



**Event contact information:**  
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## FOOD/DRINK VENDOR GUIDELINES

### Agri-Civic Day, August 19, 2023

We are looking forward to an exciting day full of fun and hands-on informational opportunities for our community to learn more about agriculture and arts. The 10<sup>th</sup> Celebration of Stanly County Agri-Civic Day will be held on Saturday, August 19, 2023 from 9:00 am - 3:00 pm - we hope you will consider participating as a food vendor. We have tremendous community support with many demonstrations, exhibits, and vendors, and average over 3,000 visitors each year!

#### **FOOD/DRINK VENDING INFORMATION**

**Cost:** The Food/Drink Vendor fee for Agri-Civic Day 2023 is \$50.00. Checks should be made payable to the Friends of the Agri-Civic Center or FACC, and should be sent in with the completed Food Vendor Application form to Amanda Griffey, 26032-B Newt Rd. Albemarle, NC 28001, or delivered in person at the Agri-Civic Center Monday through Friday, 8:30 AM to 5:00 PM. This fee is a vendor fee only and does not cover or include any required Health Permits or alcohol sales permits.

**Temporary Health Permits Now Required:** NCGS 130A-248 requires all food service that prepare or serve drink or food for pay to have or obtain a permit from the local health department. Temporary food establishment (TFE) permits are issued to facilities which operate for a period of 21 days or less in connection with a fair, carnival, circus, public exhibition or other similar gathering. The permit fee, as established by NC General Statutes, is \$75/vendor and must be paid to Stanly County Environmental Health (SCEH) prior to the event. The fee along with the completed application must be submitted to SCEH a minimum of 15 days prior to the event. No fees will be collected in the field on the day of the event. Applications submitted less than 15 days prior will not be accepted. No food can be prepared for sale at your temporary food establishment at Agri-Civic Day before your stand/booth has been permitted. Any such foods will have to be discarded. This includes, but is not limited to, vegetable chopping or dicing (onions, peppers, potatoes, etc.) and/or meat slicing, marinating, cutting or cooking. Food vendors are responsible for contacting SCEH 704-986-3675, prior to Agri-Civic Day.

If a vendor has a valid "Mobile Food Unit" (MFU) permit in North Carolina, they (vendors) are permitted to sell without obtaining a TFE permit. These vendors are limited to the menu items specified on their MFU permit. The mobile food unit must have the permit displayed and be available for inspection by the Stanly County Health Department. Food vendors who possess an MFU permit are responsible for notifying the health department of any county where they plan to set up, prepare, serve and/or sell food. The Stanly County Dept. of Environmental Health can be reached at 704-986-3675.

A permit is not required for vendors selling only pre-packaged foods, candy items, non-perishable bakery items and other foods exempted by code. NCGS 130A-250 provides exemptions to the following: 1) Establishments that are incorporated as non-profit corporations – GS 55A, 2) establishments that are exempt from federal income tax under the Internal Revenue Code – GS 105-228.90, 3) Political committees – GS 163-278.6(14). These are allowed to operate once per month for no more than 2 consecutive days. If you meet one of these exemptions and have participated in an event within the month you are required to obtain a permit from SCEH. You may be required to provide proof (such as your 501(c)(3) certificate or tax exempt letter) that you meet one of these exemptions.

**NEW FOR 2023- Alcoholic Beverage Sales (Beer & Wine only)**- All vendors selling alcoholic beverages MUST PROVIDE PROOF OF ALL REQUIRED ABC PERMITS for sale and serving of any alcoholic beverage, and MUST INCLUDE the FRIENDS OF THE AGRI-CIVIC CENTER on their insurance as ADDITIONAL INSURED for the event. The Friends of the Agri-Civic Center will also obtain a special one-time ABC Permit for the day of the event. Drinks must be canned or bottled or served from an approved dispensing device.

**Water:** TFE's must be provided with a handwashing facility. At a minimum this must consist of a 2 gallon container with an unassisted free flowing faucet such as a stopcock or turn spout, soap and single use towels, and a wastewater receptacle. Handwashing water must be warm. Three basins of sufficient size to wash, rinse, and sanitize multi-use cooking utensil must be provided. At least one drainboard, table, or countertop shall be provided for air-drying. FACC and Stanly County Health Department will be happy to assist in providing you with the necessary information for your food booth to meet requirements and receive your permit.

It is the responsibility of each food vendor to meet these requirements. Health inspectors will be coming around once, prior to the start of the event, and it is your responsibility to make immediate changes if instructed by the inspectors. Failure to receive a permit will result in your leaving the event immediately without a refund of your participation fee.

**Types of Food:** Potentially hazardous foods such as cream-filled pastries and pies, salads such as potato, chicken, ham, crab, etc. cannot be served. Hamburger patties must be obtained from an approved market or plant, separated by clean paper, and ready to cook. Poultry must be prepared for cooking in an approved market or plant. The TFE application and a checklist can also be found on the Environmental Health website at: <http://www.stanlycountync.gov/food-service-forms/>

## **REGULATION**

- All food vendors, restaurants, individuals, and non-profit groups are welcome to apply as vendors, although all vendors must be in compliance with all local and state regulations.
- Food vendors may set up booths between 7:00 am – 8:00 am on Saturday, August 19<sup>th</sup>, 2023. Any vendors arriving after 8:00 am may have difficulty positioning their vehicles in the assigned spaces, so timely arrival is imperative.

## **SCREENING**

All applicants will be screened by the Agri-Civic Day Committee for participation. Primary factors considered for acceptance will be menu choices, pricing of menu items, duplication of products and timeliness of application return. Secondary factors will include variety and appeal of product, presentation of unit, and applicant's ability to meet event and local requirements and regulations. The screening process, use of generator, size of booth/trailer and date of application will be determinants for booth location.

### **Changes in menu items will require prior approval from the committee and may not be done the day of the event.**

- Food may only be sold from the assigned vending booth location.
- Vendors must abide by all applicable regulations, fire rules and sanitation laws (proper grease disposal, etc.)
- Vendors are encouraged to make their booth space attractive and inviting.
- Fire extinguishers are required (at least one per booth). The Fire Marshal will inspect all booths.
- Vendors are allowed to sell only pre-approved food related items. **No novelty items are to be sold by food vendors.**

### **Anyone found in violation of these regulations must leave the event and will forfeit their booth space and fees.**

<b><u>IMPORTANT DATES</u></b>	<b><u>FACC's Commitment to Good Business Conditions</u></b>
<p><b>7/15/23</b> Application form and all fees must be received or postmarked to participate in Agri-Civic Day</p> <p><b>8/5/23</b> No return of booth fees for cancellations after this date</p> <p><b>8/19/23</b> Agri-Civic Day Event Hours: 9:00 am - 3:00 pm Setup/prep: 7:00 am – 8:30 am</p>	<p>FACC is committed to providing the best environment we can for your food sales by:</p> <ul style="list-style-type: none"><li>➤ Limiting the total number of food vendors</li><li>➤ Providing easy access to water</li><li>➤ Evaluation of each vendor and their menu by Agri-Civic Day Committee promotes competitive pricing among nearby vendors.</li></ul> <p>In order to provide each vendor with unique presence and a competitive business experience, Agri-Civic Day Committee requests a complete menu with prices of the items you plan to sell at this year's event. We look forward to receiving your application and having your business join the wide range of food offerings at Agri-Civic Day 2022!</p>

## **TIMELINES AND REFUNDS**

All fees are deposited upon receipt. The deadline for cancellations is **August 5, 2023**, and no booth fees will be returned after this date. If you decide not to participate, you must notify the FACC office no later than **August 5, 2023**. There will be no refunds past this date. Proper disposal of waste is required. The area will be inspected by the event staff prior to, during, and after the event. If you fail to properly clean or obstruct event site you will be asked to leave. You will forfeit your participation fee and will not be allowed to participate in future FACC events.

## **SECURITY**

All vehicles **MUST** be removed from the event area by **7:00 pm on August 19<sup>th</sup>**. Furthermore, vendors must fully clean their space at the conclusion of the event. **All generated waste water MUST be disposed of in the portable receptacle located near the food vendor area. Absolutely no waste water is to be placed in any storm drains, in the parking lot, driveway or in grassy areas!** All trash should be placed in trash receptacles. **Nothing is to be left on the road, parking lot or sidewalk.**

Sheriff's deputies, Agri-Civic Center staff and volunteers will be on site during event hours. Each vendor is responsible for his/her property. The sponsors of Agri-Civic Day assume no responsibility for theft, loss, or damage to any signage, product, display equipment or property of any vendor.

## **RAINOUT PROCEDURE**

Agri-Civic Day is "rain or shine"; no rain dates! Food vendors should be prepared to continue in the case of light rain. In the case of heavy rain the Event Committee will consider electrical hazards, logistical requirements, vendors' needs, and the requirements of other participants in making any decision about suspension or relocation of any part of the entire event. No refunds will be made due to inclement weather or vendors' decisions not to participate.

## **BOOTH SPACE**

Vendors may apply for more than one space; please utilize separate applications. Vendors must contain all equipment, supplies and storage space within their space; if your booth/trailer size exceeds the booth space size, you must apply for a double booth on your application, or your application will not be processed. Nothing may be hung or taped on trees or utility poles. Booths must be of sound construction, freestanding, and must not obstruct others. No campers, RVs or trailers are allowed on site except during loading and unloading. The space available to each food vendor will be approximately 20' wide.

**110 electrical outlet is available; please indicate your electricity requirements on application. Access to water will be available.**