



Forsyth County  
Department of Public  
Health

[www.forsyth.cc](http://www.forsyth.cc)

Environmental Health  
P.O. Box 686, 799 N. Highland Ave.  
Winston-Salem, NC 27102  
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July 10, 2018

To: Dixie Classic Fair Food Vendors

From: Joseph Chrobak, REHS  
Amanda Taylor, REHSI  
Forsyth County Department of Public Health

Subject: Temporary Food Establishment Application and Fee Requirement

All food vendors who plan to have a booth at the Dixie Classic Fair must submit a Temporary Food Establishment (TFE) application and pay a \$75.00 permit fee to the Forsyth County Department of Public Health for each booth. This is in addition to any fees paid to Dixie Classic Fair or City of Winston-Salem. In order to ensure there are no delays in the permitting of food booths at the Fair, **all vendors are asked to submit their TFE application and \$75.00 fee to the Forsyth County Department of Public Health no later than September 12, 2018.** Any delay in receiving the application and fee may prevent the issuance of a permit in a timely manner. The application and fee may be mailed to the Health Department at the following address:

Forsyth County Department of Public Health  
Environmental Health Division  
799 N. Highland Avenue  
Winston-Salem, NC 27101

The application and fee may also be submitted in person at the Health Department located at 799 N. Highland Ave. Winston-Salem, NC. Cash, check or credit card will be accepted. Applications and fees may not be submitted electronically via email, fax or over the phone. Applications and fees will not be accepted at the fairgrounds.

**No permits will be issued until both the application and the fee have been received and an evaluation has been completed to determine that the vendor is eligible to receive a TFE permit.**

If there are any questions regarding the application or the fee, please contact:

Joseph Chrobak (336) 703-3164 or [chrobajb@forsyth.cc](mailto:chrobajb@forsyth.cc)  
Amanda Taylor (336) 703-3136 or [taylorar@forsyth.cc](mailto:taylorar@forsyth.cc)

**TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION FOR VENDORS**

(Each Food Booth Operator must provide the following information)

15A NCAC 18A .2600 defines a temporary food establishment as those who sell food or drink for a period of 21 days or less, in connection with a fair, carnival, circus, public exhibition, or other similar gathering. By providing the information below, you will assist in identifying and preventing potential public health problems that might occur during your event. The Temporary Food Permit Application For Vendors must be submitted along with fee payment. (Be sure to consult with Fire Marshal and other entities about other requirements for your food booth). All food and beverage must be prepared on site or in a permitted TFE commissary. TFE commissaries require a separate TFE application and a \$75.00 fee. For more information call 336-703-3225.

**Event Information (PLEASE PRINT)**

Event Name: DIXIE CLASSIC FAIR Location of Event: \_\_\_\_\_

Dates/Times of Operation: Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Your Organization/Business Name: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Telephone: \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

Previous Event nformation:(Date/Location) \_\_\_\_\_

Are any food or beverage items being prepared in a TFE commissary/permittted food service establishment?

Yes

No

What is the distance of transport of food and beverages from the TFE Commissary/permittted food service establishment to the food service site? **Distance (miles):** \_\_\_\_\_

How long will it take to transport food and beverages from the TFE Commissary/permittted food service establishment to the food service site? **Time (minutes):** \_\_\_\_\_

How will temperatures be maintained during transport? \_\_\_\_\_

What additional storage areas will be used during the event? (stock trucks, refrigerated trucks, etc):  
\_\_\_\_\_

Where will they be located? \_\_\_\_\_

What is the source for ice that will be used at this event? \_\_\_\_\_

Describe the equipment to be used at the event for the following:

1. Cold Holding \_\_\_\_\_
2. Hot Holding \_\_\_\_\_
3. Cooking \_\_\_\_\_
4. Reheating \_\_\_\_\_

From the options below, please check what the booth will be connected to at the event (check all that apply):

- Water                                       Electricity  
 Sewer

All food preparation is to take place in an area that is clean and protected by an overhead covering. Cooking and serving equipment needs to be positioned so the food is not exposed to the public. If the cooking and serving equipment is exposed to the public, shields and sneeze guards must be provided and installed correctly.

What type of structure will your food booth be at this event?

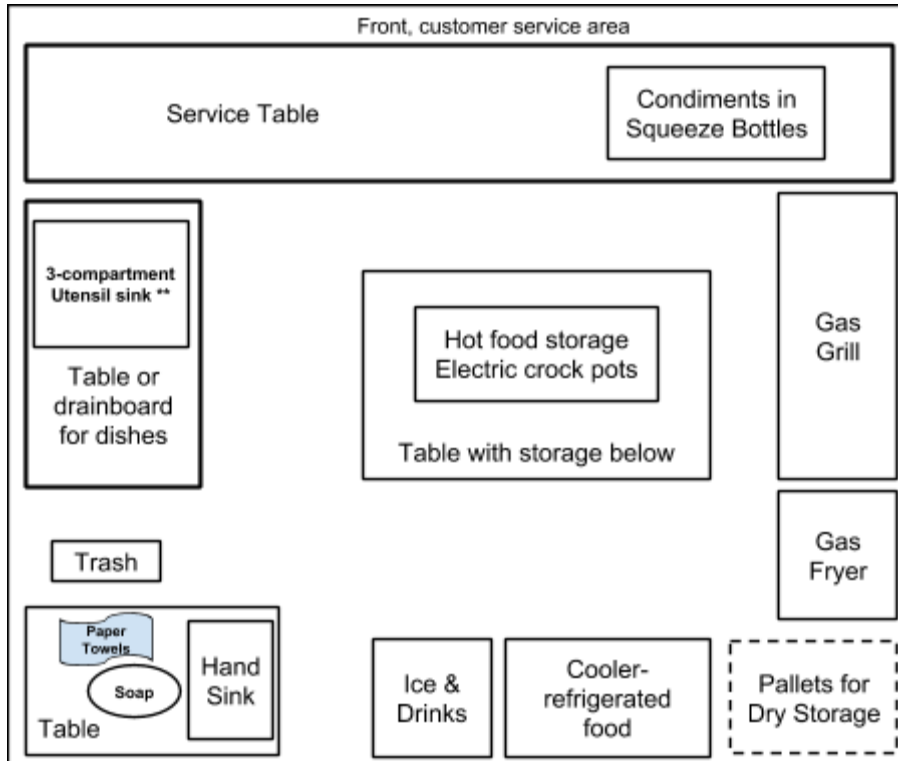
- Tent                                       Trailer                                       Building  
 Other (describe): \_\_\_\_\_



## Food Service Space Layout

Use the following example layout to draw your own layout on the next page. You must indicate ALL equipment that you will be using, including what will store hot and cold foods. For cooking equipment, indicate gas, electricity, or charcoal.

**\*The layout pictured below for example and demonstration purposes only.\***



Size of food service area:  
10 ft by 10 ft.

\*\* Water heater is located under the utensil sink

**Food Service Space Layout (PLEASE PRINT AND DRAW CLEARLY)**

*Use the space below to draw the layout of your food service space.*

Food service area size: \_\_\_\_\_ ft. by \_\_\_\_\_ ft.

*Please confirm and sign the following statement:*

**I hereby certify that all information presented in the application above is complete and accurate. I fully understand that:**

- Any deviation from the above information without written permission from Forsyth County Department of Public Health Environmental Health Division, may nullify final approval and prevent issuance of a temporary food establishment permit.
- A pre-opening inspection (with all electricity and equipment in place) of my temporary food establishment will be required before a permit will be issued.
- Food/drink that is prepared before permitting without prior approval from FCDPH may result in disposal or embargo of the food/drink.
- Failure to maintain approved temperatures for potentially hazardous foods may result in disposal or embargo of the food.
- Approval of this application does not indicate compliance with any other code, law, or regulation that may be required (ie: Fire Marshall, federal, state, and local authorities).
- Incomplete applications will be denied.
- Both the TFE Application(s) and required fee(s) must be received by FCDPH at least thirty (30) calendar days prior to the event, or the application shall be denied.

**Applicant (full name, please print):** \_\_\_\_\_

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Reminder: Application and payment must be received at the same time. Applications and payments will not be accepted via fax, email, phone, or other electronic methods.\*