

Octoberfest 2018 Nonprofit Food Vendor Application

Nonprofit Organization Name: _____

- This application is for Saturday, September 29, 2018 only.
- Application process begins on Monday, April 2, 2018 at Noon.
- Applications must be post marked by Friday, May 25, 2018.
- Organizations may apply for only one (1) location up until the deadline. After May 25th, if space is available, organizations will be able to apply for a second location.
- First-time vendors MUST attend the in-person meeting on June 21, 2018. Returning vendors may attend the in-person meeting on June 21, 2018 OR complete the online test by July 13, 2018.
- Nonprofit food vendors MUST be within a 30-mile radius of the Fox Cities.
- All applications MUST be completed and signed by an official at the nonprofit organization.
- The nonprofit MUST list the organization's Tax Exempt or tax EIN number.
- If you are working with a for-profit business, they MUST also sign the application.
- If a nonprofit organization is working with a for-profit organization, there shall be at least one member of the non-profit organization present at the food stand during the event.
- All booths are required to have prominent signage of 3 ft x 5 ft indicating the nonprofit benefiting from working at the booth. If this requirement is not met the day of the event, your booth will be shut down.
- This application form will calculate the amount you owe while it appears on the screen. Once you have completed the form print and mail it with full payment.
- Your application, with correct fee are required for a complete application. Incomplete applications will not be in queue for a booth until all items are complete. Contact will be made via email if there are any concerns - please provide an email address that is checked frequently.

Mandatory meeting for first-time vendors:

**June 21, 2018,
10:00 AM or 6:00 PM**

**Fox Valley Technical College
Room E108 - Jones Dairy
Farm Culinary Theatre**

**1825 N. Bluemound Drive,
Appleton**

Only 100 booths will be placed on the Avenue on a first come, first serve basis.

You may request a certain location, but your are not guaranteed the requested location, or the location you had last year.

For your booth location, please list a general address, not same as last year as we do not keep the information from year to.

COOKING WITH OIL: If you are going to be cooking with oil, you are required to **submit a booth layout diagram, including an easement with your application fee.**

Following are the criteria you should follow:

- Cooking area shall be roped off or otherwise segregated from the public.
- A canopy and sidewalls may be required to provide protection from splash and extensive processing.
- Kettle containing oil must be level.
- A metal stem thermometer must be used to verify oil temperatures (different than the food thermometers)

GENERATORS: Only trailer or axel mounted generators, original to the trailer, will be allowed and must be capable of running 12 hours or more without refilling.

No gasoline will be allowed to be stored at the booth. No portable generators will be allowed.

CITY OF APPLETON HEALTH DEPARTMENT REQUIREMENTS: Make sure to read and follow the Health Department Food Stand Guidelines at <http://www.appleton.org/residents/health/environmental-health/forms-documents>

You may call the Health Department with any questions at (920) 832-6429.

DIVERSITY AND INCLUSION: Octoberfest and its vendors shall not harass or discriminate against any customer, worker, employee or any member of the public with respect to race, color, religion, national origin, gender, gender identify and/or gender expression, sexual orientation, age, veteran status, marital status, disability or any other status or condition protected by local, federal or state law. Violation of anti-discrimination laws or behaviors deemed to violate such laws may result in asking the vendor to close and/or not be permitted to participate in the future.

NOT-FOR-PROFIT - I have read and understood the above instructions.

FOR-PROFIT - I have read and understood the above instructions.

If you are working with a for-profit organization, the above instructions must be reviewed and signed off by the organization.

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No combination of booths will exceed 50 feet in length (including easement if necessary).

Booths without Power

12 x 12 \$110

12 x 20 \$160

Booths with Power (1 single duplex)

12 x 12 \$155

12 x 20 \$205

12 x 24 \$255

Booth Cost \$ _____

A **single duplex** receptacle power source is **usually sufficient** to operate one (1) large **household** appliance and one (1) small **household** appliance as listed below.

Commercial (restaurant type) appliances, however, normally require more power than household appliances. Their power draw should be calculated from their rating plates to prevent overloads.

Use of commercial equipment is discouraged.

A MESSAGE FROM THE HEALTH DEPARTMENT: Refrigeration units are not allowed to be used in your booth unless special permission is granted by the Health Department. Please note, if you have a refrigeration unit that is part of a licensed mobile unit, it may be used, but please know that if we find any potentially hazardous food that does not have an internal temperature of 41o F or less, you will immediately need to pull the food and place it in coolers with ice, or possibly discard the product. Please make sure you have a backup plan ready and available if we encounter temperature issues in your refrigeration units.

Please select the appliances that you will be using.

One (1) Large appliance

Roaster / Nesco

Coffeemaker

Electric deep fryer

Electric popcorn popper

Toaster oven

Microwave

Electric fry pan/skillet

Hot plate

Pizza oven

• Refrigerator (with Health Dept. approval)

Other - please list below

One (1) Small appliance

Crockpot

Mixer

Heat lamp

Cheese warmer

Juicer

Blender

Freezer

Soda dispenser

Fan

• Refrigerator (with Health Dept. approval)

Other - please list below

Initials _____

If you select more than 1 large and 1 small appliance, you will require an additional power source at a cost of \$45.00. Each vendor is limited to a total of 2 power sources. If your appliance is not in the list above, please refer to the following instructions.

To determine the amount of power needed you should check the electrical ratings label on the appliance or equipment and total the electrical usage. It should not exceed 20 amps or 2400 watts (1 amp equals 120 watts). If your total exceeds these limits, you will need additional power, or you will need to eliminate an appliance. Overloaded circuits will cause the fuses to blow and you will be unable to keep cooked foods hot or cold foods will thaw.

One (1) Extra Power Source \$ _____

The use of the following equipment requires that your booth have a **20-foot easement** on one side of your booth (as required by the Fire Dept.). If you are cooking with oil, you will also require an easement. You will be charged \$25.00 for the easement.

Charcoal Grill

Gas Grill

One (1) Easement Cost \$ _____

Turkey fryer

Propane gas

The use of smaller propane tanks (25 lbs. or less) does not apply to the easement. Any tanks above 25 lbs., must have an easement.

Once the form is completed, please print a hard copy, complete and sign the last page and mail a check for the total cost.

Booth Cost \$ _____

Extra Power Cost \$ _____

Easement Cost \$ _____

Total Cost \$ _____

You may request a particular location on the avenue. **Please DO NOT list "same as last year."** Provide the block and an approximate address. We will attempt to honor all requests, but reserve the right to make all final booth placements.

1st choice _____

2nd choice _____

3rd choice _____

Menu

Applications will not be accepted unless a menu is provided -- this is necessary to assist the event planners with the placing of the booths. We will be offering a new feature on our Octoberfest App which will allow our attendees to simply type in the food item they are looking for. The App will then show the locations of the vendors who are serving that item. Please list all items you will be selling below.

Initials _____

Checks payable to: **Octoberfest**
125 N. Superior Street
Appleton, WI 54911

CANCELLATION POLICY:

All requests must be made in writing. Please email kgreiner@foxcitieschamber.com Please provide the nonprofit name, phone number, and name of contact person.

Requests must be made by June 30, 2018 for a full refund (100%)

Requests must be made by July 31, 2018 for a partial refund (50%)

Requests made after August 1, 2018 will not receive a refund

I have read and understand the above cancellation policy.

Date _____

EIN # _____

Not-for-Profit Organization _____

Contact Person Signature _____

Please print name and title _____

Street Address _____

City _____ State _____ Zip _____

Day phone _____

Night phone _____

Cell phone _____

Email address of contact person listed above _____

Note: If an email address is not provided, your application will be returned.

If you are working with a **for-profit organization**, the following must be completed on page 6.

For-profit Organization _____

Contact Person Signature _____

Please print name and title _____

Street Address _____

City _____ State _____ Zip _____

Day phone _____

Night phone _____

Cell phone _____

Email address of contact person listed above _____

IMPORTANT DATES TO REMEMBER FOR OCTOBERFEST

Application Deadline	May 25, 2018
First time vendor meeting	June 21, 2018
Returning vendor online test open	June 25, 2018
Returning vendor online test due	July 13, 2018
Cancellation for partial refund (50%) before	July 31, 2018
Cancellation with NO refund after	August 1, 2018
Octoberfest	September 29, 2018