



3rd Annual Howdy Neighbor Day June 10th in Palmyra

Palmyra's Chamber of Commerce would like to invite you to participate in the 3rd Annual Howdy Neighbor Day on Saturday, June 10, 2017! Set up will be from 7:00 - 8:30 a.m. around the Courthouse Square. The Flag Day Parade will begin at 10:00 a.m. Howdy Neighbor Day vendors will be officially open after the parade is over, but may sell from 9 a.m. until closing at 2 p.m. The event will feature great food, crafts, flea market and farmer's market items for sale. The Patriotic Pet Contest, so popular last year, returns.

If you would like to participate as a vendor, there will be a \$20 flat fee for an 8' by 11' space. If two spaces are needed an additional fee of \$20 will be assessed (Example: a food trailer may exceed the 8x11 space).

Vendors must furnish their own tables. If electricity is needed, vendors must also supply their own extension cords and duct tape to fasten the cords down so folks won't trip over them. Food vendors must also provide a pop-up tent to cover the food serving/prep areas. Disposable gloves to serve food and provisions for handwashing are necessary per Health Department rules. Open flame cooking will require a fire extinguisher.

Please fill out the enclosed vendor information form (as well as the Health Department Permit if food will be offered) along with the non-refundable fee (\$20 for one 8x11 space; \$40 for two spaces) to reserve your space for June 10. Forms will also be available at www.showmepalmyra.com.

Checks should be made to **Palmyra Chamber of Commerce** and mailed to **P.O. Box 446, Palmyra, MO 63461** no later than May 31 to ensure your vendor space is reserved. ***All fees submitted to reserve a space at the Howdy Neighbor Day are non-refundable.***

Questions about **Howdy Neighbor Day** may be directed to Event Chairman **Jesse Knowles** during business hours at **Flowers For You**, his shop on South Main (573-769-0404) or Call:

Jesse Knowles.....217-430-5749

Jerri Johnston.....573-769-2429

WE HOPE YOU'LL COME JOIN THE FUN IN OUR GREAT COMMUNITY!

Marion County Health Department

P.O. Box 1378

Hannibal, MO 63401

Phone 573-221-1166 Fax 573-221-1214

TEMPORARY FOOD STAND PERMIT APPLICATION

Name of Event: **Howdy Neighbor Day**

Date/Time: **June 10, 2017 ~ 9am-2pm**

Location of event: **Palmyra MO**

Time you will be set up _____

Name of organization or stand _____

Person in charge of stand & contact# _____

Food/Drink to be served _____

Where will the food be prepared _____

potentially hazardous food (food that needs to be hot or cold) offered to the public must be prepared in an approved facility

***non-potentially hazardous food prepared in the home (bake sale items) must be labeled with or have a sign posted stating: "These foods were not prepared in a health department inspected facility"**

The permit fee is \$10, the application a fee shall be submitted at least 48 hours prior to the event. Not for profit groups are not be charged a fee, but are still required to fill out an application and adhere to all Marion County Temporary Food Stand Requirements. An inspection of the food stand may be conducted any time prior to or during the event.

****The Temporary Food Permit must be posted for public viewing.****

Temporary Food Stand Checklist

1. An accurate digital or 0-220⁰F dial type food thermometer to check cold or hot food temperatures.
2. A hand washing station in or near your stand with a free flowing faucet. **Set up prior to food prep or service.**
3. If cooking your food prior to the event, how will you cool and reheat it? ***List your cooling and reheating procedure.**
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4. Gloves or tongs to handle ready to eat foods.
5. Keep the hair of your food workers properly restrained.
6. When cleaning and sanitizing utensils on-site, WASH-RINSE-SANITIZE, one teaspoon unscented bleach per gallon of water.
7. Overhead protection for your food preparation and serving area.
8. Keep all food, utensils, and single service items off the ground or in a plastic container.
9. Read the Marion County Health Department Temporary Food Stand Requirements.
10. **Set up early, mistakes can happen when rushing to get food out.**



Signature of person in charge/applicant

Date

Notes:



VENDOR STAND APPLICATION
Howdy Neighbor Day – Downtown Palmyra
Saturday, June 10, 2017 9 am – 2 pm

Name: _____

Address: _____

Phone # : _____

Email Address: _____

Please Reserve:

___ One (1) 8'x11' Space (\$20) or ___ Two (2) connected 8'X11" spaces (\$40)

Please Describe the Type of Craft or Items for Sale, or Information to be Offered/Displayed Below:

Note !!!

- Vendors must bring their own tables; tables will not be provided.
- Make Checks out to Palmyra Chamber of Commerce; **fees are non-refundable.**

Return the completed application and the Vendor Fee Specified Above by May 31 to:

Palmyra Chamber of Commerce
P.O. Box 446
Palmyra, MO 63461
Chamber Office Phone: 573-769-0777

Chamber office hours at the Gardner House Museum are Tuesday and Thursday 9:00 a.m.
- 4 p.m. Please leave a message and your call will be returned if no one is in the office.