



Alexander County Environmental Health Department
828-632-1000 option # 2 fax 828-632-1354

Temporary Food Establishment (TFE) Food Vendor Application

This application must be completed and submitted to the Alexander County Environmental Health Department to provide information about all food preparation and sales to the public at any public event or exhibition within Alexander County.

Please Note: A fee of \$75.00 will be required for each Temporary Food Establishment application and must be paid with the submission of each Food Vendor Application. This application must be completed and returned to the Alexander County Environmental Health Department no less than two weeks before the event. Vendors arriving at the event without having submitted an application will be inspected after all other vendors have been inspected and permitted and this application has been completed. All vendors must comply with all applicable rules before permit will be issued.

1. Name of Event: _____

2. Location of Event: _____

3. Vendor Name: _____

4. Vendor Business Name: _____

5. Vendor Address: _____
Street Number and Name State Zip

6. Vendor Telephone: (8-5): _____ (Evening): _____

7. Date(s)/Time(s) of Operation: _____

8. Will vendor prepare food prior to the event? Yes No

If "yes", all food must be prepared in an approved kitchen of a restaurant /facility (not a home/domestic kitchen). Provide the name and address of the restaurant/facility in which the advanced food preparation will occur:

Name of Facility: _____

Address of Facility: _____
Street Number and Name State Zip

Date/time of advanced preparation: _____

Approval to use facility granted by: _____ Telephone: _____

Temperature control during transport to event provided by: _____

9. Describe equipment to be used at the event for the following (*required for each booth):

Cold Holding: _____

Hot Holding: _____

Cooking: _____

Reheating: _____

Utensil Washing*: _____

Hand Washing*: _____

Fly Control*: _____

10. Source of water for food booths:

Public Water Supplied by Organizer

Water Supplied by Food Vendor

On-Site Private Well

Bottled Water

11. Describe disposal method for:

Garbage: _____ Waste Water: _____

Grease: _____

12. Provide a complete list of all food/menu items, including ice in the chart below and check "Advanced Preparation" if the food will be prepared prior to the event or check "Prepared at Event" if no advance preparation is needed:

Food/Menu Items	Place of Purchase	Advanced Preparation	Prepared at Event

13. Check the box which describes your food booth set up:

- 3-sided Tent
 Tent with fans
 Mobile Trailer Unit
 Pushcart unit

14. Describe TFE flooring: _____

15. Will the TFE be connected to:

- Water
 Sewer
 Electricity

16. Draw a diagram depicting your food booth set-up. Indicate placement of hand washing station, utensil washing sink, drying rack, fan placement (if applicable), cooking equipment, refrigeration, preparation areas, and all equipment and food protection barriers:

Vendor Signature: _____ Date: _____

For Office Use Only	
EHSComments: _____	

EHS Signature _____	Date _____