

TOWN OF BENSON MULE DAYS

Thursday 21, Friday 22, Saturday 23, Sunday 24

Phone: 919-894-3553 Fax: 919-894-1283

Merchant Permit

Set up on Wed. 20, Sell on Thurs.22 after 11 a.m

Deadline Monday, Sept. 18 by 5:00pm

- 1 **NC Sales Tax Id**
Johnston County Tax Listing
207 E Johnston St, Smithfield Nc 27577 (919)989-5130
<https://eservices.dor.nc.gov/salesdatabase/SAUQueryServlet>
- 2 **Notarized Rental Agreement from Landlord/Property Owner**
- 3 **Johnston County Food Permit**
Required only If cooking (see detailed guidelines)
Johnston county Health Department
517 N Brightleaf Blvd, Smithfield NC 27577 (919)989-5200
(\$75.00 fee for the permit as of 2015)
- 4 **Read full package of guidelines** on Selling during Mule Days.
Fire Inspection Requirements. If questions contact Fire Department 919-894-8990
- 5 **Pay required \$95.00 Merchant Fee**
(\$25.00 permit, \$20.00 environmental fee, \$50.00 fire inspection)

Golf Cart Permit

Benson PD (919)894-2091

- 1 Proof of Insurance
- 2 Rear view Mirror
- 3 Seat Belts for all occupants
- 4 Slow Moving Triangle on Back
- 5 \$40.00

For possible Vender spaces please contact

Benson Area Chamber of Commerce

122 E Main St

919-894-3825

Hours: 10am - 5pm

Mon-Fri

MAYOR
WILLIAM W. MASSENGILL, JR.

MAYOR PRO-TEM
FREDERICK D. NELSON, JR.

COMMISSIONER
WILL T. CHANDLER
JERRY M. MEDLIN
DR. R. MAX RAYNOR
DEAN MCLAMB
CASANDRA P. STACK



TOWN OF BENSON
P.O. BOX 69
303 EAST CHURCH STREET
BENSON, NC 27504
(919) 894-3553
FAX (919) 894-1283
www.townofbenison.com

TOWN MANAGER
MATTHEW ZAPP

ASSISTANT TOWN MANAGER
BRASTON A. NEWTON

TOWN CLERK
TERRY HOBGOOD

FINANCE DIRECTOR
KIMBERLY T. PICKETT

TOWN ATTORNEY
R. ISAAC PARKER

TOWN OF BENSON MULE DAY VENDOR AND CAMPGROUND REQUIREMENTS 2017

All Vendors are required to have the following:

- All vendors, retail and food, shall obtain a vendor permit prior to Monday, September 18, 2017 by 5:00 PM, no exception.
- Notarized statement from landowner
- North Carolina Sales Tax ID Number. **1-800-252-3052**
- Vendors will only be allowed to operate during the hours listed below:
 - Wednesday - No vending permitted
 - Thursday - 11:00 am 11:00 pm
 - Friday - 9:00 am thru Midnight
 - Saturday - 9:00 am thru Midnight
 - Sunday - 9:00 am thru 5:00 pm
- Minimum 5 pound Fire Extinguisher that has been serviced and tagged within the last 12 months **NOTE: Disposable one time use extinguishers are not acceptable.**
- Permits are \$25.00
- Environmental Fee is \$20.00
- Fire Inspections (if required) \$50.00
- All vendors must maintain a 10 feet minimum distance from the street pavement on all streets that are not closed.
- No vendor shall be located within 25 feet of any animal attraction.
- Vendors are prohibited from selling animals or weapons of any type, no exceptions.
- Animal attractions such as petting zoos or pony rides, shall provide hand washing and/or sanitization stations for mandatory use by its patrons and operators.
- **ALL VENDORS MUST BE LOCATED IN A COMMERCIAL ZONING DISTRICT. CONTACT BENSON PLANNING DEPARTMENT AT (919) 894-3553 FOR VERIFICATION!**

Food Vendors:

- Must follow all Johnston County Public Health Department Requirements. **Contact (919) 989-5180 for information.**
- Food vendors must provide approved health department permit in order to obtain a Town of Benson permit.
- If cooking anything you are required to get a fire inspection. (See attached fire safety regulations)

Campground Requirements:

- Campgrounds are defined as the use of land for two or more campsites. Campsites are defined as the temporary, nonpermanent use of property by a sleeping bag or a tent, or a trailer or other means of temporary use of property for overnight stays.
- All persons maintaining a campground shall obtain a permit at least seven days before use of the campground. **Utilities cut-in requests, water and electric, must be requested no later than September 1, 2017.**
- If property is being leased for operation of a campground a notarized lease agreement shall be presented with the application by the responsible party.
- The permit application must be accompanied by a scaled sketch or drawing of the campground indicating the number of campsites and the number of people estimated to use each campsite.
- Campground permits shall be valid for a period of 5 days or 120 hours. No more than 4 campground permits shall be issued for a particular tract of land in a calendar year.
- All campgrounds shall be required to have on-site portable toilets for use by campers of the campground as follows:
 - (A) 2-5 campsites, or no more than 20 persons – 1 portable toilet
 - (B) 6-10 campsites, or no more than 40 persons -- 2 portable toilets
 - (C) 11-15 campsites, or no more than 60 persons – 3 portable toilets
 - (D) 16-20 campsites, or no more than 80 persons – 4 portable toilets
 - (E) 21-25 campsites, or no more than 100 persons – 5 portable toilets
 - (F) For each 5 campsites and for each 20 persons thereafter there shall be one additional portable toilet.
- Campground fees are as follows:

1. Campground Permit	\$100.00
2. Garbage Fee (per campsite)	\$10.00

Tents and Utilities:

- Any tent that is equal to 200 square feet or larger is required to have fire inspection. (See fire safety regulations attached)
- Any concession stand or vendor that uses utilities to operate their business is required to have a fire inspection. (See fire safety regulations attached)
- **NOTE: All electrical cords must be energized from an approved service pole or outside receptacle. No electrical cords shall be run from inside of a structure.**

➤ **NEW TEMPORARY POWER POLE RULES EFFECTIVE IMMEDIATELY:**

On July 31, 2014, the Town of Benson approved a new rate structure, fee schedule, and policy with regard to temporary power poles (services). Existing temporary power pole owners have two options with regard to their power poles beginning 2014. Option one is owners can choose to leave poles energized year round and be charged the established monthly base rate and consumption rate as indicated. No annual inspection is required as long as the pole remains energized and the account remains in good standing. However, this does not permit any owner, vendor or other individual or entity to access the interior energized portion of the panel to make repairs or alterations of any kind without first securing a permit and inspection. Option two is for the temporary poles to be energized for the event only or as needed. If the owner chooses this option the owner would need to secure a permit and have the pole inspected if the pole has not been energized in previous 6 months. **All poles will require inspection this year prior to the event. Pole inspection fees shall be paid by September 1, 2017 in order to obtain inspection and have the pole energized prior to the event.)**

1. Owner option number one is for the temporary poles to be energized year round and the owner be charged monthly for the base rate and usage. These meters would appear active in our billing system and be read, and billed monthly as all other accounts. No additional inspection or energizing/de-energizing fees would be charged to owner if option one is utilized.
2. Owner option number two is for the temporary pole to be energized only for events as needed. The temporary pole will need to be inspected if not energized in the past 6 months. The fee for each inspection is \$50.00 per inspection. A fee to energize the pole at \$25.00 and a fee to de-energize the pole at \$25.00 will be charged for each occurrence. This will establish the cost to the owner for using the temporary pole on an as needed basis if not used in the past 6 months at \$100.00 plus the base charge and usage charges as incurred through the meter. We now require a request for energizing the temporary pole be made a minimum of 30 days in advance of the anticipated event. If the request to energize is not made 30 days prior to the event the fee for inspection is \$75.00 and the fee to energize/de-energize is \$35.00 per pole. Payment of fees will be required from the owner at the time of request for inspection and energizing of the temporary pole.

Inspections Questions:

Town of Benson
Inspections Department
(919) 894-3553

Vendor Questions:

Oneida Molina
(919) 894-7404

Fire Safety Questions:

Benson Fire Department
(919)-894-8990



Benson Fire Department

313 South Elm Street
Benson, North Carolina 27504
Administration: (919) 894-8990
Fax: (919) 894-6142
ajohnson@townofbenison.com

BENSON VENDOR FIRE SAFETY REGULATIONS 2017

On behalf of the Benson Fire Department, we would like to welcome you to Benson. We ask that you as an exhibitor please comply with all state and local fire codes.

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

1. ALL concession stands or any vendor that uses **any utilities** to operate their business.
2. ALL tents that is equal to 200 square feet or larger.
3. ALL tents where cooking will take place inside or under the tent.
***Note:** 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 its flame resistance.
4. ALL trailers, stands or any other situation where cooking will take place.

****EXHIBITOR REQUIREMENTS****

1. **ALL** exhibitors must have a **MINIMUM** of a 5 pound **ABC** Fire Extinguisher that has been serviced and **TAGGED** within the last year.
***Note:** Disposable one time use extinguishers are not acceptable.
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 location within 30 feet travel distance of the cooking appliances. The Class **K** must have been serviced and **TAGGED** within the last year.
3. ALL fire extinguishers and emergency exits shall be visible and accessible at all times.
4. ALL Liquefied Petroleum Gas (LPG) tanks must be secured to prevent tipping or falling.
5. ALL Electrical cords must be energized from an **APPROVED** service pole or outside receptacle.
***Note:** No electrical cords shall be run from inside of a structure.

ALL Electrical cords must be of adequate size to supply the appliances they are operating. All electrical cords must be maintained in good condition without 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 hazard.



Town of Benson

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

ITINERANT MERCHANTS APPLICATION

PLEASE PRINT		
ITINERANT MERCHANT NAME:		TYPE OF MERCHANDISE:
ITINERANT MERCHANT ADDRESS:		PHONE NO.
ITINERANT MERCHANT <u>MUST HAVE NORTH CAROLINA SALES TAX ID NUMBER PRIOR TO FILLING OUT THIS APPLICATION.</u> FOR QUESTIONS ABOUT SALES TAX NUMBER CALL (919)733-3673 OR (919)733-1532.		NC SALES TAX NO.
PROPERTY OWNER Attach Notarized statement from landowner	ADDRESS	PHONE NO.

FEES (FEES ARE NON REFUNDABLE)		
ITINERANT MERCHANT LICENSE FEE	<input type="checkbox"/> \$25.00	TOTAL DUE \$
ENVIRONMENTAL FEE (INCLUDES GARBAGE, GREASE, AND GRAY WATER).	<input type="checkbox"/> \$20.00	
FIRE INSPECTION FEE (REQUIRED IF ANY COOKING, ANY USE OF ELECTRICITY AND/OR IF USING ANY TENTS 10' X 20' OR LARGER).	<input type="checkbox"/> \$50.00	

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 REVOKING PERMIT:

- 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)-989-5200.
- 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 ORDINANCE 115.10 (D):

Thursday- 11:00 a.m. thru 11 p.m.
 Saturday- 9:00 a.m. thru Midnight

Friday- 9:00a.m. thru Midnight
 Sunday- 9:00a.m. thru 5:00 p.m.

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

Food Sales that Require Permits vs Those that Do Not

Establishments that require a Permit:

- Any Meats or Seafood's:
 - Any meat or seafood which is handled, prepared or cooked on-site
 - Any of the below products that were cooked/prepared at another inspected facility (restaurant) and sold on-site.
 - Pork, Beef, Chicken or Seafood in any form
 - Hot Dogs, Sausage Dogs, Corn Dogs, Hamburgers, Ribs, Philly Steaks, BBQ, Chili, Gyros, Kabobs

- Cooked Vegetables:
 - Any vegetable that will be heat treated (cooked or processed)
 - Any Vegetable that is cut or handled
 - Fried Vegetables such as Blooming onions, French fries, potato curls, peppers & onions, Potato Salad,

- Fruits:
 - Any fruit that is cut, peeled or handled in any way
 - Bananas in a stick, Smoothies with fresh fruit
 - Cut Melons (cantaloupe, watermelon, honeydew)

- Other Products:
 - Pizza (even cheese)
 - Nachos if the cheese or chili is from a can or fresh (bag cheese and chili which requires no handling is exempt)
 - Fried Cheese sticks
 - Macaroni/Pasta Salads

Foods that **DO NOT** require a Permit:

- Ice Cream
- Ice, Snowballs/Ice's (Ice and syrup)
- Funnel Cakes or 'Elephant Ears'
- Cakes, Cookies, Brownies, Candy, Candy or Cookie Bars
- Fried Desserts such as Oreos, Cookies, Cakes
- Beverage service only (Lemonade, Orangeade, Sodas, Tea, Coffee)
- Popcorn, Kettle Corn
- Whole Raw Fruits and Vegetables
- Candy Apples

Food Sales that Require Permits vs Those that Do Not

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- Any Meats or Seafood's
- Cooked Vegetables:
- Fruits:
- Other Products:
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