

Attention: Festival Organizers and Temporary Food Vendors

Re: Temporary food service applications

The Fayette County Health Department (**FCHD**) would like to provide the following information to the festival organizers and temporary food vendors who plan to operate in Fayette County.

As the **Festival Organizer**, we would request you notify the temporary vendors of all information regarding a temporary food permit from the **FCHD**. We would further request that the festival organizer provide a list of vendors for each festival to the **FCHD** as soon as possible, prior to the event.

The **Vendor** would then need to submit an application for a temporary food permit to the **FCHD** office at 111 West Fourth Street, Connorsville, Indiana. The fee can either be received by mail or paid in person at the office **prior to the date of the event**. The health Department hours are Monday through Friday 8:30 a.m. to 4:00 p.m. Because of our accounting procedures, the **FCHD can not accept fees at the time of the inspection of the vendors unit**. For persons applying for a temporary food permit, a fee of thirty dollars (\$30.00) shall be paid for any operation. A member of our staff will conduct an inspection of your unit to determine compliance with the **Indiana State Department of Health Retail Food Sanitation Requirements, Rule 410 IAC 7-24**. A complete copy of this rule is available at the **FCHD** office upon request. **If a vendor fails to secure a permit prior to the festival they should not expect one to be issued at the site.**

Please forward a copy of this letter and application to the vendors to be returned to our office prior to the date of the event. The purpose in this letter is to try to enhance the quality of the festivals and protect the health of those people served foods. By starting this process now, we hope to eliminate any problems later. If you have any questions, please contact our office at **(765)-825-4013**.

Sincerely,

Wayne B. White M.D.
Health Officer