



Moore County Health Department Environmental Health Section

PO Box 279, Carthage, NC 28327

Phone (910) 947-6283

Fax (910) 947-5127



Temporary Food Establishment Vendor Application

A TFE permit is required to sell food or drinks 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. **TFE Application and TFE Organizer Applications, along with payment, must be received by MCEH at least 15 days before the event start date. Applications submitted less than 15 days before event will be denied. Permit fees are required for each TFE application and must be paid when submitted.**

Applications shall be emailed to MCApplEH@moorecountync.gov

For questions, please call Moore County Environmental Health: 910-947-6283

Event Information

Name of Event: _____ Date of Event: _____

Name of Event Coordinator/Contact: _____ Event Contact Phone/Email: _____

Address of Event: _____ NC _____

Vendor Information

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

Vendor/Booth Name: _____

Vendor Business Address: _____

Applicant Email Address: _____

TFE booth must be completely set up prior to permitting and NO food preparation (cutting, washing, portioning, cooking, etc.) is allowed in the booth until the permit is issued by Moore County Environmental Health.

Will vendor prepare food prior to the event? This includes washing vegetables, marinating meat, or cooking. ☐ 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: _____

Is facility permitted under another jurisdiction in NC? ☐ Yes ☐ No If yes, county of issuance: _____

****Please contact Moore County Environmental Health for FSEs permitted outside of North Carolina. ****

Any advanced preparation offsite from the actual TFE event may require a TFE commissary permit for the preparation site.

What will you use for?

Cold Holding		Hot Holding		Utensil Washing	Hand Washing Set-up
	Refrigerated truck		Chafing dishes	3 Utility sinks	Mechanical sink
	Refrigerator		Steam table	3 Compartment sink	Gravity flow set up
	Freezer		Grill	3 Basins	Other:
	Other:		Other:	Other:	

Check the box which best describes your food booth set up:

Type	Cooling*	Water Source	Waste water
3-sided tent	Ice baths	Public water	Portable toilet at event
Tent with fans	refrigeration	Private well	Event grey water bin
Food trailer	freezer	Bottled water	Other:
Other:	Other:	Other:	

**if allowed as determined by the regulatory authority*

Garbage	Grease	Lighting	
Waste taken offsite	Taken offsite	Shielded	
Dumpster	Receptacle at even	Shatter proof	
Event picks up	Other	Other	Other:

Will you be washing any fruits or vegetables in your TFE booth? ☐ Yes ☐ No

All produce must be washed prior to cutting, preparing, cooking or serving. A separate produce wash sink setup with flowing water is required! If yes, please describe what you will use for a produce wash sink.

I certify that the information in this application is complete and accurate. I understand that:

- Any changes to my operation must be submitted to Moore County Environmental Health for review and approval prior to the day of the event.
- A pre-opening inspection (with electricity and equipment in place) of my temporary food establishment is required before any food may be prepared/processed and before my permit is issued.
- All time and temperature controlled for safety food (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.
- ALL menu items and ingredients must be disclosed on my application or I will not be allowed to serve/sell any items not included.
- Failure to maintain approved temperatures for TCS foods may result in disposal or embargo of the food.
- Permits must be posted in a conspicuous place designated by the regulatory authority.

Vendor Signature: _____

Date: _____

TFE Menu Details

Provide information for all food/menu items in the chart below and check “Advanced Preparation” if the food/menu item will be prepared prior to the event or mark “N/A” if no advance preparation is needed. If ready-to-eat produce (vegetables or fruit) will be prepared in your food booth indicate this in the “Cut, Washed, Assembled” column. Please note that processing product onsite will require a dedicated prep sink. Please include all add-on items such as lettuce, tomato, onion, etc. (example: Hamburgers with cheese, lettuce, tomato, onion). Cooling is only allowed on a case-by-case basis and may not be permitted. **ALL MENU ITEMS AND INGREDIENTS MUST BE INCLUDED.**

****Please note food preparation may not exceed more than 7 days prior to the event.***

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Provide information for all food/menu items in the chart below and check “Advanced Preparation” if the food/menu item will be prepared prior to the event or mark “N/A” if no advance preparation is needed. If ready-to-eat produce (vegetables or fruit) will be prepared in your food booth indicate this in the “Cut, Washed, Assembled” column. Please note that processing product onsite will require a dedicated prep sink. Please include all add-on items such as lettuce, tomato, onion, etc. (example: Hamburgers with cheese, lettuce, tomato, onion). Cooling is only allowed on a case-by-case basis and may not be permitted. **ALL MENU ITEMS AND INGREDIENTS MUST BE INCLUDED.**

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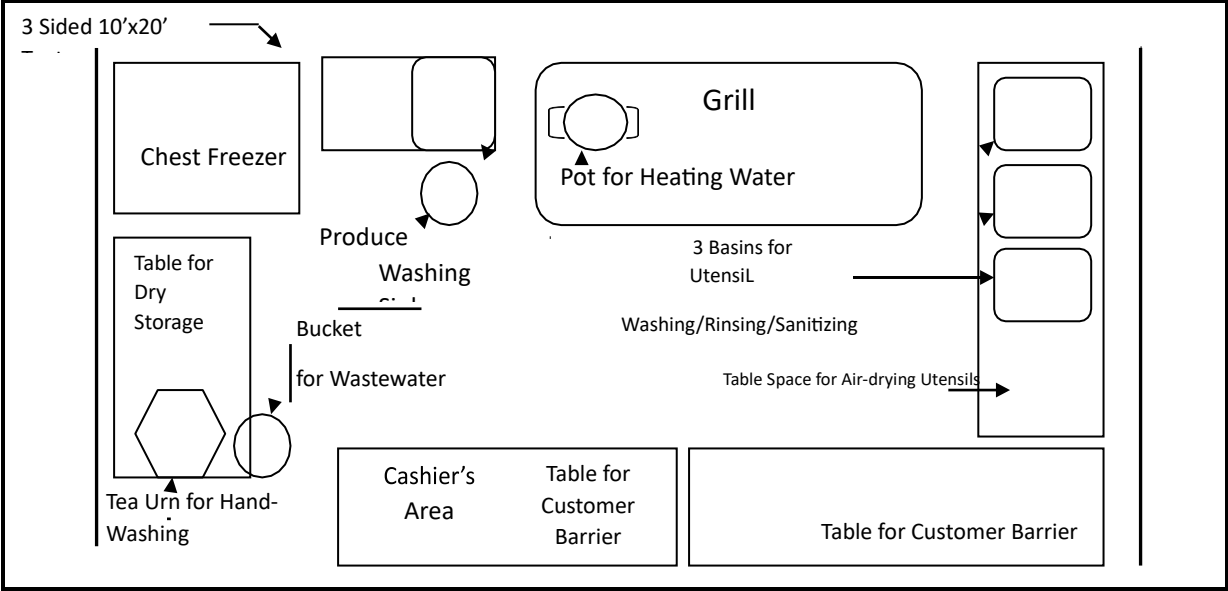
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[illegible]

Set-Up and Layout: See 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. Drawing must include sneeze guards, handwashing stations, produce washing (if applicable), refrigeration, fan placement, etc.



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

Blank area for drawing the food booth/trailer set up.



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Checklist for a Temporary Food Establishment

The following is a checklist to assist 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 Moore County Environmental Health at least 15 days prior to the date of the event.

Person in charge

- Available during all hours of food preparation and service

Employee requirements

- Gloves
- Employee Health Policy Agreement
- Hat, hairnet, 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 (as needed)

Ground covering

- Protection from dust/mud (in the absence of asphalt, concrete or grass)

Water supply

- Approved water source (private wells require testing by MCEH in advance)
- Food-grade drinking water hose(s) – must be labeled
- Method to heat water for handwashing

Wastewater disposal

- Buckets/grey water containers – must be labeled
- Disposal in approved sewage system or port-a-johns

Lighting

- Shielded or shatterproof bulbs above food and

prep areas

Utensil washing

- 3 basins (large enough to fit equipment)
- Soapy water, rinse water, sanitizer
- Drain board or counter space for air drying
- Sanitizer test strips/chemical for sanitizer

Hand washing station

- Warm water (with the ability to heat more)
- **Free-flowing** faucet/stopcock/spigot/nozzle
- Soap and disposable towels
- Wastewater catch bucket – must be labeled

Food Protection

- Approved source-food invoices or receipts
- Food storage above ground
- Separate produce wash sink setup, as needed
- No open food allowed (unless using a TFE Commissary)
- Only foods present disclosed on the application

Food temperatures

- Accurate thin-tip food thermometer
- Cold holding: refrigeration/freezer/coolers with ice

- Thermometers in cold holding units
- Hot holding equipment

Food shields/customer barriers

- No food exposed to customers
- Approved self-service condiments
- Sneeze guards, as needed

I certify that I understand the requirements of obtaining a permit for a temporary food establishment. I will comply with the requirements listed above and any other requirements as described by Moore County Environmental Health while operating my Temporary Food Establishment and must have the above items in place prior to receiving a permit.

Vendor Signature

Date