



## 2010 FOOD VENDOR APPLICATION

Mail application with check/money order and required lists and photos to:  
City of Kings Mountain, P.O. Box 429, Kings Mountain, NC 28086

Vendors who market food must have their insurance agent mail or fax us a Certificate of Insurance showing current liability insurance coverage before space can be confirmed. Certificate must name the City of Kings Mountain as an Additional Insured.

Fax: (704-734-4619)

Food vendors must be **approved** by the Cleveland County Health Dept. Submit applications 7 days prior to event.  
704-484-5130

Applicants must submit booth photos and lists of proposed food

Please indicate which event you are interested in participating:

Fabulous 4th July 3

BeachBlast July 24

Gateway Fest October 9

Food Vendor Fees:  
**\$100.00**

Electricity where available:  
**\$50.00 extra**

You will need to pay for power if you need it. Chairs, tents and canopies are not provided.

By submitting an application to the City of Kings Mountain, vendor indicates that he/she has read "Terms of Contract for Food Booth" and accepts the full terms of the contract.

50% refunds for cancellation if written notification is received two weeks before the event. Space assignments are determined based upon the best interests of the particular Festival. This contract neither implies nor grants any preferential location.

Name: \_\_\_\_\_ Company: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

No. 12' x 12' Spaces? \_\_\_\_\_ Past Exhibitor?  yes  no Electricity?  yes  no  
Check One:  table  tent/canopy  van  other (please describe) \_\_\_\_\_

**WAIVER:** I hereby make application for booth space for sale purposes in the 2010 City of Kings Mountain Special Event festival checked above. In signing this application, I agree to abide by all the rules and regulations previously set forth. I assume all risks associated with this event and hold harmless the City of Kings Mountain, its employees, agents and volunteers. Having read this waiver and knowing these facts and in consideration of your acceptance of my entry, I, for myself and anyone entitled to act on my behalf, waive and release all sponsors, their representatives, and successors and any individual or group associated with this event from all claims and liabilities of any kind arising out of my participation in this event, even though that liability may arise out of negligence or carelessness on the part of the persons names in this waiver. I grant permission to all the foregoing to use any photographs, motion pictures, recordings, verbal or written agreements or any other record of this event for any legitimate purpose including publicity.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Certificate of Insurance Sent? \_\_\_\_\_

yes  no

Total enclosed for Booth(s) & Electricity \$ \_\_\_\_\_

If under 18,  
Parent/Guardian  
Signature \_\_\_\_\_

Submission of this form indicates your full acceptance of the terms of this contract.

Mail completed application with proposed menu and photos of booth.

Include check/money order with application.

Mail to: City of Kings Mountain Special Events, P. O. Box 429, Kings Mountain, NC  
28086

## 2010 FOOD VENDOR INFORMATION

Keep this page for your records

Vendors for the 2010 City of Kings Mountain Festivals will be assigned space for:

- |                      |           |
|----------------------|-----------|
| ( ) Fabulous 4th     | July 3    |
| ( ) BeachBlast       | July 24   |
| ( ) Gateway Festival | October 9 |

Vendors who market food must have their insurance agent mail or fax a Certificate of Insurance showing current liability insurance coverage before space can be confirmed. The Certificate of Insurance must name the City of Kings Mountain as an additional insured.

All Food Vendors must be approved by the Cleveland County Health Dept. (704) 484-5130. (Please complete and submit the attached application regardless of food items or exempt status NO LESS THAN 7 DAYS prior to the event. Applications also online at [www.health.clevelandcounty.com](http://www.health.clevelandcounty.com)).

The City of Kings Mountain retains the right to reject any vendor application. Space assignments are determined based upon the best interest of the particular festival. This contract neither implies nor grants any preferential location.

Vendors must submit merchandise lists and photos with application.

By submitting an application to the City of Kings Mountain, vendor indicates that he/she has read Terms of Contract for Food Booth and accepts the full terms of this contract.

### TERMS OF CONTRACT FOR FOOD BOOTH IN THE CITY OF KINGS MOUNTAIN

1. ALL PROCEEDS from vendor sales will belong to the vendor. No commissions will be assessed. Vendors are responsible for collecting sales tax and for reporting earnings to the IRS.
2. STORAGE OF MATERIALS during the City's Festivals must be confined within the area assigned to you. Plan for storage within your area when designing the configuration of your booth area. Booth space will be limited to 12' x 12'.
3. VENDORS ARE EXPECTED to provide their own tables and display boards. Do not tape, tack or otherwise affix any materials or signs to walls, trees, lamp posts or other surfaces on public or private property. Canopies may be anchored by cinder-blocks or sandbags only. No ground stakes are permitted.
4. VENDORS ARE RESPONSIBLE for transporting and placing their own booths. Labor to erect booths will not be provided
5. NO VENDORS OR THEIR REPRESENTATIVES shall conduct themselves in a manner offensive to general standards of decency or good taste. The Special Events Department reserves the right to screen all booths and exclude inappropriate items. In the event of inappropriate behavior, the booth will be forced to close and all fees will be forfeited.
6. WHEN VACATED, booth space must be left clear of paper, packing materials or other refuse. Do not discard cartons or packing materials anywhere downtown or in the festival area. These items must be stored in your vehicle and taken with you upon departure.
7. VENDOR SETUP may begin in downtown Kings Mountain between the hours of 7:00 - 9:00 am on Saturday morning of the event. All booths must be fully set up and operational by 9:30 am and remain open until 10:00 pm or after the event ends. No exhibitors will be admitted after 9:30 am Saturday the day of the event.
8. POWER is available at an additional \$50. per duplex outlet. Each outlet is 110 volts, 20 amps. 220 power is not available. Portable, quiet generators are permitted. Power is not available for campers/RVs.
9. PROOF OF INSURANCE must be provided by each food vendor. Each vendor must ask his insurance agent/company to provide the City of Kings Mountain with a Certificate of Insurance naming the City of Kings Mountain as an additional insured. Vendors are expected to carry their own insurance coverage to protect their merchandise from damage, loss or theft incurred while participating in the City's festival. No insurance or guard services will be supplied by the City of Kings Mountain. Participating in the City's festival is at the vendor's own risk. In the event of bad weather, there will be NO refunds.
10. THE CLEVELAND COUNTY HEALTH DEPARTMENT will require a Temporary Food Establishment Application to be submitted. When accepted as a vendor by the City, your confirmation package will include the minimum requirements and an application for a Temporary Food Establishment Permit from the Cleveland County Health Department. Complete and submit the application in a timely manner. A designated time for the permit inspection will be determined and relayed to you by the Health Department. Food permits must be displayed throughout the festival.
11. SUBMIT A COMPLETE MENU of proposed food items and photos of booth. The preserve the integrity of each food vendor's market, this menu will be screened and a final approved menu returned with your confirmation. Only items on the approved menu will be allowed for sale at the City's festival. Food vendors may not sell non-food items.



# Cleveland County

315 E. Grover Street, Shelby, NC 28150 (704) 484-5130 Fax (704) 484-5135  
Environmental Health

For Additional Information please visit:

[www.health.clevelandcounty.com](http://www.health.clevelandcounty.com)

## Temporary Food Establishment (TFE) Application

**\$75 fee and application for each booth required and must be submitted NO LESS THAN 7 DAYS PRIOR TO THE EVENT. A specific time frame for Health Department permitting on-site will be determined prior to the event. All food vendors must be ready for inspection within this frame.**

Name of Event \_\_\_\_\_

Date(s) & Time of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Name of Food Establishment \_\_\_\_\_

Vendor Name & \_\_\_\_\_

Mailing Address \_\_\_\_\_

City

State

Zip Code

Contact Phone #s \_\_\_\_\_

Day time

cell phone

Email address \_\_\_\_\_

Are you claiming an exemption? Yes ( ) No ( ) \*\*\* If yes, see attachment on Exemptions

Please indicate date and time booth set up will be complete and ready for inspection:

\_\_\_\_\_

Will the booth be connected to ( ) water, ( ) sewer, ( ) electricity?

**Note: A potable water grade hose is required when connecting to a water source.**

If not connected to sewer, describe your waste water disposal method. \_\_\_\_\_

**Note: If using catch basins, blue boys, etc., waste water collection should be 15% larger than water supply source. Grease and wastewater MUST NOT be poured out on the ground or into storm drains.**

What is the source of ice that will be used? \_\_\_\_\_

Will vendor prepare any foods prior to event? Yes ( ) No ( ) If yes, indicate location and time of preparation \_\_\_\_\_

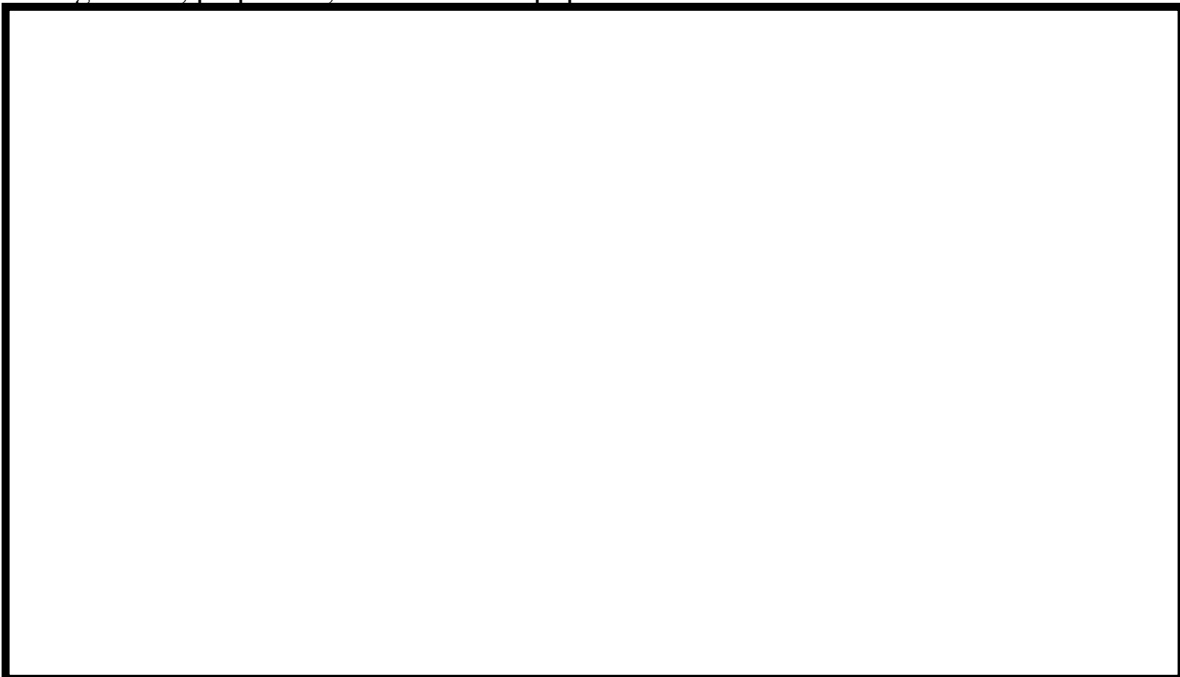
**Note: Local groups may be allowed to prepare foods in advance of the event in an approved kitchen if approved by the Health Department prior to the operation.**

List ALL menu items to be prepared on-site: If needed, supply additional sheet.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The food booth will be in a ( ) tent, ( ) mobile unit, ( ) building, ( ) other \_\_\_\_\_.

Draw a diagram depicting your food booth set up. Indicate placement of hand washing station, utensil washing sink, drying rack, fan placement, cooking equipment, refrigeration, prep areas, and all other equipment used.



This application must be completed and returned to the Cleveland County Administration Building, Environmental Health/ Building Inspections Permits Office, 311 E. Marion Street in Shelby, NC 28150 **with payment no less than 7 days** prior to the beginning date of the event. **If you have any questions, please contact the Environmental Health Office at 704-484-5130.**

Applicants Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

## EXEMPTIONS

Effective October 15, 2001, in order to be exempt from the NC permitting requirement to prepare or serve food or drink for pay no more frequently than once a month for a period not to exceed two consecutive days, including permitted establishments that are operating off of their permitted premises, or an elderly nutrition program of the Division of Aging that is preparing and serving food for a fund-raising event for one day a month, **one** of the following three criteria must be met:

- 1) Establishments that are **incorporated as Nonprofit Corporations** in accordance with Chapter 55A of the General Statutes, which states “Nonprofit corporation” means a corporation intended to have no income or intended to have income none of which is distributable to its members, directors, or officers, except as permitted by Article 13 of this Chapter, and includes all associations without capital stock formed under Subchapter B of Chapter 54 of the General Statutes or under any act or acts replaced thereby. Documentation must be verified by the Department of the Secretary of State in Raleigh. **Questions on obtaining this Documentation should be directed to the Corporations Division; 919-807-2225.** Their fax is 919-807-2039. Their website is: [www.secretary.state.nc.us/Corporations](http://www.secretary.state.nc.us/Corporations)
- 2) Establishments that are **exempt from federal income tax** under the Internal Revenue Code, as defined in G.S. 105-229.90. Documentation must be verified by producing a ruling or determination letter issued to your organization by the IRS. Forms and other information can be obtained at [www.irs.gov](http://www.irs.gov) or [ftp.irs.gov](ftp://ftp.irs.gov) . Publication 557 Tax-Exempt Status for Your Organization discusses the necessary information.
- 3) Establishments that are political committees as defined in G.S. 163-278.6(14), **which states** the term “political committee” means a combination of two or more individuals, or any person, committee, association, or organization, the primary or incidental purpose of which is to support or oppose any candidate or political party or to influence or attempt to influence the result of an election or which accepts contributions or makes expenditures for the purpose of influencing or attempting to influence the nomination or election of any candidate at any election. The term includes, without limitation, any political party’s State, county or district executive committee.

**RULES GOVERNING THE SANITATION OF FOOD SERVICE ESTABLISHMENTS JULY 1, 2008 (15A NCAC 18A .2635) REQUIREMENTS FOR *TEMPORARY FOOD ESTABLISHMENTS***

The following requirements shall be satisfied in order for temporary food establishments to qualify for a permit under Rule .2602 of this Section:

- (1) Temporary food establishments shall be located in clean surroundings and kept in a clean and sanitary condition. They shall be so constructed and arranged that food, utensils, and equipment will not be exposed to insects, dust, and other contamination. Protection against flies and other insects shall be provided by screening or by effective use of fans.
- (2) Where food or griddles are exposed to the public or to dust or insects, they shall be protected by glass, or otherwise, on the front, top, and ends, and exposed only as much as may be necessary to permit handling and serving of the food.
- (3) All griddles, warmers, spatulas, refrigerators, and other utensils and equipment shall be cleaned routinely and maintained in a sanitary manner.
- (4) Running water under pressure shall be provided. The water supply shall be approved and of a safe, sanitary quality. Provisions shall be made for heating water for the washing of utensils and equipment. At least a single vat sink, large enough in which to wash cooking utensils, pots, and pans, must be provided. At least one drainboard or counter top space must be provided.
- (5) Facilities shall be provided for employees' handwashing. These may consist of a pan, soap, and single-use towels.
- (6) Convenient and approved toilet facilities shall be provided for use by employees. Public toilet facilities provided on the grounds are acceptable if reasonably convenient, adequate, and kept clean. Sewage shall be disposed of in an approved manner.
- (7) Potentially hazardous foods shall be refrigerated in accordance with Rule .2609 of this Section. All food shall be stored, handled, and displayed in accordance with Rule .2610(a) through (d) of this Section. Food service equipment shall be stored in accordance with Rule .2620 of this Section.
- (8) Garbage and refuse shall be collected and stored in standard water-tight garbage cans provided with tightfitting lids or other approved containers or methods. Garbage and refuse shall be removed at least daily and disposed of in a sanitary manner. Waste water shall be so disposed of as not to create a nuisance. Each operator shall keep his immediate premises clean.
- (9) All food served shall be clean, wholesome, and free from adulteration. Potentially hazardous foods such as cream-filled pastries and pies, and salads such as potato, chicken, ham, crab, etc., shall not be served in a temporary food establishment. Hamburgers shall be obtained from an approved market or plant in patties separated by clean paper, or other wrapping material, and ready to cook. Wrapped sandwiches shall be obtained from an approved source. Poultry shall be prepared for cooking in an approved market or plant. Drinks served shall be limited to packaged, canned, or bottled drinks, packaged milk, coffee, or carbonated beverages from approved dispensing devices.
- (10) Food prepared by local groups shall be prepared in an approved kitchen, and such groups shall maintain a record of the type and origin of such foods. These foods shall be prepared, transported, and stored in a sanitary manner protected from contamination and spoilage.
- (11) No person who has a communicable or infectious disease that can be transmitted by foods, or who is a carrier of organisms that cause such a disease, or who has a boil, infected wound, or an acute respiratory infection with cough and nasal discharge, shall work in a temporary food establishment in any capacity in which there is a likelihood of such person contaminating food or food-contact surfaces, with disease-causing organisms or transmitting the illness to other persons.

*History Note: Authority G.S. 130A-248;*

*Eff. May 5, 1980;*

*Amended Eff. January 1, 1996; May 1, 1991; July 1, 1984.*



# Temporary Food Service Vendors

Cleveland County Health Department

[www.health.clevelandcounty.com](http://www.health.clevelandcounty.com)

(704) 484-5130

# What is a temporary food event? (TFE)

15A NCAC 18A .2601 (34)

“ Temporary food establishment” means those food or drink establishments which operate for a period of 15 days or less, in connection with a fair, circus, carnival, public exhibition or other similar gathering.”

Event must be in accordance with State Definition!

# Application Process

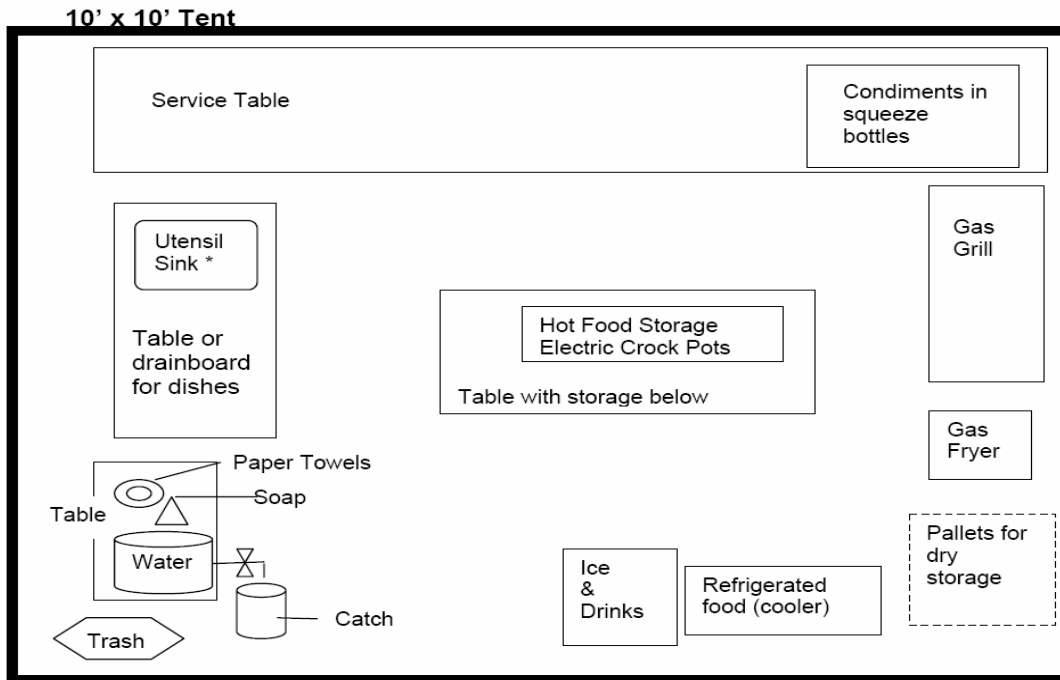
- Application must be submitted **no less than SEVEN days prior to the event!**
- \$75 permit fee required per booth, unless exempted (check or credit card accepted)
- Fees collected at the Environmental Health Permits Office at 311 E. Marion Street, Shelby, NC 28150, or mailed in advance to 315 East Grover Street, Shelby, NC 28150 (704-484-5130)
- **Fees not accepted at event, plan accordingly!!**

# Application Continued

## Diagram of booth setup and menu required:

### EXAMPLE LAYOUT

FRONT (Customer Service Area)



\*Water heater is under sink

# Exemptions

After submitting application, the following groups can be exempted by the health department from obtaining a TFE permit:

- Nonprofit organizations
- Political fundraising committees
- Elderly nutrition programs
- Groups only selling Non-Potentially hazardous foods.
  - Example: popcorn, candied apples, cotton candy, etc.

# Food Safety!

- All foods shall be clean, wholesome, free from adulteration, and from approved source.
- Pre-pattied, and ready to cook meats.
- Foods must be protected from contamination
  - Sneeze shields, stored off ground, covered

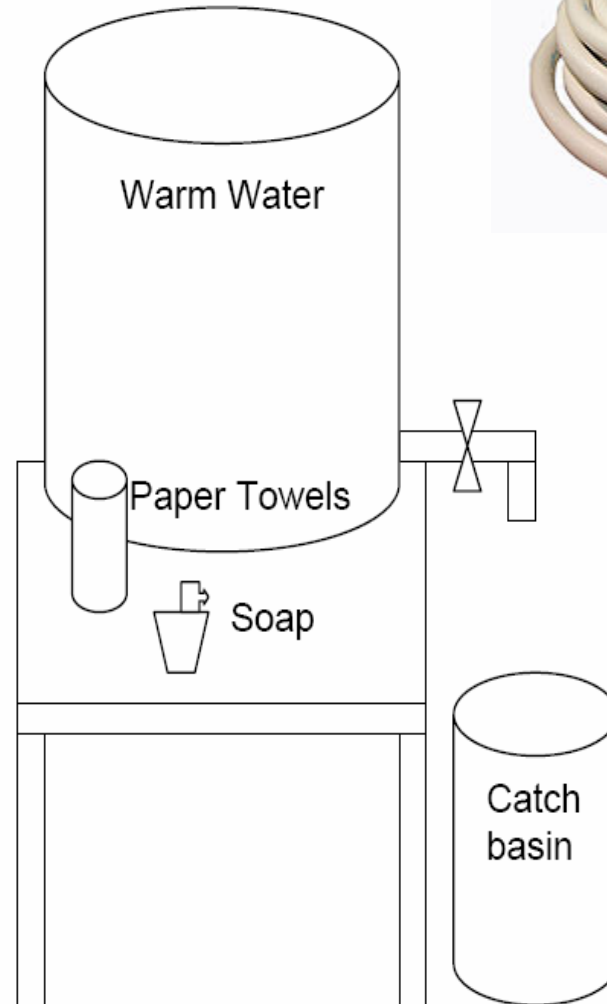
# Food safety! Continued

- Provide an accurate product thermometer.
- Keep hot foods at or above 135 degrees
  - Grills, warming cabinets, ovens, chafing dishes, steam tables, etc.
- Keep cold foods at or below 45 degrees
  - Refrigeration provided.
  - Washable Coolers in good condition with plenty of potable ice.



# Provisions for water and handwashing

- Approved Source: municipal or bottled
- Under Pressure
- Provisions for heating water
- Handwashing station
- Use potable water supply hose if connecting to water source



# Utensil Washing

- At least a single vat sink, large enough to submerge the largest utensils, pots and pans accessible.
- At least one drainboard or counter top space must be provided
- Provide approved sanitizer



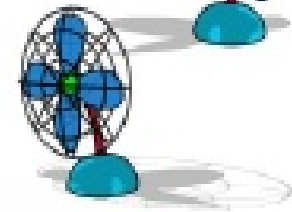
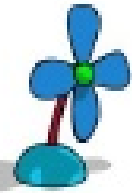
# Sewage disposal

- Approved Manner
  - Municipal sewer
  - Portable sewage disposal large enough to accommodate proposed use
  - Grease and water shall not be poured on top of ground or in storm drains!
  - Conveniently located toilet facilities for employees



# Premises

- Surroundings shall be clean and sanitary
- Arrange food, utensils, and equipment to minimize exposure to insect, dust, and other contamination
- Provide screening or fly fans
- Garbage handled in a sanitary manner



# Employee Hygiene

- Hair restraints recommended
- Clean outer clothing/aprons.



- No sick people preparing food



# Contact information

- Stacie Rhea, REHS, EH Program Coordinator
  - Email: [Stacie.Rhea@clevelandcounty.com](mailto:Stacie.Rhea@clevelandcounty.com)
  - Phone: 704-484-5240
- Michelle Ford, REHS
  - Email: [Michelle.Ford@clevelandcounty.com](mailto:Michelle.Ford@clevelandcounty.com)
  - Phone: 704-484-5272
- Darin Melton, REHS
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  - Phone: 704-484-5144
- Nathan McNeilly, REHS
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  - Phone: 704-484-5137