



**Two Rivers Main Street**  
Presents the 28<sup>th</sup> Annual  
Two Rivers Ethnic Festival  
Central Park, Downtown Two Rivers, Wisconsin  
9:30 a.m. to 5:00 p.m. Saturday, September 21, 2019

Dear Potential Ethnic Festival Vendor:

Two Rivers Ethnic Festival is known for our wonderful food selection and has long been a very profitable event for food vendors. We are always trying to expand our ethnic food selection to give our thousands of attendees more choices. Booth sizes vary as stated in the attached form and prices vary depending on your commercial or non-for profit standing and what booth size you choose. Our food court area is in one central location, located between city park blocks on Washington Street between 17<sup>th</sup> and 18<sup>th</sup> Streets.

The 2017 Ethnic Festival was attended by more than 15,000 people. The event takes place on Washington Street in downtown Two Rivers. Besides the very popular entertainment draw, there are many ethnic art/craft booths. We feel this year's festival will be as popular as ever, since we have an exciting and fresh new entertainment line-up.

Please fill out the attached application paperwork and send in as soon as possible so we can get you placed in the ever-popular food court for our 28<sup>th</sup> Annual Ethnic Festival. Due to space constraints, the number of food booths is limited, so return your application early to reserve your space.

We will be making a more conscious effort to reduce duplication of food offerings this year, so please make sure you list **ALL** the food choices you will be serving at your booth. You will not be allowed to sell any food not listed on your application.

If you have any questions, please call the Two Rivers Main Street office at 920-794-1482 or e-mail us at [director@tworiversmainstreet.com](mailto:director@tworiversmainstreet.com).

Sincerely,

The Ethnic Festival Committee  
Two Rivers Main Street





**28<sup>th</sup> Annual Two Rivers Ethnic Festival  
Central Park, Downtown Two Rivers, WI  
9:30 a.m. until 5:00 p.m. Saturday, September 21, 2019  
Food Vendor Application**

**Please Print**

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Telephone(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

**List all foods you will be serving:** \_\_\_\_\_

Please be specific on what you are selling so that we can properly place you. The Ethnic Festival Committee reserves the right to refuse an application if the applicant has the same product of another applicant, whose application the Committee has already accepted. The Committee will process each complete application as it comes in the mail. **Please submit by July 31, 2019.**

Please Note: The Ethnic Festival Committee cannot provide the proper power and water requirements unless the back of this form is completed. **Please be sure to read the Two Rivers Fire Department's enclosed documents.**

**YOUR APPLICATION CANNOT BE PROCESSED WITHOUT:**

1. Completed and signed Ethic Festival Food Application
2. Check payable to Two Rivers Main Street
3. **Proof of insurance listing Two Rivers Main Street as an additional insured.**
4. Signed paperwork from the Two Rivers Fire Department: Portable commercial cooking equipment requirements checklist and City of Two Rivers Special Event Electrical Power Agreement. **Please return this directly to the Two Rivers Fire Department.**
5. Wisconsin Temporary Event Operator and Seller Information form S-240 (enclosed).

If all materials are not returned, Main Street Ethnic Festival Committee will not be able to process your application or assign you a space(s).

Booth Fee Information (for registrations prior to July 31<sup>st</sup>):

**NEW FOR 2019: The above booths fees do not include electricity. Please add \$25 to your booth fee for electrical service for your booth.**

	<u>Commercial Fee</u>	<u>Non-Profit Fee</u>
Standard booth size is 12'x12'	\$150.00	\$100.00
If your booth exceeds a 12'x12' size, fees are as follows:		
13 - 18 ft. front	\$200.00	\$150.00
19 - 24 ft. front	\$250.00	\$200.00

Please add \$10/ft. for booths longer than 24 ft. **12 ft. is the maximum depth for food booths. Please do not plan to set up anything deeper than 12 feet!**

**After July 31<sup>st</sup> add \$50 to the above booth fees.**

Tent stakes are not allowed and tables will **NOT** be supplied. Final space assignment will be determined based on completed application and the date received.

**NEW FOR 2019: The above booths fees do not include electricity. Please add \$25 to your booth fee for electrical service for your booth.**

Booth fee enclosed: \_\_\_\_\_ Commercial: \_\_\_\_\_ Non-Profit: \_\_\_\_\_

Please return this entry form, required paperwork, and a check made payable to Two Rivers Main Street to reserve your space(s). Mail to: Two Rivers Main Street Program – P.O. Box 417 - 1717 East Park Street, Suite 310 - Two Rivers, WI 54241. Please call 920.794.1482 if you have any questions.

### Waiver of Liability

I, the undersigned, agree not to hold the Ethnic Festival Committee, the Two Rivers Main Street Program, or the City of Two Rivers responsible for loss or damage of any of my property, for inclement weather, or for personal injury of any kind incurred at the Two Rivers Ethnic Festival.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**PLEASE NOTE:** The Ethnic Festival Committee will make every effort to honor previous vendors' space requests. New vendors, including handicap, will be assigned a spot as applications are received *Food booth layout may be different for 2016.*

### Ethnic Festival 2019 - Food Vendor Application

If you require access to water or electrical power it is your responsibility to bring appropriate and/or safety acceptable hose(s) and power cord(s).

Do you require access to water?	Y	N
If yes, do you need water hookup?	Y	N
Do you require access to electrical power?	Y	N

(Regardless of answer, you must sign and return the City of Two Rivers Special Events Electrical Power Agreement)

If yes, list each appliance used and the associated amperage. Please do not just write what the appliance is as the amperage is differs from model to model. For example, not all Nescos use the same power. Being specific helps avoid power outages.

<u>Appliance</u>	<u>Quantity</u>	<u>Amps &amp; Volts for each</u>
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**If you have a vehicle that must be parked near your booth please let us know in advance.**  
 \_\_\_\_\_ **Yes, I need my vehicle parked near my booth.**

**Reason:** \_\_\_\_\_

**Size of vehicle** \_\_\_\_\_

Office use: Date Received \_\_\_\_\_ Paid \$ \_\_\_\_\_ Booth # \_\_\_\_\_



TWO RIVERS FIRE DEPARTMENT  
2122 Monroe Street  
Two Rivers, WI 54241-0087

Steven Denzien Fire Chief  
Phone..... 920/793-5521  
Fax ..... 920/793-5518

Dear Prospective Food Vendor,

The purpose of this letter and information packet is to provide food vendors information assuring a safe working atmosphere for you, your employees and the public. Hopefully this information this will help to standardize the requirements for all vendors at Special Events within the City of Two Rivers.

Enclosed you will find the local ordinance that identifies requirements for Portable Commercial Cooking Equipment operated in the City of Two Rivers. In the event you will be using food preparation equipment that utilizes animal fat, vegetable shortening and such oily matter that produces grease laden vapors, and/or LP gas, you will be required to adhere to the ordinance. For your convenience, if you are using any of the above for cooking purposes, I have enclosed a checklist to assist you in preparation for complying with the requirements. **Only approved cooking devices will be allowed.** A fire department representative will conduct an inspection on the day of the Event.

Based on past incidents, we are requiring the following if you will be using electrical equipment drawing high amperage such as, but not limited to: Nescos, Hot Plates, Crock Pots etc.

- Minimum #12 -2 wire with ground required
- Cords shall be no longer than 100 feet in length
- Only one extension cord to be used per electrical appliance
- Use of multi-tap outlet devices off of main cord prohibited
- Cords must have ground
- 3 wire to 2 wire ground taps prohibited

In order to operate any of the above equipment during the event you must sign and return the last two (2) pages of this packet a minimum of 48 hours prior to the event. Failure to comply with **all** requirements will result in dismissal from the event.

If you have any questions or concerns, please contact me at the fire station.

Yours in Fire Safety,

Scott L Schneider  
Fire Chief  
Two Rivers Fire Department



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2122 Monroe Street  
Two Rivers, WI 54241-0087

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## PORTABLE COMMERCIAL COOKING EQUIPMENT REQUIREMENTS

**Purpose:** The purpose of this document is to prescribe minimum requirements and recommendations necessary to establish a reasonable level of fire safety and protection from the hazards created by fire.

**Scope:** The scope of this document includes all types of cooking equipment that uses rendered animal fat, vegetable shortening, and such oily matter that produces grease laden vapors and are used at any outdoor festival or outdoor gathering held within the authority and jurisdiction of the City of Two Rivers Fire Department.

**Application:** Approved cooking equipment used in fixed, mobile, or temporary concessions, such as, but not limited to; trucks, busses, trailers, pavilions, tents, or any form of roofed enclosure shall comply with this document in addition to NFPA 96 and its referenced standards.

### Definitions:

Approved: Acceptable to the Authority having jurisdiction. **(Refer to checklist).**

Authority Having Jurisdiction (AHJ): The chief of the city of Two Rivers Fire Department or their designee.

Grease Laden Vapors: grease that becomes liberated and entrained with exhaust air or might be visible as a liquid or solid.

**Operation and Use:** Any person using and/or operating any approved cooking equipment shall be properly trained in its use and operation. Training shall be current and documented. Training shall include, but not be limited to, cooking under normal situations. In addition, training shall include procedures for an emergency shut down in the event of a fire or other emergency.

Emergency procedures shall include but not be limited to:

- Evacuating the immediate area
- Notifying the proper authorities (Use of 911)
- Proper use of portable fire extinguishers
- Shutting off the main fuel supply – plainly identified

Emergency shut down procedures shall be legible and permanently and conspicuously located on/in the unit at all times during operation.

**Attendance:** The cooking equipment must be attended at all times by a competent trained individual of at least 18 years of age.

**Location:** Location of the cooking unit, unless contained within a vehicle, trailer, or roofed enclosure, shall be a minimum of 10 feet away from any displays, tents, buildings, or other combustibles.

**Fire Protection:** In addition to units that may include fire protection systems, portable fire extinguishers are required per NFPA 1,10 and 58, (most current editions).

NFPA 1 Fire Prevention Code (2000): Chapter 13 Extinguishing Systems for Commercial Cooking Equipment – 13-2.3 Fire extinguishers provided for the protection of cooking appliances that use combustible cooking media (vegetable or animal oils and fats) shall be listed and labeled for Class K fires.

NFPA 10 Portable Fire Extinguishers (1998): Chapter 3-7 Fire Extinguisher Size and Placement for Class K Fires - 3-7.1 Fire extinguishers shall be provided for hazards where there is a potential for fires involving combustible cooking media (vegetable or animal oils and fats).

NFPA 58 Liquefied Petroleum Gas Code (1998): (if applicable), Chapter 5 Storage of Cylinders Awaiting Use, Resale, or Exchange – 5 – 5 Storage locations .....shall be provided with at least one approved portable fire extinguisher having a minimum capacity of 18 lb. (8.2kg) dry chemical with a B:C rating

**Notification:** It is the responsibility and requirement of the user of the equipment to notify the City of Two Rivers Fire Department when the cooking equipment will be used within their authority and jurisdiction. Notification shall be at a minimum 48 hours in advance.

**Inspection:** The City of Two Rivers Fire Department will make every effort to inspect the cooking equipment for compliance with these requirements prior to its use.

**Responsibility of the Owner:** It is the responsibility and requirement of the owner of the cooking unit to ensure that proper training has been provided, emergency procedures are mounted, and that all the required equipment is included and maintained in accordance with applicable codes, (this includes the proper type and size of portable fire extinguishers).



TWO RIVERS FIRE DEPARTMENT  
2122 Monroe Street  
Two Rivers, WI 54241-0087

Steven Denzien Fire Chief  
Phone..... 920/793-5521  
Fax ..... 920/793-5518

## PORTABLE COMMERCIAL COOKING EQUIPMENT REQUIREMENTS

### CHECKLIST

- Prior notification to the fire department, (minimum 48 hours in advance required).
- Approved cooking equipment. Only devices specific to their use will be allowed. Any device using hot grease/oil must be UL approved (**open pans used to heat grease/oil are strictly prohibited – “turkey fryers” must meet the 10’ safe distance requirement**).
- Safe distance of 10 feet maintained from any displays, tents, buildings or other combustibles. Exception: cooking equipment may be utilized in a tent provided a copy of the “Certificate of Flame Resistance”, from the manufacturer, is forwarded to the Two Rivers Fire Department prior to the event and posted on the tent during the event.
- Emergency shut down procedures permanently and conspicuously located.
- Documentation of training by operator.
- Competent trained individual present, (at least 18 years of age).
- Completed inventory form listing all required equipment is provided, (IE, thermometers, fire extinguishers, training documentation, etc.).

Portable fire extinguishers readily available on the unit:

- Class K type portable fire extinguisher (6 liter)  
(required for grease producing processes)
- B: C rated portable fire extinguisher (minimum 18lb)  
(required for LP fuel source)
- Signed “Electrical Power Agreement” returned to the City of Two Rivers Fire Department (minimum 48 hours prior to the event).

Event: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Fire Department personnel

\_\_\_\_\_  
Operator (signature)

\_\_\_\_\_  
Print

\_\_\_\_\_  
Print



TWO RIVERS FIRE DEPARTMENT  
2122 Monroe Street  
Two Rivers, WI 54241-0087

Steven Denzien  
Fire Chief  
Phone..... 920/793-5521  
Fax ..... 920/793-5518

### Two Rivers Fire Department Electrical Power Agreement

I hereby agree to comply with the rules and regulations as set forth in the National Electric Code NEC Article 400, Wisconsin Department of Safety and Professional Services Chapter SPS 316. In addition, I hereby agree to comply with the following rules for corded equipment and extension cord usage for special events held in the City of Two Rivers.

- All extension cords shall be 2 wire with ground, minimum size AGW 12, with functional grounds at both ends.
- All extension cords shall be no longer than 100' in length.
- Only one piece of equipment plugged into each extension cord at any given time.
- Use of power strips or multi-tap adapters is prohibited.
- Use of 2 wire adapters is prohibited.
- Any piece of corded equipment with damaged wires or plugs are prohibited and will not be allowed to be used during the event.

I understand my booth will be inspected by a representative of the City of Two Rivers at various times during the special event. Furthermore, I hereby agree that any infraction of these rules will result in dismissal from the special event and the possibility of having my application refused for participation in future special events.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Phone \_\_\_\_\_

Vendor \_\_\_\_\_

Address \_\_\_\_\_

**Sign & Return (no less than 48 hours prior to event)**

Date Received by Two Rivers Fire Department \_\_\_\_\_