



Caldwell County Health Department

Environmental Health Section - 2345 Morganton Blvd SW
Lenoir NC 28645 –(828)426-8579 Fax (828)757-6864

Information for organizers and vendors at fairs, carnivals, public exhibitions or similar gatherings

In order to sell food at a festival in Caldwell County you may need a temporary food establishment permit. Temporary Food Establishment (TFE) permits are issued to food and drink vendors that operate in conjunction with a fair, festival or other special event for a period of 21 days or less. For example, the Caldwell County Fair, Blackberry Festival and Butterfly Festival are events that qualify for a TFE permit. A TFE permit is good only for a specific event and expires at the end of the event.

To ensure proper staffing by Caldwell County Environmental Health, **festival organizers** are encouraged to contact our office at least three weeks prior to the event.

How to obtain a TFE permit in Caldwell County

Each vendor must complete the “Application for Temporary Food Establishment Permit” and submit it to Caldwell County Environmental Health no later than 15 days prior to the event.

Vendors that require a permit to operate must also **submit a \$75.00 fee.** Before the start of the event you will be inspected by Caldwell County Environmental Health. If your setup meets all the requirements of the “Rules Governing the Sanitation for Food Service Establishments 15A NCAC 18A .2600” a permit to operate shall be issued. Your acceptance of a TFE permit constitutes agreement to keep the site as originally permitted throughout the duration of the event and to operate in accordance with 15A NCAC 18A Section .2600 and any specific conditions which may be included on the permit. During operation you may be requested to remedy problems observed by the Environmental Health Specialist; prompt compliance is required.

Vendors that are exempt from permitting requirements should not submit \$75.00 with their application. For an explanation of exemptions see page 2 of this document.

If you are not sure whether or not you are exempt, submit your application no later than 15 days before the event without the \$75.00 fee and our department will review it to determine if you are exempt. If it is determined that you are not exempt you will be notified and will be required to remit \$75.00 to Caldwell County Environmental Health at least two days prior to the start of the event. **No money can be collected by the EHS staff on the day of the event. If the required fee has not been received by our office prior to the event you will not be permitted to operate.**

Exemptions and Exceptions

All Exempt vendors are strongly encouraged to follow the food safety items noted in guidance documents provided by CCHD with this application and available at www.caldwellcountync.org

All exempt vendors should complete the CCHD TFE application and submit to Caldwell County Environmental Health no later than 15 days prior to the event

Vendors who meet one of the following conditions will not be required to obtain a permit to operate their TFE.

GS 130A-250(7) allows for an exemption from 15A NCAC 18A .2600 once per month, for no more than two consecutive days for establishments that are:

- (i) incorporated as a nonprofit corporations in accordance with Chapter 55A of the North Carolina General Statutes
- (ii) exempt from federal income tax under the Internal Revenue Service Code as defined in General Statute 105-228.90 (such as 501(c)(3) or 501(c)(4) status)
- (iii) a political committee as defined in General Statute 163-278 .6 (14)

If the food sales are only for one day, then the exemption is exhausted for that calendar month. A second day at a later day in the month would not be exempt.

You may be required to provide proof of the organization's tax-exempt status such as a copy of the Letter of Declaration from the North Carolina Department of Revenue or the Internal Revenue Service, or a letter from the candidate of political action committee authorizing you to conduct the event, and a letter from the group president, pastor; etc stating that 100% of the moneys are going to that particular group.

Other vendors that will not require a permit are:

- Drink vendors who sell only non-potentially hazardous drinks (in single-service cups) are not required to obtain an operations permit. Examples of these drinks are fresh-squeezed lemonade, coffee, soda and tea.
- Vendors who sell only dipped ice cream, popcorn, candied apples, cotton candy, funnel cakes, doughnuts, peanuts and commercially prepackaged chips and candy are not required to obtain and operations permit.



Application for Temporary Food Establishment Permit

(Page 3-7 to be completed for each booth)

Establishment name _____

Operator name _____

Mailing address _____

Telephone (day #) _____ (after hours) _____

Location of event _____

Name of event/festival/carnival; etc. _____

Dates and times of the event _____

Name of event organizer _____

Mailing address of event organizer _____

Telephone number of event organizer _____

Dates & times of your operation _____

Please indicate setup completion time _____

Name and location of event at which the TFE operated immediately prior to the current event for which applying _____

Check one of the following: (see page 2 for explanation of exemptions)

- I am claiming a once per month nonprofit exemption
- I am exempt because of the nature of the food I am serving
- I am not sure if I am exempt or not so I am not including \$75 with this application
- I am not exempt will require a permit (\$75 check included)

Temporary Food Establishment Commissary:

A TFEC requires a separate permit application and an additional \$75 fee. If you wish to apply for a TFEC permit (to operate in conjunction with your TFE as defined by 15A NCAC 18A .2665), indicate below and someone from CCHD will contact you once we receive this application.

- Yes, I wish to apply for a TFE Commissary permit

In the table below list all foods prepared at the permitted off site establishment and check all procedures performed there.

Foods	Thaw	Cut/Wash Assemble	Cook	Cool	Cold Holding	Reheat	Hot Holding	Portion / Package

List sources of all meat, poultry, seafood and shellfish:

State method of storing and disposing of wastewater:

Describe proposed water supply:

STATEMENT: By signing below I hereby certify:

- All the information provided in this application is completed and accurate.
- I fully understand that this application does not guarantee a permit and that an inspection will be conducted by Caldwell County Health Department prior to the start of the event to ensure compliance with the provisions of 15A NCAC 18A .2665-.2669 before issuing a permit.
- I understand my legal responsibility to inform all food employees working in my permitted TFE of their legal responsibility to report the following symptoms or diagnoses to me.
- I understand my legal responsibility to excluded or restrict employees with the following symptoms or diagnoses from working in the TFE based on the provisions on the section 2-201.11 of the NC Food Code. (See <http://www.caldwellcountync.org/> more information about Employee reporting requirements)

Symptoms

Vomiting
Diarrhea
Jaundice
Sore throat with fever
An infected lesion or infection on the hand or wrist

Diagnoses

Norovirus
Hepatitis A
Shigella
E.coli
Salmonella typhi

Signature

Date

Please contact **Chad Gambill (828) 425-8588** or **Gloria Shook (828-426-8582)** at Caldwell County Health Department should you have any questions about this application. Office hours are generally 8-9 am.

Please fill out completely and accurately and return to the Caldwell County Environmental Health. Applications that are received incomplete shall be returned for correction should time allow.

State law requires that this application be received in completed form by the regulatory authority no later than 15 calendar days prior to the start of the event. Failure to receive this application by such date shall result in the denial of a Temporary Foodservice Establishment for the event.

Return to:

Caldwell County Environmental Health
2345 Morganton Blvd SW
Lenoir, NC 28645
gshook@caldwellcountync.org
fax: (828) 757-6864
phone: (828) 426-8579

If \$75.00 Fee Applies - Please make check payable to Caldwell County Environmental Health