Saltville Panorama/Labor Day Celebration
Aug. 30th - Sept. 2nd, 2019
Saltville, VA 24370

This is a drug and alchol free environment

Vendor Booth Invitation – Must be received by July 30, 2019

The Saltville Panorama/Labor Day Celebration includes the sale of food and beverages, hand-crafted items, works of art and manufactured goods intended for safe use by people of all ages. The Saltville Community Festivals and Events Committee reserve the right of review and approval. Space rentals are for Friday through Monday and vendors must be opened to the public on those days form 2 P.M. to 10 P.M., or longer when there is scheduled entertainment. Vendors that are not open during the required hours may not be invited back in future years. Set up is on Wed & Thurs, Aug. 28th & Aug. 29th, 2019, prior to 10 a.m. on Friday, Aug. 30th, 2019 This vendor area will be entrance restricted. Tents and tables are not provided. **Security will be onsite for the entire festival. If payment can't be made by July 30th, please call and make arrangements.**

Name of Business or Organization _____

On site Manager _____ **Phone** _____ **Landline** _____ **Cell** _____

Fax _____ **Email** _____

Address _____

City/State/Zip _____

Type of Vendor: Please Check One

Public Service/Charitable: Classified as such if you are representing a recognized non-profit organization and send a statement of your group's intended activities at Panorama/Labor Day 2019 on your organization's letterhead. Other than membership enrollment, NO RETAIL SALES or SUBSCRIPTIONS will be sold from these booths.

-----Public Service/Charitable Organization making NO SALES; No charge

-----Hand-Made Arts and Crafts ONLY: Vendors that sell arts and crafts that are made by hand on an individualized basis. This includes photography, sewn items, hand-made jewelry, jams and other home-cooked items, paintings, etc. It does not include commercially prepared food or manufactured items. Provide a brief description of your goods to be sold on the bottom of back page.

-----Commercial Goods, Services, Food and Beverages: Vendors that sell manufactured goods, commercially-prepared foods, or similar goods and services. Provide a brief description of your goods, services, food or beverages to be sold on the back of this page. Also, list the equipment you use. **All food vendors should contact the Smyth County Health Department at 276-781-7460 for all rules and regulations and to set up inspections.**

There are only (2) two free spots in the celebration.
- **The Saltville Fire Dept.**
- **The Saltville Rescue Squad**
- **All others will have charges applied**

If you have not previously contacted the Labor Day Committe, do not set anyting up until that has been done.

Fees for Events

The Saltville Community Festivals and Events Committee reserve the right to assign booth spaces as necessary. Vendors will receive booth assignments on a **first come- first serve** basis, and based on hook-up considerations. If your set-up will not fit in a 10' x 10' space, the committee reserves the right to charge you for an additional space. If you need additional space please note it on this form. The Labor Day committee will be on site to direct you to your booth area.

Booth spaces 10' x 10' # of spaces _____ x $100.00= _____

TOTAL ENCLOSED PAYMENTS $_____

Due to economic conditions, we are asking that fees be paid before July 30th, 2019

The Labor Day committe reserves the right to refuse any vendor and can eject each day for inappropriate behavior or difficulty.

Booth Locations: The vendor booths will be within site of the new park and stage. Booth spaces will be assigned on a first come – first serve basis, and will also consider electrical needs and sale items.

Mail this form and your check to: Saltville Festivals & Events Committee
Vendor Reservation
P O Box 730
Saltville, VA 24370

There will be a $50.00 service charge on all returned checks.

For any reason you must cancel your space prior to Jul. 29th, 2019 we will refund your total fee only if we are able to fill your spaces.
No-shows or late cancellations forfeit all fees.
The only Official Labor Day officials will be wearing their badges, if you have questions or difficulties.

PLEASE NOTE

All vendors are responsible for filing Virginia Sales Tax.
All vendors are responsible for collecting and filing Saltville Meals Tax.

Neither the Town of Saltville nor the Saltville Festival & Events Committee or its volunteers assumes liability for damage, theft, or personal injury.

If you have any questions please contact the Saltville Town Hall at 276-496-5342

Brief description of goods to be sold:

_____

_____

_____

_____

_____

_____

_____

Temporary Food Establishment Application

VDH VIRGINIA DEPARTMENT OF HEALTH *Protecting You and Your Environment*	A COMPLETED APPLICATION AND ANY APPLICABLE APPLICATION FEE(S) MUST BE RECEIVED BY THE HEALTH DEPARTMENT AT LEAST TEN (10) CALENDAR DAYS PRIOR TO THE EVENT.	
☐ **$40.00**	**Temporary Food Establishment Application Fee**	
☐ **$0.00**	**Temporary Food Establishment application fee for churches, fraternal, school and social organization, and volunteer fire departments and resource squads that are exempt under §35.1-25 and §35.1-26 of the *Code of Virginia*.**	
☐ **$0.00**	**Applicant with documentation of paying a Temporary Food Establishment Fee in the current calendar year.**	
☐ **$0.00**	**Individual resident _____ locality participating in only one (1) temporary event per calendar year which is located in _____.**	

Event Information

Event Name:

Event Coordinator/Phone Number/Email Address:

Event Location Address and Phone Number:

Dates of Event: To Rain Dates: To

Vendor Information

Vendor Business Name (include any trade, fictitious or "doing business as" names):

Name of Owner:

Booth Name (if different from vendor name):

Vendor Address:

Vendor Phone Number/Email Address:

Onsite Person Name and Contact Email and Cell Phone:

Set-up Date and Time:

Dates of Operation:

For Office Use Only	**Approved by:**
Signature:	**Date:**

Ver. OEHS. 04/01/17

EVENT COORDINATOR APPLICATION
FOR TEMPORARY FOOD EVENTS

An event organizer/coordinator may complete this application and submit to the local health department. This application is NOT required in order to obtain a temporary food establishment permit but may assist local health departments in determining temporary food establishment compliance with Board of Health Food Regulations (12VAC12-5-421). This application should be submitted at least ten (10) calendar days in advance of the date of the planned event.

ORGANIZER INFORMATION	EVENT INFORMATION
Organizer/Coordinator:	**Event Name:**
Mailing Address:	**Location:**
City/State/Zip Code:	**Address:**
Event Organizer's Name:	**City:**
Event Organizer Contact Number: **E-mail address:**	**Hours of Event (include time set-up will begin):**
Type of Organization: ☐ **For Profit** ☐ **Charitable** ☐ **Not for Profit**	**Date(s) of Event:**
On-site Contact Person:	**Event Location:** ☐ Indoor Event ☐ Outdoor Event * Event will occur regardless of the weather conditions: ☐ Yes ☐ No
On-site Contact Cell Phone: **Email address:**	**Anticipated Maximum Attendance at Peak Time:**_____

Sketch of the general layout of the event indicating the location of the following:

1. Temporary Food Establishments locations (if DBA is available, include on application)
2. Water supply
3. Toilet and handwashing facilities
4. Refuse disposal containers
5. Location of shared utensil-washing facilities if provided
6. Refrigerated trailer, if provided

Temporary Food Establishment (TFE) Information

Organization /TFE Name	Person in charge Contact number(s)	Permit Information Local Health District etc.	Type of set up (tent, canopy, mobile unit)

Number of temporary food establishments that will be participating in event:	
Utensil Washing ☐ Provided by Event Organizer ☐ Provided by Food Booths Type of sink:	**Food Storage** Refrigerated trailer provided for temporary food establishments ☐ Yes ☐ No Indicate location of refrigerated trailer on sketch.
Toilet Facilities Number of Toilets that will be provided: ☐ Portable ☐ Existing restrooms available Will toilets and handwashing facilities be provided for food employees? _____ ***Hand Soap, single-use towels, and trash receptacle must be provided at all handwashing sinks.***	**Refuse Disposal** Identify company responsible for refuse disposal: Is there a central refuse collection site? Indicate on plot plan ☐ Yes ☐ No
Potable Water Supply ☐ Permitted Waterworks ☐ Private Well (Results of most recent water test must be submitted with this application).	**Wastewater Removal** Identify responsible party for removal: Frequency of wastewater removal:
Electrical Supply How will electricity be provided to TFE? Contact local building department for applicable requirements.	

Temporary food establishment permit(s) will not be issued until permit application review demonstrates compliance with the applicable Board of Health Food Regulations.

Temporary Event Coordinator's Name(Print)	Signature	Date

Food Preparation and Menu

Only the food items listed below will be approved to serve. Any changes must be approved by the local health department prior to the event. List all foods that will be served. Attach additional pages as needed.

Food Item	Purchased Raw or Cooked? On-site or Off-site prep?	Transported hot or cold? What type of equipment used to transport?	Type of cold holding equipment used at event? (41°F or below)	Cooking and/or reheating equipment used? Final cook temp?	Hot holding equipment used at event? (135°F or above)
Sausage	*Raw, On-site*	*Cold/on ice*	*Ice Chest*	*Grill, 175°F*	*Steam Table*

For food items that will be prepared at a different location than the event location include the name and location of the permitted food establishment.

Permitted Food Establishment Name:	Name of Owner/Operator:	
Food Establishment's Physical Address:	Owner/Operator Phone Number:	
Signature of Permit Holder:	Permit Number:	Date:

Ver. OEHS. 04/01/17

Temporary Food Establishment Construction				
Overhead Covering	☐ Canvas	☐ Wood	☐ Plastic	☐ Other:
Floor:	☐ Asphalt	☐ Concrete	☐ Wood	☐ Other:
Walls(if applicable):	☐ Screens	☐ Concrete	☐ Wood	☐ Other:

Water Source ☐ Permitted Waterworks/ Municipal Supply ☐ Private Well	**Wastewater Disposal** (provided by): ☐ Event Coordinator ☐ TFE Operator
Food Grade Hose Provided: ☐ Yes ☐ No	Disposal Method
Utensils and Equipment (check all that apply): ☐ Single-Serve eating and drinking utensils ☐ Multi use kitchen utensils	**Handwashing Facilities**(provided by): ☐ Event Coordinator ☐ TFE Operator
Type of Utensil Washing Setup:	**Type of Handwashing Facilities**
☐ Three basin setup	☐ Self-contained portable unit(with potable water and wastewater holding tanks)
☐ Shared three compartment sink(if pre-approved)	☐ Plumbed with hot and cold water under pressure
☐ Three compartment sink within a food establishment	☐ Gravity-fed water with spigot/bucket
Utensil sanitizer to be used: ☐ Chlorine ☐ Quaternary Ammonia ☐ Other:	***Hand soap, single-use towels, and trash receptacle shall be provided at all handwashing sinks.***

Food Storage or Display Equipment: Identify all holding equipment (hot/cold) that will be used:	**Cooking Equipment:** Identify all cooking equipment that will be used:
Toilet Facilities for Food Employees: ☐ Event Coordinator ☐ TFE Operator Method(if not provided by the event):	**Electrical Supply:** ☐ Refrigeration or Freezer available ☐ Lighting available
Food Transportation: Identify how food will be transported to events:	**Refuse Removal**(provided by): ☐ Event Coordinator ☐ TFE Operator Method(if not provided by the event):

I understand that a temporary food establishment permit will not be issued until it is verified that the application and information contain herein meets the Board of Health Food Regulations (Food Regulations) under 12 VAC5-421 et seq., any other pertinent local laws or ordinances, and has been signed and approved by the local health department. I attest to the accuracy of the information provided and agree to comply with the Food Regulations as it pertains to the operation of a temporary food establishment. I agree to allow access to the establishment during hours of operation and other reasonable times.

Applicant
Name: _____ Signature: _____

Ver. OEHS. 04/01/17

GUIDELINES FOR TEMPORARY FOOD ESTABLISHMENTS

1. The establishment must be provided with an approved water supply. Enough water to be available for:

   A) Food Preparation
   B) Cleaning and sanitizing utensils and equipment
   C) Hand washing

2. All sewage, including liquid waste from sinks, handwashing, ice storage, equipment drains, or other sources, to be disposed of in an approved manner. (Not dumped on the ground.)

3. All food to be sold must be purchased from approved sources. No home cooked or home canned foods.

4. Adequate facilities shall be provided to maintain potentially hazardous food at required temperatures at all times.

   A. Cold food to be held at 41 degrees F or below.
   B. Hot food to be held at 135 degrees F or above.
   C. Frozen food to be held at 0 degrees F or below.
   D. Hot food to be reheated to a minimum of 165 degrees F before serving.

5. A thermometer should be provided for checking product temperatures and test kit for checking sanitizer.

6. All cooked or prepared food shall be served on or in single service paper or plastic utensils.

7. Ice used in foods and beverages must come from an approved source. Ice scoops to be used for ice dispensing: cups or glasses are not to be used.

8. All food preparation, service, display, and storage areas to be adequately protected from contamination from dust, vermin, and customers.

   A. Plastic disposable gloves or utensils to be used for preparing or serving food.
   B. Condiments to be in dispensers or individual packets.
   C. Food, utensils, paper products to be stored off the ground and kept covered.
   D. Foods on display to have sneeze or dust guards or individually wrapped.
   E. Beverages to be in individual containers or from an approved fountain. Beverages can be chilled in drained ice.

9. Adequate cleaning and sanitizing supplies to be provided. Examples: buckets, cloths, detergents, sanitizer, sanitizer test kit.

Bleach

10. Food handlers to follow approved procedures in preparing and serving food.

A. Wear clean outer garments.
B. Hair restraints to be worn.
C. No eating, drinking, or smoking in food preparation or service areas.
D. Wash hands frequently, especially after using restroom, smoking, any cleaning activity, or handling money.
E. No person having an open sore or infectious disease to be a food handler.

Handwashing facilities – This facility shall consist of, at least, warm running water, soap, individual paper towels, and a bucket to collect the dirty water. For example, an air pump thermos or jug of warm water with a push button or turn spout container will be an acceptable method used to obtain warm running water.

April 20, 2018

Town of Saltville

Tammy Carter – Clerk

Dear Mrs. Carter,

The Board of Health amended the Food Regulations (12VAC5-421 et. seq.) on July 12, 2016, to include, among other changes, the requirement of *certain* food establishments to employ a certified food protection manager (CFPM) by **July 1, 2018**. The CFPM must be an employee of the food establishment with supervisory and management responsibility and the authority to direct and control food preparation.

Prior to July 1, 2018: During inspections, local health department staff will answer questions and provide information to food establishment staff regarding the CFPM requirement and *exemptions*.

Certain food establishments are *exempt* from employing a CFPM. Such establishments serve ONLY non-temperature control for safety food (non-TCS) and food handling does not exceed reheating, cold holding, and hot holding of **commercially processed and packaged read-to eat foods**.

After July 1, 2018: Local health department staff will evaluate food establishments for compliance with the CFPM requirement during inspections.

In order to become a CFPM, you must pass an exam that is part of an accredited program. Below is a list of approved providers of the CFPM exam:

- National Registry of Food Safety Professionals
  - Food Protection Manager Certification Program
  - International Certified Food Safety Manager
- Prometric Inc.
  - Food Protection Manager Certification Program
- National Restaurant Association
  - ServSafe® Food Protection Manager Certification Program
- 360training.com, Inc.
  - Learn2Serve Food Protection Manager Certification Program
- AboveTraining/StateFoodSafety.com
  - Certified Food Protection Manager Exam

Please contact your local health department for more information regarding the CFPM requirement or visit http://www.vdh.virginia.gov/environmental-health/food-safety-in-virginia/food-operators/cfpm/.

If you have questions, please call Lavonda Brickey at the Smyth County Health Department, 276-781-7450.

Certified Food Protection Manager FAQ's

The following questions and answers are based on the Food Regulations (12 VAC5-421 et seq.) and are subject to change upon notification from the Virginia Department of Health (VDH).

1) **Q: What is a certified food protection manager (CFPM), and why I am required to have one?**

   A: *A CFPM is an individual who has demonstrated, by successfully passing an exam, the knowledge, skills, and abilities required to protect the public from foodborne illness.*

   *VDH changed the Food Regulations on July 12, 2016, to require certain food establishments to employ a CFPM no later than **July 1, 2018.** Food protection manager certification provides food establishment staff with in-depth knowledge of food safety practices that reduce the risk of foodborne illness.*

   The requirement applies to all VDH permitted food establishments, including temporary food establishments and mobile units, unless the food establishment meets one of the following exemptions outlined in 12 VAC5-421-55 of the Food Regulations:
   - *The Food Establishment serves only non-Time/temperature control for safety(non-TCS) food; or*
   - *Food handling does not exceed: (1) reheating, (2) cold holding, or (3) hot holding of commercially processed and packaged ready- to- eat foods.*

2) **Q: What certification programs are recognized by VDH?**

   A: *The following five (5) programs are recognized by VDH:*
   - National Restaurant Association
     - ServSafe Food Protection Manager Certification Program
   - National Registry of Food Safety Professionals (NRFSP)
     - Food Protection Manager Certification Program
     - International Certified Food Safety Manager
   - 360training.com, Inc.
     - Learn2Serve Food Protection Manager Certification Program
   - Above Training/StateFoodSafety.com
     - Certified Food Protection Manager Exam
   - Prometric, Inc.
     - Food Protection Manager Certification Program

3) **Q: I have a food establishment permit but do not have a CFPM. When am I required to employ one?**

   A: *Food establishments, unless exempt, must employ a CFPM no later than **July 1, 2018.***

4) **Q: I would like to open a food establishment in the near future. What will change about the application process *after* July 1, 2018?**

A: In addition to any applicable fees and documentation required to approve an application for a food establishment permit, be prepared to submit a copy of your CFPM's certificate. Failure to have a valid CFPM certificate upon submission of a food establishment permit application may delay the processing of your application.

5) **Q: Is a CFPM required to be on-site at each establishment at all times?**

A: No. The CFPM must have management and supervisory responsibilities over the food establishment and have the authority to direct and control food preparation and service at the food establishment. The CFPM should be prepared to demonstrate how they perform the above referenced tasks off the premises in such a fashion to protect the health of the public.

6) **Q: Does the CFPM requirement apply to temporary and mobile food establishments?**

A: Yes, the requirement applies to all permitted food establishments, including temporary and mobile food establishments unless the facility meets one of the exemptions stated in Question 1. Temporary and mobile food establishments must have a CFPM in order to lawfully operate.

VDH categorizes temporary food establishments by risk in order to determine the required frequency of inspection. Those temporary food establishments categorized as Type 1 and Type 2 in the Temporary Food Establishment Policy (PIM 307-01) (see the chart below) are not required to employ a CFPM.

Food Service Classification	Classification Guidelines
Type 1	• Consist of food preparation of unpackaged non-TCS foods • Consist of commercially packaged TCS foods that are received, stored and held and served in the manufacture's original package (Receive-Store-Hold-Serve) ***Examples***: Pre-packaged ice cream, shaved ice, kettle corn, cotton candy
Type 2	• Consist of food preparation with no cook step (Receive-Store-Prepare-Hold-Serve). • Consist of commercially packaged TCS foods for which Time as a Public Health Control is used onsite. • Consist of reheating of a commercially processed food item (Receive-Store-Reheat-Hold-Serve) for immediate same-day service. ***Examples:*** Tuna salad, coleslaw, hotdogs, BBQ sandwiches, pre-cooked hamburgers, pre-cooked Italian sausage with cooked green peppers and onions, pre-wrapped sandwiches or pizza.

7) **Q: If an owner has more than one temporary food establishment or mobile food unit, are they required to have a CFPM for each establishment/unit?**

A: No. If the CFPM is: 1) employed by the owner of the food establishment, 2) has management or supervisory responsibility over the food establishment, and 3) has the authority to direct food preparation and service at the food establishment, a separate CFPM is not required for each food establishment.

This is applicable to all food establishments including mobile food units and temporary food establishments.

8) **Q: Does this requirement apply to not-for-profit organizations that serve food?**

A: Facilities such as churches, fraternal, school and social organizations, organizations exempt from taxation under §501(c)(3) of the Internal Revenue Code, and volunteer fire departments, and rescue squads may be exempt from the CFPM requirement if certain conditions are met. If you think your organization may be exempt, contact your local health department.

Charitable organizations, such as nonprofit homeless shelters and hunger prevention programs, who engaged in food programs for needy persons are exempt from the CFPM requirement.

9) **Q: Are facilities such as daycares, public/private schools and colleges, local correctional facilities, assisted living facilities, nursing homes, or hospitals with food establishment permits exempt from this requirement?**

*A: No. These facilities must employ a CFPM by **July 1, 2018** unless the facility meets one of the exemptions from the requirement as stated in Question 1.*

10) **Q: What happens if I do not have a CFPM employed at my food establishment after July 1, 2018?**

A: A food establishment that is required to employ a CFPM but cannot provide documentation that a CFPM is employed by the food establishment will be cited for a violation of 12VAC5-421-55 on the Food Establishment Inspection Report. In accordance with 12VAC5-421-3950 the permit holder shall correct this core item violation by a date and time agreed to or specified by the regulatory authority but no later than 90 calendar days after inspection.

In the case of temporary food establishments, operating without a CFPM may result in the suspension of your permit as stated in 12 VAC5-421-3870 of the Food Regulations.

11) **Q: Will health department staff verify that a CFPM is employed only during routine inspections?**

A: VDH staff may request verification of employment of a CFPM with a current certification at any time.

12) **Q: Once certified, how often must a CFPM renew their certification?**

A: The certifying organization determines certificate expiration. Most certificates expire five years after issuance. Address questions regarding expiration of certificates to the CFPM program vendor.

13) **Q: Am I required to post my CFPM certificate?**

A: The Food Regulations do not require the posting of the CFPM certificate.

14) **Q: Is the CFPM course or examination offered in languages other than English?**

A: Direct questions regarding the CFPM course, costs associated with the course or testing, and language offerings to the CFPM program vendor.

15) **Q: Is it easy to take the CFPM exam and how much does it cost?**

A: The CFPM exam is offered by several vendors that may also provide training courses and exam prep classes. Exam cost vary (some offer the exam only for $55.00 while others offer bundle packages which include the exam and study material for less than $125.00) and some vendors offer the exam online which you can take from the privacy of your home. Most exam vendors offer the exam at least five days a week throughout the state at various testing locations. Contact exam vendors for specific information.

Find more information regarding CFPM on VDH's Environmental Health website here or at http://bit.ly/2FgLZrC. Your local health department is also a great resource.

Be sure to ask your local health department if they have local ordinances regarding the CFPM requirement.