

## STREET USE (SPECIAL EVENT) PERMIT APPLICATION

### Applicant

Ryan Griessmeyer  
Race Day Events, Llc  
2995 Sub-zero Parkway  
Fitchburg, WI 53719  
Email: Ryan@racedayeventsllc.Com  
Phone: (608) 316-5755

### Contact During Event

Ryan Griessmeyer  
Race Day Events, Llc  
5976 Executive Dr Ste B  
Fitchburg, WI 53719  
Email Ryan@racedayeventsllc.Com  
Phone: (608) 444-5755

### Event Information

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Name of Event:

Event Type:

Estimated Attendance:

Is this a new event:

### Event Additional Information

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Run/Walk:

Music/Concert:

Festival:

Rally:

Parade:

Posting no parking signs or bagging meters?

Other:

If other, please describe:

### Site Map

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Each event application must include a detailed event site map with the following items a applicable:

- Accessible paths for wheelchairs as well as disabled parking spaces
- Dumpsters
- Emergency vehicle access lanes (minimum of 20')
- Event Perimeter
- Garbage and Recycling - cleanup and trash/recycling plans are required with the site map
- Portable toilets
- Signage
- Stages
- Temporary Structures
- Tents
- Vendors

A helpful online resource for route mapping is: [Map My Run](#)

I understand I must attach site map and route map with this application, if applicable:

## Location Information

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Capitol Square:

State Street Mall (700/900):

30 on the Square:

Other:

Street Names and Block Numbers:

Include teh spokes for stages/staging.  
Include 100 Block of MLK for Staging/parking.

## Event Dates

Setup Date	Setup Time	Event Start Date	Event Start Time	Event End Date	Event End Time	Cleanup Completed Date	Cleanup Completed Time	Rain Date
09/01/2022	12:00 PM	09/03/2022	2:30 PM	09/04/2022	7:00 PM	09/05/2022	07:00 AM	
09/01/2022	12:00 PM	09/03/2022	2:30 PM	09/04/2022	7:00 PM	09/05/2022	7:00 AM	

## Temporary (Picnic/Beer) Licenses

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Visit the [City of Madison City Clerk's Office](#) website under heading "Temporary Picnic/Beer License" to apply.

Will beer/wine be sold?(\$):

Will beer/wine be served (Free of charge)?:

I understand that a Certificate of Insurance with liquor liability, naming the City of Madison as additional insured, is required: \*

I understand I must apply for Temporary (Picnic/Beer) License to serve or sell beer/wine for this event:

If the Temporary (Picnic/Beer) License is denied will the event occur?: No

## Street Use Event Vending License

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If food will be sold please visit the [Public Health - Madison & Dane County](#) website.

I understand a Special Event License Application listing the vendors and their Sellers ID# is required:

Will food and/or merchandise be sold?(\$):

Estimate number of vendors:

## Public Amplification Permit

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If public amplification is needed it must be kept to a reasonable level at all times and must end by 11 pm.

Will there be Public Amplification?(\$):

Start Date	Start Time	End Date	End Time	Rain Date
09/03/2022	2:30 PM	09/04/2022	7:00 PM	

### SAFETY AND SECURITY

- Complete the Emergency Action Plan (EAP) template below to provide information about the safety plan for your event.
- For large events, contact [Madison Fire](#) prior to submitting the street use permit application, so they can review and make recommendations for additional emergency plan requirements.
- At the review of the street use permit application, Police and Fire Department representatives may also require [Special Duty Police Officers](#) or Fire Inspector staffing at your event. If MPD designates an event as a District Event, the organizer must contact [Central District MPD](#), (608) 266-4482, regarding Madison Police requirements for the event.

Emergency Action Plan [PDF/ MS Word](#)

### RUN/WALK EVENTS

For run/walk events, organizers are strongly encouraged to contact [Police](#), [Traffic Engineering](#) and [Madison Metro](#) prior to submitting an application so these agencies can review and make recommendations on the proposed route(s).

I understand that I must submit the Emergency Action Plan:

### Equipment Rental - Downtown events only.

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Will you need equipment rental from the City of Madison?(\$):

Trash Barrels:

Recycling Barrels:

Dumpsters:

Electrical Adaptors:

### Marketing

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Conditional approval of the event is required before promoting, marketing or advertising the event.

Do you want this included in the Madison Parks calendar of events?:

Event Website:

Notes:

## Acknowledgement

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If a street use permit is issued for the event, the Applicant agrees to comply with all permit conditions, and understands that failure to comply with any condition or any violation of law may result in the immediate cancellation of the event

Further, the Applicant is legally responsible and financially liable to the City of Madison for all city fees and costs associated with the overall organization, management, and implementation of the event and its related activities and maintains ultimate liability for payment of all fees and costs assessed by the City of Madison.

I have read the Acknowledgement:

## Indemnification

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THE APPLICANT FOR A STREET USE PERMIT SHALL AGREE TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS EMPLOYEES AND AGENTS HARMLESS AGAINST ALL CLAIMS, LIABILITY, LOSS, DAMAGE, OR EXPENSE INCURRED BY THE CITY ON ACCOUNT OF ANY INJURY TO OR DEATH OF ANY PERSON OR ANY DAMAGE TO PROPERTY CAUSED BY OR RESULTING FROM THE ACTIVITIES FOR WHICH THE PERMIT IS GRANTED.

I have read the Acknowledgement:

## Signature

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By initialing, I/we  
waive the 21-day  
decision  
requirement :

RG

Signature: Ryan Griessmeyer

Date: 06/29/2022



- Beer
- Pepsi & Water
- Wollersheim Wine
- Malted Beverages



presents  
**TODAY'S Q106**

**festival**  
...It's the little things

presents

**THE RESISTANCE**  
ALTMAD.COM  
SUN

**93.1 JAMZ**  
SAT



- WISCONSIN**
- 73. Rodeo Wagon Catering
  - 72. Smokin' Dragons
  - 74. Keur Fatou Catering
  - 75. Common Pasta
  - 76. Smokin' Cantina
  - 77. Jakarta Cafe
  - 78. Curd Girl
  - 79. Leaf Filter
  - 80. Soho Gourmet Cuisines
  - 81. Chocolate Shoppe Ice Cream
- SPONSOR: AHT Windows**
- SPONSOR: US Cellular**

- STATE**
- 1. Banzo
  - 2. Buraka
  - 3. Ben's Soft Pretzels
  - 4. Buck & Badger Northwoods Lodge
  - 5. Surco Peruvian Food
  - 6. Monona Bakery & Eatery
  - 7. Mirch Masala
  - 8. Hibachi Hut
  - 9. Toppers
  - 10. The Globe
  - 11. Toast
- SPONSOR: SSM Health**
- SPONSOR: WKOW**

- W WASHINGTON**
- 13. Bandung Indonesian Restaurant
  - 14. Melting Pot
  - 15. Pagoda Smoothie
  - 16. Mac-A-Holics Macarons
  - 17. TnT's Coffee & Cafe
  - 18. LT's Aloha Wagon
  - 19. All Star Catering
  - 20. The Post
- SPONSOR: Pepsi Sampling**
- SPONSOR: Indonesian Restaurant**
- SPONSOR: Midwest Brew Pub**

- 61. Roman Candle Pizzeria
- 62. Jamerica
- 63. HMI Southern Style Catering
- 64. Native Food Network
- 65. Sabor Queretano
- 66. Gyro's Express
- 67. Ernie's Kettle WI
- 68. RibMasters
- 69. JD's
- 70. Savi Cafe & Catering
- 71. Milano Ice

- 46. Babcock Ice Cream
- 45. Caracas Arepas
- 44. Caracas Empanadas
- 43. Caracas Ice Cream
- 42. Dane County Airport
- 41. The Looking Glass Bakery
- 40. Bob's BBQ Emporium
- 39. waunakee Remodeling
- 38. Lombardino's
- 37. Taversnakaya
- 36. Bulgogi Korean Taco
- 35. La Taguara
- 34. Gigi's Cupcakes
- 33. The Rigby
- 32. Teriyaki Samurai
- 31. David's Jamaican

- 51. El Sabor de Puebla
- 50. Fuego's
- 49. Just Bakery
- 48. Ugly Apple Cafe
- 47. Lao Laan-Xang
- 46. Kona Ice of Madison
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- 44. Caracas Ice Cream
- 43. Caracas Arepas
- 42. Dane County Airport
- 41. The Looking Glass Bakery

- 60. Daddy Rocks
- 59. Little Shop of Cheesecakes
- 58. Old Fashioned
- 57. dZi Little Tibet
- 56. North and South Seafood & Smokehouse
- 55. Biaggi's Ristorante Italiano
- 54. Cafe Costa Rica
- 53. Roll Play
- 52. Auntie Jill's
- SPONSOR: Tundraland

- 30. Peoples Bakery
- 29. Steak Escape
- 28. Kingluy Tacos
- 27. La Kitchenette
- 26. Natural Juice
- 25. Grace Cheesecakes
- 24. Sugar River Kettle Corn
- 23. Boulder Brew Pub
- 22. Justvegglez
- 21. Hong Kong Cafe

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TASTE OF MADISON BENEFITS MORE THAN 25 LOCAL CHARITIES & NON-PROFIT ORGANIZATIONS



## **TASTE OF MADISON 2022 EMERGENCY ACTION PLAN**

### **EVENT OWNER:**

Madison Festivals, Inc  
787 Lois Ln.  
Sun Prairie, WI 53590

### **EVENT ORGANIZER:**

Race Day Events  
2995 Sub-Zero Parkway  
Fitchburg, WI 53719  
(608) 316-5755

### **PRIMARY CONTACT:**

Ryan griessmeyer, President  
Cell phone – (608) 444-2261  
Or  
Abby VanValkenburg, Vice President  
Cell phone – (616) 460-8172

### **EVENT DATES:**

#### **Thursday, September 1st, 2022**

- Prep for set-up begins
  - o Restaurant locations
- Generators are placed in around the square

#### **Friday, September 2nd, 2022**

- Generator and electrical load-in begins 12 midnight
- Electrical work continues throughout day with no disruption of traffic
- Capitol Square closes at 6 pm to non-event and non-emergency vehicles.

#### **Saturday, September 3rd, 2022**

- Farmer's Market load-in begins at 4 am and opens at 6 am
- Only Farmer's Market vending vehicles are allowed on the square.
- Market closes at 1 pm and egress begins
- Taste of Madison opens to public from 2 pm to 8:30 pm.

#### **Sunday, September 4th, 2022:**

- Taste opens to public from 11 am to 7 pm
- Event teardown and clean-up begins at 7 pm until completed.

### **EVENT LOCATION:**

The eight blocks surrounding the State Capital Building; all blocks leading from Square to the outer loop and the 200 block of MLK Jr. Blvd.

**HEADQUARTERS:**

Event Headquarters for staff and volunteers will be located on West Washington Street just West of Carroll St.

**INCIDENT COMMAND:**

Incident Command will be set-up in the Capitol Police Building. We have met with MPD as well as the Capitol Police regarding the 2022 event and possible extra precautions.

**EVENT OVERVIEW:**

On September 3rd and 4th, 2022, Madison Festivals, Inc will celebrate the 40th annual Taste of Madison. With over 250,000 visitors from across the region, Taste is a celebration of food, entertainment, and fun! For the past 40 years, Madison's finest in eats and entertainment, families and friends gather in the Capitol Square for this free festival. This year, Taste of Madison features close to 60 restaurants and over hundreds of menu items, 26 beverage stands, 3 stages, and live musical performances. Hundreds of volunteers donate their time and energy to help make Taste a success while earning thousands of dollars for local area charities and non-profits.

Many local, regional, and national businesses show their support through cash and valuable in-kind contributions of goods and services.

**Admission:** FREE. Open to the public.

**MADISON FESTIVALS:**

MFI is a recognized 501(c)3 non-profit volunteer-based organization that produces and develops events in the greater Madison community such as Taste of Madison, and the Madison Marathon race weekends. These events enhance the quality of life for residents, showcase the area to visitors, and provide assistance to local charitable organizations.

**EMERGENCY ACTION PLAN:**

The purpose of the Emergency Action Plan is:

**A.** To predetermine actions to take before and during the Taste of Madison (aka the event) in response to an emergency or otherwise hazardous condition. These actions may be taken by the organizers, staff/management, personnel, and attendees. These actions represent those required prior to the event in preparation for—and those required during— an emergency.

**B.** Flexibility will be exercised when implementing this plan because of the wide variety of potential hazards that exist for all outdoor events. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

**C. ASSUMPTIONS:** The possibility of an occurrence of an emergency is present at any outdoor event. The types of emergencies possible are various and could require the response of Fire, Emergency Medical Services, and Police.

**D.** This action plan reflects the following priorities:

1. Life safety and minimizing harm
2. Incident stabilization

### 3. Property preservation

This emergency action plan was originally prepared in August, 2013 by the staff of Purple Door Productions, Inc in response to a request from the City of Madison Fire Department to revise and expand its safety and security plan for the event. Per the suggestion of the City of Madison Fire Department, this plan incorporates elements of FEMA's *Incident Command System*. It has been updated in May of 2022 to reflect changes over time.

#### EVENT SCHEDULE:

See Appendix 1 – Event Timeline

#### ONSITE EVENT STAFF:

**PRIMARY CONTACT: Sara Klemme, President (MFI)**  
(608) 609-5354

In the event of an emergency, the following contacts will radio/call Sara. When requested, these contacts may meet Sara at Event Headquarters or other designated location to discuss/implement the emergency plan.

**SECONDARY CONTACT: Ryan Griessmeyer, President (RDE)**  
(608) 444-2261

**SECONDARY CONTACT: Abbey VanValkenburg, Vice President (RDE)**

**SECONDARY CONTACT: Rachel Hansen, Volunteer Manager (MFI)**

**SECONDARY CONTACT: TBD, (MFI)** \*\*This will be the person that will sit in Command at the Capitol Police Department\*\* We will update name and contact details as we receive them.

#### INSURANCE:

Madison Festivals, Inc insurance policy covering the event is on file with the City of Madison Risk Management.

**Carrier:** West Bend Mutual

#### CHAIN OF COMMAND:

In the event of a *minor* incident, Sara Klemme, will serve as the Incident Commander (lead person), to manage resources, make and finalize decisions, and assign tasks.

In the event of a major incident, Taste of Madison staff will work with the appropriate First Responder agencies (ie, Capitol Police, Madison Police, Madison Fire) to form a Unified Incident Command group that will manage resources, make and finalize decisions, and assign tasks to everyone.

**ONSITE EMERGENCY STAFF:**

Madison Fire Department

Staff member TBD

Cell during event: (608) XXX-XXXX

Secondary Number during event: (608) XXX-XXXX

Note: This person will be located in Command during the event.

Pre-event contact: XXX

(XXX) XXX-XXXX

**LAW ENFORCEMENT:**

Law Enforcement presence when the event is open to the public is required. The following agencies will provide the following staff:

Madison Police Department

Staff member TBD

Cell during event: (608) XXX-XXXX

Secondary Number during event: (608) XXX-XXXX

(608) 266-4948 – non-emergency dispatch

Police Officers – In addition to XXX, ten (10) City of Madison Police Department Officers will be present while event is open to the public:

EOD – EOD is being requested and used during the event.

Saturday, September 3, 2022: 2:00 pm – 8:30 pm

Sunday, September 4, 2022: 11:00 am – 7:00 pm

In addition to the staff listed above, officers from the Central District's Community Policing and Mounted Police Units frequently are present during the event. MPD may extend the hours of officers scheduled for the event and may request assistance from the Central or other Districts if needed.

Wisconsin Capitol Police

Staff member TBD

Cell during event: (608) XXX-XXXX

Secondary Number during event: (608) XXX-XXXX

608-276-7700 – Dispatch

In addition, CPD may utilize State Patrol and/or Wisconsin DNR as additional resources.

Saturday, September 3, 2022: 1:00 pm – 9:30 pm

- 1 Supervisor
- 2 Officers

Sunday, September 4, 2022: 10:00 am – 8:00 pm

- 1 Supervisor
- 2 Officers

Should an incident occur that requires Law Enforcement, the on-site City of Madison Police Department Officers or Capitol Police will be contacted to request this resource. The caller will have the following info available to the officer:

- Nature of emergency
- Precise location
- Contact person with callback number.

**PRIVATE SECURITY:** Taste of Madison contracts with Tri-Bolt Security to provide property and stage protection services.

**Security for Event Property is as follows:**

Friday, September 2, 2022 – 9:00 pm to 2:00 pm

- 1 Supervisor
- 2 Staff

Saturday, September 3, 2022 – 1:00 pm to 9:00 pm

- 3 Staff

Saturday, September 3, 2022 – 9:00 pm to 9:00 am

- 1 Supervisor
- 5 Staff

Sunday, September 4, 2022 – 10:00 am to 8:00 pm

- 3 Staff

**Security for Entertainment Stages is as follows:**

Saturday, September 3, 2022 – 1:00 pm to 9:00 pm

- 1 Supervisor
- 4 Staff

Saturday, September 3, 2022 – 1:30 pm to 9:00 pm

- 11 Staff

Saturday, September 3, 2022 – 5:00 pm to 9:00 pm

- 10 Staff

Sunday, September 4, 2022 – 10:00 am to 7:30 pm

- 1 Supervisor
- 4 Staff

Sunday, September 4, 2022 – 10:30 am to 7:30 pm

- 7 Staff

Sunday, September 4, 2022 – 3:30 pm to 7:30 pm

- 7 Staff

#### **COMMUNICATION PLAN:**

All event staff, restaurant and beverage captains, power crew, entertainment director, and beverage company representatives carry two-way radios utilizing various radio channels to communicate during the event. A breakdown of channels and their respective area of the event management follows:

#### **Radio Channels**

Channel 1: Event Staff and Headquarters all weekend

Channel 2: Power and Street Captains

Channel 3: Beverages

Channel 4: Entertainment

When general information/evacuation needs to be communicated to all staff and volunteers during the event, Sara Klemme, President, will use the radio. Staff members will communicate to lead volunteers on their respective channels.

In the event of an incident, notification of the situation will be through the use of either the Non-Emergency Police Dispatch or 911, dependent upon the severity of the incident. Event Staff or volunteers present will be asked to have the following information available to the 911 operator:

- Nature of emergency
- Precise location
- Contact person with callback number.

If 911 is contacted by any event personnel, Taste of Madison's PRIMARY CONTACT (Sara Klemme), will be notified by the reporting person as soon as possible in person, by radio or by cell phone.

#### **SEVERE WEATHER:**

All Event Staff monitor weather conditions using onsite computers and smart devices with weather alerts being programmed to notify staff when issued. Event Command will have access to radar and further resources from Command.

**Pre-Event** - If severe weather is predicted prior to the event, staff will consult with Sara Klemme, president of Madison Festivals to evaluate the conditions and determine if the schedule needs to be modified, or in extreme conditions, if the event will be held.

**During Event:** If *questionable* weather begins to occur during the event, Event Staff, in consultation with Madison Festivals and onsite emergency personnel, will evaluate the conditions to determine if the event will remain open.

If *severe* weather begins to occur during the event, Event Staff will radio all personnel carrying radios to inform them of the determined course of action. Restaurant and beverage captains and other staff will notify vendors within their assigned areas.

Event staff members will notify the entertainment director to use entertainment stage sound systems to announce:

- Hazardous weather conditions exist
  
- Attendees, volunteers, staff should seek shelter in:
  - o The State Capitol building (If life threatening only)
  - o The Madison Municipal Building (210 Martin Luther King Jr. Blvd.)
  - o The City County Building (215 Martin Luther King Jr. Boulevard)
  - o The nearest parking ramp
  - o Open businesses in the area (away from windows)

Taste of Madison will remain open unless weather is extremely dangerous, which includes:

**Lightning:** Event Staff will monitor weather alerts and maintain onsite observation for impending lightning-related danger. Indications include darkening skies, flashes of lightning, or increasing wind, which may be signs of a developing or approaching thunderstorm. If Event Staff determine lightning-related danger is present the communication system described above will be activated.

Event Staff will also be instructed to stay inside. Taste activities will not resume until it has been determined that the lightning has passed (i.e., event will resume 30 minutes after the last lightning strike).

Event Staff will radio and/or call staff members to communicate that the event is resuming.

## **EVACUATION:**

Event staff and all personnel with radios are responsible for notifying vendors, sponsors, entertainment stages, and attendees of non-weather situations requiring evacuation.

Event personnel with radios are advised to contact Headquarters if they feel such extreme measures are needed. The Event Staff in consultation with the President of Madison Festivals, Law Enforcement and Emergency Responders will determine if such action is required.

If a partial or full evacuation is required, a course of action will be determined and communicated to all personnel with radios.

Restaurant/Street/Beverage Captains will be advised to calmly notify vendors in their areas of situations requiring evacuation. Vendors will be asked to exit the square on foot using the street closest to their booth.

Event Staff and Beverage Captains will ask beverage stand volunteers to place all monies in stand lock boxes. If required Event Staff and Madison Festivals directors will remove lock boxes from beverage stand locations unless their personal safety is at risk.

Taste of Madison will remain open unless a situation is extremely dangerous.

Event Staff members will assemble at Headquarters unless the area is at general risk, in which case Event Staff members should meet in the lobby of Inn on the Park after completing the evacuation.

#### **FIRE / FIRE SAFETY:**

Taste of Madison is first and foremost a food-oriented event. In 2022, with sixty (60) restaurant vendors preparing and serving hundreds of different items to the 250,000 attendees the potential for a fire emergency exists.

All vendors are advised in writing, before the event, to comply with the Madison Fire Department rules and Temporary Vendor Compliance Guidelines. These guidelines state:

*"All open flame, hot surface or grease producing cooking shall be conducted a safe distance away from any tent. No cooking shall be conducted inside or under a tent."*

Food vendors are directed to use a **non-flammable sorbent floor covering** (from rolls) directly underneath cooking appliances.

The four (4) cooking methods used during the event that create a higher risk of fire emergency are:

**Charcoal/Wood Grills** – Food vendors prepare food over open-flame grills. The event provides metal containers for hot ash.

**Grease** – Food vendors prepare food in hot oil/grease utilizing deep fryers. The event provides metal barrels for the disposal of oil/grease.

**Propane Gas** – Many food vendors use propane gas to cook their offerings. The event has contracted with AmeriGas to provide and deliver propane tanks to the event vendors.

During load-in on Friday, September 2, 2022 AmeriGas will deliver XX 100# Propane Tanks. The 100# tanks will be delivered to the food vendors that have pre-ordered these supplies.

Extra 100# propane tanks will be stored and secured at the event headquarters.

**Electrical** – The event contracts with Aggreko Event Services to provide power to all food vendors, sponsors booths, and stages. Six (6) 200kW generators will be placed – See Appendix 2 Equipment Map – at various locations around Capitol Square.

Electrical cable is run from the generators along the curb/gutter of each block to provide power to each booth.

Generators will be placed beginning at 11:30 am on Thursday, September 1, 2022. Electrical cable will be placed starting at 7:00 am on Friday and power will be connected to all booths and stages after 6:00 pm the same day.

**Madison Fire Department will have Fire Inspectors onsite during the load-in period and on event days to insure compliance with all fire codes.**

#### **Fire Hydrants around the square (Red Dots)**

Taste will set up as follows near fire hydrants:

1. N. Carroll near State/W. Mifflin (Capitol side) – No booth.
2. S. Carroll near W. Washington (Capitol side) – No booth
3. S. Carroll near S. Hamilton (Opposite Capitol) – No booth
4. W. Main near S. Hamilton (Capitol side) – No booth
5. W. Main near MLK Jr (Capitol side) – No booth
6. MLK Jr. Blvd – No booth
7. Top of King Street (Capitol side) – No booth
8. S. Pinckney near E. Wash (Capitol side) – No booth
9. E. Mifflin near N. Hamilton (Capitol side) – No booth
10. W. Mifflin near Wisconsin (Capitol side) – No booth

#### **FIRST-AID/MEDICAL:**

Taste of Madison contracts with the Madison Fire Department to provide EMS coverage for the event. Two Paramedics, equipped with a small ambulance and additional resources will be present at the event. The **EMT Station** will be a 10x10 tent located at the intersection of Carroll Street and West Washington in the State Capitol building driveway.

The EMT Station is located next to the Lost Child tent.

The EMT's will be provided a two-way radio(s) to communicate with staff on **Channel 1** during the event hours:

- Saturday, September 3, 2022                      2:00 pm – 8:30 pm
- Sunday, September 4, 2022                      11:00 am – 7:00 pm

**For Severe Injuries:**

1. If a person is seriously injured or becomes violently ill and requires medical attention, personnel will **radio the EMS Station on Channel 1**. The paramedics will come to the location of the injured person. Staff will be advised not to drive/move the ill or injured person for medical assistance. If the on-site paramedics don't answer, staff will call 911 immediately.
2. Staff will provide minor first aid as possible. In all injuries of serious nature, such as a fall, broken limbs, unconsciousness, etc., staff will be advised that the injured should NOT be moved. They will wait for the paramedics and make the injured person as comfortable as possible.
3. Staff will obtain the name of the injured person, and inform the person that help is coming. They will notify Ryan Richards, Event Director, (or Headquarters) of the situation and location of the injured person and which entrance the paramedics/EMS crew plans to use. If serious, Ryan Richards will attempt to notify the onsite Police Officers of the situation.
4. Staff will be asked to clear the area of bystanders in a quick, calm, assertive, and polite manner, and clear the area of any obstacle that may be in the path of the EMT crew.
5. Staff will attempt to obtain the contact information of the injured person and that of one witness.
6. In the event that the injured person wishes to file a claim, staff will have them contact Sara Klemme, President of Madison Festivals. The staff person will obtain the name of the injured person and a witness.
8. Complete an Incident/Damage/Theft form.

**For Mild Injuries or Heat Exhaustion:**

For people with heat exhaustion, or other mild first aid situations, **radio the EMS Station on Channel 1**. The paramedics will come to the location of the injured person. If the person is nearby the **EMS Station** at the intersection of Carroll and West Washington the staff person will escort the person to the EMS Station.

**First Aid Kits** - First Aid kits will be on hand at the following locations during the event:

- Headquarters Tent
- Lost Child Tent

## **DISRUPTIVE BEHAVIOR:**

When disruptive behavior is identified at the event, Event Staff and/or volunteers will be asked to follow these guidelines:

1. Remain calm.
2. Let the person state his/her entire complaint.
3. Be sympathetic but remain neutral. If you have the time, let the person talk for a while.
4. If the individual is abusive, tell him/her that such language is not appropriate for a public place.
5. Decide if you can solve the problem. If possible, try to do so. If not, refer the person to an Event Staff member or Madison Festivals President.
6. If the appropriate staff person is not available, tell the person you will see to it that the information will be relayed as soon as possible.
7. If a disruptive individual wishes action taken, get information on how staff members can contact the individual. If this is a restaurant vendor or sponsor contact Headquarters.
8. If behavior becomes threatening, tell him/her you must move on/return to work. If individual persists, call Headquarters, Event Staff, or Madison Festivals President.
9. The key to control in a situation where a person is being physically threatening is TEAMWORK. Call for help on your radio or enlist a staff person or Madison Festivals President when possible.

## **ALCOHOL SERVICE:**

Taste of Madison serves alcoholic beverages from ten (10) beer stands, four (4) wine stands, and four (4) malted beverage stands. Each stand has a supervisor and/or one person on duty at all time that has completed a certified RESPONSIBLE SERVERS course. Beverage stand volunteers are trained to request ID's from individuals that appear underage and will provide wristbands to these persons with proper ID. Attendees are permitted to purchase no more than two alcoholic beverages at a time.

During event hours, four (4) Beverage Captains are on duty to supervise the beverage stands in an assigned area of the Square. These Captains and the Event Staff are licensed bartenders by the City of Madison. All personnel associated with the event should report individuals suspected of intoxication to Event Staff, Restaurant/Street/Beverage Captains, and/or Law Enforcement personnel immediately.

## **ALCOHOL CONTAINMENT:**

Taste of Madison is permitted to be an open container event from the outer loop to the State Capitol Building.

At all street exits from the Capitol Square, signs will be posted on barricades noting:

### **NO ALCOHOL BEYOND THIS POINT**

Event Staff, private security, and volunteers located near the exits off the square, and notify fair goers (holding beer/wine cups) that open alcohol must not leave event.

Staff and volunteers to be instructed that: *Intoxicated and underage persons are not to be served alcohol.*

**EMERGENCY VEHICLES:**

Taste of Madison vendor tents are set up partially in the street (10' from curb) and partially up on curbs, allowing for ease of access for emergency vehicles. A 20' fire lane is maintained to create an emergency access lane for the Madison Fire Department (except where exemptions are permitted by the Madison Fire Department) as well as pedestrian access around the square.

**LOST PERSON:**

A **LOST CHILD** area is located on the State Capitol Building driveway at the intersection of Carroll Street and West Washington.

In the event that an individual becomes lost or separated from friends/family, all personnel with radios, Capitol Police, and Madison Police will be advised with the following:

1. If you are relaying a report of a lost person, please give a full description including the missing person's name, height, weight, hair color, age, and clothing.
2. If you find a lost child or adult, please do the following:
  - FOR LOST CHILDREN: Escort the lost child to the LOST CHILD area yourself or have another staff person do so.
  - FOR A LOST ADULT: Direct the individual to LOST CHILD area. Use your discretion as an adult may also need an escort. Call Headquarters if you are very busy. A police officer may be available to meet you and escort the individual.
3. If someone is looking for a reported lost child or adult, check the following areas first:
  - LOST CHILD area
  - Headquarters
4. Once a lost person is reunited with their friends/family, communicate this information via radio in order to cancel the search.

**ACCESSIBILITY:**

Taste of Madison takes place on the City side of the streets encircling the State Capitol Building. The event is designed to ensure that vendor and sponsors' booths do not block access ramps between sidewalks and streets in order that persons with a disability can access and navigate around the event. Because the streets leading into and out of the square are only partially blocked (with nonpermanent barricades), in an emergency, persons with a disability are able to leave the venue without significantly impeding the movement of other patrons.

Taste of Madison provides handicap accessible restrooms at all locations of the portable restrooms at the event. In addition, the \*State

Capitol Building, the \*Wisconsin Historical Museum, and various restaurants around the Square offer accessible stalls.

\* closes at 4:00 pm daily.

\*The Capitol Building is wheelchair accessible at several entrances:

- Martin Luther King Blvd
- King Street
- East Washington Avenue
- South Hamilton Street
- Wisconsin Avenue
- State Street
- West Washington Avenue
- North Hamilton Street

\*The Capitol building has several elevators and wheelchair accessible restrooms:

- Women's – 2 South, 101 South
- Men's - 23 South, 30 East, 100 West
- Unisex - 31 East – accessible with power assisted door

#### APPENDICES:

Appendix 1 – Event Timeline

Appendix 2 – Equipment Map

Appendix 3 – Event Map