Food Vendors

The Park Expo and Conference Center

We look forward to your participation in the 2013 Southern Spring Home and Garden Show at The Park Expo and Conference Center.

Food vendors who are selling food to be consumed onsite or prepare food at the facility are required to apply for a permit through the Division of Environmental Health. Food vendors who are selling pre-packed food to be consumed offsite, but provide samples are not required to apply for a permit. Below are guidelines to help you prepare.

Guidelines for All Food Vendors:

- Included in your exhibit space confirmation, you will find a copy of the Temporary Food Establishment Application, which requires a permit fee of $75. The Division of Environmental Health requires this permit for food vendors as described above.
- It is essential that you visit www.deh.enr.state.nc.us/ehs/rules.htm to view the requirements mandated by the Division of Environmental Health.
- For health and sanitation related questions or concerns you can contact the Division of Environmental Health directly at (704) 336-5100 and ask for Charles Dial (ext. 5532).

Thank you again for your participation. We look forward to working with you.

Sincerely,

Mardee Woodward
Executive Show Manager
mwoodward@southernshows.com

Brittany Simons
Assistant Show Manager
bsimons@southernshows.com

The Park Dining Service

Park Property Management, LLC

Event Promoters / Exhibitors

Policies and Regulations

Dave Cook, Dining Services Director 704-339-5551

The Park Dining Service retains the exclusive right to provide, control and retain all food and beverage rights and services throughout the facility. Catering, concessions, the sale of snacks, pastries, treats and/or candies are included under this provision.

Alcohol Policy
The only alcohol beverage allowed in the facility is wine. Wine service will require advance notification and may or may not be approved depending on the type of event and use.

Catering
All Catering, Exhibitor Hospitality areas, VIP areas, Media areas, and Green rooms must be arranged through The Park Dining Service. Once catering menus have been set and minimum guarantees established, the undersigned understands that they will be held responsible for the total number if the number has not been agreed upon by both The Park Expo Dining Service and said Party within 10 business days of the event. Last minute cancellations will be charged a cancellation fee not to exceed the full invoice total. Fee will be determined by The Park Expo Dining Service Management.

Concession and Food Service Operation Hours
The Park Dining Service will open concessions/cafes during events and shows. Generally, these hours of operation will be determined between the Park Dining Service manager and the show organizer prior to the event. The main goal of our Dining Service is to provide the event staff and show attendees a food program with reliable hours of operation combined with excellent food quality and availability. We do reserve the right to adjust hours at any time during the event. Any changes in hours of operations will be discussed with event management before any concession area is closed.

Delivery of Food/Outside Food
The ordering and delivery of prepared commercial or " take out" foods from any source is prohibited anytime the Park Dining Service concessions/cafes are open for business. The only exceptions are individuals bringing food for their personal consumption. Event Management is permitted to have a reasonable amount of snacks and beverages for your event staff (not exhibitors) as long as it is kept in the show office. Morning coffee, pastries and other hospitality items for exhibitors must be arranged through the Park Food Service.

Donated Food / Beverage
Donated Food & Beverage for special events must be approved by The Park Dining Service Management. Please fax donation information/commitment letters for review. No donated food can be sold.

Food Sampling
All exhibitors that are providing food sampling must complete the Food Sampling Form for approval. Food samples are limited to 1 oz. "Bite-Size" portions. Beverages 2 oz.

Food Vendor Booth Sales

Event Promoters should not confirm any booth sales on their show floor to food vendors without confirmation from The Park Dining Service that said vendor has been approved. Before such approval The Park Food Sales Exhibitor Form must be completed by the exhibitor and all food contracts and fees with The Park have been agreed to. Forms are available from Park Management.

Traffic Promoters
Any Food or Beverage (i.e. coffee, beverages, candy, popcorn, nuts etc.) used in exhibitor booths for "traffic promotion" must be approved by The Park Dining Service.

Third Party Food Vendor Exhibitors / Food Packaging
All food sales from exhibitor booths must be approved by The Park Dining Service for events held at The Park. Each food sales vendor is required to complete the Food Sales Form for approval.

Outside food vendors will not be allowed to sell items that are in a direct conflict with The Park Dining Service operations and food programs.

Unique food items that enhance the experience of the event will be the prevailing focus for approval.

Food packaging and portion size will be taken into consideration in determining whether the food product is for onsite consumption or for take-home and/or gift giving.

Vendor Approval

(1) Approval of any food or beverage vendor selling or sampling food or beverage products will be determined by The Park Dining Service for any show at The Park.

(2) Proposed vendors along with detailed menu items and pricing as well as location in the show must be received 90 days prior to the event to be considered for approval.

(3) Vendors approved by The Park Dining Service must provide the following 30 days prior to the event:

- Certificate of insurance for the County of Mecklenburg and the State of North Carolina, listing The Park Expo and Conference Center, Park Property Management and The Park Ministries as co & additional insured.
- State sales and use tax license and number
- Room occupancy/ prepared food and beverage tax permit
- Mecklenburg County Health Department permit application

(4) Licenses, Permits and Insurance: Third Party vendors are responsible for any local, state or federal licenses and permits that are needed. One million dollar liability policy with Park Property Management, LLC listed as an additional insured is required. Copy of your NC Dept. of Revenue tax ID number is required for commission vendors.

Food/Beverage Sales Policy

1. The Park Dining Service/ Park Property Management, LLC must approve all food sales in its facility. The Park Dining Service understands that most any food item could be "taken home" for consumption, but it will have no consideration on the vendors reported gross sales figures. Frozen foods and approved packaging for gift giving can be deducted from the reported gross sales.

2. The established merchandise commission fee is 25% of gross sales less taxes. Each food vendor will be interviewed independently. Special circumstances may require higher fees.

3. Cash registers must be used by all food vendors. If you do not have registers The Park Dining Service can recommend a local cash register service. Daily "Z" totals must be provided to The Park Dining Service.

4. Utility costs and labor for (Electric, Natural Gas and Water) are the responsibility of each vendor through the facility. 25% off discounted rates apply for commission pay food vendors.

5. All beverages are controlled by The Park Food Service. Coca Cola is the official beverage. Third party vendor sales of beverages are at the discretion of The Park Dining Service. If a vendor is approved to sell beverage products a commission will be paid to the vendor by The Park Dining Service.

6. Storage: You must make your own arrangements for cold storage but dry storage is available for a fee.

7. Ice must also be ordered **in advance** for delivery to your booth during show. The fee for ice is $10.00 for each 40 pounds.

The applicant named below acknowledges they have sole responsibility for use, service and disposal of such items in compliance with all applicable laws. Accordingly, food vendors agree to indemnify and forever hold harmless the Park Expo and Conference Center, Park Property Management LLC, and The Park Ministries and its agents from all liabilities, damage, losses, costs or expense resulting directly or indirectly from their distribution of food and beverage items. All health permits and licenses are the responsibility of the exhibitor and must be presented to Park Property Management before the event.

Special Services

Contact us for any special services you may need.

Acknowledgment

Event Coordinator Authorized Signature	Food and Beverage Director

Third Party/Exhibitor Food Sales Form

Email this form to theparkexpo@ppm-nc.com

All food sales from exhibitor booths must be approved by The Park Dining Service for events held at The Park. Each food sales booth is required to complete the following form for approval. Outside food vendors will not be allowed to sell items that are in a direct conflict with The Park Food Service operations and food programs. Unique food items that enhance the experience of the event are the prevailing focus for approval.

Food/Beverage Sales Policy

1. The Park Food Service/Park Property Management, LLC must approve all food sales in its facility. The Park Food Service understands that most any food item could be "taken home" for consumption, but it will have no consideration on the vendors reported gross sales figures. Frozen foods and approved packaging for gift giving can be deducted from the reported gross sales.

2. The established merchandise commission will be a flat fee. Each food vendor will be interviewed independently. Special circumstances may require higher fees.

3. Utility costs and labor for (Electric, Natural Gas, and Water) are the responsibility of each vendor through the facility. 25% off discounted rates apply for commission paying food vendors.

4. All beverages are controlled by The Park Food Service. Coca-Cola is the official beverage. Third party vendor sales of beverages are at the discretion of The Park Food Service. If vendor is approved to sell beverage products a commission will be paid to the vendor by The Park Food Service.

5. Licenses, Permits, and Insurance: Third Party vendors are responsible for any local, state or federal licenses and permits that are needed. One million dollar liability policy with Park Property Management, LLC listed as an additional insured is required. Copy of your NC Dept. of Revenue tax ID number is required for commission vendors.

6. Storage: You must make your own arrangements for cold storage. Dry storage is available for a fee.

7. Ice may be ordered in advance for delivery to your booth during the show. The fee for ice is $10.00 for each 40 pounds.

The applicant named below acknowledges they have sole responsibility for use, service and disposal of such items in compliance with all applicable laws. Accordingly, the applicant agrees to indemnify and forever hold harmless The Park Expo and Conference Center, Park Property Management, LLC, The Park Ministries and its agents from all liabilities, damage, losses, costs or expense resulting directly or indirectly from their distribution of food and beverage items. All health permits and licenses are the responsibility of the exhibitor.

Name of Event_____ Date(s) _____

Print Name_____ Title_____

Company Name_____Telephone_____Fax_____

Address_____

City, State, and Zip_____

On-site Contact_____Cell Phone_____

Is your product for ( ) on-site consumption or ( ) *factory sealed boxed/packaged for gift giving?
*The Park Food Service has final say on what is considered factory packaging and also the type and portion size of the containers to be sold. Cellophane/paper cones or bags are not considered factory packaging.

What percentage of your booth is for non-food products? _____%
Are you going to offer samples (1 oz. "bite size food" / 2 oz. beverage) at your booth? ( ) Yes ( ) No

Important: On your Company letterhead, please list description/size and pricing of all products you want to sell and enclose with this form. You are not allowed to deviate from the approved items at the event.
EX: 6 oz. fudge block wrapped in clear plastic at $4, 8 oz. of cheese in plastic bag for $5, 16 oz bag of peanuts at $12

SAMPLING REQUEST
FOR FOOD AND BEVERAGE

All food sampling must be approved by Park Property Management, LLC & The Park Dining Service. Exhibitors and sponsoring organizations may distribute food samples from their booth or sponsor area with the approval of this request.

Food/Beverage Sample Guidelines:

1. Items are limited to products manufactured or produced by the exhibiting firm.
2. All items distributed are limited to sample sizes:
   a. Beverages limited to 2 ounce max.
   b. Food items limited to "bite size" (1 ounce or less).
3. Use of cooking equipment must have prior approval.
4. Alcoholic Beverages: Wine and beer **only** are allowed by The Park Dining Service for **sampling**.
   a. Spirits are not allowed on the property.
   b. Each exhibitor wishing to provide wine or beer sampling must be approved by Park Property Management and The Park Dining Service along with the sampling size and the number of samples per patron.
   c. Exhibitor must have all necessary offsite permits and comply with all ABC regulations.
5. Cold storage is not available. Dry storage is available for a fee.

The applicant named below acknowledges they have sole responsibility for use, service and disposal of such items in compliance with all applicable laws. Accordingly, the applicant agrees to indemnify and forever hold harmless Park Property Management LLC, The Park Expo and Conference Center , The Park Ministries, The Park Dining Service and its agents from all liabilities, damage, losses, costs or expense resulting directly or indirectly from their distribution of food and beverage items.

Name of Event _____Date(s) _____Booth#_____

Company name_____Telephone_____Fax_____

Address_____

City, State and Zip_____

On-Site Contact _____Cell Phone _____

Product(s) you wish to dispense_____

Size of portion to be dispensed _____Quantity to distribute_____

Reason for offering samples_____

Name_____ Signature Date_____

Approval By: _____ Date: _____

Contact: Marvetta "Vee" Herron at 704.919.2026 with questions.
Email Form to theparkexpo@ppm-nc.com

Revised May 2012

Mecklenburg County
Environmental Health

Temporary Food Establishment (TFE) Food Vendor Application

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

Please Note: A fee of $75.00 will be required for each food service permit and must be paid with the submission of each Food Vendor Application.

1. Name of Event: _____

2. Location of Event: _____

3. Address of Event: _____
Street Number and Name State Zip

4. Vendor Name: _____

5. Vendor Business Name: _____

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

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

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

9. Will vendor prepare food prior to the event?

☐ **Yes** ☐ **No**

If "yes", all food must be prepared in an approved kitchen (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:** _____

10. 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*:** _____

11. Source of water for food booths:

☐ **Public Water Supplied by Organizer** ☐ **Water Supplied by Food Vendor**

☐ **On-Site Private Well** ☐ **Bottled Water**

12. Describe disposal method for:

Garbage: _____ **Waste Water:** _____
Grease: _____

13. **Provide a complete list of all food/menu items (include the place where the food will be purchased) in the chart below and check "Advanced Preparation" if the menu/food will be prepared prior to the event or check "Prepared at Event" if no advance preparation is needed:**

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

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

☐ **3-sided Tent** ☐ **Tent with fans** ☐ **Mobile Food Unit** ☐ **Pushcart**

15. **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:** _____

Office Use Only

EHSComments:_____

_____

EHS Signature_____ Date:_____

Mecklenburg County
Environmental Health

Checklist for Temporary Food Establishment Vendors

The following items are necessary to receive a Health Department permit and to safely operate a Temporary Food Service Establishment.

1. Tent or other weather proof structure ____
   a) Covered grill ____

2. Fly protection (when required) ____
   a) Screening for 3 sides ____
   b) Fly fans ____

3. Sneeze shields or other types of barriers ____
   a) Protected condiment containers ____

4. Water supply ____
   a) Drinking water grade hose ____
   b) Water under pressure ____

5. Waste water disposal ____
   a) Bucket or other grey water container ____
   b) Plan for disposal ____

6. Utensil washing sink ____
   a) Single vat utility sink ____
   b) Drainboard or countertop space ____
   c) Water under pressure ____
   d) Means of heating water ____
   e) Waste water bucket ____
   f) Soap and sanitizer ____

7. Handwashing station ____
   a) Water under pressure ____
   b) Means of heating water ____
   c) Waste water bucket ____
   d) Soap and disposable towels ____

8. Clean and secure food storage ____
   a) Plan for securing food ____
   b) Means for keeping food off the ground ____

9. Food temperatures ____
   a) Accurate food thermometer ____
   b) Cold holding/ice ____
   c) Hot holding ____

10. Clean food utensils ____

11. Gloves ____

12. Food invoices ____

Explanations on Checklist for Temporary Food Service Establishment Vendors

1. **Protection from the elements** by use of a tent or other structure large enough to protect your food, utensils and equipment. Only a covered grill can be outside of the tent.

2. P**rotection from flies** by use of screens on three sides of the tent or enough fans with sufficient power to keep a steady stream of air blowing.

3. **Protection of your food from your customers**. Examples include sneeze shields, no open containers of self-service condiments, and barriers to keep customers away from food prep and service.

4. **Water from a safe, approved source**. Any hoses that provide water must be drinking water grade and any connections must be above ground. Water must be under pressure and not dipped out of a bucket. Gravity pressure is acceptable.

5. **Buckets or other grey water containers for your waste water**. Waste water cannot be poured down a storm drain or on the ground.

6. **Utensil washing sink:** The minimum that will be accepted is a single vat utility sink; some form of drainboard or countertop space; water under pressure (gravity pressure is okay) and a way to heat the water; and a bucket for the waste water.

7. **Handwashing stations**: The minimum that will be accepted is a source of water under pressure (gravity pressure is okay) and a way to heat the water; soap and disposable towels; and a bucket for the waste water.

8. **Clean and secure storage for your food**. Food can not be on the ground and should be protected from accidental or intentional tampering.

9. **Means of maintaining foods at safe temperatures** to prevent the growth of bacteria or other pathogens that could make your customers sick. What you need depends on what you are serving as well as the crowd expected and the length of time of the event. This must be approved by the Health Department ahead of time. Cold foods must be kept at 45°F or below and hot foods at 135°F or above. It is strongly recommended that you have an accurate food thermometer to check your foods for safe final cook temperatures, while in storage, and while being held for serving.

10. **Clean food utensils**. Utensils must be clean and sanitized before the event.

11. **Provide instruction for staff working in the stand on good hygiene.** If they are sick, send them home! Minimize bare hand contact of ready to eat foods by use of clean utensils or gloves. Remember that no eating or smoking can occur inside the stand and staff must wash their hands when they return from a break. Staff drinks must have a lid, a straw, and be stored where they will not contaminate food or utensils.

12. **Food is restricted to the menu approved by the Health Department**. No food can be prepared at your residence. Food must come from approved sources. If the food is prepared off site it must be in a kitchen that has been approved by the Health Department. Be prepared to show invoices or other documentation of your food supply. Do not open packages or start preparing food on site until you have received a permit from the Health Department.