

September 25, 2009

**Notice to Temporary Food Establishment Vendors**  
**Farm-City Week 2009**

**Ellerbe Farmer's Parade, Saturday, November 21st at 11:00 a.m.**

Please use the attached food service application to apply for a Temporary Food Service Establishment Permit for the upcoming **2009 Ellerbe Farmer's Parade**. A temporary food service establishment is defined as those food or drink establishments, which operate for a period of 15 days or less, in connection with a fair, carnival, circus, public exhibition, or other similar gathering. Applications are reviewed for compliance to the 15A NACA 18A.2600 *Rules Governing the Sanitation of Food Service Establishments* for the preparation and sale of food in North Carolina.

Instructions for completing the application are attached. It is extremely important to provide information, such as, food sources, employee schedules, and site plans. Incomplete applications may delay the permitting process.

Please remit the complete application and \$75.00 plan review fee to the Richmond County Health Department, EHS, 127 Caroline Street, Rockingham, NC 28379. **Non-Profit Organizations are exempt from the fee and the Permit with the appropriate documentation (tax exempt number, letter from Pastor/President/ Treasurer).** Checks from out-of-State will not be processed after **SEVEN WORKING DAYS BEFORE** event. Money orders or cash shall be required.

Applicants shall be notified of approval in writing and given further instructions for permitting. Any questions regarding food sales or requests for Rules may be directed to the Richmond County Environmental Health Dept. at 910-997-8320.