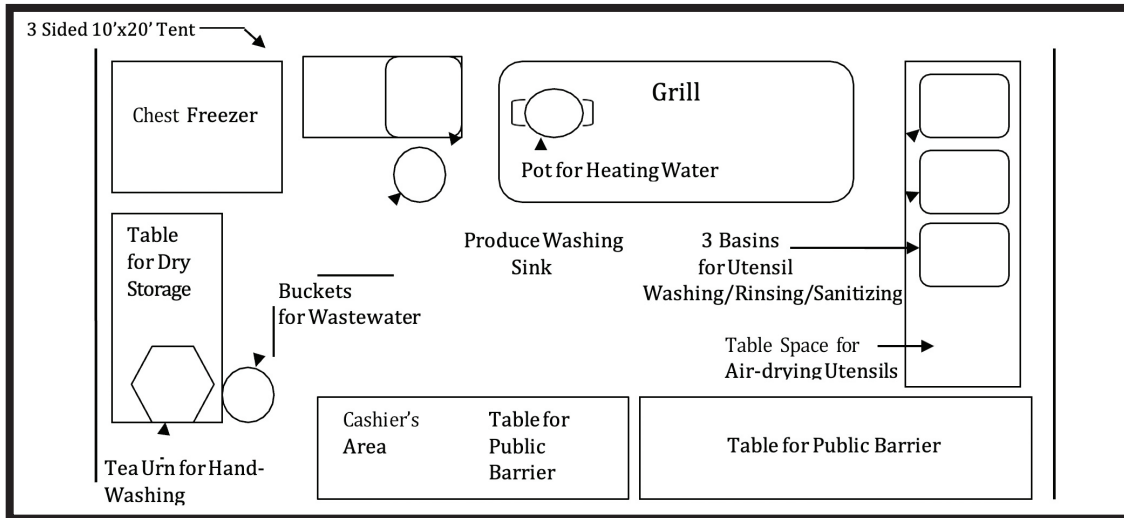
Hand Washing Set-Up:

- Mechanical sink
Gravity flow set up
Other

14) Check the box which describes your food booth setup:

- 3-sided tent
Tent with fans
Mobile food unit
Other

15) Find the following example of a typical food booth set-up. Please note that 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.



STATEMENT: 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 Mecklenburg County Health Department for review and approval prior to the day of the event.
All potentially hazardous foods (PHF/TCS) 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/TCS foods may result in disposal or embargo of the food.
Vendor is expected to be ready at permitting time given.
Permits must be posted in a conspicuous place designated by the regulatory authority.

Applicant Signature:

Date:

--- Office Use Only ---

Reviewer Signature:

Date:

Comments:



Checklist for Temporary Food Establishment Vendors

The following is a checklist to assist a vendor in setting up a Temporary Food Establishment (TFE). All items on the checklist are necessary to obtain a permit for a TFE; however, additional requirements may be applicable. All applications must be submitted to the Mecklenburg County Health Department (MCHD) at least 15 days prior to the date of the event.

Person in charge

- Available during all hours of food preparation

Employee requirements

- Gloves
- Employee Health Policy Agreement
- Hat, hair net or visor

Tent/weatherproof structure/canopy

- Canopy over entire operation
(smokers are not required to be under a canopy)

Fly protection

- 3 solid or mesh sides
- Fly fans

Ground covering

- Protection from dust/mud
(in the absence of asphalt, concrete or grass)

Water supply

- Approved water source (requires testing by MCHD if private well)
- Drinking water hose(s) – must be labeled
- A means to heat water

Wastewater disposal

- Buckets/grey water containers – must be labeled
- Disposal in approved sewage system or port- a- johns

Utensil washing

- 3 basins (large enough to fit equipment)
- Drain board or counter space for air drying
- Soapy water, rinse water, sanitizer
- Sanitizer test strips

Hand washing station

- At least 2 gallons of hot water under pressure
- Free-flowing faucet/stopcock
- Soap and disposable towels
- Wastewater catch bucket – must be labeled

Approved/protected/secured food

- Approved source/food invoices
- Food storage above ground
- Separate vegetable washing sink
(when preparing/serving ready-to-eat vegetables)

Food temperatures

- Accurate food thermometer
- Cold holding: refrigeration/freezer/coolers with ice
- Hot holding equipment

Food shields/customer barriers

- No food exposed to customers
- Approved self-service condiments

Lighting (for night-time operations)

- Shielded above food/preparation

.....
STATEMENT: I certify that I will comply with the requirements listed above and any other requirements as described by MCHD while operating my Temporary Food Establishment:

Vendor Signature: _____

Date: _____