



# Wilson County Health Department

1801 Glendale Drive SW • Wilson, NC 27893-4401 • Phone 252.237.3141

## Non-Profit & Exempt Food Vendor Application

All applications should be submitted to the Environmental Health Section of the Wilson County Health Department at least fifteen (15) calendar days prior to the event's start date.

Each vendor in Wilson County that is claiming exemption from North Carolina regulation requiring an operational permit to prepare and sell food or drink for pay, no more frequently than once a month for a period **not to exceed two (2) consecutive days**, shall complete the Non-Profit & Exempt Food Vendor Application form

Events lasting longer than 2 days will need a Temporary Food Establishment (TFE) permit. Submit the form along with a copy of the exemption letter from the North Carolina Department of Revenue stating of non-profit status, a copy of 501c, or a political committee as defined in North Carolina General Statute 163-278.6(14).

- **\*\*It is the responsibility of the non-profit organization to prove that they are a non-profit. The responsible persons should include with this application a copy of the exemption letter from the North Carolina Department of Revenue stating of non-profit status, a copy of 501c, or a political committee as defined in North Carolina General Statute 163-278.6(14). \*\***
- Applicants will be contacted via email upon approval. This approval is for events submitted only in Wilson County
- Approval of this application does not indicate compliance with any other code, law or regulation that may be required. (i.e.: Fire Marshall, federal, state, and local authorities).
- Applicant should keep a copy of documentation onsite during your event to show any Wilson County Health Inspector should they visit your event.

Check the type of exemption which you are requesting: (\*submit supporting documentation)

- Incorporated as a nonprofit corporation in accordance with Chapter 55A of the General Statutes
- Political Committees as defined in G.S 163-278.6(14)\*
- G.S 105-228.90\*
- Exempt food items only
- Other (please describe): \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date(s) of event: \_\_\_\_\_

Address of Event: \_\_\_\_\_  
Street City State Zip

Check one:  fundraiser  festival  Other (describe) : \_\_\_\_\_

Name of Organization/Booth: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip

Name of person(s) in charge: \_\_\_\_\_

Email: \_\_\_\_\_ Cell #: \_\_\_\_\_

Facility Type:  Booth  Pushcart  Mobile Food Unit (MFU)  
 Permanent Building  Other: \_\_\_\_\_



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EIN #( if applicable): \_\_\_\_\_

Name/location of previous events worked this year: \_\_\_\_\_

Name/location of upcoming events this year: \_\_\_\_\_

Provide a complete list of all food/menu items in the chart below and check "Advanced Preparation" if the food/menu items will be prepared prior to the event. Check "Prepared at Event" if no advance preparation is needed. Check both "Advanced Preparation" and "Prepared at Event" if food/menu item requires both types of preparation. Include all add-on items such as lettuce, tomato, onion, etc.  
*Attach separate sheet if needed.*

Food/Menu Items	Source of Food (must provide invoice or receipt at the event)	Advance Preparation (include cutting, seasoning, marinating, cooking, etc.)	Prepared at Event (include cutting, seasoning, marinating, cooking, etc.)
Example: Hamburgers	Fred's		X purchased pre-pattied, straight to grill from refrigerator and seasoned on grill

I certify that the information in this application is complete and accurate. I understand that any deviation without prior approval from Wilson County Environmental Health may nullify this exemption.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Name (print): \_\_\_\_\_

Please be aware of any legal problems that could result from selling food.

- Selling food without a permit at an event, where a permit is required, will result in a Cease-and-Desist Order being issued and possible legal action taken if it is determined to be a for-profit sale. Event sponsors, organizers, coordinators, and vendors will share responsibility if a food borne illness occurs from food sold at the event.

Office Use Only	
Comments: _____	
EHS: _____	Date: _____