

Location Address: _____
 (For office use only - Vendors leave blank)

Octoberfest 2023 Food Vendor Application

Thank you for your interest in 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.

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

Non-Profit Organization Name: _____

For-Profit Organization Name (if applicable): _____

- This application is for **Saturday, September 30, 2023, only.**
- Application process begins on **Friday, February 10, 2023.**
- Applications must be postmarked by **Monday, June 12, 2023.**
- Organizations may apply for up to two (2) locations until the deadline. After June 12 if space is available, organizations will be able to apply for additional locations.
- To ensure everyone receives the same information, ALL vendors MUST attend the in-person meeting on June 20, 2023.
- Non-profit 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 non-profit organization.
- The non-profit 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 non-profit organization is working with a for-profit organization, there shall be at least one member of the non-profit organization present at the foot stand during the event.
- All booths are required to have prominent signage of 3x4 feet indicating the non-profit benefiting from working at the booth.
- Once you have completed the form, print and mail it with full payment.
- Your application with the correct fee is 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.

Updated as of: 5/25/23

Vendor Meeting:

Date: June 20, 2023

Time: 4:00 PM

Location: Virtual Zoom Meeting (link will be sent via email)

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

You may request a certain location, but you 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 may not have that information.

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:

- Require an easement (20 feet of separation from tents and 10 feet from any combustible material)
- Per the Appleton Fire Dept: They will require a guard to be installed 3 feet from the generator on all sides. This can be bike racks, fencing, or other approved material.
- Trailer or axle-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. Portable generators will be allowed.
- Generator decibel limit - 75 dB. All generators must meet Appleton city code requirements.

City of Appleton Health Department Requirements:

Make sure to read and follow the Health Department Food Stand Guidelines.

<https://www.appleton.org/residents/health/environmental-health/forms-documents>

Call the Health Department with any questions at (920) 832-6429.

Diversity and Inclusion:

Oktoberfest 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 identity 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.

Initials required:

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

_____ Non-profit: I have read and understand the above instructions.

_____ For-profit: I have read and understand the above instructions.

Octoberfest 2023 Non-Profit Food Vendor Application

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

Please check which type of booth you are looking for:

Booths without street power			Booths with street power (1 single duplex)		
	12 x 12	\$150		12 x 12	\$200
	12 x 20	\$250		12 x 20	\$300
	12 x 24	\$300		12 x 24	\$400
				Food Truck	\$400

*Street power is 20 amps. Because of food truck size, \$400 is a flat rate regardless of the use of street power or not.

Appliances:

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 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 41* 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.

The only extension cords allowed at Octoberfest are 12/3 gauge - 25 foot cords. The exception to this rule would be any booths that are on the "bump out" corners of the Avenue. You will be notified by the managing director if your booth qualifies for this exception. If so, you are allowed a 12/3 gauge - 50 foot cord. No other exception will be accepted.

If you select more than 1 large and 1 small appliance, you will require an additional power source at a cost of \$50.00. Each vendor is limited to a total of two (2) power sources. If your appliance is not listed below, please refer to the following instructions:

To determine the amount of power needed, check electrical ratings label on the equipment you will be using and total wattage combined. It should not exceed 16 amps or 2000 watts (example: 2000 watts / 120 volts = 16.6 amps). If your total exceeds these limits, you will need an additional power source. Overloaded circuits will cause fuses to blow.

Please select the appliances that you will be using:

One (1) Large Appliance		One (1) Small Appliance	
	Roaster / Nesco		Crockpot
	Coffee Maker		Mixer
	Electric Deep Fryer		Heat Lamp
	Electric Popcorn Popper		Cheese Warmer
	Toaster Oven		Juicer
	Microwave		Blender
	Electric Fry Pan / Skillet		Freezer
	Hot Plate		Soda Dispenser
	Pizza Oven		Fan
	Refrigerator *with Health Dept approval		Refrigerator *with Health Dept approval
	Other - please see list below		Other - please see list below

Initial that you've read and understand the appliance information: _____

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 Department). If you are cooking with oil, you will also require an easement. You will be charged \$100 for the easement.

	Charcoal Grill		Generator (Write make and model)
	Gas Grill		Propane Gas
	Turkey Fryer	*The use of a smaller propane tank (25 lbs or less) does not apply. Any tanks above 25 lbs must have an easement.	

Initial that you've read and understand the easement information: _____

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

Checks payable to:

Octoberfest
125 N. Superior Street
Appleton, WI 54911

Booth Power (with or without): _____

Booth Size: _____

Booth Cost: _____

Extra Power Cost (\$50): _____

Easement (\$100 cost): _____

Total Cost: _____

*Please note that no refunds will be issued once the application has been submitted.

***ALL vendors must include a layout of your booth showing appliances, generators, grills, etc. with this application.**

Booth Information - Location and Menu

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

1st choice: _____

2nd 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. Non-alcoholic beverages are encouraged. No n/a beers, seltzers, etc. or alcoholic beverages are allowed.

Please list all items you will be selling:

Food type:

Appleton’s Octoberfest website has a feature to search for the types of food that will be sold. We need for you to decide which category you would like to be listed (you may select two).

	Sandwiches (burgers, brats, hot dogs, steak, gyros, grilled cheese, etc.)
	Finger Foods (wings, walking tacos, nachos, fries, cheese curds, popcorn, etc.)
	Sweets/Bakery (cream puffs, cheesecake on a stick, cotton candy, caramel apples, etc.)
	Ethnic Foods (Mexican tamales, eggrolls, jambalayas, crab rangoons, etc.)
	Soups/Stews/Things in a Cup (chili, clam chowder, mac n’ cheese, etc.)

Today's Date: _____

NonProfit Information	
Organization Name:	
EIN Number	
Address, City, State:	
Day Phone:	
Night Phone:	
Cell Phone:	
Contact Person name and title:	
Email Address of Contact Person (required):	
Contact Person Signature:	

For-Profit Information (if applicable)	
Organization Name:	
Address, City, State:	
Day Phone:	
Night Phone:	
Cell Phone:	
Contact Person name and title:	
Email Address of Contact Person (required):	
Contact Person Signature:	

VENDOR MEETING: June 20, 2023. Contact Aimee Herrick if you need an alternative option.

Name(s) of those who will be attending the vendor meeting:

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