



# **Greater Wildwood Chamber Of Commerce Festival Vendor Applications**

- **Pages 2-6:** Greater Wildwood Chamber of Commerce Application

## **Food Vendor Other Needed Applications**

- **Pages 7-10:** City of Wildwood Fire Permit
- **Page 11:** Cottage Food Operator Temporary Event Form
- **Pages 12-19:** Temporary Retail Food Vendor Application (cooking on site)

# GREATER WILDWOOD CHAMBER OF COMMERCE – 2026 VENDOR OPPORTUNITIES

## Vendor Categories Defined:

- **Homemade Craft Vendors:** Items that are clearly homemade – Wreath, candles, crafts, bakery items.
- **Merchandise Vendors:** Retail businesses, boxed items, sweatshirts, sportswear, resale items such as Tupperware, Paparazzi etc..
- **Food Vendors:** Food or drink being prepared onsite.

**Contact Chamber of Commerce with any questions or concerns on the vendor categories definition.**

### **Saturday, May 9, 2026~Wildwoods Spring Fling Festival**

*Vendor Categories: Homemade Craft Vendor, Merchandise Vendor and Food Vendor*

Festival in DOWNTOWN WILDWOOD. Event will start at BYRNE PLAZA – Additional lots will be added in area, if needed. Event is 11:00am – 7:00pm. Food, Craft & Merchandise vendors, Live Bands, Top 40 Cars arrive late afternoon with Award Ceremony.

### **Saturday, September 12, 2026 ~ Wildwoods Food and Music Festival**

*Vendor Categories: Homemade Craft Vendor, Merchandise Vendor and Food Vendor*

Festival in DOWNTOWN WILDWOOD. Event will start at BYRNE PLAZA. Additional lots will be added in area, if needed. Event is 11:00am – 7:00pm. Food, Craft & Merchandise vendors, Live Bands & Kids Corner with activities.

### **Saturday, October 17, 2026 ~ Wildwoods Fall Festival**

*Vendor Categories: Homemade Craft Vendor, Merchandise Vendor and Food Vendor*

Festival in FOX PARK. Food, Craft & Merchandise vendors, Live Bands & Family activities.  
Event is 11:00am to 7:00pm

### **Saturday, November 28, 2026 ~ Wildwoods Holiday Shopping Village**

*Vendor Categories: Homemade Craft Vendor, Merchandise Vendor*

Festival in DOWNTOWN WILDWOOD. Event will start at BYRNE PLAZA. Additional lots will be added in area, if needed. Event is a completely outdoor shopping experience – No food vendors. Event is from 10:30am to 3:00pm.

**Electric ONLY available for Fox Park: Must be reserved and paid for in advance  
BYRNE PLAZA event vendors must bring their own quiet generators.**

### **Incomplete Applications and Non-Payments Will Not Be Considered.**

**Application Process:** Vendors must submit all paperwork & payment. Please pay attention to the line: **Items to be Sold.** Only items listed and approved are allowed at the event. First time Chamber event vendors MUST submit a photo of display set-up and items being sold. This application is not an offer or a guarantee of space. Within 10 business days of GWCO's receipt of your completed application & payment, you will receive an email notification of your application status of approval/non-approval status. Approved vendors will receive another email with move in instructions closer to the event (week of). Non-approved vendors will receive a full refund. Date of approved application and Membership in GWCO will be taken into consideration when assigning vendor location. Space assignments are at the discretion of the Event Planner, with the success of ALL vendors and the event as the top priority.

## **RAIN OR SHINE EVENT.**

**NO REFUNDS, EXCHANGES, DATE/EVENT CHANGES OR  
REPLACEMENT VENDORS WILL BE ALLOWED ONCE APPLICATION &  
PAYMENT ARE RECEIVED, AND COMMITTEE HAS APPROVED YOU TO  
VEND AT THE EVENT.**

## Conditions for 2026

**General Policy:** The Greater Wildwood Chamber of Commerce (GWCOC) is a **non-political organization**. Vendors are not allowed to sell or display products that promote political messages or include vulgar, foul, abusive language, or inappropriate innuendos. GWCOC reserves the right to require removal of any items that do not align with this.

### 1. Vendor Management & Representation

No other agent or person may serve as a representative of the GWCOC to sell or manage vendors for these events. Vendor management is handled exclusively in-house by GWCOC staff (Tracey or Dee).

For questions or concerns, please contact the Greater Wildwood Chamber of Commerce, the **sole promoter and owner** of these events, at **609-729-4000** or [member2@gwcoc.org](mailto:member2@gwcoc.org).

### 2. Booth Assignments

All vendor locations will be assigned by GWCOC. Date of approved application and membership in GWCOC will be taken into consideration when assigning vendor location. While written requests will be considered, final placement is at the sole discretion of the GWCOC Events Committee. Please include any space requests on the front of your application.

### 3. Parking

Vendor/exhibitor/concessionaire parking is **no longer provided** for Downtown Wildwood events. **As of the 2026 season, former free downtown parking lots are now ParkMobile lots. Vendors are responsible for paying for parking.** Except for designated set-up/load-in and break down/load-out times, vehicles are not permitted at the event site and must be removed immediately when requested by GWCOC staff.

### 4. Booth Appearance & Safety

Vendors must maintain a neat, professional, and presentable booth at all times. Empty boxes and excess materials are not permitted around booths.

**Tents must be secured with weights.** Stakes are **not permitted** in Byrne Plaza.

### 5. Electricity

No electric service is available at Byrne Plaza. Vendors must provide their own **quiet generators** if electricity is required.

At Fox Park, a limited number of electrical hook-ups may be available. Electrical needs must be clearly stated on the application. **Day-of requests will not be accepted.** Vendors must bring their own extension cords.

### 6. Heating Equipment

Small electric heaters powered by a quiet generator are permitted. **Propane heaters are not permitted at any time.**

### 7. Event Hours

Booths must remain open and operational until the official end of the event.

### 8. Trash & Clean-Up

Vendors are responsible for removing and properly disposing of all trash from their designated area at the end of the event. Nothing may be left behind.

### 9. Approved Merchandise

While GWCOC does not offer exclusive vending, efforts are made to limit duplication of similar items. Vendors may only sell items listed and approved on their application.

### 10. Sidewalk Clearance

All sidewalks at the Wildwoods Spring Fling Festival, the Wildwoods Food & Music Festival and the Wildwoods Holiday Shopping Village must remain clear of vendor supplies, equipment, and trash at all times.

### 11. Holiday Shopping Village

Food vendors are not accepted at the Wildwoods Holiday Shopping Village. Food vendors are defined as food trucks or tents preparing and serving food on site. This does not include pre-packaged foods, snacks, or treats. Please contact GWCOC with questions.

## 12. Insurance Requirements

Due to the requirements of the GWCOG insurance carrier and The City of Wildwood, **all vendors and non-profit organizations** must provide proof of liability insurance naming both:

- Greater Wildwood Chamber of Commerce
  - Greater Wildwood Chamber of Commerce Foundation
  - City of Wildwood
- as additional insured/certificate holders.

### Certificate Holder:

Greater Wildwood Chamber of Commerce & Greater Wildwood Chamber of Commerce Foundation  
3306 Pacific Ave, Wildwood, NJ 08260

City of Wildwood-4400 New Jersey Avenue, Wildwood, NJ 08260

**Evidence of insurance must be accurate, complete, and submitted no later than 14 business days prior to the event. Vendors without proper insurance documentation will not be permitted to participate.**

Please consult your insurance carrier regarding your specific coverage needs.

## 13. Licenses, Permits & Inspections

Vendors are solely responsible for obtaining all required state and local licenses and permits. Food vendors should expect inspections by the Cape May County Health Department and the City of Wildwood Fire Department on the day of the event. Vendors are responsible for all associated fees.

Food vendors must contact the Cape May County Health Department for the permit. The City of Wildwood Fire Permit Application is included in the event packet and must be completed and returned to GWCOG with a **\$75.00 fee payable to the City of Wildwood. Please submit a separate check or money order payable to the City of Wildwood to GWCOG for this permit. A separate payment for vendor fee must be made payable to GWCOG.**

The City of Wildwood will not process permits directly with individual vendors. All permits must be submitted through the event promoter. Permit applications are due **16 days prior to the event**. Late fire permit applications will not be accepted.

## Fire Permit Application & Cape May County Health Department Forms Due Dates (2026)

Event	Due to GWCOG Office	Submitted to City of Wildwood
Wildwoods Spring Fling Festival	Thursday, April 23, 2026	Friday, April 24, 2026
Wildwoods Food & Music Festival	Thursday, August 27, 2026	Friday, August 28, 2026
Wildwoods Fall Festival	Thursday, October 1, 2026	Friday, October 2, 2026

## 14. Cooking Oil & Coals

Food vendors may not dispose of cooking oil or hot coals at the festival site. Violations will result in removal from the event, disqualification from future participation, and reporting to appropriate authorities.

## Marketing & Promotion

GWCOG makes every effort to promote these events to the public and invests **over \$60,000 annually** in advertising these events. Vendors are encouraged to assist with promotion by sharing event information through personal social media accounts, including Facebook, X, and Instagram and tagging Greater Wildwood Chamber. Our success is your success.

### Contact Information:

Questions can be answered by phone or e-mail.  
Contact the GWCOG at 609-729-4000 or [member2@gwcoc.org](mailto:member2@gwcoc.org).

## Application / Contract Form

Contact Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Items to Be Sold: \_\_\_\_\_

**FOOD Vendors Only:**

- Are you a: \_\_\_\_\_ Tent \_\_\_\_\_ Trailer \_\_\_\_\_ Truck
- If Trailer or Truck – Which side do you serve from:  
 \_\_\_\_\_ Driver Side \_\_\_\_\_ Passenger Side
- What is the total length of your truck/trailer including nose: \_\_\_\_\_  
 Trucks cannot stay with trailer and must be removed from festival area immediately after unloading.

**Please complete the following information on event(s) you are interested in and type of vendor:**

**Check Event**

<b>10 X 10</b>	Vendor Space	Homemade Craft Vendor	Merchandise Vendor	Food Vendor
	Wildwoods Spring Fling Festival	\$100.00	\$225.00	\$275.00
	Wildwoods Food & Music Festival	\$100.00	\$225.00	\$275.00
	Wildwoods Fall Festival*	\$150.00	\$275.00	\$325.00
	Wildwoods Holiday Shopping Village	\$100.00	\$225.00	
	GWCOG Member Wildwoods Holiday Shopping Village		\$50.00	

**GWCOG Members in good standing. Membership fees must be up to date prior to the event.**

<b>10 X 20</b>	Vendor Space	Homemade Craft Vendor	Merchandise Vendor	Food Vendor
	Wildwoods Spring Fling Festival	\$200.00	\$325.00	\$375.00
	Wildwoods Food & Music Festival	\$200.00	\$325.00	\$375.00
	Wildwoods Fall Festival*	\$250.00	\$375.00	\$425.00

**ANYTHING OVER 20 FEET, PLEASE CONTACT GWCOG at 609-729-4000 or email: member2@gwcoc.org**

Wildwoods Fall Festival \* includes City of Wildwood Vendor Permit Fee

Wildwoods Holiday Shopping Village vendor spaces are only available at 10 x 10

Total Vendor Amount Due: \_\_\_\_\_

Total City of Wildwood Fire Permit Due (Vendors cooking or with open flame Only): \_\_\_\_\_

Payment for Vendor Fee: Payable to GWCOG

Payment for City of Wildwood Fire Permit Fee (\$75.00 each event) : Payable to City of Wildwood Fire

**Electric ONLY available for Fox Park: Must be reserved and paid in advance**

110 Line (up to 20 amps) - **No fee for 1 line.** (Please bring extension cords) – Contact GWCOG in advance with any questions or concerns.

Electric for BYRNE PLAZA events: Vendors **MUST** bring a quiet generator

Vendor hereby requests permission to display and sell the products and/or services listed on this application. Further, The Greater Wildwood Chamber of Commerce reserves the right to approve any product/item a vendor may wish to sell/dispense as well as limit the number of concessions selling the same product/item. **DO NOT** bring items to the Festival unless previously approved. On the day of the Festival, our standards committee will be monitoring compliance. *Those found NOT in compliance will be asked to remove the item or leave the festival. **No refund of fees will be given.***

By signing this application, I acknowledge that the Festival is subject to various weather conditions and City, State and Federal safety and health regulations. **Rain or Shine Event. No refund of any fees after approval of application.** Exhibits must remain open until close of the Festival.

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

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

The applicant has read and understands the general information, procedures and conditions and seeks admission as a vendor. This document contains pertinent rules and regulations that govern the operations of the Greater Wildwood Chamber of Commerce (GWCOG) 2026 Events. GWCOG strives to maintain balance, diversity and quality in vendors at all of our events. All applications and products are juried so that we may maintain this balance. Our goal is to keep a high standard and promote a safe, successful and fun festival.

Please make checks or money orders payable to: **GWCOG**

**Mail to:** GWCOG, 3306 Pacific Avenue Wildwood, NJ 08260

Emailed applications will be accepted – However, please keep in mind you will not be considered registered and assigned a space **until payment and all paperwork has been received.**

EMAIL: **member2@gwcoc.org**

***VENDOR CHECK LIST:***

- Application filled out completely with sale items listed
- Photos sent to GWCOG – **member2@gwcoc.org**
- Additional Insurance including GWCOG and GWCOG Foundation
- Food Vendors – Fire Permit Application and Permit
- Food Vendors – Cape May County Health Department Certificate
- Share event on your social media



Wildwood City  
 City of Wildwood Fire Prevention  
 Bureau  
 4400 New Jersey Ave  
 Wildwood, NJ 08260  
 Phone: (609) 846-2030

# Application for Fire Permit

### Location Information

Mun Cd: 0514	Block:	Lot:	Qual:	Registration#:
Name:			Address:	
City:			County:	
State:		ZipCode:	Telephone:	

### Applicant Information

Name:		Address:		
City:		County:		
State:		ZipCode:	Telephone:	
Email:				

- Permit Requested for following Dates: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
- Mobile Food Truck / Trailer Last Gas Piping Inspection Date: \_\_\_\_\_

NOTE: Attach additional signed sheet if space is insufficient

The above named applicant hereby requests permission to conduct the following activity at the above location:

---



---

And/or for the storage, occupancy, use, sale, handling or manufacturing of the following:

---



---

State quantities and method for each category or material to be stored or used:

---



---

I hereby acknowledge that the information given is correct, and agree to comply with applicable requirements of the New Jersey Uniform Fire Code as well as any specific conditions imposed, and, if not, this permit may be revoked and I will be subject to penalties as provided by law.

\_\_\_\_\_  
 ApplicantsSignature Title Date

MAKE CHECKS PAYABLE TO \_\_\_\_\_ City of Wildwood \_\_\_\_\_ AND MAIL TO:  
 4400 New Jersey Ave  
 Wildwood NJ, 08260

### FOR OFFICIAL USE ONLY

Permit Type: _____	<input type="checkbox"/> Conditions Imposed	<input type="checkbox"/> Denied	<input type="checkbox"/> Approved Pending Payment of \$ _____
--------------------	---	---------------------------------	---

\_\_\_\_\_

## Type 1 Permit-\$75.00

1. Bonfires
2. The use of a torch or flame-producing device to remove paint from, or seal membrane roofs on any building or structure.
3. The occasional use of any non-residential occupancy other than Use Groups F, H or S for group overnight stays of persons over 2 ½ years of age, in accordance with section F-709.0 of the Fire Prevention Code.
4. Individual portable kiosks or displays when erected in a covered mall for a period of less than 90 days and when not covered by a type 2 permit.
5. The use of any open flame or flame producing device in connection with any public gathering for purposes of entertainment, amusement or recreation.
6. Welding and cutting operations except where the welding and cutting is performed in areas approved for welding and is registered as a type B Life Hazard Use.
7. The possession or use of explosives or blasting agents, other than model rocketry engines regulated under N.J.A.C. 12:194.
8. The use of any open flame or flame-producing device in connection with the training of non-fire service personnel in fire suppression or extinguishment procedures.
9. The occasional use in any building of a multipurpose room, with a maximum permitted occupancy of 100 or more for amusement, entertainment or mercantile type purposes.
10. The storage or handling of class I flammable liquids in closed containers of aggregate amounts of more than 10 gallons but not more than 660 gallons inside a building, or more than 60 gallons, but not more than 660 gallons outside a building
11. The storage or handling of class II or IIIA combustible liquids in closed containers of aggregate amounts of more than 25 gallons but not more than 660 gallons inside a building or more than 60 gallons but not more than 660 gallons outside a building.
12. Any permanent cooking operation that requires a suppression system in accordance with N.J.A.C. 5:70-2.4.
13. The use as a place of public assembly, for a total of not more than 15 days in a calendar year, of a building classified as a commercial farm building under the Uniform Construction Code.
14. The temporary use of any building or portion thereof as a special amusement building for a total of not more than 15 days in a calendar year. a. Use of a building or portion thereof as a special amusement building for a longer period shall require the issuance of a certificate of occupancy, pursuant to the Uniform Construction Code (N.J.A.C.5:23), for the new use. b. Permits issued pursuant to this section shall require compliance with the requirements for special amusement buildings at N.J.A.C. 5:70-4.16.
15. The erection, operation, or maintenance of any tent, tensioned membrane structure or canopy, excluding those used for recreational camping purposes, that meets the criteria in (a) 3xv (1) or (2) below shall require a Type I Permit. Tents, tensioned membrane structures or canopies greater than 16,800 square feet in area or greater

than 140 feet in any dimension, whether one unit or composed of multiple units; remaining in place for more than 180 days; used or occupied between December 1 and March 31; having a permanent anchoring system or foundation; or containing platforms or bleachers greater than 11 feet in height shall be subject to the permitting requirements of the Uniform Construction Code. (N.J.A.C. 5:23-2.14).

- a) The tent, tensioned membrane structure or canopy is greater than 900 square feet or more than 30 feet in any dimension whether it is one unit or composed of multiple units, but 16,800 square feet or less in area and 140 feet or less in any dimension, whether it is one unit or composed of multiple units.
- b) The tent, tensioned membrane structure, or canopy contains platforms or bleachers 11 feet or less in height.

16. The erection, operation or maintenance of any outdoor combustible maze shall require a Type 1 permit if the outdoor combustible maze is less than six feet in height and does not contain electrical equipment. Outdoor combustible mazes that are six feet or greater in height or contain electrical equipment shall be subject to the permitting requirements of N.J.A.C. 5:23-2.14.

- a) For the purposes of applying this requirement, an outdoor combustible maze is an attraction that lacks a roof and is designed to disorient patrons, reduce vision, present barriers, or otherwise impede the flow of traffic and does not consist solely of living rooted plants such as corn stalks or trees, but includes mazes created from plants that have been cut and attached to an object to support them.
  - i) Mazes consisting solely of living, rooted plants such as corn stalks or trees, may be repaired using cut, replacement plants that are otherwise the same as those of which the maze is created without the need for a permit.
  - ii) No permit shall be required for mazes up to 42 inches in height created of bales of hay or straw.

17. Mobile or temporary food preparation activities, where open flame or flame-producing devices or appliances are used, or grease-laden vapors are produced.

### **Type 2 Permit-\$250.00**

- 1. Bowling lane resurfacing and bowling pin refinishing involving the use and application of flammable liquids or materials.
- 2. Fumigation or thermal insecticide fogging.
- 3. Carnivals and circuses employing mobile structure used for human occupancy.
- 4. The use of covered mall in any of the following manners:
  - a) Placing or constructing temporary kiosks, display booths, concession equipment or the like in more than 25% of the common areas of the mall.
  - b) Temporarily using the mall as a place of assembly.
  - c) Using open flame or flame devices
  - d. Displaying liquid or gas fueled powered equipment or
  - d) Using liquefied petroleum gas, liquefied natural gas and compressed flammable gas in containers exceeding 5 pound capacity.
- 5. Storage outside of buildings of LP-gas cylinders with a part of a cylinder exchange program.

### **Type 3 Permit-\$450.00**

1. Industrial processing ovens or furnaces operating at approximately atmospheric pressure and temperature not exceeding 1400 degrees Fahrenheit which are heated with oil and gas fuel or which contain flammable vapors from the product being processed.
2. Wrecking yards, junk yards, outdoor used tire storage, waste material handling plants and outside storage of forest products not otherwise classified.
3. The storage or discharge of fireworks.

**Type 4 Permit \$650.00**

1. Storage or use at normal temperature and pressure or more than 2000 cubic feet of flammable compressed gas or 6000 cubic feet of non-flammable compressed gas.
2. The production or sale of cryogenic liquids; the storage or use of more than 10 gallons of liquid oxygen, flammable cryogenic liquids or cryogenic oxidizers; or the storage of more than 500 gallons of non-flammable, nontoxic, cryogenic liquids.
3. The storage, handling and processing of flammable, combustible and unstable liquids in closed containers and portable tanks in aggregate amounts of more than 660 gallons.
4. To store or handle (except medicines, beverages, foodstuffs, cosmetics and other common consumer items, when packaged according to commonly accepted practices).
  - a) More than 55 gallons of corrosive liquids
  - b) More than 500 pounds of oxidizing materials
  - c) More than 10 pounds of organic peroxides
  - d) More than 500 pounds of nitro methane
  - e) More than 1000 pounds of ammonium nitrate
  - f) More than one micro curie of radium not contained in a sealed source
  - g) More than one mill curie of radium or other radiation material in a sealed source or sources
  - h) Any amount of radioactive material for which the specific license from the Nuclear Regulatory Commission is required
  - i) More than 10 pounds of flammable solids
5. The melting, casting, heating, treating, machining or grinding of more than 10 pounds of magnesium per working day.

**Type 5 Permit - \$ Reserved Amount**

1. Reserved

BOBBY BARR  
Commissioner

KEVIN L. THOMAS  
Health Officer  
Public Health Coordinator

ALOYSIUS ONWUKA, M.D.  
Medical Director

# CAPE MAY COUNTY DEPARTMENT of HEALTH

4 Moore Road  
Cape May Court House, N.J. 08210-1601  
(609) 465-1209 after hours (609) 465-1190  
Fax: (609) 465-6564



## COTTAGE FOOD OPERATOR TEMPORARY EVENT FORM

Individuals that hold a current Cottage Food Operator Permit issued by the NJ Department of Health and plan to sell their products at temporary food events or farmers' markets in Cape May County shall submit this form, **along with a copy of their CFO permit**, before vending.

<b>Business/Trade Name:</b>			
<b>Owner Name:</b>			
<b>Owner Address:</b>			
<b>Owner Phone:</b>		<b>Email:</b>	
<b>CFO Permit No:</b>		<b>Permit Expiration Date:</b>	

List temporary events at which owner plans to vend:

Name of event: _____
Location of event: _____
Date & Time of event: _____
Name of event: _____
Location of event: _____
Date & Time of event: _____

CFO permit holder must initial each line below:

- \_\_\_\_\_ I understand that the NJ Cottage Food Operator's permit is for food that is prepared and finished in my home kitchen and that the CFO permit does not cover food prepared onsite at a temporary food event.
- \_\_\_\_\_ The sale of foods will be limited to the approved products listed on the CFO permit.
- \_\_\_\_\_ All food items will be prepackaged (including samples) and labeled in accordance with NJAC 8:24-11.4(c). No food prep or handling of unpackaged foods permitted at event.
- \_\_\_\_\_ A copy of cottage food permit shall be displayed as well as signage stating "This food is prepared pursuant to N.J.A.C. 8:24-11 in a home kitchen that has not been inspected by the Department of Health."

Cottage Food Operator's Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Cottage Food Operator's Signature: \_\_\_\_\_

<b>OFFICE USE ONLY</b>	Date Received: _____	Inspector Name: _____
------------------------	----------------------	-----------------------

BOBBY BARR  
Commissioner

KEVIN L. THOMAS  
Health Officer  
Public Health Coordinator

ALOYSIUS ONWUKA, M.D.  
Medical Director

# CAPE MAY COUNTY DEPARTMENT of HEALTH

4 Moore Road  
Cape May Court House, N.J. 08210-1601  
(609) 465-1209 after hours (609) 465-1190  
Fax: (609) 465-6564



## TEMPORARY RETAIL FOOD VENDOR APPLICATION

A temporary retail food establishment operates for a period of no more than 14 consecutive days in conjunction with a single event or celebration (festivals, farmers' markets, etc.). Temporary food operators must have an agreement with an approved servicing area that is inspected by the local health authority. A servicing area is often a commercial kitchen used by the temporary retail food operator for food preparation, equipment cleaning, obtaining potable water/ice, disposal of wastewater, and boarding food. A home kitchen is NOT an approved servicing area. **(NOTE: Operators with a current cottage food permit issued by the NJ Department of Health shall complete the Cottage Food Operator Temporary Event Form in lieu of this application.)**

State law requires anyone serving food to the public, whether sold or given away, to obtain approval from the local health department prior to operating. **Temporary food vendors are required to apply to this Department annually. This application shall be submitted at least 10 days prior to vendor's first event of the year. Approvals expire on December 31<sup>st</sup>.**

### YOU MUST INCLUDE THE FOLLOWING WITH YOUR APPLICATION:

- Copy of servicing area's last Inspection report (unless inspected by Cape May Co. Health Dept.)
- Copy of vehicle registration (street-licensed units only)
- Food protection manager's certification (risk 3 operations only - operations that cook, cool, and reheat for hot holding 3 or more menu items.)
- \$75 Annual Temporary Food Application Fee (Payable to County of Cape May).** Fee is non-refundable. Fee is waived for non-profit organizations.

### I. Temporary Vendor Business Information: Complete details below.

Trade Name/DBA			
Owner/Corporation Name			
Street Address			
City & State		Zip Code	
Owner/Contact Person Name		Phone	
Email Address			
Type of Temporary (Check all that apply): <input type="radio"/> Tabletop/Tent <input type="radio"/> Cart <input type="radio"/> Food Truck <input type="radio"/> Smoker/Grill <input type="radio"/> Food Trailer		State & License Plate # of Mobile Unit (If Applicable)	

**II. Events/Festivals:** List all anticipated events for the year. Use additional page(s) if needed.

**Temporary/Special Event:**

Name of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Date & Time of event: \_\_\_\_\_

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

Coordinator Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Temporary/Special Event:**

Name of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Date & Time of event: \_\_\_\_\_

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

Coordinator Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Temporary/Special Event:**

Name of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Date & Time of event: \_\_\_\_\_

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

Coordinator Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Temporary/Special Event**

Name of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Date & Time of event: \_\_\_\_\_

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

Coordinator Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Temporary/Special Event**

Name of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Date & Time of event: \_\_\_\_\_

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

Coordinator Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**III. Equipment Checklist:** Check all equipment that will be utilized as part of your operation.

Yes	Not Applicable	
( )	( )	Insulated container with free-flowing warm water ≈90F (HAND WASHING OPTION #1)
( )	( )	Portable sink with hot and cold running water (HAND WASHING OPTION #2)
( )	( )	Wastewater container(s) (min. 5-gallon bucket with tight lid)
( )	( )	Paper towels and hand soap
( )	( )	Extra clean/sanitized utensils
( )	( )	Gloves, deli tissue, tongs, etc.
( )	( )	Buckets/spray bottles with sanitizer
( )	( )	Sanitizer test kit
( )	( )	Overhead protection (e.g. tent or canopy)
( )	( )	Covered containers, sneeze guards, foil, plastic wrap
( )	( )	Stem thermometer
( )	( )	Insulated containers/coolers with ice
( )	( )	Refrigerators
( )	( )	Freezers
( )	( )	Hot holding equipment *The use of chafing dishes and sterno/canned fuel is not recommended for outdoor events.

**IV. Menu Details:** List entire menu below.

1.	12.
2.	13.
3.	14.
4.	15.
5.	16.
6.	17.
7.	18.
8.	19.
9.	20.
10.	21.
11.	22.

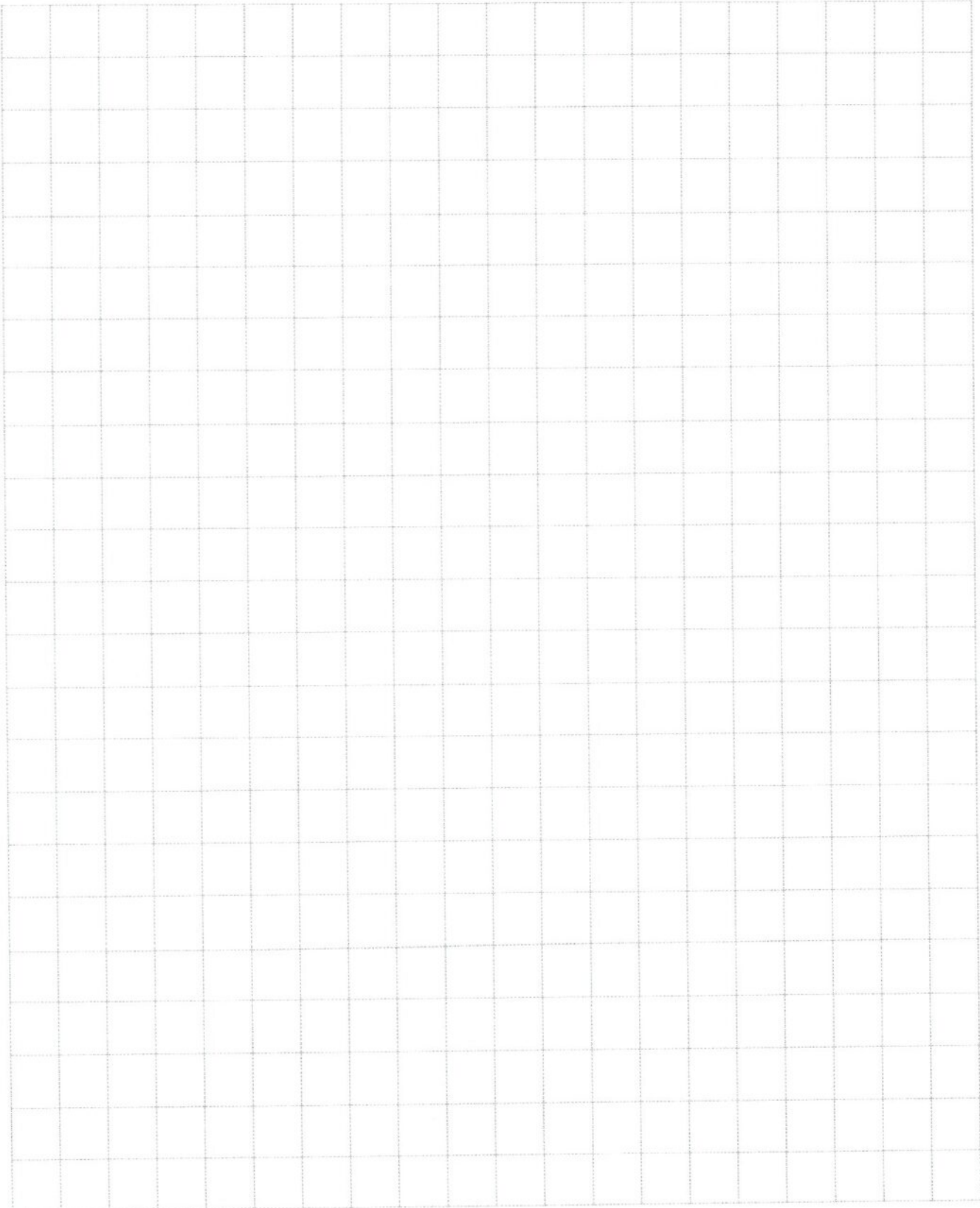
**V. Additional Menu Details:** Identify foods that require **Time/Temperature Control for Safety (TCS foods)**

List each menu item that requires temperature control in this column. (41°F or less) (135° or above)	Is menu item commercially processed (CP) or made from scratch (S)? (Write CP or S)	Is menu item prepared/cooked at vending (V) site or servicing area (SA) site? (Write V or SA)	If prepared/cooked at servicing area (SA), does the item get cooled prior to the event?	Is item kept hot (≥135°) during the event?	How do you keep the menu item ≥135°? List type of hot holding equipment.
Menu Item 1					
Menu Item 2					
Menu Item 3					
Menu Item 4					
Menu Item 5					
Menu Item 6					
Menu Item 7					
Menu Item 8					
Menu Item 9					
Menu Item 10					
Menu Item 11					
Menu Item 12					

Check if any of the activities below apply to your operation. If you checked “yes”, you must attach your policy and procedures unless already on file with our office.

- Yes  No | Reduced oxygen packaging (vacuum sealing food)
- Yes  No | Smoking, curing, fermentation, acidification
- Yes  No | Selling or serving raw shellfish (oysters, clams, mussels, etc.)
- Yes  No | Preparing food with raw or partially cooked egg (Caesar, hollandaise, tiramisù, etc.)
- Yes  No | Cooking and cooling food prior to an event

**VI. Layout** – Please sketch the equipment layout or floor plan of your temporary operation using the space below. Include location of your *handwash station*, *display table(s)*, *cooking equipment*, *refrigerator(s)*, *cooler(s)*, *food handling table(s)*, etc. If schematic/prints are available for a mobile truck or trailer, attach separate sheet.



## Temporary Food Operations Plan Affidavit

NJAC 8:24 requires persons in charge of retail food establishments to ensure that employees are properly trained in food safety as it relates to their duties and that the proposed training program shall be submitted to the Department of Health prior to the start of operations. The temporary operator may utilize the information listed below as the basis for their training or attach a separate plan for review. If you wish to use this training plan you must sign and submit this affidavit with your application.

- All off-site operations (food prep, warewashing, storage, etc.) are conducted at an approved servicing area and not in a private home.
- Hand washing facilities shall be provided to ensure employees properly wash their hands when necessary. Food handlers shall wash their hands prior to entering the preparation/service area, before engaging in food prep, after using the rest room, and as often as necessary to remove soil and prevent cross-contamination.
- Employees shall use suitable utensils such as deli paper, spatulas, tongs or single-use gloves when handling food and prevent handling ready-to-eat foods with bare hands.
- Employees with communicable diseases which can be transmitted through food or who are experiencing vomiting and/or diarrhea must be excluded from food activities.
- Cold foods shall be kept at 41°F or below for the duration of the event.
- Hot foods shall be served immediately or kept at 135°F or above.
- A stem thermometer is provided to check the internal temperature of foods.
- Extra supply of clean utensils/equipment shall be provided or a three-compartment sink setup must be available to ensure in-use food-contact surfaces are either switched out or cleaned and sanitized every 4 hours.
- Sanitizing solution shall be available for food-contact surfaces. The appropriate test kit shall be available for ensuring appropriate concentration of solution.
- Temporary food set up shall be covered by a tent, canopy or other means of overhead protection.
- Food shall be protected from customer handling, coughing, sneezing or other contamination by use of packaging; sneeze guards; display cases; or other effective barriers.
- An adequate supply of potable water shall be available for handwashing, cleaning, etc. Water must come from an approved public or well water supply. Well water requires routine testing by a certified laboratory.
- Wastewater must be emptied in an approved wastewater disposal system and may not be dumped onto the ground surface or into storm drains.

**I hereby acknowledge that I have read, understood, and agree to comply with all the requirements, including but not limited to, what is outlined above. Furthermore, I certify that my employees and I have been trained on and will abide by all food safety regulations outlined in N.J.A.C. 8:24.**

Owner Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SERVICING AREA AGREEMENT FORM

### PART 1 – To be completed by the TEMPORARY VENDOR

Business Name:	
Owner/Operator Name:	
Mailing Address:	
Phone Number:	Email:

I hereby certify that I am familiar with the State law (N.J.A.C. 8:24) requiring all temporary retail food establishments operate from an approved base location (otherwise known as a “servicing area”) where food preparation, equipment cleaning, discharging liquid or solid wastes, obtaining ice and fresh water, and boarding food takes place.

AND

I hereby certify that the above listed information is correct. I also understand that the home preparation and storage of food, or the cleaning of equipment or utensils used in this temporary food operation is prohibited as per N.J.A.C. 8:24-3.1 and 8:24-3.2 and is subject to penalties, fines and possible license forfeiture. If any changes in my operation occur, I agree to notify the Health Department immediately.

Temporary Food Owner’s Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Temporary Food Owner’s Signature: \_\_\_\_\_

### PART 2 – To be completed by the SERVICING AREA OWNER/OPERATOR

Servicing Area Business Name:	
Business Address:	
Business Phone Number:	
Owner/Operator Name:	Owner/Operator Contact Number:
Owner/Operator Email:	Date of Last Inspection:

Check all services provided to temporary operator:			
<input type="checkbox"/> Food preparation area	<input type="checkbox"/> Refrigerated space for foods	<input type="checkbox"/> Well water	<input type="checkbox"/> Municipal Water
<input type="checkbox"/> Ice for consumption	<input type="checkbox"/> Three-comp. sink or dishwasher	<input type="checkbox"/> Storage of equipment/food items	
<input type="checkbox"/> Wastewater disposal	<input type="checkbox"/> Disposal of garbage	<input type="checkbox"/> Grease/oil disposal	

I hereby certify that the information I have provided is correct. If the temporary food vendor fails to comply with the conditions of this contract, or if this contract is modified or cancelled, I agree to notify the Cape May County Department of Health immediately.

Servicing Area Owner/Operator’s Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Servicing Area Owner/Operator’s Signature: \_\_\_\_\_

If the servicing area is not inspected by the Cape May County Dept. of Health, a copy of the last inspection report from the local health authority shall be submitted with this agreement.

Note: If this agreement is modified or cancelled, and a new agreement is not provided to this office, your approval to operate a temporary food operation will be subject to suspension or revocation. This agreement shall be effective for no longer than one year.

*I, the undersigned, attest to the accuracy of the information provided in this application. Should any changes occur to the operation after approval is granted, such as a change of servicing area or menu, I understand this Department must be notified immediately.*

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

**NOTE: \$75 annual temporary food application fee must be submitted with this application. (Non-profit organizations are exempt.) Applications received without payment will not be processed.**

Completed application with payment can be mailed to the address below:

Cape May Co. Department of Health  
4 Moore Rd. DN 601  
Cape May Court House, NJ 08210

Documentation may also be dropped off in person at the Department of Health. Please note the physical address of the building is 6 Moore Rd. in Cape May Court House. In-person payments of cash, credit and checks can be submitted to the Billing Department located on the first floor.

**OFFICE USE ONLY:**

Approved Date: \_\_\_\_\_ Risk Type: \_\_\_\_\_

Approval Restrictions: \_\_\_\_\_

\_\_\_\_\_

Inspector: \_\_\_\_\_

Disapproved Date: \_\_\_\_\_ Risk Type: \_\_\_\_\_

Reasons for Disapproval: \_\_\_\_\_

\_\_\_\_\_

Inspector: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_