



Octoberfest 2026 Food Vendor Packet

Mandatory Food Vendor Meeting

Monday, July 20, 2026

4:00-5:30 p.m. OR 6:00-7:30 p.m.

5 N Systems Dr, Appleton, WI 54914

D.J. Bordini Center Room 112

License to Cruise - Friday, September 25, 2026

Octoberfest - Saturday, September 26, 2026

Welcome to Octoberfest 2026!

Thank you for being a food vendor at one of our community's most cherished traditions. Octoberfest is made possible by dedicated vendors like you, and we are excited to once again provide an opportunity for you to connect with attendees while raising funds to support your choice of a non-profit!

This packet is designed to guide you through everything you need to know as a food vendor for the event. The information included helps ensure a smooth, safe, and successful Octoberfest for everyone involved - from vendors and volunteers to attendees and staff.

If you've participated in Octoberfest before, some of this will feel familiar. If this is your first year, welcome - we're thrilled to have you join us for a truly special day! **Please note that some guidelines have been updated from previous years, so we encourage all vendors to review this packet in its entirety.**

We appreciate your time, cooperation, and commitment to making Octoberfest 2026 a fantastic experience for all. If you have questions along the way, we're here to help - let's make it a great event together!

PLEASE READ through all of this information carefully.

If you have questions, please contact Madison Edinger at appletonoctoberfest@gmail.com.

Table of Contents

Important Contacts.....	3
Event Standards & Vendor Guidelines.....	4
Non-Profits & Profit Sharing	
Vendor Meeting & Testing Requirements	
Other Important Details	
Licensing & Health Regulations	
Street Access, Set-Up & Teardown	
Street Closure & Entry	
Vehicles & Booth Setup.....	5
During The Event	
Teardown Exceptions	
Set-Up Crew & Event Support	
Security	
First Aid, Headquarters & Lost Children.....	6
Ice, Charcoal & Waste Disposal	
Additional Policies & Reminders	
Animal Policy	
General Safety/Security Reminders At Special Events.....	7
City Ordinances of Interest	
Time Table for License to Cruise & Octoberfest.....	8
Appleton Fire Department Safety & Compliance Requirements.....	10
Tent Guidelines.....	13
City of Appleton Electrical Power Requirements.....	15
Overnight Power Use.....	18

Food Safety Guidelines for Food Vendors.....19
Weights, Measures & Product Labeling.....25

Important Contacts

Food Vendor Committee

If you have questions, you may reach out through your Eventeny account you applied with or to the contacts below.

- appletonoctoberfest@gmail.com (Please contact first)
- Kyle Fritz; (920) 475-2102, kylefritz0@gmail.com
- Jon Dietzen
- Madison Edinger; (920) 831-4907
- Paul Shrode; (920) 809-2872, psshrode@aol.com

Health Department

Steve Kihl

steve.kihl@appleton.org

(920) 740-8243

Department of Public Works - Electrical Outlets

- Peter Bruley; (920) 427-2159, peter.bruley@appletonwi.gov
- Matthew Tennessen; (920) 419-6929, matthew.tennessen@appletonwi.gov

Fire Department - Fire Prevention Division

(920) 832-5810

- Derek Henson derek.henson@appletonwi.gov
- Jose Saldivar jose.saldivar@appletonwi.gov

Appleton Police Department

Christopher Biese

christopher.biese@appletonwi.gov

920-832-5544

(920) 832-5500 (Non-Emergency Line)

911 (All Emergencies)

222 S. Walnut Street

Appleton, WI 54911

Octoberfest 2026 Food Vendor Information

EVENT STANDARDS & VENDOR GUIDELINES

Non-Profits & Profit Sharing

- As part of our mission, all for-profit vendors **must** partner with a nonprofit of their choice and share profits from the day (the amount must be mutually agreed upon by both parties). Non-profits must be located within a 30-mile radius of the Fox Cities.
- A sign recognizing your nonprofit partner will be provided the day of and must be displayed at your booth.
- It is **no longer** required for a representative from your partnered nonprofit to be present at your booth. However, having them join you is a great option if you'd like extra support and someone available to share information about their organization with attendees.
- Non-Profits are able to keep 100% of the proceeds made from their own food booth.

Vendor Meeting & Testing Requirements

- All food vendors are required to attend the mandatory vendor meeting during one of the times available. You will be given your booth location, approved booth layout, entrance time, and permit.
 - The partnered non-profits are **not required** to attend the meeting or take the test.
 - If a non-profit is operating their own booth, they are required to attend as a food vendor.
- All vendors must successfully complete the test following the vendor meeting.
- At least **one** individual must be present in your booth at all times who has either attended the vendor meeting or passed the online test.

Licensing & Health Regulations

- If your organization plans to sell food at more than three events per year, you must contact the Appleton Health Department at (920) 832-6429 to determine if a restaurant license is required.
- The Health Department will inspect booths on the day of Octoberfest, so please ensure your booth meets all regulations.
- Vendors **may not** sell alcoholic beverages of any kind, including non-alcoholic beer, seltzers, or similar products, and may not display alcohol-related signage.
- Other beverages such as water, soda, and lemonade are encouraged.
- Vendors must bring their own ice, if applicable. Ice **will not** be available for purchase at the event.

Other Important Details

- All vendors must submit a detailed layout with their application. Appleton Fire Department, Electrical, and Health Department will approve the layout. You **must** set up your booth according to that layout.
- LTC vendors are allowed to park overnight on the Avenue if selected on their application, but if power is needed they are required to have a permit from the DPW. Vendors will move to their Octoberfest spot after the Avenue has cleared. (more details on p.18)

STREET ACCESS, SET-UP & TEARDOWN

Street Closure & Entry

- Vendors may enter College Avenue and begin setup only after approval from the Appleton Police Department, and no earlier than 5:45 a.m.

- Octoberfest runs from 9:00 a.m. to 6:00 p.m.

Vehicles & Booth Setup

- To avoid congestion, vendors are limited to:
 - One (1) vehicle with a trailer, or
 - Two (2) vehicles without a trailer
- The equivalent of two center lanes must remain open at all times.
- Please unload vehicles and exit College Avenue before beginning booth setup.
- Booths must be fully set up and all vehicles off the Avenue by 8:30 a.m.
- Booths **may not** extend more than 12 feet from the curb into the street.
- Booth locations will be provided in advance and clearly marked on the street.
- If you have multiple vehicles, additional vehicles should wait off College Avenue.
- If your setup requires the use of a tent, they **must** be weighted/tied down. If they are not, we will ask you to take them down due to the safety of the attendees. College Avenue is known to be a wind tunnel.

During the Event

- Vehicles will not be allowed back on College Avenue until after 6:00 p.m., once police signal it is safe.
- Vendors must plan ahead and have enough supplies for the entire day. Additional items must be carried in from off-site locations.
- If your booth runs out of food or stops selling before 6:00 p.m., you may not tear down or remove your booth early.
- All vendors **must** cease sales at 6:00 p.m.
- Booth teardown during the event is prohibited and creates safety and legal risks.

Teardown Exceptions

- Arts & Crafts Vendors may break down prior to event closing, but Food Vendors **may not**.
- Arts & Crafts Vendors must still wait for police approval before bringing in vehicles to load out.

SET-UP CREW & EVENT SUPPORT

- Each block will have at least one volunteer assisting with setup and event operations.
- Volunteers will help with:
 - Avenue entry
 - Setup questions
 - Day-of issues
 - General event coordination
- Volunteers are equipped with radios to quickly contact event staff or emergency services.
- Please follow their direction and treat all volunteers with respect.

SECURITY

- The Appleton Police Department will be on-site throughout Octoberfest to maintain safety.
- If a situation feels unsafe or may escalate, call 911 immediately.
- Volunteers can also contact police quickly via radio.

FIRST AID, HEADQUARTERS & LOST CHILDREN

- Octoberfest Headquarters is located inside Appleton Downtown Inc. at the Hilton Paper Valley.
- All first aid concerns should be directed to Headquarters.
- For lost children:
 - Contact a volunteer or police officer, or
 - Bring the child to Octoberfest Headquarters
- Entertainment stages will make lost-child announcements.
- Individuals searching for a child should be directed to the Appleton Police Department.

ICE, CHARCOAL & WASTE DISPOSAL

Crushed/Cubed/Block Ice Disposal

- Do not leave large chunks or crushed/cubed ice on College Avenue after teardown.
- Left over ice should be taken with you. You may place ice in the landscape forms to melt into the dirt.
- Ice left in the street interferes with proper street cleaning. Any liquids in the street wash into the river.

Charcoal Disposal

- Charcoal **may not** be left on College Avenue.
- Do not place charcoal in cardboard trash containers or dumpsters.
- Vendors must dispose of charcoal off-site.

Garbage Disposal

- Vendors are responsible for removing all garbage from their booth area.
- Do not leave trash on the street, at your booth, or in the roadway.
- Use dumpsters located on side streets or take trash with you.
- Vendors must bring garbage containers for inside their booth only.
- Do not remove street garbage containers for booth use.
- Failure to comply may jeopardize future participation.

ADDITIONAL POLICIES & REMINDERS

- Raffles, drawings, or similar activities are **not permitted** in any vendor booth.
- All sales and activities must occur within your booth space.
- Items may not be sold or distributed outside your booth.
- No disruptive activities are allowed (e.g., ladders for announcements, acrobatics, oversized displays).
- Octoberfest is a rain-or-shine event. Vendors must be prepared to cover their booths.
- Applications for the next year's event will be posted at www.octoberfestonline.org.
- Applications are accepted first-come, first-served.
- All food vendors must submit a booth layout showing appliances, grills, generators, and equipment placement.
- Vendors are responsible for bringing their own change. Please arrive prepared.

No Animals Allowed on the Avenue

- 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.

- 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.
-

General Safety/Security Reminders at Special Events

Revised 1/24/26



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 their 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.

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 and Octoberfest are legally licensed to sell alcoholic beverages. Alcoholic beverages may be consumed within the boundaries of the events, but may only be purchased through outdoor event bar locations. Absolutely open intoxicants may be carried in for consumption on city streets, sidewalks, or parking lots, including 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 vehicle's 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.

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

Time Table for License to Cruise & Octoberfest 2026

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.

LICENSE TO CRUISE - FRIDAY, SEPTEMBER 25, 2026:

9:00 AM College Avenue closes between Drew & Lawe for staging of show cars.

- 12:00 PM Appleton Police Department closes College Avenue. No traffic will be allowed to enter the Avenue. ALL vehicles parked on College Avenue (including show cars) will begin to be towed at the owner's expense.
- 12:15 PM Food vendors will begin entering the Avenue if the street is cleared. There will be a timeline given prior to the event to know your exact entrance time and street.
- 1:00 PM Vendors must have unneeded vehicles off the Ave.
- 1:40 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.
- 3:30 PM LTC officially begins.
- 8:00 PM All wristband and beverage ticket sales end.
- 8:30 PM All entertainment and beer sales end.
- 9:00 PM License to Cruise officially ends.
- 9:30 PM After the crowd disperses, ALL vehicles and trailers must be removed from the 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.

OCTOBERFEST - SATURDAY, SEPTEMBER 26, 2026:

- 5:30 AM Food vendors will begin entering the Avenue according to the given time and location. 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 one way 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.
- 6:00 AM Craft vendors will begin entering the Ave using North Drew Street and Lawe Street.
- 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 them in that bar.

- 5:00 PM All wristband and beverage ticket sales end.
- 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.
- 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 block by block.

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.

Unfortunately, most of the traffic problems with Octoberfest involve vendors. We 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 reach out to our contact above or event staff as soon as possible.

Safety & Compliance Requirements

Revised 1/24/26



The Appleton Fire Department plays a critical role in ensuring the safety of Octoberfest for vendors and attendees alike. They are responsible for inspecting each food vendor booth to confirm compliance with city fire codes, including proper equipment setup, fuel use, and fire safety measures. These inspections help maintain

a safe environment throughout the event and ensure all vendors meet required safety standards.

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 device 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.

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

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.
9. 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.
10. 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. They **cannot** be placed in the planters or on the sidewalk. They **must** be in your easement.
- Due to the crowds, there shall be no refueling during events.
- Gas generators cannot be run overnight. However, electric generators can be if the proper guidelines are followed.

Failure to comply with generator requirements may result in generators no longer being permitted at Octoberfest in the future.

11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.

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.

Electrical Power Requirements

Revised 1/08/2025



The purpose of these requirements is to ensure your Octoberfest operation is free of electrical malfunctions and that your staff and the public patronizing your booth are protected from potential safety hazards. These requirements are to comply with the **National Electrical Code (NEC)** and the **International Fire Code (IFC)** for the use of electrical outlets in public spaces.

1. Available Power Outlets

Each vendor is allowed up to 2 power outlets along College Avenue. Power outlets along the Avenue available for this event are equipped with 20-amp, duplex, ground-fault circuit-interrupter (GFCI) protected receptacles. Per the NEC, each outlet can supply up to 16 amps of continuous load. GFCI protection helps eliminate shock hazards that may be caused by defective or improperly grounded equipment.

2. Permitted Appliance Use

A single 20-amp GFCI duplex receptacle can typically operate:

- **One large power-use appliance** (coffee maker, Nesco, roaster, skillet, toaster oven), **and**
- **One small power-use appliance** (mixer, crock pot, fan, heat lamp).

You must list the equipment you intend to use on the application. That information will be reviewed to determine if sufficient power can be provided for the number of outlets you request. You will be notified if additional outlets were needed and given the option to either reserve additional power or reduce your equipment.

***Do not operate more equipment than listed in your approved application.** The IFC prohibits overloading, overheating, and unsafe use of outlets and extension cords in public settings.

3. Calculating Electrical Load

To determine your total power demand:

1. Check the electrical rating label on each piece of equipment.
2. Add together the wattage of all equipment connected to one outlet.

The total load **must not** exceed 16 amps or 1,920 watts
(1,920 watts ÷ 120 volts = 16.0 amps).

If your total exceeds these limits, an additional power source is required. Overloaded circuits may trip breakers and cause power loss. Power outages create significant disruption - please plan accordingly.

Acceptable example:

- Heat lamp = 500 watts (small appliance)
- Nesco = 1,200 watts (large appliance)

Total: 1,700 watts or 14.2 amps

Unacceptable example:

- Nesco #1 = 1,200 watts (large appliance)
- Nesco #2 = 1,000 watts (large appliance)

Total: 2,200 watts or 18.3 amps → *Exceed allowable load of 16 amps*

4. Extension Cord Requirements

All extension cords supplying power to Octoberfest booths must meet the following requirements:

- 12-gauge (12 AWG), three-conductor cords only
- Maximum length: 50-foot (25-foot strongly recommended for efficiency and safety)
- No daisy-chaining (connecting multiple extension cords together is prohibited)
- Outdoor rated, listed, and undamaged cords only



Booths without compliant cords will have power disconnected until proper cords are obtained.

Power strips with a minimum 15-amp resettable circuit breaker are recommended when multiple devices are connected to a single extension cord.

5. Pre-Event Equipment Testing

Test all electrical equipment at home using a GFCI-protected outlet prior to the event. Equipment that trips a GFCI at home will also trip at the event and may not be usable.

6. Booth Setup and Cord Management

- Confirm your booth location and identify your assigned power source.
- Obtain sufficient extension cord(s) prior to the event - availability may be limited.
- Do not use tape to secure cords to poles. Use twine or rope if needed. Tape leaves residue and will attract dirt.
- Route cords to avoid trip hazards for staff and customers.
- Keep excess cord neatly coiled or folded to prevent tripping or accidental pulling of hot equipment.
- Cords passing through doorways must have doors blocked open to prevent pinching or cutting.
- Do not place cords on sidewalks. Cords crossing sidewalks must be a minimum of 8 feet above the sidewalk and securely fastened to prevent sagging.

7. Weather Protection

In the event of rain:

- Keep cords out of street gutters and areas where water flows.
- Protect plug connections from moisture. Plastic bags or approved covers are acceptable.

Octoberfest will go on, rain or shine.

8. Generator Use

Cord safety requirements also apply to booths approved to use generators. Generator operation and safety are governed by Appleton Fire Department rules and requirements.

9. Power Issues During the Event

If you experience a power problem, notify an event volunteer. The volunteer will contact an electrician assigned to your area.

10. Overnight Power Use

Overnight outlet use is **not** permitted unless prior authorization is obtained. This ensures outlets remain operational and ready for the event day.

License to Cruise vendors planning to stay overnight on the Avenue for Oktoberfest must follow these guidelines:

- If a vendor needs power on Friday during LTC, and also selects overnight outlet use, they must relocate after LTC to their assigned Saturday Oktoberfest vendor space and connect to their designated Oktoberfest outlet for overnight power.
- If a vendor **does not** need power for LTC or Oktoberfest, but needs power overnight, they must obtain approval from the Oktoberfest Committee, with review and consent from DPW, regarding approved overnight parking and power location.

Enforcement

During booth setup, and throughout the event, electricians will inspect:

- Extension cords
- Electrical loads
- GFCI operation
- General electrical safety conditions

If your use of power conflicts with these requirements, you will be given an opportunity to correct and achieve compliance (e.g., obtain compliant cords and/or reduce electrical load).

After 3 blown fuses, your outlet use will be permanently disconnected for the remainder of this event.

Food Safety Guidelines for Food Vendors

Revised 1/24/26



DEPARTMENT OF
**PUBLIC
HEALTH**

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.

FOOD STAND SETUP & 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.
- **Food Display:** All food must be protected from consumer contamination by the use of packaging, food shields, display cases or other effective means.

WATER STORAGE & REQUIREMENTS

- 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.
- 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 GUIDELINES

- **Required Handwashing Stations:** 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, Towels & Sanitizers:** All employee/volunteer handwashing facilities must have soap and a supply of single-service paper towels at all times. Hand sanitizers may only be applied to hands that have been thoroughly washed. This may **not** replace hand washing.
- **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.
- **Glove Use:** Employees/volunteers must utilize tongs, spoons, forks, deli paper, disposable gloves etc. when handling ready-to-eat foods and never bare hands. 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 SOURCING, STORAGE & TEMPERATURE CONTROL

All food prepared, sold, or served to the public must be from an approved source acceptable to the Health Department.

- All food, equipment, utensils, and single service items must be stored above the floor or ground to protect it from contamination.
- Electrical refrigeration units are not capable of maintaining proper temperatures in this 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. Fruits & vegetables that will be held hot must be cooked to the hot holding temperature of 135°F (60°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:** Use rapid chill methods!
 - 140°F to 70°F (60°C to 21°C) within 2 hours
 - 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 Standards:** 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.

EQUIPMENT, UTENSILS & TEMPERATURE MONITORING

- 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 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.



- **Condiment Service:** 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.
- **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.





STAFF HEALTH & CONDUCT REQUIREMENTS

- Employees/volunteers must not have any open cuts or sores, or diseases that can be transmitted through food. Specifically, employees/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.
- Food preparation employees/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.
- Food employees/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, SANITIZING & DISHWASHING

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

- **On-Site Washing Requirements:** 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.
- **Wash, Rinse & Sanitize Procedures:** 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.

- **Test Kits & Spare Utensils:** 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. When utensils will not be washed on site, an adequate supply of spare, clean utensils must be provided.

SINGLE SERVICE ITEMS & DISPOSABLES

- 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.
- 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 & BEVERAGE SAFETY

- All ice intended for human consumption must not be used for cooling food or containers of food.
- 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.
- 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.

CHEMICAL SAFETY & HAZARDOUS MATERIALS

- The use of insecticides in or around a foodstand is **prohibited**.
- Containers of toxic or poisonous materials must be prominently and distinctly labeled for easy identification.
- 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, GARBAGE & REFUSE MANAGEMENT

- **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.
 - **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 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.
 - **Garbage 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. Do not put any garbage from your food stand into the cardboard garbages along the middle of the Avenue, this is for attendees garbage only.
-

Weights, Measures & Product Labeling

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.

Provided is a sample label and information to be 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.

St. Luke's Church Auxiliary
2720 E Sunrise Boulevard
Appleton, WI 54914
CARMEL CORN
Ing.: popcorn, brown sugar,
margarine, corn syrup, salt,
soda and vanilla

18 OZS.

Submit a draft before printing of each label to be used. Mail or deliver to the City Sealer, at the 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.

***This must occur no later than 7 days prior to the event.**

Fresh Fruit & 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.

Approved Scales & Measuring Devices: These 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.