

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event Food for Thought Festival

Event Organizer/Sponsor REAP

Is Organizer/Sponsor a 501(c)3 non-profit agency? Yes No

If Yes, provide State of Wisconsin Tax Exempt Number Fed EIN 39-2043788

Address 306 E Wilson St, Suite 2E

City/State/Zip Madison 53703

Primary Contact Ken Baun

Work Phone 242 6298

E-mail kenbaun@sbcglobal.net

Website _____

FAX _____

Phone During Event 438 5240

Secondary Contact Miriam Grunes

Work Phone 310-7431

E-mail miriam@reapfoodgroup.org

Phone During Event 669-0662

Annual Event? Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 5000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours 8:00 AM to 1:00 PM Yes No

EVENT CATEGORY

Run/Walk Music/Concert Festival Rally Parking (i.e., bagging meters)

Other _____

LOCATION REQUESTED

Capitol Square (note specific blocks below) Podium/700-800 State Street

30 on the Square (a.k.a. top of 100 block of State Street) Other (specific blocks/streets requested below)

Street Names and Block Numbers: 100 block MLK

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) _____

Event Start Date(s)/Time(s) 9/17/11 8 AM

Event End Date(s)/Time(s) 9/17/11 1 PM

Rain Date(s) _____

Set-Up Date(s)/Time for Event 9/17 5:30 AM

Take-Down Time 9/17 3:00 PM

Take-Down Time: start to streets reopened

APPLICATION SIGNATURE

_____/I/We waive the 21-day decision requirement.

_____/ (PLEASE INITIAL)

Your signature below indicates that you have read and understand the instructions and guidelines for a community event. Further, the person/group named in this application will be responsible for the conduct of the group and for the condition of the reserved area. Falsification of information on the application will result in forfeiture of up to \$200 per falsified item.

In addition to the rules and regulations detailed in the permit application instructions and guidelines, Street Use Permits are subject to all applicable ordinances, statues and laws.

Signature Ken Baun

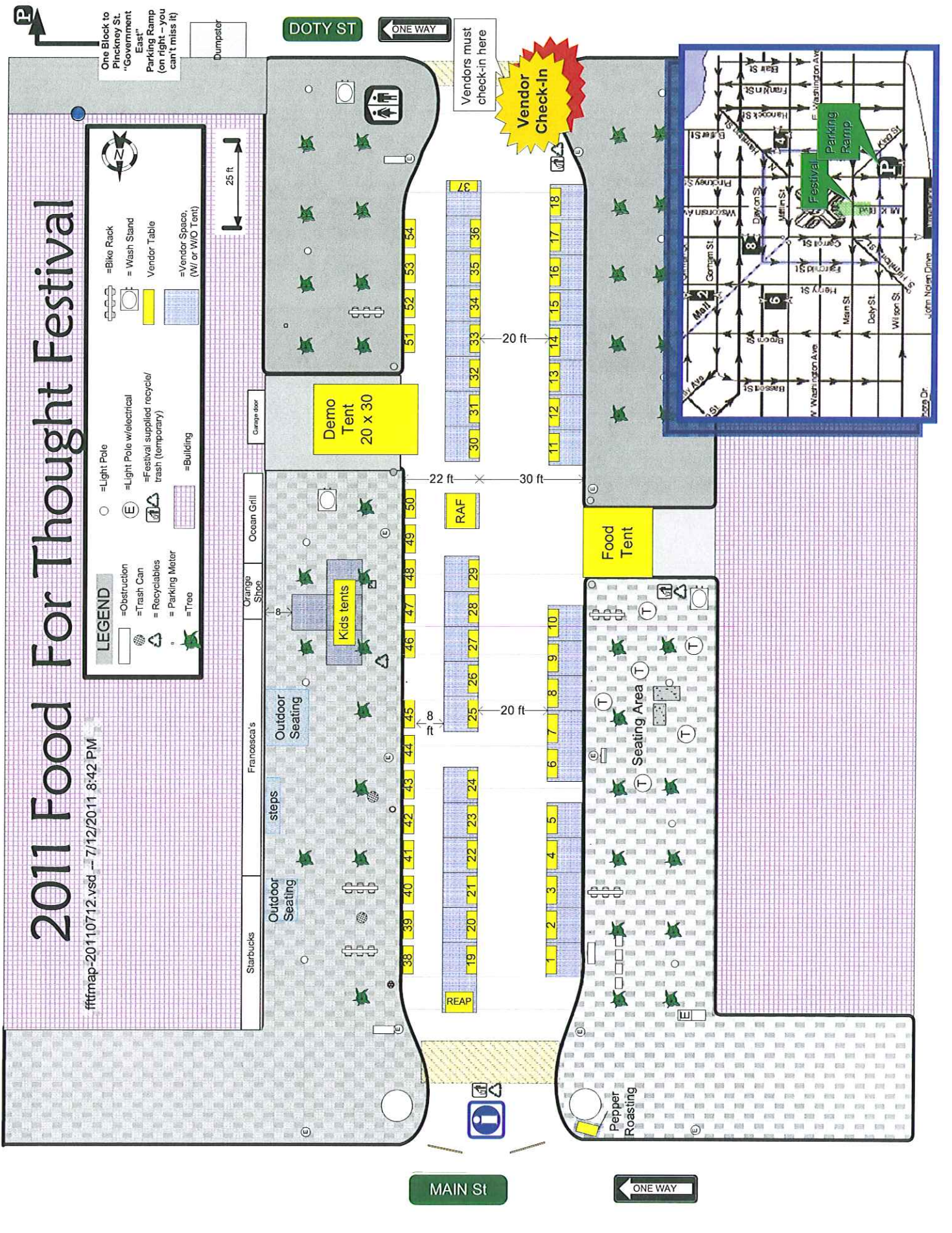
Date 7/11/11

2011 Food For Thought Festival

ffmap-20110712.vsd -- 7/12/2011 8:42 PM

LEGEND

- = Light Pole
- ⊗ = Obstruction
- ⊕ = Trash Can
- ♻️ = Recyclables
- ⚡ = Light Pole w/electrical
- ♻️ = Festival supplied recycle/trash (temporary)
- ⚡ = Parking Meter
- 🌳 = Tree
- 🚲 = Bike Rack
- 🚰 = Wash Stand
- 📺 = Vendor Table
- 🏠 = Vendor Spaco, (W/ or W/O Tent)
- 🏗️ = Building



MAIN St

ONE WAY

DOTY St

ONE WAY

Vendors must check-in here

Vendor Check-in

One Block to Pinckney St "Government East" Parking Ramp (on right - you can't miss it)

Dumpster

25 ft

37 30 31 32 33 34 35 36

11 12 13 14 15 16 17 18

22 ft

30 ft

25 26 27 28 29

RAF

46 47 48 49 50

20 ft

6 7 8 9 10

19 20 21 22 23 24

REAP

38 39 40 41 42 43 44 45

20 ft

1 2 3 4 5

Starbucks

Orange Stop

Francisco's

Outdoor Seating

steps

Outdoor Seating

Garage door

Ocean Grill

Demo Tent 20 x 30

Kids tents

Food Tent

Seating Area

Pepper Roasting

Starbucks

Francisco's

Outdoor Seating

steps

Outdoor Seating

Garage door

Ocean Grill

Demo Tent 20 x 30

Kids tents

Food Tent

Seating Area

Pepper Roasting

Food for Thought Festival Schedule September 17, 2011

All Street Use activities occur on the 100 block of Martin Luther King Blvd, on September 17. Reserved parking will occur on the 200 block of MLK.

Parking meter bags will be placed over the marking meters of the 100 and 200 block of MLK Friday afternoon, September 16.

Setup will begin Saturday the 17th at 5:30 AM.

Exhibitors will arrive largely between 7:00-8:00 AM

Festival activities will occur between 8:00 AM – 1:30 PM , including approximately 60 exhibitors, demo tent, kids' tent and activities, and food concessions

Cleanup: 1:30-3:00 PM

Traffic restored by 3:00 PM

**Food for Thought Festival
September 17, 2011**

Cleanup and Recycling Plan

FFT organizers will rent five trash receptacles and five recycling receptacles, which will be placed in the 100 block of Martin Luther King Jr Blvd.

A volunteer will be designated to continuously empty the trash and recycling containers.

A dumpster will be rented from the city and positioned nearby.

After the festival, the festival grounds will be policed and swept by a host of volunteers.

Food for Thought Festival September 17, 2011

Notification Plan

The festival is limited to the 100 block of Martin Luther King Blvd, and will only impact that block from 6:00 AM to 2:00 PM on September 17. There are only two businesses on the 100 block that will be impacted during that time: M & I Bank and Starbucks Coffee.

M & I Bank has a drive through lane that exits onto the 100 block. As with the last few years, they have agreed to close their drive through window to avoid customers driving through the area.

Starbucks Coffee will be notified upon issuance of the Street Permit. The Festival brings several thousand pedestrians past to their store, and brings more business their way.

The Farmers' Market coordinator has been notified. The festival works closely with them and the Farmers Market.

The Alder (Marsha Rummel) has been notified.

**Food for Thought Festival
September 17, 2011**

Safety and Security Plan

An 18 foot fire lane will be maintained of any tents or structures through the 100 block of Martin Luther King Jr Blvd.

M&I Bank will close their drive thru window (that exits onto the 100 block of Martin Luther King Jr Blvd) to avoid customers driving through the area.

Fire extinguishers will be positioned near any open flame (pepper roasting).

Cooking demos in the Main tent will use electric heat rather than open flame.

Exhibitors will drop off and collect exhibit materials at the corner of Martin Luther King Jr Blvd and Doty St to avoid driving into the exhibit area.

There will be "point" people identified for various areas of the festival, including main tent, Food tent, Kid's tent, etc. Event organizers and volunteers will be readily identifiable by Food for Thought Festival tee shirts. Event organizers will have cell phones and be in ready contact to each other and emergency services.

The Kids' Tent will be the designated Lost Child area.