



DENVER DAYS FALL FESTIVAL

2010 Food Vendor Application Information

Thank you for your interest in this year's Denver Days Fall Festival. We are proud that our festival has grown to become the largest and best-attended event in the Lake Norman Area! The festival features handmade arts and crafts, local businesses, demonstrations, entertainment, free concerts by nationally renowned acts, a wide variety of food vendors, games, a wide variety of amusement rides, special events, and more!

The 2010 Festival will be managed by the Denver Lake Norman Rotary Club, a non-profit organization of community leaders, business owners, and dedicated citizens. The purpose of the festival is to provide a fun, family oriented event the entire community can enjoy, to enhance civic pride in the Denver area, and to raise funds to be used for recreational facilities and additional resources for the community. Some of the profits from the Denver Days Fall Festival are immediately put back into the community through groups such as the local high school sports boosters. The remaining profits are held in the non-profit Denver Days, Inc. escrow account to develop a park where the community can continue to have events like the Denver Days Fall Festival

This year the festival will be September 29th – October 2nd, 2010.

Enclosed is the food vendor application & festival information to participate as a Food Vendor. Your application does not ensure acceptance. Space is limited; acceptance and booth location assignments will be made at the discretion of the Festival Committee and will be based on receipt of the application and applicable fees as well as the quality and uniqueness of products.

To be considered you must submit:

1. A Completed Denver Days Fall Festival Application Form.
2. A Signed Denver Days Fall Festival Liability Disclaimer.
3. Booth Rental Fee.
4. *If available include a photo or sketch of your booth and a business card for use in media coverage.*

Send the above items and make checks payable to:

**Denver Days Fall Festival
P.O. Box 1701
Denver, NC 28037**

2010 Festival Hours

Set Up Hours:	Friday, Oct 1st	6:00am – 12:00 PM
(NOTE: Health Department Inspections will begin at noon on Friday. All food vendors must be set up prior to inspections.)		
Event Hours:	Friday, Oct 1st	4:00PM – 11:00 PM
	Saturday, Oct 2nd	10:00AM – 11:00 PM

For additional information be sure to visit the Denver Days Fall Festival website at:

www.DenverDays.com

2010 Denver Days Fall Festival - General Information for FOOD Vendor/Exhibitors

Compliance with Rules and Policies

Safety is our first priority at Denver Days and we take our responsibility to provide a safe, family friendly event very seriously. We want everyone to have a wonderful time and we do not want anyone to be hurt at the festival. The Rules and Policies attached below are important to protect the safety of everyone at the festival. These rules and policies will be strictly enforced so please take the time to thoroughly read and understand both the "*Denver Days Fall Festival Rules and Policies for Food Vendors*", the Lincoln County Department of Environmental Health – "*Rules for Food Vendors*" and also the "*Policy on Tents and Canopies*" issued by the Lincoln County Emergency Management & the Fire Marshal's Office. A copy of these documents are included below. Please be aware that Lincoln County rules governing festival exhibitors are more comprehensive and restrictive than in past years.

We must stress that you need to carefully read and understand these documents.

You must agree to comply with all Rules and Policies of the Denver Days Fall Festival and Lincoln County in order to be an exhibitor at the festival. Failure to comply with all stated rules and policies may result in expulsion from the festival, forfeiture of all fees, possible citations from the county, and you will not be accepted to participate in the festival the following year. If you have any concerns or questions regarding any of these rules or policies please contact the appropriate Lincoln County office or contact the Denver Days Festival Committee.

Food Vendor Booth Space Information:

Food vendor booths are issued in 10'x10' increments. All equipment, products, materials, supplies, storage, etc. are allowed only within the food vendors allocated space and must not encroach upon other booths, aisles, or public areas. Food vendor booths are arranged side-by-side in a row. The front side of the booth faces the public aisle and common area equipped with large courtesy tents, tables, and chairs for visitors to eat at. The sides of the booth face adjoining food vendor booths and the back of the booth is along a screening fence. This allows vending only along the front of the booth space.

Note that the festival is held outdoors in a large grass field with no shade from the sun. Exhibitors are encouraged to use a freestanding canopy or covered vending unit. The Lincoln County Emergency Management & Fire Marshal's Office requires that you must provide a minimum of two 10-pound ABC fire extinguishers in your booth for safety.

After dark the festival field will be well lighted by portable light towers but individual exhibitor's tents and canopies may block the light in some areas. Keep this in mind when planning your booth. The basic exhibitor booth fee is for an assigned space on the grass field. No equipment or utilities are provided unless you make specific additional arrangements.

Unit measurements on the application form must include ALL space required including awnings, trailer tongues, storage, hitches, etc. "Length" is that of the side from which selling occurs. "Depth" is the measurement from the back to the front of the unit. Dimensions of unit are subject to verification with appropriate fee adjustment after set up. (Please be accurate in making your measurements). Vending unit and any additional items must stay within your booth's designated limits. All equipment, materials, supplies, storage, vehicles, trailers, etc. are allowed only within vendor's space.

Booth Operating Hours and Tear-down

Your acceptance as an exhibitor at the festival is a commitment by you that your booth will remain open until the festival's closing time at 11 PM. Closing before 11 PM will result in not being accepted to participate in the festival the following year. For the safety of the many visitors at the festival, especially because of the number of children running about, vendor vehicles are not permitted to drive in any area of the festival that is open to the general public. After the festival closes do not drive any vehicles into the festival area until after Denver Days Festival staff have cleared all pedestrians from the area and announced that vehicles are permitted to enter the area.

Utilities: Electrical Service, Water, and Lighting:

Electricity and water connections are available in the food vending area of the festival. Vendors can not provide their own electrical generator unless it meets certain safety and noise requirements and is approved in advance by the Denver Days Festival Safety Coordinator. If you require electricity please be sure to read the "*Denver Days Rules & Policies Regarding Electric Power*"; a copy is included below.

The Vendor is responsible for supplying proper water connection hoses of sufficient length to reach water connection points. Water connections will be between 10 feet and 100 feet from your booth depending upon your booth location.

Vendors must meet all applicable Fire Codes, Environmental Health Codes, and applicable County Codes.

Security

Denver Days, Inc. will provide limited security. However, it is the exhibitor's sole responsibility to provide for their own protection. Denver Days, Inc. assumes no liability for loss, theft, damage, or misplacement of merchandise and equipment from any or all causes.

2010 Denver Days Fall Festival - Rules & Policies for FOOD Vendors

1. **FOR SAFETY – ALL TENTS, CANOPIES, UMBRELLAS, SIGNAGE, and LARGE DISPLAY ITEMS MUST BE IMMEDIATELY STAKED OR OTHERWISE SECURED TO THE GROUND TO PREVENT FALLING OVER OR BEING CARRIED AWAY BY WIND.**
2. **FOR SAFETY - FOOD VENDORS MUST PROVIDE A MINIMUM OF TWO 10-POUND ABC FIRE EXTINGUISHERS AT THEIR BOOTH..**
3. **FOR SAFETY – VENDOR VEHICLES ARE NOT PERMITTED TO MOVE WITHIN AREAS OPEN TO PUBLIC PEDESTRIAN TRAFFIC. DO NOT MOVE VEHICLES IN ANY FESTIVAL AREA UNTIL DENVER DAYS FESTIVAL STAFF HAVE SECURED THE AREA AND ANNOUNCED THAT VEHICLES ARE PERMITTED TO MOVE WITHIN THAT SPECIFIC AREA.** This is important for the safety of our guests, especially children. Exhibitor’s vehicles are not allowed to move in a festival booth area until the area is closed to the public and all pedestrians have been cleared from the area.)
4. **FOR SAFETY - NO PETS OR ANIMALS ALLOWED** except for bona fide service dogs.
5. **FOR SAFETY - EXHIBITORS CAN NOT PROVIDE THEIR OWN ELECTRICAL GENERATOR.** Some exceptions do apply, refer to the “*Denver Days Rules & Policies Regarding Electric Power*” for details regarding electric power at the festival.
6. **FOR SAFETY – EXHIBITORS MUST COMPLY WITH ALL COUNTY LAWS AND REGULATIONS.** All applicable Fire Codes and Environmental Health & Safety Codes must be met. (See the attached:”Lincoln County Tents and Canopies Policy”.)
7. **DO NOT LEAVE VEHICLES PARKED AT YOUR BOOTH SITE.** During set-up one vehicle at a time may be driven to or near your booth site to deliver your booth materials. The vehicle must be immediately unloaded and moved to the designated parking area. No trailers, trucks, cars, wagons, or carts may be left in the festival exhibitor booth area after unloading.
8. **DO NOT DISPLAY, SELL OR GIVE AWAY ITEMS THAT ARE NOT LISTED ON YOUR APPROVED APPLICATION.** Please provide a complete description of all products and pricing for your booth on your application. Changes must be approved prior to the event. Denver Days, Inc. has sole discretion on acceptance of exhibitors, booth activities, and items being sold. Denver Days, Inc. reserves the right to remove any non-approved items or items they deem inappropriate from exhibitor booths.
9. **FOOD VENDORS MUST BE SET-UP TO SERVE FACING INTO THE FESTIVAL’S “FOOD COURT AREA”.**
10. **DO NOT RELOCATE OR MOVE FROM YOUR ASSIGNED BOOTH SPACE(S) WITHOUT APPROVAL.**
11. **DO NOT INFRINGE ON OTHER SPACES OR PUBLIC AREAS.**
12. **NO BOOTH SHARING.** Only one exhibitor per space. Booth space in the festival is non-transferable.
13. **DO NOT UTILIZE LOUD MUSIC, LOUDSPEAKER SYSTEMS, OR MEGAPHONE DEVICES.**
14. **DO NOT CLOSE OR DISMANTLE YOUR BOOTH PRIOR TO 11 PM.** Acceptance in the festival is a commitment by you to participate for the entire festival. Failure to comply will result in not being accepted to participate in the festival the next year.
15. **Booth equipment and materials must be removed from the festival grounds by 12:00PM noon on the Sunday after the festival.**
16. **A completed Denver Days Festival Exhibitor Application must be submitted with the booth space rental fee before booth space will be assigned.** Applications must be received prior to August 1, 2010 in order to be included in media coverage. Booth assignments and parking passes will be issued at check-in on Friday morning.
17. **Refund Policy:** In the event an applicant must cancel, a refund will be made minus a \$50.00 application fee. No refunds will be made 30 days prior to the festival. No refunds are offered for inclement weather.
18. **Two parking passes will be issued for each booth space. Additional Exhibitor parking passes can be purchased for \$10 each.**
19. **FOOD VENDORS MUST OBTAIN A TEMPORARY FOOD SERVICE PERMIT FROM LINCOLN COUNTY:**

The Lincoln County Temporary Food Service Establishment Permit Application is included on the last page of this packet. It must be completed and mailed or faxed, along with the permit fee, to the Lincoln County Department of Environmental Health no later than 14 days PRIOR to the event!. The inspection will take place at noon on October 1, 2010 at the Denver Days Festival, permits must be obtained in time for this event. Questions prior to the event can be answered by Stacy Adcock at 704-736-8426.

Insurance: Food vendors must have in force, a minimum of \$500,000 personal injury and general comprehensive liability coverage (minimum limits of \$500,000 combined single limit coverage for both bodily and property coverage). General comprehensive liability must include Products and Completed Operations coverage and Contractual Liability coverage. Certificate of Insurance must include: Carrier’s name, address, phone number with agent’s signature, company providing coverage, insured name, address, type of insurance and policy number, effective dates and limit amounts. Provide certificate of insurance to Denver Days.

“*Denver Days Fall Festival*” should be listed as Description of Operations and “*Denver Days, Inc., PO Box 1701 Denver NC 28037*” as the additional insured/certificate holder.

2010 Denver Days Rules and Policies Regarding Electrical Power

Electricity is available at most, but not all, exhibitor booth locations. If you require electricity please indicate this by filling out the appropriate section of the Denver Days Fall Festival Exhibitor Application. Please indicate on your application form what voltage you require and the total current draw you will require.

Please note that providing electrical power is one of the largest expenses for Denver Days, Inc. Stealing electrical power by connecting to outlets that you have not paid for or failure to comply with any of the safety rules is grounds for expulsion from the festival and other punitive actions. Safety inspectors will be checking all electrical service throughout the festival.

1. **The fee for electrical service is per outlet**, (i.e., access to a single outlet). You may use multiple outlet extension cords or adapters within your booth but **the total current draw must not exceed 20 Amps for 120 Volt service or 50 Amps for 240 Volt service**. Exceeding this current rating will overload the circuit causing the circuit breaker protection to automatically disconnect electrical power. If you require more power than the current rating you will need to pay for additional electrical outlets.
2. **Sharing of electrical service with other exhibitors is prohibited.**
3. **Connecting to electrical outlets that you have not paid for is prohibited.**
4. **FOR SAFETY** - Electrical outlets will generally be located within 20 feet of most booth locations. We recommend that you bring a heavy duty extension cord. Local safety code dictates that **all extension cords must be at least 12 gauge 3 conductor (grounded) or heavier.**
5. **FOR SAFETY** - The electrical power provided at the Denver Days Fall Festival is Ground Fault Interrupter Circuit (GFIC) protected. **It is important that your equipment be properly grounded** or it will cause the GFIC protection to detect the fault and disconnect power. Denver Days, Inc. is not responsible for correcting ground circuit problems within your equipment.
6. **FOR SAFETY - Do not open, interfere, or meddle with any electrical enclosures, generators, or electrical distribution system.** If you need assistance or there is a problem please contact festival staff so that a qualified electrical technician can safely resolve the issue.
7. **FOR SAFETY and noise reasons exhibitors can not provide their own electrical generator.** In special circumstances exceptions may be granted but this must be reviewed and approved in advance by the Denver Days Festival Safety Coordinator. To qualify for an exception the generator should be professionally installed within the vending unit, it must be properly grounded, it must be GFIC protected, all moving and hot components must be properly guarded, the engine exhaust must have a US Forestry approved spark arrestor and it must not generate noise greater than 70 decibels at 3 feet.
8. **NOTE** - The electrical generators used at the Denver Days Fall Festival are large portable high quality industrial generators that provide good quality, relatively constant voltage; however, if you plan to connect electrically sensitive devices such as computers we recommend that you provide a portable UPS (Uninterruptible Power Supply) or, as a minimum, a good quality surge protector. **Denver Days, Inc. is not responsible for any damage to devices connected to the generated power due to fluctuations or interruptions of power.**

Connection Information for Electrical Power for Denver Days Exhibitors

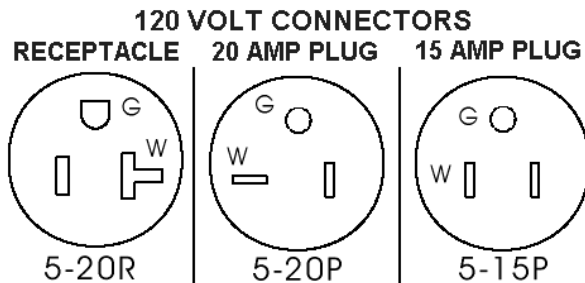
All electrical power at the Denver Days Fall Festival is provided by large industrial portable generators. The standard power available at the festival is:

- ❑ 120 VAC, 20 Amps
- ❑ 240 VAC, 50 Amps

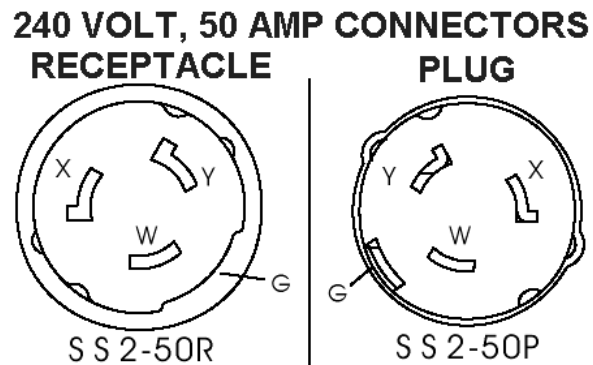


Electrical connection receptacles are as follows:

- 120 VAC 20 Amps – This is a standard three-blade connection (NEMA 5-20) as shown in the picture below. It is the standard type of connector found in residential homes. It is a 2-pole, 3-wire grounding connection.



- 240 VAC 50 Amps – This is a “twist-to-lock” NEMA SS2-50 connector as shown below. It is often referred to as a “Marine Ship-to-Shore” connector and is commonly used for marina docks and other wet outdoors locations. It is a 3-pole, 4-wire grounding connection.



PLEASE NOTE: If the plug connector on your equipment is different than those shown above you will need to use an adaptor. A 240 volt adaptor can often be obtained from a quality marine/boating supply store. We recommend that you provide your own adaptor. Denver Days may be able to provide an adaptor for an additional fee if you are having trouble locating one.



2010 Food Vendor Application (page 1 of 2)

Check one: Business Non-Profit Other

Business Name: _____

Address: _____

City State & Zip: _____

Phone: _____ Fax: _____ Mobile: _____

Contact Name: _____

Email Address: _____

Food Vendor Booth Space Rental Fees:

NON-REFUNDABLE APPLICATION FEE \$ 50.00
 (application fee is applied to booth rental fees)

Booth Space Rental \$17.50 per Frontage Foot
 (Booths are 12' deep. Frontage over 10' is issued in 10' increments)

Examples: 8 Feet Frontage x \$17.50 = \$140.00
 10 Feet Frontage x \$17.50 = \$175.00
 20 Feet Frontage x \$17.50 = \$350.00
 30 Feet Frontage x \$17.50 = \$500.00

Electricity – 120VAC, 20 Amp Max \$ 50.00 per outlet

Electricity – 240VAC, 50 Amp Max \$100.00 per outlet

Water \$ 50.00 per connection

Mandatory Clean-up Deposit Fee (escrow) \$150.00

(Clean-up fee escrow is refunded upon verification of clean site and all waste moved to dumpsters.)

****Note each food vendor must undergo inspection from**

Booth Frontage Required _____ Ft. x \$17.50/ft. = BOOTH RENTAL FEE \$	_____
Electricity.....	\$ _____
Water.....	\$ _____
Clean-up Deposit Fee.....	\$ 150.00
TOTAL DUE	\$ _____

DENVER DAYS FALL FESTIVAL LIABILITY DISCLAIMER

I HAVE READ, UNDERSTAND, AND HEREBY AGREE TO ABIDE BY AND FULLY COMPLY WITH THE RULES AND POLICIES OF THE DENVER DAYS FALL FESTIVAL AND LINCOLN COUNTY.

I FURTHER UNDERSTAND AND AGREE THAT DENVERDAYS, INC., DENVER DAYS BOARD OF DIRECTORS, DENVER DAYS VOLUNTEERS, AND PROPERTY OWNERS OF THE FESTIVAL GROUNDS ARE NOT LIABLE OR RESPONSIBLE IN ANY WAY FOR DAMAGES, INJURY, THEFT OR LOSS OF ME, MY ORGANIZATION, OR ANY PERSONS OR GOODS FROM ANY CAUSE WHATSOEVER. I AGREE TO INDEMNIFY AND HOLD HARMLESS DENVER DAYS, INC., DENVER DAYS BOARD OF DIRECTORS, DENVER DAYS VOLUNTEERS, AND OWNERS OF THE FESTIVAL GROUNDS AGAINST ANY SUCH LOSS, DAMAGE, OR THEFT.

I AGREE THAT DENVERDAYS, INC., DENVER DAYS BOARD OF DIRECTORS, DENVER DAYS VOLUNTEERS, AND PROPERTY OWNERS OF THE FESTIVAL GROUNDS CANNOT BE HELD RESPONSIBLE FOR ANY CLAIMS FOR DAMAGE, INJURY OR LOSS ARISING OUT OF OR IN CONNECTION WITH USE OF SPACE OR FESTIVAL GROUND.

IN THE EVENT THAT THE 2010 DENVER DAYS FALL FESTIVAL IS UNABLE TO BE HELD AS SCHEDULED DUE TO ACTS OF NATURE, ACTS OF GOD, OR ANY OTHER REASON BEYOND THE CONTROL OF DENVER DAYS, INC., OR IF THE FESTIVAL IS INTERRUPTED IN ANY WAY, I AGREE THAT NO REFUND WILL BE MADE AND THAT DENVER DAYS INC. AND ALL AGENTS OF DENVER DAYS INC. WILL NOT BE HELD RESPONSIBLE.

I UNDERSTAND AND AGREE THAT DENVER DAYS, INC. AND ALL AGENTS OF DENVER DAYS, INC. IN NO WAY GUARANTEE ANY RETURN OR BENEFITS TO EXHIBITOR.

I AGREE TO FOREVER INDEMNIFY AND HOLD HARMLESS DENVERDAYS, INC., DENVER DAYS BOARD OF DIRECTORS, DENVER DAYS VOLUNTEERS, AND PROPERTY OWNERS OF THE FESTIVAL GROUNDS FROM AND AGAINST ANY AND ALL CLAIMS FOR LOSS, DEATH OR DAMAGE OF PERSON OR PROPERTY AND ANY OTHER LOSS WHATSOEVER ARISING OUT OF ANY ACT, OMISSION, OR NEGLIGENCE IN THE OPERATION OR CONDUCT OF ME OR MY BUSINESS, INCLUDING VIOLATION OF ANY LAW, AND ALL ATTORNEY'S FEES AND COSTS INCURRED BY THOSE PARTIES.

ALL THE FOREGOING IS AGREED TO IN CONSIDERATION OF AND AS A CONDITION PRECEDENT TO DENVER DAYS, INC. PROVIDING TO ME OR MY BUSINESS APPLIED FOR EXHIBITOR SPACE.

THESE INDEMNIFICATION PROVISIONS SHALL SURVIVE AFTER THE 2010 DENVER DAYS FALL FESTIVAL.

Name (Print Clearly)

Signature

Date

Business/Organization Name

Address



Lincoln County Emergency Management / Fire Marshal's Office
115 West Main Street
Lincolnton, NC 28092
Phone 704-736-8516
Fax 704-732-9036



Tents, Canopies and Other Membrane Structures

General: All tents, canopies and membrane structures both temporary and permanent shall comply and be in accordance with this section. Permanent tents, canopies and membrane structures shall also comply with the International Building Code.

Approval required: Tents and membrane structures having an area in excess of **200 square feet** and canopies in excess of **400 square feet** shall not be erected, operated or maintained for any purpose without first obtaining a permit and approval from the fire code official.

Site layouts: A detailed site and floor plan for tents, canopies or membrane structures shall be provided with each application for approval. Tents, canopies or membrane structures used for assembly shall show the seating layout, exit and egress layouts, and location and type of heating and electrical equipment to be used.

Inspections: The entire tent, air-supported, air-inflated or tensioned membrane structure system shall be inspected at regular intervals, but not less than two, times per day by the applicant or his designate.

Access, location and parking: Must maintain access road or way to allow fire apparatus to be able to get the tents, canopies or membrane structures at all times. Tents, canopies or membrane structures shall not be located within 20 feet of lot lines, buildings, parked vehicle or internal combustion engines. Separation distance between tents, canopies or membrane structures shall be determine by what the tents, canopies or membrane structures are used for. Any tents, canopies or membrane structures 15,000 sq. ft. or larger contact the Fire Marshal's Office.

Fire Break: An unobstructed fire break passageway or fire apparatus road of not less than 12 feet wide and free from guy ropes or other obstructions shall be maintain on all sides of tents, canopies or membrane structures unless otherwise approved by the fire code official.

Anchorage required: Tents, canopies or membrane structures and their appurtenances shall be adequately roped, braced or anchored to withstand the elements of weather and to prevent against collapsing.

Fabric envelope design and construction: Air-supported and air-inflated structures shall have the design and construction of the fabric envelope and the method of anchoring in accordance with Architectural Fabric Structures Institute ASI 77.

Seating arrangements: Seating in tents, canopies or membrane structures shall be in accordance with Chapter 10 of the fire code. Contact the Fire Marshal's Office for all seating arrangements.

Means of egress and aisle widths: Means of egress and aisle widths for tents, canopies or membrane structures shall be in accordance with Chapter 10 of the fire code. The Fire Code Official shall approve all egress means and aisle widths.

Exit openings: Exit openings from tents, canopies shall remain open unless covered by flame-resistant curtain.

Exit Signs, Exit Illumination: Shall meet the fire code check with the Fire Code Official to see what is required.

Flame propagation performance treatment: Before a permit is granted, the owner or agent shall file with the fire code official a certificate executed by an approved testing laboratory, certifying that the tents, canopies or membrane structures and their appurtenances, sidewalls, drops, tarpaulins, floor coverings, bunting, combustible decorative materials and effects, including sawdust used on floors or passageways shall be composed of material meeting the flame propagation performance criteria of NFPA 701 or shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of NFPA 701.

Label: All tents, canopies or membrane structures shall have permanently affixed label bearing the identification of size and fabric or material and treatment.

Certification: An affidavit or affirmation shall be submitted to the Fire Code Official and a copy retained on the premises on which the tents, canopies or membrane structures is located. The affidavit or affirmation shall attest to the following information relative to the flame propagation performance criteria of the fabric:

1. Names and addresses of the owners of the tents, canopies or membrane structures.
2. Date the fabric was last treated with flame retardant solution.
3. Trade name of kind of chemical used in treatment.
4. Name of person or firm treating the material.
5. Name of testing agency and test standard by which the fabric was tested.

Combustible materials: Hay, straw, shavings or similar combustible materials shall not be located within any tents, canopies or membrane structures containing assembly occupancy except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided the sawdust and shavings are kept damp. Combustible materials shall not be permitted under stands or seats at any time. The areas within or adjacent to the tents, canopies or membrane structures shall be maintained clear of all combustible materials or vegetation that could create a fire hazard within 30 feet of the structure. Combustible trash/waste shall be removed from the floor surface inside tents, canopies or membrane structures and the grounds outside and within 30 feet of such structures. All trashcans shall be emptied properly when they become full.

Smoking: Smoking shall not be permitted in or within 20 feet of tents, canopies or membrane structures.

Open or exposed flame: Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside, under or located within 20 feet of any tents, canopies or membrane structures while open to the public unless approved by the fire code official.

Fireworks: Fireworks shall not be used within 100 feet of tents, canopies or membrane structures.

Clearance: There shall be a minimum clearance of at least 3 feet between fabric envelope and all contents located inside the tents, canopies or membrane structures. (These structures that have sides on them)

Fire Extinguishers: All tents, canopies or membrane structures used for cooking shall have a minimum of **two 10-pound ABC** fire extinguishers located inside the tents, canopies or membrane structures and near the cooking area. All other tents, canopies or membrane structures shall have a minimum of **one 5-pound ABC** fire extinguisher located near or next to the tents, canopies or membrane structures. Check with the fire code official to see if any other means of fire protection will be required such as fire trucks, fire hose lines, water supplies or any other auxiliary fire equipment as required by the fire code official.

Cooking Tents: Tents where cooking is performed shall be separated from other tents, canopies or membrane structures by a minimum of 20 feet.

Cooking Equipment and Warming Devices: All cooking equipment and warming devices to be used under or near tents, canopies or membrane structures shall be approved by the Fire Code Official.

LP Gas: LP Gas container shall be located outside of the tents, canopies or membrane structures and secured to prevent tanks from being turned over. All tanks, piping, valves and fittings, which are being used to fuel equipment inside the tents, canopies or membrane structures shall be adequately protected to prevent tampering and located in approved location. Safety release valves shall be pointed away from the tents, canopies or membrane structures. Tanks 500 gallons or less shall have a minimum separation between the tank and the structure not less than 10 feet. Tanks 500 gallons or more shall have a minimum separation between the tank and the structure not less than 25 feet.

Flammable or Combustible liquids: Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from tents, canopies or membrane structures.

Refueling: All refueling of equipment and other items using flammable /combustible liquids shall be performed in an approved location not less than 20 feet from all tents, canopies or membrane structures.

Display of motor vehicles: Batteries shall be disconnected in an appropriate manner, no fueling or defueling of vehicle or equipment within tents, canopies or membrane structures. Check with Fire Marshal's Office for more information on requirements for parking vehicles and other equipment within tents, canopies or membrane structures.

Separation of generators: Generators and other internal combustion power sources shall be separated from tents, canopies or membrane structures by a minimum of 20 feet and shall be isolated from contact with the public by fencing, enclosure or other approved means. Check with the Fire Marshal's Office for other approved means of separations.

Standby personnel: When, in the opinion of the fire code official, it is essential for public safety in tents, canopies or membrane structures used as a place of assembly or any other use where people congregate, because of the number of persons, or the nature of the performance, exhibition, display, contest or activity, the owner, agent or lessee shall employ one or more qualified fire persons, as required and approved by the fire code official. These individuals are to remain on duty during the times such places are open to the public, or when such activity is being conducted. There shall be trained crowd managers or crowd manager supervisors at a ratio of one crowd manager/supervisor for every 250 occupants, as approved by the fire code official.

FESTIVAL FOOD VENDOR RULES & POLICIES (Page 1 of 2)

Lincoln County Department of Environmental Health 302 N. Academy St., Suite B, Lincolnton, NC 28092

Phone: 704.736.8426

Fax: 704.736.8427

- ___ 1. Potable running water under pressure.
- ___ 2. Sewage **MUST** be disposed of in an APPROVED manner. Contract from sponsor must be on file at the health department BEFORE any permits will be issued.
- ___ 3. Be located in a clean area.
- ___ 4. Be constructed and arranged so that food, equipment, etc. are not exposed to contaminants.
- ___ 5. Protect displayed food or equipment by glass or other approved methods on the top, front, and ends.
- ___ 6. Keep all equipment clean.
- ___ 7. Provide a water-heating source for washing utensils. Each vendor must provide his/her own utensil sink. This sink may be the plastic type, deep basin sink on legs, which can be purchased from most any home improvement store. When used, water hoses must be food grade.
- ___ 8. Provide a hand wash facility **separate from all other sinks** including antibacterial soap and single use towels. These facilities may consist of a pan, soap and towels.
- ___ 9. Provide toilets for employees. Public toilets located on the grounds are acceptable if they are kept clean.
- ___ 10. Maintain an internal temperature of 45° F or below **or** 140° F or above for all potentially hazardous foods.
- ___ 11. Provide an accurate refrigerator thermometer for all units.
- ___ 12. Provide an accurate stem type food thermometer (which reads at least 0-220° F).
- ___ 13. Store and handle all foods in a manner so as to prevent contamination from the environment or public. This includes all storage off of the ground.
- ___ 14. Provide an approved sanitizer and test papers.
- ___ 15. Sanitize, air dry and properly store all utensils and equipment.
- ___ 16. Provide watertight garbage containers with tight fitting lids.
- ___ 17. Remove trash daily.
- ___ 18. Keep premises clean.
- ___ 19. Keep food clean, wholesome and free from adulteration.
- ___ 20. Receive food from an APPROVED source. Potentially hazardous foods such as cream filled pastries and pies, and salads such as potato, chicken, ham, crab, etc. **MAY NOT BE SERVED.**
- ___ 21. Purchase hamburgers from an inspected market or plant, ready to cook.
- ___ 22. Purchase poultry from an inspected market or plant, ready to cook.
- ___ 23. Purchase pre-prepared slaw from a permitted restaurant or commercial facility.
- ___ 24. Protection against flies and other insects shall be provided by screening or EFFECTIVE use of fans. If the facility chooses to use fans, COMPLETE air barrier protection only will be deemed acceptable. **For most establishments, this will require a fan or air curtain every couple of feet, all the way around the stand. In most cases, four or more large fans will be needed.**
- ___ 25. Limit drinks to: packaged, canned or bottled, packaged milk and creamers, coffee or carbonated beverages from an approved dispenser.
- ___ 26. Submit written documentation as to what you plan to prepare and the method in which it will be prepared to this office for approval if your menu varies from any of the above-mentioned items.
- ___ 27. Prepare all foods including cakes, pies, etc. in an approved kitchen.
- ___ 28. Maintain records of types and origin of all foods not prepared on site.
- ___ 29. Comply with all communicable and/or infectious disease requirements.

FESTIVAL FOOD VENDOR RULES & POLICIES (Page 2 of 2)

**Lincoln County Department of Environmental Health
302 N. Academy St., Suite B, Lincolnton, NC 28092**

Phone: 704.736.8426

Fax: 704.736.8427

EXEMPTIONS:

A food booth may be exempt from the requirements and not require a permit from the Department of Environmental Health if the following conditions apply:

Establishments that are incorporated as non profit corporations in accordance with Chapter 55A of the General Statutes **or** that are exempt from federal income tax under the Internal Revenue Code, as defined in G.S. 105-228.90 **or** that are political committees as defined in G.S. 163-278.6(14) **and** that prepare or serve food or drink for pay no more frequently than once a month for a period not to exceed two consecutive days.

If you are not exempt, see the next page for the mandatory application for your temporary permit.

Lincoln County Department of Environmental Health
302 N. Academy Street, Suite B
Lincolnton, NC 28092

P: 704-736-8426

F: 704-736-8427

TEMPORARY FOODSERVICE VENDOR APPLICATION

Name: _____

Address: _____

Phone Number: _____

How Many Days will you operate? _____

Name of Event: _____

Days and Times: _____

Please list a complete menu of foods to be served and how they will be held prior to service:

Please list how the wash, rinse and sanitize steps will be completed effectively in your booth i.e. sink and its size, large basins, etc:

Are you representing a church or other non-profit organization and if so, please list your affiliation and tax exempt ID number:

Have you read and gained a general understanding of the Temporary Foodservice checklist provided by your event coordinator: _____

- Please sketch the layout of your booth in the box below.
- All forms must be completed and mailed or faxed to this office no later than 14 days PRIOR to your event!
- Please contact your event coordinator to be informed when you will be required to have your stand set up for inspection.
- We EXPECT you to be set up promptly at the appointed time!
- Please attach appropriate documentation of your payment of the required TFS fee, which is **\$75.00 (seventy five dollars)** per food stand and must be paid at the time of application. NO MONEY WILL BE ACCEPTED BY OUR SPECIALIST IN THE FIELD.

Signed: _____

Sketch:

In the following space, provide a drawing of the Temporary Food Establishment. Identify and describe all equipment including cooking and cold holding equipment, hand-washing facilities, work tables, dishwashing facilities, food and single service storage, garbage containers, and customer service areas.

