



2017 Food Cart Review Application

2017 Food Cart Review Vendor Application

All applicants for Mall/Concourse Food Vendor licenses, including returning Mall/Concourse food vendors, shall be required to participate in an annual Fall Food Vending Review prior to applying for a Mall/Concourse Food Vending license and being assigned a site within the Mall/Concourse.

The Food Vending Review shall be conducted every year over a four-week period, beginning on the Monday of the last week of September and continuing for a total of 4 weeks (September 25 - October 22, 2017). During these weeks, reviews may take place:

- Monday through Friday between 11:00 a.m. and 2:00 p.m., and on**
- Saturday between 8:00 a.m. and 2:00 p.m.**

Returning food vendors will be reviewed in their regular sites during their regular business hours. New applicants will be assigned a site by the Street Vending Coordinator for review on not less than two (2) designated Saturdays. In the event of severe weather, specific review days may be rescheduled upon notice to all participants.

To ensure vendors can be reviewed by each reviewer it is important that you are in your vending locations during the times you list on this application. Participants will be penalized for missing assigned days of the Food Cart Review as follows:

Existing Monday-Friday vendors: will be allowed 2 missed vending days and will be penalized 1 point for each review day missed in excess of 2 days.

Existing Saturday only vendors: will be allowed a 1-day missed vending and penalized 1 point for each Saturday missed in excess of 1 day.

New applicants: no missed days, 1 point deduction for each assigned day missed.

Food Cart Review Eligibility:

- The Fall Food Vending Review shall be open to all new applicants and currently licensed food vendors who have obtained all necessary food and drink inspections, licenses and permits required by Public Health-Madison and Dane County (PHMDC) or a State Mobile Vending License through the Department of Agriculture Trade and Consumer Protection (DATCP).**

- All health department licenses must be secured no later than five (5) business days prior to the first day of the review. The applicant is responsible for arranging all necessary inspections with PHMDC or DATCP.

- The applicant will have no significant health violations. A "significant health violation" shall mean any violation of safe food storage and handling ordinances or regulations.

- received not more than two (2) vending citations or complaints within the period of September 1-August 31 immediately preceding the review.

Site Assignments:

- Site assignments shall be made on the basis of the review panel rating using three criteria: food, apparatus, and total experience.

- A vendor who participates in the Fall Food Vending Review must obtain a review rating of at least 70 out of 100 possible points to be eligible to receive a site assignment at that time.

- Site preference list submitted will be submitted by the vendor after the food cart review has been completed.

Other Requirements:

- Only food carts that are 56 sq ft or under with a maximum vertical height of 10 feet (excluding the exposed trailer tongue, axle and tires) may participate in the food vending review process.

- Generators are required to be rated 60 Dbl or less.

- All food carts are required to have an appropriately rated fire extinguisher (2A-10B:C or 40B:C depending on the cooking process).



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This application is for food carts/tents interested in vending in the Mall/Concourse in downtown Madison, WI. The application deadline is September 1, 2017. The food cart review process will take place between September 25 - October 22, 2017. This application will not count as an initial or renewal of your street vending or mall/concourse food vending licenses. That process will take place between January 1 - April 14, 2018.

* 1. Primary Vendor Contact Information (it is the vendor's responsibility to maintain updated contact information)

Name (first, last)	<input type="text"/>
Name of Cart	<input type="text"/>
Full Legal Business Name (LLC, Inc., etc.)	<input type="text"/>
Address	<input type="text"/>
City/Town	<input type="text"/>
State/Province	<input type="text"/>
ZIP/Postal Code	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

* 2. Registered Agent Contact Information (if none enter the primary vendors contact information)

Name (first, last)	<input type="text"/>
Address	<input type="text"/>
City/Town	<input type="text"/>
State/Province	<input type="text"/>
ZIP/Postal Code	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

* 3. Primary Vendor Date of birth

* 4. Primary Vendor Driver's License/State ID Number

* 5. Trailer and/or Tow Vehicle License Plate Number (both if applicable)

* 6. List the number of years you have purchased and used a Mall Food Vending License (counting backward from today, less any sabbaticals). *If you are a new vendor please write NONE.*

* 7. Basic Street Vendor License Number (ex: LICSVL-0000-00000). *If you are a new vendor please write NONE.*

* 8. Current Mall/Concourse Vendor Number (LICMFV-0000-00000). *If you are a new vendor please write NONE.*

* 9. Current Madison/Dane County Food and Drink License (LICFDD-0000-00000 or 00000-00000) or State Mobile Vending License. *You must have current health department licenses by September 18, 2017 to participate in this year's food cart review.*

* 10. Wisconsin State Seller's Permit Number (ex: 000-0000000000-00)

* 11. Insurance Carrier Name

* 12. Policy Number

* 13. Policy Expiration Date

* 14. For currently Mall/Concourse Food vendors only:

Please list the location and times you will be vending between September 25 - October 22, 2017.

If you currently do not hold a Mall/Concourse Food Vending License please answer NONE. You will be assigned two Saturday's during the course of the review.

Vendors will be required to be in their vending spaces listed below during the review. If you are not you will receive demerits for missed days.

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

* 15. Would you prefer to have access to an outlet for City-provided power? We will try to accommodate these requests. However, power is not guaranteed and every vendor should always be prepared to use a generator (60 Dbl or less).

If using city power carts must have one 15 amp circuit breaker or fuse between the cart and the power supply. Please see [Application for Electrical Use](#) to determine electric fees.

* 16. List all electric appliances that will be used inside your cart:

* 17. List all gas appliances that will be used:

* 18. List all menu items. Be complete and accurate. You may not sell anything not listed on this application. Include weekday and weekend menu items if they differ. By filling out the information below you are verifying that the food you will be vending are your own creation, produced by you and personally prepared.

Main menu

Side dishes

Desserts

Beverages

* 19. Briefly explain your cooking and food preparation process:

* 20. List the dimensions of your cart (exposed trailer tongue, axle and tires excluded; list height x length x width):

21. What type of fire extinguisher do you have on your cart?

- 2A-10B:C
- 40B:C (vendors operating equipment that utilizes combustible cooking media such as vegetable or animal oils or fats or other cooking oils).
- Other (please specify)

22. When would you like to vend in the Mall/Concourse during the 2018-2019 vending season?[Click HERE to view the current map of the Mall/Concourse](#) (map subject to change before the 2018-2019 vending season)

- Weekdays Only
- Saturdays Only
- Weekdays and Saturdays

23. Do you accept credit cards?

- YES
- NO

24. What side is your service window on?

- Drivers side
- Passengers side
- Both, I have two service windows

25. Questions or comments: