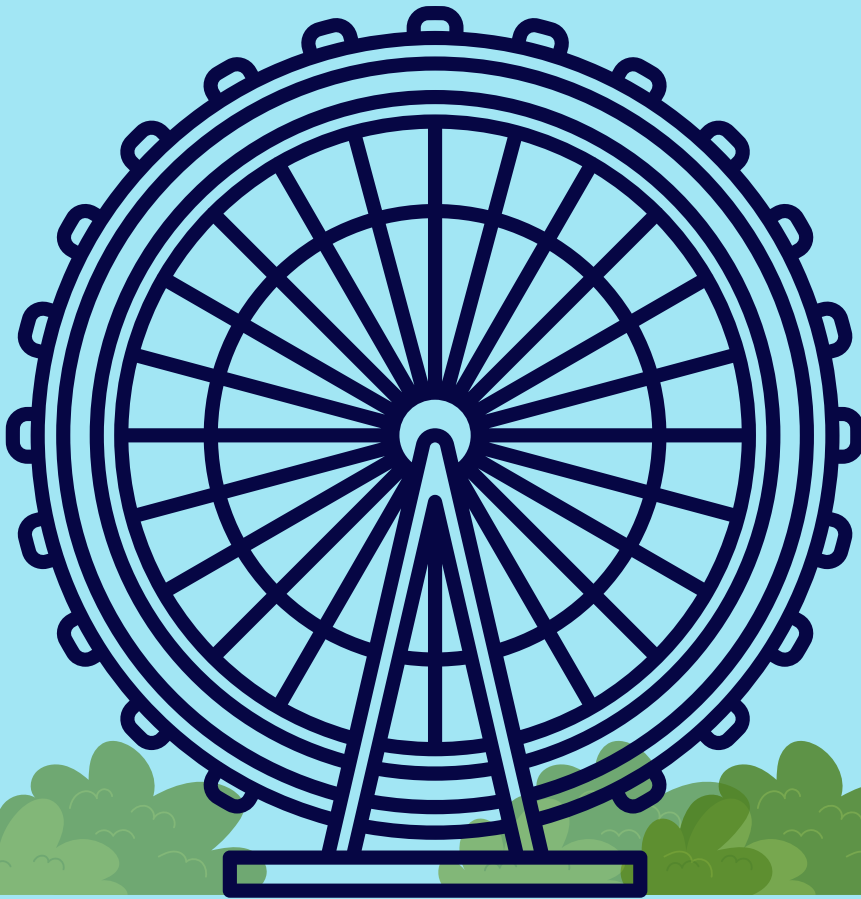




DINWIDDIE COUNTY FAIR

Oct. 4-6, 2024

FOOD VENDOR HANDBOOK



www.dinwiddieva.us

- carnival • shows •
- games • fair food •
- live music •
- agriculture exhibits •
- and more •

Discover
Dinwiddie



February 15, 2024

Thank you for your interest in the 2024 Dinwiddie County Fair. The event is presented by the County of Dinwiddie, VA and will be held Friday, October 4 – Sunday, October 6, 2024, at Virginia Motorsports Park.

Within this handbook, you will find all of the necessary information related to the event including food vendor information. This handbook contains the following information:

- Facts about the Dinwiddie County Fair
- General Fair Rules and Regulations - FOR ALL VENDORS
- Non-Local Commercial Food Vendor Application
- Local Commercial Food Vendor Application
- Non-Profit Food Vendor Application
- Acknowledgment - FOR ALL VENDORS
- Tax Remittance Forms
- Special Events Registration Form (if applicant resides outside of Dinwiddie County)
- Virginia State Corporation Commission Registration Information
- Virginia Department of Health's Temporary Food Establishment Permit Application
- Dinwiddie Fire & EMS Resource Form

For all applications, please fill out the required information and return to Stacey English by the specified deadline of August 23, 2024.

If you have any questions or concerns, please feel free to contact me (information below). Please contact Chris Walters, with Parks and Recreation if you are unable to reach me. Chris can be reached at cwalters@dinwiddieva.us or in the office at (804) 732-1100.

Dinwiddie County Fair
Attn: Stacey English
14010 Boynton Plank Road, PO Drawer 70, Dinwiddie, VA 23841

Sincerely,

Stacey English

Economic Development & Marketing Manager

Dinwiddie County

senglish@dinwiddieva.us

(804) 469-4500 opt. 1, ext. 2163

(804) 896-4960

ABOUT THE DINWIDDIE COUNTY FAIR

Addresses:

Physical Address / Venue: Virginia Motorsports Park, 8018 Boydton Plank Road, North Dinwiddie, VA 23803

Mailing Address / Office: Dinwiddie County, Attn: Stacey English, 14010 Boydton Plank Rd., PO Drawer 70, Dinwiddie, VA 23841

Fair Management:

Stacey English

(804) 469-4500, opt. 1, ext. 2163

(804) 896-4960

senglish@dinwiddieva.us

Fair Dates & Times:

Friday, October 4, 2024: 6pm - 11pm

Saturday, October 5, 2024: 11am - 11pm

Sunday, October 6, 2024: 1pm - 6pm

Fair Websites:

www.dinwiddieva.us/318/tourism

Facebook: @DiscoverDinwiddie

Instagram: @DiscoverDinwiddie

Fair Attendance:

The Dinwiddie County Fair averages about 10,000 people per year.

Over 14,000 people attended the 2023 County Fair.

DINWIDDIE COUNTY FAIR 2024 RULES & REGULATIONS

ADA GUIDELINES: The US Congress created the Americans with Disabilities Act (ADA) to protect people with disabilities from discrimination. The Dinwiddie County Fair makes every effort possible to comply with the ADA. We appreciate your cooperation in offering additional assistance to our guests if needed to comply with the ADA.

ALCOHOLIC BEVERAGES & ILLEGAL SUBSTANCES: Alcoholic beverages and illegal substances are not allowed on the fairgrounds or in the parking areas. Any vendor or patron found under the influence or in possession of alcohol or illegal substance will be required to leave the fairgrounds immediately. They will not be allowed access to the fairgrounds for the duration of the Fair and will be subject to arrest. **NO REFUNDS WILL BE GIVEN TO ANYONE WHO IS REMOVED FROM THE PROPERTY. NO EXCEPTIONS.**

BACKGROUND CHECK POLICY: Each vendor shall conduct adequate criminal history background checks for their employees, agents, or workers at the Fair to assure that the County's best interests and the duties and responsibilities to be assigned to the individual. Failure to adequately conduct such background checks and shall be grounds for (1) immediate dismissal of a vendor from the Fair and (2) refusal by the County to permit the vendor to participate in future Fairs as a vendor.

BEVERAGES SOLD: Dinwiddie County Fair Management, in coordination with fair food vendors, will set and inform all local and commercial food vendors of the quantity and price of soda and water prior to the event. Vendors must adhere to the agreed upon quantity and price of drinks sold at the Dinwiddie County Fair.

CONTRACT: Every individual, company or organization participating in the Dinwiddie County Fair must have a written contract, if required. Vendors must have a contract signed by the County. Fair management must have a signed contract and payment in full by the specified date within the contract. If the full payment is not received by the due date stated on the contract, the vendor's space will be released, and a contract will be generated for the next approved vendor on the waiting list. Please bring a copy of your contract with you to the Fair as a reference. **Contract space is NON-TRANSFERABLE, and all payments are NON-REFUNDABLE. NO EXCEPTIONS.** In addition, those vendors who are accepted and provide the \$100.00 deposit and fail to provide the final payment will not be entitled to the refund of initial deposit. In the event that a vendor pulls out 30 days or less prior to the start of the Fair (Wednesday, September 4, 2024), they will be entitled to neither a refund of the initial payment nor the security deposit. The Dinwiddie County Fair reserves the right to cancel at any time all contracts made with vendors for any infraction of these rules or regulations made herein, with no refund, and to cancel or modify all contracts, whatever kind, by public notice, due to an act of providence or any occurrence beyond the reasonable control of the Dinwiddie County Fair, such as inclement weather, war, riot, terrorism, fire, flood, storm, or pestilence, which prevents holding the Fair for all or part of the time allotted for the Fair.

DINWIDDIE COUNTY FAIR 2024 RULES & REGULATIONS

DEFAULT: In the event that any vendor fails to occupy leased space by 8:00pm on Thursday, October 3, 2024, their contract may be terminated by Fair Management unless advance arrangements have been made to provide for a late arrival (late arrival is not always approved). No refund (deposit and final payment) will be made in such a case and the Fair is authorized to resell space to another vendor.

DELIVERIES: On Friday, all deliveries to vendor spaces must be made between 10am and 5pm. On Saturday, deliveries must be made between 8:30am and 10:00am. On Sunday, deliveries must be made between 10:00am and Noon (times are subject to change).

ALL VEHICLES MUST VACATE THE GROUNDS ONE (1) HOUR PRIOR TO THE OPENING OF THE FAIR.

DEPARTURE / TEARDOWN: Vendors may not drive on the fairgrounds to haul materials until after closing each night unless approved by fair management. If you choose to tear down before closing, you must haul your supplies by hand to your vehicle. On Friday and Saturday night, all vendors must vacate the fairgrounds by 12:00am; failure to do so will result in a loss of your deposit. At the end of the Fair if you choose not to take your set-up with you on Sunday night, all supplies must be removed between the hours of 9:00am and 11:00am on Monday, October 7, 2024. If all supplies have not been removed by 11:00am Monday, October 7, 2024, you will lose your \$100.00 Deposit, and anything left on the premises will become the property of Dinwiddie County.

DISPLAYS AND PRODUCTS: Fair Management shall have control over all displays, booths and stands of every kind within the fairgrounds. This is a family-oriented Fair, and your booth display MUST reflect this attitude. No weapons, knives, laser lights, lingerie, adult products or objectionable items are allowed, including without limitation, any display that Fair Management, in its sole and exclusive determination, deems inappropriate for a family-oriented atmosphere.

PRICING: Dinwiddie County will print a menu board for all food vendors that is consistent with fair branding. All food vendors must display this menu board where it is clearly visible to approaching patrons. All pricing must be consistent with pricing on the menu boards. Any vendors that do not display their menu board will be closed until pricing is posted and the situation is resolved. The menu board MUST be attached to the vendor tent and not hidden on tables, by the register, etc.

FIRE INSPECTIONS/FIRE EXTINGUISHERS: All vendors will be inspected by the Fire Marshal to ensure that set-ups meet proper code including fire extinguishers as necessary. **REVIEW ATTACHMENTS.**

HEALTH INSPECTIONS: All food vendors will be inspected by the Health Department to ensure that set-ups meet proper code. **REVIEW ATTACHMENTS.**

DINWIDDIE COUNTY FAIR 2024 RULES & REGULATIONS

INSPECTION & CLOSEOUT:

Commissioner of Revenue, Health Department, and Fire & EMS inspections will be scheduled prior to fair start time on Friday, October 4, 2024. All relevant vendors will be notified of inspection times.

Closeout and Departure: ALL VENDORS must be checked out by representatives from the Commissioner of Revenue (Lori Stevens / Monique Wojciula) prior to departure. The inspection time and date will be determined and expressed to all vendors.

In the event that a vendor does not pay the applicable excise tax (Meals and/or Admissions Tax) with the Commissioner of Revenue, they will not be eligible to receive the \$100.00 security deposit. All deposits will be kept.

INCLEMENT WEATHER: In the event of rain or severe weather vendors must follow directions given out by Fair Management **IMMEDIATELY**. Failure to do so may result in vendors not being able to return back onto the fairgrounds or to future events/fairs.

INSURANCE REQUIREMENTS: Each Food Vendor participating in the Dinwiddie County Fair shall, at the vendor's expense, provide insurance coverage for personal injury and property damage in the amount of \$1,000,000 per occurrence/\$2,000,000 per aggregate to cover all of the vendor's time and activities at the Fair and shall indemnify and hold Dinwiddie County harmless against any and all liabilities, claims, demands, actions, costs, and expenses of any kind and nature whatsoever, which may be sustained by Dinwiddie County by reason of Vendor's occupancy and/or activities at the Fair. A Certificate of Liability Insurance with company licensed to do business in Virginia must be on file in the Fair Office along with the vendor's contract prior to Friday, August 23, 2024. The Certificate of Liability Insurance MUST list Dinwiddie County, its officers, employees, volunteers, and contractors as additionally named insured's, not just as a certificate holder. All required insurance shall be written on an occurrence basis and shall state that this coverage is primary to all other coverage Dinwiddie County may possess. It shall be a condition of this insurance coverage, and so indicated on the Certificate of Insurance presented to the Fair, that the insurer agrees not to cancel or reduce the limits of their coverage without first giving the County 45 days' written notice. It is the sole responsibility of the vendor to provide workers compensation insurance to cover the vendor's own workers and vendor's property.

Note: Vendor must also provide a copy of their Insurance Policy to the County in addition to the above insurance requirements. The Additional Insured must be listed as follows: County of Dinwiddie, VA; 14010 Boydton Plank Road, Dinwiddie, VA 23841

DINWIDDIE COUNTY FAIR 2024 RULES & REGULATIONS

LIABILITY: All property brought onto the fairgrounds will be done so at the owner's risk. The property owners will assume all responsibility for loss, damage, or theft. Vendors and all other persons, firms, corporations and other entities must make their own arrangements to protect their property at all times. The Dinwiddie County Fair will employ Sheriff Deputies who will promote the safety and protection of our patrons, vendors, exhibits and property on the fairgrounds. However, under no circumstances will the County, the Fair, the Virginia Motorsports Park, or any of its officers or employees, be responsible for any loss, damage or injury to property or persons (including death) and their property. This includes, without limitation, booths, stands, electronic equipment, and automobiles in parking lots, articles left in cars, accidents, theft, fire, the elements or any other condition.

MENUS: Dinwiddie County Fair Management reserves the right to review all menus to determine what products will be sold by each vendor. In addition, Fair Management retains the right to restrict menus where it is deemed necessary.

PARKING: Vendors will receive three (3) parking passes for the duration of the Fair. You may purchase up to 3 more for \$5.00 per pass. Any additional passes after three (3), will be \$10.00 per pass. Passes must be displayed on the dashboard at all times. Any workers trying to enter the Fair without the proper pass will be required to pay the \$10.00 fee at the gate. **NO EXCEPTIONS.** Parking Passes will be provided to vendors on Thursday, October 3, 2024 after the setup of your individual booth is complete.

PAYMENTS: All signed contracts must be returned by the deadline listed on the contract with the total payment. We accept personal checks and money orders. All checks must be made out to Dinwiddie County, VA and mailed with the signed contract (if required) to Dinwiddie County Community Development Attn: Stacey English - 14010 Boydton Plank Rd. Dinwiddie, VA 23841.

All payments are Non-Refundable, Non-transferable, No exceptions. Note that pursuant to Section 2-1 of the Code of the County of Virginia, payments are subject to the following provision: "Sec. 2-1. Insufficient funds and stop payment fees. (a) Any person who utters, publishes or passes any check or draft or order, for payment of taxes or any other sums due to the county, which is subsequently returned for insufficient funds or because there is no account or the account has been closed, shall pay to the county a fee, in the amount of \$35.00, in addition to the amount of such check or draft or order. (b) Any person who utters, publishes or passes any check or draft or order, for payment of taxes or any other sums due to the county, which is subsequently returned because of a stop-payment order, placed in bad faith on the check, draft, or order by the drawer, shall pay to the county a fee, in the amount of \$35.00, in addition to the amount of such check or draft or order."

POWER: Power for vendors is available and set at the cost outlined in the application. Power is defined as access to one (1) 110 outlet within 200'. Vendors must provide all extension cords, cord coverings and necessary equipment. All cords must be free of any tripping hazards and in no event shall uncovered cords run along or near the ground.

DINWIDDIE COUNTY FAIR 2024 RULES & REGULATIONS

REFUNDS: There are no refunds for any payments made to the Fair. **All sales are final. NO EXCEPTIONS.** Clean-up deposits will be refunded once your area has been left the way you found it and approved by Fair Management. This process will take up to 30 days for a check to be mailed to you.

SELECTION OF VENDORS: First consideration will be given to returning vendors in good standing with the Fair. However, no spaces or contracts are guaranteed. Returning vendors will have until August 2, 2024, to submit their application. After August 2, 2024, Fair Management will review all new vendor applications to determine who the event can accommodate. Event Management selects new vendors based on the following criteria: 1) Does the vendor have a well-rounded presentation and sell unique food in comparison to other selected vendors? 2) Can they provide a high level of customer service with the accommodations we provide? 3) Can they fit within our space requirements? The Dinwiddie County Fair reserves the right to accept or reject any application it receives for space.

SELLING VENDORS: All vendors must review the Commissioner of Revenue Special Events Letter within this packet (page 21). Selling vendors must also pay the separate taxes associated with the application.

REVIEW: Commissioner of Revenue Information – ATTACHED

REVIEW: SCC Information – ATTACHED

If you should have any questions concerning the special events license or meals tax collection / remittance requirements, please contact Monique Wojciula at (804) 469-4500 ext. 4.

SET-UP: Food vendors will be provided space based on the application request with water and power access within 200' at a separate charge (see fee scale). All tables, chairs, etc. must be provided by the applicant. All food vendor spaces will be located on asphalt. Vendors will be allowed access to the Motorsports Park starting at noon on Wednesday, October 2, 2024. **ALL VENDORS MUST BE COMPLETELY SETUP BY 5:00PM ON THURSDAY, OCTOBER 3, 2024.** Vendors will not be allowed to setup on Friday, October 4, 2024.

SPACE PLACEMENT: Dinwiddie County Fair Management has sole discretion on placement and moving of the vendors booths/stands. You must confine your business to the specific area assigned. There will be no soliciting, signage or handing out of written materials by any organization/business, groups or individuals outside of the space that has been leased.

PLEASE NOTE: Vendors are prohibited from operating in the aisles in such a way as to be a nuisance or interference to the public or to other vendors. The use of sound by public address systems, stereos, recorders, etc., to attract attention to your booth/stand must be approved by Fair Management. Vendors must provide, at their own expense, all cables, cords, tables, pumps, hoses, fittings etc. which they require.

DINWIDDIE COUNTY FAIR 2024 RULES & REGULATIONS

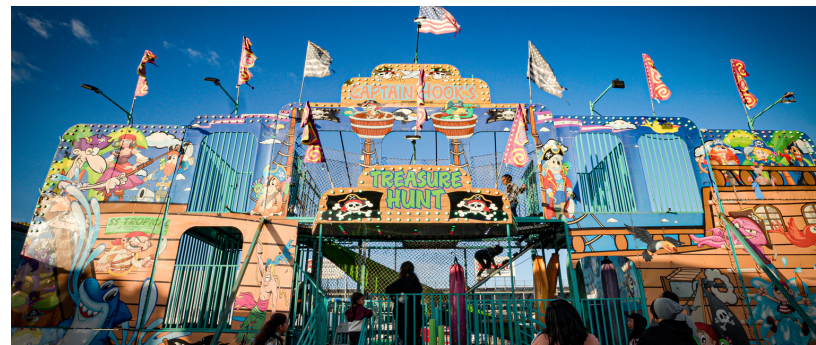
STOCK TRUCK PARKING: Personal Vehicles are prohibited from parking on the fairgrounds. Stock trucks will be permitted as long as the truck fits inside the marked space. At no point in time may the truck leave the space and drive through the fairgrounds during operating hours. Space sizes vary depending on the nature of the vendor (nonprofit vs. profit)

SUBLEASING: No subleasing or any other type of transfer of contracted space is prohibited. Once a space has been assigned, you will not be permitted to move to a different location without written permission from Fair Management. There will be no prorated spaces. Full payment will be charged regardless of arrival time.

TRAFFIC ON GROUNDS: All vehicles must vacate the fairgrounds and park in the vendor lot by 5:00pm Friday, 10:00am on Saturday and Noon on Sunday. Once the gates have opened there will be no vehicle traffic allowed on the fairgrounds until after 11:00pm on Friday and Saturday and after 6pm on Sunday unless approved by Fair Management. If vendors wish to vacate the grounds before that time, they must make arrangements to haul their belongings by hand with a personal cart or hand-truck to the vendor lot.

TRASH & GREASE DISPOSAL: Fair Management requires you to keep your area clean and sanitary at all times by removing trash or refuse and placing same in trash receptacles. We appreciate your cooperation in keeping our fairgrounds clean and attractive. Trash barrels and grease bins will be located in the food vendor areas. Trash produced inside and around the vendor areas should be put into bags and tied off for easy transport. Grease must be placed in appropriate grease containers. Violators will forfeit the opportunity to be offered a contract for the next year and will also lose their Clean-up Deposit.

WATER: If requested and approved, access to water will be provided within 200'. Vendors must provide all necessary hoses and equipment (sinks, food grade hoses, etc.).



NON-LOCAL COMMERCIAL FOOD VENDOR APPLICATION



MENU SUBMISSION DATE - August 23, 2024

Date: _____

Firm / Company Name: _____

Point of Contact Name: _____

Mailing Address: _____

Email: _____

Website: _____

Social Media Channels: _____

Water Hook-Up (\$100): Yes or No

Access to Power (\$100): Yes or No

Please describe type of electrical outlet needed: _____

Describe event setup (food truck or tent, etc.): _____

Costs

20x20 Vendor Space (\$500)

Clean Up Deposit (\$100)

Power Hook-Up (\$100)

Water Hook-Up (\$100)

Extra Parking Passes - up to 3 (\$5)

Total Cost: _____

***Do not send money with the application, we will notify you if you've been selected as a vendor.**

NOTES:

- Please submit a menu with the prices listed. The vendor will be **REQUIRED** to post the submitted menu prices based on the submitted menu that was presented in the application. **NO adjustments will be allowed during the event.** County Fair management will strictly enforce the publication of menu prices.
- **ALL** Vendors **MUST** display menu board supplied by fair management. The menu **MUST** be attached to the tent in a visible location. Menus **WILL NOT** be permitted to be hidden on tables or by cash registers.
- Fair Management reserves the right to review, adjust, and restrict menu options based on the availability of additional products being sold at the event.
- Vendor agrees to provide with this application either a copy of the IRS Form W-9, Request for Taxpayer Identification Number (TIN) and Certification, or a copy of the IRS Approval Letter with the TIN Number.

LOCAL COMMERCIAL FOOD VENDOR APPLICATION



MENU SUBMISSION DATE - August 23, 2024

Date: _____

Firm / Company Name: _____

Point of Contact Name: _____

Mailing Address: _____

Email: _____

Website: _____

Social Media Channels: _____

Water Hook-Up (\$100): Yes or No

Access to Power (\$100): Yes or No

Please describe type of electrical outlet needed: _____

Describe event setup (food truck or tent, etc.): _____

Costs

20x20 Vendor Space (\$300)

Clean Up Deposit (\$100)

Power Hook-Up (\$100)

Water Hook-Up (\$100)

Extra Parking Passes - up to 3 (\$5)

Total Cost: _____

***Do not send money with the application, we will notify you if you've been selected as a vendor.**

NOTES:

- Please submit a menu with the prices listed. The vendor will be **REQUIRED** to post the submitted menu prices based on the submitted menu that was presented in the application. **NO adjustments will be allowed during the event.** County Fair management will strictly enforce the publication of menu prices.
- **ALL** Vendors **MUST** display menu board supplied by fair management. The menu **MUST** be attached to the tent in a visible location. Menus **WILL NOT** be permitted to be hidden on tables or by cash registers.
- Fair Management reserves the right to review, adjust, and restrict menu options based on the availability of additional products being sold at the event.
- Vendor agrees to provide with this application either a copy of the IRS Form W-9, Request for Taxpayer Identification Number (TIN) and Certification, or a copy of the IRS Approval Letter with the TIN Number.

LOCAL NON-PROFIT FOOD VENDOR APPLICATION



MENU SUBMISSION DATE - August 23, 2024

Date: _____

Firm / Company Name: _____

Point of Contact Name: _____

Mailing Address: _____

Email: _____

Website: _____

Social Media Channels: _____

Water Hook-Up (free): Yes or No

Access to Power (free): Yes or No

Please describe type of electrical outlet needed: _____

Describe event setup (food truck or tent, etc.): _____

Costs

20x20 Vendor Space (free) Clean Up Deposit (\$100) Power Hook-Up (free)

Water Hook-Up (free) Extra Parking Passes - up to 3 (\$5)

Total Cost: _____

***Do not send money with the application, we will notify you if you've been selected as a vendor.**

NOTES:

- Please submit a menu with the prices listed. The vendor will be **REQUIRED** to post the submitted menu prices based on the submitted menu that was presented in the application. **NO adjustments will be allowed during the event.** County Fair management will strictly enforce the publication of menu prices.
- **ALL** Vendors **MUST** display menu board supplied by fair management. The menu **MUST** be attached to the tent in a visible location. Menus **WILL NOT** be permitted to be hidden on tables or by cash registers.
- Fair Management reserves the right to review, adjust, and restrict menu options based on the availability of additional products being sold at the event.
- Vendor agrees to provide with this application either a copy of the IRS Form W-9, Request for Taxpayer Identification Number (TIN) and Certification, or a copy of the IRS Approval Letter with the TIN Number.

ALL VENDORS - ACKNOWLEDGEMENT



ACKNOWLEDGEMENT:

I have read and understand the Handbook in its entirety and will comply with all terms and conditions within. I will make the handbook available to all persons operating my space and ensure their compliance as well. The individual executing below represents to Dinwiddie County and the Dinwiddie County Fair that such individual has the authority to represent any entity purported to be represented by such individual. By my signature below, I hereby agree to all terms and conditions set forth in the Dinwiddie County Fair “2024 Dinwiddie County Fair Handbook.”

Company / Organization: _____

Name: _____ Phone Number: _____

Address: _____

Email: _____

SIGNATURE / AUTHORIZATION:

I certify that the information stated in this application is complete and true to the best of my knowledge. I understand that by submitting this application it does not guarantee me a space at the Dinwiddie County Fair.

Signature of Applicant: _____

Print Name: _____ Date: _____

Return this request via mail or email:

Dinwiddie County, VA Tourism
Attn: Stacey English
14010 Boydton Plank Rd. Dinwiddie, VA 23841
Phone: (804) 469-4500, opt. 1 ext. 2163
Email: senglish@dinwiddieva.us



ADDITIONAL DOCUMENTS

1. Letter from Lori Stevens – Commissioner of Revenue (Page 15)
2. Special Events Registration Form (If applicant resides outside of Dinwiddie County) (Page 16)
3. Special Event – Remittance of Tax on Meals (Page 17)
4. Virginia State Corporation Commission Registration Information (Page 19)
5. Health Inspection Information (Page 23)
6. Dinwiddie Fire & EMS Resource Form (Page 26)

Additional Note: Please review all attached documents to ensure that you are aware of the taxes, inspections, and safety requirements necessary to operate at the 2024 Dinwiddie County Fair.





County of Dinwiddie
Office of the Commissioner of the Revenue

P.O. Box 104 Dinwiddie, VA 23841
Phone: (804) 469-4500 Ext 4 • Fax: (804) 469-4548
Email: lstevens@dinwiddieva.us Web: www.dinwiddieva.us

Lori K. Stevens
Commissioner of the Revenue

To: Event Sponsors & Prospective Vendors

From: Lori K. Stevens
Commissioner of the Revenue

Re: Dinwiddie County Special Event Vendors

All food vendors and vendors charging admission are required to collect meals and admissions tax. Both meals and admissions tax will be collected at (4%) four percent and remitted within (5) five days after conclusion of the event. *The meals and admissions tax is a Dinwiddie County local tax, therefore, different from the State Sales tax.*

The required remittance forms for both admissions and meals tax are included with this notice and additional forms are available on our website at www.dinwiddieva.us select departments, Commissioner of the Revenue, then forms; online filing is not available for special event vendors.

If you have any questions concerning the meals and/or admissions tax remittance requirements, please contact our office at (804) 469-4500 x4.

**County of Dinwiddie
Office of the Commissioner of the Revenue
P O Box 104
Dinwiddie VA 23841**

Special Event Registration

EVENT NAME

LOCATION

DATE

NAME OF BUSINESS:

OWNER OF BUSINESS:

BUSINESS ADDRESS:

FEDERAL IDENTIFICATION #:

SALES TAX IDENTIFICATION #

BUSINESS TELEPHONE:

EMAIL ADDRESS:

BRIEF DESCRIPTION OF BUSINESS:

OATH-I, THE UNDERSIGNED APPLICANT, DO SWEAR (OR AFFIRM) THAT THE FOREGOING INFORMATION IS TRUE, FULL AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SWORN OR AFFIRMED TO ON THIS _____ DAY OF _____, YEAR _____

SIGNATURE OF BUSINESS OWNER

COUNTY OF DINWIDDIE
LORI K STEVENS
OFFICE OF THE COMMISSIONER OF THE REVENUE
DINWIDDIE VA 23841
(804) 469-4500 X4
SPECIAL EVENT - REMITTANCE OF TAX ON MEALS

VIRGINIA SALES TAX REGISTRATION NUMBER _____

FEDERAL IDENTIFICATION NUMBER _____

BUSINESS TRADE NAME _____

BUSINESS ADDRESS _____

| | | |
|--|----|-----|
| 1. GROSS RECEIPTS FOR THE MONTH OF | \$ | |
| 2. LESS ALLOWABLE DEDUCTIONS (ATTACH LIST): | \$ | N/A |
| 3. BALANCE TAXABLE | \$ | |
| 4. 4% TAX ON LINE #3 | \$ | |
| 5. LESS 3% SELLERS DISCOUNT OF ITEM #4 (ONLY WHEN FILED BY DEADLINE) | \$ | |
| 6. BALANCE-TOTAL TAX LESS SELLERS DISCOUNT | \$ | |
| 7. **PENALTY FOR LATE PAYMENT (PLEASE NOTE EXPLANATION BELOW) | \$ | |
| 8. TOTAL-TAX AND PENALTY | \$ | |
| 9. TOTAL-TAX AND PENALTY DUE AND PAID HEREWITH | \$ | |

** Only applicable to charitable contributions when participating at non profit events

DECLARATION OF SELLER:

I HEARBY SWEAR OR AFFIRM THAT THE AMOUNTS LISTED ABOVE ARE TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND BELIEF FOR THE PERIOD STATED ABOVE.

DATE _____ SIGNED BY: _____

PHONE _____ TITLE: _____

INSTRUCTIONS: MAIL THIS FORM WITH CHECK PAYABLE TO THE TREASURER OF DINWIDDIE COUNTY, *WITHIN 5 DAYS FROM END OF EVENT* BEING REPORTED TO:

OFFICE OF THE TREASURER
 COUNTY OF DINWIDDIE
 POST OFFICE BOX 178
 DINWIDDIE VA 23841

****NOTE: 10% PENALTY TO BE ADDED FOR THE FIRST THIRTY DAYS THAT ACCOUNT IS POSTMARKED LATE, AN ADDITIONAL 5% PENALTY TO BE ADDED FOR EACH ADDITIONAL 30 DAYS THAT ACCOUNT CONTINUES TO BE LATE; PENALTY NOT TO EXCEED 25%, MINIMUM PENALTY IS \$10.00**

VA State Corporation Commission (SCC) Registration Information

This form must be truthfully completed for contract to be valid.

Name: _____

Address: _____

Email Address: _____

Virginia State Corporation Commission (SCC) registration information. The applicant:

is a corporation or other business entity with the following SCC identification number:

OR

is not a corporation, limited liability company, limited partnership, registered limited liability partnership or business trust

OR

is an out-of-state business entity that is including with this contract an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contracts with Virginia and describes why those contracts do not constitute the transaction of business in Virginia within the meaning of 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

TEMPORARY FOOD ESTABLISHMENT PERMIT APPLICATION PACKET

A **Temporary Food Establishment** as defined in the Virginia Food Regulations 12 VACS 5-421-10 is a food establishment that operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration.

To apply for a temporary food establishment permit:

1. Complete and submit an application form (Pages 5 - 7) for each event and for each booth at each event at least 10 calendar days prior to the event. Applications must be submitted to the health department in which the event is located.
2. A \$40.00 application fee is required for the first application submitted during the calendar year (January 1 – December 31). No additional fees are required for the remainder of the calendar year. The annual application fee may be paid at any Health Department in the state. It is the responsibility of the vendor to keep the payment receipt and to provide copies of the receipt as proof of payment with each application submitted. If an applicant cannot produce a receipt, a \$40.00 fee will be charged. Organizations that are exempt under the *Code of Virginia* §35.1-25 and §35.1-26 are exempt from temporary permit fees even if they are participating in a non-exempt temporary event.
3. If you are using a permitted mobile food unit, submit a copy of that permit. The fee is not required.

Applications and fees must be received by the Health Department at least **(10) business days** prior to the temporary event. Please send the completed application(s) and fee(s) to the appropriate Health Department below.

- » Use the self-inspection form, page 3, to ensure that you are prepared and have met the requirements of the Regulations.
- » Please keep pages 1 through 4 for your use and return pages 5 through 7 (the application) to the Health Department.

An Environmental Health Specialist will review your application and will call to discuss your operation and obtain additional information if needed. If there are no additional questions, they will see you the day of the event. Permits for Temporary Events are issued by the Health Department on the day of the event, prior to the start of the food operations.

If you have any questions, please call us at the phone number(s) that are located on Page 2. We look forward to working with you!

Dinwiddie Health Department
12318 Boydton Plank Road
PO Box 185
Dinwiddie, Virginia 23841
(804) 469-3771
(804) 469-9379 Fax

Greensville/Emporia Health Department
140 Uriah Branch Way
Emporia, Virginia 23847
(434) 348-4210
(434) 348-4281 Fax

Hopewell Health Department
1501 West City Point Road
Hopewell, Virginia 23860
(804) 458-1297
(804) 541-3023 Fax

Petersburg Health Department
Attn: Candy Williams
301 Halifax Street
Petersburg, Virginia 23803
(804) 862-8944
(804) 862-7640 Fax

Prince George Health Department
6450 Administration Drive
Prince George, Virginia 23875
(804) 733-2630
(804) 862-6127 Fax

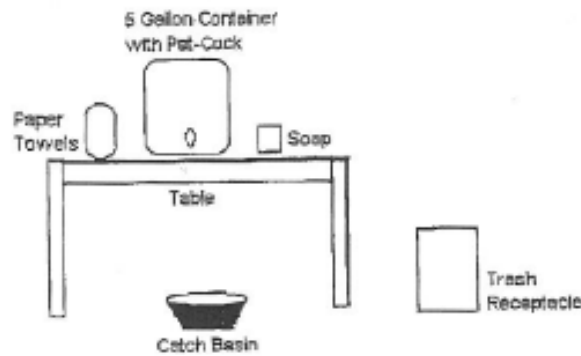
Surry Health Department
474 Colonial Trail West
Dendron, Virginia 23839
(757) 294-3185
(757) 294-3756 Fax

Sussex Health Department
Sussex County Courthouse Complex
20103 Princeton Road
PO Box 1345
Sussex, Virginia 23884
(434) 246-8611
(434) 834-3883 Fax

SELF INSPECTION FORM

| | AREA OF CONCERN |
|--------------------------|--|
| <input type="checkbox"/> | 1. Review Temporary Food Establishment Application Packet. |
| <input type="checkbox"/> | 2. Review proper food handling practices and employee hygiene requirements i.e., proper hand washing; proper use of gloves; no illness; proper hair restraints; clean clothing; no artificial nails; no jewelry, etc. |
| <input type="checkbox"/> | 3. Hand washing facilities: hot water, soap, paper towels, catch basin, wastebasket. |
| <input type="checkbox"/> | 4. Food Source: approved, in sound condition, no spoilage |
| <input type="checkbox"/> | 5. Time/Temperature for safety foods kept at proper temperature during transportation, storage, preparation, cooking, display, and service |
| <input type="checkbox"/> | 6. Food protected from contamination: wrapped, sneeze guards/shields, 6"+ off the ground. Food protected from insects, rodents, birds, and animals. Single service items stored and dispensed in plastic sleeve, utensils dispensed with handles up. |
| <input type="checkbox"/> | 7. Facilities provided to maintain product temperatures (refrigerator, freezer, drained coolers w/ ice, etc.) Cold: 41°F or below. Hot: 135°F or above |
| <input type="checkbox"/> | 8. Thermometers provided: dial probe or digital thermometer for taking product temps (0°F - 220°F), indicating thermometers for refrigeration units. |
| <input type="checkbox"/> | 9. Ice storage adequate, 6"+ off the ground, self-draining with catch basin, scoop stored in ice with the handle extended |
| <input type="checkbox"/> | 10. The floor may be concrete, asphalt, or dirt / gravel if it is covered with mats, removable platforms, duckboards, or other suitable approved materials that are effectively treated to control dust and mud. |
| <input type="checkbox"/> | 11. Equipment cleaned thoroughly <u>PRIOR TO THE EVENT</u> , kept clean, stored properly |
| <input type="checkbox"/> | 12. Proper facilities to wash, rinse, and sanitize equipment and utensils. MUST HAVE HOT WATER. Wash basins should be large enough to accommodate the biggest item to be washed. |
| <input type="checkbox"/> | 13. Sanitizer with appropriate test strips, i.e., chlorine bleach and chlorine test strips. |
| <input type="checkbox"/> | 14. Water source approved; Hot and cold water provided; food grade hoses used. |
| <input type="checkbox"/> | 15. Approved and adequate disposal of sewage and all waste water |
| <input type="checkbox"/> | 16. Adequate collection and disposal of grease and garbage. |
| <input type="checkbox"/> | 17. Overhead protections (tent, pavilion, etc.); Lighting adequately shielded. |
| <input type="checkbox"/> | 18. Wiping cloths: clean, stored in sanitizing solution, use restricted to employees only. Alternative to wiping cloths: paper towels and a spray bottle of sanitizing solution. |
| <input type="checkbox"/> | 19. Toxic items labeled and stored separately from food and single service items. No pesticides stored or used on site. |

HAND WASHING FACILITY SET-UP

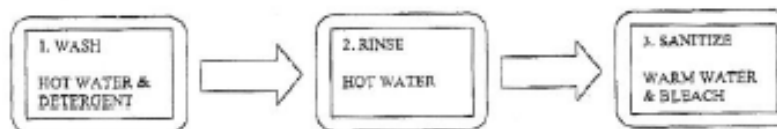


The most common cause of contamination during food preparation and serving is unclean hands. For this reason, hand washing facilities are a must. Facilities must be designed to provide unaided, easy hand washing under a continuous flow of running water. Water spigots of the push-button type will not be allowed.

THE HOW-TO'S OF HANDWASHING

1. Wet hands
2. Apply soap
3. Briskly rub hands for twenty (20) seconds
4. Scrub fingertips and between fingers
5. Scrub forearm to just below elbow
6. Rinse forearms and hands
7. Dry hands and forearms with a disposable paper towel
8. Turn off water with paper towel
9. Discard paper towel

KITCHENWARE WASHING PROCEDURE





After washing, rinsing, and sanitizing, items may be air dried or wiped dry with disposable towels and should then be stored in a clean place.

Provide appropriate sanitizer test strips and use them to monitor the concentration of the sanitizing solution. (If using bleach, maintain the chlorine concentration between 50 and 100 parts per million; this is approximately 1 T. bleach per 1 gallon water.)

Unscented chlorine bleach may be used to sanitize kitchenware. Other acceptable sanitizers include quaternary ammonia and iodine.

All wastewater must be disposed of properly, to either a sanitary sewer or a drainfield.

Temporary Food Establishment Application

| | | |
|---|---|--|
|  <p>VDH VIRGINIA DEPARTMENT OF HEALTH <small>Healthy People in Healthy Communities www.vdh.virginia.gov</small></p> | <p>A COMPLETED APPLICATION AND ANY FEE(S) MUST BE RECEIVED BY THE HEALTH DEPARTMENT AT LEAST TEN (10) CALENDAR DAYS PRIOR TO THE EVENT</p> |  |
|---|---|--|

| | |
|----------------------------------|--|
| <input type="checkbox"/> \$40.00 | Temporary Food Establishment Application Fee |
| <input type="checkbox"/> \$ 0.00 | Temporary Food Establishment Application Fee for churches, fraternal, school and social organizations, and volunteer fire departments and rescue squads that are exempt under §35.1-25 and §35.1-26 of the <i>Code of Virginia</i> . |
| <input type="checkbox"/> \$ 0.00 | Applicant with documentation of paying a Temporary Food Establishment Fee in the current calendar year. |
| <input type="checkbox"/> \$ 0.00 | Individual who is only participating in one (1) temporary event this calendar year in the locality in which they reside. Locality: _____ |

Event Information

| | | |
|--|-------------|------------------------|
| Event Name: | | |
| Event Coordinator Name: | | |
| Event Coordinator Phone # and Email Address: | | |
| Event Location Address: | | |
| Event Location Phone #: | | |
| Dates and Times of Event: | Start Date: | Start Time: AM PM |
| | End Date: | End Time: AM PM |
| Rain Dates: | Start Date: | |
| | End Date: | |

Vendor Information

| | | |
|---|-------------|--|
| Vendor Business Name: | | |
| Name of Owner or Corporation: | | |
| Booth Name (if different from vendor name): | | |
| Complete Vendor Address: | | |
| Vendor Phone # and Email Address: | | |
| Onsite PIC for the Event: | | |
| Onsite PIC Phone # and Email Address: | | |
| Set-up Time and Date: | | |
| Dates of Operation: | Start Date: | |
| | End Date: | |

Food Preparation and Menu

Only the food items listed below will be approved to be served. Any changes must be approved by the local health department prior to the event. List all food 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 |
| | | | | | |
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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 Physical Address: | Owner/Operator Phone #: |
| Signature of Permit Holder: | Date: |

Temporary Food Establishment Construction

| | | | | |
|--|----------------------------------|--|----------------------------------|---------------------------------|
| Overhead Covering: | <input type="checkbox"/> Canvas | <input type="checkbox"/> Wood | <input type="checkbox"/> Plastic | <input type="checkbox"/> Other: |
| Floor: | <input type="checkbox"/> Asphalt | <input type="checkbox"/> Concrete | <input type="checkbox"/> Wood | <input type="checkbox"/> Other: |
| Walls (if applicable): | <input type="checkbox"/> Screens | <input type="checkbox"/> Concrete | <input type="checkbox"/> Wood | <input type="checkbox"/> Other: |
| Water Source: <input type="checkbox"/> Permitted Waterworks/Municipal Supply <input type="checkbox"/> Private Well | | Wastewater Disposal (provided by): <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator | | |
| Food Grade Hose Provided: <input type="checkbox"/> Yes <input type="checkbox"/> No | | Disposal Method: | | |
| Utensils and Equipment (check all that apply): <input type="checkbox"/> Single-Serve eating and drinking utensils <input type="checkbox"/> Multi use kitchen utensils | | Handwashing Facilities (provided by): <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator | | |
| Type of Utensil Washing Setup: <input type="checkbox"/> Three basin setup <input type="checkbox"/> Shared three compartment sink (if pre-approved) <input type="checkbox"/> Three compartment sink within a food establishment | | Type of Handwashing Facilities: <input type="checkbox"/> Self-contained portable unit (with potable water and wastewater holding tanks) <input type="checkbox"/> Plumbed with hot and cold water under pressure <input type="checkbox"/> Gravity-fed water with spigot/bucket <i>Hand soap, single-use towels, and trash receptacle shall be provided at all handwashing sinks.</i> | | |
| Utensil sanitizer to be used: <input type="checkbox"/> Chlorine <input type="checkbox"/> Quaternary Ammonia <input type="checkbox"/> Other: _____ | | | | |
| 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: <input type="checkbox"/> Event Coordinator <input type="checkbox"/> TFE Operator Method (if not provided by the event): _____ | | Electrical Supply: <input type="checkbox"/> Refrigeration or Freezer available <input type="checkbox"/> Lighting available | | |
| Food Transportation: Identify how food will be transported to events: | | Refuse Removal (provided by): <input type="checkbox"/> Event Coordinator <input type="checkbox"/> 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 contained herein meets the Board of Health 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 Signature

Date



DINWIDDIE FIRE & EMS

VENDOR ENTRY CODE RESOURCE FORM

Please read and sign the form. Keep a copy with you during operation. If you have any questions, please call 804-469-5388 and ask for the Fire Marshal.

Commercial Kitchen Hoods

VSFPC 609.1 General – Commercial kitchen exhaust hoods shall comply with the requirements of the *International Mechanical Code*. **609.2 Where Required** – A Type 1 hood shall be installed at or above all commercial cooking appliances and domestic cooking appliances used for commercial purposes that produce grease vapors. **609.3 Operations and Maintenance** – Commercial cooking systems shall be operated and maintained in accordance with Sections 609.3.1 through 609.3.4. **609.3.1 Ventilation System**– The ventilation system in connection with hoods shall be operated at the required rate of air movement, and classified grease filters shall be in place when equipment under a kitchen grease hood is used. **609.3.2 Grease Extractors** – Where grease extractors are installed, they shall be operated when the commercial-type cooking equipment is used. **609.3.3 Cleaning** – Hoods, grease-removal devices, fans, ducts and other appurtenances shall be cleaned at intervals as required by Sections 609.3.3.1 through 609.3.3.3. **609.3.3.1 Inspection** – Hoods, grease-removal devices, fans, ducts and other appurtenances shall be inspected at intervals specified in Table 609.3.3.1 or as approved by the fire code official. Inspections shall be completed by qualified individuals.

| Type of Cooking Operation | Frequency of Inspection |
|---|-------------------------|
| High-volume cooking operations such as 24-hour cooking, charbroiling or work cooking | 3 months |
| Low-volume cooking operations such as places of religious worship, seasonal businesses and senior centers | 12 months |
| Cooking operations utilizing solid-fuel burning cooking appliances | 1 month |
| All other cooking operations | 6 months |

Table 609.3.3.1 Commercial Cooking System Inspection Frequency

609.3.3.2 Grease Accumulation – If during the inspection it is found that hoods, grease-removal devices, fans, ducts or other appurtenances have an accumulation of grease, such components shall be cleaned. **609.3.3.3 Records** – Records for inspections shall state the individual and company performing the inspections, a description of the inspection and when the inspection took place. Records for cleaning shall state the individual and company performing the cleaning and when the cleaning took place. Such records shall be completed after each inspection for cleaning, maintained on the premises for a minimum of three years and be copied to the fire code official upon request. **609.3.4 Extinguishing System Service** – Automatic fire extinguishing systems protecting commercial cooking systems shall be serviced as required in Section 904.11.6.

Portable Fire Extinguishers

906.1 Where Required – Portable fire extinguishers shall be installed in the following locations.

(1) In group A, B, E, F, H, I, M, R-1, R-4, S occupancies. **Exception:** In group I-3 occupancies, portable fire extinguishers shall be permitted to be located at staff locations and the access to such extinguishers shall be permitted to be locked. (2) Within 30 feet (9144 mm) of commercial cooking equipment. (3) In areas where flammable or combustible liquids are stored, used, or dispensed.

Temporary And Permanent Tents and Membrane Structures

2401.1 General – All tents and membrane structures, both temporary and permanent, shall be in accordance with this section. Permanent tents and membrane structures shall also comply with the *International Building Code*. **2404.2 Flame Propagation Performance Treatment** – Before a permit is granted, the owner or agent shall file with the fire code official a certificate executed by an approved testing laboratory certifying that the tents and membrane structures and their appurtenances; sidewalls, drops and tarpaulins; floor coverings, bunting and combustible decorative materials and effects, including sawdust when used on floors or passageways, are composed of material meeting the flame propagation performance criteria of NFPA 701 or shall be treated with a flame retardant in an approved manner and meet the flame propagation performance criteria of NFPA 701, and that such flame propagation performance criteria are effective for the period specified by the permit. **2404.3 Label** – Membrane structures or tents shall have a permanently affixed label bearing the identification of size and fabric or material type. **2404.4 Certification** – An affidavit or affirmation shall be submitted to the fire code official and a copy retained on the premises on which the tent or air-supported structure is located. The affidavit shall attest to the following information relative to the flame propagation performance criteria of the fabric: (1) Names and address of the owners of the tent or air-supported structure. (2) Date the fabric was last treated with flame-retardant solution. (3) Trade name or kind of chemical used in treatment. (4) Name of person or firm treating the material. (5) Name of testing agency and test standard by which the fabric was tested. **2404.5 Combustible Materials** – Hay, straw, shavings or similar combustible materials shall not be located within any tent or membrane structure containing an assembly occupancy, except the materials necessary for the daily feeding and care of animals. Sawdust and shavings utilized for a public performance or exhibit shall not be prohibited provided the sawdust and shavings are kept damp. Combustible materials shall not be permitted under stands or seats at any time. **2404.6 Smoking** – Smoking shall not be permitted in tents or membrane structures. Approved “No Smoking” signs shall be conspicuously posted in accordance with Section 310. **2404.7 Open or Exposed Flame** – Open flame or other devices emitting flame, fire or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices shall not be permitted inside or located within 20 feet of the tent or membrane structures while open to the public unless approved by the fire code official. **2404.15.3 Location** – Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials. **2404.15.4 Operations** – Operations such as warming of foods, cooking demonstrations and similar operations that use solid flammables, butane or other similar devices which do not pose an ignition hazard, shall be approved. **2404.15.5 Cooking Tents** – Tents with sidewalls or drops where cooking is performed shall be separated from other tents or membrane structures by a minimum of 20 feet. **2404.15.6 Outdoor Cooking** – Outdoor cooking that produces sparks or grease-laden vapors shall not be performed within 20 feet of a tent or membrane structure.

For further code information, you may log on to:

http://www.ecodes.biz/ecodes_support/Free_Resources/Virginia2009/09Virginia_main.html

| | | |
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Signature

Print Name

Date