



APPLICATION FOR FOOD VENDOR SPACE - SATURDAY, OCTOBER 7, 2023
 FOR FURTHER INFORMATION, PLEASE CONTACT ANNIE CARDEN -
 AFCARDEN7440@GMAIL.COM 336-908-4503
www.sunsetatsunset.com

ALL INFORMATION MUST BE PROVIDED. PLEASE PRINT CLEARLY.

Due to our "sold out" status each year, all applications & checks must be received no later than August 1, 2023. Booths will be assigned on a first-come, first-served basis. Late applications will be accepted on a "space available" basis and must pay a non-refundable \$25 Late Fee.

BOOTH NAME _____

CONTACT NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

PHONE: _____ E-MAIL: _____

NC Tax ID # _____

Required by the State of NC- Booth will NOT be assigned without this number.

PRODUCTS TO BE SOLD (PLEASE BE SPECIFIC)

PLEASE CHECK EACH OF THE FOLLOWING ITEMS YOU NEED.

WATER \$10 VENDORS MUST PROVIDE THEIR OWN FOOD GRADE HOSES.

ELECTRICITY *USE OF GENERATORS IS DISCOURAGED, BUT WILL BE CONSIDERED UPON REQUEST.*

120 VOLT 20 AMP CIRCUIT @ \$50 FOR EACH RECEPTACLE OUTLET

240 VOLT 30 AMP CIRCUIT @ \$100 FOR EACH RECEPTACLE OUTLET

240 VOLT 50 AMP CIRCUIT @ \$150 FOR EACH RECEPTACLE OUTLET

LIST ALL REQUIRED ELECTRICAL CONNECTIONS:

DEVICE _____ QTY _____ @ \$ _____

DEVICE _____ QTY _____ @ \$ _____

DEVICE _____ QTY _____ @ \$ _____

ADDITIONAL CHARGES COULD APPLY SHOULD YOUR NEEDS BE EXTRAORDINARY.

PROVISIONS FOR WASTE WATER DISPOSAL. IF YES, INDICATE CAPACITY NEEDED. _____

Food Vendors are required to provide their own secured specialized vehicle or tent and all equipment for use in the preparation and sale of their products including anything required by the Brunswick County Health Department.

Space Fee: \$90 for average space of 24 feet in length
\$30 for additional 7 foot space
The average depth of a space is 18 feet (the depth of a parking space)

Standard Space @\$90 One Extra Space @ \$30
Is your vehicle? Self-contained truck What length? _____ Trailer Size _____

Tables And Chairs Are Available At The Following Costs:	# Needed	Total
1 – 8 Ft Table @ \$11.00 (Table Covers Not Provided)	_____	\$ _____
1 Folding Chair @ \$3.50	_____	\$ _____
Total Cost Of Tables And Chairs		\$ _____

Required Space Fee..... \$90

Total Electric Charges \$ _____

Total Cost Of Tables And Chairs \$ _____

Extra Space Fee..... \$ _____

Water \$ _____

Late Fee \$ _____

You must provide heavy duty extension cord(s) and heavy duty hose(s).

Total Fees Enclosed: \$ _____

MAKE CHECK PAYABLE TO TOWN OF SUNSET BEACH.

Vendors are responsible for collecting and paying applicable NC sales tax.

Vendors must provide their own tightly covered trash bins for their own garbage disposal.

Application fees are nonrefundable. Any fees paid will be considered a charitable donation.
No refunds due to inclement weather. The event will not be rescheduled.

Vendors are responsible for compliance of the NC fire prevention code. If you have any questions, please contact Fire Chief Joseph Adams at 910-579-2456.

Send completed vendor application with your check and a copy of your certificate of insurance no later than August 1, 2023 to:

Town of Sunset Beach Sunset at Sunset Attention: Annie Carden
700 Sunset Boulevard N Sunset Beach, NC 28468

Vendor Insurance Requirements

Your application cannot be processed without the following:

- Certificate of Insurance
- Signed Hold Harmless Agreement

General Liability Insurance Requirements:

Please attach a valid Certificate of Insurance evidencing the following:

- General Liability Limit:
 - \$1,000,000 Per Occurrence/\$2,000,000 Products Aggregate/ \$1,000,000 General Aggregate
 - Additional Insured Endorsements for the Town of Sunset Beach/Sunset at Sunset Festival
 - (CG 2010 and CG 2037 or equivalents)

INDEMNITY AND HOLD HARMLESS AGREEMENT - please complete and sign:

Agreement made this _____ day of _____ 2023, between _____ and the Town of Sunset Beach. (print vendor name)

I, _____ (print vendor name), shall indemnify and agree to hold harmless the Town of Sunset Beach/ Sunset at Sunset Festival from and against any and all liability, damage, expense, cause of action, suits, claims, penalties, or judgments arising from injury to person(s) sustained by anyone as a result of consuming food or drink acquired from me and/or resulting in any way from the operation of my festival space at the Sunset at Sunset Festival. I shall, at my own cost and expense, defend any and all suits against myself, and/or the Town of Sunset Beach resulting through my participation as a vendor at said festival.

Vendor Signature: _____ **Date:** _____

The undersigned understands that by failing to abide by the rules s/he may be asked to leave the Festival and no refund will be made.

Remember:

- Booths are assigned on a first-come, first-served basis.
- Late applications will be accepted on a “space available” basis.
- Application fees are non-refundable.
- No refunds due to inclement weather; no rescheduling of the Festival.
- Vendors are responsible for compliance with the NC Fire Prevention Code.
- All exhibits must be set up by 9:30 a.m.
- No vehicles may be moved into or out of the exhibit space prior to the end of the event.

ADDITIONAL REQUIREMENTS FOR FOOD VENDORS

SATURDAY, OCTOBER 7, 2023

**FOR FURTHER INFORMATION, PLEASE CONTACT
AFCARDEN7440@GMAIL.COM OR 336-908-4503
WWW.SUNSETATSUNSET.COM**

THE SUNSET AT SUNSET STEERING COMMITTEE IS PLEASED THAT YOU ARE INTERESTED IN PARTICIPATING IN OUR ANNUAL EVENT AS A FOOD VENDOR. **BRUNSWICK COUNTY REQUIRES THAT THEIR PERMITTING PROCESS BE COMPLETED AT LEAST TWO WEEKS PRIOR TO THE EVENT DATE.**

THE APPLICATION PROCESS:

1. RETURN THE COMPLETED APPLICATION FOR FOOD VENDOR SPACE APPLICATION CERTIFICATE OF INSURANCE, AND FEE WITH A CHECK TO THE TOWN HALL ADDRESS BELOW TO THE ATTENTION OF ANNIE CARDEN.
2. UPON RECEIPT OF THIS APPLICATION WE WILL INFORM THE BRUNSWICK COUNTY HEALTH DEPARTMENT THAT YOU ARE AN APPROVED FOOD VENDOR AND YOU WILL RECEIVE THE COUNTY APPLICATION FORM AND STATEMENT OF REQUIREMENTS. AS OF JULY 2009, THE HEALTH DEPARTMENT IS CHARGING A \$75 PERMIT FEE. SEE NEXT PAGE.
3. VENDOR SPACES WILL BE ASSIGNED IN THE ORDER IN WHICH THE APPLICATIONS ARE RECEIVED AND PROCESSED.
4. ONCE APPROVED, YOU WILL NEED TO BE SET UP THE MORNING OF THE EVENT IN TIME FOR THE HEALTH DEPARTMENT INSPECTION.

OTHER INFORMATION:

ONLY VENDORS WHO PREPARE FOOD AT THE SITE MUST OBTAIN A HEALTH DEPARTMENT PERMIT.
EACH VENDOR IS RESPONSIBLE FOR CONTACTING THE COUNTY HEALTH DEPARTMENT

MAIL TO: TOWN OF SUNSET BEACH ☐ SUNSET AT SUNSET ☐ ATTENTION: ANNIE CARDEN
700 SUNSET BOULEVARD N ☐ SUNSET BEACH, NC 28468



**APPLICATION FOR
TEMPORARY FOOD ESTABLISHMENT**
Brunswick County Health Services, Environmental Health Section
25 Courthouse Drive NE ▪ P. O. Box 9 ▪ Bolivia, NC 28422
(910)253-2150

Email: flplans@brunswickcountync.gov

**Submit the completed application and
\$75 application fee at least two (2) weeks prior to the event.

Applicant Name: _____

Address: _____

Phone: _____ **Email:** _____

Event Name/Address: _____

Event Coordinator: _____

Name of Concession/Booth: _____

Operation Date(s) & Time: _____

Date/Time your booth will be ready for permitting: _____

Is this application being submitted for a non-profit organization? YES NO

If yes, provide the following:

501(c)(3) Tax ID#: _____

Name/Date of last event where your organization prepared/sold food: _____

**Non-profit organizations may prepare and sell food for up to two consecutive days per month without a permit or permit fee but an application must be completed and submitted prior to each event.

MENU

1. List all menu items, including beverages and condiments: _____

Note: Applications received without a complete menu listing will not be processed.

2. Will any food items on your menu be washed, cut, cooked and/or cooled* prior to this event? YES NO

a. If yes, provide name and address of facility where food will be prepared: _____

b. List proposed food items to be prepared prior to this event: _____

*Cooling logs will be required for permitted TFEs if any food items are heated and cooled prior to event. See page 4.

3. Will any food items be cleaned/cut at the event? YES NO

If yes, a separate food preparation sink will be required. (Ex. lettuce, tomato, potatoes) Designated booth space/equipment will be required if preparing raw animal foods at the event.

4. Where will food for this event be purchased? (Receipts/invoices will be reviewed at event)

5. Will food be left overnight at the event site? YES NO

If yes, describe where it will be stored and how it will be protected: _____

FOOD HANDLING

1. Approximate distance and time you will travel to get to this event: _____
2. Describe how food temperatures will be maintained during travel: _____

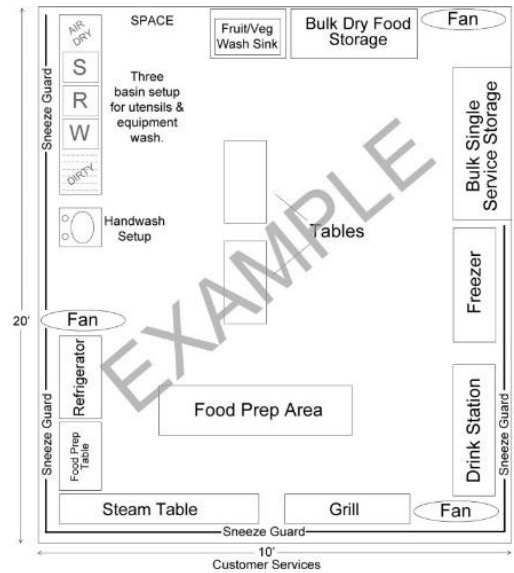
3. Describe how cold food temperatures will be maintained during event: _____

4. Describe how hot food temperatures will be maintained during event: _____

5. Describe how utensils will be cleaned and sanitized during the event: _____

EQUIPMENT LAYOUT

Provide a sketch of your food booth set-up. Identify the location of all equipment including handwashing facilities, dishwashing facilities, grills, refrigerators, freezers, hot holding equipment, work tables, sneezeguards, barriers, fans, coolers, etc. **Applications received without an equipment layout will not be processed.**



Written Submission of Application

The undersigned understands, acknowledges and certifies that: (1) To the best of his or her knowledge and belief, all information supplied with this application and on any attached documents is true, accurate and complete. (2) Any false information may be grounds for rejections of this application or revocation of the permit or plan. He/she is solely responsible for the proper identification and labeling of all property lines and corners and ensuring site accessibility. The undersigned applicant also understands the application and any communication and/or permits issued as a result of this application are public records and subject to disclosure pursuant to the North Carolina Public Records Act (North Carolina General Statutes Chapter 132). If the applicant is not the property owner, he/she has obtained the owner/occupant's permission for the application and the County's entry onto the property. The undersigned authorizes Brunswick County representatives to enter the site for the purpose of conducting inspections or evaluations to determine compliance with applicable laws and rules.

- Owner
- Authorized Agent

Name (Print): _____

Signature: _____

Date: _____

Electronic Submission of Application

DISCLAIMER:

Please read and sign the following statement to finish the application: I understand and agree that I am using an electronic application process which requires me to provide my electronic signature. I understand that my application will be signed electronically when I select the check box below and by signing in this manner, I am legally bound to the representations, terms and conditions herein. The undersigned applicant hereby authorized the filing of this application (and any subsequent revisions thereto). If the applicant is not the property owner (e.g. a prospective buyer), he/she has obtained the owner/occupant's permission for the application and the County's entry onto the property. The undersigned authorizes Brunswick County representatives to enter the site for the purpose of conducting inspections or evaluations to determine compliance with applicable laws and rules. The undersigned also understands, acknowledges and certifies that: (1) To the best of his or her knowledge and belief, all information supplied with this application and on any attached documents is true, accurate and complete. (2) Any false information may be grounds for rejections of this application or revocation of the permit or plan. He/she is solely responsible for the proper identification and labeling of all property lines and corners and ensuring site accessibility. The undersigned applicant also understands the application and any communication and/or permits issued as a result of this application are public records and subject to disclosure pursuant to the North Carolina Public Records Act (North Carolina General Statutes Chapter 132).

By providing my digital signature in the box below, I am agreeing to the Terms and Conditions presented electronically. I certify that I was technically able to open, read, print or download this disclaimer and have had reasonable opportunity to read and understand the application. I agree my electronic signature has the same effect as if I signed this application in ink.

- Owner
- Authorized Agent

Name (Type): _____

Date: _____

Cooling Down Foods – Tracking Chart

Cooling Food					Tips for Speeding up the Cooling Process								
<ul style="list-style-type: none"> Cooling time starts at 135°F. Food may be left at room temperature until it drops to 135°F. Cool from 135°F to 70°F in 2 hours, then from 70°F to 41°F in 4 hours. If the temperature is more than 70°F in 2 hours, reheat to 165°F and start over. Reheating can only be done one time. Once at 70°F, cool down to 41°F in 4 hours. Once at 41°F, it's ready to be covered, labeled, dated, and stored in the refrigerator. Total cooling time cannot exceed 6 hours or food must be discarded. 					<ul style="list-style-type: none"> Use the ice bath method by placing a smaller pan of food inside a larger pan filled with half ice and half water, stirring frequently. Use ice paddle with frequent stirring. Add ice as part of the ingredient. Place pan in coolest part of the refrigerator loosely covered or uncovered. Divide large food quantities into smaller portions Spread thick foods into thin layers and place in refrigerator. Use of metal pans is preferred, as they cool food faster than plastic. 								
Date	Food	Start Time & Temp	After 1 Hour	After 2 Hours	135°F to 70°F in 2 hours?	After 3 Hours	After 4 Hours	After 5 Hours	After 6 Hours	70°F to 41°F in 4 hours?	Corrective Actions?	Employee	Verified By Manager
Example: 1/1/10	Beef Stew	8 am 135 °F	9am 100°F	10am 70°F	if Yes, continue if No, Reheat	11am 60°F	12pm 50°F	1pm 45°F	2pm 38°F	Yes Cover, Label, Date	No	AB	CD