



Major Food Vendor:

Attached is the Temporary Food Establishment Application & Information Sheet. Please be aware that this is a new application & new information provided by the Burke County Environmental Health Office. Please read it thoroughly and follow all rules/guidelines at your booth for the Waldensian Festival held on August 10th, 2019. Application and fee must be received by the Burke County Environmental Health Office no later than July 2, 2019 to participate in the Festival.

The following items are attached:

1. 2019 Waldensian Festival Vendor Acceptance Form
2. Festival Map & Additional Guidelines specific to Major Food Vendors
3. Application for a temporary food service establishment permit.
Please complete application and return with a \$75.00 check made out to Burke County Environmental Health

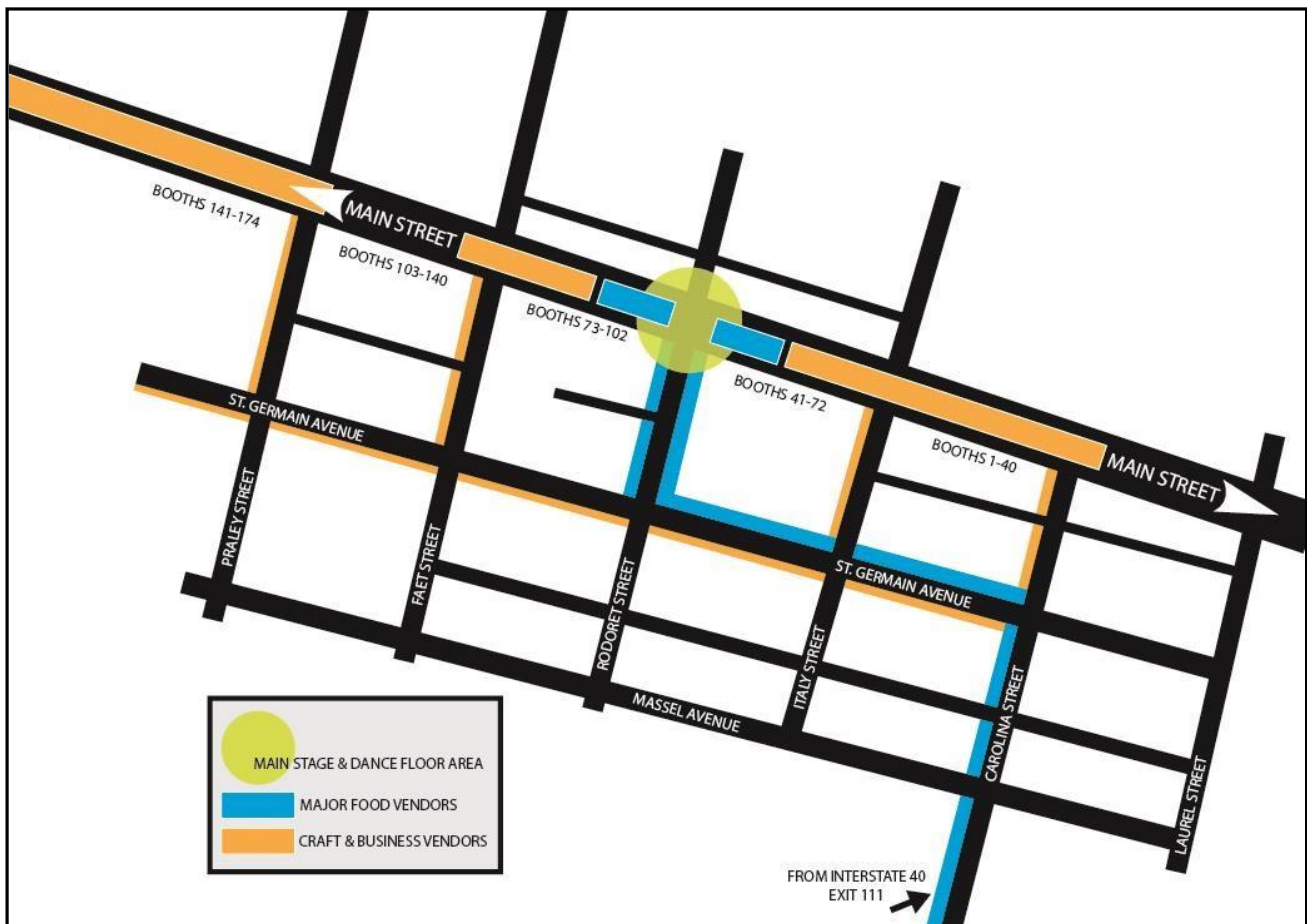
Application & Fee must be mailed to:
Burke County Environmental Health Office
Attn: Amy Burnette
110 North Green Street
Morganton, NC 28655

We are looking forward to having you as a part of our festival. If you have any questions please call 828-8792129.

Thank you and have a great day!

Major Food Vendor Instructions

1. Major Food Vendors are expected to arrive August 10th, 2019 between 6:30am and 7am
2. Most Major Food Vendors are located at the center of the Festival (unless otherwise requested) surrounding the intersection of Main Street (Hwy 70) & Rodoret Street. Please use Rodoret Street to access your booth space.
3. Major Food Vendors are required to maintain their booth space from 8:30am until 9pm, leaving early will not be tolerated.
4. Major Food Vendors should plan to begin packing up by 8:30pm on August 10th, 2019 and be prepared to leave no later than 10:30pm. Street crews will begin cleanup at 10:30pm
5. Exhibits should not be offensive to other exhibitors or Festival patrons. This includes but is not limited to: offensive odors (ex. Smoke), loud noises (ex. Generators, Radios) and structures that might cause injury to others.
6. All generators must be pre-approved by the Festival Committee.
7. Electricity is not provided unless specified on the application and payment is received.
8. Grease containers are located behind the Main Stage and failure to use them will result in a \$100 fine and no admittance to future Waldensian Festivals.
9. Water Stations are located in front of the Waldensian Presbyterian Church. No water hookups will be available. Plan to carry water to your booth space if needed.



Burke County Health Department
700 E. Parker Road
P.O. Box 1266
Morganton, NC 28680-1266
(828) 439-4404 / 2351

Burke County Environmental Health
110 N. Green Street
P.O. Box 219
Morganton, NC 28680
(828) 438-5430

Temporary Food Establishment (TFE) and Temporary Food Establishment Commissary (TFEC) Requirements

- No food preparation can occur before a permit is issued.
- Food from approved sources.
- All raw meat, poultry, and fish must be purchased in ready-to-cook portions. Cutting and skewering is allowed if there is a preparation surface designated only for this task.
- Salads containing ingredients that have been cooked and cooled may not be prepared at the TFE or the TFEC, but may be served IF purchased from an approved source.
- Ready-to-eat foods shall not be stored in direct contact with ice.
- Non-mechanical coolers must have a drainage port.
- Food prepared at a previous event or potentially hazardous food removed from its original packaging shall not be served at a subsequent event.
- All employees must have an effective hair restraint, clean outer clothing, and maintain good hygienic practices.
- All equipment and utensils must be washed, rinsed, and sanitized before use.
- If multi-use eating and drinking utensils are used then a 3 compartment sink of sufficient size to submerge, wash, rinse, and sanitize utensils must be provided, along with drain boards.
- If single-use/disposable drinking and eating utensils are used, then three basins of sufficient size to submerge, wash, rinse, and sanitize utensils must be provided. (Wash solution temperature must be maintained at least at 110°F and maintained clean) At least one drain board, table, or counter space must be provided for air drying.
- A food preparation sink must be provided for washing produce if applicable.
- All food handling, cooking, and preparation must be done in an approved and protected area. This includes overhead coverage along with effective measures such as fans, screens, or walls to protect against dust and insects. Open food displays shall be protected by sneeze guard or other forms of protection.
- Indoor/outdoor carpeting, matting, tarps, or similar nonabsorbent material is required as ground covering in the absence of asphalt, concrete, grass, or other surfaces to control dust or mud.

- Employee hand washing facility only for hand washing must be provided. This facility can consist of at least a two gallon container with an unassisted free flowing faucet such as a stopcock or turn spout, soap, single-use towels, and a wastewater receptacle. Warm water shall be used for hand washing.
- Label all potable water hoses and containers; also, keep them drained, washed, rinsed, and sanitized before use. These must be approved for potable water use.
- All wastewater must be disposed of properly and all wastewater receptacles/containers must be labeled as such and not used for any other purpose. These shall not be emptied into waterways, storm drains, or on the ground.
- Employees must have access to toilet facilities.
- TFE shall remain connected to necessary utilities at all times food is prepared, served, or stored.
- Lighting must be shielded/protected where there is open food. Lighting is required for nighttime operations.
- Except for washing fruits and vegetables, food employees may not contact exposed ready-to-eat food with their bare hands and shall use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment.
- Maintain cold temps at 41°F or below. If equipment cannot maintain 41°F or below, then maintain food at 45°F or below. (On or before Jan. 1 2019, 41°F or below will be required.)
- Must check final cook temperatures on PHF's to ensure they meet the proper final internal cook temperature.
- Maintain hot potentially hazardous food (PHF) at 135°F or more.
- If cooling or reheating of potentially hazardous foods is to occur-EHS must give prior approval and methods.
- Sanitizer must not be stored in a container that was previously used to store toxic chemicals.
- Sanitizer shall be made daily and maintained at 50-100ppm. Must provide test strips.
- Stem thermometer (0°F-220°F) or at digital thermometer is required for checking food temperatures.
- All foods and single service articles must be stored off of the floor.
- Food shall be secured to prevent tampering and contamination at all times.
- PHF that has been heated at the TRE or the TFEC shall not be sold or held for use on subsequent days.
- Employees shall not use tobacco in any form or consume food in the TFE. Beverages must be covered and consumed to prevent contamination of food and food contact surfaces.
- Hot water shall be used for cleaning.

TEMPORARY FOOD ESTABLISHMENT APPLICATION

(Each operator must provide the following information)

In order to be eligible for a TFE permit, the applicant must be affiliated with and endorsed by a transitory fair, carnival, circus, festival, or public exhibition. Please provide the following information regarding the event that you will be operating as a part of.

1. Event: _____
2. Location of Event: _____
3. Dates/Time of Operation: Begin Date: _____ Begin Time: _____
End Date: _____ End Time: _____
4. Name/address/phone number of event coordinator: _____

5. Your Organization/Business Name: _____
6. Applicant's Name: _____
7. Applicant's Address: _____
8. Applicant's Telephone: () _____ Other: () _____
9. All food and beverage must be prepared on-site or in an APPROVED kitchen (not a domestic kitchen). Provide the name/address of the ADVANCE preparation facility, the dates and times it will be used, and the name/phone number of the person who authorized you to use this facility.

Facility Name: _____

Address: _____

Date & Time of ADVANCE preparation: _____

Approval to use granted by: _____ Phone: _____

10. What was the last event/date/location you operated prior to this event? _____

11. Water Source: { } On-Site Municipal Supply { } On-Site Well { } Other
12. Utensil Washing Facility: { } Plumbed Sink { } Gravity Flow { } Other
13. Handwashing Facility: { } Plumbed Sink { } Gravity Flow { } Other
14. How will you dispose of wastewater? _____
15. How will dispose of trash? _____
16. How will you keep cold food cold (45°F or below)? { } Coolers with Ice { } Refrigerator
17. How will you keep hot foods hot (135°F or above)? { } Grill/Steam Tables { } Heat Lamps

18. 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

19. What food items will you be serving? Where will you be getting these items from?

<u>FOOD ITEM</u>	<u>SOURCE</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

20. PLEASE INCLUDE A PROPOSED MENU AND FOOD HANDLING PROCEDURES IF PREP WORK IS NEEDED PRIOR TO COOKING, i.e. cutting vegetables, fruit, washing meats, etc.

EQUIPMENT LAYOUT

Identify all equipment including cooking and hot/cold holding equipment, handwashing facilities, work tables, utensil washing facilities, food and single service storage, sneeze guards, and customer service areas. Please include a food equipment list. (Use separate sheet of paper if needed.)

STATEMENT: I hereby certify that the above information is correct and I fully understand that any deviation from the above without prior permission from Burke County Environmental Health will nullify final approval and prevent issuance of a Temporary Food Establishment Permit. Approval of this application does not indicate compliance with any other code, law, or regulation that may be required.

Signature: _____
Owner/Operator or designee

Date: _____

FOOD VENDOR INFORMATION SHEET

1. If you are applying for a Temporary Food Establishment Permit, a fee of \$75.00 must accompany your completed application and may be mailed to Burke County Environmental Health at 110 North Green Street; Morganton, NC 28655. **THIS APPLICATION AND FEE MUST BE RECEIVED IN OUR OFFICE AT LEAST FIFTEEN DAYS PRIOR TO THE EVENT! NO FEES OR APPLICATIONS WILL BE ACCEPTED LESS THAN 15 DAYS PRIOR TO THE EVENT.**
2. If you plan to do any food preparation in advance of the event, you must submit complete information regarding where this will be done and who authorized you to use that facility. Please see question #9. **Our department must approve this advance preparation. If we are unable to approve this, you will not be allowed to use food items prepared in advance.**
3. You will be responsible for maintaining cold foods at 45°F or lower and hot foods at 135°F or higher. You must have a calibrated thermometer (0°-220°F) available to check food temperatures.
4. For handwashing set-up: If you choose to use “gravity flow”, you should plan on providing heated water in an insulated container with a spigot, a bucket or container to catch the wastewater, hand soap in a pump dispenser, and papertowels. A method of heating water must be provided at your site. This can be achieved by a pot on a burner, a coffee maker, etc.
5. In order to be exempt from permitting, you must meet one of the following sets of conditions:
 - Either be exempt from paying North Carolina or Federal income taxes, not have operated or plan to operate a food service facility of any type anywhere in the state of North Carolina during the month of this event, and plan to operate for two (2) consecutive days or less. **IF YOU ARE CLAIMING THIS EXEMPTION, YOU MUST SUBMIT A LETTER FROM THE NC DEPARTMENT OF REVENUE OR THE IRS INDICATING THAT YOU ARE EXEMPT FROM PAYING INCOME TAXES.**
 - Be raising funds for a political candidate or committee as defined in NCGS 163-278.6 (14) and not have operated or plan to operate a food service facility of any type anywhere in the state of North Carolina during the month the event is scheduled. **IF YOU ARE CLAIMING THIS EXEMPTION, YOU MUST SUBMIT A LETTER FROM THE POLITICAL CANDIDATE OR RECOGNIZED POLITICAL ACTION COMMITTEE AUTHORIZING YOU TO RAISE FUNDS ON BEHALF OF THE CANDIDATE.**
 - Be a nutrition program for the elderly that is administered by the Division of Aging of the NC Dept of Health and Human Services, and prepare and serve food or drink on the premises where the program is located no more frequently than one day each month.

If you qualify for the permit exemption, please submit appropriate documentation with this application to our office. **OUR DEPARTMENT MUST VERIFY YOUR TAX-EXEMPT DOCUMENTATION. PLEASE RETURN YOUR INFORMATION 15 DAYS PRIOR TO THE EVENT. IF WE ARE UNABLE TO VERIFY YOUR INFORMATION, YOU WILL NOT BE ALLOWED TO USE THIS EXEMPTION.**