

WELCOME FOOD VENDORS



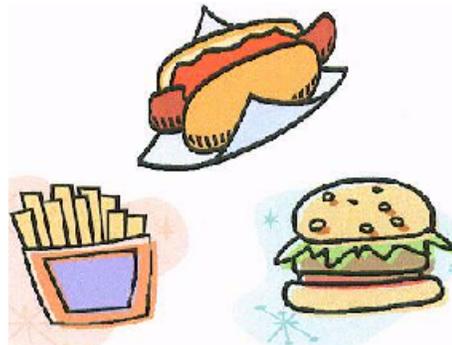
HALIFAX HARVEST DAYS

2005

FOOD VENDOR PACKET

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North Carolina State University and North Carolina A&T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age, or disability. In addition, the two Universities welcome all persons without regard to sexual orientation. North Carolina State University, North Carolina A&T State University, U.S. Department of Agriculture and local governments cooperating.

February 18, 2005

Dear Potential Applicant:

We are looking forward to the 14th Annual Halifax County Harvest Days, September 30, October 1 & 2, 2005. If you have been involved before, we look forward to your return, if not, welcome aboard!

On Friday the events will be geared primarily to the many school children that will be invited (4th grades). Saturday and Sunday will be days full of family, fun, and entertainment. The hours will be 9:30 a.m. - 9:30 p.m. on Friday and Saturday, and 1:00 p.m. - 6:00 p.m. on Sunday.

You are asked to specify which days you will participate. Also, we request all vehicles be out of the area by 9:00 a.m. Ample parking will be provided for all vendors. This year we will have one centrally-located food court, accessible to the entire event complex.

Please consider offering some of the many tasty agricultural products that are native to this area. There are many items from which to choose.

If you are a **commercial vendor** please provide a certificate of insurance for liability and worker's compensation to the above address by September 16, 2005.

If you are a **non-profit vendor** and you carry insurance, please provide a copy of your certificate of insurance to the above address by September 16, 2005. If you do not carry insurance, this is not a problem and will not keep you from participating in this event.

We look forward to your participation in this exciting event. Please take a minute to complete the application and return it to us. Attached is a copy of the sanitation requirements for commercial food vendors only. Non-profit organizations are exempt.

Sincerely,

Jeff Dillard, R.S.

Jeff Dillard, R.S.
Environmental Health Supervisor
252-583-6651

SANITATION REQUIREMENTS

(All food vendors will be permitted the day of the event. Non-profit organizations claiming exemption shall have been approved for exemption by the Halifax County Health Department prior to the day of the event)

- A All food vendors' equipment and areas must be clean before a representative of the Health Department will conduct an inspection.
- B Running water from a potable source shall be available at every site. Water will be piped to various locations. Also a means of collecting the wastewater must be available at every site. An approved wastewater disposal site will be available at the festival and all wastewater must be deposited in this area.
- C If water coolers are to be used as the water holding tanks, the coolers must be cleaned and sanitized on-site before the Health Department will issue a permit to operate.
- D No one will be allowed to bring water from an unapproved source on site.**
- E All food vendors are required to protect utensils, equipment, and food from flies and dust. Screens or effective use of fans is permitted.
- F If food or cooking areas are exposed to the public, dust or insects (in other words, any type of open cooking not in an enclosed unit), food and cooking areas shall be protected on the front, top, and ends with glass or equivalent.
- G Provisions must be available for heating water to wash utensils.
- H A container large enough to wash and submerge the largest utensil must be provided for washing utensils. Sufficient drain board or counter area must be available for drying utensils.
- I Potentially hazardous foods such as cream-filled pastries and pies, and salads containing potatoes, ham, chicken, crab, shrimp, etc. **shall not be served.**
- J Hamburgers shall be pre-pattied and from an approved source. All chicken must arrive and be ready to cook with no cleaning or prep needed.
- K Only packaged, canned or bottled drinks, packaged milk, coffee, or carbonated drinks from an approved source are preapproved. Service of other beverages may be approved, but you must obtain approval from the Health Department prior to the date of the event.
- L All food shall be handled in such a manner as to comply with all rules regarding proper food handling and temperature requirements.

Direct all inquiries regarding setup or planning for food service to Jeff Dillard, R.S., Environmental Health Supervisor at 252-583-6651. You may also contact by email at dillardj@halifaxnc.com. We welcome the opportunity to work with all individuals and ideas.

Halifax County Fire Marshal's
Office 26 North King Street ~ PO
Box 69
Halifax, North Carolina 27839 Phone
252-583-4891 ~ Fax 252-583-2735

Requirements for Fairs, Carnivals and Festivals

For any type fair, carnival or festival, an Operational Permit is mandatory from the Fire Marshal's Office. The Operational Permit must be obtained from the County Fire Marshal. The individual or firm requesting the permit must provide a site plan. Upon review and approval of the plan, the Fire Marshal will issue the required permit (s). In addition to the Operational Permit there must be an additional permit for each tent that is over 200 square feet and/or every canopy that is over 400 square feet. The onsite coordinator for the event must have, at all times, all permits on hand for the duration of the event.

Emergency vehicles (Fire Trucks, EMS vehicles, Law Enforcement vehicles) shall have access to the entire site for the duration of the event.

Tents, canopies and air-supported structures shall be adequately anchored to withstand elements of weather and to prevent against collapsing. All tents, canopies and air-supported structures shall be of a flame resistant material or shall be treated with a flame retardant in accordance with NFPA 701. Proof of a flame retardant shall be provided either by a label or a certificate.

Smoking shall not be permitted in tents, canopies or air-supported structures. Approved **"NO SMOKING"** signs shall be conspicuously posted in each structure or location where smoking is prohibited.

Any equipment used for cooking (charcoal or gas) emitting open flame, fire or heat shall not be permitted inside or located within 20 feet of a tent, canopy or air-supported structure unless approved by the Fire Marshal. Any cooking equipment involving vegetable or animal oils and fats that produce grease laden vapors or smoke shall have a "Class K" rated fire extinguisher within 30 feet of cooking equipment.

Fireworks shall not be within 100 feet of tents, canopies or air-supported structures.
Additional requirements must be met for a fireworks display.

Generators shall be separated from tents, canopies and air-supported structures by a minimum of 30 feet and shall be isolated from contact with the public by fencing or other approved enclosure.

Upon completion of set-up, the Fire Marshal shall inspect premises before any operations begin.

Should you have questions, please contact Halifax County Fire Marshal, Jim Davis at 252-583-4891.

**2005 Halifax Harvest Days
Vendor Application
4-H Rural Life Center
Halifax, NC
September 30, October 1 & 2, 2005**

Name _____

Address _____

Telephone _____

Type of Vendor: Food _____ (**non-profit organization check ___) Craft _____

Type of Food or Craft: _____

Type of electrical hook-up required (list all electrical equipment you would like to use.

Electrical outlets are limited) 110 volt 220 volt

Water required: yes no (Bring your own hose. Commercial food vendors will receive first priority. Availability is limited.

Space required: _____

I will be attending Friday Saturday Sunday All

I have read and agree to comply with the festival guidelines.

Signature

Space Rental: \$50.00 (this fee is non-refundable)

We reserve the right to deny and refund applicants which would duplicate other vendors. Please enclose fee with application. **Application deadline is September 16, 2005. Make checks payable to: County of Halifax. Mail to: Finance Department, P.O. Box 38, Halifax, NC 27839.**

****Non-profit organizations must submit written documentation prior to event.**