



CABARRUS
HEALTH
ALLIANCE

Temporary Food Event Vendor Application

This application shall be completed and submitted to Cabarrus Health Alliance (CHA) to provide information about all food preparation and sales to the public at any public event or exhibition within Cabarrus 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, or public exhibition.*** In addition to this vendor application, a separate TFE Organizer Application shall be submitted by the organizer of the event. ***Please Note:***

- **Vendor and TFE Organizer Applications must be submitted no later than 15 days prior to the event.**
- Applications can be mailed, faxed to (704) 933-3379, emailed to TFE@cabarrushealth.org or submitted directly to: 300 Mooresville Road, Kannapolis, NC 28081
- A fee of \$75.00 is required for each food service permit and must be paid with the submission of each TFE Application.
- ***Food Vendor Applications will not be considered complete until the TFE Organizer Application is received.***

1) Name of Event: _____ Date of Event: _____

2) Address of Event: _____
Street City State Zip

3) Name of Vendor: _____ Vendor Phone (cell): _____

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 name of the facility where food will be prepared:

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

Address of Prep Facility: _____
Street City State Zip

****Please Note: Advanced preparation may require a TFE commissary permit for the preparation site.****

10) 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
 On-site private well Bottled water supplied by vendor
 (requires sampling by CHA prior to event or back up water source)

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

- | | | |
|--|---|---|
| <u>Garbage:</u> | <u>Wastewater:</u> | <u>Grease:</u> |
| <input type="checkbox"/> Waste taken offsite | <input type="checkbox"/> Portable toilet at event | <input type="checkbox"/> Grease taken offsite |
| <input type="checkbox"/> Dumpster | <input type="checkbox"/> Event grey water bin | <input type="checkbox"/> Grease receptacle at Event |
| <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ |

13) Will you cool any food items (during the food preparation process or at the end of the day? Yes No

If yes, please describe your cooling process (attach additional pages if needed).

Note: Cooling must be approved at the time the permit is issued

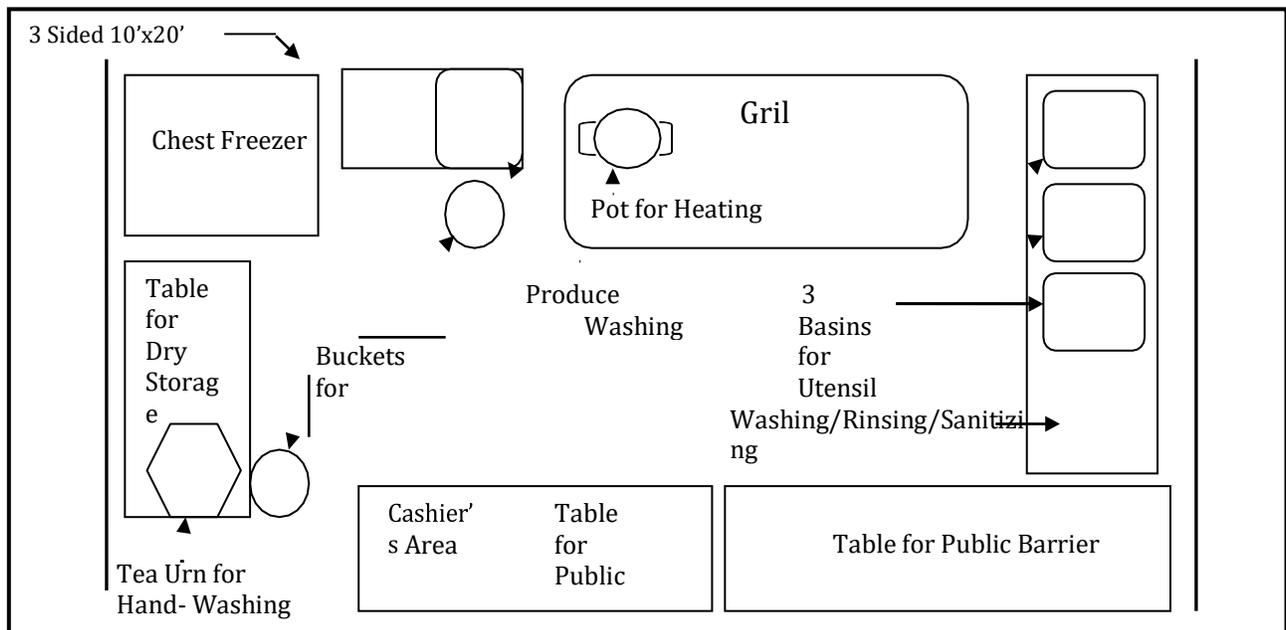
14) Check the box that best describes your equipment:

Cold Holding	Hot Holding	Utensil Washing	Hand Washing Set-up
<input type="checkbox"/> Refrigerated truck	<input type="checkbox"/> Chafing dishes	<input type="checkbox"/> 3 Utility sinks	<input type="checkbox"/> Mechanical sink
<input type="checkbox"/> Refrigerator	<input type="checkbox"/> Steam table	<input type="checkbox"/> 3 Compartment sink	<input type="checkbox"/> Gravity flow set up
<input type="checkbox"/> Freezer	<input type="checkbox"/> Grill	<input type="checkbox"/> 3 Basins	<input type="checkbox"/> Other:
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

15) Check the box which describes your food booth set up:

- 3-sided tent Tent with fans Food Trailer Other: _____

16) 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 and be unique to your set up. Please draw a diagram of your food booth set up using the example below as guidance.



Please draw a diagram representing how your food booth/trailer will be set up.

DIAGRAM NEEDS TO BE READABLE AND PLEASE LABEL ALL APPLICABLE EQUIPMENT

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 Cabarrus Health Alliance 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

Reviewers Signature: _____ Date: _____

Received: _____ Receipt #: _____

Comments:

Cabarrus Health Alliance

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 Cabarrus Health Alliance (CHA) 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

- Warm water at least 100°F
- 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

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

Vendor Signature: _____

Date: _____