

# Octoberfest 2017

## Non-Profit Food Vendor Application

- This application is for Saturday, September 30, 2017 only.
- Application process begins Monday, April, 24, 2017.
- Applications must be postmarked by Monday, June 26, 2017.
- Organizations may apply for only one (1) location until the deadline. After June 26th, if space is available, organizations will be able to apply for a second location.
- You MUST either attend the in-person meeting on July 27, 2017 OR complete the online test by Fri, Sept 15, 2017.
- 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.
- All booths are required to have prominent signage of 3ft x 5ft indicating the nonprofit organization 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 the 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 on-line test in lieu of meeting. Will have a meeting for first-time vendors and those who prefer to meet.

**July 27th, 10:00am and 6:00pm**  
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 and 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 thermometer).

**GENERATORS:** Only trailer or axel mounted generators will be allowed and must be capable of running 12 hours or more hours without refilling. If you need additional power, you must list on the application and ensure you have included the appropriate fees.

**CITY OF APPLETON HEALTH DEPARTMENT REQUIREMENTS:**

Mobile food establishment licenses and temporary restaurant licenses issued by another local Health Department can no longer be honored by the City of Appleton Health Department. Food vendors participating in Appleton events AND in events outside the City of Appleton during the license year must hold a Mobile Food license or Temporary Restaurant license issued by the Department of Agriculture, Trade and Consumer Protection. The operator is responsible for contacting DATCP, Division of Food and Recreational Safety, to obtain proper licensing. For an application or license information contact DATCP Licensing at (608) 224-4923.

For-profit Vendors which only participate in events located in Appleton may obtain the Mobile food establishment license or Temporary restaurant license from the Appleton Health Department.

Nonprofit food vendors intending to operate in Appleton need to obtain a Non-Profit Certificate of Food Safety Training (formerly known as a Non-Profit Food Permit) From the Appleton Health Department.

For more information <http://www.appleton.org/residents/health/environmental-health/forms-documents>

**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 being permitted to participate in the future.

**I have read and understood the above instructions.**

Nonprofit Organization

EIN #

\_\_\_\_\_   
Print Name

\_\_\_\_\_   
Sign Name

\_\_\_\_\_   
Date

## Octoberfest 2017 Application

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Not-for-Profit Organization Name

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Contact Person Signature

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Please print name and title

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Address

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City

State

Zip

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Day phone

Night phone

Cell phone

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Email 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.

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For-Profit Organization Name

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Contact Person Signature

---

Please print name and title

---

Address

---

City

State

Zip

---

Day phone

Night phone

Cell phone

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Email of contact person listed for For-Profit Organization

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
- 12 x 24 without Power is no longer available

**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.**

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
- Other - please list below

**One (1) Small appliance**

- Crockpot
- Mixer
- Heat lamp
- Cheese warmer
- Juicer
- Blender
- Freezer
- Soda dispenser
- Fan
- Other - please list below

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
- Turkey fryer
- Propane gas

**One (1) Easement Cost**

\$ \_\_\_\_\_

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.

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 \_\_\_\_\_

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	\$ _____
<b>Total Cost</b>	<b>\$ _____</b>

**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. Please list all items you will be selling. Changes can not be made to your menu after **June 26, 2017**.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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