



**Saturday, September 9, 2023  
NOON – 9:00 PM**

**FOOD/BEVERAGE VENDOR APPLICATION**  
Application Deadline: June 2, 2023

**VENDOR INFORMATION**

Name of Vendor/Business:

Name of Contact Person:

Phone # of Contact Person:

Address:

City/State/Zip:

**Food Trucks:** What window do you use to provide service?

**(Required)**  
E-Mail:

**(Required)**  
Name of Emergency Contact Person:

**(Required)**  
Phone # Emergency Contact Person:

**VENDOR SPACE FEE AND SPACE REQUIREMENT (✓ appropriate space size)**

Space Size	Before June 2	Check Appropriate Box (✓)	After June 2	Check Appropriate Box (✓)
10 x 10	\$150		\$200	
10 x 20	\$250		\$300	
Food Truck	\$250		\$300	

Total Due \$ \_\_\_\_\_

Total Due \$ \_\_\_\_\_

The vendor space fee is non-refundable. Please make checks payable to: City of Mequon

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

## ITEMS YOU WILL BE SELLING

List pre-packaged items:

Item(s) for Sale	✓
Food	
Wine	
Beer	

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## 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  
262.284.8170

[Mark.Carlson@washozwi.gov](mailto:Mark.Carlson@washozwi.gov)  
website: [washozwi.gov](http://washozwi.gov)

Vendors selling pre-packaged items to take home (such as jams, honey, baked goods, sauces, cheese) must provide proof of exemption for sale of pre-packaged non-potentially hazardous foods.

### Liquor License/Bartender License

For information about obtaining a liquor and bartender license, please contact Mequon City Hall, City Clerk's office (262) 236-2914. **Deadline to apply for a liquor license/bartender license is Friday, June 9, 2023.**

## ELECTRICAL OUTLETS REQUIRED: (✓ required number of outlets)

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 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	

Electricity is not available for food trucks in certain areas of the festival grounds. Food trucks should be prepared to use their own generator.

## FIRE SAFETY INSPECTION

The Southern Ozaukee Fire Department will be inspecting all food vendors that are engaged in cooking operations. All vendors must pass a pre or day of Fire Safety Inspection to participate.

Mobile food preparation facilities such as “Food Trucks or Trailers” may contact Deputy Chief Kurt Zellmann for a pre-event inspection to prevent any day of event issues or answer any questions in advance.

Tent cooking operations (non-vehicle based) may also contact Deputy Chief Zellmann in advance of the event to discuss any operations and ensure pre-determined compliance with equipment, clearances and fire suppression requirements or equipment.

Deputy Chief Kurt Zellmann  
[kzellman@ci.mequon.wi.us](mailto:kzellman@ci.mequon.wi.us)  
Phone: 414-254-0369

## COOKING EQUIPMENT

Indicate # of LP gas tanks you will use. \_\_\_\_\_

Will you be using a charcoal grill? Yes \_\_\_\_ No \_\_\_\_

## 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

**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](mailto:cenea@ci.mequon.wi.us)

Questions? Please call Carrie Enea, Mequon City Hall (262) 236-2941.

**The undersigned applicant agrees:**

- 1) To adhere to the **Taste of Mequon** guidelines as provided in the food/beverage 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 **Taste of Mequon** 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 Certificate of Insurance Received: \_\_\_\_\_ Date Form S-240 Received: \_\_\_\_\_  
Date Copy of Temporary Restaurant License Received: \_\_\_\_\_  
Emergency Information Recorded: \_\_\_\_\_

Approved: January 18, 2023



## FOOD/BEVERAGE 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 noon to event close at 9:00 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 9:00 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](http://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 18, 2023