



**Floyd County Health Department**  
**1917 Bono Road, New Albany IN 47150**  
**T:** 812-948-4726, option 2, option 1 **E:** [environmental@floydcounty.in.gov](mailto:environmental@floydcounty.in.gov)  
**W:** <https://www.in.gov/counties/floyd/health-department/>

**To:** All Food Booth Vendors  
**From:** Floyd County Health Department  
**Date:** July 2025  
**Subject:** Harvest Homecoming Food Booth Rules and Regulations

**HARVEST HOMECOMING PERMIT: DUE BY OCTOBER 8<sup>TH</sup>, 2025**

If the application and fee are submitted after October 8<sup>th</sup> a late fee of 50% of the permit fee will be charged. There are now three options on how you can submit your application and payment.

**Digitally:** Email all documents to [environmental@floydcounty.in.gov](mailto:environmental@floydcounty.in.gov) and pay online by scanning the QR code to the right. There is a 3% fee for this service. You will choose "Harvest Homecoming permit" and **submit the order for \$0**. We will then go in and charge the card the correct amount.



**By mail:** Provide application, payment and a return envelope. If a return envelope is not provided the permit will be emailed and must be printed by the facility.

**In person:** If you choose to come to the office to renew your permit, please call ahead to verify someone will be present to process your permit renewal.

**There are no refunds. If you are not accepted as a vendor by the Booth Committee, our office cannot issue a refund.**

**ALL BUSINESSES INCLUDING NON-FOR PROFITS MUST GET A PERMIT IF THEY ARE PREPARING OR SELLING ANY FOOD ITEMS.** Please note, if a booth is selling pre-packaged, non-potentially hazardous food items, a permit will not be required (i.e. bagged chips, candy, bottled soft drinks). Call FCHD if you have questions.

**ALL BOOTHS HANDLING RAW MEATS MUST HAVE AT LEAST 1 CERTIFIED FOOD MANAGER.**

**The certified food handler certificate must be submitted with the application. The original certificate must also be present in the booth during inspection.**

**THE FACILITY WHERE THE FOOD IS PREPARED IS SUBJECT TO INSPECTION.** Food must be prepared in a licensed and inspected kitchen or on site. If the food is prepared in a facility not in Floyd County you must provide FCHD with a copy of the Facility's Permit, last inspection report, and a completed commissary agreement.

**\* This may not apply to some non-for-profit organizations\*.**

**\*NON-FOR-PROFIT ORGANIZATIONS MUST PROVIDE THEIR TAX EXEMPT ID NUMBER ON THE APPLICATION OR THEY WILL BE CHARGED A PERMIT FEE.**

If you have any questions please contact Thomas Snider at 812-948-4726 ext. 678 or John Klem at ext. 681.

Sincerely,

Thomas Snider  
Chief Food Specialist, FCHD



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## Application for Harvest Homecoming Temporary Food Service (PRINT CLEARLY)

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

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

Owner(s) Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Emails: \_\_\_\_\_

Non-for-profit Tax ID number: \_\_\_\_\_ N/A \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Phone: \_\_\_\_\_

Certified Food Handler (Name/Number) \_\_\_\_\_

(Must include copy of certificate at time of application or permit will not be processed)

Certified Food Manager Phone: \_\_\_\_\_

Dates(s) of Event (required) (Booth days 10/9-10/12): \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Type of Structure: \_\_\_\_\_ Trailer \_\_\_\_\_ Tent \_\_\_\_\_ Booth \_\_\_\_\_ Bldg \_\_\_\_\_ Other \_\_\_\_\_

Location of Stand (booth # required): \_\_\_\_\_

Will Additional Storage Trailers be used for Food Storage/Single Service Items: \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, list location (note: additional storage will also need to be inspected) \_\_\_\_\_

Food/Beverages to be sold: \_\_\_\_\_

Location where food is prepared or dishes washed: \_\_\_\_\_

Where is food/beverages stored prior to the event: \_\_\_\_\_

(food cannot be prepared or stored at a personal residence)

**Fees for Harvest Homecoming Temporary Food Service Permits are non-refundable. Fees for the permit are \$20.00 per day; \$100.00 maximum- for a maximum of 14 consecutive days**

Permit fees are based upon the following Ordinances: Floyd County-2008-V, New Albany-G-08-06, Greenville-2008-T-84, and Georgetown-2008-G-0814.

Name of Owner \_\_\_\_\_ Signature of Owner \_\_\_\_\_

**CHECKLIST SHEET** (Please make sure you have completed all steps before submitting application)

- ☐ Completed Application
- ☐ Certified Food Handler Certificate (If Applicable)
- ☐ Permit and Last Inspection Report for Facility Where Food is Prepared (if applicable)
- ☐ Payment
- ☐ Self-addressed, stamped envelope (if you want permit mailed back to you)

RESERVED FOR OFFICE USE

PERMIT# \_\_\_\_\_ PERMIT FEE \$ \_\_\_\_\_ DATE PAID \_\_\_\_\_ RECEIPT# \_\_\_\_\_ INITIALS \_\_\_\_\_



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## **Harvest Homecoming – Demonstration of Knowledge**

During the inspection, the Person-in-Charge will need to demonstrate the answers to the following questions. An explanation will not be sufficient.

- **How do you wash your hands?** –no push button valves allowed.
- **How do you measure your sanitizer concentration?**
- **How are you able to wash all of your dishes and equipment on site?** -If this is not possible, there must be a commissary agreement submitted with the application.
- **How are you storing and transporting wastewater?** –no dumping in the storm drains. Water must be transported to a sewer system.
- **How do you accept money?** – If you handle money your hands must be washed before handling food, even if you put on a glove.
- **What are your food temperatures?** – A probe thermometer is needed for hot foods.
- **How do you sanitize your probe thermometer?**
- **How will you be able to see when it is dark outside?**
- **How are you preventing hair from contaminating hands or food?**
- **How are you ensuring workers are not sick?**
- **How are you storing food and utensils so they do not become contaminated?**

Scan code for  
full checklist

