

STREET USE PERMIT APPLICATION

FOR OFFICE USE ONLY: Permit # _____ Date Submitted _____

EVENT INFORMATION

Name of Event ENGINEERING EXPO 2013

Event Organizer/Sponsor ENGINEERING EXPO / UW-MADISON COLLEGE OF ENGINEERING

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

If Yes, provide State of Wisconsin Tax Exempt Number _____

Address 1415 ENGINEERING DRIVE

City/State/Zip MADISON / WI / 53706

Primary Contact ETHAN ZAGER

FAX _____

Work Phone 920-284-9143

Phone During Event SAME

E-mail EZAGER@WISC.EDU

Website ENGINEERINGEXPO.WISC.EDU

Secondary Contact LAUREN KIDD

Work Phone 847-636-7862

Phone During Event SAME

E-mail LNKIDD@WISC.EDU

Annual Event? Biennial Yes No

Charitable Event? Yes No

If Yes, name of charity to receive donations: _____

Estimated Attendance 5,000/day (CERTIFICATE OF INSURANCE MAY BE REQUIRED)

Public Amplification (not allowed after 11 p.m.) Hours _____ to _____ Yes No

EVENT CATEGORY

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

Other SCIENCE + ENGINEERING EXHIBITION / FAIR

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: BREESE TERRACE (FROM HOYT TO UNIVERSITY) 100-300 BLOCKS

EVENT DATE(S)/SCHEDULE

Date(s) of Event (including set-up and take-down) 4/18-4/20 Rain Date(s) N/A

Event Start Date(s)/Time(s) 7am APRIL 18, 19, 20 Set-Up Date(s)/Time for Event N/A

Event End Date(s)/Time(s) 4pm APRIL 18, 19, 20 Take-Down Time N/A

Take-Down Time: start to streets reopened


APPLICATION SIGNATURE

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

EZ (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  Date 3-5-13

Engineering Expo 2013- Street Use Permit Application, Supplemental Information

Event Schedule

No Parking (on Breese) would need to be in effect from 7am to 4pm on the event days (April 18-20, 2013).

Site Map

Description of Outdoor Use- The outdoor areas for Expo will be where ticketing, information, some exhibits, food, and one or two competitions will be located, all on campus property. Breese Terrace will be used for the loading and unloading of school buses.

Route- A handout for the school bus drivers is attached to show the route we have the drivers use to and from bus parking.

Safety and Security Plan- N/A

First Aid and Emergency Response- We plan to have volunteers stationed at tables strategically placed around the event locations (in main lobbies, near event entrances) which will be the place for attendees to come if there are any issues. Volunteers will be instructed to escort lost children to these tables as well as informing misplaced guardians where to find lost children. We also plan to have these tables have lists of phone numbers of people they can contact for more details. In the unlikely event there is a medical emergency, volunteers will be instructed to call 911 for emergency assistance.

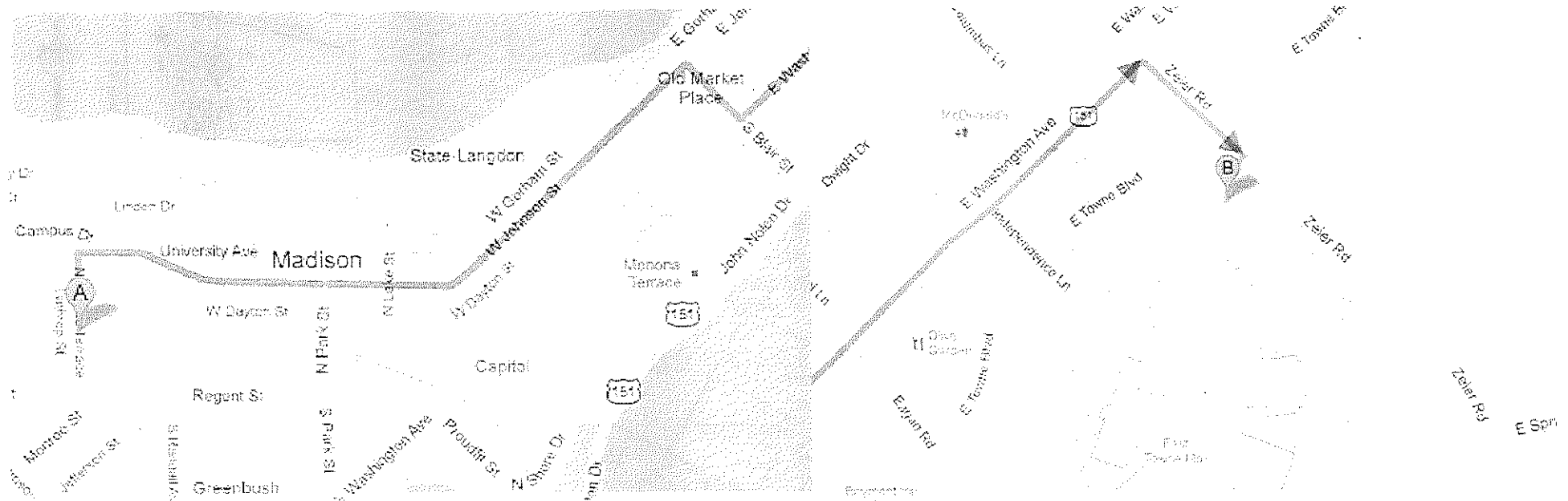
Clean up and recycling plan

Expo's use of Breese Terrace is for the loading and unloading of school buses and as a stop for a shuttle bus between the event and parking. Trash and recycling is expected to stay on the event grounds, on campus, and will therefore be handled by campus resources.

Notification Requirements

A copy of the event notification flyer is attached. The plan is to distribute flyers to residents all along Breese Terrace and cars parked on Breese Terrace the Monday before the event, and again to just the cars in the reserved area the day before the event.

Bus Driver Handout



- You will be headed to the parking lot near ___ at East Towne Mall. First, head **north** on **Breese Terrace**. You will then turn **right** onto **University Avenue**. This will turn into **Campus Drive** and subsequently **West Johnson Street**. After **1.5 miles**, turn **right** onto **N Blair Street**. Take the **third left** onto **East Washington Avenue**. Stay on East Washington for **5.1 miles** and turn **right** onto **Zeier Road**. Use the map provided on the back of this handout to make your way to one of the two designated parking areas **denoted with X's**. Please park as far out of the way as possible. You will follow **East Washington Avenue** west back towards Engineering Campus. Once you have turned onto **N Blair Street**, drive past W Johnson Street and turn left onto **West Gorham Street**. Follow West Gorham through campus and turn left onto **N Randall Avenue**. Next take a right onto **Monroe Street**. Finally, take another right to head north on **Breese Terrace** and arrive at Engineering Expo.
- ***If you have any questions, please call **Ethan Zager** (logistics) at **920-284-9143*****

