



Saturday, May 10, 2025 NOON – 5:00 PM

FOOD VENDOR APPLICATION
Applicaton Deadline: April 10, 2025

VENDOR INFORMATION

Name of Vendor/Business: _____

Name of Contact Person: _____

Phone # of Contact Person: _____

Address: _____

City/State/Zip: _____

(Required)
E-Mail: _____

(Required)
Name of Emergency Contact Person: _____

(Required)
Phone # Emergency Contact Person: _____

VENDOR SPACE FEE

SPACE REQUIREMENT: (√ appropriate space size)

Space Size	Before February 7	Check Appropriate Box (√)	After February 7	Check Appropriate Box (√)
10 x 10	\$100		\$150	
10 x 20	\$150		\$200	
Food Truck	\$150		\$200	

Total Due _____

Total Due _____

The vendor space fee is non-refundable. Please make checks payable to: City of Mequon
If bringing a food truck/trailer, please provide the size: _____

 **All vendors must be setup by 11:30 AM.**

ITEMS YOU WILL BE SELLING

List all food menu items:

EVENT LICENSES

Temporary Restaurant License/Mobile Restaurant License (Food Trucks)

In order to participate, a current Temporary Restaurant License is required. For information on obtaining a temporary restaurant license, contact the Washington Ozaukee Public Health Department at:

- Washington County Office
333 E. Washington Street, Suite 1100 West Bend, WI 53095
(262) 335-4462
- Ozaukee County Office 121 W. Main Street
Room #246
Port Washington, WI 53074 (262) 284-8170

Washington or Ozaukee Counties Only :

For vendors not traveling outside of Washington or Ozaukee Counties, contact the Washington Ozaukee County Public Health Department for a Temporary Food License.

Contact:

Mark Carlson R.E.H.S. Environmental Health Specialist

Washington Ozaukee Public Health Department

121 Main Street Room 246

Port Washington, WI 53074 Washington

Mark.Carlson@washozwi.gov

website: washozwi.gov

ELECTRICAL OUTLETS REQUIRED:

In an effort to best accommodate the needs of all our food vendors it would be helpful for you to indicate the number of outlets necessary to run your operation. All non-food truck outlets are 20 amps.

A maximum of three outlets will be available per vendor. Please select (✓) the number of outlets you will require below.

1 outlet	
2 outlets	
3 outlets	

The use of generators is discouraged, a limited number of 30 and 50 amp plugs are available, please provide what amp plug your food truck requires here: _____

APPLICATION CHECKLIST

Please review the list below to ensure you have all the required information before submitting the application. (✓)

- _____ Completed application
- _____ Check for space fee (payable to City of Mequon)
- _____ Certificate of Insurance
- _____ Completed S-240 Wisconsin Temporary Event Operator and Seller Information
- _____ Completed Release and Hold Harmless for Vendor Form
- _____ Copy of Temporary Restaurant License/Mobile Restaurant License (Food Truck)
- _____ A list of menu items with prices
- _____ License Plate Number _____

SEND COMPLETED APPLICATION AND FORMS TO:

Mequon City Hall
11333 N. Cedarburg Road
Mequon, WI 53092
Attn: Carrie Enea, Executive Assistant
Fax: 262-242-9819
E-Mail: cenea@ci.mequon.wi.us

Questions? Please call Carrie Enea, Mequon City Hall (262) 236-2941. Applicant will receive an email within 14 business days that their application has been received.

The undersigned applicant agrees:

- 1) To adhere to the **Redbud Festival** guidelines as provided in the food vendor information.
- 2) To agree to bear all risk and expense for any loss, theft or damage to my personal property or injury to my person, regardless of cause.
- 3) I agree to be photographed or videotaped for promotional purposes.

I have read and agree to the **Redbud Festival** event terms and conditions.

Signature: _____ Date: _____

For Office Use Only:

Date Application Received: _____ Date Vendor Space Fee Paid: _____

Date Release and Hold Harmless For Vendor-Participants Form Received: _____

Date Form S-240 Wisconsin Temporary Event Operator and Seller Information Received: _____

Emergency Information Recorded: _____

Approved: January 13, 2024



FOOD VENDOR GUIDELINES

• **All vendors must be setup by 11:30 AM.**

- A WI Seller's Permit Number is required from vendors selling a product(s).
- Electricity is limited to certain areas of the festival grounds. No private generators are allowed, unless previously authorized by the Mequon Festivals Committee.
- A fire safety inspection is required by the Southern Ozaukee Fire Department.
- Vendors must remain in booth space.
- Setup is between 9:00 AM – 11:30 AM on Cedarburg Road in front of Mequon City Hall. Setup is not permitted prior to 9:00 AM. Only one vehicle is allowed per vendor on the street for setup. A parking pass will be mailed two weeks prior to the event. Other detailed instructions for load-in and set-up will be emailed approximately one week prior to the event.
- Set-up must be completed by 11:30 AM and booths must be staffed from 12:00 PM to event close at 5:00 PM.
- At conclusion of the event, all trash must be placed in containers provided and the space left in the same condition as it was prior to setup.
- No early breakdowns. Breakdown is after 5:00 PM.
- All vendors are responsible for liability within their space as well as any loss, theft or damage.
- Appropriate dress is required, shirts and footwear must be worn at all times.
- Vendors are responsible for their own insurance.
- All licenses must be posted within the vendor's booth during the event.

S-240 Wisconsin Temporary Event Operator and Seller Information

Sellers at Temporary Events

Wis. Stat. § 73.03(38) requires an operator of a temporary event to obtain information from sellers selling merchandise or services at a temporary event, including those whose sales may be exempt from sales tax.

Please complete the "Seller" portion of the enclosed Form S-240 Wisconsin Temporary Event Operator and Seller Information provided, sign and date the form and submit with the event application.

Certificate of Insurance

A valid and in-force **Certificate of Insurance** naming the City of Mequon as additionally insured and evidencing the following coverage must be provided with application in order to participate:

- General Liability in the minimum aggregate amount of \$1,000,000, **and on which certificate is listed the City of Mequon as an additional insured;**
- Automobile liability in the minimum aggregate coverage of \$1,000,000;
- Workers Compensation.

What to Bring to the Event

To ensure a successful event setup, please refer to the *Taste of Mequon Food Vendor Checklist* provided with the application package.

- **Duct tape to secure electrical cords**
- Fire extinguisher
- Vendor must provide their own tent, table and chairs
- A clamp light with a fluorescent or LED blub for lighting and an extension cord for the light. Electricity will be provided for the light.
- Hand washing setup with hot water
- Paper toweling
- Gloves
- Hair restraints
- **A 10 or 12 gauge extension cord for every outlet you will need. Length of cord (50' or 100') will depend on how far away you are located from an outlet. A common household extension cord is not acceptable.**

Inclement Weather

If inclement/severe weather is predicted for the day of the event, a cancellation announcement will be posted on the City of Mequon's website (www.ci.mequon.wi.us) by 6:00 AM on the morning of the event. To hear a recorded message of the event cancellation, call (262) 236-2941.

An alternate event date will not be provided due to inclement weather.

Approved: January 13, 2025