



Fairmont Farmers Festival  
P.O. Box 642  
Fairmont, NC 28340  
Chanda Hughes 910-740-8786  
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Web: [www.fairmontnc.gov/fairmont-farmers-festival](http://www.fairmontnc.gov/fairmont-farmers-festival)

Dear Concession Vendor:

Enclosed you will find an application for a concession booth for the Fairmont Farmers Festival, which will be held on Saturday, October 17, 2026.

Please read carefully and respond to all questions. A money order of **\$275** must accompany your application (No Personal Checks). Vendors that are health department certified (food trucks) will be charged \$200. Vendors selling one item only will be charged \$50 (i.e. candy apples). There will be no refunds. **There is only space for 10 vendors, so please send in your application as soon as possible. The deadline for sending in applications is Friday, September 18, 2026, at 12:00 noon.**

The Robeson County Department of Public Health also requires all food vendors to complete a Temporary Food Establishment (TFE) Permit Application, which is attached. \$75 of the \$275 entry fee goes to Robeson County for the TFE Permit. **All churches, non-profit and civic groups will be inspected this year! The TFE form must accompany the festival application. No food vendor application will be considered until the TFE form is turned in!**

**Due to types of entries in our parade and it being a safety hazard, NO Vendor will be allowed to set up on the street next to the sidewalk in parking spaces any longer. Everyone MUST be on the sidewalk. The only areas excluded from this is the area at the end of the road at Mr. G's, the intersection at the stoplight, and the road beside First Baptist Church (Church St).**

The Town of Fairmont's insurance company is also requesting that all vendors provide a certificate of insurance.

Looking forward to hearing from you soon.

Sincerely,

Chanda Hughes  
Concession Coordinator/Festival Chairman  
email address: [town@fairmontnc.gov](mailto:town@fairmontnc.gov)  
web: [www.fairmontnc.gov/fairmont-farmers-festival](http://www.fairmontnc.gov/fairmont-farmers-festival)

# FAIRMONT FARMERS FESTIVAL

P.O. BOX 642

FAIRMONT, NC 28340

## CONCESSION APPLICATION

### RULES OF PARTICIPATION

1. The Festival Concession Committee and Chairman of the Festival reserve the right to reject any application.
2. There will be absolutely no electricity services that the Festival will provide.
3. The Committee will try to give you a fair location but if you don't like your location you forfeit your fee.
4. All vendors must pay for their concession booth. Fees will not be waived for non-profit and civic groups.
5. **A money order must accompany your application. Please return application to the address on your application.**
6. By regulation of the Health Department, each concession booth must have antibacterial soap, gloves, a clean water dispenser and a bucket to catch the dirty water. Your food coolers will be checked for temperature and your booth will be inspected after you have set up by an Inspector from the Health Department. The Health Department has final authority on whether you can serve food or not. For more information, contact the Robeson County Health Department, 910-272-6560.
7. **All food vendors must dispose of their own grease. Please do not pour it down a town drain or into a town trash can. We do not provide a place for that type of disposal. A trash can will be provided for your booth for trash only.**
8. Certificate of insurance is required by the Town of Fairmont's insurance company.
9. There will be no refunds.
10. Enter as early as 6:00 a.m. You must be finished setting up by 8:00 a.m. All vehicles must be removed and your location should be ready by 8:30 a.m. If not, you forfeit your right to this location.
11. Close down by 3:00 p.m. You should be out and your area should be cleaned no later than 4:00 p.m. If not you jeopardize your return for next year, along with a delay fee of \$50.00 payable to Fairmont Farmer's Festival.



# FAIRMONT FARMERS FESTIVAL

## CONCESSION APPLICATION

FESTIVAL DATE - SATURDAY, OCTOBER 17, 2026

*Application Deadline Friday, September 18, 2026*

PLEASE TYPE OR PRINT:

Organization Club \_\_\_\_\_

Person to be in charge of concession \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Daytime Telephone \_\_\_\_\_ Evening Telephone \_\_\_\_\_ Cell \_\_\_\_\_

Email address \_\_\_\_\_

Did your organization have a booth at the Fairmont Farmer's Festival last year? \_\_\_\_\_

What foods do you wish to serve this year? \_\_\_\_\_

Type and size of set-up: (example: trailer, tent, etc. Please note if you have a RV) \_\_\_\_\_

Check the following that apply to your booth, this will determine your location:

\_\_\_\_\_ Open Grill

\_\_\_\_\_ Furnishing your own truck/trailer

\_\_\_\_\_ Using a generator

**THE COST OF BOOTHS WILL BE \$275.00 (\$200 IF HEALTH DEPT. CERTIFIED) OR \$50 IF SELLING ONE ITEM ONLY (EX. CANDY APPLES)**

**PLEASE PROVIDE PROOF OF INSURANCE AND COMPLETE ATTACHED TFE FORM**

We will be forwarding to you INSTRUCTIONS and BOOTH MAP the first of October.

# Temporary Food Establishment Vendor Application

Date Received

Contact Name

Best Contact Number

Submit the completed Temporary Food Establishment (TFE) Vendor Applications to the event coordinator for the event applying for. Individual applications will not be accepted unless previous arrangements have been made with Robeson County Environmental Health (RCEH). **Both the TFE application(s) and the required fee(s) (\$75 for each proposed permit) must be received by RCEH at least fifteen (15) calendar days prior to the event, or the application shall be denied.** Contact the event coordinator for specific deadlines required to meet the fifteen (15) calendar day deadline. This application process is required by the North Carolina Rules Governing the Food Protection and Sanitation of Food Establishments 15A NCAC 18A .2600; therefore, any application and/or fee received after the permit deadline shall be denied with no exceptions. Vendors who serve only ice cream, funnel cake, coffee, popcorn, or other exempt items do not need this permit. Please call this department at 910-272-6567 if you are uncertain if a permit is needed.

\*\*\*All signature boxes must be signed for the application to be complete.\*\*\*

Event Name:

Event Location: (Street) (City) (Zip)

Event Dates: To: Hours: To: Est. time of set up completion:

Booth Name: Owner/Operator Name:

Owner/Operator Address: (Street#) (City) (State) (Zip)

Phone Number: Email:

Name/Location of event worked immediately prior to this event:

1) Do you have an employee health policy **as required**? Yes:  No:  Permit cannot be issued without signed copies for all food employees. If no, a policy will be provided by the department.

No:

2) Will any food or drink be prepared at a food service establishment (FSE) prior to this event? This includes washing vegetables, marinating meat, or cooking completed at a FSE.

Yes:  All food must be prepared in an approved FSE, not a home kitchen. Must include a letter from the FSE owner/operator listing what they will prepare for you, contact information, and a copy the of last inspection by the local health authority. If this FSE is out of state please call RCHD before completing this application.

3) Approval, prior to the event, from Robeson County Environmental Health is required for any potentially hazardous foods (PHF) that are heated, cooled and re-served on subsequent days. This includes foods like turkey legs, chili, nacho cheese, BBQ, etc. This is not typically allowed but may be considered on a case by case basis.

Please check here if foods are intended to be cooled for re-service.

All remaining PHF that has been heated will be discarded at the end of each day. Signature required:

4) If fresh produce is used how will it be handled? Produce includes potatoes, tomatoes, lemons, onions, etc.  Purchase prewashed produce.  Vendor will provide a produce sink.  Washed at approved FSE (see question 2)

5) Will any animal food items such as beef, eggs, fish, shellfish, and poultry be offered raw or *under cooked*?  Yes \*\* Consumer advisory required- list items:  No

6) **Menu Chart:** Provide a complete list of food/menu items. A **produce sink** will be required if produce is not purchased prewashed. Produce includes lemons, potatoes, lettuce, onions etc. **Raw meat, poultry and seafood** shall be purchased in ready to cook forms. Please include all add-on items such as lettuce, tomato, onion, chili, etc. Attach additional sheets if needed. *The menu s written on each permit issued, and deviation from menu without prior approval can result in permit revocation.*

Food/Menu Items	Food Supplier/Source	Thawing		Cut, Washed, Assembled? Where?		How is food cooked? Where?		Where is item hot/cold held?	
		Yes	No	Yes	No	Yes	No	Yes	No
		Yes	No						
		Yes	No						
		Yes	No						
		Yes	No						
		Yes	No						
		Yes	No						
		Yes	No						
		Yes	No						
		Yes	No						
		Yes	No						
		Yes	No						
		Yes	No						
		Yes	No						
		Yes	No						
		Yes	No						
		Yes	No						
		Yes	No						
		Yes	No						

7) Indicate how food temperatures will be maintained during transport to the event: (check all that apply)

Cooler with ice     Refrigerated truck     Cambro     Insulated heat bags     Other:

8) Indicate time and distance to travel with food product:

9) Source of ice: (check all that apply)     Commercial bagged ice     From approved FSE

10) Source of water:     Public water supplied by organizer (food grade hose needed)

Sealed bottled water     Water from permitted FSE

11) Check the boxes that best describes the disposal methods for the following:

Wastewater:

Garbage:

Event providing grey water disposal bin

Event providing dumpsters/pick up

Event has onsite sewer available to use

Other:

Taking back to approved FSE

12) Check the boxes that best describe equipment in your booth: **\*utensil washing and handwash set up is required\***

Cold holding:

Hot Holding:

Utensil Washing:

Handwashing Set Up:

Refrigerated truck

Steam table

Plumbed 3-compartment sink

Plumbed sink

Household refrigerator

Grill

Plumbed 3 utility sinks

Makeshift station with flowing faucet(ex: igloo cooler with turn spout)

Commercial refrigerator

Electric hot box

3 basins/pans

Household freezer

Chafing dish

Commercial freezer

Other:

Other:

Cooler with drainage port

Other:

Other:

13) Check the box that best describes the food booth set up: **\*\*Tents with no walls are only approved for limited menu.**

Tent/Canopy. List number of walls: \_\_\_\_\_. Tents must have front sneeze guards and fans and must restrict access from the public and protect food from contamination on ALL SIDES.

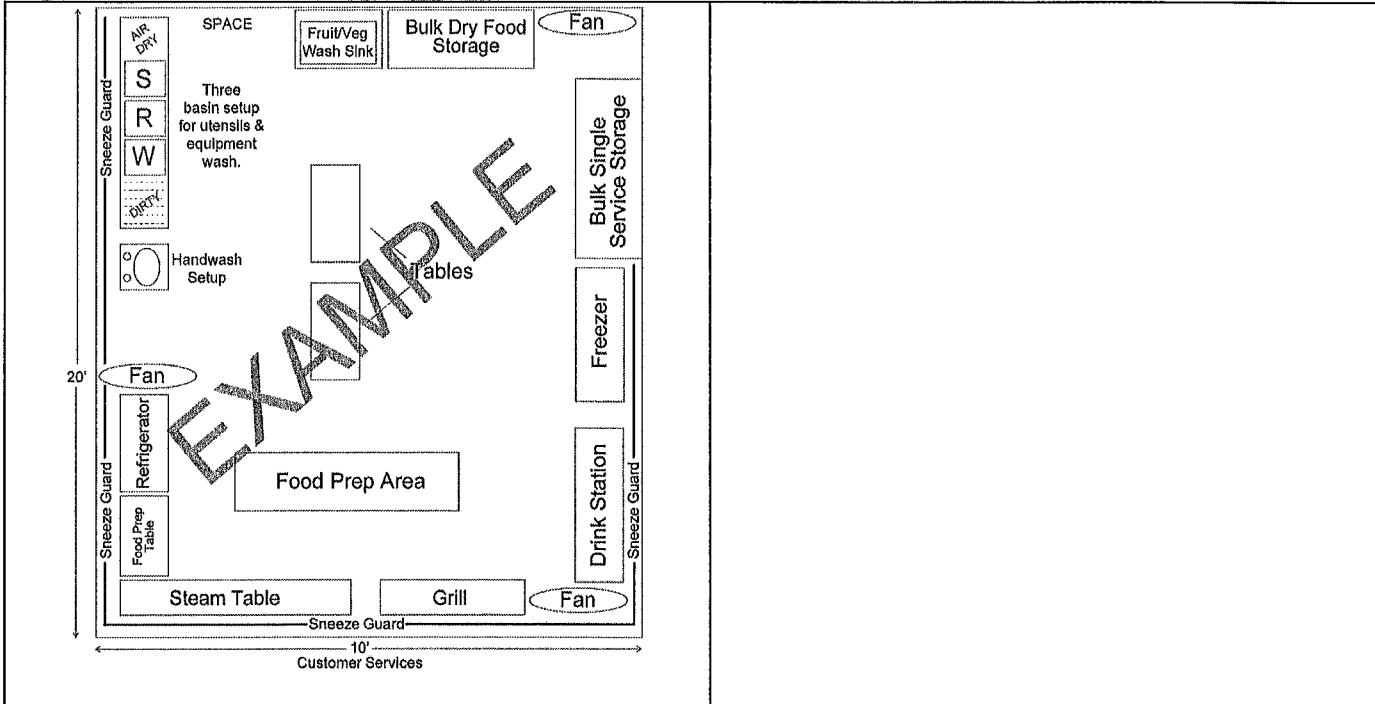
Trailer/Self Contained Unit (\_\_\_\_) x (\_\_\_\_)

Building/Indoor Event

14) Flooring in food service/storage areas check all that apply:	<input type="checkbox"/> Grease mats under fryers	<input type="checkbox"/> Asphalt or Concrete	<input type="checkbox"/> Matting, tarps, tile or similar non-absorbent material
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15) Lighting in food service/storage areas (for night operations)	<input type="checkbox"/> Shielded bulbs	<input type="checkbox"/> Shatterproof bulbs
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16) Equipment Layout: Draw or attach a diagram showing the food booth set up. Drawing must show front service area, sneeze guards, handwashing station, utensil wash set up with air drying space, produce washing (if applicable), cooking equipment, refrigeration, hot/cold holding equipment, preparation areas, fan placement (if applicable), etc.  
**\*\*\*\*\*Applications submitted without completed drawing will be denied.\*\*\*\*\***



**Statement: I hereby certify that the above information is complete and accurate. I fully understand that:**

- Any deviation from the above without prior written permission from Robeson County Environmental Health may nullify final approval and prevent issuance of a temporary food establishment permit.
- A pre-opening inspection (with utilities 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 RCEH) 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 and returned.
- **Both the TFE Application(s) and required fee(s) must be received by HCEH at least fifteen (15) calendar days prior to the event or the application shall be denied. Applications must be complete in order to be deemed received.**

Owner/Manager/Designee \_\_\_\_\_ Date \_\_\_\_\_

## ENVIRONMENTAL HEALTH CHECKLIST FOR TEMPORARY FOOD ESTABLISHMENT VENDORS

The following is a checklist to assist vendors in obtaining and maintaining a permit for a Temporary Food Establishment. All items are required to obtain a permit, however, additional requirements may be applicable. Both the TFE Application(s) and required fee(s) *must be received by RCHD at least fifteen (15) calendar days prior to the event*, or the application shall be denied.

<p>Employee Requirements:</p> <ul style="list-style-type: none"> <li>No bare hand contact with ready to eat foods</li> <li>Employee health policy</li> <li>Hat, hair or other hair restraint</li> <li>No jewelry on arms and hands except plain ring</li> </ul>	<p>Utensil Washing:</p> <ul style="list-style-type: none"> <li>Plumbed 3 compartment sink, 3 utility sinks or 3 basins. Must be large enough to submerge the largest utensil</li> <li>Drain board or counter space for air drying</li> <li>Soapy water, rinse water and sanitizer</li> <li>Sanitizer test strips</li> </ul>
<p>Tent/Overhead protection:</p> <ul style="list-style-type: none"> <li>All items of food operation must be under tent or cover</li> <li>Smokers used to cook large whole cuts of meat are not required under cover – the lid to unit acts as cover</li> </ul>	<p>Handwash Station:</p> <ul style="list-style-type: none"> <li>At least a 2 gallon container under pressure</li> <li>Free-flowing faucet/stopcock/turn spout</li> <li>Soap and disposable towels</li> <li>Waste water catch bucket must be labeled</li> </ul>
<p>Food Protected and Secured:</p> <ul style="list-style-type: none"> <li>Food secured at all times to prevent tampering and contamination</li> <li>All food stored and transported in food grade containers</li> <li>No food exposed to customers (<b>side guards or sneeze guards if needed</b>)</li> <li>Approved self-service condiments</li> </ul>	<p>Food From Approved Source, Protected and Secured:</p> <ul style="list-style-type: none"> <li>Approved food sources with invoices</li> <li>Food stored off ground</li> <li>No food or drink preparation is allowed prior to issuance of TFE permit.</li> <li><b>All raw meat, poultry, and seafood must be purchased ready to cook.</b></li> </ul>
<p>Water Supply:</p> <ul style="list-style-type: none"> <li>Approved water source</li> <li>Hoses must be for potable water and labeled with booth name. Backflow preventer required if directly connected to water supply</li> <li>Must have means to heat water for utensil and hand washing</li> </ul>	<p>Fresh Fruit/Vegetable:</p> <ul style="list-style-type: none"> <li>Produce must come in prewashed or a separate produce sink is required</li> <li>Produce sink is for produce washing only</li> <li>All fresh produce shall be washed, including potatoes, lettuce, tomatoes, peeled onions, peppers, etc.</li> </ul>
<p>Waste Water Disposal:</p> <ul style="list-style-type: none"> <li>Disposal in an approved sewage system</li> <li>Lines, buckets and tanks must be labeled</li> </ul>	<p>Lighting:</p> <ul style="list-style-type: none"> <li>Required for operation after dusk or before dawn</li> <li>Heat lamps protected against breakage</li> <li>All lights shatterproof or shielded above food prep or storage</li> </ul>
<p>Food Temperatures:</p> <ul style="list-style-type: none"> <li>Provide calibrated metal stem thermometer (reads 0-220F)</li> <li>Consumer advisory required for foods cooked to order</li> <li>Cold holding at 41F and below</li> <li>Hold holding at 135F and above</li> </ul>	<p>Permitting Times:</p> <ul style="list-style-type: none"> <li>Vendor is expected to be ready at permitting time given</li> <li><b>Vendor has 30 minutes to be ready for re-inspection or permit will be denied</b></li> </ul>
<p>Insect and Dust Protection:</p> <ul style="list-style-type: none"> <li>3 sided tent or mesh sides</li> <li>Fly fans</li> <li>Ground cover in absence of asphalt, concrete, or grass</li> </ul>	

Owner/Manager/Designee \_\_\_\_\_ Date \_\_\_\_\_

Fee(s) may be mailed to Robeson County Environmental Health, at 460 Country Club Road Lumberton, NC 28360, or may be hand delivered to our office. It is recommended that vendors give fees to the Coordinator to be submitted along with the applications. Fees will only be accepted directly from vendors when an application has previously been submitted by the Coordinator.

Regardless of method of delivery, the TFE Application(s) and required fee must be submitted at least 15 days prior to the event. You are strongly encouraged to get your applications and fees in well ahead of the deadline. Please note that your event coordinator is responsible for submitting applications. TFE permits are not available for events without a coordinator unless special arrangements have been made in advance with RCEH.

A copy of the North Carolina Rules Governing the Protection and Sanitation of Food Establishments 15A NCAC 18A .2600 and the North Carolina Food Code Manual can be obtained at <http://ehs.ncpublichealth.com/faf/food/index.htm>