

**2025 Poarch Creek Indians Thanksgiving Pow Wow
Food Vendor Application**

The Poarch Creek Indians Cultural Department is offering vendors the opportunity to provide food during the 2025 Poarch Creek Indians Thanksgiving Pow Wow, which will occur on Thursday, November 27, 2025, and Friday, November 28, 2025. We will select vendors based on our needs to ensure a diverse range of food options for attendees at the event. **Once approved, vendors will be contacted by the Cultural Department for payment via phone.**

The deadline to submit applications will be Friday, September 26, 2025.

Name: _____

Phone: _____ Email: _____

Business Name: _____ Serve Safe Certification (Required): Attach Certificate

Business Address: _____

Type of Vendor:

_____ Food _____ Beverage

_____ Both _____ Other (please specify below)

For Other Please Specify: _____

Trailer/Truck Size: _____ Tent Size: _____

Proposed Menu:

General Information:

- ❖ **Booth Fee: \$200**
- ❖ Expected Attendance for the 2-day event: 10,000 – 15,000.
- ❖ Vendor fees are non-refundable once vendor space is approved and paid.
- ❖ **Setup is on WEDNESDAY ONLY due to fire/health inspections (time to be determined). No food vendors will be allowed to set up after inspections have taken place and payment for space forfeited.**
- ❖ Must be self-contained. No electricity is provided.
- ❖ Must pass Poarch Creek Indians Fire/Health inspection to participate. (See attached information on requirements.)

Please send applications to the Calvin McGhee Cultural Department via email at jcmcghee@pci-nsn.gov, fax at 251-446-1148, or mail to Poarch Creek Indians Attn: Jennifer McGhee 5811 Jack Springs Road Atmore, AL 36502.



MOBILE FOOD VENDOR LIFE SAFETY REQUIREMENTS

We appreciate your interest in participating as a food vendor on the Poarch Creek Indian Reservation. Due to the inherent dangers of cooking in mobile concessions, not only to the occupants but also to the public at large, a Fire and Life Safety Inspection by Poarch Creek Fire Department is required prior to operations.

Please review the follow requirements:

The tent or canopy material must be an approved flame-resistant material compliant with NFPA 701 standards. A permanent label indicating the fire-resistant treatment or rating approval must be affixed to the tent. The means of egress within the tent must comply with occupancy requirements, and additional features like exit markings and emergency lighting should be in place. Measures must be taken to ensure that exits from the tent cannot be blocked

Each mobile concession must have a 10# ABC fire extinguisher readily accessible (2A10BC rated fire extinguisher). And if your cooking operations involve combustible cooking media (e.g., frying oils), you'll need a Class K rated extinguisher in addition to the standard fire extinguisher. All extinguishers must have an affixed tag with a current annual certification.

Ensure that all propane tanks are securely positioned to prevent tipping or rolling. Tanks must be stored outside the shell of the unit. Tanks must be within current certification.

All exit paths should not be diminished or obstructed in any way

Mobile food preparation vehicles that are equipped with appliances producing smoke or grease-laden vapors must adhere to the 2021 International Fire Code (IFC) Section 319. In addition to the items above, here are some key requirements for mobile food vehicles:

- LP- gas containers and gas piping systems –must have an annual inspection by approved inspection agency 319.10.3
- Cooking equip should be protected by automatic fire-extinguishing systems meeting Sec. 904.13. 319.4.1 This system shall be serviced not less than every six months by a certified fire suppression contractor, a current tag confirming its status must be affixed. 904.13.5.2
- Cooking equipment should also be protected by a kitchen exhaust hood in accordance with Sec. 606; 319.3
- The exhaust system, including hood, grease-removal devices, fans, ducts and other appurtenances, shall be inspected and cleaned in accordance with Section 606.3 by a certified fire contractor. 319.3
- A listed LP-gas alarm shall be installed within the vehicle in the vicinity of LP-gas system components in accordance with the manufacturer's instructions. 319.8.5
- CNG systems for cooking appliances shall comply with 319.9.1 through 319.9.4.; 319.9
- Cooking oil storage tanks shall comply with Sec. 319.7.1 - 319.7.5.2. 319.7

It is the responsibility of the permit holder to maintain the mobile food unit in compliance with the 2021 International Fire Code while operating on the Poarch Creek Indian Reservation.

Please see below our current checklist for your reference. Any questions can be emailed to cmcghee@pci-nsn.gov.

INSPECTION CHECKLIST

Escambia Health Department or Poarch Creek Environmental Inspection	Pass	Fail	NA
Annual inspection LP-gas containers and gas piping systems-by approved inspection agency 319.10.3 LP system appears compliant with NFPA 58 6101.1; 319.5; 319.8	Pass	Fail	NA
Cooking equipment is protected by a kitchen exhaust hood in accordance with Sec. 606; 319.3	Pass	Fail	NA
Cooking equip is protected by automatic fire-extinguishing systems meeting Sec. 904.13. 319.4.1	Pass	Fail	NA
Portable fire extinguishers meet Section 906.4; 319.4.2. ___ K Type; ___ ABC	Pass	Fail	NA
The exhaust system, including hood, grease-removal devices, fans, ducts and other appurtenances, shall be inspected and cleaned in accordance with Section 606.3 by a certified fire contractor. 319.3	Pass	Fail	NA
Automatic fire-extinguishing systems shall be serviced not less than every six months and after system activation by a certified fire suppression contractor. 904.13.5.2	Pass	Fail	NA
A listed LP-gas alarm shall be installed within the vehicle in the vicinity of LP-gas system components in accordance with the manufacturer's instructions. 319.8.5	Pass	Fail	NA
Cooking oil storage tanks shall comply with Sec. 319.7.1 - 319.7.5.2. 319.7	Pass	Fail	NA