

Celebrate Fuquay-Varina, October 7, 2017, Fuquay-Varina, NC

Food Vendor Application

(Submission of this application does not guarantee booth space)

Dear Food Vendor:

You are invited to submit an application for the Celebrate Fuquay-Varina Festival to be held Saturday, October 7 from 10am - 4pm. **The application deadline is Friday, Sept. 1, 2017.** All application checks will be deposited. Application requirements are listed below. The event will be held in Downtown Fuquay. There will be a limited number of food vendors with minimal duplication of product. **Your acceptance/rejection letter and all future correspondences will be via email.**

Email _____

Name of Organization _____ Phone _____

Contact Person _____ Cell Phone _____

Address _____ City _____ State _____ Zip _____

NC Sales Tax ID Number _____ Space Size (across - Trailers include tongue) _____ ft x (deep) _____ ft

Booth Fee Will Be \$300: This is a maximum 20' (across) x 10' (deep) space and \$25 for each additional foot across the front (Trailers please include the tongue). There will be no refunds after you are accepted. If not accepted a refund will be issued. Electricity, trash and Greywater disposal are included with your fee. We will not provide grease barrels. We will not provide water. Generators will be allowed with department approval. Please note **NO FOOD PREPARATION IS ALLOWED UNTIL A PERMIT IS ISSUED BY THE HEALTH DEPARTMENT.** (Vendors not using electricity will have a booth fee of \$250.)

Power Requirements: List each appliance and the amps or watts it uses. You will be responsible for any cords that are needed to provide you power. Do you require a 220v outlet? Please circle: Yes No

Appliance _____ Amps _____ Appliance _____ Amps _____

Appliance _____ Amps _____ Appliance _____ Amps _____

(Please attach additional sheets if necessary)

Set-up/Take-down: Set-up will start on October 7, 6:00am. You must be set up and all vehicles must be out of the festival area by 9:30am. You will be required to stay open all hours of the festival.

Items You MUST RETURN With This Application:

- 1) A detailed menu including pricing of all the items you intend to serve. Any deviation from your menu/prices will not be allowed. No alcoholic beverages.
- 2) Your current General and Product Liability Insurance Policy with a minimum \$500,000 limit.
- 3) A check made payable to: Town of Fuquay-Varina.
- 4) A current photo of your booth or trailer.
- 5) A completed and notarized Hold Harmless Release form (*attached*)
- 6) If required, please complete the 2017 Temporary Food Vendor Application (*attached*).

Mail to: Town of Fuquay-Varina, c/o Parks & Recreation, 401 Old Honeycutt Rd, Fuquay-Varina, NC 27526

I understand that this is a rain or shine event and there will be no refund after I'm accepted.

Signed _____ Date _____

Questions or more information: Contact Fuquay-Varina Recreation Department (919-552-1430)

This Release executed the ____ day of _____, by _____
(hereinafter referred to as "Releasor"), of _____ [address], _____ [city],
_____, [county], _____ [state].

In consideration of being permitted to participate as a Concessionaire on Saturday, October 7, 2017 for the Celebrate Fuquay-Varina Festival, conducted by the Town of Fuquay-Varina, the Releasor, for himself/herself/itself/his/hers/its agents, employees, contractors, invitees, guests, licensees, spectators, participants, members, legal representatives, heirs, successors and assigns (hereinafter collectively referred to as "Releasor"), forever releases, waives and discharges the Town of Fuquay-Varina, its agents, contractors, employees, Board of Commissioners, Mayor, officers and directors (hereinafter collectively referred to as "Town"), from any and all liability to the Releasor for any and all claims, losses or damages, actions, claims, obligations (including any that are contingent) in law or in equity, whether known or unknown, or on account of property damage, bodily injury or death arising out of or in connection with any act, omission, transaction, event, agreement or other matter related in any way to the Celebrate Fuquay-Varina Festival.

Releasor agrees to indemnify the Town and save it harmless from any claim, cause of action, loss, liability, damage or cost, including reasonable attorney's fees and costs in defending any legal action it may incur due to the presence of or activity conducted by Releasor in or upon the festival grounds.

Releasor assumes full responsibility for the risk of bodily injury, death or property damage resulting from any negligent or intentional act, omission, transaction, event, agreement or other matter while in or upon the Municipal Parking Lot and involving in any way the Celebrate Fuquay-Varina Festival.

Releasor agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of North Carolina, and that if any portion of this agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Releasor has executed this release the day and year first above written.

RELEASOR _____(SEAL)

I, _____ a Notary Public of _____, _____ certify that
(City) (State)

_____ personally appeared before me this day and acknowledged the due execution of the foregoing instrument. Witness my hand and official stamp or seal, this _____ day of _____, 20____.

_____ Notary Public

My Commission Expires: _____



2017 WAKE COUNTY Temporary Food Establishment Vendor Application

Date Submitted
To Wake County

Contact Name

Best Contact
Number

Submit the completed Temporary Food Establishment (TFE) Vendor Applications to the event coordinator for the event applying for. Individual applications will not be accepted unless previous arrangements have been made with Wake County Environmental Services (WCES). **Both the TFE application(s) and the required fee (\$75 for each proposed permit) must be received by WCES at least fifteen (15) calendar days prior to the event, or the application shall be denied.**

Contact the event coordinator for specific deadlines required to meet the fifteen (15) calendar day deadline. This application process is required by the North Carolina Rules Governing the Food Protection and Sanitation of Food Establishments 15A NCAC 18A .2600; therefore, any application and/or fee received after the permit deadline shall be denied. Food vendors who serve ice cream, funnel cake, fudge, cotton candy, candied apples, and donuts do not need this permit. Please call this department at 919-856-7400 if you are uncertain a permit is needed.

All signature boxes must be signed for the application to be complete.

Event:

Event Location:		(Street)	(City)		(Zip)
Event Dates:	To:	Hours:	To:	Est. time of set up completion:	
Booth Name:			Owner/Operator/Corp Name:		
Owner/Operator Address:		(Street#)			
(City)		(State)		(Zip)	
Phone Number:		Email:			

Name/Location of event worked immediately prior to this event:

1) Do you have an employee health policy <i>as required</i> ?	Yes: <input type="checkbox"/> http://www.wakegov.com/food/healthinspections/resources/Pages/employee_health.aspx	No: <input type="checkbox"/>
2) Will any food and/or drink be prepared at a food service establishment (FSE) prior to the event? This includes washing vegetables, marinating meat, or cooking completed at FSE.	Yes: <input type="checkbox"/> All food must be prepared in an approved FSE, not a home kitchen. Must include a letter from the FSE owner/operator listing what they will prepare for you, contact information, and a copy the of last inspection by the local health authority. If this FSE is out of state please call WCES before completing this application.	

3) Approval, prior to the event, from Wake County Environmental Services is required for any potentially hazardous foods (PHF) that are heated, cooled and re-served on subsequent days. This includes foods like turkey legs, chili, nacho cheese, BBQ, etc.

Holding over product, contact Laura.Lerch@wakegov.com about approving a cooling procedure. Must have commercial refrigeration/freezer and submit detailed cooling plans.

All PHF will be discarded at the end of each day. Signature required: _____

4) If fresh produce is used how will it be handled? Produce includes potatoes, tomatoes, lemons, onions, etc.	<input type="checkbox"/> Purchase prewashed produce.	<input type="checkbox"/> Vendor will provide a produce sink.	<input type="checkbox"/> Washed at approved FSE (see question 2)
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5) Will any animal food items such as beef, eggs, fish, shellfish, and poultry be offered raw or <i>under cooked</i> ?	<input type="checkbox"/> Yes ** Consumer advisory required– list items:	<input type="checkbox"/> No
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6) Menu Chart: Provide a complete list of a food/menu items. A **produce** sink will be required if produce is not

purchased prewashed. Produce includes lemons, potatoes, lettuce, onions etc. **Raw meat, poultry and seafood** shall be purchased in ready to cook forms. Please include all add-on items such as lettuce, tomato, onion, chili, etc. Attach additional sheets if needed. *The menu is written on each permit issued, and deviation from menu without prior approval can result in permit revocation.*

Food/Menu Items	Food Supplier/Source	Thawing		Cut, Washed, Assembled? Where?	How is food cooked? Where?	Where is item hot/cold held?
		Yes	No			
		Yes	No			
		Yes	No			
		Yes	No			
		Yes	No			
		Yes	No			
		Yes	No			
		Yes	No			
		Yes	No			
		Yes	No			
		Yes	No			

7) Indicate how food temperatures will be maintained during transport to the event: (check all that apply)

Cooler with ice Refrigerated truck Cambro Insulated heat bags Other:

8) Indicate time and distance to travel with food product:

9) Source of ice: (check all that apply) Commercial bagged ice From approved FSE

10) Source of water: Public water supplied by organizer (food grade hose needed)

Sealed bottled water Water from permitted FSE

11) Check the boxes that best describes the disposal methods for the following:

Wastewater:	Garbage:
<input type="checkbox"/> Event providing grey water disposal bin	<input type="checkbox"/> Event providing dumpsters/pick up
<input type="checkbox"/> Event has onsite sewer available to use	<input type="checkbox"/> Other:
<input type="checkbox"/> Taking back to approved FSE	

12) Check the boxes that best describe equipment in your booth: ***utensil washing and handwash set up is required***

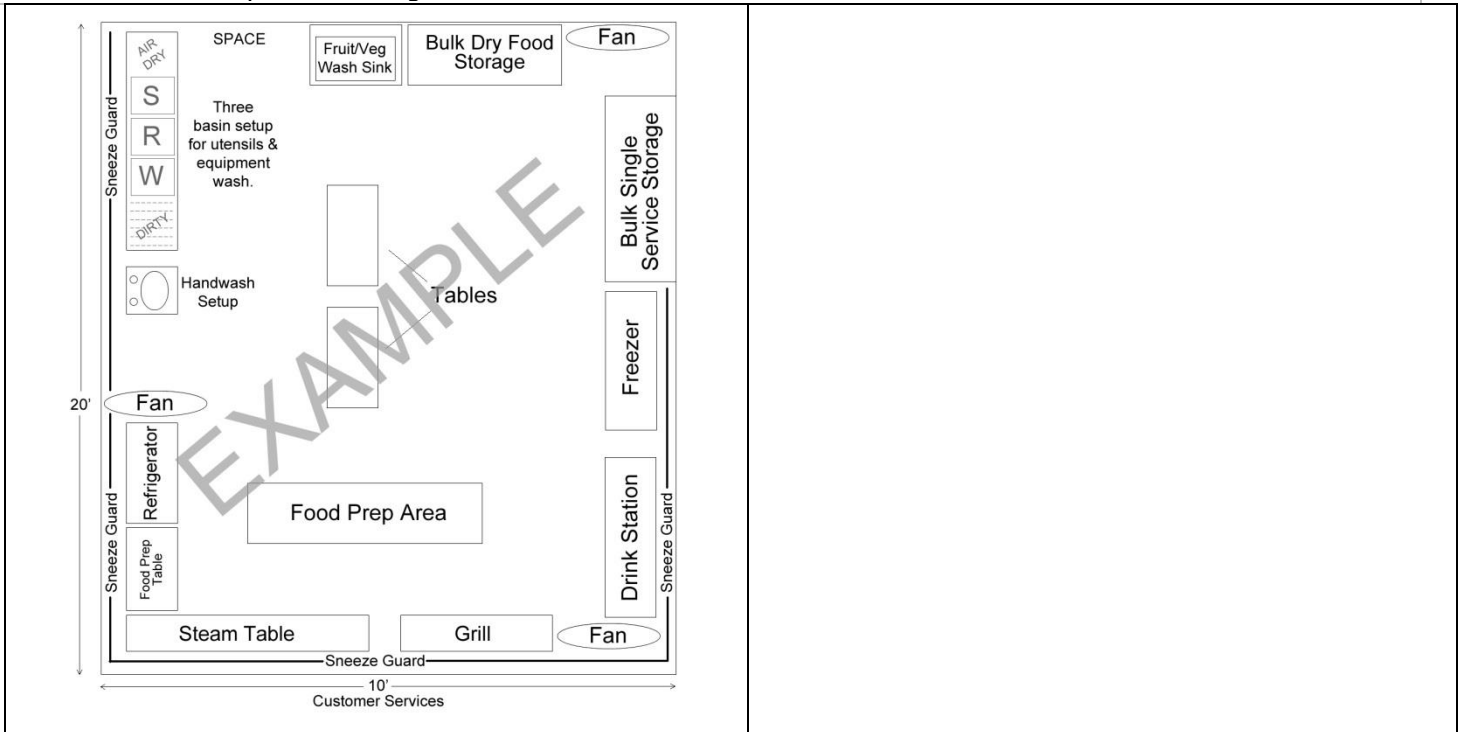
Cold holding:	Hot Holding:	Utensil Washing:	Handwashing Set Up:
<input type="checkbox"/> Refrigerated truck	<input type="checkbox"/> Steam table	<input type="checkbox"/> Plumbed 3-compartment sink	<input type="checkbox"/> Plumbed sink
<input type="checkbox"/> Household refrigerator	<input type="checkbox"/> Grill	<input type="checkbox"/> Plumbed 3 utility sinks	<input type="checkbox"/> Makeshift station with flowing faucet(ex: igloo cooler with turn spout)
<input type="checkbox"/> Commercial refrigerator	<input type="checkbox"/> Electric hot box	<input type="checkbox"/> 3 basins	
<input type="checkbox"/> Household freezer	<input type="checkbox"/> Chafing dish	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
<input type="checkbox"/> Commercial freezer	<input type="checkbox"/> Other:		
<input type="checkbox"/> Cooler with drainage port			
<input type="checkbox"/> Other:			

13) Check the box that describes the food booth set up: ****10x10 tent set up is only allowed with a very limited menu**

3 sided (tent walls) tent (____) x (____) with front sneeze guards and fans. Tent must restrict access from the public and protect food from contamination on ALL SIDES

Trailer/Self Contained Unit (____) x (____) Building/Indoor Event

14) Flooring in food service/storage areas check all that apply:	<input type="checkbox"/> Grease mats under fryers (required at all Downtown Raleigh events)	<input type="checkbox"/> Asphalt or Concrete	<input type="checkbox"/> Matting, tarps or similar non-absorbent material
15) Lighting in food service/storage areas:	<input type="checkbox"/> Shielded bulbs	<input type="checkbox"/> Shatterproof bulbs	
16) Equipment Layout: Draw or attach a diagram showing the food booth set up. Drawing must show front service area, sneeze guards, handwashing station, utensil wash set up with air drying space, produce washing (if applicable), cooking equipment, refrigeration, hot/cold holding equipment, preparation areas, fan placement (if applicable), etc. Applications submitted without completed drawing will be denied.			



- Statement: I hereby certify that the above information is complete and accurate. I fully understand that:
- Any deviation from the above without prior written permission from Wake County Environmental Services may nullify final approval and prevent issuance of a temporary food establishment permit.
 - A pre-opening inspection (with electricity and equipment in place) of my temporary food establishment will be required before a permit will be issued.
 - Food/drink that is prepared before permitting (without prior approval from WCES) may result in disposal or embargo of the food/drink.
 - Failure to maintain approved temperatures for potentially hazardous foods may result in disposal or embargo of the food.
 - Approval of this application does not indicate compliance with any other code, law or regulation that may be required. (ie: Fire Marshall, federal, state, and local authorities).
 - Incomplete applications will be denied and returned.
 - Both the TFE Application(s) and required fee(s) *must be received by WCES at least fifteen (15) calendar days prior to the event*, or the application shall be denied.

Owner/Manager/Designee _____ Date _____



WAKE COUNTY

CHECKLIST FOR TEMPORARY FOOD ESTABLISHMENT VENDORS

The following is a checklist to assist vendors in obtaining and maintaining a permit for a Temporary Food Establishment. All items are required to obtain a permit, however, additional requirements may be applicable. Both the TFE Application(s) and required fee(s) *must be received by WCES at least fifteen (15) calendar days prior to the event*, or the application shall be denied.

<p>Employee Requirements:</p> <ul style="list-style-type: none"> No bare hand contact with ready to eat foods Employee health policy Hat, hair or other hair restraint No jewelry on arms and hands except plain ring 	<p>Utensil Washing:</p> <ul style="list-style-type: none"> Plumbed 3 compartment sink, 3 utility sinks or 3 basins. Must be large enough to submerge the largest utensil Drain board or counter space for air drying Soapy water, rinse water and sanitizer Sanitizer test strips
<p>Tent/Overhead protection:</p> <ul style="list-style-type: none"> All items of food operation must be under tent or cover Smokers used to cook large whole cuts of meat are not required under cover – the lid to unit acts as cover 	<p>Handwash Station:</p> <ul style="list-style-type: none"> At least a 2 gallon container under pressure Free-flowing faucet/stopcock/turn spout Soap and disposable towels Waste water catch bucket must be labeled
<p>Food Protected and Secured:</p> <ul style="list-style-type: none"> Food secured at all times to prevent tampering and contamination All food stored and transported in food grade containers No food exposed to customers (side guards or sneeze guards if needed) Approved self-service condiments 	<p>Food From Approved Source, Protected and Secured:</p> <ul style="list-style-type: none"> Approved food sources with invoices Food stored off ground No food or drink preparation is allowed prior to issuance of TFE permit. All raw meat, poultry, and seafood must be purchased ready to cook.
<p>Water Supply:</p> <ul style="list-style-type: none"> Approved water source Hoses must be for potable water and labeled with booth name. Backflow preventer required if directly connected to water supply Must have means to heat water for utensil and hand washing 	<p>Fresh Fruit/Vegetable:</p> <ul style="list-style-type: none"> Produce must come in prewashed or a separate produce sink is required Produce sink is for produce washing only
<p>Waste Water Disposal:</p> <ul style="list-style-type: none"> Disposal in an approved sewage system Lines, buckets and tanks must be labeled 	<p>Lighting:</p> <ul style="list-style-type: none"> Heat lamps protected against breakage All lights shatterproof or shielded above food prep or storage
<p>Food Temperatures:</p> <ul style="list-style-type: none"> Provide calibrated metal stem thermometer (reads 0-220F) Consumer advisory required for foods cooked to order Cold holding at 41F and below Hot holding at 135F and above 	<p>Permitting Times:</p> <ul style="list-style-type: none"> Vendor is expected to be ready at permitting time given Vendor has 30 minutes to be ready for re-inspection or permit will be denied
<p>Insect and Dust Protection:</p> <ul style="list-style-type: none"> 3 sided tent or mesh sides Fly fans Ground cover in absence of asphalt, concrete, or grass 	

Owner/Manager/Designee _____ Date _____

Payment can be called in at 919-856-7400 (leave message if voicemail). Fee(s) can also be mailed to Wake County Environmental Services, at 336 Fayetteville Street, PO Box 550, Raleigh, NC 27602 or may be hand delivered to 336 Fayetteville Street, Suite 101, in Raleigh NC. DO NOT LEAVE CREDIT CARD INFORMATION ON VOICEMAIL OR EMAIL

Regardless of method of delivery, both the TFE Application(s) and required fee(s) *must be received by WCES at least fifteen (15) calendar days prior to the event*, or the application(s) shall be denied. For more information visit our website at <http://www.wakegov.com/food/festivals/Pages/default.aspx> or call 919-856-7400.

A copy of the North Carolina Rules Governing the Protection and Sanitation of Food Establishments 15A NCAC 18A .2600 and the North Carolina Food Code Manual can be obtained at http://www.wakegov.com/food/healthinspections/resources/Pages/new_food_rules.aspx