

## PROCESS FOR OBTAINING FOOD VENDOR PERMITS FOR A TEMPORARY EVENT IN HOKE COUNTY

Please note that in order to obtain a Temporary Food Establishment permit (TFE), you must be taking part in an approved event. TFE's are not available for individuals who wish to sell food on the side of the road or some such individual endeavor, they are only available for legitimate public events such as a fair, carnival, festival, parade, exhibition, etc. Please contact us if you are unsure whether or not your event qualifies. The event must have a designated **Event Coordinator**.

### Steps:

1. The designated Event Coordinator must complete and submit a Hoke County Temporary Event Coordinator Application. This application is available at our office, our website, or by contacting our staff for an emailed copy. This application must be fully completed and received in our office no later than 15 days prior to the start of the event. It is recommended that it be submitted well in advance of that so that there is plenty of time to deal with any issues that may arise. Incomplete applications will be returned. **Any application submitted less than 15 days prior to an event will not be considered.**
2. Next, the Coordinator is responsible for providing to all the individual food vendors the Temporary Food Establishment Vendor Applications (TFE apps). These applications are available at our office, our website, or they can be emailed to the Coordinator by HCEH staff on request. **Each vendor must complete a TFE app and submit it to the Event Coordinator.**
3. The Coordinator is responsible for submitting all of the completed individual TFE apps to our office. These applications must be fully completed, signed and dated. Applications that lack drawings or are otherwise incomplete will be returned and must be re-submitted with all required information by the 15-day deadline to be considered. **All TFE applications must be received no later than 15 days prior to the start of the event or they will be denied.**
4. Fees: A fee of \$75 per vendor booth must accompany each TFE app. All fees must be received in our office no later than 15 days prior to the start of the event. **It is recommended that fees be collected from each vendor by the Event Coordinator and submitted along with the applications.** Fees may also be paid directly to HCEH from the individual vendors but this is not recommended as experience has shown that deadlines get missed and the process goes smoother when fees and apps come in together. No processing of an application will occur until the fee is received. Either way, **any TFE app for which the fee has not been received at least 15 days prior to the start of the event will be denied.** If you are mailing in your fee directly to HCEH, please note your booth's name and the name of the event on the check. Fees will not be accepted directly from vendors unless a corresponding application has been previously received from the Coordinator. Fees received from vendors for whom no application has been submitted will be returned. Fees must be paid by cash or check.