



THE NORTH CAROLINA SEAFOOD FESTIVAL

OCTOBER 6-8, 2023

FOOD VENDOR APPLICATION

NON-REFUNDABLE APPLICATION PROCESSING FEE \$50.00

PLEASE NOTE PRE-PACKAGED FOOD VENDORS REQUIRE A NCSF ARTISAN APPLICATION. FOOD VENDORS ARE DEFINED AS BOOTHS IN WHICH FOOD IS PREPARED OR ASSEMBLED AND IS SUBJECT TO HEALTH DEPARTMENT SAFE HANDLING REQUIREMENTS.

WELCOME TO THE 37TH ANNUAL NC SEAFOOD FESTIVAL APPLICATION PROCESS!

The North Carolina Seafood Festival (NCSF) has partnered with the North Carolina Department of Agriculture and Seafood Division (NCDA) and Carteret Catch to promote the Crystal Coast's greatest asset: North Carolina harvested seafood. The overwhelming public demand for locally caught seafood goes hand in hand with the "Eat Local" movement which people are embracing and seeking more natural, local products. People want to know what, and from where, they are eating. The NCSF is dedicated to educating the public on what seafood is available in North Carolina waters and offering full support to our economy vital commercial fishing fleet.

VENDORS SELLING NORTH CAROLINA HARVESTED SEAFOOD WILL BE GIVEN THE FOLLOWING CONSIDERATIONS:

- First consideration on booth acceptance and placement.
- A "Fresh. Local. Got to be NC Seafood" bow banner displayed at your booth.
- NCSF social media will do spotlight features on those vendors displaying the flag in the run up to and during festival weekend and will promote the fresh seafood flags in general which in return will draw more people to your booth.
- Your booth will be highlighted in the print tabloid and marked on all festival maps which will be delivered to local residents, businesses and available to the visiting public at our Information Booth and through the NCSF app.

If vendors agree to sell North Carolina harvested seafood, purchases must be validated with the NCSF office by forwarding a copy of the invoice or purchase order no later than September 15th for inclusion in the tabloid publishing. After the September 15th deadline, all other perks still apply.

We are working with area wholesalers and fishermen to help all vendors find the product desired at a reasonable price. A vetted list of these providers is attached and will also be included in your vendor packet but further negotiations will be between the provider and NCSF vendor. Vendors may also purchase directly from local fishermen provided they are licensed to sell to the public. In order to be allowed to fly a "Fresh.Local." flag, you must purchase ample supply of this product to reasonably cover sales for three days. If you have questions, please contact **the NCSF Office at 252-726-6273** or via email at vendor@ncseafoodfestival.org.

We have no objection to vendors offering a wholesaler display space within your booth for the provider's sign and/or business information if this will help vendors negotiate a satisfactory price.

Fresh.
Local.

NC
got to be
SEAFOOD



The North Carolina Seafood Festival

Post Office Box 1812 • Morehead City, NC 28557 • (252) 726-6273 • Fax (252) 726-0318 • www.ncseafoodfestival.org

2023 North Carolina Seafood Market List

The NC Seafood Festival works in partnership with the seafood industry, NC Catch and local Catch groups, the NC Department of Agriculture, and other businesses and organizations to recognize the importance of seafood to eastern North Carolina. We promote the positive social and economic impact of delicious, healthy seafood harvested from our state's coastal waters.

The market list was developed to help vendors and partners source fresh local seafood during the North Carolina Seafood Festival or for other events throughout the year.

Atlantic Beach Seafood

415 Atlantic Beach Causeway
Atlantic Beach, NC 28512
Phone: (252) 247-2430

B & J Seafood

1101 Highway 70 East
New Bern, NC 28560
Phone: (252) 637-0483

Blue Ocean Market

2010 Bridges Street
Morehead City, NC 28557
Phone: (252) 726-4886

Captain Jim's Seafood

4665 Arendell Street
Morehead City, NC 28557
Phone: (252) 726-3454

Darden's Seafood

310 Cedar Street
Beaufort, NC 28516
Phone: (252) 728-4672

Diamond Shoals Shrimp Company

239 Goshen Back Rd.
Engelhard, NC 27824
Phone: (252) 944-3323

Endurance Seafood

501 Oriental Road
Oriental, NC 28571
Phone: (252) 249-2558

Pamlico Packing Company

66 Cross Road
Grantsboro, NC 28529
Phone: (252) 745-3688

Mattamuskeet Seafood

24694 US Highway 264
Swan Quarter, NC 27885
Phone: (252) 926-2431

Mr. Big Seafood

1254 Island Road
Harkers Island, NC 28531
Phone: (252) 725-9507

Salty Catch Seafood Company

300 Wellons Drive
Beaufort, NC 28516
Phone: (252) 838-9145

Seaview Crab Company

1515 Marstellar Street
Wilmington, NC 28401
Phone: (910) 769-1554

Southern Breeze Seafood

5138 Richlands Highway
Jacksonville, NC 28540
Phone: (910) 430-4289

Washington Crab Company

321 North Pierce Street
Washington, NC 27889
Phone: (252) 946-5796

Willis Seafood Market, Inc.

130 Headen Lane
Salter Path, NC 28575
Phone: (252) 247-2752

*Look for this label on
seafood packaging at
local markets!*





FOOD VENDOR CONTACT INFORMATION

NOTE: THE CARTERET COUNTY TEMPORARY FOOD PERMIT SUBMISSION DEADLINE IS SEPTEMBER 21TH AT A COST OF \$75.00 (SEE ATTACHED FORM)

OFFICIAL BOOTH NAME:					
VENDOR NAME:					
MAILING ADDRESS:					
CITY:		STATE:		ZIP CODE:	
MOBILE PHONE:			SECONDARY PHONE (IF ANY):		
PRIMARY EMAIL:					
WEBSITE (FOR MARKETING PURPOSES):					
SOCIAL MEDIA (FACEBOOK, INSTAGRAM, ETC.) (FOR SHARING & OTHER MARKETING PURPOSES)					

NC SALES & USE TAX OR CERTIFICATE OF REGISTRATION No.:

NO APPLICATION WILL BE ACCEPTED WITHOUT THE REQUIRED TAX NUMBER

FOR MORE INFORMATION: <https://www.ncdor.gov/taxes-forms/sales-and-use-tax#SalesandUseTaxFormsandCertificates-8203>

ATTENDING BOOTH CONTACT IF DIFFERENT FROM VENDOR:

NAME:	
MOBILE PHONE:	

EMERGENCY CONTACT IN CASE OF ACCIDENT OR NO-CONTACT ABSENCE:

NAME:		PHONE:	
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SHOULD YOUR EMERGENCY CONTACT CHANGE BEFORE THE FESTIVAL, PLEASE CALL OUR OFFICE WITH THE CORRECT INFORMATION. THIS INFORMATION WILL BE GIVEN TO OUR OVERNIGHT SECURITY FOR CONTACT IN THE EVENT OF AN EMERGENCY.

WILL YOU REQUIRE SECURED WIRELESS INTERNET SERVICE Yes__ No __ HOW MANY DEVICES WILL YOU BE USING _____

AN APPLICATION PROCESSING FEE OF \$50.00 IS DUE UPON SUBMISSION OF YOUR APPLICATION. THE APPLICATION FEE IS NON-REFUNDABLE. THE APPLICATION FEE MUST BE PAID BY SEPARATE CHECK—DO NOT INCLUDE ANY BOOTH FEES. YOUR APPLICATION WILL NOT BE CONSIDERED BY THE VENDOR COMMITTEE UNLESS FEE, TAX OR REGISTRATION NUMBER, AND ALL OTHER REQUESTED MATERIALS ARE INCLUDED WITH THE APPLICATION. THERE IS A \$35.00 FEE FOR ALL RETURNED CHECKS. PAYMENTS BY CREDIT CARD ARE SUBJECT TO 3% PROCESSING FEE PLUS LOCAL AND STATE TAXES.

REFUNDS: FORCE MAJEURE

VENDORS WILL NOT HOLD THE FESTIVAL PARTICIPANTS, DIRECTORS, VOLUNTEERS, EMPLOYEES, TOWN OF MOREHEAD CITY, OR FESTIVAL SPONSORS RESPONSIBLE FOR CLAIMS, LOSSES, FEES, DAMAGES OR EXPENSE. THE FESTIVAL WILL NOT REFUND FEES DUE TO INCLEMENT WEATHER, PANDEMICS, GOVERNMENT ACTION, STRIKES, TERRORISM ACTS, OR OTHER MATTERS BEYOND ITS CONTROL, INCLUDING BUT NOT LIMITED TO CANCELLATION OF THE FESTIVAL DUE TO A DIRECT RESULT OF A NATURAL OR UNFORESEEN DISASTER WHICH RENDERS THE FESTIVAL UNABLE TO CONTINUE, WHETHER FOR SAFETY OR MONETARY PURPOSES.



VENDOR SPACE SPECIFICATIONS

BOOTHS ARE ALLOTTED IN 10' x 10' MARKED AND NUMBERED SPACES. TRAILERS, TRUCKS, TENTS, VANS, BUSES, ETC. MUST NOT EXCEED 10 FEET IN LENGTH INCLUDING THE TONGUE. A SECOND BOOTH IS REQUIRED IF THE LENGTH OF THE VEHICLE INCLUDING THE TONGUE EXCEEDS 10 FEET IN LENGTH. NO INCREMENTAL SPACES ARE ALLOWED TO COVER ANY AMOUNTS MORE THEN 10 FEET BUT LESS THAN 20 FEET. ALL SIGNS, BANNERS, PRODUCT STANDS, DISPLAYS AND ANY ADDITIONAL INVENTORY FOR RESUPPLY ARE LIMITED TO THE 10'x10' BOOTH DIMENSIONS. NO ENCROACHMENT UPON FOOT TRAFFIC SPACE IN FRONT OF, OR THE FIRE COMPLIANCE SPACE BETWEEN BOOTHS ALLOWED.

TO QUALIFY FOR THE NON-PROFIT RATE, VENDORS MUST PROVIDE NON-PROFIT STATUS DOCUMENTATION. PREFERENCE WILL BE GIVEN TO NORTH CAROLINA SEAFOOD VENDORS.

CHECK ONE:

<input type="checkbox"/>	RETURNING VENDOR	WHICH YEARS?	
<input type="checkbox"/>	NEW VENDOR	IF NEW VENDOR, PROVIDE THREE (3) REFERENCES:	
1.		2.	
		3.	

REFERENCES CAN BE OTHER FESTIVALS, MARKETS, TRADE-SHOWS, OR OTHER EVENTS IN WHICH VENDOR HAS PARTICIPATED.

NUMBER OF BOOTH SPACES WANTED:

<input type="checkbox"/>	10'x10' NON-PROFIT BOOTH @ \$450.00 EACH	PROVIDE A MENU OF ITEMS TO BE SERVED AT FESTIVAL NCSF RETAINS THE RIGHT TO REMOVE MISREPRESENTED ITEMS. (ADDITIONAL PHOTOS OF ITEMS ARE APPRECIATED)
<input type="checkbox"/>	10'x10' COMMERCIAL BOOTH @ \$1000.00 EACH	

CHECK ALL THAT APPLY:

<input type="checkbox"/>	TENT	<input type="checkbox"/>	TRAILER/CART	<input type="checkbox"/>	TRUCK/BUS/VEHICLE	NO VEHICLE, INCLUDING FOOD TRUCKS, WILL BE ALLOWED TO MOVE FOR SERVICE OR RESUPPLY FOR THE DURATION OF THE FESTIVAL—NO EXCEPTIONS
SIZE (LxWxH):				INCLUDE A PICTURE OF YOUR SET UP. REVIEW ATTACHED FIRE CODES FOR RESTRICTIONS AND SIGN.		
ADDITIONAL SET UP TIME REQUIRED? EXPLAIN:						
ALL VENDORS ARE EXPECTED TO STAY OPEN DURING DAYLIGHT HOURS. WILL YOU STAY OPEN AFTER DARK?						<input type="checkbox"/> Yes <input type="checkbox"/> No

ELECTRICAL NEEDS

1. MAXIMUM POWER PER VENDOR BOOTH IS 50 AMPS
2. LOOK AT THE NAME PLATE RATING LOCATED ON EACH PIECE OF EQUIPMENT TO DETERMINE THE AMPERAGE NEEDED FOR THAT ITEM
3. TRUCKS OR TRAILERS WITH A CORD, SELECT FROM THE LIST BELOW. IT MUST BE A GROUND FAULTED CONNECTION WITH A 120 VOLT OUTLET. DIRECT WIRE SERVICE REQUIRES SPECIAL ARRANGEMENTS, MAY NOT BE AVAILABLE DEPENDING ON LOCATION AND IS NOT ENCOURAGED.
4. BASED ON OSHA REGULATIONS, YOU MUST HAVE 100 CONSECUTIVE FEET OF GROUNDED #12 WIRE EXTENSION CORD IN GOOD CONDITION WITH THREE CONDUCTORS.

No. OF:	DESCRIPTION OF SERVICE REQUESTED:	TOTAL COST:	DESCRIPTION OF ITEMS REQUIRING ELECTRIC SERVICE SET UP:
	(1) 120 VOLT SERVICE - \$70.00		
	# OF ADDITIONAL 120 VOLT OUTLETS @\$35.00 EACH		
	# OF 220 VOLT CIRCUITS — 30 AMP SERVICE @\$150.00 EACH		
	# OF 220 VOLT CIRCUITS — 50 AMP SERVICE @\$175.00 EACH		

NOTE: TEMPORARY POWER LOSS OR SURGES ARE NOT UNCOMMON. PROPER ACTION SHOULD BE TAKEN BY THE VENDOR TO PROTECT ANY SENSITIVE EQUIPMENT. FOR ALL SERVICES OF 30 AMPS AND ABOVE, A PHOTO OF YOUR ELECTRICAL PLUG SHOULD BE INCLUDED WITH YOUR APPLICATION. **ABSOLUTELY NO ELECTRICAL CORDS, LIGHTS OR SURGE PROTECTORS WILL BE PROVIDED BY THE FESTIVAL.**



VENDOR INSURANCE COVERAGE THROUGH WEST BEND MUTUAL INSURANCE

ALL VENDORS ARE REQUIRED TO CARRY LIABILITY COVERAGE WITH A MINIMUM AMOUNT AS INDICATED BELOW. COVERAGE CAN BE PURCHASED FOR FESTIVAL WEEKEND THROUGH THE FESTIVAL'S INSURANCE COMPANY FOR \$100.00 PER VENDOR . COVERAGE IS FOR LIABILITY ONLY AND DOES NOT COVER YOUR PROPERTY IN THE EVENT OF DAMAGE OR THEFT.

\$1,000,000 PRODUCTS & COMPLETED OPERATIONS

\$2,000,000 PRODUCTS AGGREGATE LIMIT

DO YOU WISH TO PURCHASE LIABILITY INSURANCE COVERAGE FROM THE NC SEAFOOD FESTIVAL? **Yes** ☐ **No** ☐

IF NO, PLEASE PROVIDE A CURRENT CERTIFICATE OF LIABILITY INSURANCE (COI) FROM YOUR INSURANCE COMPANY LISTING "NC SEAFOOD FESTIVAL" AS AN ADDITIONAL INSURED FOR THE FESTIVAL DATES, USING ADDRESS "412-D EVANS STREET, MOREHEAD CITY, NC 28557".

NO VENDOR WITHOUT A CURRENT COI ON FILE WILL BE ALLOWED TO SET UP FESTIVAL WEEKEND.

ADDITIONAL VENDOR INFORMATION:

SELECTION PROCESS:

EACH APPLICATION IS JURIED BY THE NC SEAFOOD FESTIVAL VENDOR COMMITTEE. ALL VENDORS WILL BE NOTIFIED OF THEIR STATUS IN A TIMELY MANNER. ALL NOTIFICATIONS AND COMMUNICATIONS WILL BE PROVIDED BY EMAIL. INCLUDED PAYMENTS FOR SPACE AND/OR SERVICES WILL BE HELD UNTIL ACCEPTANCE IS GRANTED. ANY PAYMENTS FROM UNAPPROVED VENDORS WILL BE RETURNED VIA USPS. APPLICATION FEE IS NON-REFUNDABLE.

SECURITY:

VENDORS MAY LEAVE PRODUCT IN THEIR TENT OVERNIGHT AT THEIR OWN RISK. DAMAGE OR LOSS WILL BE THE RESPONSIBILITY OF THE VENDOR

RESTOCKING AND VENDOR PARKING:

NO VEHICLES WILL BE ALLOWED TO ENTER THE FESTIVAL FOOTPRINT AFTER 11:00 AM FRIDAY UNTIL VENDOR MOVE-OUT AT 6:00 PM SUNDAY. VENDORS ARE ENCOURAGED TO BRING HAND-CARTS FOR RESTOCKING ITEMS EACH DAY. EXTRA INVENTORY MUST FIT WITHIN THE CONFINES OF THE CONTRACTED SPACE.

FREE PARKING IS OFFERED AT THE STATE PORT, SATURDAY AND SUNDAY ONLY.

PUBLICITY:

IN CONSIDERATION OF ACCEPTANCE OF ENTRY INTO THE NCFS, THE ENTRANT AGREES TO PERMIT THE NCSF TO USE THEIR NAME, PHOTOGRAPHS, FILMS OR OTHER LIKENESS OF PARTICIPANTS, THEIR WARES, AND BOOTH SET UP FOR PUBLICITY, ADVERTISING AND COMMERCIAL PROMOTION, BEFORE, DURING AND AFTER THE FESTIVAL AND GIVES PERMISSION TO PUBLISH OR DISPOSE OF SAME.

WAIVER OF LIABILITY:

PARTICIPATION IN THE NORTH CAROLINA SEAFOOD FESTIVAL SHALL BE AT THE PARTICIPANT'S OWN RISK. THE NORTH CAROLINA SEAFOOD FESTIVAL, ITS OFFICERS, DIRECTORS AND/OR AGENTS SHALL NOT BE LIABLE OF ANY DAMAGES ARISING FROM PERSONAL INJURIES OR DAMAGES SUSTAINED BY THE PARTICIPANT IN OR DURING ACTIVE OR PASSIVE PARTICIPATION IN THE AFOREMENTIONED EVENT. PARTICIPANT HEREBY WARRANTS THERE IS NO DISABILITY, IMPAIRMENT OR AILMENT THAT WOULD PREVENT ACTIVE OR PASSIVE ENGAGEMENT IN THE EVENT, NOR WILL IT BE DETRIMENTAL TO PARTICIPANT HEALTH, SAFETY, PHYSICAL OR MENTAL CONDITION IF HE/SHE/THEY SO PARTICIPATES. PARTICIPANT ASSUMES FULL RESPONSIBILITY FOR ANY INJURIES OR DAMAGES, AND DOES HEREBY RELEASE AND DISCHARGE THE NORTH CAROLINA SEAFOOD FESTIVAL, ITS OFFICERS, DIRECTORS AND/OR AGENTS FROM ANY AND ALL CLAIMS, DEMANDS, DAMAGE, RIGHTS OR CAUSES OF ACTION PRESENT OR FUTURE RESULTING FROM PARTICIPATION IN THE NORTH CAROLINA SEAFOOD FESTIVAL AT MOREHEAD CITY, NC.

BY SIGNING THIS APPLICATION, YOU ARE CONFIRMING THAT YOU HAVE READ AND FULLY UNDERSTAND AND AGREE TO THE TERMS WITHIN THE VENDOR APPLICATION, WILL ABIDE BY THE RULES AS SET FORTH IN THE "VENDOR POLICIES & REGULATIONS" OR RISK BEING DENIED SET-UP OR BEING REMOVED FROM THE FESTIVAL GROUNDS.

AUTHORIZED VENDOR SIGNATURE

DATE:

PLEASE ALSO READ AND SIGN ADDENDUMS FROM THE FIRE MARSHAL AND HEALTH DEPARTMENT AS APPROPRIATE.

CHECKS AND COMPLETED APPLICATION SHOULD BE MADE PAYABLE, AND MAILED TO:

NC SEAFOOD FESTIVAL, PO BOX 1812, MOREHEAD CITY, NC 28557 (OR PAY BY CREDIT CARD BELOW).

CREDIT CARD (CIRCLE ONE): MASTER CARD VISA AMERICAN EXPRESS DISCOVER

NAME AS IT APPEARS ON THE CARD: _____

BILLING ADDRESS (IF DIFFERENT FROM APPLICATION MAILING ADDRESS): ☐ CHECK IF SAME

STREET: _____ CITY, STATE, ZIP: _____

ACCOUNT NUMBER: _____

EXP. DATE (MM/YYYY): _____ SECURITY CODE: _____

CREDIT CARD PAYMENTS ARE SUBJECT TO 3% PROCESSING FEE PLUS LOCAL AND STATE TAXES.



NORTH CAROLINA SEAFOOD FESTIVAL (NCSF)

VENDOR POLICIES & REGULATIONS

FRIDAY MOVE-IN SCHEDULE:

FOOD VENDORS: 6:00AM TO 11:00AM. ALL HEAVY VEHICLES SHOULD UNLOAD AND BE OFF-STREET BY 8:00AM.

WINE & SPIRIT VENDORS: 8:00AM TO 11:00AM. ALL TRAILERS SHOULD BE IN PLACE AND DELIVERY VEHICLE OFF-STREET BY 9AM.

ARTISAN VENDORS: 9:00AM TO 11:00AM.

NO SALES MAY TAKE PLACE PRIOR TO FESTIVAL OPENING AT 12:00 NOON EVEN IF SETUP IS COMPLETE, INSPECTIONS PASSED, AND VISITORS ARE PRESENT PRIOR TO OPENING TIME. VENDORS CAUGHT MAKING SALES PRIOR TO FESTIVAL OPENING WILL BE FINED.

IF YOU NEED AN EXTENDED SET-UP WINDOW, PLEASE MAKE ARRANGEMENTS WITH THE NCSF EVENT COORDINATOR WHEN YOU APPLY FOR SPACE. YOU WILL BE GIVEN A MAP SHOWING THE ENTRY/EXIT ROUTE INTO THE FESTIVAL FOOTPRINT, YOUR MARKED LOCATION, AND STREET PASSES WITH THE VENDOR PACKET. BOARD MEMBERS AND MONITORS WILL BE STATIONED TO ASSIST WITH PROPER LOCATION IDENTIFICATION. ALL VEHICLES MUST BE OFF THE STREETS BY 11:00 AM. VEHICLES NOT OFF THE STREETS BY 11:00 AM WILL BE TOWED AT VENDOR'S EXPENSE. VENDORS WHO ATTEMPT TO MOVE IN EARLIER THAN THE DESIGNATED TIME WITHOUT APPROPRIATE APPROVAL WILL NOT BE ALLOWED ACCESS. **INSPECTIONS WILL BEGIN PROMPTLY AT 10:00AM.**

ALL VENDOR BOOTH FEES PAID WILL BE FORFEITED FOR ANY VENDOR ESCORTED OFF PROPERTY FOR FAILURE OF INSPECTIONS OR OTHER VIOLATION OF RULES.

VENDOR RULES:

- 1) **VENDORS CANNOT SUBLET, ASSIGN, DONATE OR TRADE THEIR SPACE. ANY SUBLETS DISCOVERED WILL BE REMOVED FROM FESTIVAL WITH NO REFUNDS AND ORIGINAL VENDOR WILL BE BARRED FROM FUTURE FESTIVALS.**
- 2) ONLY ONE (1) WATERFRONT VEHICLE PASS WILL BE GIVEN PER VENDOR FOR UNLOADING AND LOADING. SELF-CONTAINED FOOD TRUCKS WILL BE GIVEN AN ADDITIONAL PASS FOR SUPPORT VEHICLE.
- 3) **VENDORS ARE ENCOURAGED TO BRING HAND CARTS TO TRANSPORT INVENTORY TO BOOTHS DURING THE WEEKEND.**
- 4) **NO BOOTH SHALL EXCEED 12 FEET IN HEIGHT-INCLUDING SIGNAGE. VENDORS ARE NOT ALLOWED TO SET ANYTHING UP IN FRONT, BEHIND, OR BESIDE THE ALLOCATED SPACE.** AT NO TIME WILL THE VENDOR BE ALLOWED TO IMPEDE THE FLOW OF TRAFFIC. NO BOOTH SHALL EXCEED THE SPACE REQUESTED AND APPROVED BY THE FESTIVAL.
- 5) **FOOD VENDORS MUST TAKE COOKING SPACE, INVENTORY SPACE AND SERVING SPACE INTO CONSIDERATION. PER THE HEALTH DEPARTMENT, ALL COOKING MUST BE DONE UNDER YOUR OWN TENT SPACE. ALL FOOD VENDORS WITH COOKING EQUIPMENT MUST HAVE A FIRE RATED TENT—NO EXCEPTIONS. ALL EQUIPMENT, SURPLUS INVENTORY, REFRIGERATOR TRAILERS OR COOLER STANDS, ETC. MUST BE WITHIN YOUR SPACE. YOU MUST PROVIDE SPACE NEEDS IN LENGTH PLUS WIDTH DIMENSIONS AND APPLY ACCORDINGLY. VENDORS WILL BE ASKED TO REMOVE ANY ITEMS OR ACTIVITY OUTSIDE THE ASSIGNED SPACE.**
- 6) FAILURE TO NOT ADVISE THE FESTIVAL OF THE CORRECT LENGTH OF A CANTEEN, TRAILER OR FOOD TRUCK INCLUDING TONGUE OR OTHER OUTRIGGING MAY RESULT IN REASSIGNING A VENDOR TO AN ALTERNATE LOCATION OR VENDOR MAY BE ASKED TO LEAVE THE FESTIVAL GROUNDS.
- 7) **THE NCSF DOES NOT GUARANTEE ANY SPECIFIC SPACE ASSIGNMENT REGARDLESS OF TRADITIONAL LOCATIONS OR REQUESTS.** THE NCSF WILL NOTIFY THE VENDOR OF BOOTH LOCATION PRIOR TO THE FESTIVAL AND RESERVES THE RIGHT TO REASSIGN VENDOR SPACES PRIOR TO AND THROUGHOUT FESTIVAL WEEKEND. BOOTHS MAY NOT BE MOVED WITHOUT PERMISSION FROM THE FESTIVAL VENDOR COMMITTEE.
- 8) VENDORS ARE REQUIRED TO HAVE THEIR BOOTHS OPEN UNTIL DUSK ON FRIDAY AND SATURDAY. VENDORS STAYING OPEN UNTIL 11:00PM MUST PROVIDE THEIR OWN LIGHTING AND/OR PURCHASE ELECTRIC OUTLETS. NO GAS, ALCOHOL, OR OPEN FLAME LIGHTING PERMITTED.
- 9) **VENDORS MUST HAVE A MINIMUM OF 100 FT. CONSECUTIVE #12 WIRE WITH 3 CONDUCTORS FOR EACH OUTLET REQUESTED IN GOOD CONDITION.** CORDS THAT HAVE WORN PLACES, SPLICES, AND PLUGS REPLACED WILL NOT PASS INSPECTION. ELECTRIC SET-UP MUST BE ARRANGED FOR AND PAID IN ADVANCE. **TAMPERING WITH THE ELECTRICAL POLES/BOXES/DEVICES WILL RESULT IN IMMEDIATE REMOVAL WITH NO REFUND.**
- 10) NO GAS AND PROPANE GENERATORS. NCSF RESERVES THE RIGHT TO REJECT ALTERNATE POWER SOURCES AS NECESSARY.



NORTH CAROLINA SEAFOOD FESTIVAL (NCSF)

VENDOR POLICIES & REGULATIONS

- 11) **THE NCSF IS A RAIN OR SHINE EVENT. NO REFUNDS FOR NON-ATTENDANCE** (see FORCE MAJEURE, APPLICATION, PG. 1). VENDORS MUST BRING THEIR OWN TABLES, TENTS/TARPS, CHAIRS, ELECTRICAL CORDS, AND ANY OTHER ITEMS NEEDED INCLUDING MATERIALS TO PROTECT PRODUCT AND INVENTORY FROM INCLEMENT WEATHER.
- 12) VENDORS NEED TO BE PREPARED FOR COASTAL WINDS AND MUST BRING ADEQUATE BUCKET ANCHORS FOR TENTS. NO STAKES CAN BE DRIVEN INTO THE PAVEMENT OR GROUND. VENDORS SHOULD LOWER TENTS AT NIGHT AND SECURE LOOSE OBJECTS (TABLES, CHAIRS, DISPLAYS ETC.) TO LESSEN THE CHANCE OF WIND DAMAGE OVERNIGHT.
- 13) IN THE EVENT OF INCLEMENT WEATHER, YOU WILL NOT BE ALLOWED TO REMOVE YOUR BOOTH UNTIL AN OFFICIAL DECISION IS MADE TO CLOSE THE FESTIVAL BY THE EXECUTIVE DIRECTOR AND THE BOARD CHAIRPERSON. HOWEVER, YOU MAY CHOOSE TO LEAVE YOUR BOOTH UNTIL THAT TIME.
- 14) **BOOTHS WHICH DO NOT PASS FIRE INSPECTION WILL BE REMOVED.** ALL NON-FOOD VENDORS MUST HAVE A FIVE (5) LB. ABC DRY CHEMICAL EXTINGUISHER AVAILABLE THAT IS FULL AND HAS BEEN SERVICED IN THE LAST 12 MONTHS WITH TAG OF THE SERVICE COMPANY OR DATE OF PURCHASE WITHIN THE PAST 12 MONTHS. YOUR BOOTH WILL BE INSPECTED BY THE FIRE MARSHALL FOR SAFETY REQUIREMENTS AND THAT EXTINGUISHER IS IN COMPLIANCE. **READ AND SIGN THE ATTACHED FIRE MARSHALL REGULATIONS TO ENSURE YOU FULLY UNDERSTAND THE REQUIREMENTS. FOOD VENDORS HAVE DIFFERENT REQUIREMENTS (SEE REGULATIONS, PG 1).**
- 15) **ANY VENDORS CAUGHT SHARING FIRE EXTINGUISHERS BETWEEN INSPECTIONS WILL BE REMOVED IMMEDIATELY, BOTH LENDER AND LENDEE, WITH NO REFUNDS.**
- 16) VENDORS WILL BE RESPONSIBLE FOR PROPER DISPOSAL OF GRAY WATER AND GARBAGE AT DESIGNATED DROP POINTS. **DISPOSAL OF OIL IS THE VENDOR'S RESPONSIBILITY.** ANY VENDOR DUMPING INAPPROPRIATE MATERIALS WILL BE FINED PER INCIDENT OR REMOVED. VENDORS WILL BE NOTIFIED OF DROP LOCATIONS PRIOR TO THE FESTIVAL.
- 17) VENDOR MUST HAVE PRIVATE LIABILITY COVERAGE AND A COI ON FILE WITH NCSF, OR WILL PURCHASE COVERAGE OFFERED BY NCSF AT THE TIME OF APPLICATION. VENDORS WITHOUT A COI ON FILE WILL NOT BE ALLOWED TO SET UP.
- 18) **PRICES MUST BE POSTED AND VISIBLE TO THE PUBLIC. SECTION BOARD MEMBERS WILL INSPECT AND WILL NOT ALLOW OPENING WITHOUT PROPER PRICING SIGNAGE. VENDORS ARE RESPONSIBLE FOR COLLECTING AND REPORTING THEIR OWN TAXES.**
- 19) VENDORS CANNOT SOLICIT SALES OUTSIDE THEIR BOOTH SPACE. NO SOUND AMPLIFICATION MAY BE USED UNLESS AGREED TO IN WRITING WITH THE NCSF AT THE TIME OF APPLICATION.
- 20) **NO T-SHIRTS, BOTTLED WATER, OR CARBONATED DRINKS MAY BE SOLD.** NCSF RESERVES EXCLUSIVE RIGHT TO SELL THESE ITEMS IN PARTNERSHIP WITH LOCAL COMMUNITY NON-PROFIT GROUPS AS FUNDRAISING OPPORTUNITIES. VENDORS SELLING ITEMS NOT APPROVED IN ADVANCE BY THE FESTIVAL WILL BE ASKED TO REMOVE THE ITEM OR LEAVE THE PREMISES.
- 21) NO RAFFLE SALES WILL BE ALLOWED WITHIN THE SEAFOOD FESTIVAL FOOTPRINT WITH THE EXCEPTION OF ONE GRANDFATHERED NON-PROFIT VFW FUNDRAISER. NO COUPONS MAY BE GIVEN OUT FOR ANY BUSINESS NOT DIRECTLY AFFILIATED WITH YOUR BOOTH. FREE SIGN-UP CONTESTS ARE ALLOWED AS LONG AS WINNER DRAWING TAKES PLACE POST-FESTIVAL.
- 22) NO BALLOONS, SILLY STRINGS OR SNAP-POPS ARE ALLOWED. NO PETS, SKATEBOARDS, BIKES, OR SCOOTERS ARE ALLOWED WITHIN YOUR BOOTH AREA.
- 23) THE NCSF, DIRECTORS, EMPLOYEES, VOLUNTEERS, SPONSORS AND OTHER AGENTS WILL NOT BE HELD RESPONSIBLE FOR LOSS OR DAMAGE BEFORE, DURING, OR AFTER THE FESTIVAL.
- 24) **VENDORS ARE REQUIRED TO FOLLOW ALL COVID-19 MANDATES IN EFFECT DURING OCTOBER 6-8, 2022 AS SET FORTH BY THE STATE OF NORTH CAROLINA AND THE CARTERET COUNTY HEALTH DEPARTMENT. FOR MORE INFORMATION REGARDING COVID-19 MANDATES PLEASE VISIT: <https://www.nc.gov/covid19>**

I HAVE READ AND UNDERSTAND THE VENDOR RULES AND REGULATIONS AND WILL COMPLY WITH ANY AND ALL REQUIREMENTS.
I UNDERSTAND NON-COMPLIANCE MEANS IMMEDIATE CLOSURE AND/OR REMOVAL WITH NO REFUND AND NO ADMISSION TO FUTURE NORTH CAROLINA SEAFOOD FESTIVALS.

NCSF VENDOR SIGNATURE

DATE



PLEASE READ THE FOLLOWING INFORMATION AND MAKE SURE THAT YOU UNDERSTAND ALL REGULATIONS PRIOR TO MOVE-IN ON FRIDAY. FAILURE TO ABIDE BY ALL REGULATIONS WILL CAUSE A DELAY WITH BOOTH INSPECTION WHICH MAY PREVENT A TIMELY OPENING AT FESTIVAL OR COULD CAUSE YOUR BOOTH TO BE PERMANENTLY CLOSED. CALL THE MOREHEAD CITY FIRE DEPARTMENT AT 252-726-5040 IF YOU HAVE ANY QUESTIONS.

I HAVE READ AND UNDERSTAND THE BELOW REQUIREMENTS AND WILL COMPLY WITH ANY AND ALL REGULATIONS.

NCSF VENDOR SIGNATURE

DATE

Morehead City Fire Department

"COMMUNITY BEFORE SELF"



4034 Arendell Street
Morehead City, NC 28557

To: All Vendors

The following rules shall be adhered to during setup and operation at any festival or event that is held within the City limits as well as the ETJ of Morehead City.

Propane Gas:

1. No cylinders or tanks shall be used within a tent or a building.
2. Always position cylinders and tanks so that the pressure relief valve points away from areas where points of ignition, tent openings, and where people may gather.
3. Keep cylinders in an upright position at all times. Place on firm ground or footing and secure tanks.
4. Protect and secure all gas tubing and piping from vehicle and foot traffic.
5. All tanks and cylinders must be a minimum of ten (10) feet from any heat source.
6. Use only regulators, valves, piping, fittings, and hose designed for use with propane gas.
7. All thermostatically controlled appliances are to be equipped with safety shutoff controls. Check for proper working order before using.
8. **All cylinders and tanks shall be plugged when not in use.**
9. **All cylinders and tanks shall be checked for leaks before use and after each cylinder or tank is changed. Leak checks shall be done with a soap and water solution.**

Electrical:

1. **Only UL listed equipment shall be used.**
2. Electrical extension cords shall be grounded, in good condition, and of proper size for application being used.
3. Protect all electrical extension cords from vehicle and foot traffic. All cords shall be taped or covered to prevent tripping hazards.
4. Surge protectors are encouraged for all electrical use.
5. **GFCI (ground fault circuit interrupter) devices are encouraged (may be required by the building inspector)**

Fire Extinguishers:

1. **All vendors** shall have a five (5) lb. ABC dry chemical extinguisher on hand that is full and has been serviced in the last twelve (12) months with tag of the Service Company or indicate date of purchase within the past 12 months.
2. **All vendors that cook with grease or have deep fat fryers shall have a Type K fire extinguisher on hand that is full and has been serviced in the last twelve (12) months with tag of the Service Company.**
3. **All vendors involved in cooking operations (cooking with grease or have deep fat fryers) must have (BOTH) a Class "K" extinguisher and an "ABC" Class extinguisher.**

General precautions:

1. All cylinders and tanks stored or used shall be chained to prevent them from falling.
2. Any Flammable or Combustible liquids (gasoline, diesel, kerosene) used shall be stored in approved containers and placed fifty (50) feet from any heat sources.



Tents:

1. ALL tents involved in cooking operations OR are located adjacent to cooking operations must display a flame propagation seal permanently attached to the tent fabric. Exception: Tents NOT involved in cooking operations and are located a minimum of 20 feet from adjacent tents involved in cooking operations and are exempt from the permit requirement (tents less than the minimum square footage requiring permits) will be exempt from the flame propagation requirement.

2. Tents and membrane structures having an area in excess of 400 square feet (with at least one side enclosed OR ALL tents 700 square feet or larger) and canopies in excess of 400 square feet shall not be erected, operated or maintained for any purpose without first obtaining approval and a permit from the fire code official.

Exceptions: Fabric canopies open on all sides which comply with all of the

- following: Individual canopies having a maximum size of 699 square feet
- The aggregate area of multiple canopies placed side by side without a fire break clearance of 12 feet, not exceeding 699 square feet
- A minimum clearance of 12 feet to all structures and other tents

3. All tents greater than seven hundred (700) square feet shall have a permit issued prior to being erected.

4. **Tents with sides enclosed greater than 400 square feet shall require a permit**

5. There shall be a minimum of **five (5)** feet between each tent. (All tents to include those less than seven hundred (700) square feet)

6. Means of Egress:

- Exits shall be spaced at approximately equal intervals around the perimeter of the tent, canopy or membrane structure and located such that all points are 100 feet or less from an exit.
- Number. Tents, canopies, or membrane structures or a usable portion thereof shall have at least one exit and not less than the number of exits required as follows:

<u>Occupant Load</u>	<u>Minimum Number of Means of Egress</u>	<u>Minimum Width of Each Means of Egress</u> (Tent or Canopy)(Membrane structure)	
10-199	2	72 inches	36 inches
200-499	3	72 inches	72 inches
500-999	4	96 inches	72 inches
1000-1999	5	120 inches	96 inches

- Exit Signs. Exits shall be clearly marked. Exit signs shall be installed at required exit doorways and where otherwise necessary to indicate clearly the direction of egress when the exit serves an occupant load of 50 or more.
- **Exit Sign Illumination**. Exit signs shall be of an approved self-luminous type or shall be internally or externally illuminated by luminaires.
- Means of egress illumination. Means of egress shall be illuminated with lighting having an intensity of not less than 1 foot-candle at floor level while the structure is occupied

7. Please reference the North Carolina Fire Prevention Code, chapter 24, "Tents, Canopies and other Membrane Structures".

All vendors will be checked for compliance prior to event and activities

All vendors involved in cooking operations MUST receive an inspection (indicating vendor is approved) by the Fire Dept with an approved seal affixed on the vendor display placard prior to the start of cooking operations.



Carteret County Environmental Health **Temporary Food Establishments Vendor Information**

Food Protection

- All foods must be obtained from approved sources. Raw meat, poultry, and fish must be purchased in ready-to-cook portions unless otherwise approved by the Health Department.
- Salads that have ingredients that have been cooked and cooled (chicken salad, potato salad, pasta salad, etc.) cannot be prepared at the event, but may be served if sourced from an approved supplier.
- All cold foods must maintain at least 41 F or below using refrigerators, freezers, or a cooler of ice with drainage port.
- All hot foods must maintain at least 135 F or above while being held.
- Heat all raw meats and previously cooked foods to the appropriate final cook temperatures.
- All food and utensils must be stored above the ground.
- All food preparation and storage areas must have overhead covering, such as a tent or roof.
- If food is prepared prior to the event, a "Temporary Food Establishment Commissary Permit" must be obtained from the Health Department no more than 7 days prior to the event.
- No foods should be cooled down and re-served on subsequent days.
- All produce should be washed at the food prep sink unless purchased in a pre-washed form.
- Gloves, utensils, deli paper, or other method must be used to prevent bare hand contact with ready-to-eat foods.

Personal Hygiene

- Food-handlers must wear an effective hair restraint, beard restraints (if needed), clean outer clothing, and only a plain band ring on their hands/arms.
- Food-handlers must be educated on the requirements of the Employee Health Policy and must not work in the food booth if they have a contagious/infectious disease or wound/boil on hands and arms.
- Food-handlers must wash their hands before handling food and clean utensils when coming to work, after using the restroom, after handling money, after handling raw meats, after touching face/hair, or any other activity that can contaminate hands.
- No one should be smoking, eating, or chewing gum in the food booth. Drinks used by workers should be covered and stored away from food and food prep surfaces.

General Operation

- All food service utensils must be washed, rinsed, and sanitized when needed. Use chlorine sanitizer at 50-200 ppm or Quat sanitizer at 200-400 ppm. Use test strips to check concentration.
- All food service equipment and utensils must be kept clean during the event.
- All wastewater and grease must be disposed of in an approved manner. **Do not dump wastewater or grease on the ground or into storm drains.**
- All garbage must be collected and disposed of in an approved manner.

Call Carteret County Environmental Health at (252) 728-8499 for assistance.



Carteret County Environmental Health **Temporary Food Establishments Vendor Checklist**

- ☐ Submit **Temporary Food Establishment Application** at least **15 days** prior to the event.
- ☐ Invoices and receipts for food purchased available for review by the Health Department.
- ☐ All cold food will stored at 41 F or below in approved equipment such as a refrigerator, freezer, or cooler with drainage port.
- ☐ No food prepared before permitting unless prior approval granted by the Health Department.
- ☐ A calibrated digital or dial-stem thermometer capable of reading 0-220 F provided for checking food and water temperatures.
- ☐ A labeled sanitizer bucket or bottle provided along with sanitizer (bleach or Quat) to be mixed on-site.
- ☐ Sanitizer test strips provided for checking sanitizer strength.
- ☐ Three basins provided for washing, rinsing, and sanitizing dishes. Tabletop space provided for storing clean and dirty utensils available. All utensils cleaned before use.
- ☐ Sink provided for produce washed on-site (if applicable).
- ☐ Handwashing station provided with an approved container (at least 2 gallons), filled with warm water (at least 100 F), fitted with a free-flowing faucet, soap, paper towels, and a bucket to catch used water.
- ☐ Hair restraints and clean aprons provided for food-handlers.
- ☐ Gloves, utensils, or deli paper provided for food-handlers to prevent bare hand contact with food.
- ☐ Potable water hoses or approved containers provided for water used. Hoses labeled "Potable water only".
- ☐ Employee health policy and vomit and diarrhea clean-up plan provided to food-handlers and available for review.
- ☐ Food stored above the ground.
- ☐ Overhead covering provided for all food-handling, utensil-washing, and storage areas.
- ☐ Lighting provided is shielded or shatter-resistant.
- ☐ Barriers are provided to separate the public from food and food prep areas.
- ☐ Adequate supply of ice provided from an approved source and stored properly. Scoops provided (if applicable).
- ☐ Ground covering approved (concrete, asphalt, grass, gravel, or other covering)
- ☐ Dispensers provided for condiments used by the public.

Vendor: _____ **Date:** _____

Event: _____ **REHS:** _____



CARTERET COUNTY HEALTH DEPARTMENT

Environmental Health Section

3820-A Bridges Street Morehead City, NC 28557

Phone: (252) 728-8499 Fax: (252) 222-7753



TEMPORARY FOOD ESTABLISHMENT APPLICATION

15A NCAC 18A .2600 defines a temporary food establishment as those who sell potentially hazardous food or drink to the public for a period of 21 days or less, in connection with a fair, carnival, circus, public exhibition, or other similar gathering. The event coordinator must confirm that you are affiliated with or endorsed by the event. This application must be submitted to Carteret County Environmental Health at least 15 days prior to the event. Incomplete applications will not be approved and can prevent you from receiving a permit.

Type of Operation: ☐ Temporary Food Establishment ☐ Temporary Food Establishment Commissary

Name of Event: _____

Location of Event: _____

Event Coordinator Name: _____ Phone: _____

Person in Charge of Booth: _____ Phone: _____

Event Coordinator Email: _____ Person in Charge Email: _____

Date & Time Booth will be set up: _____ *no food prep before permit issuance*

Dates & Time of Operation: Begin date: _____ Begin time: _____
End date: _____ End time: _____

Organization/Business Name: _____

Applicant Name: _____ Phone: _____

Applicant Address: _____
Address City State ZIP

Applicant Email: _____ Emergency Phone: _____

Location & Date of Previous Event: _____

A permit will be required for your operation and a \$75 fee must be submitted to Carteret County Environmental Health unless you meet the exemption below: (Check the box and submit documentation if this applies to you.)

- ☐ Operating as a non-profit organization, political fundraiser, or elderly nutrition program. Attach a copy of the exemption letter from the North Carolina Department of Revenue or the Internal Revenue Service, or a letter from the candidate or political action committee authorizing you to act in this capacity. **Tax Exemption ID Number:** _____
- NOTE:** *If you qualify as one of the above organizations but operate at more than one event per calendar month, or at a single event which exceeds two consecutive days, a permit will be required from Environmental Health. If you are not required to obtain a permit, complete the "Menu" page and sign the last page.*

For facilities requiring a permit, please provide the following information:

1) **What water source will be used?** *(Check one)*

- ☐ Connect to public water supply provided on-site with a food-grade/potable water hose and backflow preventer.
☐ Labeled water containers for potable water that are washed, rinsed, and sanitized prior to filling on-site.
☐ Other: _____

2) **How will wastewater be collected and disposed of?** *(Check one)*

- ☐ Dispose of wastewater in unit provided by event coordinator.
☐ Collect wastewater in an approved container and dispose of at an off-site wastewater disposal system.
Location of off-site disposal system: _____

3) **How will grease be collected and disposed of?** *(Check one)*

- ☐ Dispose of grease in unit provided by event coordinator.
☐ Collect and dispose of grease at an off-site location.
Location of off-site disposal: _____

4) **How will solid waste will be collected and disposed of?** *(Check one)*

- ☐ Dispose of solid waste in unit provided by event coordinator.
☐ Collect and dispose of solid waste at an off-site location.
Location of off-site disposal: _____

5) **Will food served at this event be prepared in advance?** ☐ Yes* ☐ No *(if no, skip to #6 below)*

**If yes, provide the required information below. If you do not hold a valid food service permit at this facility, you must apply for and obtain a Temporary Food Establishment Commissary permit before using that facility.*

Facility Name: _____ Contact Person: _____

Address: _____ Phone: _____

Date & time of advance preparation: _____

Distance & time for transporting food items to the event: _____

How will food temperatures be maintained during transport? _____

6) **How will cold foods be held at 41 F or below?** *(Check all that apply)*

- ☐ Refrigerator/freezer
☐ Coolers with ice *(must have a drainage port on coolers holding food)*
☐ Other: _____

7) **How will hot foods be held at 135 F or above*?** *(Check all that apply)*

- ☐ Heat lamp
☐ Grill/steam table
☐ Other: _____

**Foods heated at the event cannot be used on subsequent days.*

8) **Will any food be served raw or undercooked (i.e. medium rare burgers, over easy eggs, etc.) require a Consumer Advisory in accordance with 3-603.11 of the NC Food Code?** ☐ Yes* ☐ No

**If yes, how will the Consumer Advisory be advertised to the public?* _____

9) Handwashing station: ☐ Plumbed sink ☐ Container with free-flowing faucet (*at least 2 gallons*)

10) How will facility prevent bare hand contact with ready to eat foods?

☐ Gloves ☐ Utensils ☐ Deli paper ☐ Other: _____

11) How will facility comply with the Employee Health Policy and Vomit and Diarrhea Clean-up Plan requirements of the NC Food Code? (*samples of these documents can be emailed to you upon request*)

12) Will produce be washed and prepped at the event? ☐ Yes* ☐ No

**If yes, a separate food prep sink must be provided.*

13) Will 3 basins be provided for washing, rinsing, and sanitizing utensils? ☐ Yes ☐ No

14) What type of sanitizer will be used? ☐ Chlorine ☐ Quat ☐ Other: _____

15) What is the source of ice that will be used? _____

16) What type of barrier will be used to shield food and food contact surfaces from contamination by the public? _____

17) Will all areas where food is prepared and stored have overhead protection? ☐ Yes ☐ No

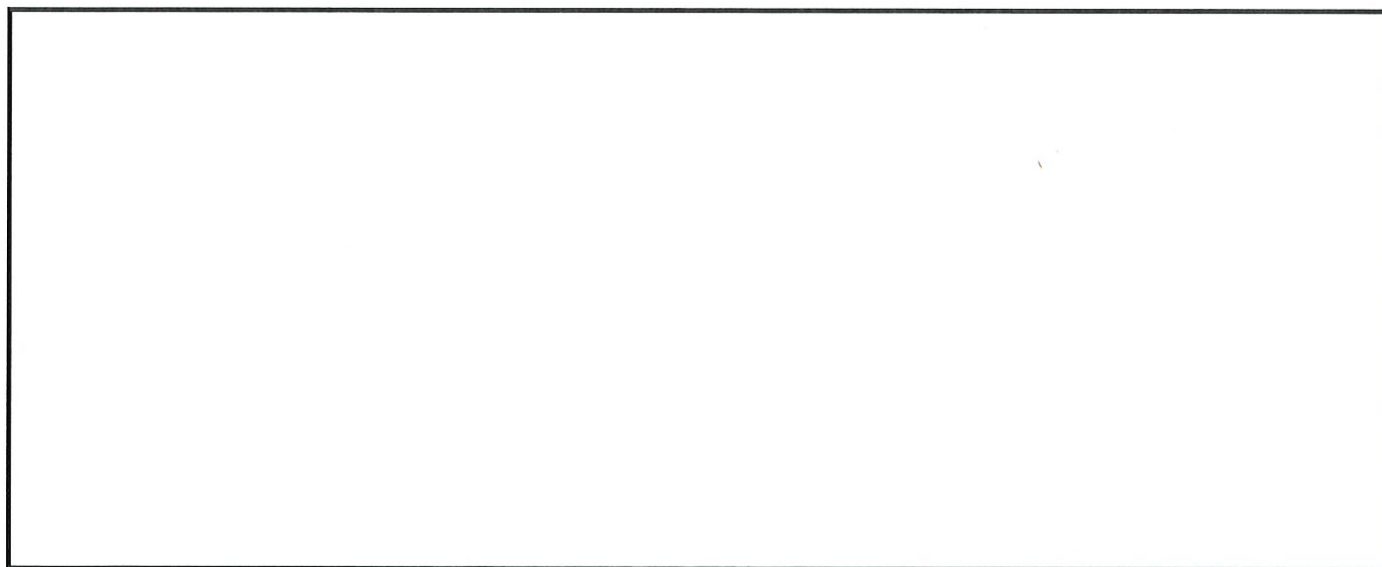
18) Will all areas where utensils are cleaned and stored have overhead protection? ☐ Yes ☐ No

19) What type of ground covering will be provided? (*i.e. concrete, asphalt, grass, gravel, tarps, etc.*)

20) Describe how food and utensils will be stored above the ground. _____

21) Is lighting used by the facility shielded or shatter-proof? ☐ Yes ☐ No

22) Sketch the layout of the facility in the space below.



23) Please list all food items served in the chart below. Indicate how you plan to hold hot food at 135 F or above and cold food at 41 F or below. Receipts or invoices must be provided for all food items purchased. Notify Carteret County Environmental Health if menu items are changed or added to prevent the delay or denial of an operation permit.

FOOD	FOOD SUPPLIER OR SOURCE	THAW HOW? WHERE?	CUT/WASH HOW? WHERE?	COOK HOW? WHERE?	COLD/HOT HOLDING WHERE?	REHEATING HOW?
ie: Hamburgers	Sam's Club	No thawing	No prep	Cooked on grill	Crock pot	No. Disposed of.

Statement: I hereby certify that the information provided herein is accurate to the best of my knowledge.
I understand that:

- Any deviation or variance of this application after it has been approved by this Department may result in the delay or denial of an operational permit.
- Food service facilities which are found to be non-compliant with the design standards listed in 15A NCAC 18A .2600 "Rules Governing Food Protection and Sanitation of Food Establishments" will not receive an operational permit from this Department.
- Approval of this application or issuance of an operational permit by Carteret County Environmental Health does not constitute compliance with other codes, laws, regulations, and ordinances imposed by other regulatory authority having jurisdiction.
- This permit expires at the end of the event listed on the permit.

Signature of Applicant/Operator: _____ Date: _____

Application Submission Requirements:

- 1) Completed application submitted at least **15 days** prior to event.
- 2) Application fee: \$75.

Please keep the following two pages for reference when setting up for your permit at the event.

Please feel free to contact us at (252) 728-8499 if you have questions about this application.