



**License to Cruise
Friday, September 29, 2023**

**Appleton's Octoberfest
Saturday, September 30, 2023**

**Mandatory Vendor Meeting-
June 20, 2023**

Thank you for being a food vendor at Octoberfest 2023! We are proud of the tradition this festival brings to the community and are thrilled to provide your organization with an opportunity to raise funds to advance your mission.

This vendor packet provides guidelines for food vendor participants. Following the guidelines will ensure a consistent, smooth-running event.

If you've been a food vendor at Octoberfest before, you know what to expect. If your organization is a first-time participant, you're in for a very special day.

Please Note: You must have at least one person in your booth at all times who has attended the vendor meeting or who has taken the online test. There also must be at least one person present at the booth at all times from the nonprofit organization being represented.

PLEASE READ through all of this information carefully.

If you have questions, please contact Aimee Herrick at
appletonoctoberfest@gmail.com.

Octoberfest 2023 Food Vendor Information

STREET CLOSING

1. Vendors will be allowed to enter the avenue and begin setting-up once Appleton Police Department gives the OK - absolutely no earlier than 5:30 a.m., however. Octoberfest officially runs from 9:00 a.m. to 6:00 p.m.
2. Only one (1) vehicle with a trailer or two (2) vehicles without a trailer per vendor to avoid blocking other vendors. **Two middle lanes must remain open.**
3. Your booth must be set up and all cars off the Avenue by 8:30 a.m. You will receive your booth location prior to the event. Additionally, your booth location will be marked off and clearly marked on the street.
4. Cars will not be allowed back on the Avenue until after 6:00 p.m. when the Police Department signals that it is okay for cars to enter College Avenue. Please be sure you have enough supplies at your booth for the day or you will have to carry them in from another location.
5. If you have multiple vehicles with equipment, have the other vehicles waiting in the area off College Avenue.
6. Please unload your vehicles and move off College Avenue before you begin set-up.
7. If your booth runs out of food or you stop selling products before 6:00 p.m., you may **NOT take down or remove** your booth until after Octoberfest is officially over. Booth teardown and removal during the event is dangerous to festival-goers and places your organization and Octoberfest at legal risk if someone is injured. Similarly, at 6:00 p.m., all vendors **must** cease all sales.
8. The Arts & Crafts Vendors may break down their booths prior to the event closing – Food Vendors may not. Arts & Crafts Vendors are NOT permitted to leave College Avenue until the Police Department signals that it is okay.
9. Booths cannot extend more than 12 feet into the street. 12 feet is measured from the curb into the first lane of traffic.

FOOD VENDORS

1. All vendors are REQUIRED to attend this year's vendor meeting on June 20, 2023.
2. If your organization plans to sell food at more than three events throughout the year, you must contact the Appleton Health Department at (920) 832-6429 to determine whether a restaurant license is required.
3. The Health Department will inspect booths on the day of Octoberfest, so please be sure that your booth is in compliance with all regulations.
4. **Vendors are not permitted to sell any alcoholic beverages or non-alcoholic beers, seltzers, etc. and will not display any alcoholic beverage signage in their booth. Other beverages (water, soda, lemonade, etc.) are encouraged.**
5. All vendors will need to bring their own ice, if applicable. There will not be any available to purchase at the event.

BLOCK CAPTAINS

1. Block Captains will be assigned to each block along College Avenue. They will be wearing color coordinated T-shirts with "Block Captain" lettering.
2. The Block Captain's role is to assist vendors with problems and ensure the smooth operation of the event.
3. Block Captains will introduce themselves to you. They will be equipped with radios and can reach headquarters, first aid, etc., quickly. If you have any concerns during Octoberfest, contact them.
4. We ask that you respect any direction given by the Block Captains during set up and take down. Please listen to them and treat them with respect. They are volunteers just like you.

SECURITY

1. The Appleton Police Department is on the Avenue the day of Octoberfest to make sure the event is safe and orderly for all.
2. Don't hesitate to call on a police officer (call 911) to handle any situation you feel may get out of control.
3. Block Captains are in radio contact with the police, so they can summon help quickly.

FIRST AID/HEADQUARTERS/LOST CHILDREN

1. Octoberfest Headquarters is inside Appleton Downtown Inc.
2. Issues concerning first aid should be directed to Headquarters.
3. Lost children – please contact a Block Captain or take the child to Octoberfest Headquarters. You can also contact a Block Captain or a police officer and someone will come to you.
4. All entertainment stages will make announcements of lost children. If someone is looking for a child, please direct them to the Appleton Police Department.

BLOCK ICE DISPOSAL

1. If you use block ice to cool your food product, **you may NOT leave chunks on the Avenue after** teardown. It is preferred that you take it with you and dispose of it.
2. If ice is left, it must be broken into small pieces.
3. City street cleaning machines cannot clean the street properly if large chunks of ice are left behind.

CHARCOAL DISPOSAL

1. You may not leave it on College Avenue.
2. Anyone using charcoal must make arrangements to dispose of it off College Avenue.
3. Do not place it in the cardboard trash containers or put it in the dumpsters.

GARBAGE DISPOSAL

1. Vendors are responsible for removing all of your garbage from College Avenue.
2. Do not leave your trash on the street, in the middle of the street, or at your booth space.
3. Put garbage in the dumpsters that are located on the side streets or take it home with you.
4. Vendors should bring garbage containers to be used INSIDE YOUR booths – please do not remove the ones in the middle of the street for use in your booth.
5. Failure to comply with this rule may jeopardize your participation next year.

MISCELLANEOUS

1. Raffles, drawings, and donation/tip jars of any kind are prohibited in all vendor booths, wristband booths, and other areas.
2. If a nonprofit organization is working with a for-profit organization, there shall be at least one member of the nonprofit organization present at the food stand during the event.
3. All booth activity – food sales, distribution of materials, etc. – must take place from inside your booth.
4. Nothing can be sold or handed out outside your booth. No activities are permitted outside of your booth parameters, such as standing on ladders to make announcements or display signage; human acrobatic displays; or other activities that will disrupt neighboring booths.
5. Oktoberfest is a rain-or-shine event, so please be prepared to cover your booth. All entertainment stages are covered, so bands will perform, rain or shine, and our experience has been that people do stay—even if it is raining.
6. Please visit our website www.octoberfestonline.org for the date when the applications for Oktoberfest 2024 will be available.
7. Apply early – applications are taken on a first-come, first-serve basis – we number them in the order they come in.
8. **Take your time when completing the application.** A signature is required from the nonprofit organization. If you are working with a restaurant, they must also sign the application. You must provide the EIN/Tax Exempt number from the nonprofit organization. If you are COOKING WITH OIL, you must include a food booth layout with your vendor application.
9. PLEASE NOTE – All vendors are responsible for obtaining their own change. It is a good idea to have adequate change before the day of the event.

NO ANIMALS ARE ALLOWED ON THE AVENUE

1. This is a City ordinance (#10-47 – a fine will be assessed), except those directly related to your booth and kept inside booth areas and Seeing Eye / Service dogs.
2. Some children are afraid and are unsure of themselves around animals. In addition, some people have allergies to your animals; therefore, they cannot be present.



POLICE DEPARTMENT
222 S. Walnut Street
Appleton, WI 54911
(920) 832-5500

General Safety/Security Reminders At Special Events

The Appleton Police Department is committed to safety and security at all special events occurring in the City of Appleton. Event staff, volunteers, and vendors play a crucial role in making the event safe and successful. The following are some general reminders to help maintain a safe environment for all those attending events:

1. Keep all personal belongings and valuables in a secure place. Keep money collection areas closely monitored. Theft incidents can be significantly reduced by eliminating these opportunities for criminals.
2. Do not leave keys in your vehicle and do not leave a running vehicle unattended. Leaving keys in an unattended vehicle is against city ordinance and creates an opportunity for auto theft.
3. Do not leave your vehicle parked in any “No Parking” zone at any time unless you are authorized to do so. “No Parking” zones in and around events are kept clear for safety reasons. Limited event vehicles may be allowed to park in these zones with prior written authorization from the Appleton Police Department and Octoberfest Committee. Authorization has to be requested at least two weeks prior to the event. All other remaining vehicles will be ticketed and towed.
4. Vendors need to be aware of the items and equipment in tier set up areas (what belongs/what doesn’t belong). Any items that don’t belong to the specific vendor at that location should be reported to event staff in an attempt to identify the item. If the item cannot be identified by event staff, the Appleton Police Department should be contacted for assistance.
5. Objects in and around the event that can’t be identified and seem out of place should be reported to the Appleton Police Department immediately. Event staff or vendors that come across suspicious objects shall not attempt to open or manipulate the object in any way. Attempts should be made to keep individuals away from the object until police arrive.
6. Report disorderly, suspicious, or suspected criminal behavior immediately to the Appleton Police Department. Event staff, volunteers, and vendors are the extra “eyes and ears” of the police department, and play a significant role in monitoring the crowd. 911 should be phoned for any crime in progress, medical emergency, subjects arguing/threatening to fight, or actively fighting. The non-emergency number, 902-832-5500 can be called for all other non- emergency situations, including reporting of crimes after the fact.

Thank you for your assistance and cooperation in making each event in the City of Appleton safe and successful.

APPLETON POLICE DEPARTMENT

Time Table for License to Cruise 2023

The following guidance for License to Cruise is presented for your information and benefit. As a vendor or exhibitor, you share both the opportunities and responsibilities associated with the celebration. While the City of Appleton and its support entities, including the Police Department, are truly supportive of this event, it goes without saying that certain practices and procedures must be followed to ensure a viable, safe, and enjoyable occasion.

FRIDAY, SEPTEMBER 29, 2023:

3:00 PM	No traffic will be allowed to enter onto College Avenue
3:30 PM	ALL vehicles parked on College Avenue (including show cars) will begin to be towed at the owner's expense.
3:45 PM	Volunteer vehicles, theme cars, and food vendors enter.
4:20 PM	Vendors must have vehicles off the Avenue.
4:30 PM	Show vehicles are allowed on College Avenue and will be positioned by LTC staff. Cars will fill up one block at a time, going from the theme cars out.
9:30 PM	License to Cruise officially ends. After the crowd disperses, ALL vehicles must be removed from those portions of College Avenue that are remaining closed for the evening. Any vehicles remaining in those areas will be towed at the owner's expense. Vehicles in other areas of downtown must be legally parked.

CITY ORDINANCES OF INTEREST

- #10-14 -- Drinking or possession (open) alcohol beverages on streets/highways are prohibited. A fine will be assessed.
- License to Cruise is strictly a non-alcoholic event. Absolutely no open intoxicants are allowed on city streets, sidewalks, or parking lots. This includes inside show cars and in the show area.
- #10-47: Animals at special events prohibited. Animals are prohibited on public property located within the Downtown District (Richmond St. to Drew St. /south side of Lawrence St. to north side of Washington St.) for special events. Violators will be fined.
- #12-81g: Squealing tires are prohibited. Fine will be assessed. Please drive responsibly to and from License to Cruise. APD will record license plates and will have an officer follow-up on complaints.
- #16-5: Unauthorized moving of a barricade is prohibited. Fine will be assessed. Only police are allowed to move barricades.
- #19-1(A): Loud radios and other electronic amplification devices are prohibited. Fine will be assessed. In accordance with state statutes, a vehicles radio is considered loud if it can be heard, under normal conditions, from a distance of 75 feet. Please listen responsibly to and from License to Cruise.



Time Table for Octoberfest 2023

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SATURDAY, SEPTEMBER 30, 2023:

- 5:30 AM: Vendors will be allowed on College Avenue at **approximately this time** to begin booth set up. Appleton Police Department will give you the OK to begin setting up.
- 6:00 AM: Vendors are allowed to start setting up displays. Vendor vehicles may be parked to facilitate set up on College Avenue or cross streets. Only one (1) vehicle with a trailer or two (2) vehicles without a trailer per vendor to avoid blocking other vendors. The two middle lanes of College Avenue must remain open to allow access and egress of the Avenue by all participants. Any vehicle that blocks or inhibits traffic on or off the Avenue is subject to tow by the police department at owner's expense.
- 8:30 AM: Set up for the event **MUST** be complete. All vehicles must be legally parked **OFF** the Avenue. No vehicles will be allowed on the Avenue after this time. Vehicles still on are subject to tow as well as any illegally parked that inhibit the event or public safety. All barricades are in place and will not be moved without police/fire/ambulance permission.

Ordinance #16-5, a fine will be assessed for unauthorized personnel moving a barricade.

- 9:00 AM: Octoberfest officially begins. Alcoholic beverages may be served in designated areas and consumed on College Avenue. Beer will be sold only by the Octoberfest liquor license holder in special cups to persons checked for ID purposes who pay a fee/donation to Octoberfest. There will be ID check areas that will sell wristbands to people. No beer will be sold to anyone without a wristband. Carry-ins are not allowed. People who purchase alcoholic beverages in a downtown bar must consume it in that bar.
- 5:00 PM: All beverage ticket sales must be stopped. Ticket areas will be cleared.
- 5:30 PM: All entertainment and beer sales end.
- 6:00 PM: Octoberfest officially ends. Vendors may start to tear down their areas. No vehicles are allowed on the Avenue until the crowd is dispersed. Priority of access is to the heavy trucks.



6:15 PM: (Or when crowds are dispersed) Vehicles will be allowed on the Avenue, again, **leaving the two middle lanes open for vehicles to enter and leave.**

7:00 PM: (Or when crowds are dispersed) City Department of Public Works crews start clean up.

9:00 PM: Avenue is cleaned, barricades removed, and turned back to the public.

NOTE: Appleton Street and Morrison Street will close to all traffic from mid-morning until approximately 6:00 p.m.

If the above procedures are followed, the event will start and finish on time with a minimum of inconvenience to everyone concerned. Your booth must be set up and your **vehicle off the Avenue NO LATER THAN 8:30 AM**. If you can do so SAFELY, you can **start to dismantle your booth at 6:00 to 6:30 PM, but you cannot drive a vehicle on the Avenue until police personnel open up the barricades.**

Unfortunately, most of the traffic problems with Octoberfest involve vendors. Having been an Octoberfest vendor with a Boy Scout group in the past, I understand how much work it is to navigate other traffic, drop off, and then setup equipment, and then do it all in reverse at the end of a very long day. It is easy to feel impatient and frustrated. However, it is the responsibility of the Appleton Police Department to ensure that the event is safe for everyone - vendors, patrons, volunteers and police personnel alike. Toward that end, we require the cooperation of all vendors. The sheer magnitude of this event requires everyone to follow the rules in place. Those rules help us to flow vendor traffic on/off the Avenue as efficiently as possible for everyone. Anyone who refuses to follow these rules, or the orders of police personnel or Octoberfest staff, may be subject to removal and may jeopardize future participation in this event. If anyone has any questions about traffic flow or suggestions for improvement, please contact me or event staff as soon as possible. The day of the event is not the time to debate the plans already in place. Thank you for everything you do to make this an enjoyable and successful event for all!

Appleton Police Department
920-832-5500



APPLETON FIRE DEPARTMENT Requirements for Booths

1. A minimum of one 2A10BC U/L Listed fire extinguisher (properly serviced within the last 12 months) must be available in every stand or booth using a heating/electrical devise for the purpose of heating or cooking.
2. Anyone using deep fat fryers or other grease in-depth appliances shall also have a minimum of one 40BC dry chemical or K-Rated wet chemical U/L Listed fire extinguisher (properly serviced within the last 12 months). No open flame shall be within 16" of any grease in-depth appliance unless approved by the department.
3. The temperature of the grease needs to be maintained at a safe temperature- not to exceed 400 degrees. This must be monitored at all times with use of a thermometer per each cooking container.
4. All equipment used for this purpose must be listed and/or approved for the specific use. Appliance area must be properly secured and monitored by an adult at all times.
5. Personnel manning the stands or booths should have working knowledge of the proper use of fire extinguishers.
6. Caution must be taken when using fire extinguishers on grease fires to prevent the spread of the fire and injury to personnel.
7. All combustibles must be kept a safe distance from cooking devices.
8. Any appliances exceeding 2 square feet surface area needs prior approval from the Appleton Fire Department before use.

NOTE: Octoberfest will not have fire extinguishers for sale or to rent.

1. Electrical cords should be plugged directly into the outlets provided by the City of Appleton on College Avenue. Cords should not run from College Avenue businesses. Precautions shall be taken to prevent damage to all electrical cords. Precautions shall also be taken to prevent tripping and falling hazards. No electrical cords are to run on the sidewalks or where individuals may walk on them.



2. Emergency Generators

- Generators require 20ft of separation from tents and 10ft from any combustible material (buildings, vegetation, food trucks, etc.).
- Generators require a physical guard to be installed 3ft. from the generator on all sides. This can be bike racks, fencing, or other approved material.
- Due to the crowds, there shall be no refueling during events.

3. Storage of flammable/combustible liquids is prohibited within 50' of any tent/booth or other combustibles. Therefore, the use/storage of flammable/combustible liquids during Octoberfest is restricted to generator fuel tanks only. No gas/fuel cans or other storage of flammable/combustible liquids permitted.
4. A minimum separation of 20' must be maintained between all cooking appliances and an occupied tent; a tent is defined as a structure capable of being enclosed at least 75%. Canopies open on at least 3 sides a minimum of 75% may be used for cooking purposes to cover charcoal or propane cooking appliances. All canopies in excess of 200 sq. ft. shall be constructed of a fire resistive material and should have a label affixed indicating such. All cooking fuels shall be allowed to fully cool before proper disposal and shall not be disposed of in dumpsters provided for trash.
5. All compressed gas cylinders (CO2 tanks for dispensing soda, LP fuel tanks, etc.) must be properly secured to prevent tipping. Consideration needs to be given to the location of all LP tanks. LP cylinders used to fuel cooking appliances placed under canopies will be considered on an individual basis.
6. No stand, booth, ride, or display shall extend more than a maximum of 12' from the curb. To maintain proper emergency vehicle access on College Avenue, no obstructions should project beyond this point.
7. For tents or canopies exceeding 200 square feet, or tents/canopies combined to create one area exceeding 200 square feet, a permit must be obtained from the Appleton Fire Department.
8. Any set-up that does not fall within the guidelines stated above should be submitted to the City of Appleton Fire Prevention Division for individual approval prior to setting up for the event. Set-ups that do not comply with these guidelines and have not had prior approval can be subjected to day-of-event modifications.

If you have any questions, comments, or concerns regarding the above requirements, please contact the Appleton Fire Department, Fire Prevention Division, at (920) 832-5810.



ELECTRICAL POWER

Requirements for Booths

Our purpose is to ensure that your Octoberfest operation is trouble free of electrical malfunctions, and that your workers, and the general public that are patronizing your booth, are protected from potential electrical hazards.

1. The power outlets on College Ave are made available for use during Octoberfest are equipped with a 20-amp duplex ground fault protected receptacle. Ground fault protection eliminates shock hazards that may be created by defective equipment you are using. Please plug in all equipment to a GFCI at home prior to setup to make sure all equipment is not defective. If the ground fault trips at home it will trip ours and you will not be able to use that equipment.
2. 20 amps is the power adequate to operate one large power usage appliance (coffee maker, roaster, skillet, toaster oven) and one small power usage appliance (mixer, crock pot, fan, heat lamp). The application you submitted listed the equipment you would be using. It was checked for the sufficient power outlets that are required and you were notified and given the option to either acquire additional outlets or eliminate some of the equipment you listed. Do not attempt to use more equipment than that listed on your application.
3. To determine the amount of power you will need, check the electrical ratings label on the equipment you will be using, and total the wattage combined. It should not exceed 16 amps or 2000 watts. (Example $2000 \text{ watts} / 120 \text{ volts} = 16.6 \text{ amps}$). If your total exceeds these limits, you will need an additional power source. Over loaded circuits will cause the fuses to blow and to avoid frustration so please plan for all appliances to have adequate power. It is only an additional \$50 for another power outlet to prevent problems on your big day.

Examples of appliance Nameplates

- Coffee Maker = 800watts
- Nesco = 1200 watts

Total Load on circuit= $1200 + 800 = 2000 \text{ watts} / 120 \text{ volts} = 16.6 \text{ amps}$ Max Load on one receptacle.

4. All extension cords supplying electricity to Octoberfest booths must be 12-gauge 3 conductor cords. Their length shall not exceed 25'.
5. Booths not having the required 12 gauge sized –25' cords will have their power disconnected until the proper cords are obtained and installed.
 - This is the size cord necessary to safely carry a 20-amp load.



- All cords must be complete and in good condition. This is a requirement made necessary by the number of inadequate cords being used that overheated and created dangerous conditions in and around the booths. Longer cords create tripping hazards and also do not conduct electricity as well.
 - If the cords are not correct you will not be permitted to continue to set up until you have the correct cord(s). Power strips with 15-amp breakers are still recommended.
6. Check for your booth location and locate your power source. Also, don't wait until the last minute to acquire your cord—you may find them hard to get.
 7. DO NOT use tape to hold cords onto poles. Use twine or rope to secure your cords if necessary. Tape leaves a sticky residue on the poles and becomes a dirt catcher.
 8. Place cords around your booth in a manner so they do not become a hazard to your workers or your customers.
 9. Keep excess cord coiled or folded neatly so no one trips on it. The last thing you want to happen is a worker or customer tripping on a cord and pulling hot coffee or other hot material on them or falling against a sharp corner of the booth.
 10. Electrical cords that run through doorways must have the door blocked open to prevent cutting or pinching the cord. Damaged cord insulation will create a shock hazard.
 11. Do not place cords on the sidewalks. Electrical cords running over the sidewalks must be at least 8' over the sidewalk and securely fastened at either end to prevent sagging.
 12. In case of rain place cords up out of the street gutter area where water will flow and cover areas where the cords are plugged together. Plastic bags work well for this.
 13. Cord safety applies also to those who have permission to use generators. Generator safety rules are covered under fire dept. rules.
 14. In case you do have a power problem, notify your block captain and they will notify an electrician in your area.

During booth set-up time we will be roaming the avenue to check your

hook-ups, inspecting for any potential safety hazards, checking for potential overloads, and answering any questions you may have. REMEMBER THE BLOCK CAPTAINS.



CITY OF APPLETON HEALTH DEPARTMENT

Food Safety Guidelines for Non-Profit Food Booths Revised 1/24/23

Use this guide as a checklist for plan review and as a pre-opening self-inspection.
These guidelines must be at the food stand during operation.

FOODSTAND CONSTRUCTION:

- **COOKING/SERVING AREAS:** All cooking and serving areas must be protected from contamination. Cooking or grilling areas must be roped off or otherwise segregated from the public.
- **BOOTH CONSTRUCTION:** Screening may be required. Food stands that engage in extensive food processing activities must have effective screening which completely encloses the food preparation, food holding, and utensil washing areas. Food stands that limit their operation to heating and serving prepared foods (such as pre-formed meats etc.) may operate without screening. A roof and sidewalls are recommended to provide protection from splash, dust, and inclement weather.

WATER SUPPLIES:

- **APPROVED SOURCE:** All water used for food preparation, utensil cleaning, and employee/volunteer handwashing must be from a safe, approved source and stored in approved, food grade containers.
- **WATER SUPPLY:** Food stands must have an ample supply of water available in the stand for handwashing and for equipment/utensil cleaning and sanitizing, if conducted.

HANDWASHING:

- **REQUIRED FACILITIES:** At minimum, a two-gallon container with a non-self closing spigot or valve must be provided for handwashing purposes. A container for holding wastewater must also be provided under the spigot or valve. Wastewater must be properly disposed of in a sanitary sewer (drains at street curbs must not be used for disposal of wastewater).



Instructions on how to build this handwashing station can be found here:

<https://extension.umn.edu/growing-safe-food/handwashing-station>

- **SOAP AND TOWELS:** All employee/volunteer handwashing facilities must have soap and a supply of single-service paper towels at all times.

- **FREQUENCY:** Employees/volunteers must thoroughly clean their hands and exposed portions of their arms whenever they become soiled. Specifically, hands must be washed prior to handling food; after touching bare body parts; using the restroom; after coughing or sneezing or using a handkerchief or disposable tissue; after handling raw meats or unwashed produce; after any other activity that may contaminate the hands.



- **HAND SANITIZERS:** Hand sanitizers may only be applied to hands that have been thoroughly washed.
- **NO BARE HAND CONTACT WITH READY-TO-EAT FOODS:** Employees/volunteers must utilize tongs, spoons, forks, deli paper, disposable gloves etc. when handling ready-to-eat foods. **GLOVE USE:** Gloves may not be worn as a replacement for good handwashing practices. Hands must be thoroughly washed prior to wearing gloves and each time the gloves are replaced to prevent contamination.

FOOD:

- **SOURCE:** All food prepared, sold, or served to the public must be from an approved source acceptable to the Health Department.
- **DRY STORAGE:** All food, equipment, utensils, and single service items must be stored above the floor or ground to protect it from contamination.
- **ELECTRIC REFRIGERATION UNITS ARE NOT PERMITTED:** Electrical refrigeration units are not capable of maintaining proper temperatures in event setting.

Temperature controlled foods must be in watertight containers/packaging, buried in ice.



- **COLD STORAGE:** Potentially hazardous foods must be maintained at 41 ° F. or below. Frozen Foods must remain in a frozen 'solid' state – varies per product. Frozen and chilled foods must be buried in layers of ice with solid blocks of ice maintaining frozen products in a frozen solid state at the bottom of the cooler.



- **HOT HOLDING:** Hot food holding units must be used where necessary to keep potentially hazardous foods at 135 ° F. or above.



- **COOKING PLANT FOODS FOR HOT HOLDING:** Fruits & vegetables that will be held hot must be cooked to the hot holding temperature of 135 degrees F (60 degrees C).

- **COOKING TEMPERATURES:**

MINIMUM COOKING TEMPERATURES WITH REQUIRED DURATIONS	
<input type="checkbox"/> 165°F (74°C) for 15 seconds	Poultry; wild game animals; stuffed fish, meat, pasta, poultry or ratites (emu/ostrich) and stuffing, casseroles, layered pasta dishes containing fish, meat, poultry or ratites.
<input type="checkbox"/> 155°F (68°C) for 15 seconds <input type="checkbox"/> or 145°F (63°C) for 3 minutes <input type="checkbox"/> or 150°F (66°C) for 1 minute <input type="checkbox"/> or 158°F (70°C) for instant	Injected meat; comminuted (ground, chopped, restructured, combined, etc) raw animal foods such as fish, meat, commercially raised game animals, exotic animals or rabbits; and raw shell eggs not prepared for immediate service (pooled or hot hold) Ratites (emu/ostrich).
<input type="checkbox"/> 145°F (63°F) for 15 seconds	Raw shell eggs prepared for immediate service; commercially raised game animals, exotic animals or rabbits; and other fish & meat not otherwise specified in this table.

For food safety, store foods at **41°F** or below and cook to the listed internal temperature.

Ready-to-eat foods, produce and already cooked foods.

145°F

Fish and eggs

145°F

Whole cuts of beef, pork and lamb

155°F

Ground meats

165°F

All poultry and stuffed products



- **COOLING TEMPERATURES:** Use rapid chill methods! 140°F to 70°F (60°C to 21°C) within 2 hours, and 70°F to 41°F (21°C to 5°C) within next 4 hours. Ambient temperature ingredients: cooled to 41°F (5°C) within 4 hours, i.e., reconstituted foods such as canned tuna.
- **THAWING PROCEDURES:** In the refrigerator ≤ 41°F (5°C); or as part of an uninterrupted cooking process; or under running water for thawing a Ready-to-Eat food (RTE) for immediate service.
- **REHEATING:** Cold, precooked potentially hazardous foods to be served hot must be rapidly reheated to an internal temperature of 165 ° F within one hour. NOTE: Some steam tables and crockpots may not be able to reheat potentially hazardous foods to 165 ° F within an hour!
- **WET STORAGE:** Unpackaged food may not be stored in direct contact with undrained ice. Packaged food may not be stored in direct contact with ice or water if the food is subject to the entry of water because of the nature of its packaging, wrapping or container or its positioning in the ice or water.
- **FOOD DISPLAY:** All food must be protected from consumer contamination by the use of packaging, food shields, display cases or other effective means.
- **CONDIMENT DISPENSING:** Condiments (i.e. sugar, cream, relish, onions, pickles, mustard, ketchup, etc.) must be served from individual packages, squeeze bottles or pump dispensers, unless served by the employee/volunteer.



STORAGE OF EQUIPMENT AND UTENSILS:

- All equipment and utensils must be stored at least 6 inches above the floor/ground and in a manner that protects them from dust, spillage, inclement weather and other sources of contamination.



- **SERVING UTENSILS:** Serving utensils must be replaced or cleaned and sanitized every four hours unless stored in the food maintained at proper temperatures. When utensils will not be washed on site, an adequate supply of spare, clean utensils must be provided.

THERMOMETERS:

- **METAL STEM THERMOMETER:** A metal stem thermometer must be provided to check the internal temperatures of both hot and cold food. Thermometers must be accurate +/- 2°F. and have a range of 0° – 220° F. Meat thermometers are not allowed.



PERSONNEL:

- **HEALTH:** Employees/volunteers must not have any open cuts or sores, or diseases that can be transmitted through food. Specifically, employee/volunteers with a fever, diarrhea, vomiting, jaundice, sore throat with fever, or with a lesion containing pus such as an infected wound that is open or draining may not be involved in the preparation or serving of food.
- **HYGIENE:** Food preparation employee/volunteers must wear clean outer garments and hair restraints. They must maintain a high degree of personal cleanliness and conform to good hygienic practices while engaged in food preparation and service.
- **SMOKING MATERIALS:** Food employee/volunteers must not use tobacco in any form while engaged in food preparation or service, nor while in areas used for food preparation or equipment or utensil washing.

CLEANING AND SANITIZING: *NOTE: IF YOU WASH AND SANITIZE ON-SITE, IT MUST BE SCREENED

- **WASH, RINSE AND SANITIZE BASINS:** When utensils are being washed on site, three dishpans of adequate size are required for washing, rinsing, and sanitizing equipment or utensils. The water level in the dishpans must be adequate to effectively clean and sanitize the items.
- **CLEANING PROCEDURE:** Equipment and utensils must be washed after use in the following manner; 1) pre-scrape food particles from the equipment or utensil over a waste can, 2) wash in an effective detergent, 3) rinse in clean water, 4) immerse in an approved sanitizer at the required strength (e.g. 100 ppm. bleach solution) for two minutes, and 5) air-dry.
- **APPROVED TEST KIT:** When utensils are being washed on site an approved test kit for the type of sanitizer used must be available and used for checking the concentration of sanitizer.
- **SPARE UTENSILS:** When utensils will not be washed on site, an adequate supply of spare, clean utensils must be provided.

SINGLE SERVICE UTENSILS:

- **STORAGE:** All single service utensils must be stored in the original closed container or effectively protected from dust, insects, inclement weather or other sources of contamination.
- **DISPENSING:** Unwrapped single service articles such as knives, forks and spoons, unless dispensed by the employee/volunteer, must be presented so that customers touch only the handles to prevent contamination of the food or lip surface. Unwrapped single service straws, toothpicks etc. should only be dispensed by the employee/volunteer.

ICE HANDLING AND STORAGE:

- **DRINK ICE:** All ice intended for human consumption must not be used for cooling food or containers of food.
- **DISPENSING:** All ice used for human consumption must be dispensed by the use of suitable scoops to prevent contamination. Between uses, dispensing scoops must be stored in the ice with the handle extended or stored clean and dry on a clean surface or by another approved method to prevent contamination.
- **STORAGE:** All ice used for human consumption or cooling must be stored at least six inches above the floor or ground and in a manner that protects it from dust, splash, insects, inclement weather or other sources of contamination. Containers of drink ice must be covered when ice is not being immediately dispensed.

TOXIC OR POISONOUS PRODUCTS:

- **USE:** The use of insecticides in or around a foodstand is prohibited.
- **LABELING:** Containers of toxic or poisonous materials must be prominently and distinctly labeled for easy identification.
- **STORAGE:** When not being actively used, toxic or poisonous materials must be stored in a physically separate place located to prevent contamination of food, equipment, utensils and single service articles.



WASTEWATER STORAGE AND DISPOSAL:

- **WASTEWATER STORAGE:** Each foodstand must provide a container of sufficient size for the collection and storage of liquid wastewater. When not in use, containers must be maintained in a clean, sanitary condition.
- **WASTEWATER DISPOSAL:** Wastewater storage containers must be emptied when necessary into a sanitary sewer. Drains at street curbs must not be used for disposal of wastewater as these discharge directly to the Fox River.

GARBAGE AND REFUSE:

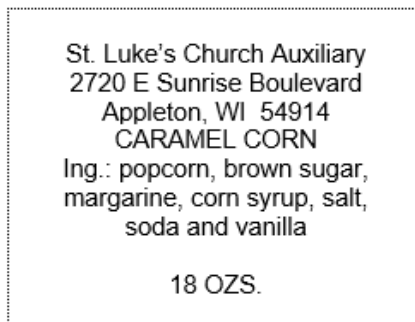
- **STORAGE:** Garbage and refuse must be kept in durable containers that do not leak and do not absorb liquids. The use of a garbage bag lining a cardboard box is acceptable.
- **REMOVAL:** Garbage and refuse must be routinely removed from the immediate area around a foodstand to prevent the attraction of flying insects and the creation of odor nuisance problems.

WEIGHTS & MEASURES LABELING REQUIREMENTS ON TEMPORARY/ONE-TIME SALES

PACKAGE LABELING REQUIREMENTS

If products are wrapped or bagged in advance of sale, each package must be labeled in accordance with Federal and State Labeling Rules. Examples of products requiring labeling include cheese products; unbaked bakery items; including pizzas and quiche; candies; beverages or fruit drinks; and animal foods. Baked pastries and bakery are exempted for one time annual sales.

Below is a sample label and information to shown on each. You may handprint or photocopy labels as long as they are clear and legible.



If commodity is sold in package form, it must bear a label showing:

1. The statement of product identity
2. An accurate statement of the quantity of contents in terms of weight, measure or numerical count.
3. Name and address of organization or responsible member.
4. The list of ingredients in order of decreasing predominance.

NOT LATER THAN 7 DAYS PRIOR to the event or opening, submit a draft before printing of each label to be used. Mail or deliver to the City

Sealer, at address shown above. If questions, phone City Sealer of Weights & Measures weekdays between 8:00 a.m. – 4:30 p.m. at (920) 832-6429.

FRESH FRUITS AND VEGETABLES These items must be sold by weight or count in accordance with state produce method of sale laws, lists available. An Appleton Weights and Measures approved scale must be used on required weight items.

SCALES AND MEASURING EQUIPMENT TO BE USED must all be tested and approved by City Sealer prior to the day of the event. A limited number of scales are available on loan from the Sealer upon request.





APPLETON FIRE DEPARTMENT TENT GUIDELINES

6-43(13) Permit Required. Tents, Canopies, and membrane structures; to operate or erect a tent, canopy, or membrane structure in excess of two hundred (200) square feet unless it is used exclusively for camping or on the premises of a one- or two-family dwelling which is not covered under this Code.

6-47 Issuance and posting. Permit must be obtained prior to the operation and construction of the tent. The permit shall be posted or otherwise readily accessible at each place of operation.

6-48 Fee for failure to obtain permit. The fee for failure to obtain a permit required under section 6-43 of this Code is triple the permit fee described in that section when a permit is obtained.

Fire Extinguisher(s): One fire extinguisher, minimum 2A10BC U/L classification, shall be provided for each 3000 square feet of area. Maximum travel distance of 75 feet must be maintained. Extinguisher must be accessible and properly mounted.

IFC Chapter 2401.1 General Requirements. Tents shall comply with the provisions of this subchapter.

IFC SECTION 2403 ACCESS, LOCATION, AND PARKING

2403.1 Access. Fire apparatus roads shall be provided in accordance with IFC Section 503.

2403.2 Location. Temporary membrane structures, tents, canopies, air-supported, or air-inflated structures shall not be located within 20 feet of lot lines, buildings, other temporary membrane structures, other tents and canopies, parked vehicles or internal combustion engines. (Unless an exception is met)

2403.3 Location of Structures in Excess of 15,000 square feet. Tents, air-supported, air-inflated or tensioned membrane structures having an area 15,000 square feet or more shall be located not less than 50 feet from any other tent or structure as measured from the side wall of the tent unless joined together by a corridor.

2403.4 Connecting corridors. Tents, air-supported, air-inflated or tensioned membrane structures are allowed to be joined together by means of corridors. Exit doors shall be provided at each end of such corridors. On each side of such corridor and approximately opposite each other, there shall be provided openings not less than 12 feet wide.

2403.5 Fire Break. An unobstructed fire break passageway or fire road not less than 12 feet wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents, air-supported, air-inflated, or tensioned membrane structures unless otherwise approved by the code official.

IFC Section 2404 Structural requirements.

2404.1 Anchorage Required. Tents, air-supported, air inflated or tension membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.

IFC Section 2406 Fire Safety Requirements

2406.1 Flame – resistant treatment. Before a permit is granted, the owner or agent shall file with the code official a certificate executed by an approved testing laboratory, certifying that the tents, air-supported, air-inflated or tensioned membrane structure and their appurtenances, sidewalls, drops, and tops of temporary membrane structures, canopies, tarpaulins, floor coverings, bunting, combustible decorative materials and effects, including sawdust when used on floors or passageways, shall be composed of flame-resistant material or shall be treated with a flame retardant in an approved manner and meet the requirements for flame resistance as determined in accordance with NFPA 701, and that such flame resistance is effective for the period specified by the permit

2406.2 Label. Temporary membrane structures, tents or canopies shall have a permanently affixed label bearing the identification of size and fabric or material type.

ILHR 14.54 Smoking and open flame. (1) **SMOKING.** Smoking shall be prohibited in any tent or air-supported structure or in any adjacent areas where hay, straw, alfalfa, sawdust or other highly combustible materials are kept or stored. Approved “No Smoking” signs obtained from the Fire Department shall be conspicuously posted.

(2) **OPEN FLAME.** No fireworks, open flame or other device emitting flame or fire may be used in or immediately adjacent to any tent or air-supported structure while open to the public, except upon special permission from the Fire Chief.

ILHR 14.56 Abatement of special fire or panic hazards. Any unforeseen condition that presents a fire hazard or would contribute to the rapid spread of fire, or would delay or interfere with the rapid exit of persons from the tent or air-supported structure, or would interfere with or delay the extinguishment of a fire and which is not otherwise covered by this subchapter shall be immediately abated, eliminated or corrected as ordered by the Fire Chief.

14.57 Flammable and combustible liquids. (1) **GENERAL.** Flammable or combustible liquids may not be stored in a tent or air-supported structure nor less than 50 feet from any tent or air-supported structure used for public assemblage.

(2) **STORAGE AND DISPENSING.** The storage and dispensing of flammable or combustible liquids shall be in accordance with Ch. ILHR 10.

(3) **LIQUEFIED PETROLEUM GASES.** Liquefied petroleum gas may not be stored or used in connection with any tent or air-supported structure unless the storage containers, equipment, fittings and appliances, and the placement, use and operation of such equipment comply with ch. ILHR 11.

ILHR 14.58 Housekeeping. (1) **WEEDS AND VEGETATION.** All weeds and flammable vegetation shall be removed from the premises adjacent to or within 35 feet from any tent or air-supported structure.

(2) **COMBUSTIBLE MATERIAL.** Hay, straw, trash and other flammable material may not be stored less than 35 feet from any tent or air-supported structure, except upon special permission from the Fire Chief.

(3) **COMBUSTIBLE WASTE.** The grounds both inside and outside of tents and air-supported structures shall be kept free and clear of combustible waste. The waste shall be stored in approved containers or removed from the premises. The burning of waste on the premises shall be prohibited except upon specific permission from the Fire Chief.

ILHR 62.47 Exits. (1) **NUMBER OF EXITS.** (a) Every tent occupied by the public shall have at least 2 standard exits located at or near opposite ends of the structure. (b) In tents used for assembly purposes, exits shall be provided on 3 sides if the capacity exceeds 600 persons and on 4 sides where the capacity exceeds 1,000 persons.

(2) **EXIT DISTANCE.** Exits shall be uniformly distributed but in no case shall the line of travel to an exit be greater than 150 feet.

ILHR 62.51 Illumination; exit lights and signs. (1) **LIGHTING OF EXITS.** All exits, aisles and passageways leading to exits in tents used as places of outdoor assembly shall be kept adequately lighted at all times when the structure is occupied by the public.

(2) **ILLUMINATED EXIT SIGNS.** Exit lights and signs complying with the requirements of s. ILHR 55.11 shall be provided in all tents used as places of outdoor assembly where more than 100 persons can be accommodated.

ILHR 62.49 Electrical installations. (1) **GENERAL.** Electrical systems in all tents used as places of outdoor assembly shall be installed in accordance with the requirements of the Wisconsin state electrical code, volume 2, ch. ILHR 16.

(2) **PROTECTION AND ISOLATION.** The electrical system and equipment shall be isolated from the public by proper elevation and guarding. All electrical fuses and switches shall be installed in approved enclosures. Cables laid on the ground or in areas traversed by the public shall be placed in trenches or protected by approved covers.