



Temporary Event Organizer Application

This application shall be completed and submitted to the Mecklenburg County Health Department (MCHD) to provide information about all food preparation and sales to the public at any public event or exhibition within Mecklenburg County. A TFE permit is required to sell food or drink at a special event. The permit is issued in conjunction with a fair, carnival, circus, public exhibition, or other similar gathering. Examples are the NC State Fair, holiday festivals traveling carnivals and special events. In addition to this organizer application, a separate Food Vendor Application shall be submitted by each food service vendor participating in the event or exhibition. This application shall be submitted with a map of the event site indicating the location of all the food booths.

- This application, map, food vendor permit application(s) and payment shall be submitted by the event organizer in one complete packet and received by MCHD no later than **15 days prior to the event**. Individual applications will not be accepted.
- A fee of \$75.00 is required for each TFE permit and TFE commissary permit. Fees must be paid with application submission.
Checks payable to: Mecklenburg County Health Department.
- Events with 8 or more TFE vendors must have either in-person or online meeting with the event organizer for TFE application processing.
- Completed applications can now be submitted to TFE@MeckNC.gov. Please note, this email is for submission purposes only and **inbox is not monitored**.

ATTENTION: Effective July 1, 2025, a Temporary Event Fee will be charged to the organizer at time of processing.
See fee schedule below.

Temporary Event Fee (1-5 Temporary Food Service Establishment Permits)	\$350.00
Temporary Event Fee (6-10 Temporary Food Service Establishment Permits)	\$700.00
Temporary Event Fee (11-15 Temporary Food Service Establishment Permits)	\$1,050.00
Temporary Event Fee (16-20 Temporary Food Service Establishment Permits)	\$1,500.00
Temporary Event Fee (21+ Temporary Food Service Establishment Permits)	\$3,000.00

1) Event Description:				
2) Name of Event:			Date of Packet Submittal:	
3) Address of Event:				
Street		City	State	Zip
4) Event Dates/Time:				
5) Organizer Name:		Organizer Phone:		
6) Organizer Address:				
Street		City	State	Zip
7) Additional Organizer Contacts:		Additional Phone:		
8) Organizer Email:				
9) Number of Anticipated Food Booths:				
10) Date/Time when Food Booth(s) will be ready for MCHD permitting:				

11) Source of Water for Food Booths (check the box which applies for all food vendors):
☐ Public Water Supplied by Organizer ☐ On-site Private Well ***(requires sampling by MCHD at least 2 weeks prior to event or back up water source)***

12) Check the following items supplied for the food booths by the organizer:
Water Supplied by Food Vendor: Other: _____
☐ Electricity ☐ Refrigeration ☐ Toilet Facilities ☐ Drinking Water Hose(s) ☐ Recycling
☐ Garbage Pick-up ☐ Grease Disposal ☐ Waste Water Disposal



13) Will the event include a petting zoo or pony rides? ☐ * Yes ☐ No *If "yes", how many hand wash facilities will be available? _____

Organizer Responsibilities:

- Ensure vendors are set up at scheduled permitting time.
- Event Coordinator or a representative to be available for permitting walk through with Health Department the day of the event.
- Ensure each vendor's TFE permit remains secured, posted and visible to the public during event operating hours.

Advance food preparation at food establishments located in states adjacent to North Carolina must be approved by MCHD. Copies of current out-of-state food service permits must be submitted with vendor applications.



List all temporary food vendor applicants below. Use additional pages as needed.

****NOTE:** Mobile food units (MFU) permitted outside of North Carolina also require temporary food establishment (TFE) permits.

Name of Vendor Booth	Owner/Operator	Phone Number/E-mail	General Menu
Ex. John's Famous Funnel Cakes	John Williams	(980)123-4567 john@gmail.com	Funnel Cakes, Turkey legs, Italian sausages.

List all NC permitted MFU and NCDA Regulated Vendors, use additional pages as needed.

****Note:** if MFU will not return to commissary daily or needs to add equipment to expand their operation
For the event, or mobile food unit permitted outside North Carolina, a TFE permit is required.

Business/Operator Name	Operating As/County	Address	Phone Number/E-mail
Ex. Food Truck King/Donald King	MFU/New Hanover	123 Burger Ln. Cape Fear, NC 27546	(980)123-4567 john@?mail.com



List all participating non-profit vendors below.

G.S. 130-250 (7) Allows establishments that are incorporated as non-profit corporations in accordance with Chapter 55 of the General Statutes or are exempt from federal income tax under the Internal Revenue Code as defined as G.S. 105-228.90 or that are political committees as defined in G.S. 163.278.6 (14) to prepare or serve food and/or drink for **pay no more than once a month for a period of two consecutive days.**

Non-profit Name	Contact Person	Phone Number/E-mail	Phone Number/E-mail

STATEMENT: I certify that the information in this application is complete and accurate. I understand that any changes to my operation shall be submitted to Mecklenburg County Public Health for review and approval prior to the day of the event. I understand that a pre-opening inspection of each food vendor is required and if the food vendor is not in compliance with 15A NCAC 18A .2635, a temporary food establishment permit will not be issued.

Organizer Signature:

Date:

**Submit this application, all Food Vendor Applications, list of participating vendors, permit fee(s) and event map to:
Mecklenburg County Public Health at the address below, Attention: TFE Permitting or TFE@meckNC.gov**