



**Two Rivers Main Street**  
Presents the 29<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 19, 2020

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 enhance 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 2019 Ethnic Festival was attended by more than 15,000 people. The event takes place on Washington Street and Central Park in downtown Two Rivers. Besides the very popular entertainment draw, there are many ethnic art/craft booths, children's activities and much more.

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 29<sup>th</sup> Annual Ethnic Festival. Due to space and electrical constraints, the number of food booths is limited, so return your application early to reserve your space.

Please keep in mind that variety in food choices is a key to the popularity of this event. Therefore you will want to submit your application as soon as possible to increase your chances of being selected for the event.

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



Festival updates: [www.tworiversmainstreet.com](http://www.tworiversmainstreet.com) and "like" Two Rivers Main Street on Facebook



**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 19, 2020  
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, 2020.**

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. Do not send it back to Two Rivers Main Street with your application.**

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>)

**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.

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





# Instructions for Completing Operator and Seller Information

## EVENT OPERATOR:

An “operator” is defined as a person or entity (such as an individual, association, partnership, corporation, or non-profit organization) that arranges, organizes, promotes, or sponsors an event. An operator may also be referred to as an organizer, exhibitor, or decorator. An operator may or may not be the owner of the property or premises where the event takes place. An operator may also be a seller at the event.

**Note:** A Wisconsin tax account number (formerly seller’s permit) is required if selling taxable merchandise or services. Admission fees are subject to sales tax in Wisconsin.

**Step 1:** Complete Parts A and B.

**Step 2:** Provide a copy of *Wisconsin Temporary Event Operator and Seller Information* (Form S-240) with Parts A and B completed to each seller participating in your event.

To obtain additional copies of Form S-240 go to the Department of Revenue’s web site at [www.revenue.wi.gov/forms/sales/index.html](http://www.revenue.wi.gov/forms/sales/index.html). If you prefer, you may use the fill-in form available from the same web site.

**Step 3:** Submission – Event Operator.

Submit compiled vendor information to the department as soon as possible but no later than 10 days from event closing using one of the following methods:

- **Electronic Reporting:** If you have all the required sellers’ information, use the Excel spreadsheet provided at [www.revenue.wi.gov/html/temevent.html](http://www.revenue.wi.gov/html/temevent.html). (Excel viewer is available.) Fill in the information for all sellers participating at the event and submit using the department’s secure file transmission application at <http://www.revenue.wi.gov/eserv/wteptran.html> or by U.S. Mail. Do not e-mail event reports to maintain confidentiality.
- **Paper Reporting:** Mail completed Forms S-240 or a printed version of spreadsheet to:

Temporary Events Program  
Wisconsin Department of Revenue  
265 W Northland Ave  
Appleton WI 54911

Revenue Field Agents attend temporary events to verify registration of sellers. Sellers must have evidence of their Wisconsin tax account number at the event.

## SELLER:

A “seller” is defined as a person or entity involved with selling merchandise or providing taxable services at a temporary event. A seller may also be referred to as a vendor, exhibitor, or booth owner.

**Important: This form is not an application for a Wisconsin Tax Account Number.** If you do not already have a tax account number but are required to, you will need to apply for one directly with the Department of Revenue prior to the event. You can apply online or download an application, *Application for Business Tax Registration* (Form BTR-101) on the department’s web site, [www.revenue.wi.gov/forms/sales/index.html](http://www.revenue.wi.gov/forms/sales/index.html). Not all sellers are required to obtain a Wisconsin tax account number. Some of the reasons a seller may not need a tax account number are:

- The seller only sells tax-exempt items, such as vegetables for home consumption.
- The seller is only displaying at the event, no onsite orders are being taken, and taxable merchandise is not later shipped into Wisconsin.
- The seller qualifies for the occasional sale exemption. (See Publication 228, *Temporary Events*.)

If you have questions regarding applying for a Wisconsin tax account number, contact any Department of Revenue office, visit our web site, or call (608) 266-2776.

**Step 1:** Complete Part C (event operator should complete Parts A and B).

Line 1: Enter your individual, partnership, association, or corporate name.

Line 2: Enter your business name, if different.

Line 3: Enter the address of the physical location of your business. If different, also provide your mailing address.

Line 6: Enter your 15-digit Wisconsin tax account number. You can find this number on your Form ST-12.

This number is **not** your 6-digit seller’s permit number issued to you prior to December 31, 2002.

Lines 7 & 8: Enter the last four digits of your social security number and/or federal employer identification number. This is required under sec. 73.03(38), Wis. Stats., if you do not provide a tax account number.

**Step 2:** Submit completed form to event operator on or before the first day of the event.



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,

Steve Denzien  
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 \_\_\_\_\_