

# STREET USE PERMIT APPLICATION

## EVENT INFORMATION

Name of Event: Engineering Expo 2018  
Event Organizer/Sponsor: UW - Madison College of Engineering  
Is Organizer/Sponsor a 501(c)3 non-profit agency?  Yes  No  
MANDATORY: State Sales Tax Exemption Number: ES#: 40706  
OPTIONAL: Federal Tax Exempt Number: \_\_\_\_\_  
Address: 1410 Engineering Dr.  
City/State/Zip: Madison, WI 53706  
Primary Contact: Ajay Shah Work Phone: 331-208-4674  
Email: outdoorlogistics@engineeringexpo.wisc.edu Phone During Event: 331-208-4674  
Website: \_\_\_\_\_ FAX: \_\_\_\_\_  
Secondary Contact: Dominick Vierling Work Phone: 920-207-1944  
Email: indoorlogistics@engineeringexpo.wisc.edu Phone During Event: 920-659-1944  
Annual Event?  Yes  No  
Charitable Event?  Yes  No  
If Yes, Name of charity to receive donations: \_\_\_\_\_  
Estimated Attendance: ~ 3,000 (CERTIFICATE OF INSURANCE MAY BE REQUIRED)  
Public Amplification? (not allowed after 11 p.m.):  Yes  No  
Hours: \_\_\_\_\_ to \_\_\_\_\_

## EVENT CATEGORY

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

## LOCATION REQUESTED

Capitol Square (note specific blocks below)  State St. Mall/800 State Street  
 30 on the Square (aka top of 100 block of State Street)  Other (specific blocks/streets requested below)  
Street Names and Block Numbers: N. Breese Terrace from University to Regent St. (Block 0 to 3)

## EVENT DATE(S)/SCHEDULE

Date(s) of Event: April 6<sup>th</sup>, 2018 Event Start and End Times: 8:30am - 3:00 pm  
Rain Date (if any): \_\_\_\_\_ Set-Up Start Time: 8:30am  
Take-Down Start Time and End Times: 2:30 pm  
TAKE-DOWN TIME: START TO STREETS REOPENED

Will sponsor apply for temporary class B license to serve or sell beer/wine for this event?  Yes  No  
If class B license is denied, will the event(s) occur?  Yes  No

A.S. By initialing, I/we waive the 21-day decision requirement.

## APPLICATION SIGNATURE

BY SIGNING THIS APPLICATION, THE "EVENT ORGANIZER/SPONSOR" LISTED ABOVE AGREES TO INDEMNIFY, DEFEND, AND HOLD THE CITY AND ITS OFFICERS, OFFICIALS, 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.

Applicant Signature [Signature] Date 01/02/18

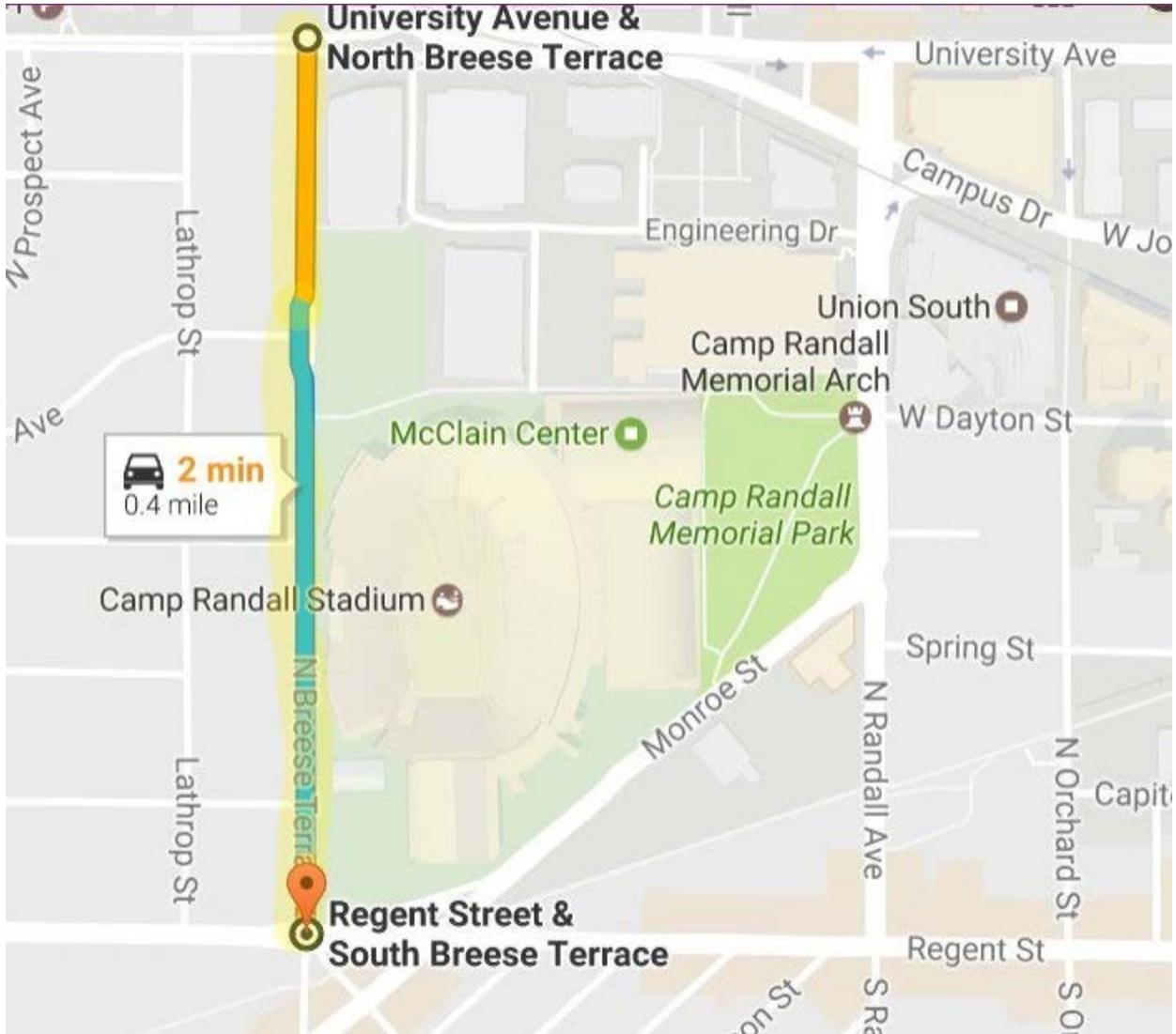
## No Parking Request for Breese Terrace on April 6, 2018

### Event: UW-Madison Engineering Expo

1. Application Requirements
  - a. one day event fee – \$100
  
2. Complete a Street Event Schedule
  - a. 7:30am – set up for event starts
  - b. 9:00am – actual event start time
    - i. Buses will be dropping off students at the staircase between the Engineering Career services building and the UW practice football field on the east side of Breese Terrace. (Across from 214 Breese Terrace)
  - c. 2:00pm – event ends
    - i. Majority of the buses will be picking up students within an hour of this time. All students will be picked up on the east side of the street. This is an important detail to ensure that guests are not crossing the street to load buses.
  - d. 4:30pm – street and sidewalk cleaned up and parking will be opened by this time
  
3. Complete a Street Event Site Map
  - a. There will not be any tents/stages/fencing/etc. set up on the street Breese Terrace
  - b. No route map necessary since the street will not be used for any moving activity
  - c. Event Site Map Attached
  
4. Safety and Security
  - a. I have been working with the University and we are setting up a meeting with the UWPD, fire department, and risk control personnel to go over safety procedures and make all parties aware of the event.
  - b. I spoke with Lt. Knight about using special duty officers to direct traffic and he did not think it would be necessary unless we have guests crossing the street to load buses, which we do not
  - c. Emergency Action Plan Attached
  
5. Cleanup and Recycling Plan
  - a. There should be no need for trash cans on Breese Terrace. There will be several trash stations set up around engineering mall where the event is located
  
6. Notification Requirements
  - a. Does not apply (no street closures, attendance < 10,000, and no bus or traffic rerouting)
  - b. Metro City Buses has been contacted and is aware of the event
  - c. Signs have been drafted to signify areas where buses can not park/stop/idle. These areas include narrow traffic lanes and crosswalks

- d. Cones provided by the university to go along with the signs to alert the bus drivers of these areas
  
- 7. Insurance for your Event
  - a. I do not suspect city insurance will be needed
  
- 8. Bicycle Parking for your Event
  - a. There is plenty of bike parking around engineering mall
  
- 9. Marketing your Event
  - a. Not a part of the publicity for the event
  
- 10. Events with Amplification
  - a. There will be no amplification on Breese Terrace
  
- 11. Vendors at your Event
  - a. There will not be any beverage or food services on Breese Terrace
  
- 12. Beer/Wine Sales at your Event
  - a. n/a
  
- 13. Budget Planning
  - a. Application Fee \$100
  - b. Parking Meters \$2 per

Street Event Site Map



## Emergency Action Plan (EAP)

### GENERAL

The Engineering Expo will be held April 6, 2017 at Engineering Hall.

### II. PURPOSE

- A. This emergency action plan predetermines actions to take before and during the Engineering Expo (hereinafter referred to as the event) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- B. Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

### III. ASSUMPTIONS

The possibility of an occurrence of an emergency is present at this event. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

### IV. BASIC PLAN

#### A. Emergency Action Plan (EAP) Event Representative

1. The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as PRIMARY CONTACT: Ajay Shah.

#### B. Emergency Notification

1. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number. 2. We will not have on-site EMS 3. We will not have on-site Police or Security

#### C. Severe Weather

1. Weather forecasts and current conditions can be monitored through the National Weather Service's Madison Weather Forecast website. 2. Before the event - If severe weather is predicted prior to the event, the EAP event representative will evaluate the conditions and determine if the event will remain scheduled. The EAP event representative or his/her designee will be identified as Ajay Shah and will be responsible to monitor the weather conditions before and during the event. 3. During the event - If severe weather occurs during the event, the EAP event representative or his/her designee Ajay Shah will make notification to those attending the event that a hazardous weather condition exists and direct them to shelter. 4. There are very limited provisions for sheltering participants in the event of severe

weather. 5. This event will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the event will be delayed until 30 minutes have passed since thunder was last heard.

#### D. Fire

1. If a specific hazard has been identified as an increased risk of fire at this event, event manager will work with the Fire Department to determine how to address the hazard. 2. All event staff will be instructed on the safe use of Portable Fire Extinguishers. 3. If cooking is intended, you must contact the fire department and - a) Must have a valid fire extinguisher, 2A10BC

b) Each space is allowed 1 LP tank per cooking device. All LP tanks are to be secured in an approved manner (tied, strapped, chained, etc.) c) No cooking shall be allowed under a tent. Cooking shall be a minimum of 20' away from tents/canopies. d) Cooking must be on a non-combustible surface (grease collection material generally required under cooking and food service areas) 4. Fire Inspectors may be required to do an inspection of your event (depends on size and nature of the event), contact the Fire Department for guidelines 5. All tents/canopies used for cooking shall have a FLAME SPREAD Certification attached to the tent. 6. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

#### E. Medical Emergencies

1. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries. 2. Event manager shall contact the Fire Department to determine if there is a need for on-site Emergency Medical Services at this event. 3. Should an incident occur that requires Emergency Medical Services to be called to this event, the caller will have the following information available to give to the 911 Center: a) nature of emergency b) precise location c) contact person with callback number

#### F. Law Enforcement

1. The need for constant Law Enforcement presence at this event has not been identified. Event manager shall contact the Police Department to determine if there is a need for Law Enforcement presence at this event 2. Should an incident occur that requires Law Enforcement, to be called to this event, the caller will have the following information available to give to the 911 Center: a) nature of emergency b) precise location c) contact person with callback number

#### G. Emergency Vehicle Access

1. Access for Emergency Vehicles will be maintained at all times. 2. 20' Fire Lanes are required to be kept open at events. 3. A 14' minimum height clearance requirement for anything that goes over a street or fire lane 4. Participants and spectators will be directed to park in approved areas and not to obstruct protective features, sidewalks or public thoroughways. 5. Crowd control will be managed by: Ajay Shah 6. Parking for vendor and staff vehicles will be: Street Parking. 7. Parking for attendee vehicles will be: Street Parking.

V. CONTACT INFORMATION

Primary Contact	Ajay Shah	331-208-4674
Secondary Contact	Dominick Vierling	920-659-1944
Emergency	Dane County 911 Center	911
Non-Emergency	Madison Fire Department	(608) 266-4420
Non-emergency	Madison Police Department	(608) 255-2345

# **ATTENTION Breese Terrace** **Residents and Street Parkers:**

Just a reminder that **UW-Madison's Engineering Expo 2018** is occurring **April 6th-7th** on the engineering campus. Due to the high volume of school buses in attendance, **parking will not be available** on the east side of Breese Terrace from Regent Street to University Avenue, **7am-4pm**, on the **6th**. Any vehicles parking in the designated area **will be promptly towed at the owner's expense**. I apologize in advance for any inconvenience this may cause you.

If you have any questions or concerns, you may contact the Engineering Expo Office at (331) 208 4674 or email the Outdoor Logistics Chair, Ajay Shah, at [outdoorlogistics@engineeringexpo.wisc.edu](mailto:outdoorlogistics@engineeringexpo.wisc.edu)