

# Haywood County

For Office Use only

Date Submitted

Contact Name

Best Contact  
Number

## Temporary Event Coordinator Application (TECA)

The purpose of this application is to provide information about food preparation and sales at any festival, carnival, fair, circus or public exhibition within Haywood County. All temporary events that are offering food must submit a Temporary Event Coordinator Application (TECA) to Haywood County Environmental Services (HCES). It is the Event Coordinator's responsibility to **complete and submit the TECA at least 30 calendar days prior to the event**. It is the responsibility of the Event Coordinator to ensure all food vendors have and submit the required Temporary Food Event (TFE) application(s) to Haywood County Environmental Services (HCES)

A Temporary Food Establishment (TFE) vendor application(s), must be completed by each food vendor. Required TFE vendor application(s) and fee(s) **must be received at least fifteen (15) calendar days prior to the event**. TFE fees can be submitted to HCES by the Event Coordinator or by each food vendor. (Please see contact information on page 3).

1) Event Name:

2) Event Date(s): to Hour(s): to

Rain Date(s): to

3) Event Location & Address:

Street Address: City: State: Zip:

4) Directions to event:

5) Event coordinator(s) name(s) and contact information (contact information for *before and during* the event):

	Name	Phone number(s)	E-mail Address
a.			
b.			

6) Coordinator Address:

Street Address:  
City: State: Zip:

7) Number of anticipated temporary food vendors:

8) Date/time food vendor(s) will be allowed on site for setup:

9) Will event be providing the following for food vendors:

Potable (drinking) water?	<input type="checkbox"/> No <input type="checkbox"/> Yes, location and source (utility company documentation required, submit with application)
Electricity?	<input type="checkbox"/> No <input type="checkbox"/> Yes
Mechanical refrigeration?	<input type="checkbox"/> No <input type="checkbox"/> Yes, location and type:
Wastewater (hand-wash / utensil sink disposal)?	<input type="checkbox"/> No <input type="checkbox"/> Yes, location and type:
Garbage disposal?	<input type="checkbox"/> No <input type="checkbox"/> Yes, frequency of pick up:
Tents?	<input type="checkbox"/> No <input type="checkbox"/> Yes, size and type:
Toilets?	<input type="checkbox"/> No <input type="checkbox"/> Yes, type:

**10. LIST ALL FOOD VENDORS** Include vendors: Selling items that are exempt from our regulation (popcorn, cotton candy, packaged chips, etc), non-profits, permitted Mobile Food Units (MFU) and Pushcarts (PCU). Add additional sheets if necessary. Contact Food and Lodging staff at 828-452-6638 with any questions.

NAME OF BOOTH	OWNER/OPERATOR NAME	PHONE NUMBER(S) AND E-MAIL	MENU ITEMS APPROVED BY COORDINATOR	Exempt Items or Non-Profit	MFU or PCU

**11) DRAW THE EVENT AREA** including vendor location, approved potable water supplies, wastewater disposal sites, toilet facilities, and garbage disposal site(s). **OR** attach your event footprint with the aforementioned items labeled.

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

- The Haywood County Temporary Event Coordinator Application must be received by our office at least fifteen (30) calendar days prior to the event, or the application shall be denied.
- Any deviation from this application without prior written permission from Haywood County Environmental Health may nullify final approval and prevent issuance of a temporary food establishment permit(s) to food vendors.
- A pre-opening inspection (with electricity and equipment in place) of each temporary food vendor will be required before a permit can be issued.
- Any food/drink that is prepared before permitting (without prior approval from Haywood County Environmental Health) permit may result in disposal or embargo of the food/drink.
- Approval of this application does not indicate compliance with any other code, law or regulation that may be required. (ie: federal, state, and local).

Event Coordinator: \_\_\_\_\_ Date \_\_\_\_\_

Application(s) can be emailed to:

[Jonathan.quinn@haywoodcountync.gov](mailto:Jonathan.quinn@haywoodcountync.gov) or [permitting@haywoodcountync.gov](mailto:permitting@haywoodcountync.gov)

or faxed to:

Haywood County Environmental Services at 828-452-6791

or mailed or hand delivered to:

Haywood County DHHS  
Attn: Environmental Services FLI  
157 Paragon Parkway  
Suite 200  
Clyde, NC 28721

**The Temporary Event Coordinator Application (TECA), must be received by Haywood County Environmental Services (HCES) on or before 30 days prior to the event. All Temporary Food Establishment (TFE) vendor application(s) and required fee(s), must be received by HCES on or before fifteen (15) days prior to the event. No late TFE applications / fees will be accepted.**

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/rules.htm>