

2025 Halifax Harvest Days

Food Vendor Application

4-H Rural Life Center, 13763 Highway 903, Halifax, NC 27839

October 17-October 18, 2024

May 1, 2025

Dear Food Vendor:

We are looking forward to the 33rd Anniversary Halifax County Harvest Days to be held on October 17-18, 2025, and to your return as a food vendor! This festival promises to be two days full of family, fun, and entertainment. Harvest Days takes place on the grounds of the 4-H Rural Life Center located at 13763 Highway 903 in Halifax. Friday is open to visiting school children and chaperones (typically 700+ attendees), and Saturday is open to the public, with attendance of more than 1500 annually. You may choose to come both days or just Saturday. Please indicate on your vendor application which days you intend to set-up.

Festival Guidelines:

- Please be set-up and be with your booth, ready to be permitted by 8 am Friday and/or by 9 am Saturday morning.
- If you are a **commercial vendor**, please provide a certificate of insurance for liability and worker's compensation to the above address by October 3, 2025.
- If you are a **non-profit vendor**, you must provide a copy of your 501c3 form for tax exemption by October 3, 2025. If you carry insurance, please provide a copy of your certificate of insurance with your application by October 3, 2025. If you do not carry insurance, this is not a problem and will not keep you from participating in this event.
- We request all personal vehicles be out of the vendor area by 8am Friday and 9am Saturday. Ample parking will be provided for all vendors.
- Commercial vendors will be given a designated area to set up, and you will be required to check in prior to setting up. If you do not set up at your designated spot, you may be asked to move.
- Participants must provide their own tables, chairs and tents if needed.
- Electrical & water connections are limited. If either is required, please note on the application. If you need water, you must supply your own food grade hose (usually white).
- If you have any preferences or need a particular location (due to mobility challenges, etc.), please make note on the application.
- We reserve the right to deny and refund applicants that duplicate other vendors.
- If you are a commercial vendor, enclose your vendor fee (\$50) with your application. Mail application and vendor fee to Halifax County Cooperative Extension, P.O. Box 37, Halifax, NC 27839 by the application deadline on October 3, 2025.
- All temporary food establishment (TFE) permits in North Carolina cost \$75, mandated by the State Health Department and collected by local health departments. If you do not already have your commercial permit from the Health Department, send the enclosed TFE permit application and a separate check, payable to County of Halifax, for the permit fee (\$75). Mail permit application and permit fee to Halifax County Health Department, P.O. Box 10, Halifax, NC 27839.
- **Vendor fee is 100% refundable up to 15 days prior to the event (October 3, 2025).** If Halifax County cancels the event, you will be given the option of a 100% refund or carrying your vendor fee over to next year's event.

We look forward to your participation in this exciting event. Attached are copies of the sanitation requirements for commercial food vendors only (non-profit organizations are exempt). If you have questions about the event, please feel free to contact us. **Please retain this letter as your reminder of the festival guidelines.**

Sincerely,

Cheryl Tripp, Administrative Assistant
Halifax Cooperative Extension
252-583-5161 Ext. 4521

Robert A. Rose, Registered Sanitarian
Halifax County Environmental Health
252-583-6651 Ext. 237

2025 Halifax Harvest Days

Food Vendor Application

4-H Rural Life Center, 13763 Highway 903, Halifax, NC 27839

October 17 - October 18, 2025

Business/Organization Name: _____

Primary Contact: _____

Mailing Address: _____

Mobile Phone: _____

Email: _____

Type of Food Vendor (check one): _____ Commercial _____ Non-profit organization**

List food & beverages to be sold: _____

Electrical outlets & water access are limited.

Do your services require water? Circle one. YES NO You must bring your own food grade hose.

Do your services require electricity? Circle one. YES NO Electrical connection: [] 110V [] 220V

List ALL electrical equipment you plan to use: _____

Concession unit space needed (10x10, 10x20 or other): _____

Type of concession unit (tent, trailer, food truck, etc.): _____

Dates in attendance - Circle one: Friday & Saturday Friday only Saturday only

I have read and agree to comply with the festival guidelines. (See letter for festival guidelines.)

Signature _____

Applicable Food Vendor Fees (check all that apply):

_____ FREE (non-profit)** _____ \$50.00 (commercial) _____ \$75.00 (temporary permit fee)

Vendor fee or non-profit 501c3 documentation must be included with application.

Application deadline is October 3, 2025.

If you do not already have your commercial permit from the Health Department, please send separate checks for the vendor fee and the permit fee.

Make all checks payable to **County of Halifax**

Mail Commercial Vendor Fee to **Halifax County Cooperative Extension, PO Box 37, Halifax, NC 27839**

Mail Temporary Permit Fee to **Halifax County Health Department, PO Box 10, Halifax, NC 27839**



HALIFAX COUNTY HEALTH DEPARTMENT ENVIRONMENTAL HEALTH DIVISION

Post Office Box 10
15 West Pittsylvania Street
Halifax, NC 27839

Phone: (252) 583-6651

Fax: (252) 583-2245

NOTICE TO FOOD VENDORS

For any festival or event at which you plan to prepare and sell food, the following items shall be completed for you to obtain a permit from the Health Department to operate and sell food at the event.

1. The attached application and fee of \$75.00 shall be returned to us at least **2 weeks** before the event.
2. Upon arrival at the event, your unit shall already be clean and ready to go.
3. **NO** food shall be prepared at home or any location and then brought to the event. All food must be cooked at the event.
4. **NO** water can be brought from home or your place of business to the event. Water is provided at the event. You must bring a food grade hose (usually white).
5. Carefully review all of the attached information.

You are required to apply and pay the fee each time you sell food as a temporary food stand, anywhere in the state of North Carolina. Failure on your part to follow these instructions may result in denial of a permit to prepare and sell food. If we inspect your unit and a permit is denied, you will not be eligible for a refund of the \$75.00 application fee; however, if you are unable to attend the event for any reason, we will refund your money.

Thank you in advance for your cooperation.

Robert A. Rose, L.S.S., R.E.H.S
Soil Scientist



HALIFAX COUNTY PUBLIC HEALTH SYSTEM

Post Office Box 10
15 West Pittsylvania Street
Halifax, NC 27839
Phone: (252) 583-6651 Fax: (252) 583-2245

Application for Temporary Food Establishment **(TFE) \$75 fee payable to: Halifax County**

PLEASE NOTE: Rule .2665(d) of the North Carolina Food Service Rules requires all applications to be made **no fewer than 15 calendar days prior to the event.**

1. **Establishment Name:**
2. **Operator's Name:**
(Each Operator shall comply with Section 2-201 of the NC Food Code and keep an Employee Health Policy Agreement form for each person involved in food preparation and service.)
3. **Operator's Mailing Address:**
4. **Operator's Phone Number:**
5. **Event Name:**
6. **Event Location:**
7. **Hours of Operation at Event:**
8. **Time that Food Establishment will be ready for Inspection:**
9. **Event Organizer Name:**
10. **Event Organizer Contact Info:**
11. **BACKGROUND:** Please list the name and location of the most recent event that you operated at as a TFE.

12. **MENU:** List all foods to be prepared or served. (Note: Any changes to the proposed menu must be submitted to the health department at least 3 days prior to the event.)
13. **FOOD SAFETY:** Describe your food handling procedures and include the anticipated food volume and the source of all food.
14. **FOOD EQUIPMENT:** List all food service equipment.
15. **WATER & WASTEWATER:** Describe the water supply to be used and the provisions for handling wastewater.

Layout of booth attached. Please include a sketch or photograph showing the location of all equipment, tables, sinks, food storage, and other relevant features.

I certify the information enclosed to be true and accurate to the best of my knowledge. I understand that providing safe food to the public is my responsibility and will follow all requirements to provide safe food to the best of my ability.

(Signature of Operator) (Date)

REQUIRED INFORMATION FOR NON-PROFIT EXEMPTION

Groups who believe they qualify for an exemption to the T.F.E. permitting requirements must submit proof of exemption status. Please complete the following:

Tax ID#:

Verification Letter for non-profit status shall be attached.



HALIFAX COUNTY HEALTH DEPARTMENT
ENVIRONMENTAL HEALTH DIVISION
P. O. Box 10
Halifax, NC 27839
Phone: (252) 583-6651 Fax: (252) 583-2245

TEMPORARY FOOD ESTABLISHMENT SANITATION REQUIREMENTS

On September 1, 2012, new T.F.E. rules and regulations were adopted by North Carolina. The following is a summary of the T.F.E. rules as set forth in the N.C. Foodservice Rules.

FOOD

- A. **Approved Source.** Food must come from approved sources. Be prepared to show invoices or other documentation of your food supply. No food can be prepared at your residence. If food is proposed to be prepared offsite, a "Temporary Food Establishment Commissary" permit must be obtained from the Health Department. Do not begin any food preparation until you receive a T.F.E. permit.
- B. **Ready-to-Cook Meats.** Raw meat, poultry, and fish shall be purchased in ready-to cook portions.
- C. **Food Protection.** Barriers are required in order to protect food and food contact surfaces from contamination. For outdoor cooking, overhead protection is required. A combination of fans and screens may be necessary in order to keep dust and insects out of the T.F.E. area.
- D. **Ground Covering.** In the absence of asphalt, concrete, or grass, non-absorbent ground covering such as indoor/outdoor carpeting, tarps, etc. will be needed in order to control dust or mud.
- E. **Food Storage.** All food shall be stored above the ground or floor and arranged to prevent contamination.
- F. **RTE Foods & Ice.** Ready-to-Eat foods cannot be stored in direct contact with ice.
- G. **Food Reservice.** Heated food shall not be cooled and re-heated for service on subsequent days.
- H. **Salad Item Restriction.** Ingredients that must be cooked and cooled are not allowed to be prepared in a T.F.E. (I.E. Grilled Chicken); however, these ingredients may be used if bought from an approved source already cooled.
- I. **Cooler Drain Plugs.** Non-mechanical coolers shall have a drainage port.

EMPLOYEE HYGIENE

- A. **Employee Health.** Operators shall be compliant with Section 2-201.11 of the NC Food Code Manual. It is recommended that each employee complete an “Employee Health Policy Agreement” form in order to document compliance.
- B. **Hygiene Requirements.** Employees shall wear clean clothing and use effective hair restraints. Fingernails shall be trimmed and maintained so the surfaces are cleanable and not rough. Anyone wearing fingernail polish or artificial fingernails must use gloves in an approved manner. Except for a plain ring such as a wedding band, food service employees may not wear jewelry including watches or bracelets.
- C. **Handwashing.** Employees shall wash their hands before beginning work, after visiting the restroom, and as often as necessary to remove contamination and keep hands clean.
- D. **Tobacco Use.** Employees shall not use tobacco in any form in a T.F.E.

EQUIPMENT & OPERATIONS

- A. **Clean Equipment.** Equipment and utensils shall be clean. No T.F.E. permit will be issued if equipment is dirty during the inspection. Food service equipment and surfaces shall be cleaned as often as necessary to remove soil and contamination; however, a minimum cleaning frequency of every four hours is required.
- B. **Proper Storage & Handling.** In-use utensils such as spatulas, tongs, serving spoons, etc. shall be stored in such a way as to prevent contamination.
- C. **Hand-Wash Station.** A hand-washing facility consisting of at least a two-gallon container of warm water with an unassisted free-flowing faucet such as a stopcock or turn spout, soap, single-use towels, and a wastewater receptacle is required. This station shall only be used for hand washing!
- D. **Ware-Wash Station.** Three basins of sufficient size to submerge, wash, rinse, and sanitize food service equipment shall be provided.
- E. **Wash Water.** The wash water must be at least 110 degrees F.
- F. **Sanitizing Solution.** The following chemical sanitizer strengths and contact times are required:
 - 1. Chlorine: 50 ppm with a contact time of at least 10 seconds
 - 2. Q.A.C.: Per manufacture’s directions (Typically 150-400 ppm) for 30 secondsNOTE: A testing method such as chemical strips will be required.
- G. **Air-Drying Space.** Adequate area is needed for air-drying equipment and utensils.
- H. **Food Prep Sink.** A food prep sink is required for washing produce.

- I. **Light Shields.** Light bulbs over food storage and prep surfaces shall be effectively shielded.
- J. **Water Supply Hoses.** Only containers and hoses approved for potable water use shall be used.
No one will be allowed to bring water from an unapproved source on site. K.
- Wastewater Containers/Hoses.** These devices must be labeled “Wastewater”. L.
- Garbage Containers.** Sufficient garbage containers, with tight-fitting lids, shall be used.
- M. **Sanitizer Containers.** Buckets and spray bottles containing sanitizer must be labeled. Containers that previously housed a chemical product may not be reused as spray bottles.
- N. **Restroom Access.** Employees must have access to a properly supplied restroom facility.
- O. **Restricted Access.** Public access shall be restricted from the working area of the T.F.E.

Direct all inquiries regarding setup or planning for food service to the Halifax County Environmental Health Division at 252-583-6651. We welcome the opportunity to work with all individuals and ideas.



HALIFAX COUNTY HEALTH DEPARTMENT

ENVIRONMENTAL HEALTH DIVISION

P. O. Box 10

Halifax, NC 27839

Phone: (252) 583-6651 Fax: (252) 583-2245

T.F.E. Checklist

Management and Personnel

	Health Policies. T.F.E. meets employee health policy requirement in Section 2-201.11
	Employee Hygiene. Clean clothes, effective hair restraints, and approved fingernails
	Jewelry. No rings, other than a smooth wedding band, no bracelets, and no watches
	Handwashing. Employees understand when, where, and how to wash their hands
	Tobacco. No tobacco use in any form

Food

	Approved Source. No prior or unapproved off-site food prep. Invoices if doubtful.
	Ready-to-Cook Meats. Raw meat, poultry, and fish must be in ready-to-cook portions
	Food Protection. Effective barriers. Overhead protection. Screens & fans needed?
	Ground Covering. Required if T.F.E. operates on bare earth or muddy sites
	Food Storage. Food stored above ground. Food arranged to prevent contamination.
	Ice. R-T-E foods shall not be stored directly in contact with ice
	Cook & Serve. No cooling and reheating of previously cooked foods for service
	Salad Item Restriction. No cooking & cooling meats for salads (i.e. Grilled Chicken)
	Cooler Drain Plugs. Non-mechanical coolers must have drainage ports.

Equipment & Operations

	Clean Equipment. Utensils, coolers, & food prep surfaces shall be clean (4 hour rule)
	Utensil Storage. In-use utensils such as tongs, spoons, etc. shall be properly stored.

	Hand-wash Station. Approved $\geq$ 2 gallon container of water, soap, & paper towels.
	Wastewater Container. Labeled container for wastewater (i.e. 5 gallon bucket)
	Ware-wash Station. 3 basins of sufficient size for wash, rinse, & sanitize method
	Wash Water. Means of providing water temperature of at least 110 degrees F
	Sanitizing Solution. Labeled containers of sanitizer. 50 ppm Cl or 200 ppm Q.A.C.
	Air-Drying Space. Adequate area for air-drying equipment and utensils
	Water Supply Hoses. Approved food-grade water hoses
	Garbage Containers. Adequately sized garbage containers with tight-fitting lids
	Restrooms. T.F.E. personnel must have access to restroom facilities
	Restricted Access. Public access shall be restricted to working areas of the T.F.E.

Employee Health Policy Agreement

Reporting: Symptoms of Illness

I agree to report to the manager when I have:

1. Diarrhea
2. Vomiting
3. Jaundice (yellowing of the skin and/or eyes)
4. Sore throat with fever
5. Infected cuts or wounds, or lesions containing pus on the hand, wrist, an exposed body part (such as boils and infected wounds, however small).

Reporting: Diagnosed Illnesses

I agree to report to the manager when I have:

1. Norovirus
2. Salmonella Typhi (typhoid fever)
3. Shigella spp. infection
4. E. coli infection (Escherichia coli O157:H7 or other EHEC/STEC infection)
5. Hepatitis A

Note: The manager must report to the Health Department when an employee has one of these illnesses.

Reporting: Exposure of Illness

I agree to report to the manager when I have been exposed to any of the illnesses listed above through: 1. An outbreak of Norovirus, typhoid fever, Shigella spp. infection, E. coli infection, or Hepatitis A.

2. A household member with Norovirus, typhoid fever, Shigella spp. infection, E. coli infection, or hepatitis A.
3. A household member attending or working in a setting with an outbreak of Norovirus, typhoid fever, Shigella spp. infection, E. coli infection, or Hepatitis A.

Exclusion and Restriction from Work

If you have any of the symptoms or illnesses listed above, you may be excluded* or restricted** from work.

*If you are excluded from work you are not allowed to come to work.

**If you are restricted from work you are allowed to come to work, but your duties may be limited.

Returning to Work

If you are excluded from work for having diarrhea and/or vomiting, you will not be able to return to work until more than 24 hours have passed since your last symptoms of diarrhea and/or vomiting.

If you are excluded from work for exhibiting symptoms of a sore throat with fever or for having jaundice (yellowing of the skin and/ or eyes), Norovirus, Salmonella Typhii (typhoid fever), Shigella spp. infection, E. coli infection, and/or Hepatitis A, you will not be able to return to work until Health Department approval is granted.

Agreement

I understand that I must:

1. Report when I have or have been exposed to any of the symptoms or illnesses listed above; and
2. Comply with work restrictions and/or exclusions that are given to me.

I understand that if I do not comply with this agreement, it may put my job at risk.

Food Employee Name (please print) Signature of Employee Date Manager (Person-in-Charge) Name (please print) Signature of Manager (Person-in-Charge) Date

Halifax County Inspections
15 West Pittsylvania Street ~ P.O. Box 69
Halifax, North Carolina 27839
Phone 252-583-4891 ~ Fax 252-583-2735

Fire Code Requirements for Fairs, Carnivals, and Festivals

For Fairs, Carnivals or Festivals conducted in Halifax County by any City, Town, Municipality, individual or group (Profit or Non-Profit), an Operational Permit is **mandatory** from the Halifax County Fire Marshal. The Operational Permit must be obtained from the County Fire Marshal prior to the event. The City, Town, Municipality, individual or group 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 400 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, EMS and Law Enforcement) shall be shown on the site plan and 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 NFPA701. This applies to tents over 400 square feet and canopies over 400 square feet. Proof of a flame retardant shall be provided either by a label or a certificate. Tents connected together will be treated as one tent and must meet the same requirements.

Smoking shall be **PROHIBITED** in tents, enclosed canopies and air supported structures. Approved "**NO SMOKING**" signs shall be conspicuously posted in each structure or location.

Tents where cooking is performed under the tent, shall be separated from other tents, air-supported structures and canopies by a minimum of 20 feet. Outdoor (open air) cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet from a tent, air-supported structure or canopy. Cooking equipment involving any amount of vegetable or animal oils or fats that produce grease-laden vapors or smoke shall have a "Class K" rated fire extinguisher **OR** a 3A-40BC Dry Chemical Fire Extinguisher within 30 feet of cooking equipment. All fire extinguishers being used shall have a current service certification tag on the extinguisher.

Fire works shall not be within 100 feet of tents, canopies and air-supported structures.

****Additional requirements must be met for fireworks display****

Generators shall be separated from tents, canopies and air-supported structures by a minimum of 20 feet and shall be isolated from contact with the general public by fencing, enclosure or other approved means.

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

Should you have any questions, please contact the Halifax County Fire Marshal at the number or address listed above.

Updated 05/2017

A List of Some Non-Hazardous Foods That Do NOT Require a Food Service Permit from the Local Health Department

1. Funnel Cakes
2. Candied Apples
3. Boiled Peanuts
4. Cotton Candy
5. Popcorn
6. Pork Rinds
7. Wheat Pellets
8. Dip or Scoop Ice Cream
9. Flavored Shaved Ice Products
10. Baked Goods

The North Carolina Department of Agriculture regulates non-hazardous baked goods operations, home canned goods, and other foods not regulated under by the local health department.

A potentially hazardous food requiring a Food Service Permit would have a pH level ≥ 4.6 OR a water activity value of ≥ 0.85 .