FOOD VENDORS

(Johnston County Health Department inspections)

Deadline to apply is August 31, 2026

NON-FOOD VENDORS

Deadline to apply is September 2, 2026

Instructions

1. Complete all applications that apply on the following pages.

Thursday - Sunday Commercial Vendors

Page 2. Chamber space application.
Choose the amount of space needed. **The entire unit or tent MUST fit in the 12' or 25' space. This includes hitches, propane tanks, tent stakes, and any type of fencing and awnings. You can purchase extra space to fit the size of your unit. If your unit does not fit, we cannot accommodate you.**

Page 3. Chamber water and electric application.
Page 4. Town of Benson itinerate merchants license request
(Includes Town of Benson Fire Department inspection request)
Page 5. **Food vendors only.** Johnston County Health Department inspection request.

2. Provide a photo of your trailer, tent, etc. with your applications.

3. Read pages 6 thru 9 for fire and food safety instructions
Please Include a list (general) of items to be sold or menu (all items).

NOTICE:

If Mule Days is cancelled by the chamber due to weather, your deposit will be refunded in full. If the festival is held and you choose to cancel, your deposit will not be refunded.

2026 COMMERCIAL VENDOR APPLICATION/CONTRACT (Thursday - Sunday)
BENSON MULE DAYS®

GENERAL RULES

1. Benson Mule Days is sponsored by the Benson Area Chamber of Commerce.
2. Benson Mule Days 2026 will be Thurs., Sept. 24 – Sunday, Sept 27.
3. **Benson Area Chamber of Commerce (BACC) reserves the right to make all final decisions.**
4. **The BACC reserves the right to determine suitability and approval of all items.**
5. The BACC reserves exclusive rights to the Benson Mule Days name and logo and the use thereof.
6. **A certificate of liability insurance form with the Benson Chamber as Additional Insured must be returned with your application.**

Please Print Clearly.

Name _____

Address _____

City_____State____Zip _____

Cell Phone _____

E-Mail _____

RULES & REGULATIONS FOR ALL VENDORS

1. Only those individuals who fill out a completed application, provide a certificate of liability insurance form with the Benson Chamber listed as Additional Insured, provide a current tax I.D. number and receive approval by the Benson Area Chamber of Commerce will be allowed to display and sell.
2. Spaces are provided for the exclusive use of applicant and only for the activity approved by the BACC.
3. All booths must be within the confines of the allotted space. No tables, chairs, electrical cords, etc., will be provided. Vendors shall arrange booths so that it will not interfere or obstruct view of other booths. Spaces will be assigned to contribute to overall concept of festivals.
4. Electricity is available for an additional fee. Generators are not permitted. Please indicate and pay if electricity is needed. Be sure that all electrical cords and appliances are in excellent condition. The Fire Marshall and/or The BACC will inspect and approve your equipment.
5. Vendors are responsible for setting up their own booths. Benson Mule Days is an outdoor festival, please come prepared to cover your merchandise in the event of a shower.
6. **WE DO NOT SUGGEST LEAVING ANY VALUABLES IN YOUR BOOTH OVERNIGHT.** BACC will not be held responsible for any loss.
7. The BACC reserves exclusive rights to separate booths by types of Foods/Arts & Crafts/Commercial/Display and Non-Profit Organization and Commercial, as it feels is in the best interest of the festival. Please help keep trash in proper receptacles. Vendors are responsible for putting their trash in the dumpster provided. Grease and gray water must be disposed of in proper containers.
8. All vendors are responsible for reporting their own taxes and must furnish the BACC with their North Carolina Sales Tax Registration number.
9. The BACC is not liable for damages, injury, or loss of any person or goods from any cause whatsoever. The BACC cannot be held responsible for any claims for damage, injury, or loss arising out of or in connection with the use of space or grounds in this festival.
10. Absolutely no weapons, illegal knives, studded bracelets, lewd, racist, inflammatory, obscene, or vulgar materials, or any other items inappropriate for a family event will be permitted for sale or display. Please do not bring such items into vendor area.
11. **All vendors must have an approved fire extinguisher located inside your booth.**
12. No animals of any kind can be sold.
13. No alcoholic beverages are allowed for consumption or sale.
14. If the festival has corporate sponsors requiring exclusivity, Chamber vendors must abide by this request and use the festival-sponsored products or refrain from selling competing products.

FOOD VENDORS

15. The BACC reserves the right to approve all foods. The decision of the BACC will be final.
16. All Food Vendors are required to abide by the rules and regulations developed by the Health Department and Fire Marshal.
17. **It is your responsibility to have at all times an approved fire extinguisher located inside your booth.**

MY SIGNATURE ON THIS FESTIVAL RULES FORM VERIFIES THAT I HAVE READ AND UNDERSTAND THE FOREGOING CONTRACT OF PARTICIPATION.

Print Name	*Signature*	*Date*

If the Chamber vendor area is full, I authorize the Chamber to give this application to private landowners who rent to vendors. I understand their fees may be different from the Chambers'. Please initial._____

The entire unit or tent MUST fit in the 12' or 25' space. This includes hitches, propane tanks, tent stakes, and any type of fencing and awnings. You can purchase extra space to fit your unit. If your unit does not fit, we cannot accommodate you.

Check Space You would like to rent

Premium ____ 12 Feet- $420.00 Premium ____ 25 Feet- $800.00
Economy ____ 12 Feet -$210.00 Economy ____ 25 Feet- $400.00

Electricity (indicate type on attached sheet)	_____	**25.00**
Water (one connection per booth)	_____	**35.00**
Fire Permit (see attached) Town Required Fee	_____	**50.00**
License Fee – Town Required Fee	_____	**50.00**
Environmental Fee – Town Required Fee	_____	**50.00**
Security Fee – Chamber Required Fee	_____	**50.00**
Johnston County Required Food Permit Fee (if applicable)	_____	**75.00**
TOTAL due:	_____	
50% Deposit Paid	_____	
Full amount Paid	_____	

- 50% Deposit to reserve space.
- Balance Due on or before August 1, 2026.
- No refunds of deposit or space fees.
- Chamber will provide all permits and pay fees.

Make Check Payable to:
BENSON AREA CHAMBER OF COMMERCE, Inc.
P.O. Box 246 , Benson, NC 27504
Phone – (919) 894-3825 Fax (919) 894-1052
E-mail: loretta@benson-chamber.com.
For credit card payments, call the chamber office

NOTICE: If Mule Days is cancelled by the chamber, your deposit will be refunded in full. If the festival is held and **you** choose to cancel, your deposit will not be refunded

What Product(s) Do You Sell?

_____

(Please provide a picture of your set-up, list of items or menu.)

2026 ELECTRICITY AND WATER APPLICATION
BENSON MULE DAYS®

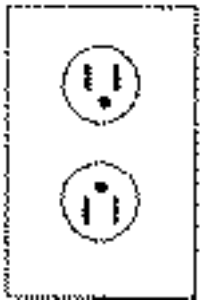
NAME OF APPLICANT _____

ELECTRICAL REQUEST

Electrical service will be available at (3) three locations across the back of the Singing Grove. The Benson Area Chamber of Commerce will provide receptacles only by request for vendors. BACC will not provide plugs, cords, cables, etc. Vendors may not alter or tamper with provided receptacle boxes. BACC will work with all vendors to arrange your location to the nearest requested electrical outlet. Please give us the maximum amount of feet your power supply can reach (mainly 30A plugs) in the space provided below.

Mark the Plug Needed

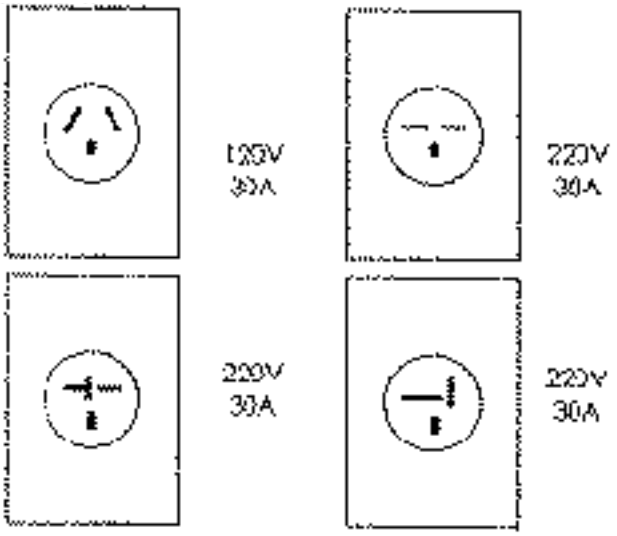
TYPE 1 RECEPTACLE



STANDARD
120V
15A

There are two receptacles in each box. Multi-plugs may not be used. Use of multi-plugs will cause disruption of your service. If your space requires more than 15 amps, your must request the proper amount of receptacle boxes.

TYPE 2 RECEPTACLE



120V OR 220V/30A services are by request only. Hardwire is available upon request. You may send your own receptacle by Sept. 11th to insure receptacle matches plugs and we will have it in place on Thurs., Sept. 24th . Otherwise, please draw your plug or plugs below.

Hardwire breaker _____amps.

Maximum distance to power connection _____ ft.

WATER SERVICE REQUEST

BACC does not expect every vendor to request water.

WASTE WATER & GREASE

Rinse water (gray water) must be held by the vendor and disposed of in the container provided. Sewer service is not available. Grease must be disposed of in the provided containers. Anyone caught putting grease in improper locations may be fined by the town. BACC officials will be on hand to answer questions.

SPECIAL REQUIREMENTS

Please list any special requirements you may have: _____

_____

I have clearly and truthfully represented the type of electrical and/or water service I will require at Benson Mule Days. Any misrepresentation may result in loss of service and/or exclusion from the event.

_____ _____

Signature *Date*

Town of Benson

Post Office Box 69
Benson, North Carolina 27504
(919) 894-3553
Fax (919) 894-1283

THIS IS A REQUIRED APPLICATION. FAILURE TO COMPLETE WILL RESULT IN NONACCEPTANCE OF YOUR APPLICATION.

Complete and Return with your application.

ITINERANT MERCHANT'S APPLICATION

PLEASE PRINT		
ITINERANT MERCHANT NAME:	**TYPE OF MERCHANDISE:**	
ITINERANT MERCHANT ADDRESS:		**PHONE NO.**
ITINERANT MERCHANT MUST HAVE NORTH CAROLINA SALES TAX ID NUMBER PRIOR TO FILLING OUT THIS APPLICATION. FOR QUESTONS ABOUT SALES TAX NUMBER CALL (919)733-3673 OR (919)733-1532.		**NC SALES TAX NO.**
PROPERTY OWNER	**POPERTY ADDRESS**	**PHONE NO.**
Town of Benson	Lee St. & Parrish Dr.	919-894-3825

All fees and permits will be paid directly to the Chamber Of Commerce.
(see Chamber application for a list of applicable charges)
This form with your signature must accompany
the Chamber of Commerce application.

FEES ARE NON REFUNDABLE

I HAVE READ AND UNDERSTAND THAT I SHALL BE RESPONSBLE FOR COMPLYING WITH ALL REGULATIONS AS LISTED BELOW AND FAILUTE TO COMPLY MAY RESULT IN PERMIT REVOCATION:

- ITINERANT MERCHANT MUST SET UP NO CLOSER THAN TEN (10) FEET FROM THE STREET PAVEMENT OR BACK OF CURB ON STREETS THAT ARE NOT CLOSED. ON STREETS THAT ARE CLOSED ITINERANT MERCHANT MAY SET UP NEXT TO STREET CURB OR PAVEMENT
- ITINERANT MERCHANT MUST HAVE A NOTARIZED STATEMENT FROM LANDOWNER
- ITINERANT MERCHANT SHALL NOT SELL ANY TYPE OF ANIMALS
- NORTH CAROLINA SALES TAX ID NUMBER PRIOR TO APPLICATION IS REQUIRED
- ITINERANT MERCHANT MUST FOLLOW JOHNSTON COUNTY ENVIRONMENTAL HEALTH DEPARTMENT REQUIREMENTS. FOR QUESTIONS CALL (919)-989-5180
- ITINERANT MERCHANT MUST FOLLOW FIRE INSPECTIONS REQUIREMENTS
- ITINERANTMERCHANT MUST DISPOSE OF GRAY WATER, GREASE AND GARBAGE IN PROPER CONTAINERS
- ITINERANT MERCHANT IS ALLOWED TO OPERATE THE FOLLOWING DAYS AND HOURS DURING MULE DAYS FESTIVAL AND OTHER TIMES AS ALLOWED UNDER ITINERANT MERCHANTS ORDINANCE115.10 (D):

Thursday -	**11:00 AM - Midnight**	**Friday -**	**8:00 AM – 11:00 PM**
Saturday -	**8:00 AM – Midnight**	**Sunday -**	**8:00 AM – 5:00 PM**

TWENTY (20) DAYS SHALL ELAPSE BETWEEN EXPIRATION DATE AND TIME OF OPERATOR'S PERMIT AND THE ISSUANCE OF ANOTHER OPERATOR'S PERMIT. NO MORE THAN FIVE (5) OPERATOR PERMITS SHALL BE ISSUED TO ANY ONE ITINERANT MERCHANT IN A FISCAL YEAR

_____**ITINERANT MERCHANT'S SIGNATURE DATE**_____

_____ **TOWN OF BENSON EMPLOYEE DATE** _____

FOOD VENDORS - THIS IS A REQUIRED APPLICATION.
FAILURE TO COMPLETE WILL RESULT IN NONACCEPTANCE OF YOUR APPLICATION.

JOHNSTON COUNTY ENVIRONMENTAL HEALTH OFFICE
309 East Market Street
Johnston County Land Use Center
Smithfield, NC 27577
Phone: (919) 989-5180
Fax: (919) 989-5190

APPLICATION FOR A TEMPORARY FOOD ESTABLISHMENT PERMIT

Name of set-up (ex: Dana's Concession): _____
Applicant Name: _____ Phone: _____
Mailing Address: _____
Festival:_____ Set-up Location: _____
What days will you operate? _____
What hours of operation? _____
What foods will you prepare or serve? _____
_____
Will you have screening or siding on the TFE? _____YES _____NO
If no, how will you protect against flies, insects, dust, rain and other contamination?
_____
How will handwashing be addressed in the TFE?_____ Will you have a water hook-up? _____YES _____NO (If yes, must have a backflow preventer) If no, how will the TFE supply running water under pressure?
_____
How will cooking utensils, pots, and pans be cleaned and sanitized at the TFE?
_____
Size of wastewater storage container: _____
How will you dispose of wastewater from the TFE? _____
What is your means of refrigeration? _____
The TFE must be inspected prior to operation, how will you make yourself available?
_____
If you have a mobile unit what county are you permitted in? _____
What is your License Plate Number? _____

***STATEMENT:** I hereby certify that the above information is correct, and I fully understand that ANY deviation from the above without prior approval from the Local Health Department may nullify the application.
Signature of applicant: _____ Date: _____

$75.00 fee is required for all permitted temporary food vendors. Payment must be received prior to the event. Money will NOT be taken at the event.

The Chamber will collect this application and the fee and will send to Johnston County upon receipt of your application.

Requirements for a Temporary Food Establishment Permit From Johnston County Environmental Health

Application: The application must be completed and submitted to this Department prior to the start of the event. This will give time for review and to make any changes as needed.

Permit to Operate: Before the event starts, an Environmental Health Specialist will visit your site compare the application to the TFE setup, and if all requirements are met a PERMIT TO OPERATE will be issued. No food service or food preparation is allowed on the site until you have received this permit. Your acceptance of this permit implies that you agree to keep the site as originally permitted throughout the event and that you agree to operate in accordance with all statutes, rules, regulations, and any specific conditions which may be included on the permit. Health Department personnel will be on duty during the event to monitor foodservice operations and to provide guidance where applicable. During operation you may be asked to remedy problems observed by the Environmental Health Specialist.

TFE Structure: Temporary food establishments must be conducted in a tent or other approved enclosure (trailer) with a roof that will keep out rain, dust, dirt, insects, and other contamination. Any canopy or tent structure under which cooking operations are being conducted must be flame resistant and have a tag permanently affixed to the canopy indicating that it is flame resistance. The food vendor should check with the local fire department for verification of the correct type of tent.

A TFE shall be located in clean surroundings and kept in a clean and sanitary condition. Protection against flies and other insects shall be provided by screening or by effective use of fans.

Sources of Food: All foods must be clean, wholesome, free from adulteration, and obtained from an approved source. If food is brought in from out-of-state it must be purchased or prepared in a facility inspected by the Department of Agriculture. ALL FOOD must be kept in original packaging until permit has been issued. Receipts will be helpful if food is not in boxes.

Transport of Foods: All foods must be protected while in transit between the source and the TFE. Transport containers must be able to maintain proper temperatures, keep out contamination, and be non-absorbent and cleanable.

Sneeze guards: Food and food contact surfaces exposed to the public, dust, or to insects shall b e protected by glass, or otherwise, on the front, top, and ends.

Hamburgers and Poultry: Hamburger and poultry must be provided in a ready to cook form from the supplier. Hamburger must come in preformed in patties separated by clean paper or other wrapping material. Poultry must come from the processor precut into individual portions that are ready to cook. In other words, you can not make patties or cut chicken at the TFE. **All food must come in a ready to cook form.**

Prohibited foods: Potentially hazardous foods, such as cream-filled pastries and pies, or salads that contain potato, chicken, ham, and crab, cannot be prepared or served from a TFE. Garden vegetable salads can be prepared if the vegetables are bought pre-washed from the supplier or washed on site in a vegetable prep sink only, not a utensil sink.

Food Cooking Temperatures: Cook poultry to 165°F, pork to 150°F, steak to 140°F, fish to 150°F, and hamburgers to 155°F (all internal temperatures). Holding units must keep foods at or above 135°F until served.

Cold Food Temperatures: All potentially hazardous foods shall be held at 45 degrees or less. Refrigerators must have properly working thermometers. Temperatures must be monitored all during the event. It chest coolers are used for cold food storage ice shall be provided to maintain proper temperatures. The ice shall not directly touch the food. The food or ice shall be in a leak proof container. Only thaw potentially hazardous foods by refrigeration, microwave, or cooking. **Do not leave out in the open air.**

Stem Thermometer: All TFE'S must provide an accurate stem-type thermometer (0-220 scale). Workers must monitor food temperatures frequently. Use the thermometer to be sure that all are cooked internally to the proper temperatures and cold foods are held <45 degrees and hot foods are held>140 degrees.

Drinks: Drinks served shall be limited to packaged, canned, or bottled drinks, packaged milk, coffee, or carbonated beverages from approved dispensing devices. Lemonade Orangeade, fresh fruit smoothies, tea, or any other drink not mentioned cannot be made in the TFE but can be brought already prepared from an approved source (approved by the Health Department) and served from an approved dispensing device.

Floor: Start with a clean space and keep it clean. Concrete, asphalt, and such street surfaces are accepted. If the flooring of the TFE consist of dirt or grass this area must be maintained at all times. If grease of food is spilled onto dirt or grass clean up must take place immediately.

Storage: Nothing is allowed on the floor or ground except equipment with legs or non absorbent, empty crates. Stored items wrapped or not, must be off the floor and under roof at all times.

Cleaning of equipment and Utensils: All equipment and utensils must be cleaned thoroughly and maintained in a sanitary condition throughout the event. In order to achieve sanitary conditions at least a single vat sink, equipped with running water under pressure capable of holding the largest utensil used during the operation shall be provided. Water shall be from an approved source, safe for consumption, and of sanitary quality. This means water can not be used from an unapproved well or community water supply not regulated by the State of North Carolina. "Running water" may be achieved by positioning a cooler or beverage urn with a stop cock nozzle above the sink basin. You must have at least one drain board or adequate countertop space to use along with the washing operation. Dish pans on a counter or in a counter will not be accepted for a utensil sink. In other words, it must be s sink with a drain.

Sanitizing: After cleaning of equipment and utensils they must be properly sanitized. The most common sanitizer is bleach water. Once the equipment and utensils are washed and rinsed at the sink submerge or spray on 50 ppm of sanitizer solution and let air dry. To make sure the sanitizing solution is of proper strength test strips will be needed for checking the solution.

Hot Water: Heated water must be provided for hand wash basin and utensil sink. The minimum equipment acceptable for the provision would be a pot of water on a stove, hot hold unit, or a separate coffee maker.

Hand washing: TFE workers shall be provided with a convenient way to wash their hands. This could consist of a hand sink with hot and cold water from a faucet, Gatorade type cooler, or at minimum a wash pan or bucket. Soap and single-use towels must be provided.

Diseases: Any person who has a communicable or infectious disease that can be transmitted by food or drinks, or who is a carrier, or who has a boil, infected wound, or an acute respiratory infection with cough and nasal discharge shall not be allowed to work in the TFE. If a worker has a cut it must be bandaged and the worker must wear a disposable glove.

Hair restraints: Hair nets, visors, caps should be worn by foodservice employees at all times.

Tobacco: No tobacco is to be used in any form while handling, preparing, or serving food or while in the foodservice area.

Self-service: Customer self-service of food and condiments is not allowed. This applies to any unpackaged condiments such as lettuce, tomatoes, pickles, onions, etc. Packaged condiments such as relish, ketchup and mustard are allowed. Mustard and ketchup can also be dispensed by the customer from approved pump type dispenser.

Wastewater and Sewage: TFE wastewater and sewage must be emptied into a sanitary sewer. **Do not empty storage tanks or catch buckets into storm drains.** If the event has a contract with a portable toilet agency the wastewater and sewage may be emptied into these units. A collection bucket or other basin can be used to hold wastewater prior to disposal.

Garbage and Refuse: Garbage and refuse shall be collected and stored in standard water-tight cans provided with tight fitting lids or other approved containers or methods. Garbage and refuse shall be removed daily and disposed of in an approved, sanitary manner.

Toilets: Convenient and approved toilet facilities shall be provided at a TFE. Public toilet facilities provided on the grounds are acceptable if reasonably convenient, adequate and kept clean.

Water Source: Water must come from an approved source (public or private). All private wells must be tested a few weeks prior to the event. A backflow preventer will be required at the main source before leading off to food venders. Then each food vender will need a backflow preventer when attaching their food grade hose to the main source. A food grade hose is usually white with a blue stripe, if your hose does not resemble this then documentation is needed for proof of a food grade hose.

Other Permitting Conditions: A Temporary Food Establishment (TFE) must operate in conjunction with public event such as a fair, festival, or carnival.

Mobile Food Units and Pushcarts: These units already have permits to operate, but they must comply with all the requirements of their permit when operating at the event. This means that:

- The permit shall be posted so that it can be read by customers.
- Food must come from the commissary identified on the permit.
- The whole unit must return daily to its commissary for supplies, cleaning, and servicing.

If it is impossible for the Mobile Food Unit or Push Cart permit requirements to be met, the permit will be invalid for that event. The vendor will not be allowed to operate at the event unless they can meet the TFE requirements detailed in this document and a permit obtained.

Questions?

Please contact this office at (919)989-5180 if you have questions or want to discuss any of these requirements.

Benson Fire Department

313 South Elm Street
Benson, North Carolina 27504
Administration: (919) 894-8990
ajohnson@townofbenson.com

BENSON VENDOR FIRE SAFETY REGULATIONS 2026

On behalf of the Benson Fire Department, we would like to welcome you to the Town of Benson. In order to ensure the safety of our visitors, we require all exhibitors to comply with all state and local fire codes.

****FIRE INSPECTIONS ARE REQUIRED FOR THE FOLLOWING****

1. ANY vendor that uses **any utilities** and/or **Liquid Petroleum (LPG**) to operate under a tent or in a trailer.
2. ALL enclosed trailers, food trucks, or any other structure where cooking will take place, regardless of fuel used.
3. ANY tent that is equal to 200 square feet or larger.
4. ALL tents, canopies, or membrane structures where cooking will take place around or under the tent.

   ***Note:** Any canopy, tent, or membrane structure under which cooking operations are being conducted must be flame resistant and have a tag **permanently affixed** to the canopy indicating that it meets **CPAI 84, ULC S109, or NFPA-701 or equivalent.**

For those meeting the above stipulations…

1. **ALL** exhibitors must have a **MINIMUM** of a **5**-pound **ABC** Fire Extinguisher that has been Purchased this year (**Receipt Required**) or serviced and **TAGGED** within the last year.

2. ALL exhibitors that are using deep fat fryers **MUST** have a Class **K** fire extinguisher plus the **ABC**

   ***Note:** The Class **K** must be in a dedicated, **readily accessible** location within 30 feet travel distance from cooking appliances, in the travel path of egress, and must have been serviced and **TAGGED** within the last year.

3. ALL fire extinguishers and emergency exits shall always be visible and accessible.
4. ALL Liquefied Petroleum Gas (**LPG**) tanks must be secured to prevent tipping or falling.
5. ALL Electrical cords must be energized from a town **APPROVED** service pole or outside receptacle.

   ***Note:** No electrical cords shall be run from inside of a structure.

6. ALL Electrical cords and shorelines must be of adequate size to supply the appliances they are operating. **All electrical cords, shorelines must be maintained in good condition without modifications, splices, deterioration, or damage.**
   All electrical cords shall be grounded when serving grounded portable appliances. All electrical cords must be routed so as not to pose a hazard.

******* FIRE INSPECTION FEE $50.00 *******